Department of Veterans Affairs
Decentralized Hospital Computer Program

SOCIAL WORK

USER MANUAL

Version 3.0

May 1993

Information Systems Center
Birmingham, Alabama

Preface

The Social Work Information Management Systems (SWIMS) software package is
one segment of the Decentralized Hospital Computer Program (DHCP) computer
system designed to facilitate the functions of Social Work Services at VA Medical
Centers. Social Work Information Management Systems User Manual, Version
3.0, contains revisions, updates, and enhancements to the software. Social Work
Service personnel, especially chiefs and supervisors, can use this software
package.

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Introduction

Version 3.0 of Social Work Information Management System is a case management system designed to facilitate the Social Work Service functions within the VA Medical Centers. This package contains DHCP computer programs which are used to track case loads and generate reports without unnecessary paper work. It can be used to anticipate a patient's domestic or social needs before being discharged, potentially minimizing the patient's hospital stay. AMIS data to Austin can now be transmitted electronically via VA MailMan system.

This User's Manual can be used by all that are involved in the DHCP process including users, application coordinators, technical personnel, or trainees.

** Please Note **

Before this version of the Social Work Information Management System is installed, all previous social work cases should be closed, transmitted to Austin (assuming that you are transmitting to Austin), and the social work data base purged completely using the *Clear Problems / Outcomes* option under version 2.14. Purge only after any needed Austin corrections are made to your case data. Once version 3.0 is installed, corrections for 2.14 *cannot* be made.

If you prefer to have your social work case data purged upon installation of version 3.0, please notify your IRM Service.

Functions of the Software

The Social Work software package is comprised of four modules. The modules and their functions are:

1. *Case Management System*: This is the primary menu for the case management. This is a sub-menu under the Social Work Information Management System (SWIMS) menu. The Case Management System menu contains some options that non-Social Work Chiefs/Supervisors will not be able to access, such as High Risk, Automatic Reporting System, RCH Registry, and Social Work Personnel information.

2. *Clinical Assessment Module*: This is the menu for the clinical summary information. It contains data base assessment profiles of patients, the ability to enter/delete surrogate supervisors, and discharge planning and closing note information.

3. *Community Resource Module*: This menu allows you to enter/edit and print community resource social work agency information.

4. *Maintenance System*: Most options under this menu are used for entering and maintaining various data elements for social work system definitions (i.e., site parameters). Other options are used to purge or re-initialize certain data elements, activate/deactivate cost distribution centers, and enter/edit new and old social workers and residential care homes.

Please note that the first five options from this menu require mandatory input so that social work reports will be accurate. The first five options are:

1. Site Parameters
2. Enter/Edit Worker
3. Enter/Edit Homes
4. High Risk Start-up
5. Activate/Deactivate Cost Distribution Center

Purposes of the Software

- The software identifies patients upon admission who meet certain pre-determined criteria. These patients are at high risk for social work intervention.

- The software package tracks the "at risk" patients throughout the continuum of care, providing a basis for comprehensive case management.

- This package enables medical center management and clinical staff to track, monitor, and assess service consumption and quality assurance for long term and other high risk patients.

- This software package generates AMIS data which can be submitted to Austin by use of generic code sheets, or submitted to SWARS electronic transfer via Network Mail System.

Orientation

The User Manual describes each option and provides an example of how to use each option. The User Manual is divided into four components:

I. Case Management System
II. Clinical Assessment Module
III. Community Resource Module
IV. Maintenance System

The Appendices presents "How to Work with the System", which will be useful to persons who have not previously used DHCP software, a glossary, a Cost Distribution Center (CDC) listing, Patient Data Format for AMIS Transmission, and an index.

Special Notations

In this manual, the user's response is <u>underlined</u> but will not appear on the screen underlined. The underlined part of the entry is the letter or letters that must be typed so that the computer can identify the response. In most cases, you need only enter the first few letters. This increases speed and accuracy.

Every response you enter must be followed by pressing the RETURN key. Whenever the RETURN key should be pressed, you will see the symbol <RET>. <RET> is not shown but is implied if there is underlined input.

If you are not a current user of DHCP packages, you may wish to read Appendix A, "How to Work with the System", before proceeding to the User Manual.

Package Management

This package does not impose any additional legal requirements on the user, nor does it relieve the user of any legal requirements. All users are reminded that many of the reports generated by this package contain confidential patient information which is protected by the Privacy Act.

Menu Outline

Screen displays may vary among different sites and you may not see the data on your terminal exactly as they appear in this manual. Although screens are subject to modification, the major menu options, as they appear in this manual, are fixed and not subject to modifications except by the package developer.

The following is a list of the major menu options, and their sub-options, in the order that they appear. A restricted option (*Case Management System*, for example) will not display unless you have security clearance. See your Application Coordinator to request security clearance.

Social Work Information Management Systems Menu Diagram

Case Management System

Clinical Assessment Module

Community Resource Module

Maintenance System

Case Management System
    Automatic Reporting System
        Compile AMIS Data
        Print Patient and AMIS Segments Data
        Transmit AMIS Data Via MailMan
    Close Cases
    Delete Record
    Display Case Data
    High Risk
    Make Corrections
    Open Cases
    RCH Registry
        Assessment Date Change
        Change Worker Assigned To A Home
        Delete Home
        Enter/Edit Homes
        Make Changes To RCH Registry
        Monthly Rate Change
        Print Address Labels
        Transfer RCH Patient (Same Worker)
    Reports Menu
        AMIS 256 & 10-0173 Reports
            RCH AMIS (Segment 256)
            RCS 10-0173
        Clinical Summaries
            Service Clinical Summary

Closed Cases (Individual Worker Registry)
Open Case (Individual Worker Registry)
Social Work Personnel
Add and Replace Worker
Delete Worker
Enter/Edit Worker
Print Workers

Clinical Assessment Module
Assessment Data (Enter/Edit)
Enter/Delete Surrogate Supervisor
Delete Surrogate Supervisor
Enter Surrogate Supervisor
Notes (Enter/Edit)
Closing Notes
Discharge Planning
Print Assessment Data
Assessment profile
Clinical Supervisory Report
All Workers
Individual Worker
Notes (Closing, and Discharge Planning)

Community Resource Module
Enter/Edit Agency
Print SWS Agency

Maintenance System
Site Parameters
Enter/Edit Worker
Enter/Edit Homes
High Risk Start-up
Activate/Deactivate Cost Distribution Centers
Purge Case Management Data
Re-Initialize Lookup Values
Social Work Clinics (FTEE percentages)

Package Operation Section

Chapter One

Case Management System

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Chapter One. Case Management System

The Case Management System module is designed for all Social Work staff. It is the primary menu for case management, and is a sub-menu under the Social Work Information Management Systems (SWIMS) menu. The Case Management System contains options that non-Social Work Chiefs/Supervisors will not be able to access, such as High Risk information, RCH Registry Reports, and Social Work Personnel information.

Options available from the Case Management System menu are:

1.0   Automatic Reporting System
2.0   Close Cases
3.0   Delete Record
4.0   Display Case Data
5.0   High Risk
6.0   Make Corrections
7.0   Open Cases
8.0   RCH Registry
9.0   Reports Menu
10.0   Social Work Personnel

1.0 Automatic Reporting System

This sub-menu contains options for the user to collect or print Social Work Automatic Reporting System (SWARS) data. You can compile, print, and transmit AMIS data to Austin using this option. An electronic mail message containing your data is created quarterly and sent to Austin by the fifth work day of the following month.

Before converting to the SWARS/Case Management System, you must get approval or concurrence through Austin via Social Work Service, VA Central Office. Prior to inputing your data base into the SWARS system, Austin must set the date parameters to allow your data to be accepted.

** Please Note **

You need to consult with Social Work Service, VACO, prior to initiating the SWARS/Case Management System.

Options available from the Automatic Reporting System sub-menu are:

    1.1 Compile AMIS Data
    1.2 Print Patient and AMIS Segments Data (132 Columns)
    1.3 Transmit AMIS Data Via MailMan

The first option, *Compile AMIS Data*, gathers and formats the data. Then, you can use the *Print Patient & AMIS Segments Data* option to produce a hard copy of the report for your records. The *Transmit AMIS Data Via MailMan* option automatically sends the data out over your electronic mail system.

1.1 Compile AMIS Data

You can compile, print, and/or transmit AMIS data using this option. This option puts all data into a format acceptable to the AMIS system in Austin. The computer might take a few minutes, depending on the size of your case data, to compile your data. You will then return to the Automatic Reporting System menu. You should run this option on a quarterly basis. There are other individual options that allow you to print and transmit data. However, this option allows you to perform one or more of the following task(s):

- compile data
- print data
- transmit data

To use this option, select the reporting month and fiscal year, and the beginning and ending date of the report. The report will then print to the selected device.

Example: Compile AMIS Data

```
Select Automatic Reporting System Option:  COMPILE AMIS Data

ENTER 03, 06, 09, or 12 FOR END OF QUARTER MONTH: 03  MARCH


ENTER LAST TWO DIGITS OF FISCAL YEAR:  91
BEGINNING REPORTING DATE: 3/1  (MAR 01, 1991)
ENDING DATE: 5/31  (MAY 31, 1991)
...HMM, LET ME THINK ABOUT THAT A MOMENT......


Compiling AMIS Segments 208, 209, 210, 211, & 256.............

COMPILING RCH 10-0173 AMIS DATA................

..EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND............

DO YOU WANT TO PRINT AMIS DATA FOR THE QUARTER ENDING MAR. AT THIS TIME? NO//
Yes  (YES)
DEVICE: 132 column printer          RIGHT MARGIN: 132// <RET>

DO YOU WANT TO TRANSMIT AMIS DATA FOR THE QUARTER ENDING MAR. AT THIS TIME?
NO// YES  (YES)

You want to transmit AMIS data for the quarter ending MAR.
Is this correct and do you want to continue?  NO//  <RET> (NO)
```

1.2 Print Patient & AMIS Segments Data (132 Columns)

This option prints AMIS data. It allows you to print a hard copy of the report, review, and validate the AMIS data before you transmit it to Austin.

To use this option, select the reporting month and fiscal year, and the beginning and ending date of the report. The report will then print to the selected device.

Example: Print Patient & AMIS Segments Data (132 Columns)

```
Select Case Management System Option: AUTomatic Reporting System

Select Automatic Report System Option: Print Patient & AMIS Segments Data
(132 COLUMNS)

ENTER 03, 06, 09, or 12 FOR END OF QUARTER MONTH: 06 JUNE


ENTER LAST TWO DIGITS OF FISCAL YEAR: 91
BEGINNING REPORTING DATE: 4/1  (APR 01, 1991)
ENDING DATE: 6/30 (JUN 30, 1991)
...SORRY, LET ME PUT YOU ON 'HOLD' FOR A SECOND...


Compiling AMIS Segments 208, 209, 210, 211, & 256........................

COMPILING RCH 10-0173 AMIS DATA..................................

...HMMM, THIS MAY TAKE A FEW MOMENTS...........
DEVICE: HOME// ZPK  ZPK-VTPTR          RIGHT MARGIN: 132// <RET>
```

....*printout follows*..

1.3 Transmit AMIS Data Via MailMan

This option transmits quarterly AMIS data to Austin via MailMan. There is no IRM assistance needed for this transmission. However, your VADATS/IDCU system must be functional (version 3.27 or later of MailMan) and the domain data complete. Please consult with your IRM Chief/Site Manager to be certain that your site has the above.

To use this option, select the reporting month and fiscal year, and the beginning and ending date of the report. The report will then print to the selected device.

Example: Transmit AMIS Data Via MailMan

```
Select Case Management System Option: AUTomatic Reporting System

Select Automatic Report System Option: TRansmit AMIS Data Via MailMan

ENTER 03, 06, 09, or 12 FOR END OF QUARTER MONTH: 03 MARCH


ENTER LAST TWO DIGITS OF FISCAL YEAR: 92
BEGINNING REPORTING DATE: 3/1   (MARCH 01, 1992)
ENDING DATE: 5/31 (MAY 30, 1992)
...SORRY, THIS MAY TAKE A FEW MOMENTS.....

Compiling AMIS Segments 208, 209, 210, 211, & 256.............

COMPILING RCH 10-0173 AMIS DATA......................

..EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND............


You want to transmit AMIS data for the quarter ending MAR.
Is this correct and do you want to continue?  N//  Y (YES)
...SORRY, THIS MAY TAKE A FEW MINUTES.....................................
<278 AMIS RECORDS TRANSMITTED TO AUSTIN>.........
<8 RCH 10-0173 RECORDS TRANSMITTED TO AUSTIN>


Select Transmit AMIS Data Option: <RET>
```

2.0 Close Cases

This option allows you to close Social Work Service cases. For RCH Cases previously closed, the prompts, "Is Patient Removed From Home" and "Date Removed from Home", must be answered. If you enter "Yes" in the "Is Patient Removed from Home" prompt, you will then be prompted for "Date Removed From Home." "Yes" should only be entered if the patient is actually removed from the home and not transferred to another home. If "Yes" is selected, a "Date Removed from Home" prompt will appear.

If "Problems Encountered" were entered when opening a case, an "Outcome" must be entered in the *Close Case* option for each problem. Likewise, if "Direct Service" was entered during the open case process, the "Time Spent" prompt must be answered in the *Close Case* option for each Direct Service.

When opening a case, the last prompt in the process is, "Do You Wish To Close Case." If you want to close a case at the same time you are opening it, you can enter "Yes" and automatically move to the *Close Case* option. This is meant as a time saver and can be used with cases such as outpatients that are opened and closed within a short period of time.

** Please Note **

If you choose to close a case while in the *Open Case* option and use the up-arrow (^), the entire record will be deleted. If you use the up-arrow to exit while closing a case, in the *Close Case* option, the close case data will be deleted (the data entered while in the *Open Case* option will not be affected).

Example: Close Cases

```
Select Case Management System Option:  CLose Cases
SELECT PATIENT: ?
 ANSWER WITH SOCIAL WORK CASE NUMBER, OR OPEN DATE, OR SOCIAL WORKER, OR
     PATIENT NAME
 DO YOU WANT THE ENTIRE SOCIAL WORK CASE LIST? N  (NO)
SELECT PATIENT: 144         09-14-89  DOOLITTLE,JAMES A.  HASKELL,EDDIE
     ...OK? YES//  <RET>  (YES)

PATIENT NAME: HASKELL,EDDIE//   (No Editing)
SOCIAL WORKER: DOOLITTLE,JAMES A.//  <RET>
CLOSE DATE: T  (OCT 01, 1992)
Select PROBLEMS ENCOUNTERED: ?
 ANSWER WITH PROBLEM PROBLEMS ENCOUNTERED
     YOU MAY ENTER A NEW PROBLEM, IF YOU WISH
     Enter problem(s) encountered by patient.  Only a maximum of eight
```

problems will be transmitted for individual patient data to Austin. All
problems will be reported for AMIS Segment 255.
  ANSWER WITH PSYCHO-SOCIAL PROBLEMS PROBLEM NAME, OR NUMBER
DO YOU WANT THE ENTIRE 38-ENTRY PSYCHO-SOCIAL PROBLEMS LIST? **N**   (NO)
Select PROBLEMS ENCOUNTERED: **5** MANAGEMENT OF PERSON   5
            ...OK? YES// **<RET>** (YES)
    OUTCOME: **?**

       Enter appropriate outcome of psycho-social problem.
  ANSWER WITH PSYCHO-SOCIAL OUTCOMES NAME, OR NUMBER
CHOOSE FROM:
      CLINICAL DECISION NOT TO TREAT   1
      NOT ATTAINED - COMMUNITY RESOU   7
      NOT ATTAINED - PATIENT/FAMILY   6
      NOT ATTAINED - VAMC BARRIERS   8
      PARTIALLY ATTAINED - VAMC BAR   5
      PARTIALLY ATTAINED - COMMUNITY   4
      PARTIALLY ATTAINED - PATIENT/F   3
      PLANNED RESULTS ATTAINED   2

    OUTCOME: **5** PARTIALLY ATTAINED - VAMC BARRIERS   5
            ...OK? YES// **<RET>** (YES)
  Select PROBLEMS ENCOUNTERED: **?**
   ANSWER WITH PROBLEM PROBLEMS ENCOUNTERED:
     MANAGEMENT OF PERSON
        YOU MAY ENTER A NEW PROBLEM, IF YOU WISH
        Enter problem(s) encountered by patient. Only a maximum of eight
     problems will be transmitted for individual patient data to Austin. All
problems will be reported for AMIS Segment 255.
  ANSWER WITH PSYCHO-SOCIAL PROBLEMS PROBLEM NAME, OR NUMBER
DO YOU WANT THE ENTIRE 38-ENTRY PSYCHO-SOCIAL PROBLEMS LIST? **N**   (NO)
Select PROBLEMS ENCOUNTERED: **26** SUBSTANCE   26
            ...OK? YES// **<RET>** (YES)
    OUTCOME: **5** PARTIALLY ATTAINED - VAMC BARRIERS   5
            ...OK? YES// **<RET>** (YES)
Select PROBLEMS ENCOUNTERED: **<RET>**
Select DIRECT SERVICE CATEGORY: PRE-ADMISSION PLANNING
            // **?**
  ANSWER WITH DIRECT SERVICE CATEGORY:
     PRE-ADMISSION PLANNING
        YOU MAY ENTER A NEW DIRECT SERVICE CATEGORY, IF YOU WISH
        Enter a valid category for direct services provided. Only a maximum
     of eight services will be transmitted for individual patient data. All
services will be transmitted for AMIS Segment.
  ANSWER WITH DIRECT SERVICE CATEGORIES NAME, OR NUMBER
DO YOU WANT THE ENTIRE 16-ENTRY DIRECT SERVICE CATEGORIES LIST? **N**   (NO)

Select DIRECT SERVICE CATEGORY: **PRE**-ADMISSION PLANNING
            // 13 CASE MANAGEMENT   13
            ...OK? YES// **<RET>** (YES)
    MANHOURS: **??**
        Enter manhours providing direct services. Enter time broken down into
        quarters. If manhours was 30 minutes enter '50', if 1h 30m enter '150',
        if 1h enter '100', if 1h 45m enter '175'.
    MANHOURS: **50**
Select DIRECT SERVICE CATEGORY: **<RET>**
RESOURCES/REFERRALS?: **?**
      Enter '1' for YES if resources/referrals are being assigned for the

```
        patient, else enter '0' for NO.
        CHOOSE FROM:
           1          YES
           0          NO
RESOURCES/REFERRALS?: 1  YES
Select RESOURCE/REFERRAL: ?
 ANSWER WITH RESOURCE/REFERRALS
     YOU MAY ENTER A NEW RESOURCE/REFERRALS, IF YOU WISH
     Enter the type of resource/referral made to the patient.
 ANSWER WITH RESOURCES/REFERRALS NAME, OR NUMBER
 DO YOU WANT THE ENTIRE 20-ENTRY RESOURCES/REFERRALS LIST? N   (NO)
Select RESOURCE/REFERRAL: 3  CNH-NON VA PAID          3
         ...OK? YES//  <RET>  (YES)
   USED/NEEDED UNABLE TO ACCESS: ?
     CHOOSE FROM:
        1          USED
        0          NEEDED BUT UNABLE TO ACCESS
   USED/NEEDED UNABLE TO ACCESS: 1  USED
Select RESOURCE/REFERRAL: ?
 ANSWER WITH RESOURCE/REFERRALS:  1  VA NHCU          1
         ...OK? YES//  <RET>  (YES)
   USED/NEEDED UNABLE TO ACCESS: USED// 0  NEEDED BUT UNABLE TO ACCESS
Select RESOURCE/REFERRAL: <RET>
MISC.: <RET>

DO YOU WANT TO CLOSE ANOTHER CASE? NO//  <RET>  (NO)

Select Case Management System Option: <RET>
```

3.0 Delete Record

This option deletes records that were entered in error only. It is not used to purge the case management data base after transmissions to Austin.

To use this option, enter either the case number, open date, social worker's name or the patient name of the case you wish to delete, at the "Select Case" prompt. After entering this information, a message will appear stating the record was deleted.

Example: Delete Record

```
Select Case Management System Option: DELete Record

SELECT CASE:   ANGEL
      1      ANGEL,JOHNNY        139    09-14-91     BARNARD,CHRISTIAAN
      2      ANGEL,JOHNNY        222    05-06-92     FINE,LAWRENCE
CHOOSE 1-2: 2       222 <RECORD DELETED>

Select Case Management System Option:   <RET>
```

4.0 Display Case Data

This option is useful for quickly viewing a patient's data on your screen. It can also be used to determined if a case is currently open and which social worker is using it, thus it can be useful to office staff referring telephone calls or collaterals to the correct social worker. This one page viewing screen provides the open date, social worker, close date (if there is one), and the AMIS location. Editing of this information is not allowed on this screen.

As you enter this option you will be asked to "Select Patient." You can answer with the patient's name or use the first initial of the patient's last name and the last 4 digits of his/her patient identification number. In lieu of the patient's name, you can enter the case number, social worker name, or open date, and select the patient from the choices presented.

Example: Display Case Data

```
Select Case Management System Option:  DISplay Case Data
  SELECT CASE:   244       07-11-92  MONTALI,KAREN   BODENE,JETHRO
        OK? YES//  <RET>  (YES)


DEVICE: PRINTER//    <RET>                RIGHT MARGIN: 80// <RET>



NUMBER: 244                           OPEN DATE: JUL 11, 1992
   SOCIAL WORKER: MONTALI,KAREN
   AMIS DIVISION: ISC 3 BIRMINGHAM
   PATIENT NAME: BODENE,JETHRO        TRANSMITTED TO AUSTIN ?: TRANSMITTED
   SPECIAL PATIENT POPULATION: HOMELESS  CDC SECTION: SURGICAL WARD COST
   CLOSE DATE: JUL 18, 1992           CONSULTATION ONLY: YES
RESOURCE/REFERRAL: CNH-NON VA PAID     RESOURCES/REFERRALS?: YES
PROBLEMS ENCOUNTERED: MANAGEMENT OF PERSON USED/NEEDED UNABLE TO ACCESS: USED
   OUTCOME: PARTIALLY ATTAINED -  VAMC BARRIERS
PROBLEMS ENCOUNTERED: PLACEMENT
   OUTCOME: PARTIALLY ATTAINED - PATIENT/FAMILY BARRIERS
DIRECT SERVICE CATEGORY: SCREENING ONLY MANHOURS: 30
DIRECT SERVICE CATEGORY: CASE MANAGEMENT
   MANHOURS: 30
   ID#: 554786523                    ORIGINAL WORKER'S NUMBER: 23

Select Case Management System Option: <RET>
```

5.0 High Risk

This sub-menu contains options associated with high risk profiles. The purpose of this menu is to identify patients admitted within the past 24 hours who meet predetermined criteria indicating a high potential for social problems. These problems can complicate treatment or increase the patient's length of stay beyond medically justified limits. Some of the criteria for selection are:

- Age 80 or less (site adjustable downward)
- Age 70 or greater and followed in two or more outpatient clinics
- Re-admission within one month for same admitting diagnosis
- Veterans with no permanent address
- Veterans with income below a site-specified amount
- Irregular discharge within 180 days of re-admission
- Veterans admitted from RCH or CNH
- Admissions due to accidents
- Female veterans
- All veterans admitted to site-specific high risk wards
- NSC with insurance
- Veterans with hospital based home care
- Veterans with home dialysis
- Veterans with spinal cord injury home care
- Veterans in other home based programs
- Veterans with no temporary address
- Veteran in RCH or CNH and seen by Social Work Service

The criteria can be set up in the SITE PARAMETER file. Please refer to the Maintenance System of this manual for more information on setting up site parameters.

Selections available from the High Risk sub-menu are:

5.1 False High Risk Report
5.2 High Risk Start-up

5.1 False High Risk Report

This option generates a report of all patients identified as high risk who were not subsequently opened for Social Work Service. This report can be used to track effectiveness of staff follow-up of identified high risk patients, and to determine the effectiveness of screening criteria in identifying high risk patients.

This report provides information useful in adjusting center specific criteria to make them more efficient. The Social Work Expert Panel will also be interested in feedback about the effectiveness of non-center specific criteria in identifying high risk patients.

To use this option, select the output device and the report will print to the device.

Example: False High Risk Report

```
Select Case Management System Option:  HIgh Risk

Select High Risk Option:  False High Risk Report
DEVICE:  PRINTER RIGHT MARGIN: 80//  <RET>
```

....*printout follows*..

```
PATIENTS DETERMINED FALSE HIGH-RISK              MAY 21,1992  15:55     PAGE 1
NAME                     ID#          WARD
-----------------------------------------------------------------------------

BOOKER,JOHN F.           1112          4 WEST
BROWN,GEORGE             7212          1 NORTH
BUTTONS,RED              0001          2 SOUTH
DAVIS,IRWIN              2182          3 WEST
DAVIS,JOE B.             1640          4 WEST
DOE,BUTCH                1212          5 MAIN
DUNCAN,ZACHARY           4701          2 EAST
FANCY,COOKIES            1234          3 WEST
HILL,OVER                4343          1 NORTH
TAYLOR,SCOTTY            8972          2 SOUTH
MOUSE,MICKEY             1123          4 WEST
OAT,WILLIE               4444          1 SOUTH
PETRIE,ROBERT A.         8901          3 EAST


Select High Risk Option:
```

5.2 High Risk Start-Up

This option starts up the High Risk Screening Profile search. Under the High Risk Start-Up function, a High Risk Screening Profile is generated if a patient meets one or more of the high risk criteria. This *High Risk Start-Up* sub-option determines the frequency and location for this profile form to print. The resulting profile is assigned form number 10-9034 VAF VICE-0349 and becomes part of the medical record. The profile contains identifying information about the patient, and the social worker can enter the results of screening and plans for intervention. The form can be placed in the patient record to document social work activity.

Rescheduling Frequency: If the High Risk Screening Profiles Report is scheduled to run less often than every 24 hours, data obtained will not be comprehensive as the computer only reads data for the last 24 hours. These printouts should be run during "off-hours." If you are currently running these options, you will see default answers at the "Queued to Run at What Time:," "Device for Queued Job Output:," and "Rescheduling Frequency:" prompts.

To use this option, choose the frequency that you would like to screen patients. Select the beginning date to begin screening, and the report will then print to the selected device.

Example 1: High Risk Start-up

This example prints the High Risk Screening for the frequency of "every 24 hours" automatically.

```
Select High Risk Option: HIgh Risk Start-up


Do you want to screen Now (One to seven days)  or
Later (One day screen, automatically ,every 24 hours) ?  Later// ?

Enter 'Now' to run for current date or up to seven days in the past or enter
'Later' for previous day admissions that can be queued to run every 24 hours
automatically.

Do you want to screen Now (One to seven days) or
Later (One day screen, automatically, every 24 hours) ?  Later//<RET>

High Risk Screening Profiles

QUEUED TO RUN AT WHAT TIME: T+1@01:30   (SEP 06, 1992@01:30)
DEVICE FOR QUEUED JOB OUTPUT: PRINTER
RESCHEDULING FREQUENCY: 1D//  <RET>

Patients Determined High Risk Without Opened Case

QUEUED TO RUN AT WHAT TIME: T+1@01:45   (SEP 06, 1992@01:45)
DEVICE FOR QUEUED JOB OUTPUT: PRINTER
```

RESCHEDULING FREQUENCY: 30D// <u><RET></u>

Select High Risk
  Option:<u><RET></u>

..........................job is queued and will print at specified time..........................

Example 2: High Risk Start-up

This example prints the High Risk Screening for the frequency of "one to seven days."

Select High Risk Option: High Risk Start-up

Do you want to screen Now (One to seven days) or
Later (One day screen, automatically, every 24 hours) ? Later// <u>NOW</u>

BEGINNING SCREEN DATE: <u>T-7</u> (AUG 30, 1992)

DEVICE: HOME// <u>PRINTER</u>   RIGHT MARGIN: 80// <u><RET></u>

..........................printout follows..........................

                SOCIAL WORK SERVICE-REPORTS AND SUMMARIES

                SOCIAL WORK HIGH RISK SCREENING PROFILE

WORKER: BROWN, DEVIN   OPENED: 2/3/92   CLOSED: 2/10/92

DATE ADMITTED: APR 9,1992@09:01:14 DATE SCREENED:_____

CLAIM #:
PROVIDER: BROWN, DEVIN
PATIENT ADDRESS: STREET 1, NOWHERE, ALABAMA 32123   PHONE: 123-4567

NOK NAME: MARY JOE BUTTONS   RELATIONSHIP: SPOUSE

NOK ADDRESS: STREET 1, NOWHERE, ALABAMA 32123   PHONE: 123-4567

ADDITIONAL CONTRACTS:_____
_____

DOB: SEP 10,1936 AGE: 54   MARITAL STATUS: MARRIED

EMPLOYMENT STATUS: NOT EMPLOYED
UNEARNED INCOME:
        DISABILITY PAYMENT   0
        A&A AMOUNT   0
        HB AMOUNT   0
        SOCIAL SECURITY   0
        SSI AMOUNT   0
        VA PENSION   0
        MILITARY RETIREMENT   0
        OTHER RETIREMENT 800

   TOTAL REPORTED INCOME: $ 800

VETERANS STATUS: SC   SC CONDITION: 99%
ADMISSION DIAGNOSIS: Broken foot and ankle

LOCATION LAST VA TREATMENT: VAMC

POSITIVE SCREENING CRITERIA: SEEN BY SOCIAL WORK & LOCATION RCH -

SOCIAL WORKER ASSESSMENT & PLAN:_____
_____
_____
_____
PATIENT NAME: BUTTONS,RED_____
ID#: 000000001   _____
WARD NO.: 1 SOUTH
ROOM NO.: 1-4   Social Worker

Social Work Service Reports and Summaries
10-9034 VAF VICE-0349

6.0 Make Corrections

You can make corrections to case data using this option. The option can be used for cases already opened or closed. If you want to make corrections for a case which has been opened but not closed, you will only see "open case" information. If you want to make corrections for a case which has been opened and closed, you will see both "open case" and "close case" information.

As you enter this option you will be asked to "Select Case." If you do not know the case number, you can enter the patient's name and select the case you want to correct. The double-slash marks (//) after each field allow you to correct a response. If a response is correct, continue pressing return, and all case information will be displayed until you reach the item you want to correct. After you have corrected a response, continue pressing return until you reach the Case Management System menu.

Example: Make Corrections

```
Select Case Management System Option: MAKE Corrections

SELECT CASE: 244     <RET>     07-11-92   MONTALI,KAREN   BODENE,JETHRO
        ...OK? YES//  <RET>  (YES)

OPEN DATE: JUL 11,1992// <RET>
SOCIAL WORKER: MONTALI,KAREN// <RET>
PATIENT NAME: BODENE,JETHRO//   (No Editing)
AMIS DIVISION: ISC 3 BIRMINGHAM// <RET>
CDC SECTION: SURGICAL WARD COST// <RET>
SPECIAL PATIENT POPULATION: HOMELESS// <RET>
MISC.: <RET>
CLOSE DATE: JUL 18,1992// <RET>
Select PROBLEMS ENCOUNTERED: PLACEMENT// <RET>
   PROBLEMS ENCOUNTERED: PLACEMENT// <RET>
   OUTCOME: PARTIALLY ATTAINED - PATIENT/FAMILY BARRIERS
         // <RET>
Select PROBLEMS ENCOUNTERED: <RET>
Select DIRECT SERVICE CATEGORY: CASE MANAGEMENT// <RET>
   DIRECT SERVICE CATEGORY: CASE MANAGEMENT// <RET>
   MANHOURS: 30// <RET>
Select DIRECT SERVICE CATEGORY: <RET>
RESOURCES/REFERRALS?: YES// <RET>
Select RESOURCE/REFERRAL: CNH-NON VA PAID// <RET>
   RESOURCE/REFERRAL: CNH-NON VA PAID// <RET>
   USED/NEEDED UNABLE TO ACCESS: USED// <RET>
Select RESOURCE/REFERRAL: <RET>

SELECT CASE:
```

7.0 Open Cases

This option allows you to open Social Work Service cases. By opening a case (and when the case is closed), information accumulates and is recorded in the AMIS reports.

The patient name you select will come from your institution's patient records. Be sure to verify you have the correct patient by checking the name, birth date, and patient identification number when it appears on your screen.

The new "CDC Section" prompt replaces the "AMIS Location" prompt which was used in Case Registry. Enter two question marks (??) at this field to see a list of choices. Your selection should be the same as that displayed on the Social Work Information Management Systems, Patient Data Code Sheet, VA Form 10-7946. Enter the cost center. If the CDC location, "Residential Care Home Program," is selected, the screen will branch into questions for placing a patient in a residential care home (see Example 2).

Other new prompts are "Select Direct Service Category" and "Special Patient Population" prompts. Enter two questions marks (??) to receive a list of possible responses. You will see the SELECT DIRECT SERVICES CATEGORY field only if you enter "YES" in the SERVICES PROVIDED ON OPENINGS?: field as a site parameter.

You will see the PROBLEMS ENCOUNTERED field only if you enter "YES" in the ASK PROBLEMS ON OPENINGS?: field as a site parameter.

When opening a Residential Care Home (RCH) case, the "DATE PLACED IN RCH PROGRAM" prompt must be answered to compute the number of days for the RCH AMIS reports. This can be done by printing a list of all RCH cases and then using the *Make Correction* option. If a patient is being transferred between homes, the open date for the new home must be at least one day later than the closing date for the old home. For example, a patient can be "closed" to the Smith Home on August 1 and "opened" to the Jones Home on August 2.

The "Select Division" prompt appears only if there is more than one division.

**** Please Note ****

If you use the up-arrow (^) to exit while opening a case, the entire record will be deleted.

8.4 Enter/Edit Homes

This option allows you to enter new residential care homes or edit existing residential care homes. When entering new homes, you will need to enter specific information about the home. If you are editing an existing home, you can change the existing information by entering the new information after the double-slash (//) marks.

To use this option, select the name of the home and enter information for that particular home. In the example below, the name of the existing home, the street address, zip code, telephone number, number of beds, and date of last assessment are changed.

Example: Enter/Edit Homes

```
Select Case Management System Option: RCH Registry

Select RCH Registry Option: Enter/Edit Homes
     ...OK? YES//  <RET>
Select RCH NAME OF HOME: SHELTER FOR HOMELESS
NAME of HOME: SHELTER FOR HOMELESS// WALTER JONES SHELTER FOR HOMELESS
STATION NUMBER: 521// <RET>
CASE WORKER: FINE,LAWRENCE//  <RET>
ADDRESS 1: 123 My Street// 2 RIDGE LANE
ADDRESS 2: <RET>
CITY: BIRMINGHAM// <RET>
STATE: ALABAMA// <RET>
ZIP: 35207// 35125
TELEPHONE #1: 2059392200// 205-731-3900
TELEPHONE #2: <RET>
LICENSED BY STATE: YES// <RET>
NUMBER of BEDS: 10// 25
VETERANS ONLY: NO// <RET>
DATE of LAST ASSESSMENT: MAY 8, 1991// 5/10   (MAY 10, 1992)
TRANSMIT NAME: SHELTER// <RET>
ADDITION: NO// <RET>

Select RCH NAME of HOME: <RET>
```

8.5 Make Changes To RCH Registry

This option allows you to edit residential care home information pertaining to a case. You may change an individual patient record. The changes are limited to those fields that relate specifically to RCH cases. The fields that can be changed are

DIAGNOSTIC CATEGORY,
PRIOR LIVING ARRANGEMENTS, and
LEVEL OF CARE.

Example: Make Changes To RCH Registry

```
SELECT CASE:  24  12-20-90   BROWN,STANFORD   HILL.OVER
      ...OK? YES//   <RET>
PATIENT NAME: HILL,OVER//  <RET>(No Editing)
DIAGNOSTIC CATEGORY: MEDICAL/SURGICAL//  <RET>
PRIOR LIVING ARRANGEMENTS:  OWN HOME//  VA NHCU
LEVEL OF CARE: MODERATE//  <RET>

SELECT CASE:  <RET>
```

8.6 Monthly Rate Change

This option allows you to edit the monthly rate paid (pertaining to a case) while in the residential care home. After selecting a patient, you will then see the name of the patient's residential care home. The existing monthly rate for the home will appear followed by double-slash marks (//).

** Please Note **

If the prompt, "Monthly Rate: (*new rate*)//," appears on your screen with an older effective date, you have entered a rate that has been previously entered for this patient. The computer will not accept this rate as a new monthly rate. In order to enter the new rate, use the following procedure:

1. Enter patient name at the "Select Patient" prompt.
2. Press <RET> and the monitor will display the home.
3. Return through the prompts until you reach "Select Monthly Rate:(*old rate*)//."
4. You may enter the new rate surrounded by quotation marks (e.g., "350").
5. At the prompt "Are You Adding (*new rate*) As A New Monthly Rate?," enter "Y".

To use this option, select the new rate after the double-slash (//) marks. You will also enter the effective date of the new rate.

Example: Monthly Rate Change

```
Select Case Management System Option: RCH Registry

Select RCH Registry Option: MOnthly Rate Change

SELECT PATIENT: BOOKER,JOHN F.      11-23-27      113451112    NSC VETERAN

       ...OK? YES// <RET>   (YES)
Select HOME: WALTER JONES SHELTER FOR HOMELESS// <RET>
  Select MONTHLY RATE: 550// 620
    ARE YOU ADDING '620' AS A NEW MONTHLY RATE (THE 2ND FOR THIS RCH)? Y (YES)
    MONTHLY RATE EFFECTIVE DATE OF RATE: T   (MAY 22, 1992)
      EFFECTIVE DATE OF RATE: MAY 22,1992// <RET>

SELECT PATIENT: <RET>
```

8.7 Print Address Labels

This option facilitates mailings to RCH sponsors. To use this option, your printer must be able to print on gummed labels. If you are unsure of the equipment capabilities, review your operational manual or consult your IRM Manager. The address label will contain the following information in the same format it was entered (see the *Enter/Edit Homes* option in the Maintenance System section):

- Residential Care Home Name
- Street Address
- City, State, and Zip

To use this option, align the labels before printing. Press the Return key at the "Are You Ready" prompt and the labels will then print to the selected device.

Example: Print Address Labels

```
Select Case Management System Option: RCH Registry

Select RCH Registry Option: Print Address Labels
BE SURE LABELS ARE IN PRINTER PROPERLY
WHEN READY PRESS RETURN OR ENTER KEY.   ARE YOU READY? YES// <RET>
DEVICE: PRINTER  RIGHT MARGIN: 80// <RET>
```

..................................*printout follows*................................

```
GOLDEN YEARS SHELTER
1600 OCCIDENTAL BLVD.
BIRMINGHAM, ALABAMA
      35202




JAMES SIMONSON HALFWAY HOUSE
536 MAIN STREET
BIRMINGHAM, ALABAMA
      35222




WALTER JONES SHELTER FOR HOMELESS
2 RIDGE LANE
BIRMINGHAM, ALABAMA
      35125
```

8.8 Transfer RCH Patient (Same Worker)

This option allows you to transfer patients from one residential care home to another, without opening new cases when only the home or rate changes.

To use this option, select the patient you wish to transfer. Next, you will select the date removed from the previous home. Then, select the home to which the patient is transferred, the date placed in the home, the monthly rate, and the effective date of the monthly rate.

Example: Transfer RCH Patient (Same Worker)

```
Select Case Management System Option: RCH Registry

Select RCH Registry Option: Transfer RCH Patient (SAME WORKER)
SELECT RCH PATIENT: BOOKER, JOHN F. 11-23-27     113451112    NSC VETERAN
   ...OK? YES// <RET>   (YES)
.DATE REMOVED FROM HOME: T   (MAY 22, 1992)
SELECT HOME: WALTER JONES SHELTER FOR HOMELESS
   ...OK? YES// <RET>   (YES)
  RCH HOME: WALTER JONES SHELTER FOR HOMELESS// <RET>
  RCH DATE PLACED IN HOME: T+1   (MAY 23, 1992)
  RCH Select MONTHLY RATE: 620
  ARE YOU ADDING '620' AS A NEW MONTHLY RATE (THE 1ST FOR THIS RCH)? Y (YES)
  MONTHLY RATE EFFECTIVE DATE OF RATE: T+1   (MAY 23, 1992)
  RCH EFFECTIVE DATE OF RATE: MAY 22,1992// <RET>

Select RCH Registry Option: <RET>
```

9.0 Reports Menu

This is the menu option which accesses all social work reports. These reports can be printed as often as desired, but are mostly printed on a quarterly basis. Selections available from the Reports Menu are:

9.1 AMIS 256 & 10-0173 Reports
9.2 Clinical Summaries
9.3 Combined SWIMS (Part 1 & Part 2)
9.4 Home and Patient Registry
9.5 Patient Status Report (PNTIF 132 Columns)
9.6 QA Management & Productivity
9.7 Registry Reports

9.1 AMIS 256 & 10-0173 Reports

This sub-menu contains options to print the following Residential Care Home AMIS reports:

9.1.1 RCH AMIS (Segment 256)
9.1.2 RCS 10-0173

9.1.1 RCH AMIS (Segment 256 - 132 columns)

This option prints the Residential Care Home AMIS Report, Segment 256. The report includes cases opened during the quarter, cases closed during the quarter, total cases treated, previous living arrangements, level of care capacity, special patient population, the number of veterans remaining end of quarter (by status), complete service (for division), and direct services category.

To use this option, select the starting and ending dates for the report. It will then print to the selected device.

Example: RCH AMIS (Segment 256 - 132 Columns)

```
Select Case Management System Option: REPorts Menu

Select Reports Menu Option:  AMIS 256 & 10-0173 Reports

Select AMIS 256 & 10-0173 Reports Option: RCH AMIS (Segment 256 - 132
COLUMNS)

ALL CASES STARTING FROM: 4/1    <RET>    (APR 01, 1992)

ALL CASES ENDING: 6/30    <RET>    (JUN 30, 1992)
DEVICE: HOME// PRINTER    RIGHT MARGIN: 80// 132
```

.............................printout follows...

```
                    RCH AMIS 256 FROM APR 01,1992 TO JUN 30,1992
TOTAL FOR ISC 3 BIRMINGHAM
```

		CASES	OPENED	DURING	QUARTER		
	LESS	30	45	60	80		
	THAN	TO	TO	TO	AND		
	29	44	59	79	UP	TOTAL	
NO.	0	0	0	0	0	0	
%	0	0	0	0	0	0	

		CASES	CLOSED	DURING	QUARTER		
	LESS	30	45	60	80		
	THAN	TO	TO	TO	AND		
	29	44	59	79	UP	TOTAL	
NO.	0	0	0	0	0	0	
%	0	0	0	0	0	0	

TOTAL CASES TREATED

	LESS THAN 29	30 TO 44	45 TO 59	60 TO 79	80 AND UP	TOTAL
NO.	1	19	0	0	0	20
%	5	95	0	0	0	100

PREVIOUS LIVING ARRANGEMENTS

	HOSP	NHCU	CNH	VA DOM	COMM	OTHER	TOTAL
NO.	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0

LEVEL OF CARE CAPACITY

	LIGHT	MODERATE	HEAVY	TOTAL
NO.	9	4	7	20
%	45	20	35	100

SPECIAL PATIENT POPULATION

	TOTAL	PERCENT
SCI	3	16
HIV+/AIDS	3	16
NATIVE AMERICAN	7	37
HOMELESS	6	32
TOTAL	19	100

COMPLETE SERVICE FOR DIVISION ISC 3 BIRMINGHAM

04/01/92 TO 06/30/92

PROB.	CLINICAL DECISION NOT TO TREAT	PLANNED RESULTS ATTAINED	PARTIALLY ATTAINED P/F BARR.	PARTIALLY ATTAINED CR BARR.	PARTIALLY ATTAINED VAMC BARR.	NOT ATTAINED P/F BARR.	NOT ATTAINED CR BARR.	NOT ATTAINED VAMC BARR.
1	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0
PERCENT	0	0	0	0	0	0	0	0

NOTE: P/F=PATIENT/FAMILY, CR=COMMUNITY RESOURCES, BARR.=BARRIERS

DIRECT SERVICES CATEGORY FOR DIVISION ISC 3 BIRMINGHAM

04/01/92 TO 06/30/92

	NUMBER	PERCENT
SCREENING ONLY	0	0
PSYCHO-SOCIAL ASSESSMENT	0	0
INFORMATION/REFERRAL (NOT DISCHARGE PLANNING RELATED)	0	0
PRE-ADMISSION PLANNING	0	0
DISCHARGE PLANNING	0	0
PSYCHO-SOCIAL TREATMENT	0	0
FINANCIAL COUNSELING	0	0
HEALTH EDUCATION	0	0
POST DISCHARGE FOLLOW-UP	0	0
CONSULTATION ONLY	0	0
OUTPATIENT CONTINUITY OF CARE	0	0
FAMILY CONFERENCE	0	0
CASE MANAGEMENT	0	0
MULTIDISCIPLINARY TEAM CONFERENCE	0	0
HOME VISIT	0	0
OTHER DIRECT SERVICE TO INDIVIDUAL	0	0
TOTALS	0	0

9.1.2 RCS 10-0173 (80 Columns)

You may print the RCS 10-0173 AMIS Report using this option. The following information is listed for each residential care home: station number, name of residential care home, city, state, zip, date of last assessment, licensed by state (yes/no), number of veterans remaining at end of quarter, number of days of care for veteran during quarter, number of beds in home, home for veterans only, and average monthly rate paid.

To use this option, select the starting and ending dates for the report, and the report will print to the selected device.

Example: RCS 10-0173 (80 Columns)

```
Select Case Management System Option: REPorts Menu

Select Reports Menu Option:  AMIS 256 & 10-0173 Reports

Select AMIS 256 & 10-0173 Reports Option: RCS 10-0173 (80 COLUMNS)
ALL CASES STARTING FROM: T-10  (MAY 19, 1992)
ALL CASES ENDING: T  (MAY 29, 1992)
DEVICE: HOME//  PRINTER      RIGHT MARGIN: 80//  <RET>
```

...............................*printout follows*.............................

```
          RCS 10-0173 AMIS REPORT MAY 19,1992 TO MAY 29,1992

1.    STATION NO.
                                                   521
2.    NAME OF RCH
                                                   HOME FOR THE HOMELESS
3.    & 4. HOME CITY STATE ZIP
                                                   BIRMINGHAM, ALABAMA 35233
5.    DATE OF LAST ASSESSMENT
                                                   JAN 1,1985
6.    LICENSED BY STATE
                                                   NO
7.    NO. OF VETS REMAINING AT END OF QTR.
                                                   10
8.    NO. OF DAYS OF CARE FOR VETERANS DURING QTR. 110
9.    NO. OF BEDS IN HOME
                                                   5
10.   HOME FOR VETERANS ONLY
                                                   NO
11.   AVERAGE MONTHLY RATE PAID
                                                   451
```

RCS 10-0173 AMIS REPORT MAY 19,1992 TO MAY 29,1992

1.	STATION NO.	679
2.	NAME OF RCH	WALTER JONES SHELTER
3.	& 4. HOME CITY STATE ZIP	ANYWHERE, ALABAMA 35404
5.	DATE OF LAST ASSESSMENT	MAY 1,1985
6.	LICENSED BY STATE	YES
7.	NO. OF VETS REMAINING AT END OF QTR.	9
8.	NO. OF DAYS OF CARE FOR VETERANS DURING QTR.	102
9.	NO. OF BEDS IN HOME	4
10.	HOME FOR VETERANS ONLY	YES
11.	AVERAGE MONTHLY RATE PAID	474

NO DAYS OF CARE FOR   GOLDEN YEARS SHELTER FOR THE HOMELESS

9.2 Clinical Summaries

This sub-menu contains options to print clinical summaries sorted by supervisor or social worker. Social Work staff may use these summaries to review case load information. Options available are:

9.2.1 Service Clinical Summary
9.2.2 Special Patient Population Summary
9.2.3 Supervisor Clinical Report Summaries
9.2.4 Worker Clinical Report Summaries

9.2.1 Service Clinical Summary (132 Columns)

This option allows you to print the Service Clinical Summary sorted by CDC location. The report lists CDC location, sex, eligibility, category, age range, problems, outcomes, direct service, and used and needed resources.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device. The slash mark (/) under the Resources section of the report separates resources used and resources needed.

Example: Service Clinical Summary (132 Columns)

```
Select Clinical Summaries Option:  SERVice Clinical Summary (132 COLUMNS)

ALL CASES STARTING FROM: T-90  (MAR 30, 1992)

ALL CASES ENDING: T  (JUN 28, 1992)
DEVICE: HOME//  PRINTER        RIGHT MARGIN: 80//  132
```

..............................printout follows..

Department of Veterans Affairs
ISC 3 BIRMINGHAM (521)
Social Work Information Management System
Service Clinical Report   Reporting Period MAR 30,1992 to JUN 28,1992
Run Date/Time: JUN 28, 1992@10:30:20

LOCATION #: 2110.00

AGE RANGE	SEX M	F	ELIG. CAT. A	B	C	PROBLEMS	OUTCOMES
-29	1					01 16	01 07
30 TO 44	1					35 37	02 05
45 TO 59	1					15 25	02 05
60 TO 79		1				13 17	04 05
80+							

AGE RANGE	DIRECT SERVICES	RESOURCES USED	/ NEEDED
-29	5 6	1 2	/ 2
30 TO 44	3 7	1 7	9/1
45 TO 59		16 3	/
60 TO 79		8 19	/8
80+		4 6	/

LOCATION #: 3110.00

AGE RANGE	SEX M	F	ELIG. CAT. A	B	C	PROBLEMS	OUTCOMES
-29	1					01 16	01 07
30 TO 44	1					35 37	02 05
45 TO 59	1					15 25	02 05
60 TO 79		1				13 17	04 05
80+							

AGE RANGE	DIRECT SERVICES	RESOURCES USED	/ NEEDED
-29	5 6	1 2	/ 2
30 TO 44	3 7	1 7	9/1
45 TO 59		16 3	/
60 TO 79		8 19	/8
80+		4 6	/

9.2.2 Special Patient Population Summary (132 Column)

This option prints the special patient population clinical summary. The report includes the type of special patient population, sex, eligibility, category, age range, problems, outcomes, direct services, and used and needed resources.

To use this option, select starting and ending dates for the report. The report will print to the selected device.

Example: Special Patient Population Summary (132 Column)

```
Select Clinical Summaries Option: SPECial Patient Population Summary (132
COLUMNS)

ALL CASES STARTING FROM: T-90   (MAR 30, 1992)

ALL CASES ENDING: T   (JUN 28, 1992)
DEVICE: HOME//   PRINTER       RIGHT MARGIN: 80// 132
```

...............................printout follows..

```
                         Department of Veterans Affairs
                            ISC 3 BIRMINGHAM (521)
                       Social Work Information Management System
          Special Patient Population Report   Reporting Period MAR 30,1992 to JUN 28,1992


                  SPECIAL PATIENT POPULATION: HOMELESS
                     SEX     ELIG. CAT.
       AGE RANGE M    F     A   B   C    PROBLEMS              OUTCOMES

       -29            4                  1 2 3 4 5 9 10     1 2 3 4 5 6
       30 TO 44  1                       11 12 23
       45 TO 59
       60 TO 79
       80+            1                   10 20 23



                                                    RESOURCES
       AGE RANGE       DIRECT SERVICES    USED       / NEEDED

       -29             5 6                1 2 / 2
       30 TO 44        3 7                1 7 9/1
       45 TO 59
       60 TO 79
       80+             4                  4 6/
```

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9.2.3 Supervisor Clinical Report Summaries (132 Columns)

This menu item prints clinical summaries sorted by all or a single supervisor. The reports may be printed for opened, closed, or all summaries.

Options available are:

    9.2.3.1 All Supervisor's Clinical Summaries (132 Columns)
    9.2.3.2 Individual Supervisor's Clinical Summaries

9.2.3.1 All Supervisor's Clinical Summaries (132 Columns)

This menu item includes Supervisor's clinical summaries which may be printed for all, closed, or opened cases. Options available are:

    9.2.3.1.1 All Cases - Supervisor's Clinical Summary
    9.2.3.1.2 Closed Cases - Supervisor's Clinical Summary
    9.2.3.1.3 Opened Cases - Supervisor's Clinical Summary

9.2.3.1.1 All Cases - Supervisor's Clinical Summary

This menu item prints all cases for supervisors sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: All Cases - Supervisor's Clinical Summary

```
Select Clinical Summaries Option: SUPervisor Clinical Report Summaries (132
COLUMNS)

Select Supervisor Clinical Report Summaries (132 COLUMNS) Option: ALL
Supervisor's Clinical Summaries (132 COLUMNS)

Select All Supervisor's Clinical Summaries (132 COLUMNS) Option: ALL Cases -
Supervisor's Clinical Summary

ALL CASES STARTING FROM: SEP 1,1991//T-90   (MAR 30, 1992)

ENDING: T  (JUN 28, 1992)
DEVICE: HOME//   PRINTER        RIGHT MARGIN: 80// 132
```

....printout follows...

```
SUPERVISORY CLINICAL SUMMARY - ALL SUPERVISORS (ALL CASES)   JUN 28, 1992 13:38:34    PAGE: 1
ISC 3 BIRMINGHAM (521)                        REPORTING PERIOD MAR 30,1992 TO JUN 28,1992
NAME                ID#       CDC LOCATION    PROBLEMS          OUTCOMES    DIRECT SERVICES
----------------------------------------------------------------------------------------------
          SUPERVISOR: BROWN,DEVIN

          SOCIAL WORKER: BROWN,DEVIN
BOWMAN,JOHN PAUL     3333      2210.00         1 2 3 4          1 6 6 1     11 5
BUTTONS,RED          0001      1210.00         28 29 5          1 2 1       1
DAVIS,MAVIS          3456      2510.00         2 28 30 18       1 2 4 8 7   7 3 9 5 13
10 1 6
DAVIS,MAVIS          3456      5113.00         1 2 3           1 3 5       5
MINK,CHARLES         8056      5113.00         23 12 11

          SOCIAL WORKER: FINE,LAWRENCE
BLAINE,AMORY         3327      1110.00         5 11
DAVIS,JOE B.         1640      2510.00         9                           13 15
DAVIS,JOE B.         1640      2211.00         27
DAVIS,JOE B.         1640      2211.00         27
BINK,CHUCK           4444      2314.00         12 34 15
BINK,CHUCK           4444      3110.00         25 15
BINK,CHUCK           4444      1210.00         27
```

[This report normally prints a complete summary, but in the interest of saving space, the report was shortened.]

9.2.3.1.2 Closed Cases - Supervisor's Clinical Summary

This option allows you to print all closed cases for supervisors sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. The report will print to the selected device.

Example: Closed Cases - Supervisor's Clinical Summary

```
Select All Supervisor's Clinical Summaries (132 COLUMNS) Option: CLosed Cases
- Supervisor's Clinical Summary

ALL CASES CLOSED STARTING FROM: SEP 1,1991//T-90   (MAR 30, 1992)

ENDING: T   (JUN 28, 1992)
DEVICE: HOME//  PRINTER      RIGHT MARGIN: 80//  132
```

................................printout follows................................

```
SUPERVISORY CLINICAL SUMMARY - ALL SUPERVISORS (CLOSED CASES)   JUN 28, 1992 13:39:01  PAGE: 1
ISC 3 BIRMINGHAM (521)                        REPORTING PERIOD MAR 30,1992 TO JUN 28,1992
NAME                  ID#      CDC LOCATION   PROBLEMS          OUTCOMES       DIRECT SERVICES
----------------------------------------------------------------------------------------------
           SUPERVISOR: BROWN,DEVIN

           SOCIAL WORKER: BROWN,DEVIN
BOWMAN,JOHN PAUL       3333     2210.00        1 2 3 4           1 6 6 1        11 5
BUTTONS,RED            0001     1210.00        28 29 5           1 2 1          1
DAVIS,JOE B.           1640     1511.00        13 34             6 1            13
DAVIS,MAVIS            3456     2510.00        2 28 30 18        1 2 4 8        7 3 9 5
DAVIS,MAVIS            3456     5113.00        1 2 3             1 3 5          5

           SOCIAL WORKER: SALK,JONAS
DAVIS,MAVIS            3456     2510.00        1                 1              3
```

9.2.3.1.3 Opened Cases - Supervisor's Clinical Summary

This option allows you to print all opened cases for supervisors sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Opened Cases - Supervisor's Clinical Summary

```
Select All Supervisor's Clinical Summaries (132 COLUMNS) Option: OPened Cases
- Supervisor's Clinical Summary

ALL CASES OPENED STARTING FROM: SEP 1,1991// T-90   (MAR 30, 1992)

ENDING: T  (JUN 28, 1992)
DEVICE: HOME//  PRINTER       RIGHT MARGIN: 80// 132
```

.........................printout follows.................................

```
SUPERVISORY CLINICAL SUMMARY - ALL SUPERVISORS (ALL CASES)  JUN 28, 1992 13:39:16   PAGE: 1
ISC 3 BIRMINGHAM (521)                    REPORTING PERIOD MAR 30,1992 TO JUN 28,1992
NAME              ID#     CDC LOCATION    PROBLEMS      OUTCOMES      DIRECT SERVICES
------------------------------------------------------------------------------------------
         SUPERVISOR: BROWN,DEVIN

         SOCIAL WORKER: BROWN,DEVIN
MINK,CHARLES        8056      5113.00       23 12 11

         SOCIAL WORKER: FINE,LAWRENCE
BLAINE,AMORY        3327      1110.00       5 11
DAVIS,JOE B.        1640      2510.00       9                                  13 15
DAVIS,JOE B.        1640      2211.00       27
DAVIS,JOE B.        1640      2211.00       27
BINK,CHUCK          4444      2314.00       12 34 15
BINK,CHUCK          4444      3110.00       25 15
BINK,CHUCK          4444      1210.00       27

         SOCIAL WORKER: PARTON,ANGIE
BERRY,HENRY         8765      1310.00       23 31

         SOCIAL WORKER: SALK,JONAS
BOWMAN,JOHN PAUL    3333      2211.00       1 2 3 4                            5

         SOCIAL WORKER: WORKER,SW
BOOKER,JOHN F.      1112      1210.00       34 10
BOOKER,JOHN F.      1112      1213.00       1 38 30
DAVIS,MAVIS         3456      2210.00                                         1 7
```

[This report normally prints all opened cases, but in the interest of saving space, the report was shortened.]

9.2.3.2 Individual Supervisor's Clinical Summaries

This menu item allows you to print individual supervisor's clinical summaries. The summaries may be printed for opened, closed, or all cases, sorted by social worker. Options available are:

9.2.3.2.1 All Cases - Ind. Supervisor's Clinical Summary
9.2.3.2.2 Closed Cases - Ind. Supervisor's Clinical Summary
9.2.3.2.3 Opened Cases - Ind. Supervisor's Clinical Summary

9.2.3.2.1 All Cases - Ind. Supervisor's Clinical Summary

This option allows you to print all cases for an individual supervisor sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. After selecting the supervisor by which the report will sort, the report will print to the selected device.

Example: All Cases - Ind. Supervisor's Clinical Summary

```
Select Supervisor Clinical Report Summaries (132 COLUMNS) Option: INDividual
Supervisor's Clinical Summaries

Select Individual Supervisor's Clinical Summaries Option: ALL Cases - Ind.
Supervisor's Clinical Summary

ALL CASES STARTING FROM: SEP 1,1991// T-90   (MAR 30, 1992)

ENDING: T   (JUN 28, 1992)
SELECT SUPERVISOR:    DOOLITTLE,JAMES A.
DEVICE: HOME//   PRINTER       RIGHT MARGIN: 80// 132
```

..................................printout follows..

```
CLINICAL REPORT - INDIVIDUAL SUPERVISOR(ALL CASES)     JUN 28, 1992 13:39:5     PAGE: 1
ISC 3 BIRMINGHAM (521)                       REPORTING PERIOD MAR 30,1992 TO JUN 28,1992
NAME             ID#    CDC LOCATION     PROBLEMS       OUTCOMES          DIRECT SERVICES
-----------------------------------------------------------------------------------------
          SUPERVISOR: DOOLITTLE,JAMES A.

          SOCIAL WORKER: DOOLITTLE,JAMES A.
HAMILTON,ALEX     7354    2211.00
MOUSE,MICKEY      5435    2211.00          34  9 8
                                          34 29
```

9.2.3.2.2 Closed Cases - Ind. Supervisor's Clinical Summary

This option allows you to print closed cases for an individual supervisor sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select the starting and ending dates for the report. After selecting the supervisor by which the report will sort, the report will print to the selected device.

Example: Closed Cases - Ind. Supervisor's Clinical Summary

```
Select Individual Supervisor's Clinical Summaries Option:  CLosed Cases -
Ind. Supervisor's Clinical Summary

ALL CASES CLOSED STARTING FROM: SEP 1,1991// T-90   (MAR 30, 1992)

ENDING: T   (JUN 28, 1992)
SELECT SUPERVISOR: BROWN,DEVIN
DEVICE: HOME//   PRINTER       RIGHT MARGIN: 80// 132
```

...............................*printout follows*...............................

```
CLINICAL REPORT - INDIVIDUAL SUPERVISOR(CLOSED CASES)    JUN 28, 1992 13:40:58     PAGE: 1
ISC 3 BIRMINGHAM (521)                         REPORTING PERIOD MAR 30,1992 TO JUN 28,1992
NAME                ID#      CDC LOCATION     PROBLEMS        OUTCOMES       DIRECT SERVICES
---------------------------------------------------------------------------------------------
        SUPERVISOR: BROWN,DEVIN

          SOCIAL WORKER: BROWN,DEVIN
BOWMAN,JOHN PAUL    3333      2210.00                                          
BUTTONS,RED         0001      1210.00          1 2 3 4       1 6 6 1          11 5
DAVIS,JOE B.        1640      1511.00         28 29 5        1 2 1            1
DAVIS,MAVIS         3456      2510.00         13 34          6 1              13
DAVIS,MAVIS         3456      5113.00          2 28 30 18    1 2 4 8 7 2 6    7 3 9 5 13
                                               1 2 3         1 3 5            5

          SOCIAL WORKER: SALK,JONAS
DAVIS,MAVIS         3456      2510.00           1             1                3
```

9.2.3.2.3 Opened Cases - Ind. Supervisor's Clinical Summary

This option allows you to print opened cases for an individual supervisor sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. After selecting supervisor by which the report will sort, the report will print to the selected device.

Example: Opened Cases - Ind. Supervisor's Clinical Summary

```
Select Individual Supervisor's Clinical Summaries Option: OPened Cases - Ind.
Supervisor's Clinical Summary

ALL CASES OPENED STARTING FROM: SEP 1,1991// T-90   (MAR 30, 1992)

ENDING: T  (JUN 28, 1992)
SELECT SUPERVISOR: BROWN,DEVIN
DEVICE: HOME//  PRINTER      RIGHT MARGIN: 80// 132
```

.................................printout follows.................................

```
CLINICAL REPORT - INDIVIDUAL SUPERVISOR(OPENED CASES)      JUN 28, 1992 13:41:15     PAGE: 1
ISC 3 BIRMINGHAM (521)                           REPORTING PERIOD MAR 30,1992 TO JUN 28,1992
NAME             ID#       CDC LOCATION     PROBLEMS            OUTCOMES       DIRECT SERVICES
--------------------------------------------------------------------------------------------
          SUPERVISOR: BROWN,DEVIN

          SOCIAL WORKER: BROWN,DEVIN
MINK,CHARLES      8056       5113.00          23 12 11

          SOCIAL WORKER: FINE,LAWRENCE
TAYLOR, ERIC      3327       1110.00          5 11              13 15
DAVIS,JOE B.      1640       2510.00          9
DAVIS,JOE B.      1640       2211.00          27
DAVIS,JOE B.      1640       2211.00          27
BINK,CHUCK        4444       2314.00          12 34 15
BINK,CHUCK        4444       3110.00          25 15
BINK,CHUCK        4444       1210.00          27

          SOCIAL WORKER: PARTON,DOLLEY
BERRY,CHUCK       8765       1310.00          23 31

          SUPERVISOR: BROWN,DEVIN

          SOCIAL WORKER: SALK,JONAS
BOWMAN,JOHN PAUL  3333       2211.00          1 2 3 4           5

          SOCIAL WORKER: WALKER,JOHNNY
BOOKER,JOHN F.    1112       1210.00          34 10
BOOKER,JOHN F.    1112       1213.00          1 38 30
DAVIS,MAVIS       3456       2210.00                            1 7
```

9.2.4 Worker Clinical Report Summaries (132 Columns)

This menu item allows you to print clinical summaries for all social workers or a single social worker. The summary reports may be printed for opened, closed, or all cases. Options available from this menu are:

> 9.2.4.1 All Worker's Clinical Summaries
> 9.2.4.2 Individual Clinical Summaries

9.2.4.1 All Worker's Clinical Summaries (132 Columns)

This option allows you to print all workers' summaries. The summary reports may be printed for opened, closed, or all cases. Options available from this menu are:

> 9.2.4.1.1 All Cases - Worker's Clinical Summary
> 9.2.4.1.2 Closed Cases - Worker's Clinical Summary
> 9.2.4.1.3 Opened Cases - Worker's Clinical Summary

9.2.4.1.1 All Cases - Worker's Clinical Summary

This option allows you to print all cases sorted by social worker. The report includes social worker, supervisor, patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. The report will print to the selected device.

Example: All Cases - Worker's Clinical Summary

```
Select Worker Clinical Report Summaries (132 COLUMNS) Option: ALL Worker's
Clinical Summaries (132 COLUMNS)

Select All Worker's Clinical Summaries (132 COLUMNS) Option: ALL Cases -
Worker's Clinical Summary

ALL CASES STARTING FROM: SEP 1,1991// T-90   (MAR 30, 1992)

ENDING: T   (JUN 28, 1992)
DEVICE: HOME//  PRINTER        RIGHT MARGIN: 80// 132
```

................................printout follows.................................

```
SOCIAL WORKER CLINICAL SUMMARY - ALL WORKERS (ALL CASES)    JUN 28, 1992 13:41:43    PAGE: 1
ISC 3 BIRMINGHAM (521)
NAME              ID#    CDC LOCATION   REPORTING PERIOD MAR 30,1992 TO JUN 28,1992
                                       PROBLEMS          OUTCOMES        DIRECT SERVICES
------------------------------------------------------------------------------------------
          SOCIAL WORKER: BROWN,DEVIN
          SUPERVISOR: BROWN,DEVIN
BOWMAN,JOHN PAUL    3333    2210.00
BUTTONS,RED         0001    1210.00     1 2 3 4          1 6 6 1          11 5
DAVIS,MAVIS         3456    2510.00     28 29 5          1 2 1            1
DAVIS,MAVIS         3456    5113.00     2 28 30 18       1 2 4 8 7 2      7 3 9 5 13
MINK,CHARLES        8056    5113.00     1 2 3            1 3 5            5
                                        23 12 11

          SOCIAL WORKER: DOOLITTLE,JAMES A.
          SUPERVISOR: DOOLITTLE,JAMES A.
HAMILTON,ALEX       7354    2211.00     34 9 8
MOUSE,MICKEY        5435    2211.00     34 29

          SOCIAL WORKER: FINE,LAWRENCE
          SUPERVISOR: BROWN,DEVIN
TAYLOR, SCOTTY      3327    1110.00     5 11
DAVIS,JOE B.        1640    2510.00     9                                 13 15
DAVIS,JOE B.        1640    2211.00     27
DAVIS,JOE B.        1640    2211.00     27
BINK,CHUCK          4444    2314.00     12 34 15
BINK,CHUCK          4444    3110.00     25 15
BINK,CHUCK          4444    1210.00     27
```

[This report normally prints all cases, but in the interest of saving space, the report was shortened.]

9.2.4.1.2 Closed Cases - Worker's Clinical Summary

This option allows you to print closed cases sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select the starting and ending dates for the report. The report will print to the selected device.

Example: Closed Cases - Worker's Clinical Summary

```
Select All Worker's Clinical Summaries (132 COLUMNS) Option: CLosed Cases -
Worker's Clinical Summary

ALL CASES CLOSED STARTING FROM: SEP 1,1991// T-90   (MAR 30, 1992)

ENDING: T   (JUN 28, 1992)
DEVICE: HOME//   PRINTER      RIGHT MARGIN: 80// 132
```

..............................printout follows...............................

```
SOCIAL WORKER CLINICAL SUMMARY - ALL WORKERS (CLOSED CASES)   JUN 28, 1992 13:42:13   PAGE: 1
ISC 3 BIRMINGHAM (521)                     REPORTING PERIOD MAR 30,1992 TO JUN 28,1992
NAME               ID#      CDC LOCATION   PROBLEMS      OUTCOMES        DIRECT SERVICES
--------------------------------------------------------------------------------------
         SOCIAL WORKER: BROWN,DEVIN
           SUPERVISOR: BROWN,DEVIN
BOWMAN,JOHN PAUL     3333     2210.00       1 2 3 4       1 6 6 1         11 5
BUTTONS,RED          0001     1210.00       28 29 5       1 2 1           1
DAVIS,JOE B.         1640     1511.00       13 34         6 1             13
DAVIS,MAVIS          3456     2510.00       2 28 30 18    1 2 4 8 7       7 3 9 5 13
DAVIS,MAVIS          3456     5113.00       1 2 3         1 3 5           5

         SOCIAL WORKER: SALK,JONAS
           SUPERVISOR: DEVIN
DAVIS,MAVIS          3456     2510.00       1             1               3
```

9.2.4.1.3 Opened Cases - Worker's Clinical Summary

This option allows you to print opened cases sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select the starting and ending dates for the report. The report will print to the selected device.

Example: Opened Cases - Worker's Clinical Summary

```
Select All Worker's Clinical Summaries (132 COLUMNS) Option: OPened Cases -
Worker's Clinical Summary

ALL CASES OPENED STARTING FROM: SEP 1,1991//  T-90   (MAR 30, 1992)

ENDING: T  (JUN 28, 1992)
DEVICE: HOME//  PRINTER      RIGHT MARGIN: 80//  132
```

....*printout follows*...

```
SOCIAL WORKER CLINICAL SUMMARY - ALL WORKERS (OPENED CASES)   JUN 28, 1992 13:42:26   PAGE: 1
ISC 3 BIRMINGHAM (521)                           REPORTING PERIOD MAR 30,1992 TO JUN 28,1992
NAME                   ID#      CDC LOCATION    PROBLEMS       OUTCOMES      DIRECT SERVICES
-----------------------------------------------------------------------------------------------
          SOCIAL WORKER: BROWN,DEVIN
             SUPERVISOR: BROWN,DEVIN
MINK,CHARLES            8056      5113.00         23 12 11

          SOCIAL WORKER: DOOLITTLE,JAMES A.
             SUPERVISOR: DOOLITTLE,JAMES A.
HAMILTON,ALEX          7354      2211.00         34 9 8
MOUSE,MICKEY           5435      2211.00         34 29

          SOCIAL WORKER: FINE,LAWRENCE
             SUPERVISOR: BROWN,DEVIN
TAYLOR, SCOTTY         3327      1110.00         5 11            13 15
DAVIS,JOE B.           1640      2510.00         9
DAVIS,JOE B.           1640      2211.00         27
DAVIS,JOE B.           1640      2211.00         27
BINK,CHUCK             4444      2314.00         12 34 15
BINK,CHUCK             4444      3110.00         25 15
BINK,CHUCK             4444      1210.00         27

          SOCIAL WORKER: KILDARE,JAMES K.
             SUPERVISOR: KILDARE,JAMES K.
ADAMS,JOHN QUINCY      7365      1210.00         23 34           13
DEVIN,CONRAD           5879      1213.00         20 23 10

          SOCIAL WORKER: REESE,KAREN
             SUPERVISOR: REESE,KAREN
BROWN,GEORGE          7212      1210.00          26 15
BINK,CHUCK            4444      1111.00          1 3
```

[This report normally prints all opened cases, but in the interest of saving space, the report was shortened.]

9.2.4.2 Individual Clinical Summaries (132 Columns)

This menu prints clinical summaries for an individual worker. The summaries may be printed for opened, closed, or all cases. Options available from this menu are:

> 9.2.4.2.1 All Cases - Ind. Worker's Clinical Summary
> 9.2.4.2.2 Closed Cases - Ind. Worker's Clinical Summary
> 9.2.4.2.3 Opened Cases - Ind. Worker's Clinical Summary

9.2.4.2.1 All Cases - Ind. Worker's Clinical Summary

This option prints all cases for an individual social worker. The report includes patient name, patient identification number, CDC location, problem, outcomes, and direct services.

To use this option, select the starting and ending dates for the report. After selecting the social worker by which the report will sort, the report will print to the selected device.

Example: All Cases - Ind. Worker's Clinical Summary

```
Select Worker Clinical Report Summaries (132 COLUMNS) Option: INDividual
Clinical Summaries (132 COLUMNS)

Select Individual Clinical Summaries (132 COLUMNS) Option: ALL Cases - Ind.
Worker's Clinical Summary

ALL CASES STARTING FROM: SEP 1,1991//  T-90   (MAR 30, 1992)

ENDING: T  (JUN 28, 1992)
SELECT WORKER:   BROWN, DEVIN
DEVICE: HOME//  PRINTER      RIGHT MARGIN: 80// 132
```

.................................*printout follows*................................

```
CLINICAL REPORT - INDIVIDUAL WORKER(ALL CASES)       JUN 28, 1992   13:43:01            PAGE: 1
ISC 3 BIRMINGHAM (521)                         REPORTING PERIOD MAR 30, 1992 TO JUN 28, 1992
NAME              ID#    CDC LOCATIONS    PROBLEM          OUTCOMES           DIRECT SERVICES
----------------------------------------------------------------------------------------------
          SOCIAL WORKER: BROWN,DEVIN
          SUPERVISOR: BROWN,DEVIN
BOWMAN,JOHN PAUL  3333      2210.00       1 2 3 4          1 6 6 1            11 5
BUTTONS,RED       0001      1210.00       28 29 5          1 2 1              1
DAVIS,MAVIS       3456      2510.00       2 28 30 18       1 2 4 8 7          7 3 9 5
DAVIS,MAVIS       3456      5113.00       1 2 3            1 3 5              5
MINK,CHARLES      8056      5113.00       23 12 11
```

[This report normally prints all cases, but in the interest of saving space, the report was shortened.]

9.2.4.2.2 Closed Cases - Ind. Worker's Clinical Summary

This option allows you to print closed cases for an individual social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select the starting and ending dates for the report. After selecting the social worker by which the report will sort, the report will print to the selected device.

Example: Closed Cases - Ind. Worker's Clinical Summary

```
Select Individual Clinical Summaries (132 COLUMNS) Option: CLosed Cases -
Ind. Worker's Clinical Summary

ALL CASES CLOSED STARTING FROM: SEP 1,1985// T-90   (MAR 30, 1992)

ENDING: T  (JUN 28, 1992)
SELECT WORKER:    BROWN,DEVIN
DEVICE: HOME//   PRINTER             RIGHT MARGIN: 80// 132
```

..................................*printout follows*..

```
CLINICAL REPORT - INDIVIDUAL WORKER(CLOSED CASES)       JUN 28,1992       13:43:15        PAGE: 1
ISC 3 BIRMINGHAM (521)                           REPORTING PERIOD MAR 30, 1992 TO JUN 28, 1992
NAME              ID#    CDC LOCATIONS     PROBLEM          OUTCOMES            DIRECT SERVICES
-------------------------------------------------------------------------------------------------
          SOCIAL WORKER: BROWN,DEVIN
          SUPERVISOR: BROWN,DEVIN
BOWMAN,JOHN PAUL  3333      2210.00       1 2 3 4          1 6 6 1            11 5
BUTTONS,RED       0001      1210.00       28 29 5          1 2 1              1
DAVIS,JOE B.      1640      1511.00       13 34            6 1                13
DAVIS,MAVIS       3456      2510.00       2 28 30 18 35    1 2 4 8 7          7 3 9 5 13
DAVIS,MAVIS       3456      5113.00       1 2 3            1 3 5              5
```

9.2.4.2.3 Opened Cases - Ind. Worker's Clinical Summary

This option allows you to print opened cases for an individual social worker. The report lists patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. After selecting social worker by which the report will sort, the report will print to the selected device.

Example: Opened Cases - Ind. Worker's Clinical Summary

```
Select Individual Clinical Summaries (132 COLUMNS) Option: OPened Cases -
Ind. Worker's Clinical Summary

ALL CASES OPENED STARTING FROM: SEP 1,1985// T-90   (MAR 30, 1992)

ENDING: T   (JUN 28, 1992)
SELECT WORKER:    BROWN,DEVIN
DEVICE: HOME//  PRINTER              RIGHT MARGIN: 80// 132
```

..............................printout follows...

```
CLINICAL REPORT - INDIVIDUAL WORKER(OPENED CASES)        JUN 28,1992    13:43:28      PAGE: 1
ISC 3 BIRMINGHAM (521)                             REPORTING PERIOD MAR 30, 1992 TO JUN 28, 1992
NAME              ID#    CDC LOCATIONS     PROBLEM          OUTCOMES         DIRECT SERVICES
------------------------------------------------------------------------------------------------
           SOCIAL WORKER: BROWN,DEVIN
           SUPERVISOR: BROWN,DEVIN
MINK,CHARLES        8056       5113.00        23 12 11
```

9.3 Combined SWIMS (Part 1 & Part 2)

This is the primary sub-menu option to print combined and divisional Social Work Information Management Systems (SWIMS) reports, parts 1 and 2. Reports available from this sub-menu are:

    9.3.1 Combined SWIMS Reports (Part 1 & Part 2)
    9.3.2 Divisional SWIMS Reports (Part 1 & Part 2)

The reports may be printed for either the complete service or by supervisor:

Complete Service - This report reflects figures for the whole Social Work Service within the date range selected. If you enter "Y" for yes at the "Do you want Complete Service" prompt, the cursor will move directly to the "Device" and "Right Margin" prompts.

Report By Supervisor - This report reflects figures for workers of a selected supervisor. If you enter "No" at the "Do you want Complete Service" prompt, you may choose to print these SWIMS reports either by Supervisor or by Social Worker and asks you to enter either the supervisor's or social worker's last name.

9.3.1 Combined SWIMS Reports (Part 1 & Part 2)

This sub-menu contains options to print SWIMS reports for all divisions and for the complete Social Work Service, sorted by supervisor or worker. Reports available are:

    9.3.1.1 All Reports (Part 1 & Part 2)
    9.3.1.2 Direct Service Category Report
    9.3.1.3 Location By Cost Centers (80 Columns)
    9.3.1.4 Problems and Outcomes (132 Columns)
    9.3.1.5 Referrals (80 Columns)

9.3.1.1 All Reports (Part 1 & Part 2)

This option allows you to print all combined SWIMS data, part 1 and part 2. The report prints Direct Service Category Report, Location Report, Problems and Outcomes Report, and Referrals Report.

To use this option, select the starting and ending dates for the report. The report may be printed for the entire service, for one supervisor, or for one social worker. The report will then print to the selected device.

Example: All Reports (Part 1 & Part 2)

```
Select Combined SWIMS Reports (Part 1 & Part 2) Option: ALL Reports (Part 1 &
Part 2)

ALL CASES STARTING FROM: 4/1/92   (APR 01, 1992)

ALL CASES ENDING: T  (JUN 30, 1992)
Do you want Complete Service ? NO// Y  (YES)
DEVICE: PRINTER//   <RET>      RIGHT MARGIN: 80// 132
```

..............................*printout follows*..

```
COMPLETE SERVICE FOR DIVISION ISC 3 BIRMINGHAM

04/01/92 TO 06/30/92                        Problems and Outcomes Report
```

PROB.	CLINICAL DECISION NOT TO TREAT	PLANNED RESULTS ATTAINED	PARTIALLY ATTAINED P/F BARR.	PARTIALLY ATTAINED CR BARR.	PARTIALLY ATTAINED VAMC BARR.	NOT ATTAINED P/F BARR.	NOT ATTAINED CR BARR.	NOT ATTAINED VAMC BARR.
1	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0
PERCENT	0	0	0	0	0	0	0	0

NOTE: P/F=PATIENT/FAMILY, CR=COMMUNITY RESOURCES, BARR.=BARRIERS

COMPLETE SERVICE
04/01/92 TO 06/30/92   RESOURCES/REFERRALS

	USED	PERCENT	UNABLE TO ACCESS	PERCENT
VA NHCU	17	18	7	28
VA CNH	10	11	4	16
CNH-NON VA PAID	30	32	2	8
VA DOMICILIARY	3	3	0	0
STATE VETERAN'S HOME	4	4	2	8
HOSPICE/PALL. CARE	2	2	0	0
OTHER INSTITUTIONAL	3	3	0	0
VA RESIDENTIAL CARE HOME	3	3	0	0
HALFWAY HOUSE	1	1	1	4
GROUP HOUSING	3	3	1	4
TRANSIT. LIVING	1	1	1	4
OTHER RESIDENTIAL STRUCT	2	2	1	4
HOME/DAY CARE	1	1	1	4
HOME WITHOUT SUPPORT	1	1	1	4
HOME WITH SUPPORT	3	3	0	0
COMMUNITY F.U. SERVICES	0	0	0	0
VOCATIONAL	3	3	0	0
FINANCIAL	3	3	2	8
TRANSPORTATION	2	2	1	4
LEGAL	3	3	1	4
TOTALS	95	100	25	100

```
COMPLETE SERVICE
04/01/92 TO 06/30/92      LOCATION OF PATIENTS BY COST CENTERS

                                          NO.           %
MEDICINE (2110.00                          17           9
SURGICAL WARD COST (1210.00)               15           8
PSYCHIATRIC WARD COST (1310.00)             6           3
VA NURSING HOME (1410.00)                   3           2
DOMICILIARY BEDS (1510.00)                  9           5
INTERMEDIATE CARE (1610.00)                 3           2
INPATIENT DIALYSIS (1710.00)                4           2
NEUROLOGY (1111.00)                        29          15
OPEN HEART SURGERY (1213.00)                7           4
OTHER HOME BASED PROGRAMS (5114.00)        84          42
STATE HOME HOSPITAL CARE (3610.00)          5           3
DENTAL SERVICES - FEE (4710.00)            11           6
PTSD CLINICAL TEAM - CBC (2312.02)          1           1
SPINAL CORD INJURY (1116.00)                3           2
GENERAL MEDICINE (1110.00)                  1           1
TOTAL
                                          198         100
```

DIRECT SERVICES CATEGORY FOR COMPLETE SERVICE

04/01/92 TO 06/30/92

	NUMBER	PERCENT
SCREENING ONLY	16	6
PSYCHO-SOCIAL ASSESSMENT	11	4
INFORMATION/REFERRAL (NOT DISCHARGE PLANNING RELATED)	20	8
PRE-ADMISSION PLANNING	23	9
DISCHARGE PLANNING	16	6
PSYCHO-SOCIAL TREATMENT	2	1
FINANCIAL COUNSELING	28	11
HEALTH EDUCATION	11	4
POST DISCHARGE FOLLOW-UP	24	9
CONSULTATION ONLY	3	1
OUTPATIENT CONTINUITY OF CARE	16	6
FAMILY CONFERENCE	14	5
CASE MANAGEMENT	30	11
MULTIDISCIPLINARY TEAM CONFERENCE	22	8
HOME VISIT	18	7
OTHER DIRECT SERVICE TO INDIVIDUAL	7	3
TOTALS	261	100

9.3.1.2 Direct Service Category Report

This option allows you to print a report of the number of direct services provided to patients. The report shows the number and percentage of patients receiving care from each service.

To use this option, select the beginning and ending dates for the report and it will print to the selected device.

Example: Direct Service Category Report

```
Select Combined SWIMS Reports (Part 1 & Part 2) Option: DIRect Service
Category Report

DIRECT SERVICES PROVIDED FROM: 4/1/92   (APR 01, 1992)
ENDING: T  (JUN 30, 1992)
DEVICE: PRINTER//  <RET>      RIGHT MARGIN: 80// 132
```

[See section on All Reports for an example of this output.]

9.3.1.3 Location By Cost Centers (80 Columns)

This option gives a report of the AMIS location of patients. The report shows the number and percentages of social work patients in each section (e.g., ambulatory care section, surgical bed section).

To use this option, select the starting and ending dates for the report. The report may be printed for the entire service or sorted by supervisor or social worker. The report will then print to the selected device.

Example: Location By Cost Centers (80 Columns)

```
Select Combined SWIMS Reports (Part 1 & Part 2) Option: LOCation By Cost
Centers (80 COLUMNS)

ALL CASES STARTING FROM: 4/1/92   (APR 01, 1992)

ALL CASES ENDING: T  (JUN 30, 1992)
Do you want Complete Service ? NO// Y  (YES)
DEVICE: PRINTER//  <RET>      RIGHT MARGIN: 80// 132
```

[See section on All Reports for an example of this output.]

9.3.1.4 Problems and Outcomes (132 Columns)

This option prints problems and outcomes for patients with closed cases. The report lists problem (number), clinical decision not to treat, planned results attained, partially attained patient/family barriers, partially attained community resources barrier, partially attained VAMC barrier, not attained patient/family barrier, not attained community resources barrier, not attained VAMC barrier, totals, and percent.

To use this option, select the starting and ending dates for the report. The report may be printed for the entire service or sorted by supervisor or by worker. The report will then print to the selected device.

Example: Problems and Outcomes (132 Columns)

```
Select Combined SWIMS Reports (Part 1 & Part 2) Option: PROBlems And Outcomes
(132 COLUMNS)

ALL CASES STARTING FROM: 4/1/92   (APR 01, 1992)

ALL CASES ENDING: T   (JUN 30, 1992)
Do you want Complete Service ? NO//  <RET> (NO)
Do you want report by Supervisor ? NO// Y  (YES)
Enter Supervisor's last name: BROWN,DEVIN
DEVICE: PRINTER//  <RET>     RIGHT MARGIN: 80//  <RET>
```

[See section on All Reports for an example of this output.]

9.3.1.5 Referrals (80 Columns)

This option prints referrals made by the Social Work Service to patients. The report includes number (of resources/referrals) used and percentage, and the number (of resources/referrals) that Social Work Service is unable to access and the percentage.

To use this option, select the starting and ending dates for the report. The report may be printed for the entire service or sorted by supervisor or by worker. The report will then print to the selected device.

Example: Referrals (80 Columns)

```
Select Combined SWIMS Reports (Part 1 & Part 2) Option: REFerrals (80
COLUMNS)

ALL CASES STARTING FROM: 4/1/92   (APR 01, 1992)

ALL CASES ENDING: T   (JUN 30, 1992)
Do you want Complete Service? NO// Y   (YES)
DEVICE: PRINTER//   <RET>      RIGHT MARGIN: 80// <RET>
```

[See section on All Reports for an example of this output.]

9.3.2 Divisional SWIMS Reports (Part 1 & 2)

This sub-menu contains options to print SWIMS Reports, parts 1 and 2, for a selected division. If your hospital is not multi-divisional, the reports are generated for the complete service. Reports available are:

    9.3.2.1 All Reports By Division (Part 1 & Part 2)
    9.3.2.2 Direct Service Category Report
    9.3.2.3 Location of Patients By Division (80 Columns)
    9.3.2.4 Problems and Outcomes by Division (132 Columns)
    9.3.2.5 Referrals By Division (80 Columns)

9.3.2.1 All Reports By Division (Part 1 & 2)

This option prints the SWIMS report, parts 1 and 2 by division, if the hospital is multi-divisional. The report includes Direct Service Category Report, Location By Division, Problems and Outcomes by Division, and Referrals By Division. If the hospital has only one division, the report is generated for the complete service.

To use this option, select division, starting, and ending date for the report. The report will then print to the selected device.

Example: All Reports By Division (Part 1 & 2)

```
Select Combined SWIMS (Part 1 & Part 2) Option: DIVisional SWIMS Reports
(Part 1 & Part 2)
SELECT DIVISION:  ISC 3 BIRMINGHAM
    ...OK? YES//  <RET>

    All Reports By Division (Part 1 & Part 2)
    Direct Service Category Report
    Location of Patients By Division (80 COLUMNS)
    Problems and Outcomes by Division (132 COLUMNS)
    Referrals By Division (80 COLUMNS)

Select Divisional SWIMS Reports (Part 1 & Part 2) Option: ALL Reports By
Division (Part 1 & Part 2)

ALL CASES STARTING FROM: 4/1/92   (APR 01, 1992)

ALL CASES ENDING: T  (JUN 30, 1992)
DEVICE: PRINTER//  <RET>      RIGHT MARGIN: 80// 132
```

...............................printout follows...............................

COMPLETE SERVICE FOR DIVISION ISC 3 BIRMINGHAM

04/01/92 TO 06/30/92   Problems and Outcomes Report

PROB.	CLINICAL DECISION NOT TO TREAT	PLANNED RESULTS ATTAINED	PARTIALLY ATTAINED P/F BARR.	PARTIALLY ATTAINED CR BARR.	PARTIALLY ATTAINED VAMC BARR.	NOT ATTAINED P/F BARR.	NOT ATTAINED CR BARR.	NOT ATTAINED VAMC BARR.
1	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0
PERCENT	0	0	0	0	0	0	0	0

NOTE: P/F=PATIENT/FAMILY, CR=COMMUNITY RESOURCES, BARR.=BARRIERS

COMPLETE SERVICE FOR DIVISION ISC 3 BIRMINGHAM

04/01/92 TO 06/30/92   RESOURCES/REFERRALS

	USED	PERCENT	UNABLE TO ACCESS	PERCENT
VA NHCU	17	18	7	28
VA CNH	10	11	4	16
CNH-NON VA PAID	30	32	2	8
VA DOMICILIARY	3	3	0	0
STATE VETERAN'S HOME	4	4	2	8
HOSPICE/PALL. CARE	2	2	0	0
OTHER INSTITUTIONAL	3	3	0	0
VA RESIDENTIAL CARE HOME	3	3	0	0
HALFWAY HOUSE	1	1	1	4
GROUP HOUSING	3	3	1	4
TRANSIT. LIVING	1	1	1	4
OTHER RESIDENTIAL STRUCT	2	2	1	4
HOME/DAY CARE	1	1	1	4
HOME WITHOUT SUPPORT	1	1	1	4
HOME WITH SUPPORT	3	3	0	0
COMMUNITY F.U. SERVICES	0	0	0	0
VOCATIONAL	3	3	0	0
FINANCIAL	3	3	2	8
TRANSPORTATION	2	2	1	4
LEGAL	3	3	1	4
TOTALS	95	100	25	100

COMPLETE SERVICE FOR DIVISION ISC 3 BIRMINGHAM

04/01/92 TO 06/30/92   LOCATION OF PATIENTS BY COST CENTERS

	NO.	%
MEDICINE (2110.00)	17	9
SURGICAL WARD COST (1210.00)	15	8
PSYCHIATRIC WARD COST (1310.00)	6	3
VA NURSING HOME (1410.00)	3	2
DOMICILIARY BEDS (1510.00)	9	5
INTERMEDIATE CARE (1610.00)	3	2
INPATIENT DIALYSIS (1710.00)	4	2
NEUROLOGY (1111.00)	29	15
OPEN HEART SURGERY (1213.00)	7	4
OTHER HOME BASED PROGRAMS (5114.00)	84	42
STATE HOME HOSPITAL CARE (3610.00)	5	3
DENTAL SERVICES - FEE (4710.00)	11	6
PTSD CLINICAL TEAM - CBC (2312.02)	1	1
SPINAL CORD INJURY (1116.00)	3	2
GENERAL MEDICINE (1110.00)	1	1
TOTAL	198	100

DIRECT SERVICES CATEGORY FOR DIVISION ISC 3 BIRMINGHAM

04/01/92 TO 06/30/92

	NUMBER	PERCENT
SCREENING ONLY	16	6
PSYCHO-SOCIAL ASSESSMENT	11	4
INFORMATION/REFERRAL (NOT DISCHARGE PLANNING RELATED)	20	8
PRE-ADMISSION PLANNING	23	9
DISCHARGE PLANNING	16	6
PSYCHO-SOCIAL TREATMENT	2	1
FINANCIAL COUNSELING	28	11
HEALTH EDUCATION	11	4
POST DISCHARGE FOLLOW-UP	24	9
CONSULTATION ONLY	3	1
OUTPATIENT CONTINUITY OF CARE	16	6
FAMILY CONFERENCE	14	5
CASE MANAGEMENT	30	11
MULTIDISCIPLINARY TEAM CONFERENCE	22	8
HOME VISIT	18	7
OTHER DIRECT SERVICE TO INDIVIDUAL	7	3
TOTALS	261	100

9.3.2.2 Direct Service Category Report

This option generates a report of the number of direct services provided to patients. The report shows the number and percentage of patients who received each service.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Direct Service Category Report

```
Select Divisional SWIMS Reports (Part 1 & Part 2) Option: DIRect Service
Category Report

DIRECT SERVICES PROVIDED FROM: 4/1/92   (APR 01, 1992)
ENDING: T   (JUN 30, 1992)
DEVICE: printer//   <RET>      RIGHT MARGIN: 80// 132
```

[See section on All Reports for an example of this output.]

9.3.2.4 Location of Patients By Division (80 Columns)

This option generates a report of the divisional AMIS Location report. It includes the number and percentage of patients in each location.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Location of Patients By Division (80 Columns)

```
Select Divisional SWIMS Reports (Part 1 & Part 2) Option: LOCation of
Patients By Division (80 COLUMNS)

ALL CASES STARTING FROM: 4/1/91   (APR 01, 1991)

ALL CASES ENDING: T   (JUN 30, 1991)
DEVICE: PRINTER//   <RET>      RIGHT MARGIN: 80// <RET>
```

[See section on All Reports for an example of this output.]

9.3.2.6 Problems and Outcomes by Division (132 Columns)

This option generates a report of problems and outcomes of closed cases, sorted by division. The report lists problem (number), clinical decision not to treat, planned results attained, partially attained patient/family barriers, partially attained community resources barrier, partially attained VAMC barrier, not attained patient/family barrier, not attained community resources barrier, not attained VAMC barrier, totals, and percent.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Problems and Outcomes by Division (132 Columns)

```
Select Divisional SWIMS Reports (Part 1 & Part 2) Option: PROBlems and
Outcomes By Division (132 COLUMNS)

ALL CASES STARTING FROM: 4/1/92   (APR 01, 1992)

ALL CASES ENDING: T  (JUN 30, 1992)
DEVICE: PRINTER// <RET>       RIGHT MARGIN: 80// <RET>
```

[See section on All Reports for an example of this output.]

9.3.2.7 Referrals By Division (80 Columns)

This option generates a report of divisional referrals made by the Social Work Service to patients. The report prints the number of resources/referrals used and percent; the number unable to access and percent.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Referrals By Division (80 Columns)

```
Select Divisional SWIMS Reports (Part 1 & Part 2) Option: REFERRALS BY
DIVISION (80 COLUMNS)

ALL CASES STARTING FROM: 4/1/92   (APR 01, 1992)

ALL CASES ENDING: T   (JUN 30, 1992)
DEVICE: PRINTER//   <RET>      RIGHT MARGIN: 80// <RET>
```

[See section on All Reports for an example of this output.]

9.4 Cost Distribution

This option prints a report of the FTEE percentages entered for cost distribution centers. This report is for all divisions combined.

Example: Cost Distribution

```
BIRMINGHAM ISC (#14) (521)          COST DISTRIBUTION CENTER FTEE REPORT
Run Date/Time:  MAR 9,1993@08:38:11


                                    ACCOUNT      FTEE
COST CENTER                         NUMBER       TOTALS     % FTEE

ALCOHOL DEPENDENCE - OP
                                    2314.00      0.30       100.00

                                    TOTALS       0.30       100.00
```

9.5 Home and Patient Registry

This sub-menu contains options to print reports for worker, home registry, and data for both opened and closed cases. The *Home and Patient Registry* option makes available a series of printouts which allow you to track patients and homes in the Residential Care Home Program. Options available from this menu are:

9.5.1 All Workers
9.5.2 Home Registry
9.5.3 Patient Registry
9.5.4 Residential Care Home Case Listings

Selection of any of these options will lead to further options to retrieve more specific information. All options will display the prompts, "Device:" and "Right Margin." Notice that some registries require a 132-column format; therefore, the "Right Margin" prompt should be answered with 132.

9.5.1 All Workers

This option allows you to print, by worker, information on each Residential Care Home in the computer files. The information will appear in the following sequence: name of worker supervising the home, name of home, address, city, state, zip code, and telephone number. The list will be in alphabetical order by supervising social worker. This report requires a 132 column format.

To use this option, select the name of the worker by which to sort, or press return to print the report for all workers. The report will then print to the selected device.

Example: All Workers

Select Reports Menu Option: **HOME** And Patient Registry

Select Home And Patient Registry Option: **ALL** Workers

```
START WITH CASE WORKER: FIRST//   <RET>
DEVICE: PRINTER                        RIGHT MARGIN: 80// 132
```

.............................*printout follows*...

```
REGISTRY LIST FOR ALL WORKERS          JUN  4,1992  14:09    PAGE 1
------------------------------------------------------------------------

CASE WORKER:   PYLE, GOMER
HOME:          HARMAN SHELTER
ADDRESS 1:     147 WISTLEVISTA LANE
ADDRESS 2:
CITY:          ANYWHERE
STATE:         ALABAMA
ZIP:           35404
TELEPHONE 1:   205 345 1234
TELEPHONE 2:


CASE WORKER:   TAYLOR, KIMBERLY.
HOME:          JAMES SIMONSON HALFWAY HOUSE
ADDRESS 1:     536 MAIN STREET
ADDRESS 2:
CITY:          BIRMINGHAM
STATE:         ALABAMA
ZIP:           35202
TELEPHONE 1:   205 939 1203
TELEPHONE 2:
```

.............................*screen clears*...

REGISTRY LIST FOR ALL WORKERS   JUN 4,1992 14:09   PAGE 2

CASE WORKER: RUBBLE, BARNIE E.
HOME: GOLDEN YEARS SHELTER
ADDRESS 1:   1600 OCCIDENTAL BLVD.
ADDRESS 2:
CITY: BIRMINGHAM
STATE: ALABAMA
ZIP: 35202

[This report normally prints for all social workers, but in the interest of saving
space, the report was shortened.]

9.5.2 Home Registry

This menu contains options to view or print information on all Residential Care Homes by various sorting methods. After selecting this option, a list of various ways to produce this report will appear:

    9.5.2.1 All Homes
    9.5.2.2 By Worker
    9.5.2.3 Individual Home
    9.5.2.4 RCH Patients By Home

9.5.2.1 All Homes

This sub-menu contains options to generate a complete or summary report on all homes for Home Registry. When this sub-option is selected, you will see:

    9.5.2.1.1 Complete Report - All Homes
    9.5.2.1.2 Summary Report - All Homes

9.5.2.1.1 Complete Report - All Homes

This option prints an extensive report for all residential care homes. The report includes case worker, home, address, city, state, zip code, telephone number, whether the home is licensed by state, number of beds, whether the home is for veterans only, last assessment date, and station number.

To use this option, select the case worker with which to begin the report, or press return to select all case workers. The report will then print to the selected device.

Example: Complete Report - All Homes

```
Select Home And Patient Registry Option: HOME Registry

Select Home Registry Option: ALL Homes

Select All Homes Option: COMplete Report - All Homes

START WITH CASE WORKER: FIRST//   <RET>
DEVICE: PRINTER//  <RET>            RIGHT MARGIN: 80// <RET>
```

....*printout follows*...

```
HOME REGISTRY REPORT                      JUN  4,1992  14:10    PAGE 1
-----------------------------------------------------------------------


CASE WORKER:            PYLE, GOMER
HOME:                   HARMAN SHELTER
ADDRESS 1:              147 WISTLEVISTA LANE
ADDRESS 2:
CITY                    ANYWHERE
STATE:                  ALABAMA
ZIP:                    35404
TELEPHONE 1:            205 345 1234
TELEPHONE 2:
LICENSED BY STATE ?:    YES
NUMBER OF BEDS:         4
VETERANS ONLY ?:        YES
LAST ASSESSMENT DATE:   MAY  1,1985
STATION NUMBER:         679
```

.............................screen clears...

```
HOME REGISTRY REPORT                      JUN  4,1992  14:10    PAGE 2
-----------------------------------------------------------------------

CASE WORKER:            PYLE, GOMER
HOME:                   JAMES SIMONSON HALFWAY HOUSE
ADDRESS 1:              536 MAIN STREET
ADDRESS 2:
CITY                    BIRMINGHAM
STATE:                  ALABAMA
ZIP:                    35202
TELEPHONE 1:            205 939 1203
TELEPHONE 2:
LICENSED BY STATE ?:    YES
NUMBER OF BEDS:         18
VETERANS ONLY ?:        NO
LAST ASSESSMENT DATE:   OCT 23,1987
STATION NUMBER:         105
```

[This report normally prints information for all homes, but in the interest of saving space, the report was shortened.]

9.5.2.1.2 Summary Report - All Homes

This option generates a brief description of all residential care homes. The report includes case worker, home, address, city, state, zip code, and telephone number.

To use this option, select the name of the home with which to begin the report, or press return to select all homes. The report will then print to the selected device.

Example: Summary Report - All Homes

```
Select All Homes Option: SUMmary Report - All Homes

START WITH NAME of HOME: FIRST//  <RET>
DEVICE: PRINTER// <RET>          RIGHT MARGIN: 80// <RET>
```

..............................printout follows...

```
SUMMARY REGISTRY REPORT                    JUN  4,1992  14:10    PAGE 1
-----------------------------------------------------------------------

HOME:          HARMAN SHELTER
ADDRESS 1:     147 WISTLEVISTA LANE
ADDRESS 2:
CITY:          ANYWHERE
STATE:         ALABAMA
ZIP:           35404
TELEPHONE 1:   205 345 1234
TELEPHONE 2:
CASE WORKER:   HENDERSON,HARRY
```

.................................screen clears..

```
SUMMARY REGISTRY REPORT                    JUN  4,1992  14:10    PAGE 2
-----------------------------------------------------------------------

CASE WORKER:   TAYLOR, ANDY
HOME:          EDWARD JONES SHELTER
ADDRESS 1:     2 RIDGE LANE
ADDRESS 2:
CITY:          BIRMINGHAM
STATE:         ALABAMA
ZIP:           35125
TELEPHONE 1:   205-731-3900
TELEPHONE 2:
CASE WORKER:   HENDERSON,HARRY
```

[This report normally prints information for all homes, but in the interest of saving space, the report was shortened.]

9.5.2.2 By Worker

This menu contains options to view or print the Home Registry Report sorted by worker. You may choose:

9.5.2.2.1 Complete Report By Worker
9.5.2.2.2 Summary Report By Worker

9.5.2.2.1 Complete Report By Worker

This option prints an extensive report on residential care home information, sorted by worker. The report includes case worker, residential care home, last assessment date, number of beds, address, city, state, zip code, telephone number, whether the home is licensed by state, and whether the home is for veterans only.

To use this option, select the case worker for the report. The report will then print to the selected device.

Example: Complete Report By Worker

```
Select By Worker Option: COMplete Report By Worker

SELECT WORKER: ZIFFLE, ARNOLD G.
DEVICE: PRINTER// <RET>          RIGHT MARGIN: 80// <RET>
```

...............................printout follows...............................

```
HOME REGISTRY FOR A SINGLE WORKER: COMPLETE
SOCIAL WORKER: ZIFFLE, ARNOLD G.


HOME:                           GREEN ACRES SHELTER
LAST ASSESSMENT DATE:           OCT 23,1987
NUMBER OF BEDS:                 17
ADDRESS 1:                      536 MAIN STREET
ADDRESS 2:
CITY:                           HOOTERVILLE
STATE:                          CONNECTICUTT
ZIP:                            54321
TELEPHONE 1:                    262 939 1203
TELEPHONE 2:
LICENSED BY STATE ?:            Y
VETS ONLY ?:                    N

HOME:                           SHADY REST HOME
LAST ASSESSMENT DATE:           DEC 1,1987
NUMBER OF BEDS:                 20
ADDRESS 1:                      123 DIRT ROAD
ADDRESS 2:
CITY:                           PETTICOAT JUNCTION
STATE:                          CONNECTICUTT
ZIP:                            65432
TELEPHONE 1:                    262 967 4506
TELEPHONE 2:
LICENSED BY STATE ?:            Y
VETS ONLY ?:                    N
```

9.5.2.2.2 Summary Report By Worker

This options generates a summary of residential care home information, sorted by worker. The report includes case worker, residential care home, last assessment date, number of beds, address, city, state, zip code, and telephone number.

To use this option, select the case worker for the report. The report will then print to the selected device.

Example: Summary Report By Worker

```
Select By Worker Option: SUMmary Report By Worker

SELECT WORKER:  ZIFFLE, ARNOLD G.
DEVICE: PRINTER//  <RET>           RIGHT MARGIN: 80//  <RET>
```

..............................printout follows...

```
HOME REGISTRY FOR A SINGLE WORKER: SUMMARY
SOCIAL WORKER: ZIFFLE, ARNOLD G.


HOME:                       GREEN ACRES SHELTER
LAST ASSESSMENT DATE:       OCT 23,1987
NUMBER OF BEDS:             17
ADDRESS 1:                  536 MAIN STREET
ADDRESS 2:
CITY:                       HOOTERVILLE
STATE:                      CONNECTICUT
ZIP:                        54321
TELEPHONE 1:                262 939 1203
TELEPHONE 2:

HOME:                       SHADY REST HOME
LAST ASSESSMENT DATE:       DEC 1,1987
NUMBER OF BEDS:             20
ADDRESS 1:                  123 DIRT ROAD
ADDRESS 2:
CITY:                       PETTICUTT JUNCTION
STATE:                      CONNECTICUT
ZIP:                        65432
TELEPHONE 1:                262 967 4506
TELEPHONE 2:
```

9.5.2.3 Individual Home

This menu contains options to print the individual registry report sorted by social worker. You may choose:

9.5.2.3.1 Complete Report - Individual Home
9.5.2.3.2 Summary Report - Individual Home

9.5.2.3.1 Complete Report - Individual Home

This option prints extensive information for a single residential care home. The report includes residential care home, last assessment date, social worker, number of beds, address, city, state, zip, telephone number, whether the home is licensed by state, and whether the home is for veterans only.

To use this option, select the name of the residential care home for the report. The report will then print to the selected device.

Example: Complete Report - Individual Home

```
Select Individual Home Option: COMplete Report - Individual Home

Enter RCH: EDWARD JONES SHELTER
        ...OK? YES// <RET>   (YES)
DEVICE: PRINTER// <RET>          RIGHT MARGIN: 80// <RET>
```

...............................printout follows...............................

```
RCH HOME REGISTRY FOR A SINGLE HOME: COMPLETE

HOME:                        EDWARD JONES SHELTER
LAST ASSESSMENT DATE:        MAY 10,1991
SOCIAL WORKER:               FIFE, BARNIE
NUMBER OF BEDS:              25
ADDRESS 1:                   2 Maple Street
ADDRESS 2:
CITY:
STATE:                       Mayberry
ZIP:                         NORTH CAROLINA
TELEPHONE 1:                 45678
TELEPHONE 2:                 817-731-3900
LICENSED BY STATE ?:
VETS ONLY ?:                 Y
                             N
```

9.5.2.3.2 Summary Report - Individual Home

This option prints a brief description of a residential care home sorted by worker. The report includes name of home, last assessment date, social worker, number of beds, address, city, state, zip code, and telephone number.

To use this option, select the name of the residential care home for the report. The report will then print to the selected device.

Example: Summary Report - Individual Home

```
Select Individual Home Option: SUMmary Report - Individual Home

Enter RCH: EDWARD JONES SHELTER
        ...OK? YES//   <RET>
DEVICE: PRINTER// <RET>            RIGHT MARGIN: 80// <RET>
```

.................................printout follows...


```
RCH HOME REGISTRY FOR A SINGLE HOME: SUMMARY

HOME:
LAST ASSESSMENT DATE:           EDWARD JONES SHELTER
SOCIAL WORKER:                  MAY 10,1991
NUMBER OF BEDS:                 FIFE, BARNIE
ADDRESS 1:                      25
ADDRESS 2:                      2 Maple Street
CITY:
STATE:                          Mayberry
ZIP:                            NORTH CAROLINA
TELEPHONE 1:                    45678
TELEPHONE 2:                    817-731-3900
```

9.5.2.4 RCH Patients By Home

This option prints a list of residential care home patients sorted by home. It can be generated for all homes or a single residential care home. The report includes social worker assigned to the home, RCH name, address, and telephone number. All patients are listed for each home, with their patient identification number, and the social worker assigned to their case.

Note: This list will include all patients who have resided in the home dating from the time of the last "Purge Case Management Data."

To use this option, select whether you want to print information for all homes or a single home. The report will then print to the selected device.

Example 1: RCH Patients By Home (All Homes)

```
Select Home Registry Option:  RCH Patients By Home

1. ALL HOMES
2. A SINGLE HOME?

ENTER 1 or 2   1// 1
DEVICE: PRINTER//  <RET>          RIGHT MARGIN: 80//  <RET>
```

................................*printout follows*................................

```
                    RESIDENTIAL CARE HOME REPORT

SOCIAL WORKER: BARNARD,CHRISTIAAN
HOME: HARMAN SHELTER
ADDRESS: 147 WISTLEVISTA LANE
ANYWHERE, ALABAMA 35404     PHONE: 205-345-1234

BROWING,JOE                 226789654      RUBBLE, BARNIE E.
BUTTONS,RED                 000000001      RUBBLE, BARNIE E.
BYROM,BUZZY                 111221111      ZIFFLE, ARNOLD G
CLARK,MIKE                  123451001      RUBBLE, BARNIE E.
DAVIS,IRWIN                 123452182      RUBBLE, BARNIE E.
DAVIS,JOE B.                382771640      ZIFFLE, ARNOLD G
DRYSDALE,MILBURN            232323123      CLAMPETT, ELLIE MAY

SOCIAL WORKER: RUBBLE, BARNIE E.
HOME: HARD ROCK SHELTER
ADDRESS: 1600 BAM BAM BLVD.
FLINTSTONE, ALABAMA 35432   PHONE: 205-939-4506

BROWN,GEORGE                123457212      TAYLOR, ANDY
DUNCAN,ZACHARY              332001234      RUBBLE, BARNIE E.
BLOW,JOE                    243489042      TAYLOR, ANDY
```

[This report normally prints information for all residential care homes, but in the interest of saving space, the report was shortened.]

Example 2: RCH Patients By Home (A Single Home)

Select Home Registry Option: <u>RCH</u> Patients By Home

1. ALL HOMES
2. A SINGLE HOME?

ENTER 1 or 2   1// **2**

ENTER RCH: **HARMAN** SHELTER
         ...OK? YES// **<RET>**

DEVICE: PRINTER// **<RET>**   RIGHT MARGIN: 80// **<RET>**

...........................*printout follows*...............................

RESIDENTIAL CARE HOME REPORT

SOCIAL WORKER: BARNARD,CHRISTIAAN
HOME: HARMAN SHELTER
ADDRESS: 147 WISTLEVISTA LANE
ANYWHERE, ALABAMA 35404   PHONE: 205-345-1234

BROWING,JOE	226789654	RUBBLE, BARNIE E.
BUTTONS,RED	000000001	RUBBLE, BARNIE E.
BYROM,BUZZY	111221111	ZIFFLE, ARNOLD G
CLARK,MIKE	123451001	RUBBLE, BARNIE E.
DAVIS,IRWIN	123452182	RUBBLE, BARNIE E.
DAVIS,JOE B.	382771640	ZIFFLE, ARNOLD G
DRYSDALE,MILBURN	232323123	CLAMPETT, ELLIE MAY
FANCY,COOKIES	343434343	TAYLOR, ANDY
FLINSTONE,FRED	111111111	FIFE, BARNIE
LANE,TIMOTHY	123451842	TAYLOR, ANDY
LANGLEY,CHARLES	183508056	RUBBLE, BARNIE E.

9.5.3 Patient Registry

This menu contains options associated with patient registry information. It produces a register of RCH patient information for all patients, supervisor, or social worker. You are also given the choice to sort by all cases or open cases, and complete or summary reports. Open Cases will include only cases open on the date the report is printed. Options available from this menu are:

9.5.3.1 All Patients
9.5.3.2 Supervisor
9.5.3.3 Worker

9.5.3.1 All Patients

This menu contains options to print all residential care home information. Options available from this menu are:

9.5.3.1.1 All Cases - All Patient Registry
9.5.3.1.2 Open Cases - All Patient Registry

9.5.3.1.1 All Cases - All Patient Registry

This sub-menu contains options to print all patient registry information. Options available from this menu are:

9.5.3.1.1.1 Complete Registry - All Cases All Patients
9.5.3.1.1.2 Summary Registry - All Cases All Patients

9.5.3.1.1.1 Complete Registry - All Cases All Patients

This option prints extensive patient registry data for all cases. The report includes patient name, patient identification number, name of home, date placed in home, social worker, diagnostic category, prior living arrangements, date closed, disposition, level of care, monthly rate of home, and the date the rate is effective.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Complete Registry - All Cases All Patients

```
Select Home And Patient Registry Option: PATient Registry

Select Patient Registry Option: ALL Patients

Select All Patients Option: ALL Cases - All Patient Registry

Select All Cases - All Patient Registry Option: COMplete Registry - All Cases
All Patients

ALL CASES STARTING FROM: 101091   (OCT 10, 1991)
ALL CASES ENDING: T   (JUN 24, 1992)

DEVICE: PRINTER// <RET>          RIGHT MARGIN: 80// <RET>
```

..............................*printout follows*...

```
RCH PATIENT REGISTRY
COMPLETE: ALL CASES

10/10/91 TO 06/24/92


NAME: SLOW,JOE          HOME: HARMAN SHELTER        PLACED: JAN 23,1992
ID#: 226789654
DOB: MAR 3,1953     WORKER: BROWN,DEVIN
MS: MEDICAL/SURGICAL     PRIOR LIVING: OWN HOME
CLOSED: JAN 23,1992     DISP: TRANSFER
LEVEL OF CARE: LIGHT
RATE: 500       DATE: JAN 23,1992


NAME: SLOW,JOE          HOME: JAMES SIMONSON HALF  PLACED: JAN 24,1992
ID#: 226789654
DOB: MAR 3,1953     WORKER: BROWN,DEVIN
MS: MEDICAL/SURGICAL     PRIOR LIVING: NON-VA HOSPITAL
CLOSED: JAN 24,1992     DISP: TRANSFER
LEVEL OF CARE: MODERATE
RATE: 500       DATE: JAN 24,1992
```

NAME: SLOW,JOE   HOME: MATHEW PLACE   PLACED: JAN 25,1992
ID#: 226789654
DOB: MAR 3,1953   WORKER: BROWN,DEVIN
MS: MEDICAL/SURGICAL   PRIOR LIVING: NON-VA HOSPITAL
CLOSED: JAN 25,1992   DISP: INDIVIDUAL
LEVEL OF CARE: HEAVY
RATE: 3453   DATE: JAN 25,1992

NAME: DAVIS,MAVIS   HOME: MATHEW PLACE   PLACED: JUN 17,1992
ID#: 112223456
DOB: JAN 1,1964   WORKER: BROWN,DEVIN
MS: MEDICAL/SURGICAL   PRIOR LIVING: NON-VA HOSPITAL
CLOSED: JUN 17,1992   DISP: TRANSFER
LEVEL OF CARE: LIGHT
RATE: 500   DATE: JUN 17,1992

[This report normally prints all cases within the specified time frame, but in the interest of saving space, the report was shortened.]

9.5.3.1.1.2 Summary Registry - All Cases All Patients

This option generates the summary patient registry information for all cases. The report includes patient name, patient identification number, residential care home name, social worker, and whether the case is still open.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Summary Registry - All Cases All Patients

```
Select All Cases - All Patient Registry Option: SUMmary Registry - All Cases
All Patients

ALL CASES STARTING FROM: 01/01/91   (JAN 01, 1991)
ALL CASES ENDING: T  (JUN 24, 1992)

DEVICE: PRINTER//  <RET>          RIGHT MARGIN: 80//  <RET>
```

...............................*printout follows*...............................


```
RCH PATIENT REGISTRY
SUMMARY: ALL CASES

01/01/91 TO 06/24/92
```

PATIENT NAME	ID#	HOME NAME	SOCIAL WORKER	OPEN
SLOW, JOE	226789654	HARMAN SHELTER	BROWN, DEVIN	
SLOW, JOE	226789654	JAMES SIMONSON HALF	BROWN, DEVIN	
SLOW, JOE	226789654	MATHEW PLACE	BROWN, DEVIN	
TAYLOR, TOM.	382771640	SMITH HOME	DOOLITTLE, JAMES A.	
DAVIS, MAVIS	112223456	JOHNSON PLACE	BROWN, DEVIN	
FANCY, COOKIES	343434343	EDWARD JONES SHELT	SMITHEREEN, ROBERT	
FANCY, COOKIES	343434343	REESE HOME	SMITHEREEN, ROBERT	Y
MINK, CHARLES	183508056	JOHNSON PLACE	BROWN, DEVIN	Y
RICHARDS, KEITH	222987665	JOHNSON PLACE	SMITHEREEN, ROBERT	

9.5.3.1.2 Open Cases - All Patient Registry

This menu contains options to print patient registry data for all open cases. Options available from this menu are:

9.5.3.1.2.1 Complete Registry - Open Cases All Patients
9.5.3.1.2.2 Summary Registry - Open Cases All Patients

9.5.3.1.2.1 Complete Registry - Open Cases All Patients

This option prints extensive data for open cases. The report includes patient name, patient identification number, residential care home name, date placed in home, social worker, diagnostic category, prior living arrangements, level of care, monthly rate of home, and date the rate is effective.

To use this option, select the name of the report and it will print to the selected device.

Example: Complete Registry - Open Cases All Patients

```
Select Open Cases - All Patient Registry Option: COMplete Registry - Open
Cases
All Patients

DEVICE: PRINTER//  <RET>          RIGHT MARGIN: 80//  <RET>
```

................................*printout follows*................................

```
RCH PATIENT REGISTRY
COMPLETE: OPEN CASES

NAME: BOOKER,JOHN F.          HOME: EDWARD JONES SHELT  PLACED: MAY 22,1992
ID#: 113451112
DOB: NOV 23,1927    WORKER: BARNARD,CHRISTIAAN
MS:  MEDICAL/SURGICAL    PRIOR LIVING: VA DOMICILIARY
RATE: 620      DATE: MAY 22,1992

NAME: BROWN,GEORGE          HOME: GOLDEN YEARS SHEL  PLACED: MAR 16,1992
ID#: 123457212
DOB: AUG 16,1951    WORKER: DOOLITTLE,JAMES A.
MS: MEDICAL/SURGICAL     PRIOR LIVING: VA DOMICILIARY
LEVEL OF CARE: LIGHT
RATE: 600      DATE: MAR 16,1992

NAME: BYROM,BUZZY          HOME: HARMAN SHELTER  PLACED: DEC 10,1991
ID#: 111221111
DOB: MAR 2,1962    WORKER: BARNARD,CHRISTIAAN
MS: MEDICAL/SURGICAL      PRIOR LIVING: VA DOMICILIARY
LEVLE OF CARE: LIGHT
RATE: 500      DATE: DEC 23,1991
```

9.5.3.1.2.2 Summary Registry - Open Cases All Patients

This option prints a summary of open cases. The report includes patient name, patient identification number, residential care home name, and social worker assigned to home.

To use this option, select the name of the report, and it will then print to the selected device.

Example: Summary Registry - Open Cases All Patients

```
Select Open Cases - All Patient Registry Option: SUMmary Registry - Open
Cases All PAtients

DEVICE: PRINTER//  <RET>          RIGHT MARGIN: 80//  <RET>
```

................................*printout follows*................................

```
RCH PATIENT REGISTRY
SUMMARY: OPEN CASES


PATIENT NAME              ID#         HOME NAME            SOCIAL WORKER

BOOKER,JOHN F.            113451112   EDWARD JONES SHELT   BARNARD,CHRISTIAAN
BREWER,GEORGE             123457234   GOLDEN YEARS SHEL    TAYLOR,KIMBERLY
BYROM,BUZZY               111221111   HARMAN SHELTER       BARNARD,CHRISTIAAN
CASON,CARRIE             222334422   MATHEW'S PLACE        BROWN,DEVIN
CLOWN,BOZO               232312121   MATHEW'S PLACE        BROWN,DEVIN
COOK,BENO               101010125   MATHEW'S PLACE        TAYLOR,KIMBERLY
DAVIS,IRWIN             123452182   HARMAN SHELTER        BROWN,DEVIN
DAVIS,JOE B.            382771640   HARMAN SHELTER        BARNARD,CHRISTIAAN
DRYSDALE,MILBURN        232323123   HARMAN SHELTER        BROWN,DEVIN
DUNCAN,ZACHARY          332001234   GOLDEN YEARS SHEL     TAYLOR,KIMBERLY
FANCY,COOKIES           343434343   HARMAN SHELTER        YOUNG,ROBERT
GOULD,WILLIS            123451982   SHELTER               BROWN,DEVIN
HAMILTON,ALEXANDER      176287354   MATHEW'S PLACE        WATSON,CHERYL
HOOKER,JOHN T.          113451123   JAMES SIMONSON HALF   BARNARD,CHRISTIAAN
LINCOLN,ABRAHAM         160293847   MATHEW'S PLACE        WATSON,CHERYL
MINK,CHARLES            183508056   MATHEW'S PLACE        BROWN,DEVIN
BINK,CHUCK              444444444   MATHEW'S PLACE        BROWN,DEVIN
WILSON,WOODROW          129374585   SHELTER               BROWN,DEVIN
```

9.5.3.2 Supervisor

This menu contains options used to print residential care home information sorted by supervisor. Options available from this menu are:

9.5.3.2.1 All Cases - Supervisor's Patient Registry
9.5.3.2.2 Open Cases - Supervisor's Patient Registry

9.5.3.2.1 All Cases - Supervisor's Patient Registry

This menu contains options to print the patient registry for all cases by supervisor. Options available from this menu are:

9.5.3.2.1.1 Complete Supervisor Patient Registry - All Cases
9.5.3.2.1.2 Summary Supervisor Patient Registry - All Cases

9.5.3.2.1.1 Complete Supervisor Patient Registry - All Cases

This option prints the complete patient registry data for all cases sorted by supervisor. The report includes patient name, patient identification number, residential care home name, date placed in home, date of birth, social worker, bed section, prior living arrangements, date case was closed, disposition, monthly rate of home, and effective date of rate.

To use this option, select the starting and ending dates for the report. It will then print to the selected device.

Example: Complete Supervisor Patient Registry - All Cases

```
Select Home and Patient Registry Option:  Patient Registry

Select Patient Registry Option: SUPervisor

Select Supervisor Option: ALL Cases - Supervisor's Patient Registry

Select All Cases - Supervisor's Patient Registry Option: COMplete Supervisor
Patient Registry - All Cases

ALL CASES STARTING FROM: 01/01/92   (JAN 01, 1992)
ALL CASES ENDING: T  (JUN 24, 1992)

Enter Supervisor's last name:  DOOLITTLE, JAMES      DOOLITTLE,JAMES A.
DEVICE: PRINTER//  <RET>          RIGHT MARGIN: 80//  <RET>
```

..................................*printout follows*....................................

```
RCH PATIENT REGISTRY
SUPERVISOR: DOOLITTLE,JAMES A.
COMPLETE: ALL CASES

01/01/92 TO 06/24/92



NAME: DAVIS,JOE B.            HOME: SHELTER   PLACED: FEB 27,1992
ID#: 382771640
DOB: APR 27,1948      SOCIAL WORKER: DOOLITTLE,JAMES A.
MS: MEDICAL/SURGICAL      PRIOR LIVING: VA NHCU
CLOSED: FEB 27,1992      DISP: OTHER INSTITUTIONAL
LEVEL OF CARE: LIGHT
RATE: 500      DATE: FEB 27,1992
```

9.5.3.2.1.2 Summary Supervisor Patient Registry - All Cases

This option prints summary patient information for all cases sorted by supervisor. The report includes supervisor, date range of the report, patient name, patient identification number, residential care home name, social worker, and whether the case is opened.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Summary Supervisor Patient Registry - All Cases

```
Select All Cases - Supervisor's Patient Registry Option: SUMmary Supervisor
Patient Registry - All Cases

ALL CASES STARTING FROM: T-60  (APR 05, 1992)
ALL CASES ENDING: T  (JUN 04, 1992)

Enter Supervisor's last name:    FLINESTONE, FRED

DEVICE: PRINTER//  <RET>        RIGHT MARGIN: 80//  <RET>
```

.................................*printout follows*.................................

```
RCH PATIENT REGISTRY
SUPERVISOR: FLINESTONE, FRED
SUMMARY: ALL CASES

04/05/92 TO 06/04/92


PATIENT NAME        ID#         HOME NAME           SOCIAL WORKER         OPEN

DAVIS,JOE B.        382771640   SHELTER             DOOLITTLE,JAMES A.     Y
BROWN,JAMES         321455210   GOLDEN YEARS SHEL   DOOLITTLE,JAMES A.     Y
COOK,BENO           101010125   MATHEW PLACE        DOOLITTLE,JAMES A.     Y
```

9.5.3.2.2 Open Cases - Supervisor's Patient Registry

This menu contains options to print patient registry data for open cases sorted by supervisor. Options available from this menu are:

9.5.3.2.2.1 Complete Supervisor's Patient Registry - Open Case
9.5.3.2.2.2 Summary - Supervisor's Patient Registry Open Cases

9.5.3.2.2.1 Complete Supervisor's Patient Registry - Open Case

This option prints complete patient registry data for open cases sorted by supervisor. The report includes supervisor, patient name, patient identification number, residential care home name, date placed in home, date of birth, social worker, diagnostic category, prior living arrangements, monthly rate of home, and effective date of rate.

To use this option, select name of supervisor for the report. The report will then print to the selected device.

Example: Complete Supervisor's Patient Registry - Open Case

```
Select Patient Registry Option: SUPervisor

Select Supervisor Option: Open Cases - Supervisor's Patient Registry

Select Open Cases - Supervisor's Patient Registry Option: COMplete
Supervisor's Patient Registry - Open Case
Enter Supervisor's last name:  BARNARD, CHRISTIAAN

DEVICE: PRINTER//  <RET>              RIGHT MARGIN: 80//  <RET>
```

...............................printout follows...................................

```
RCH PATIENT REGISTRY
SUPERVISOR: BARNARD, CHRISTIAAN
COMPLETE: OPEN CASES

NAME: BOOKER,JOHN F.         HOME: EDWARD JONES SHELTER        PLACED: MAY 22,1992
ID#: 113451112
DOB: NOV 23,1927      SOCIAL WORKER: BARNARD, CHRISTIAAN
MS: MEDICAL/SURGICAL   PRIOR LIVING: VA DOMICILIARY
LEVEL OF CARE: LIGHT
RATE: 620          DATE: MAY 22,1992

NAME: DAVIS,JOE B.           HOME: HARMAN SHELTER              PLACED: MAR 7,1992
ID#: 382771640
DOB: APR 27,1948      SOCIAL WORKER: BARNARD, CHRISTIAAN
MS: MEDICAL/SURGICAL   PRIOR LIVING: VA DOMICILIARY
LEVEL OF CARE: HEAVY
RATE: 235          DATE: MAR 7,1992
```

9.5.3.2.2.2 Summary - Supervisor's Patient Registry Open Cases

This option prints the summary patient registry data for open cases sorted by supervisor. The report includes supervisor name, patient name, patient identification number, residential care home name, and social worker.

To use this option, select supervisor's name for the report. The report will then print to the selected device.

Example: Summary - Supervisor's Patient Registry Open Cases

Select Patient Registry Option: **SUP**ervisor

Select Supervisor Option: **Open** Cases - Supervisor's Patient Registry

Select Open Cases - Supervisor's Patient Registry Option: **SUM**mary - Supervisor's Patient Registry Open Cases
Enter Supervisor's last name: **BARNARD**, CHRISTIAAN

DEVICE: PRINTER// **<RET>**   RIGHT MARGIN: 80// **<RET>**

..............................*printout follows*..

```
RCH PATIENT REGISTRY
SUPERVISOR: BARNARD,CHRISTIAAN
SUMMARY: OPEN CASES
```

PATIENT NAME	ID#	HOME NAME	SOCIAL WORKER
BOOKER,JOHN F.	113451112	EDWARD JONES SHELT	BARNARD,CHRISTIAAN
BYRON,BUZZY	111221111	AARDVARD,AARON	BARNARD,CHRISTIAAN
DAVIS,JOE B.	382771640	HARMAN SHELTER	BARNARD,CHRISTIAAN
HOOKER,JOHN T.	113451123	JAMES SIMONSON HALF	BARNARD,CHRISTIAAN

9.5.3.3 Worker

This menu contains options to print residential care home data sorted by social worker. Options available from this menu are:

    9.5.3.3.1 All Cases - Workers Patient Registry
    9.5.3.3.2 Open Cases - Workers Patient Registry

9.5.3.3.1 All Cases - Workers Patient Registry

This menu contains options to print patient registry data sorted by social worker. Options available from this menu are:

    9.5.3.3.1.1 Complete All Cases - Workers Patient Registry
    9.5.3.3.1.2 Summary All Cases - Workers Patient Registry

9.5.3.3.1.1 Complete All Cases - Workers Patient Registry

This option prints completed patient registry data sorted by worker. The report includes patient name, patient identification number, residential care home name, date placed in home, date of birth, diagnostic category, prior living arrangements, monthly rate of home, and effective date of rate.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Complete All Cases - Workers Patient Registry

```
Select Patient Registry Option: Worker

Select Worker Option:  All Cases - Workers Patient Registry

Select All Cases - Workers Patient Registry Option: COMplete All Cases -
Workers Patient Registry
ALL CASES STARTING FROM: 010192  (JAN 01, 1992)
ALL CASES ENDING: T  (JUN 24, 1992)

Enter Social Worker's last name: DOOLITTLE,JAMES A.
DEVICE: PRINTER//  <RET>           RIGHT MARGIN: 80//  <RET>
```

................................printout follows...

```
RCH PATIENT REGISTRY
SOCIAL WORKER: DOOLITTLE,JAMES A.
SUPERVISOR: DOOLITTLE,JAMES A.
COMPLETE: ALL CASES

01/01/92 TO 06/24/92

NAME: DAVIS,JOE B.              HOME: SHELTER   PLACED: FEB 27,1992
ID#: 382771640
DOB: APR 27,1948
MS: MEDICAL/SURGICAL      PRIOR LIVING: NHCU
CLOSED: FEB 27,1992     DISP: OTHER INSTITUTIONAL
LEVEL OF CARE: HEAVY
RATE: 500      DATE: FEB 27,1992
```

9.5.3.3.1.2 Summary All Cases - Workers Patient Registry

This option prints the summary patient registry data for open cases sorted by worker. The report includes social worker name, patient name, patient identification number, residential care home, and whether the case is open.

To use this option, select the starting and ending dates for the report. Select social worker's last name and the report will print to the selected device.

Example: Summary All Cases - Workers Patient Registry

```
Select Patient Registry Option: Worker

Select Worker Option:  All Cases - Workers Patient Registry

Select All Cases - Workers Patient Registry Option:  SUmmary All Cases -
Workers
Patient Registry
ALL CASES STARTING FROM: 010190   (JAN 01, 1990)
ALL CASES ENDING: T   (JUN 24, 1991)
Enter Social Worker's last name:    DOOLITTLE,JAMES A.
DEVICE: PRINTER//  <RET>           RIGHT MARGIN: 80//  <RET>
```

..................................*printout follows*...

```
RCH PATIENT REGISTRY
SOCIAL WORKER: DOOLITTLE,JAMES A.
SUPERVISOR: DOOLITTLE,JAMES A.
SUMMARY: ALL CASES

01/01/92 TO 06/24/92


PATIENT NAME           ID#
                                      HOME NAME
                                                                  OPEN
DAVIS,JOE B.           382771640
GOOGLE, BARNEY         543907654      SHELTER
MOUSE, MICKEY          783002746      SHADY REST HOME
                                      DISNEY RETIREMENT HOME
```

9.5.3.3.2 Open Cases - Workers Patient Registry

This menu option prints the patient registry for open cases sorted by worker. Options available from this menu are:

9.5.3.3.2.1   Complete Open Cases - Workers Patient Registry
9.5.3.3.2.2   Summary Open Cases - Workers Patient Registry

9.5.3.3.2.1 Complete Open Cases - Workers Patient Registry

This option prints the complete patient registry data for open cases sorted by worker. The report includes social worker, supervisor, patient name, patient identification number, residential care home, date placed in the home, date of birth, diagnostic category, prior living arrangements, monthly rate of home, and effective date of rate.

To use this option, select the last name of the social worker. The report will print to the selected device.

Example: Complete Open Cases - Workers Patient Registry

Select Patient Registry Option: Worker

Select Worker Option: OPen Cases - Workers Patient Registry

Select Open Cases - Workers Patient Registry Option: Complete Open Cases - Workers Patient Registry
Enter Social Worker's last name: DOOLITTLE,JAMES A.
DEVICE: PRINTER// <RET>   RIGHT MARGIN: 80// <RET>

..............................printout follows..

```
RCH PATIENT REGISTRY
SOCIAL WORKER: DOOLITTLE,JAMES A.
SUPERVISOR: DOOLITTLE,JAMES A.
COMPLETE: OPEN CASES


NAME: BROWN,JAMES
ID#: 123457212            HOME: GOLDEN YEARS SHEL   PLACED: MAR 16,1992
DOB: AUG 16,1951
MS: MEDICAL/SURGICAL       PRIOR LIVING: OWN HOME
LEVEL OF CARE: MODERATE
RATE: 600      DATE: MAR 16,1992


NAME: COOK,BENO
ID#: 101010125            HOME: MATHEW PLACE        PLACED: SEP 14,1992
DOB: JAN 1,1925
MS: MEDICAL/SURGICAL       PRIOR LIVING: VA HOSPITAL
LEVEL OF CARE: MODERATE
RATE: 450      DATE: SEP 14,1992
```

9.5.3.3.2.2 Summary Open Cases - Workers Patient Registry

This option prints summary patient registry data for open cases sorted by worker. The report includes social worker, supervisor, patient name, patient identification number, and residential care home name.

To use this option, select the last name of the social worker. The report will then print to the selected device.

Example: Summary Open Cases - Workers Patient Registry

```
Select Patient Registry Option: Worker

Select Worker Option: OPen Cases - Workers Patient Registry

Select Open Cases - Workers Patient Registry Option: SUMmary Open Cases -
Workers Patient Registry
Enter Social Worker's last name:    DOOLITTLE,JAMES A.
DEVICE: PRINTER// <RET>        RIGHT MARGIN: 80// <RET>
```

.................................printout follows...

```
RCH PATIENT REGISTRY
SOCIAL WORKER: DOOLITTLE,JAMES A.
SUPERVISOR: DOOLITTLE,JAMES A.
SUMMARY: OPEN CASES


PATIENT NAME                     ID#
                                                      HOME NAME
BROWN,JAMES
COOK,BENO                        123457212
                                 101010125            GOLDEN YEARS SHEL
                                                      MATHEW PLACE
```

9.5.4 Residential Care Home Case Listings

This menu contains options to generate a report of residential care home cases that are opened or closed. Options available from this menu are:

9.5.4.1 Active RCH Case Listing (132 Columns)
9.5.4.2 Closed RCH Case Listing (132 Columns)

9.5.4.1 Active RCH Case Listing (132 Columns)

This option lists all open residential care home cases. The report includes case number, patient name, open date, and social worker.

To use this option, select the name of the report from the menu and the report will print to the designated device.

Example: Active RCH Case Listing (132 Columns)

```
Select Residential Care Home Case Listings Option: ACTive RCH Case Listing
(132 COLUMNS)
DEVICE: PRINTER// <RET>          RIGHT MARGIN: 80// 132
```

.............................printout follows...

```
Active Residential Care Home Cases        JUN 28,1992  12:12     PAGE 1
CASE
NUMBER      NAME                       OPEN DATE          SOCIAL WORKER
-----------------------------------------------------------------------------
106        BOOKER,JOHN F.
125        BROWN,JAMES              AUG   8,1988      BARNARD,CHRISTIAAN
79         BYROM,BUZZY              MAR  16,1989      DOOLITTLE,JAMES A.
173        CASON,CARRIE             DEC  13,1987      BARNARD,CHRISTIAAN
73         CLOWN,BOZO               DEC  18,1989      BROWN,DEVIN
138        COOK,BENO                DEC  22,1987      BROWN,DEVIN
58         DAVIS,IRWIN              SEP  14,1989      DOOLITTLE,JAMES A.
97         DAVIS,JOE B.             MAR  30,1987      BROWN,DEVIN
119        DRYSDALE,MILBURN         JUL   6,1988      BARNARD,CHRISTIAAN
126        DUNCAN,ZACHARY           JAN  10,1989      CLAMPETT,ELLIE MAY
185        FANCY,COOKIES            JUN   1,1989      BROWN,DEVIN
52         GOULD,WILLIS             MAY  10,1990      YOUNGST,ROBERT
149        HAMILTON,ALEXANDER       MAR  30,1986      BROWN,DEVIN
107        HOOKER,JOHN T.           SEP  14,1989      WATSON,CHERYL
140        LINCOLN,ABRAHAM          JUL   9,1988      BARNARD,CHRISTIAAN
223        MINK,CHARLES             SEP  14,1989      WATSON,CHERYL
143        BINK,CHUCK               MAY   7,1991      BROWN,DEVIN
153        WILSON,WOODROW           SEP  14,1989      BROWN,DEVIN
                                    SEP   4,1989      BROWN,DEVIN
```

9.5.4.2 Closed RCH Case Listing (132 Columns)

This option prints all closed residential care home cases. The report includes case number, name, open date, close date, and social worker.

To use this option, select the name of the report from the menu, and the report will print to the selected device.

Example: Closed RCH Case Listing (132 Columns)

```
Select Residential Care Home Case Listings Option: CLosed RCH Case Listing
(132 COLUMNS)
DEVICE: PRINTER// <RET>        RIGHT MARGIN: 80// 132
```

..............................printout follows..

```
Closed Residential Care Home Cases        JUN 28,1992  12:13           PAGE 1

CASE
NUMBER   NAME                      OPEN DATE      CLOSE DATE     SOCIAL WORKER
------------------------------------------------------------------------------------

214      ADAMS,JOHN QUINCY         OCT 13,1989    OCT 16,1989    PARSON,CHRIS
203      REDFORD,BOB               JAN 23,1991    JAN 23,1991    TAYLOR,KIMBERLY
204      REDFORD,BOB               JAN 24,1991    JAN 24,1991    TAYLOR,KIMBERLY
205      REDFORD,BOB               JAN 25,1991    JAN 25,1991    TAYLOR,KIMBERLY
65       BUTTONS,RED               SEP  8,1987    OCT 23,1987    BROWN,DEVIN
68       CASON,CARRIE              DEC 21,1987    DEC 21,1987    BROWN,DEVIN
120      DAVIS,JOE B.              JAN 26,1989    JAN 26,1989    BROWN,DEVIN
177      DAVIS,JOE B.              FEB 27,1990    FEB 27,1990    LITTLE,JAMES
238      DAVIS,MAVIS               JUN 17,1991    JUN 17,1991    BROWN,DEVIN
160      DOE,BUTCH                 OCT 17,1989    OCT 17,1989    LITTLE,JAMES
35       DRYSDALE,MILBURN          OCT 15,1987    DEC 15,1987    BROWN,DEVIN
39       ERICKSON,BRUCE            DEC  2,1985    JAN 26,1989    BROWN,DEVIN
75       FANCY,COOKIES             DEC 22,1987    DEC 22,1987    BROWN,DEVIN
184      FANCY,COOKIES             MAY 10,1990    MAY 10,1990    SMITH,ROBERT
85       FLINSTONE,FRED            DEC 24,1987    FEB 20,1990    LITTLE,JAMES
29       GLASCOCK,GALE             DEC 22,1985    JUL  1,1990    BROWN,DEVIN
24       HILL,OVER                 DEC 20,1985    FEB 20,1990    BARNARD,STAN
34       JAMERSON,ROBERT           OCT 23,1985    DEC 20,1990    BROWN,DEVIN
122      CREASE,JANE               MAR  6,1989    MAR 16,1988    BROWN,DEVIN
30       LANE,TIMOTHY              DEC 12,1985    MAY  4,1988    BROWN,DEVIN
84       MINK,CHARLES              DEC 31,1987    JAN  4,1988    BROWN,DEVIN
111      OAT,WILLIE                JUN 29,1988    AUG  8,1988    BROWN,DEVIN
83       PENROD,FRED               DEC 31,1987    DEC 31,1987    BROWN,DEVIN
41       PETRIE,ROBERT A.          FEB  2,1986    DEC 23,1987    BROWN,DEVIN
213      RICHARDS,KEITH            MAR  9,1991    MAR 11,1991    SMITH,ROBERT
124      SHMOW,JOE                 MAR 16,1989    MAR 16,1989    LITTLE,JAMES
32       SMITHERMAN,RONALD         DEC 11,1985    DEC  3,1990    TAYLOR,KIMBERLY
```

9.6 Patient Status Report (PNTTF 132 Columns)

The Patient Status Report is an alphabetical listing of the patient cases in your Social Work Service. The report includes the patient's name, last 4 digits of the patient identification number, CDC location, opened date, closed date (if closed), problems and outcomes, referrals, and social worker's number.

The Patient Status Report should be run quarterly prior to clearing problems and outcomes. This is one way to have printed documentation of every case that was processed during the quarter.

When you select this option, you will be given two prompts regarding device and right margin. Make sure that the right margin is set for 132 columns. After pressing return, the report will print to the selected device.

Example: Patient Status Report (PNTTF 132 Columns)

```
Select Reports Menu Option: PATient Status Report (PNTTF 132 COLUMNS)
DEVICE: HOME//  PRINTER                              RIGHT MARGIN: 80// 132
```

...................................printout follows...................................

PATIENT STATUS REPORT   JUN 5,1992   PAGE 1

PATIENT	ID#	CDC	OPEN DATE	CLOSE DATE	PROBLEMS	OUTCOME	RESOURCES USED	REFERRALS NEEDED	WORKER
ADAMS,J	7365	6010.00	12/22/87	12/22/87	4,10	21,41,46,	2	2	1
ADAMS,J	7365	5112.00	12/22/87						1
ADAMS,J	7365	5112.00	12/12/87						1
ADAMS,J	7365	6016.00	12/22/87						1
ADAMS,J	7365	5112.00	12/19/87						3
ADAMS,J	7365	1511.00	02/13/90	02/13/90	12	1	3	1	1
ADAMS,J	7365	4110.00	02/20/90						34
ADAMS,J	7365	2110.00	09/27/90		42				34
ADAMS,J	7365	1511.00	11/26/90	11/26/90	30	1	1	1	1
ADAMS,J	7365	2312.02	11/27/90	11/27/90	10,25,14	1	1	3	98
ADAMS,J	7365	1610.00	03/11/91	03/11/91	29	3	2	1	1
ADAMS,J	7365	5113.00	10/13/89	10/16/89	1,2	3	1	3	100
ADAMS,J	7365	1210.00	04/04/91		23,34,				5
									4

[This report normally prints to its entirety, but in the interest of saving space, the report was shortened.]

9.7 QA Management & Productivity

This option is the primary sub-menu option for social work quality assurance and management reports. These reports are designed to print on a quarterly basis. Options available from this sub-menu are:

9.7.1   MON   Quality Management Monitors
9.7.2   REV   Quality Management Review

9.7.1 MON Quality Management Monitors

This menu item contains options to print QA monitors I, II, and IV. Reports available are:

9.7.1.1   QA1   Management Monitor I
9.7.1.2   QA2   Management Monitor II
9.7.1.3   QA3   Management Monitor III
9.7.1.4   QA4   Management Monitor IV
9.7.1.5   QA5   Management Monitor V

9.7.1.1 QA1 Management Monitor I

QA Management Monitor I is a follow-up of discharged inpatients who received "Discharge Planning" and had "Problems related to care." This option prints a report of QA Monitor I sorted by location. The report prints total patients, post discharge follow-up, and the percentage of those who received follow-up. The total of all locations for each category prints at the end of the report. This report is for local medical center use.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA1 Management Monitor I

```
Select QA Management & Productivity Option:  MON  Quality Management Monitors

Select Quality Management Monitors Option: QA1  Management Monitor I
:
ALL CASES STARTING FROM: T-90  (MAR 27, 1992)

ALL CASES ENDING: T  (JUN 25, 1992)
DEVICE:PRINTER//   <RET>      RIGHT MARGIN: 80//  132
```

...............................printout follows...

```
                  Department of Veterans Affairs
                      ISC 3 BIRMINGHAM (521)
              Social Work Information Management System
                     Quality Management Monitor I
                 Follow-up of discharged inpatients who received
              "Discharged Planning" and had "Problems related to care"
Date: 06/25/92                        Reporting Period MAR 27,1992 to JUN 25,1992
```

Location	Total Patients	Post Discharge Follow-up	% rec'd Follow-up
5113.00	3	0	0
2210.00	4	0	0
2211.00	4	0	0
1111.00	2	0	0
1210.00	1	0	0
1213.00	1	0	0
2510.00	2	1	6
TOTALS	17	1	6

9.7.1.2 QA2 Management Monitor II

QA Management Monitor II relates to family involvement in discharge planning. This option prints a report of the QA Monitor II sorted by location. The report prints total patients, number of family conferences, and the percentage of those who received family conferences. The total for each category prints at the end of the report. This report is for medical center use.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA2 Management Monitor II

```
Select QA Management & Productivity Option:  MON  Quality Management Monitors

Select Quality Management Monitors Option: QA2  Management Monitor II

ALL CASES STARTING FROM: T-90  (MAR 27, 1992)

ALL CASES ENDING: T  (JUN 25, 1992)
DEVICE:PRINTER//  <RET>      RIGHT MARGIN: 80//  132
```

...............................*printout follows*.....................................

```
                    Department of Veterans Affairs
                        ISC 3 BIRMINGHAM (521)
                 Social Work Information Management System
                     Quality Management Monitor II
                  Family involvement in Discharged Planning
Date: 06/25/92                  Reporting Period MAR 27,1992 to JUN 25,1992

Location   Total Patients    Family Conference       % rec'd Family Conference
5113.00       1                   1                          100
2210.00       1                   0                            0
2211.00       1                   1                          100
2510.00       1                   1                          100
TOTALS        4                   3                          100
```

9.7.1.3 QA3 Management Monitor III

This option allows you to print a report of the Quality Management Monitor III. The report lists location, number of patients who received discharge planning, and the average number of days elapsed (computed by subtracting the opening date from the admission date). This report is for Central Office purposes.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA3 Management Monitor III

```
Select Quality Management Monitors Option: QA3  Management Monitor III

ALL CASES STARTING FROM: T-90   (JUL 17, 1992)

ALL CASES ENDING: T  (SEP 15, 1992)
DEVICE: PRINTER//    <RET>    RIGHT MARGIN: 80// 132
```

..............................printout follows...............................

```
                   Department of Veterans Affairs
                        ISC 3 BIRMINGHAM (521)
                 Social Work Information Management System
                      Quality Management Monitor III
            Timeliness of service to patients receiving discharge planning
Date: 9/15/92
                              Reporting Period JUL 17,1992 to SEP 15,1992
Location:
                           # PTS REC'D
                           DISCH. PLAN.
                                                    AVG. # ELAPSED DAYS
1115.00
                                1
                                                         294
1211.00
                                2
                                                         611
2210.00
                                1
                                                         192
2211.00
                                1
                                                         195
2510.00
                                1
                                                         13
5113.00
                                7
                                                         467
8023.00
                                2
                                                         247
TOTALS
                               15
                                                         135
```

9.7.1.4 QA4 Management Monitor IV

QA Management Monitor IV involves the level of problem resolution by problem code. This option prints a report of the QA monitor IV sorted by worker. The report sorts by worker and prints problem code, number of times the problem occurred, and the number of resolutions. The total for each category prints at the end of the report.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA4 Management Monitor IV

```
Select QA Management & Productivity Option:  MON  Quality Management Monitors

Select Quality Management Monitors Option: QA4  Management Monitor IV

ALL CASES STARTING FROM: T-90  (MAR 27, 1992)

ALL CASES ENDING: T  (JUN 25, 1992)
DEVICE:PRINTER//   <RET>        RIGHT MARGIN: 80//  132
```

..................................*printout follows*...................................

```
                          Department of Veterans Affairs
                              ISC 3 BIRMINGHAM (521)
                       Social Work Information Management System
                             Quality Management Monitor IV
                          Level of problem resolution by problem code

Date:  06/15/92
                                                        Reporting Period MAY 4,1992 to JUN 15,
          Worker's #:  56

Problem      #Times
             Occurred    1           2          3          4     Resolutions
                        #     %     #    %     #    %     #    %      #    %     5   6      7      8
5              2        00.00       0    0.00  0    0.00  0   0.00    0   0.00  #   #   %  #   %  %
26             2        00.00       0    0.00  0    0.00  0   0.00    0   0.00  00.00  0  0.00  0
TOTALS:        2        00.00       0    0.00  0    0.00  0   0.00    0   0.00  00.00  0  0.00  0
```

Department of Veterans Affairs
ISC 3 BIRMINGHAM (521)
Social Work Information Management System
Quality Management Monitor IV
Level of problem resolution by problem code

Date: 06/15/92

Worker's #: 01

Reporting Period MAY 4,1992 to JUN 15,

Problem	#Times Occurred	Resolutions														
		1 #	%	2 #	%	3 #	%	4 #	%	5 #	%	6 #	%	7 #	%	8
5	2	00.00		0	0.00	0	0.00	0	0.00	0	0.00	00.00	0	0.00		0
26	2	00.00		0	0.00	0	0.00	0	0.00	0	0.00	00.00	0	0.00		0
TOTALS:	2	00.00		0	0.00	0	0.00	0	0.00	0	0.00	00.00	0	0.00		0

9.7.1.5 QA5 Management Monitor V

This option allows you to print Quality Management Monitor Report V. The report lists clinic, stop code, location, the number of patient cases open/number of patient visits, total number of patients treatment episodes, and population served.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA5 Management Monitor V

```
Select Quality Management Monitors Option: QA5 Management Monitor V

ALL CASES STARTING FROM: T-90  (JUL 17, 1992)

ALL CASES ENDING: T  (OCT 15, 1992)
DEVICE: PRINTER//   <RET>    RIGHT MARGIN: 80// 132
```

..............................printout follows...

```
                        Department of Veterans Affairs
                            ISC 3 BIRMINGHAM (521)
                     Social Work Information Management System
       Quality Management Monitor V   VAccess to Social Work Services by Location
Date: 10/15/92                     Reporting Period JUL 17,1992 to OCT 15,1992
```

Clinic	Stop Code	Location	#Pats. Open/ # PT. Visits	Total # Patients Treatment Episodes	% Population Served
PSYCHO THERAPY	127	2610.00	1	1	100
BLIND REHAB	128	2611.00	2	2	100
MENTAL HEALTH	196	2311.00	4	4	100
SUBSTANCE ABUSE	128	2611.00	3	2	150
TOTALS			---- 10	---- 9	

9.7.2 REV Quality Management Review

This menu item prints QA reviews. Reports available are:

9.7.2.1   QA1   Management Review I
9.7.2.2   QA2   Management Review II
9.7.2.3   QA3   Management Review III
9.7.2.4   QA4   Management Review IV

9.7.2.1 QA1 Management Review I

Quality Management Review I is a listing of discharged inpatients who received "Discharge Planning" and had "Problems related to care and did not receive follow up." This option prints a report of the QA Management Review I. The report sorts by social worker and supervisor and prints patient's name, patient identification number, location of patient, date the case was opened, and date the case was closed. A total of patients is printed at the end of the report. This report is intended to facilitate review procedures at the local medical center.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA1 Management Review I

```
Select QA Management & Productivity Option:  REV  Quality Management Review

Select Quality Management Review Option:  QA1  Management Review I

ALL CASES STARTING FROM:  T-90  (MAR 27, 1992)

ALL CASES ENDING:  T  (JUN 25, 1992)
DEVICE: PRINTER//  <RET>    RIGHT MARGIN: 80//  132
```

....printout follows...

Department of Veterans Affairs
ISC 3 BIRMINGHAM (521)
Social Work Information Management System
Quality Management Review I
Non-Followup of discharged inpatients who received
"Discharged Planning" and had "Problems related to care"

Date: 06/25/92
                              Reporting Period MAR 27,1992 to JUN 25,1992

Name	ID#	Location	Date Opened	Date Closed
SOCIAL WORKER: BROWN,DEVIN				
SUPERVISOR: BROWN,DEVIN				
BOWMAN,JOHN PAUL	3333	2210.00	06/21/92	06/24/92
DAVIS,MAVIS	3456	5113.00	06/17/92	06/17/92

Total Patients: 2

9.7.2.2 QA2 Management Review II

Quality Management Review II prints a listing of patients who receive discharge planning without family involvement. This option prints a report of the QA Management Review II sorted by worker. The report prints patient's name, patient identification number, location of patient, date the case was opened, and date the case was closed. A total of patients is printed at the end of the report.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA2 Management Review II

```
Select QA Management & Productivity Option: REV  Quality Management Review

Select Quality Management Review Option: QA2  Management Review II

ALL CASES STARTING FROM: T-90  (MAR 27, 1992)

ALL CASES ENDING: T  (JUN 25, 1992)
DEVICE: PRINTER//  <RET>     RIGHT MARGIN: 80//  <RET>
```

.........................printout follows...............................

```
                      Department of Veterans Affairs
                         ISC 3 BIRMINGHAM (521)
                   Social Work Information Management System
                        Quality Management Review II
                     Family involvement in Discharged Planning
   Date: 06/25/92                    Reporting Period MAR 27,1992 to JUN 25,1992

   Name                       ID#      Location   Date Opened      Date Closed
          SOCIAL WORKER: BROWN,DEVIN
            SUPERVISOR: BROWN,DEVIN
   BOWMAN,JOHN PAUL            3333      2210.00    06/21/92
   DAVIS,MAVIS                 3456      2510.00    06/04/92        06/24/92
   DAVIS,MAVIS                 3456      5113.00    06/17/92        06/14/92
                                                                   06/17/92
   Total Patients: 3
```

9.7.2.3 QA3 Management Review III

Quality Management Review III involves the timeliness of service to patients receiving discharge planning. This option prints a report of the QA Management Review III sorted by location. The report includes patient's name, social worker's number, patient's identification number, the admission date, the date the case was opened, and the number of elapsed days (computed by subtracting the opening date from the admission date). The report shows total patients and average number of elapsed days for each location. This report facilitates reviews at the local medical center level and is for use only at the local medical center.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA3 Management Review III

```
Select QA Management & Productivity Option:  REV  Quality Management Review

Select Quality Management Review Option:  QA3  Management Review III

ALL CASES STARTING FROM:  T-90  (MAR 27, 1992)

ALL CASES ENDING:  T  (JUN 25, 1992)
DEVICE: PRINTER//  <RET>      RIGHT MARGIN: 80//  <RET>
```

...................................printout follows...

Department of Veterans Affairs
ISC 3 BIRMINGHAM (521)
Social Work Information Management System
Quality Management Review III
Timeliness of service to patients receiving discharge planning
Date: 06/25/92
Reporting Period MAR 27,1992 to JUN 25,1992

Location: 2210.00

Name	Worker's #	ID#	Adm. Date	Date Opened	Elapsed Days
BOWMAN,JOHN PAUL	1	3333	12/11/91	06/21/92	192

Total Patients: 1

Avg. # Elapsed Days: 192

Department of Veterans Affairs
ISC 3 BIRMINGHAM (521)
Social Work Information Management System
Quality Management Review III
Timeliness of service to patients receiving discharge planning
Date: 06/25/92
Reporting Period MAR 27,1992 to JUN 25,1992

Location: 2510.00

Name	Worker's #	ID#	Adm. Date	Date Opened	Elapsed Days
DAVIS,MAVIS	1	3456	05/22/92	06/04/92	13

Total Patients: 1

Avg. # Elapsed Days: 13

Department of Veterans Affairs
ISC 3 BIRMINGHAM (521)
Social Work Information Management System
Quality Management Review III
Timeliness of service to patients receiving discharge planning
Date: 06/25/92
Reporting Period MAR 27,1992 to JUN 25,1992

Location: 5113.00

Name	Worker's #	ID#	Adm. Date	Date Opened	Elapsed Days
DAVIS,MAVIS	1	3456	05/22/92	06/17/92	26

Total Patients: 1

Avg. # Elapsed Days: 26

9.7.2.4 QA4 Management Review IV

Quality Management Review IV indicates the level of problem resolution by problem code and unresolved problems. This option prints a report of the QA Management Review IV sorted by worker. The report prints patient name, patient identification number, CDC location, problems, and outcomes. The total number of patients is printed at the end of the report.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA4 Management Review IV

Select QA Management & Productivity Option: **REV** Quality Management Review

Select Quality Management Review Option: **QA4** Management Review IV

ALL CASES STARTING FROM: **T-90** (MAR 27, 1992)

ALL CASES ENDING: **T** (JUN 25, 1992)
DEVICE: PRINTER// **<RET>** RIGHT MARGIN: 80// **<RET>**

....*printout follows*...

Department of Veterans Affairs
ISC 3 BIRMINGHAM (521)
Social Work Information Management System
Quality Management Review IV
Level of problem resolution by problem code
Unresolved problems

Date: JUN 25, 1992
Worker's #: 01

Reporting Period: MAR 27,1992 to JUN 25,1992

NAME	ID#	CDC LOCATION	PROBLEMS	OUTCOMES
BOWMAN,JOHN PAUL	3333	2210.00	2 3	6 6
DAVIS,JOE B.	1640	1511.00	13	6
DAVIS,MAVIS	3456	2510.00	18 35 10	8 7 6

Total Patients: 3

9.8 Registry Reports

This menu contains options that print registry reports sorted by supervisor or social workers. Options available are:

9.8.1 All Workers In Service (132 Columns)
    9.8.1.1 All Cases (All Workers Registry)
    9.8.1.2 Closed Cases (All Workers Registry)
    9.8.1.3 Open Cases (All Workers Registry)

9.8.2 Individual Supervisor (132 Columns)
    9.8.2.1 All Cases (Individual Supervisor's Registry)
    9.8.2.2 Closed Cases (Individual Supervisor's Registry)
    9.8.2.3 Opened Cases (Individual Supervisor's Registry)

9.8.3 Supervisor's Registry (132 Columns)
    9.8.3.1 All Cases (Supervisor's Registry)
    9.8.3.2 Closed Cases (Supervisor's Registry)
    9.8.3.3 Open Cases (Supervisor's Registry)

9.8.4 Worker's Registry (132 Columns)
    9.8.4.1 All Cases (Individual Worker Registry)
    9.8.4.2 Closed Cases (Individual Worker Registry)
    9.8.4.3 Open Case (Individual Worker Registry)

9.8.1 All Workers In Service (132 Columns)

This is the sub-menu option for the all workers registry. Reports available are:

9.8.1.1 All Cases (All Workers Registry)
9.8.1.2 Closed Cases (All Workers Registry)
9.8.1.3 Open Cases (All Workers Registry)

9.8.1.1 All Cases (All Workers Registry)

This option prints information about the Registry Report. The report includes patient name, patient identification number, ward, CDC location, open date and close date. The report is sorted first by patient's social worker and then by social worker's supervisor.

To use this option, select the starting and ending dates for the report. The report will then print to the selected device.

Example: All Cases (All Workers Registry)

```
Select Reports Menu Option: REGistry Reports

Select Registry Reports Option: ALL Workers in Service (132 COLUMNS)

Select All Workers in Service (132 COLUMNS) Option: ALL Cases (All Workers
Registry)

ALL CASES STARTING FROM: SEP 1,1985//T-30   (APR 29, 1992)

ENDING: T  (MAY 29, 1992)
DEVICE: PRINTER//   <RET>    RIGHT MARGIN: 80// 132
```

...............................printout follows...

```
REGISTRY REPORT - ALL WORKERS(ALL CASES)       MAY 29, 1992 15:40:03        PAGE: 1
CASE NAME          ID#           WARD        CDC LOCATION    OPEN DATE    CLOSE DATE
--------------------------------------------------------------------------------------
        SOCIAL WORKER: BROWN, DEVIN
           SUPERVISOR: BROWN, DEVIN
BUTTONS,RED        0001          1 NORTH       1210.00       04/29/92     04/29/92
LUNK,CHUCK         8056          1 NORTH       5113.00       05/07/92

        SOCIAL WORKER: TAYLOR,KIMBERLY
           SUPERVISOR: BROWN, DEVIN
QUACK,JACK         4444          1 NORTH       2314.00       05/09/92
QUACK,JACK         4444          1 NORTH       3110.00       05/16/92
QUACK,JACK         4444          1 NORTH       1210.00       05/17/92
STEVENS,DARIN      2040          1 SOUTH       2510.00       05/16/92
STEVENS,DARIN      2040          1 SOUTH       2211.00       05/17/92
STEVENS,DARIN      2040          1 SOUTH       2211.00       05/17/92
```

9.8.1.2 Closed Cases (All Workers Registry)

This option prints information about closed registry report cases. The report includes patient name, patient identification number, ward, CDC location, open date and close date. The report is sorted first by patient's social worker and then by social worker's supervisor.

To use this option, select the starting and ending dates for the report. The report will then print to the selected device.

Example: Closed Cases (All Workers Registry)

```
Select All Workers in Service (132 COLUMNS) Option: CLosed Cases (All Workers
Registry)

ALL CASES CLOSED STARTING FROM: SEP 1,1985//T-30   (APR 29, 1992)

ENDING: T  (MAY 29, 1992)
DEVICE: PRINTER//   <RET>      RIGHT MARGIN: 80// 132
```

...................................printout follows...................................

```
REGISTRY REPORT - ALL WORKERS(CLOSED CASES)
CASE NAME          ID#          WARD                   MAY 29, 1992 15:41            PAGE: 1
                                          CDC LOCATION     OPEN DATE    CLOSE DATE
------------------------------------------------------------------------------------
          SOCIAL WORKER: BROWN, DEVIN
          SUPERVISOR: BROWN, DEVIN
BUTTONS,RED        0001         1 NORTH    1210.00          04/29/91     04/29/92
```

9.8.1.3 Open Cases (All Workers Registry)

This option prints information for all workers about all open cases. The report includes patient name, patient identification number, ward, CDC location, open date, and admission date. The report is sorted first by patient's social worker and then by social worker's supervisor.

To use this option, select the starting and ending dates for the report. The report will then print to the selected device.

Example: Open Cases (All Workers Registry)

```
Select All Workers in Service (132 COLUMNS) Option: OPen Cases (All Workers
Registry)

ALL CASES OPENED STARTING FROM: SEP 1,1985//T-30   (APR 29, 1992)

ENDING: T  (MAY 29, 1992)
DEVICE: PRINTER//  <RET>      RIGHT MARGIN: 80// 132
```

.................................*printout follows*.................................

```
REGISTRY REPORT - ALL WORKERS(OPENED CASES)      MAY 29, 1992 15:41:13       PAGE: 1
CASE NAME       ID#         WARD          CDC LOCATION     OPEN DATE          ADMIT DATE
-------------------------------------------------------------------------------------------
           SOCIAL WORKER: BROWN, DEVIN
           SUPERVISOR: BROWN, DEVIN
LUNK,CHUCK      8056        1 NORTH
                                          5113.00          05/07/92           02/17/92

           SOCIAL WORKER: TAYLOR,KIMBERLY
           SUPERVISOR: BROWN, DEVIN
QUACK,JACK      4444        1 NORTH
                                          2314.00          05/09/92           01/10/92
QUACK,JACK      4444        1 NORTH
                                          3110.00          05/16/92           01/10/92
QUACK,JACK      4444        1 NORTH
                                          1210.00          05/17/92           01/10/92
STEVENS,DARIN   2040        1 SOUTH
                                          2510.00          05/16/92           03/14/92
STEVENS,DARIN   2040        1 SOUTH
                                          2211.00          05/17/92           03/14/92
STEVENS,DARIN   2040        1 SOUTH
                                          2211.00          05/17/92           03/14/92
```

9.8.2 Individual Supervisor (132 Columns)

This sub-menu prints the individual supervisor's registry. Reports available are:

9.8.2.1 All Cases (Individual Supervisor's Registry)
9.8.2.2 Closed Cases (Individual Supervisor's Registry)
9.8.2.3 Opened Cases (Individual Supervisor's Registry)

9.8.2.1 All Cases (Individual Supervisor's Registry)

This option prints information about all cases for a single supervisor. The report includes patient name, patient identification number, ward, CDC location, open date, and close date. The report is sorted first by social worker's supervisor and then by patient's social worker.

To use this option, select starting and ending dates for the report. Then select the individual supervisor, and the report will print to the selected device.

Example: All Cases (Individual Supervisor's Registry)

```
Select Reports Menu Option: REGistry Reports

Select Registry Reports Option: INDividual Supervisor (132 COLUMNS)

Select Individual Supervisor (132 COLUMNS) Option: ALL Cases (Individual
Supervisor's Registry)

ALL CASES STARTING FROM: SEP 1,1985//T-30   (APR 29, 1992)

ENDING: T  (MAY 29, 1992)
SELECT SUPERVISOR: BROWN,DEVIN
DEVICE: PRINTER//  <RET>      RIGHT MARGIN: 80// 132
```

....*printout follows*...

```
REGISTRY REPORT - INDIVIDUAL SUPERVISOR(ALL CASES)     MAY 29, 1992 15:37:48      PAGE: 1
CASE NAME          ID#          WARD        CDC LOCATION          OPEN DATE    CLOSE DATE
------------------------------------------------------------------------------------------
            SUPERVISOR: BROWN, DEVIN

          SOCIAL WORKER: BROWN, DEVIN
BUTTONS,RED        0001         1 NORTH        1210.00            04/29/92     04/29/92
LUNK,CHUCK         8056         1 NORTH        5113.00            05/07/92

          SOCIAL WORKER: TAYLOR,KIMBERLY
QUACK,JACK         4444         1 NORTH        2314.00            05/09/92
QUACK,JACK         4444         1 NORTH        3110.00            05/16/92
QUACK,JACK         4444         1 NORTH        1210.00            05/17/92
STEVENS,DARIN      2040         1 SOUTH        2510.00            03/14/92
STEVENS,DARIN      2040         1 SOUTH        2211.00            03/14/92
STEVENS,DARIN      2040         1 SOUTH        2211.00            03/14/92
```

9.8.2.2 Closed Cases (Individual Supervisor's Registry)

This option prints information about all closed cases for a single supervisor. The report includes patient name, patient identification number, ward, CDC location, open date, and close date. The report is sorted first by social worker's supervisor and then by patient's social worker.

To use this option, select starting and ending dates for the report. Then select the individual supervisor, and the report will print to the selected device.

Example: Closed Cases (Individual Supervisor's Registry)

```
Select Individual Supervisor (132 COLUMNS) Option: CLosed Cases (Individual
Supervisor's Registry)

ALL CASES CLOSED STARTING FROM: SEP 1,1985//T-30   (APR 29, 1992)

ENDING: T  (MAY 29, 1992)
SELECT SUPERVISOR:     BROWN, DEVIN
DEVICE: PRINTER//   <RET>      RIGHT MARGIN: 80// 132
```

....*printout follows*...

```
REGISTRY REPORT - INDIVIDUAL SUPERVISOR(CLOSED CASES)   MAY 29, 1992 15:38:36     PAGE: 1
CASE NAME          ID#         WARD        CDC LOCATION              OPEN DATE         CLOSE DATE
-------------------------------------------------------------------------------------------------
          SUPERVISOR: BROWN, DEVIN

          SOCIAL WORKER: BROWN, DEVIN
BUTTONS,RED        0001        1 NORTH      1210.00
                                                             04/29/92          04/29/92
```

9.8.2.3 Opened Cases (Individual Supervisor's Registry)

This option prints information about all opened cases for a single supervisor. The report includes patient name, patient identification number, ward, CDC location, open date, and admission date. The report is sorted first by social worker's supervisor and then by patient's social worker.

To use this option, select starting and ending dates for the report. Then select the individual supervisor, and the report will print to the selected device.

Example: Opened Cases (Individual Supervisor's Registry)

```
Select Individual Supervisor (132 COLUMNS) Option: OPened Cases (Individual
Supervisor's Registry)

ALL CASES OPENED STARTING FROM: SEP 1,1985//T-30   (APR 29, 1992)

ENDING: T  (MAY 29, 1992)
SELECT SUPERVISOR:    BROWN, DEVIN
DEVICE: PRINTER//   <RET>       RIGHT MARGIN: 80// 132
```

..............................printout follows..............................

```
REGISTRY REPORT - INDIVIDUAL SUPERVISOR(OPENED CASES)   MAY 29, 1992 15:39:04   PAGE: 1
CASE NAME             ID#          WARD         CDC LOCATION            OPEN DATE   ADMIT DATE
--------------------------------------------------------------------------------------------
          SUPERVISOR: BROWN, DEVIN

          SOCIAL WORKER: BROWN, DEVIN
LUNK,CHUCK            8056          1 NORTH      5113.00                 05/07/92    02/17/89

          SOCIAL WORKER: TAYLOR,KIMBERLY
QUACK,JACK           4444          1 NORTH      2314.00                 05/09/92    01/10/92
QUACK,JACK           4444          1 NORTH      3110.00                 05/16/92    01/10/92
QUACK,JACK           4444          1 NORTH      1210.00                 05/17/92    01/10/92
STEVENS,DARIN        2040          1 SOUTH      2510.00                 03/14/92    01/01/92
STEVENS,DARIN        2040          1 SOUTH      2211.00                 03/14/92    01/01/92
STEVENS,DARIN        2040          1 SOUTH      2211.00                 03/14/92    01/01/92

          SOCIAL WORKER: PARTON,ANGIE
BERRY,CHUCK          8765          4 WEST       1310.00                 05/07/92    07/29/91

          SOCIAL WORKER: SALK,JONAS
HAMILTON,ALEX        7354          1 WEST       2211.00                 05/01/92    10/21/90
```

9.8.3 Supervisor's Registry (132 Columns)

This sub-menu contains options to print the Registry Report sorted by supervisor. Selections available from this sub-menu are:

9.8.3.1 All Cases (Supervisor's Registry)
9.8.3.2 Closed Cases (Supervisor's Registry)
9.8.3.3 Open Cases (Supervisor's Registry)

9.8.3.1 All Cases (Supervisor's Registry)

This option prints the Registry Report for all cases. The report includes patient name, patient identification number, ward, CDC location, open date, and close date. The report is sorted first by social worker's supervisor and then by patient's social worker.

To use this option, select starting and ending date for the report. The report will then print to the selected device.

Example: All Cases (Supervisor's Registry)

```
Select Supervisor's Registry (132 COLUMNS) Option: ALL Cases (Supervisor's
Registry)

ALL CASES STARTING FROM: SEP 1,1985//T-30   (APR 29, 1992)

ENDING: T   (MAY 29, 1992)
DEVICE: PRINTER//  <RET>        RIGHT MARGIN: 80// 132
```

.............................printout follows.............................

```
REGISTRY REPORT - ALL SUPERVISORS(ALL CASES)      MAY 29, 1992 15:23:03          PAGE: 1
CASE NAME            ID#         WARD        CDC LOCATION          OPEN DATE   CLOSE DATE
-----------------------------------------------------------------------------------------
          SUPERVISOR: BROWN,DEVIN

          SOCIAL WORKER: BROWN,DEVIN
BUTTONS,RED          0001        1 NORTH     1210.00               04/29/92    04/29/91
LUNK,CHUCK           8056        1 NORTH     5113.00               05/07/92

          SOCIAL WORKER: TAYLOR,KIMBERLY
QUACK,JACK           4444        1 NORTH     2314.00               05/09/92
QUACK,JACK           4444        1 NORTH     3110.00               05/16/92
QUACK,JACK           4444        1 NORTH     1210.00               05/17/92
STEVENS,DARIN        2040        1 SOUTH     2510.00               03/14/92
STEVENS,DARIN        2040        1 SOUTH     2211.00               03/14/92
STEVENS,DARIN        2040        1 SOUTH     2211.00               03/14/92

          SOCIAL WORKER: PETROZA,ANGELINA
BERRY,MARY           8765        4 WEST      1310.00               05/07/92
```

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9.8.3.2 Closed Cases (Supervisor's Registry)

This option generates the Registry Report, printing all closed cases. The report includes patient name, patient identification number, ward, CDC location, open date, and close date. The report is sorted first by social worker's supervisor and then by patient's social worker.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Closed Cases (Supervisor's Registry)

```
Select Supervisor's Registry (132 COLUMNS) Option: CLOsed Cases (Supervisor's
Registry)

ALL CASES CLOSED STARTING FROM: SEP 1,1985//T-30   (APR 29, 1992)

ENDING: T  (MAY 29, 1992)
DEVICE: PRINTER// <RET>       RIGHT MARGIN: 80// 132
```

..............................printout follows..

```
REGISTRY REPORT - ALL SUPERVISORS(CLOSED CASES)        MAY 29, 1992 15:37:13       PAGE: 1
CASE NAME            ID#          WARD       CDC LOCATION         OPEN DATE   CLOSE DATE
---------------------------------------------------------------------------------------------
          SUPERVISOR: BROWN,DEVIN

          SOCIAL WORKER: BROWN,DEVIN
BUTTONS,RED          0001         1 NORTH      1210.00           04/29/92    04/29/92
```

9.8.3.3 Open Cases (Supervisor's Registry)

This option prints the Registry Report for all open cases. The report includes patient name, patient identification number, ward, CDC location, open date, and admission date. The report is sorted first by social worker's supervisor and then by patient's social worker.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Open Cases (Supervisor's Registry)

```
Select Supervisor's Registry (132 COLUMNS) Option: OPen Cases (Supervisor's
Registry)

ALL CASES OPENED STARTING FROM: SEP 1,1985//T-30   (APR 29, 1992)

ENDING: T  (MAY 29, 1992)
DEVICE: PRINTER// <RET>      RIGHT MARGIN: 80// 132
```

...............................printout follows..

```
REGISTRY REPORT - ALL SUPERVISORS(OPENED CASES)        MAY 29, 1992 15:36:15           PAGE: 1
CASE NAME           ID#          WARD        CDC LOCATION        OPEN DATE      ADMIT DATE
-----------------------------------------------------------------------------------------------
          SUPERVISOR: BROWN,DEVIN

          SOCIAL WORKER: BROWN,DEVIN
LUNK,CHUCK          8056         1 NORTH      5113.00            05/07/91       02/17/89

          SOCIAL WORKER: DAVIS,MAVIS
DAVIS,JOE B.        1640         1 SOUTH      2510.00            05/16/92       04/05/91
DAVIS,JOE B.        1640         1 SOUTH      2211.00            05/17/92       04/05/91
DAVIS,JOE B.        1640         1 SOUTH      2211.00            05/17/92       04/05/91
QUACK,JACK          4444         1 NORTH      2314.00            05/09/92       01/10/89
QUACK,JACK          4444         1 NORTH      3110.00            05/16/92       01/10/89
QUACK,JACK          4444         1 NORTH      1210.00            05/17/92       01/10/89

          SOCIAL WORKER: PARSONS,ANGIE
BERRY,MARY          8765         4 WEST       1310.00            05/07/92       07/29/85

          SOCIAL WORKER: SALK,JONAS
HAMILTON,ALEX       7354         1 WEST       2211.00            05/01/92       10/21/88
```

9.8.4 Worker's Registry (132 Columns)

This sub-menu contains options to print case data for an individual worker. Reports available are:

9.8.4.1 All Cases (Individual Worker Registry)
9.8.4.2 Closed Cases (Individual Worker Registry)
9.8.4.3 Open Case (Individual Worker Registry)

9.8.4.1 All Cases (Individual Worker Registry)

This option prints information for a single worker about all cases. The report includes patient name, patient identification number, ward, CDC location, open date, and closed date. The report is sorted first by patient's social worker and then by social worker's supervisor.

To use this option, select the starting and ending dates for the report. Then enter the individual worker's name, and the report will print to the selected device.

Example: All Cases (Individual Worker Registry)

```
Select Worker's Registry (132 COLUMNS) Option:  ALL Cases (Individual Worker
Registry)

ALL CASES STARTING FROM: SEP 1,1985//T-30   (APR 29, 1992)

ENDING: T   (MAY 29, 1992)
SELECT WORKER:     BROWN, DEVIN
DEVICE: PRINTER//   <RET>      RIGHT MARGIN: 80// 132
```

..................................printout follows...

```
REGISTRY REPORT - INDIVIDUAL WORKER(ALL CASES)
                                                 MAY 29, 1992 15:42:34      PAGE: 1
CASE NAME          ID#            WARD       CDC LOCATION       OPEN DATE       CLOSE DATE
---------------------------------------------------------------------------------------
         SOCIAL WORKER: BROWN, DEVIN
         SUPERVISOR: BROWN, DEVIN
BUTTONS,RED        0001           1 NORTH      1210.00          04/29/92        04/29/91
LUNK,CHUCK         8056           1 NORTH      5113.00          05/07/92
```

9.8.4.2 Closed Cases (Individual Worker Registry)

This option prints information about cases for a single worker that are closed. The report includes patient name, patient identification number, ward, CDC location, open date, and close date. The report is sorted first by the patient's social worker and then by the social worker's supervisor.

To use this option, select the starting and ending dates for the report. Then enter the individual worker's name, and the report will print to the selected device.

Example: Closed Cases (Individual Worker Registry)

```
Select Worker's Registry (132 COLUMNS) Option: CLosed Cases (Individual Worker
Registry)

ALL CASES CLOSED STARTING FROM: SEP 1,1985//T-30   (APR 29, 1992)

ENDING: T  (MAY 29, 1992)
SELECT WORKER:     BROWN, DEVIN
DEVICE: PRINTER//   <RET>      RIGHT MARGIN: 80// 132
```

...............................printout follows...

```
REGISTRY REPORT - INDIVIDUAL WORKER(CLOSED CASES)          MAY 29, 1992 15:42:53      PAGE: 1
CASE NAME          ID#            WARD       CDC LOCATION               OPEN DATE     CLOSE DATE
------------------------------------------------------------------------------------------------
          SOCIAL WORKER: BROWN, DEVIN
          SUPERVISOR: BROWN, DEVIN
BUTTONS,RED        0001           1 NORTH      1210.00                  04/29/92      04/29/92
```

9.8.4.3 Open Case (Individual Worker Registry)

This option prints information about cases that are open. The report includes patient name, patient identification number, ward, CDC location, open date, and admission date. The report is sorted first by the patient's social worker and then by the social worker's supervisor.

To use this option, select the starting and ending dates for the report. Then enter the individual worker's name, and the report will print to the selected device.

Example: Open Case (Individual Worker Registry)

```
Select Worker's Registry (132 COLUMNS) Option: OPen Case (Individual Worker
Registry)

ALL CASES OPENED STARTING FROM: SEP 1,1985//T-30   (APR 29, 1992)

ENDING: T  (MAY 29, 1992)
SELECT WORKER:     BROWN, DEVIN
DEVICE: PRINTER//  <RET>      RIGHT MARGIN: 80// 132
```

.................................printout follows.................................

```
REGISTRY REPORT - INDIVIDUAL WORKER(OPENED CASES)       MAY 29, 1992 15:43:12      PAGE: 1
CASE NAME          ID#          WARD     CDC LOCATION        OPEN DATE      ADMIT DATE
-------------------------------------------------------------------------------------------
          SOCIAL WORKER: BROWN, DEVIN
          SUPERVISOR: BROWN, DEVIN
LUNK,CHUCK          8056          1 NORTH     5113.00          05/07/92       02/17/89
```

10.0 Social Work Personnel

This sub-menu contains options to add, replace, print (information about), or delete Social Work personnel. You can also print a list of workers using the *Print Worker* option described in this manual. These options should be on the Social Work Chief's or supervisors' menus. Selections available from the Social Work Personnel sub-menu are:

10.1   Add and Replace Worker
10.2   Delete Worker
10.3   Enter/Edit Worker
10.4   Print Workers

10.1 Add and Replace Worker

You can add or replace a worker to the existing list of workers in the Social Work software, using this option. If a worker is being replaced, all cases opened and closed are assigned to the new worker.

To use this option, select social worker's name, position/title, immediate supervisor, and social worker's number (unique number assigned by the service). The new social worker will then be added to (or replaced in) the Social Work software.

Example 1: Add and Replace Worker

```
Select Social Work Personnel Option: ADD and Replace Worker

Are You:
     1. Adding and Replacing a Worker
     2. Replacing a Worker
Enter 1 or 2   1// <RET>

SELECT NEW WORKER: DOOLITTLE,JAMES A.

POSITION/TITLE: SOCIAL WORKER
IMMEDIATE SUPERVISOR:    BROWN,DEVIN
SOCIAL WORKER'S NUMBER: 56

WHICH WORKER TO REPLACE ? SALK,JONAS
ARE YOU SURE YOU WANT TO REPLACE THIS WORKER? NO// Y  (YES)
...EXCUSE ME, THIS MAY TAKE A FEW MOMENTS...

Select Social Work Personnel Option: <RET>
```

Example 2: Add and Replace Worker

```
Select Social Work Personnel Option: ADD and Replace Worker

Are You:
     1. Adding and Replacing a Worker
     2. Replacing a Worker
Enter 1 or 2   1// 2

REPLACEMENT WORKER ? TAYLOR,KIMBERLY

WHICH WORKER TO REPLACE ? PINE,LAWRENCE
ARE YOU SURE YOU WANT TO REPLACE THIS WORKER? NO// Y  (YES)
...HMMM, THIS MAY TAKE A FEW MOMENTS...

Select Social Work Personnel Option: <RET>
```

10.2 Delete Worker

This option is used to delete a worker from the Social Work software. A worker can only be deleted if he or she does not have any assigned cases. A worker should be deleted upon resignation or transfer.

To use this option, select the worker you wish to delete from the software. You will see the prompt "Are You Sure You Want To Delete This Worker? No//." If you enter "Y" (YES), the worker will then be deleted from the Social Work software. If you decide that you do not want to delete the worker, simply press return <RET> (or "NO") and you will return to the menu.

Example: Delete Worker

```
Select Social Work Personnel Option: DELete Worker
WHAT WORKER TO DELETE ? DOOLITTLE,JAMES A.
...SORRY, HOLD ON...
ARE YOU SURE YOU WANT TO DELETE THIS WORKER? NO// X  (YES) <WORKER DELETED>

Select Social Work Personnel Option: <RET>
```

10.3 Enter/Edit Worker

This option allows you to enter or edit new and old workers in the Social Work software. You can enter/edit position/title, immediate supervisor, and social worker's number (unique number to the Social Work software).

To use this option, select an existing social worker's name. You can change his/her information by typing the new response after the double-slash marks (//).

Example: Enter/Edit Worker

```
Select Social Work Personnel Option: ENter/Edit Worker

SELECT WORKER:   KILDARE,JAMES K.

POSITION/TITLE: SOCIAL WORKER// <RET>
IMMEDIATE SUPERVISOR: BROWN,DEVIN// BARNARD,CHRISTIAAN

SOCIAL WORKER'S NUMBER: 01// <RET>


SELECT WORKER: <RET>
```

10.4 Print Workers

This option prints a list of social workers sorted by their social work service number. The report includes social worker number, name, and immediate supervisor.

Before opening and closing any cases, the Package Coordinator has previously supplied a list of Social Worker's names to the IRM Chief/Site Manager so that their names could be placed in the PERSON file. Then, the Package Coordinator or Chief added these names to the SOCIAL WORK POSITIONS file (by selecting the *Enter/Edit Worker* option from the Social Work Personnel menu as explained in the Maintenance System).

To use this option, select the *Print Worker* option from the Social Work Personnel menu. Then, select the device and the report will print to the device.

Example: Print Workers

```
Select Social Work Personnel Option: PRINT Workers
DEVICE: PRINTER//   <RET> RIGHT MARGIN: 80// <RET>
```

...................................*printout follows*...

```
WORKERS LIST                    JUN 06, 1992 08:21:12                      PAGE: 1
NUMBER    SOCIAL WORKER                    IMMEDIATE SUPERVISOR
--------------------------------------------------------------------------------
  01      BROWN,DEVIN
  02      TAYLOR,KIMBERLY                  BROWN,DEVIN
  03      BARNARD,CHRISTIAAN               BROWN,DEVIN
  04      KILDARE,JAMES K.                 BROWN,DEVIN
  05      TAYLOR,ANDY                      BROWN,DEVIN
  11      KENICKY,JOHN                     HENDERSON,HARRY
  12      FIFE,BARNEY                      HENDERSON,HARRY
  17      TAYLOR,OPIE                      SALK,JONAS
  23      PETRUZO,ANGELINA                 SALK,JONAS
  34      SALK,JONAS                       BROWN,DEVIN
  56      DOOLITTLE,JAMES A.               BROWN,DEVIN
  66      SCHMASON,JASON                   BROWN,DEVIN
  89      PARTON,ANGELA                    SALK,JONAS
  97      REESE,EMILY                      BROWN,DEVIN
  98      HENDERSON,HARRY                  HENDERSON,HARRY
 100      FINE,LAWRENCE                    BROWN,DEVIN
 998      HARE,LEONARDO                    BROWN,DEVIN
                                           BROWN,DEVIN
```

Chapter Two

Clinical Assessment Module

Chapter Two. Clinical Assessment Module

This is the menu for clinical summary information. It contains data base assessment profiles of patients, the ability to enter/delete surrogate supervisors, and discharge planning and closing note information. Options available under this menu are:

    1.0 Assessment Data (Enter/Edit)
    2.0 Enter/Delete Surrogate Supervisor
    3.0 Notes (Enter/Edit)
    4.0 Print Assessment Data

1.0 Assessment Data (Enter/Edit)

This option allows you to enter/edit the data base assessment profile of a patient. After entering the assessment data, you are given the opportunity to print a hardcopy of the assessment profile.

You will see the following prompts for this option:

SOURCE OF REFERRAL: This field shows where the source of referral was made.

REFERRAL DATE: This field shows the date that the referral was made.

SOURCE OF INFORMATION: This field shows where the source of information was received.

The next prompt allows you to enter information about a specific topic. The topics you can choose from are employment/financial, education, military history, social/family relationships, legal situation, current substance abuse, preliminary problems, or psycho-social problems. You can select more than one topic (separated by commas). In the example below we selected the following:

   "Employment/Financial" and "Education." With the example below, the prompts you will see next are as follows:

OTHER FINANCIAL RESOURCES: This is a free text field. You can enter information about any other financial resources of the patient.

POTENTIAL EMPLOYABILITY: Enter "Yes," "No," or "Unknown" to indicate whether the patient is potentially employable.

EMPLOY/FINANCIAL ASSESSMENT: Enter your employment or financial assessment of the patient.

HIGHEST LEVEL OF EDUCATION: Choose one of the following:
    1   Less Than 6

        2   6 - 12
        3   12 - 16
        4   More Than 16

EDUCATIONAL PROGRAM/SCHOOL: This is a set of codes field. Enter "1" for yes if veteran is currently enrolled in an educational program or trade program.

SPECIAL TRAINING/SKILLS: This is a free text field. Enter any special training or skills of the patient.

EDUCATION ASSESSMENT: Enter your educational assessment of the patient.

DO YOU WANT TO PRINT ASSESSMENT DATA? - You can print the Assessment Data to a selected device.

Example: Assessment Data (Enter/Edit)

```
Select Clinical Assessment Module Option: ASSESSment Data (Enter/Edit)

SELECT CASE: BOOKER,JOHN F. 106  08-08-88  BARNARD,CHRISTIAAN  BOOKER,JOHN F.
...EXCUSE ME, LET ME THINK ABOUT THAT A MOMENT...

SOURCE OF REFERRAL:  <RET>
REFERRAL DATE: T  (JUL 09, 1992)
SOURCE OF INFORMATION: RCH

BOOKER,JOHN F.                        DOB: NOV 23,1927     ID#: 113451112

1.  EMPLOYMENT/FINANCIAL                2.  EDUCATION

3.  MILITARY HISTORY                    4.  SOCIAL/FAMILY RELATIONSHIPS

5.  LEGAL SITUATION                     6.  CURRENT SUBSTANCE ABUSE

7.  PRELIMINARY PROBLEMS                8.  PSYCHO-SOCIAL ASSESSMENT

Enter number(s) to enter/edit i.e., => 1 or 1,8 or All or "^": ALL// 1,2,5

OTHER FINANCIAL RESOURCES:<RET>
  1>Part-time job.
  2>
EDIT Option: <RET>
POTENTIAL EMPLOYABILITY: YES
EMPLOY/FINANCIAL ASSESSMENT:<RET>
  1>ABLE
  2>
EDIT Option:
HIGHEST LEVEL OF EDUCATION: 12 - 16
EDUCATIONAL PROGRAM/SCHOOL: YES
SPECIAL TRAINING/SKILLS:<RET>
  1>VOCATIONAL
  2>
EDIT Option:
```

```
EDUCATIONAL ASSESSMENT: <RET>
  1><RET>

DURABLE POWER OF ATTORNEY: YES
ATTORNEY'S NAME: JOHN SHORT
ADDRESS: 123 WEST VALLEY AVENUE
ADDRESS 2: <RET>
CITY: HOMEWOOD
STATE: ALABAMA
ZIP: 35209
PHONE NUMBER: 205-229-3499
LIVING WILL: YES
GUARDIANSHIP: YES
GUARDIAN'S NAME: JUDY LAWYER
ADDRESS: 234 EAST ROLIPOLI BLVD.
ADDRESS 2: <RET>
CITY: BESSEMER
STATE: ALABAMA
ZIP: 35020
PHONE NUMBER: 205-428-1234
LEGAL ASSESSMENT:
1>The veteran has a guardian because of insufficient physical
2>capabilities.


BOOKER,JOHN F.                    DOB: NOV 23,1927    ID#: 113451112
          Do you want to print Assessment data? NO// X  (YES)
DEVICE: PRINTER//  <RET>    RIGHT MARGIN: 80// <RET>
```

....*printout follows*..

SOCIAL WORK SERVICE-REPORTS AND SUMMARIES   PAGE: 1.

SOCIAL WORK DATA BASE/ASSESSMENT

Date Printed: JUL 9,1992
Source of Referral:
Source of Information: RCH
Referral Date: JUL 9,1992

I.   Demographic
   1. Date of Admission: AUG 15,1988@14:06
   2. Date of Previous Admission: AUG 8,1987@12:00
   3. Veterans's Home Address:
       370 N DUFFY ROAD   BUTLER, PENNSYLVANIA 16001
   4. Veteran's Telephone: HOME #: 283-8862   WORK #: 205-934-1299
   5. Next-of-kin: IHLENFELD,WILLIAM C. / PARENT
       ADDRESS: 126 ORCHARD DRIVE
       BUTLER, PENNSYLVANIA 16001
       HOME #: 412 287-1550   WORK #:
   6. Veteran's date of birth: NOV 23,1927
   7. Veteran's place of birth: BESSEMER, PENNSYLVANIA
   8. Veteran's sex:MALE
   9. Veteran's race: WHITE
  10. Veteran's religious preference:CATHOLIC

II. Employment/Financial
   1. Veteran's employment status: EMPLOYED
   2. Usual Occupation: CONSTRUCTION WORKER
   3. Present Source of Funds:
       Total Income: 1292
       HB: 340
       VA Pension: 120   Employment:_____   Social Security: 500
       SSI: Retirement: 132
       A&A:200   VA Compensation:_____   Other Disability:
                              None:_____   Other:
   4. Potential source of other financial resources:
       Stocks and bonds.
   5. Assets: _____
   6. Potential Employability: YES
   7. Insurance Coverage: GHI,
   8. Employment/Financial Assessment:
       ABLE

Veteran's Name BOOKER,JOHN F.
ID#: 113451112
WARD NO.: 4 WEST
BED-SECTION:2-1   /es/ BARNARD CHRISTIAAN, Social Worker

                    Social Work Service Reports and Summaries
                    10-9034 VAF VICE 10-1349

```
                    SOCIAL WORK SERVICE-REPORTS AND SUMMARIES      PAGE: 2.
```

III. Education:
    1. Highest educational level attained: 12 - 16 YEARS
    2. Special educational training or skills:
       VOCATIONAL
    3. YES, currently enrolled in a educational program/trade school.
       (If yes explain)

    4. Educational Assessment:

IV. Military History:
    1. Period of Service: POST-VIETNAM
    2. POW - NO
    3. Combat - NO
    4. Service Connected Disability: 89%
    5. Military Assessment:

V. Social/Family Relationship:
    1. Marital status: MARRIED
    2. Spouse:
    3. Children:
    4. Describe Social Support System: UNSPECIFIED
    5. Present use of Community Resources: UNSPECIFIED
    6. Current Living arrangements: UNSPECIFIED
    7. Social/Family Assessment: UNSPECIFIED

VI. Legal Situation:

Power of Attorney:
    JOHN SHORT
    123 WEST VALLEY AVENUE
    HOMEWOOD, ALABAMA 35209
    Phone: 205-942-1034

Living Will: YES

Guardianship:
    JUDY LAWYER
    234 EAST ROLIPOLI BLVD.
    BESSEMER, ALABAMA 35020
    Phone: 205-428-2209

Veteran's Name BOOKER,JOHN F.
ID#: 113451112
WARD NO.: 4 WEST
BED-SECTION: 2-1   /es/ BARNARD CHRISTIAAN, Social Worker

        Social Work Service Reports and Summaries
        10-9034 VAF VICE 10-1349

SOCIAL WORK SERVICE-REPORTS AND SUMMARIES   PAGE: 3.

    4. Legal Assessment:
       The veteran has a guardian because of insufficient physical
       capabilities.

VII. Current Substance Abuse Problems: UNKNOWN

    Comments on Substance Abuse Problems:
       _____
       _____
       _____
       _____

VII. Psycho-Social Assessment:
       _____
       _____
       _____
       _____

IX. Preliminary List of Problems
    1. _____
    2. _____
    3. _____

    Initial Plan of Action

Veteran's Name BOOKER,JOHN F.
ID#: 113451112
WARD NO.: 4 WEST
BED-SECTION: 2-1   /es/ BARNARD CHRISTIAAN, Social Worker

                Social Work Service Reports and Summaries
                10-9034 VAF VICE 10-1349

2.0 Enter/Delete Surrogate Supervisor

This menu contains options to enter or delete a surrogate supervisor. For example, this option can be used when a supervisor is on leave or travel status. A "surrogate" supervisor could be designated to act in his/her absence. Selections available under this option are:

2.1 Enter Surrogate Supervisor
2.2 Delete Surrogate Supervisor

2.1 Enter Surrogate Supervisor

This option adds a surrogate supervisor. You need to select the surrogate supervisor. Then select the supervisor that the surrogate replaces.

Example: Enter Surrogate Supervisor

```
Select Enter/Delete Surrogate Supervisor Option: ENTer Surrogate Supervisor

SELECT SURROGATE SUPERVISOR: KILDARE,JAMES K.
SELECT SURROGATED SUPERVISOR: SALK,JONAS
```

2.2 Delete Surrogate Supervisor

This option deletes a surrogate supervisor. You need to select the surrogate supervisor that you want to delete. Then select the supervisor that the surrogate had replaced. The surrogate will then be deleted.

Example: Delete Surrogate Supervisor

```
Select Enter/Delete Surrogate Supervisor Option: DELete Surrogate Supervisor
SELECT SURROGATE SUPERVISOR: KILDARE,JAMES K.
SELECT SURROGATED SUPERVISOR: SALK,JONAS
```

3.0 Notes (Enter/Edit)

This is the primary menu option to enter closing note and discharge planning information. These notes include pertinent information which should be highlighted regarding the patient's case. Selections available from this option are:

    3.1 Closing Note
    3.2 Discharge Planning

3.1 Closing Note

This is the closing note option. Enter pertinent information which should be noted regarding the patient's case.

Example: Closing Note

```
Select Information Management Systems (SWIMS) Option: CLINical Assessment
Module

        Assessment Data (Enter/Edit)
        Enter/Delete Surrogate Supervisor
        Notes (Enter/Edit)
        Print Assessment Data

Select Clinical Assessment Module Option: NOTEs (Enter/Edit)

        Closing Note
        Discharge Planning

Select Notes (Enter/Edit) Option: CLosing Note
SELECT CASE:    244       07-11-92  REESE,KAREN  BODENE,JETHRO
     ...OK? YES// <RET>
...SORRY, I'M WORKING AS FAST AS I CAN...

AFTER CARE PLAN: Pt. will seek psychological counseling.
CLOSING NOTE :
  1>Patient will return for check-up in three months.
  2><RET>
EDIT Option: <RET>

SELECT CASE: <RET>
```

3.2 Discharge Planning

This is the discharge planning option which allows you to enter discharge instructions for a patient. This does not, however, require mandatory input before you close a case.

Example: Discharge Planning

```
Select Clinical Assessment Module Option: NOTES (Enter/Edit)

Select Notes (Enter/Edit) Option:  Discharge Planning
SELECT CASE: 242          07-11-91  REESE,KAREN  ANGEL,JOHNNY
        ...OK? YES//    (YES)
...HMMM, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

Select DIRECT SERVICES PROVIDED: DISCHARGE PLANNING
        ...OK? YES//  <RET>  (YES)
Select DIRECT SERVICES PROVIDED: HEALTH EDUCATION
        ...OK? YES// <RET>   (YES)
Select DIRECT SERVICES PROVIDED: <RET>

DISCHARGE PLANNING NOTE: Patient will seek counseling with
psychologist.

SELECT CASE: <RET>
```

4.0 Print Assessment Data

This menu contains options to print assessment data. Selections available from this option are:

    4.1   Assessment Profile
    4.2   Clinical Supervisory Report
    4.3   Notes (Closing, and Discharge Planning)

4.1 Assessment Profile

This option prints the data base assessment profile of a patient. Patient data on demographics, employment/financial, education, military history, social/family relationships, legal situations, current substance abuse, and preliminary list of problems are included.

Example: Assessment Profile

```
Select Clinical Assessment Module Option: PRINT Assessment Data

        Assessment Profile
        Clinical Supervisory Report
        Notes (Closing, Discharge, and Progress)

Select Print Assessment Data Option: ASSessment Profile
Select Patient:     BOOKER,JOHN F.
       ...OK? YES//  <RET>
DEVICE: PRINTER//  <RET>        RIGHT MARGIN: 80//  <RET>
```

....*printout follows*...

SOCIAL WORK SERVICE-REPORTS AND SUMMARIES   PAGE: 1.

SOCIAL WORK DATA BASE/ASSESSMENT
Date Printed: JUL 9,1992
Source of Referral:
Source of Information: RCH
Referral Date: JUL 9,1992

I. Demographic
    1. Date of Admission: AUG 15,1988@14:06
    2. Date of Previous Admission: AUG 8,1987@12:00
    3. Veterans's Home Address:
        370 N DUFFY ROAD   BUTLER, PENNSYLVANIA 16001
    4. Veteran's Telephone: HOME #: 283-8862   WORK #: 205-934-1299
    5. Next-of-kin: IHLENFELD,WILLIAM C. / PARENT
        ADDRESS: 126 ORCHARD DRIVE
        BUTLER, PENNSYLVANIA 16001
        HOME #: 412 287-1550   WORK #:
    6. Veteran's date of birth: NOV 23,1927
    7. Veteran's place of birth: BESSEMER, PENNSYLVANIA
    8. Veteran's sex:MALE
    9. Veteran's race: WHITE
    10. Veteran's religious preference:CATHOLIC

II. Employment/Financial
    1. Veteran's employment status: EMPLOYED
    2. Usual Occupation: CONSTRUCTION WORKER
    3. Present Source of Funds:
        Total Income: 1292
        HB: 340   Employment:_____   Social Security: 500
        VA Pension: 120   Retirement: 132
        SSI: VA Compensation:_____ Other Disability:
        A&A:200   None:_____   Other:
    4. Potential source of other financial resources:
        Stocks and bonds.
    5. Assets: _____
    6. Potential Employability: YES
    7. Insurance Coverage: GHI,
    8. Employment/Financial Assessment:
        ABLE

Veteran's Name BOOKER,JOHN F.
ID#: 113451112
WARD NO.: 4 WEST
BED-SECTION:2-1   /es/ BARNARD CHRISTIAAN, Social Worker

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III. Education:
    1. Highest educational level attained: 12 - 16 YEARS
    2. Special educational training or skills:
        VOCATIONAL
    3. YES, currently enrolled in a educational program/trade school.
        (If yes explain)

    4. Educational Assessment:

IV. Military History:
    1. Period of Service: POST-VIETNAM
    2. POW - NO
    3. Combat - NO
    4. Service Connected Disability: 89%
    5. Military Assessment:

V. Social/Family Relationship:
    1. Marital status: MARRIED
    2. Spouse:
    3. Children:
    4. Describe Social Support System: UNSPECIFIED
    5. Present use of Community Resources: UNSPECIFIED
    6. Current Living arrangements: UNSPECIFIED
    7. Social/Family Assessment: UNSPECIFIED

VI. Legal Situation:

    Power of Attorney:
        JOHN SHORT
        123 WEST VALLEY AVENUE
        HOMEWOOD, ALABAMA 35209
        Phone: 205-942-1034

    Living Will: YES

    Guardianship:
        JUDY LAWYER
        234 EAST ROLIPOLI BLVD.
        BESSEMER, ALABAMA 35020
        Phone: 205-428-2209

Veteran's Name BOOKER,JOHN F.
ID#: 113451112
WARD NO.: 4 WEST
BED-SECTION: 2-1   /es/ BARNARD CHRISTIAAN, Social Worker

        Social Work Service Reports and Summaries
        10-9034 VAF VICE 10-1349

SOCIAL WORK SERVICE-REPORTS AND SUMMARIES   PAGE: 3.

4. Legal Assessment:
    The veteran has a guardian because of insufficient physical
    capabilities.

VII. Current Substance Abuse Problems: UNKNOWN

    Comments on Substance Abuse Problems:
    _____
    _____
    _____
    _____

VII. Psycho-Social Assessment:
    _____
    _____
    _____
    _____

IX. Preliminary List of Problems
    1. _____
    2. _____
    3. _____

    Initial Plan of Action

Veteran's Name BOOKER,JOHN F.
ID#: 113451112
WARD NO.: 4 WEST
BED-SECTION: 2-1   /es/ BARNARD CHRISTIAAN, Social Worker

                    Social Work Service Reports and Summaries
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4.2 Clinical Supervisory Report

This menu contains options to print the Clinical Supervisory Report for all workers or an individual worker. The report lists the worker(s) for a selected supervisor. Options available from this menu are:

4.2.1 All Workers
4.2.2 Individual Worker

4.2.1 All Workers

This option prints the Clinical Supervisory Report for all workers. The report shows patient name, ward, patient identification number, CDC account, close date, discharge planning date, closing note date, and progress note date.

Example: All Workers

```
Select Print Assessment Data Option: CLinical Supervisory Report

Select Clinical Supervisory Report Option: ALL Workers
DEVICE: HOME// ZPK   ZPK-VTPTR          RIGHT MARGIN: 132// <RET>
```

....*printout follows*..

Run Date/Time: DEC 31,1992@13:05:03 CLINICAL SUPERVISORY REPORT				INPATIENT ADMIT DATE	CASE OPEN DATE	INPATIENT DISCHARGE DATE	PG. 1
PATIENT NAME	WARD	ID#	CDC ACCOUNT	CASE CLOSE DATE	DISCHARGE PLANNING DATE	CLOSING NOTE DATE	PROGRESS NOTE DATE
SUPERVISOR: REESE,KAREN SOCIAL WORKER: REESE,KAREN							
ANGEL,JOHNNY		5066	1210.00	DISCHARGED	JUL 11,1992	FEB 12,1992	
BOB,BILLY		0140	1211.00	DISCHARGED	JUL 11,1992	MAR 18,1992	
BODENE,JETHRO		6523	1210.00	DISCHARGED JUL 18,1991	JUL 11,1991	JAN 17,1986	
BOONE,DAN	4 WEST	4321	2211.00	FEB 3,1991	JUL 10,1991	INPATIENT	
CLEAVE,THEO	2 NORTH	0555	2211.00	MAR 24,1988	JUL 17,1991	INPATIENT	

4.2.2 Individual Worker

This option prints the Clinical Supervisory Report for a selected worker. The report shows patient name, ward, patient identification number, CDC account, case closed date, discharge planning date, closing note date, and progress note date.

Example: Individual Worker

```
Select Print Assessment Data Option: CLinical Supervisory Report

Select Clinical Supervisory Report Option: INDividual Worker
SELECT WORKER:    TAYLOR,KIMBERLY
DEVICE: HOME// PRINTER          RIGHT MARGIN: 132// <RET>
```

.................................printout follows...

```
Run Date/Time: DEC 31,1991013:05:03    INPATIENT     CASE        INPATIENT        PG. 1
CLINICAL SUPERVISORY REPORT             ADMIT DATE    OPEN DATE   DISCHARGE DATE
                                       ------------------------------------------------------------
                            CDC         CASE          DISCHARGE   CLOSING    PROGRESS
PATIENT NAME   WARD   ID#   ACCOUNT     CLOSE DATE    PLANNING DATE NOTE DATE NOTE DATE
            -------------------------------------------------------------------------
        SOCIAL WORKER: TAYLOR,KIMBERLY

GIBSON,MEL            5236  1210.00     DISCHARGED    JUL 11,1992  FEB 12,1992

                                       ------------------------------------------------------

SEAGAL,STEPHEN       4147  1211.00     DISCHARGED    JUL 11,1992  MAR 18,1992

                                       ------------------------------------------------------

COSTNER,KEVIN        9513  1210.00     DISCHARGED    JUL 11,1992  JAN 17,1986
                                       JUL 18,1992
                                       ------------------------------------------------------

CRUISE,TOM   4 WEST  2328  2211.00     FEB 3,1992    JUL 10,1992  INPATIENT

                                       ------------------------------------------------------

CONNERY,SEAN 2 NORTH 0555  2211.00     MAR 24,1988   JUL 17,1992  INPATIENT

                                       ------------------------------------------------------
```

4.3 Notes (Closing, and Discharge Planning)

This option prints closing, and discharge planning for a patient. The printout should be signed by the social worker and placed in the patient's medical record.

Example: Notes (Closing, and Discharge Planning)

```
Select Print Assessment Data Option:  Notes (Closing, Discharge, and
Progress)

Select Case: 242        07-11-92  REESE,KAREN  ANGEL,JOHNNY
          ...OK? YES//  <RET> (YES)

   1.  CLOSING NOTES
   2.  DISCHARGE PLANNING

ENTER 1, 2 OR 'ALL' FOR BOTH NOTES TO PRINT or '^' to EXIT: ALL
DEVICE: PRINTER// <RET>       RIGHT MARGIN: 80// <RET>
```

....*printout follows*...

```
------------------------------------------------------------------------
              SOCIAL WORK SERVICE-REPORTS AND SUMMARIES      PAGE: 1.
------------------------------------------------------------------------
------------------------------------------------------------------------
```

MEDICAL RECORD
DIAGNOSIS: PTSD
                                  CLOSING NOTE
                                  PRINTED: 11/21/92

CLOSING COMMENTS: This case is closed.

AFTER CARE PLAN: Follow-up weekly.
OPEN DATE: 10/13/90   CLOSE DATE:12/12/90
NOTE ENTERED: 12/10/90

PATIENT: ANGEL,JOHNNY
ID#: 123456789
WARD/BED: 4 WEST/2-3

                       /es/ KAREN REESE, Social Worker

                Social Work Service Reports and Summaries
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```
------------------------------------------------------------------------
        SOCIAL WORK SERVICE-REPORTS AND SUMMARIES          PAGE: 1.
------------------------------------------------------------------------
------------------------------------------------------------------------
```

MEDICAL RECORD   DISCHARGE PLANNING NOTE
DIAGNOSIS: PTSD   PRINTED: 11/21/92

SERVICES OFFERED:
        CONSULTATION ONLY
        HOME VISIT

DISCHARGE PLAN: FIND LIVE IN NURSE
DISCHARGE PLAN ENTERED: 01/10/92

PATIENT: ANGEL,JOHNNY
ID#: 123456789
WARD/BED: 4 WEST/2-3

                        /es/ KAREN REESE, Social Worker

                Social Work Service Reports and Summaries
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Chapter Three

Case Management System

Social Work V. 3.0
User Manual

Chapter Three. Community Resource Module

This menu allows you to enter/edit and print community resource social work agency information. Options available from this menu:

    1.0   Enter/Edit Agency
    2.0   Print SWS Agency

1.0 Enter/Edit Agency

This option allows you to enter/edit a community resource. It is designed to be used by the chief/supervisor. You can enter/edit SWS Resources Agency name, address, telephone number, fax number, hours, service, eligibility, fees, referral, date of information, VA liaison, special population, and type.

For the "Select TYPE" prompt, the possible responses are as follows:

AD	ADDICTION
EM	EMPLOYMENT
IN	INFORMATION/REFERRALS
DA	DAY CARE
FI	FINANCES
FO	FOOD
HE	HEALTH
HO	HOUSING
IH	IN HOME SERVICES
LE	LEGAL
MH	MENTAL HEALTH
SH	SELF HELP
SP	SP ED/RECREATION
TR	TRANSPORTATION
VO	VOLUNTEER

Example: Enter/Edit Agency

Select Information Management Systems (SWIMS) Option: COMMunity Resource
Module

        Enter/Edit Agency
        Print SWS Agency

Select Community Resource Module Option: ENter/Edit Agency
Select SWS RESOURCES AGENCY: BROWN'S HOME
AGENCY: BROWN'S HOME// <RET>
STREET ADDRESS 1: 123 EAST DOWN ROAD   Replace <RET>
STREET ADDRESS 2: <RET>
CITY: B'HAM// VANDERGRIFT
STATE: FLORIDA// PENNSYLVANIA
COUNTY: JONES
ZIP CODE: 35233// 15690
PHONE NUMBER #1: 9338101X6975// <RET>
PHONE NUMBER #2:
FAX NUMBER: <RET>
HOURS: 8-5// <RET>
SERVICE: NONE// <RET>
ELIGIBILITY: NONE// <RET>
FEES: NONE// <RET>
REFERRAL: NONE// <RET>
COMMENTS: THIS IS A TEST AGENCY   Replace <RET>
DATE OF INFO:JUL 09, 1992
VA LIAISON: NONEW// <RET>
SPECIAL POPULATION: HOMELESS
Select TYPE: HEALTH// <RET>

Select SWS RESOURCES AGENCY: <RET>

2.0 Print SWS Agency

This option prints information about a single community resource or multiple community resources. The printout lists SWS Resources Agency name, address, telephone number, fax number, hours, service, eligibility, fees, referral, date of information, VA liaison, special population, and type.

The single level sort allows printing information for one SWS Agency. You can sort by county, agency, city, zip code, or type.

The multiple level sort allows printing of information for one or more SWS Agencies. You can sort by one or more categories, such as county, city, zip code, special population, and type. This option requires knowledge of VA FileMan. If you choose to print agencies for a selected category, all agencies in the selected category will be included in the report. For example, if you sort by "Jones County," the report will print all agencies within Jones County. If you need further assistance on sorting or printing with FileMan, please refer to the VA FileMan User Manual.

Example 1: Print SWS Agency

This example shows a single level sort.

```
Select Community Resource Module Option: PRint SWS Agency

Do you want
     Single level sort (S)
     Multiple level sort (M):  S// <RET> SINGLE LEVEL SORT

                         SINGLE LEVEL SORT

Select By:
     County
     Agency
     City
     Zip
     Type
Enter two or more characters: AG


AGENCY:    BROWN'S HOME
DEVICE: PRINTER                        RIGHT MARGIN: 80// <RET>
```

...............................printout follows...............................

```
AGENCY:                      BROWN'S HOME
STREET ADDRESS 1:            123 EAST GETDOWN ROAD
STREET ADDRESS 2:
CITY:                        ALABASTER
STATE:                       INDIANA
COUNTY:                      SUMTER
ZIP:                         15690
PHONE NUMBER:                9338101X6975
PHONE NUMBER #2:
FAX NUMBER:                  923-0912
HOURS:                       8-5
SERVICE:                     NONE
ELIGIBILITY:                 NONE
FEES:                        NONE
REFERRAL:                    NONE
COMMENTS:                    THIS AGENCY ASSIST THE HOMELESS.
DATE OF INFO:                JUL 9,1992
VA LIAISON:                  NONEW
SPECIAL POPULATION:          HOMELESS
TYPE:                        AD, HO, FI, HE,
```

Example 2: Print SWS Agency

This example shows a multiple level sort.

```
Select Community Resource Module Option: PRint SWS Agency

Do you want
     Single level sort (S)
     Multiple level sort (M):  S// M      MULTIPLE LEVEL SORT

                              MULTIPLE SORT

SORT BY: AGENCY// COUNTY
START WITH COUNTY: FIRST// FLAGLER
GO TO COUNTY: LAST// FLAGLER
   WITHIN COUNTY, SORT BY: SPECIAL POPULATION
   START WITH SPECIAL POPULATION: FIRST// AIDS/HIV
   GO TO SPECIAL POPULATION: LAST// AIDS/HIV
     WITHIN SPECIAL POPULATION, SORT BY: TYPE        (multiple)
     TYPE SUB-FIELD: TYPE
     START WITH TYPE: FIRST// AD
     GO TO TYPE: LAST// AD
        WITHIN TYPE, SORT BY: <RET>
STORE IN 'SORT' TEMPLATE: <RET>
DEVICE: PRINTER
                              RIGHT MARGIN: 132// <RET>
```

..............................*printout follows*..

```
                    COMMUNITY RESOURCE MODULE

AGENCY                      STICKY'S PLACE
STREET ADDRESS 1:           123 EAST BAY AVE.
STREET ADDRESS 2:
CITY                        TAMPA
STATE                       FLORIDA
COUNTY                      FLAGLER
ZIP CODE                    35211
PHONE NUMBER                205-933-8101
PHONE NUMBER #2
FAX NUMBER                  205-933-1198
HOURS                       8-5 M-F
SERVICE                     NONE
ELIGIBILITY                 50%
FEES                        NONE
REFERRAL                    NON GOVERNMENT RESOURCE
COMMENTS                    THIS AGENCY GIVES ASSITANCE TO AIDS/HIV PATIENTS.
DATE OF INFORMATION         JAN 21,1986
VA LIAISON                  NONE
SPECIAL POPULATION          AIDS/HIV
TYPE                        AD, HO, FI, HE, TR,
```

[If there had been other agencies that "fit" the sort categories, they would have printed, also.]

Chapter Four

Maintenance System/Implementation

Social Work V. 3.0
User Manual

Chapter Four. Maintenance System/Implementation

The Maintenance System menu allows you to edit/enter various data elements for social work system definitions for maintenance and implementation. (For implementation, see Implementation Options below.) Some options purge or re-initialize certain data elements. Only Social Work management staff, IRM staff, or ADP Coordinators should be authorized access to this menu.

The Maintenance System menu consists of the following options:

    1.0 Site Parameters
    2.0 Enter/Edit Worker
    3.0 Enter/Edit Homes
    4.0 High Risk Start-up
    5.0 Activate/Deactivate Cost Distribution Centers
    6.0 Purge Case Management Data
    7.0 Re-initialize Look-Up Values
    8.0 Social Work Clinics (FTEE percentages)

Implementation Options

The first five options require mandatory input by Social Work Service for the software to run properly:

    1.0 Site Parameters
    2.0 Enter/Edit Worker
    3.0 Enter/Edit Homes
    4.0 High Risk Start-up
    5.0 Activate/Deactivate Cost Distribution Centers

Reports will not be accurate if there is no data in these fields.

1.0 Site Parameters

Use this option for SWARS reporting purposes and site-specific information. The three most important fields in this file are the SITE NAME, AMIS SITE SUFFIX, and AUTOMATIC TRANSMISSION. These fields are used for case identification and SWARS. Other fields: AGE LEVEL, INCOME LEVEL, Select HIGH-RISK WARD(S), and SPECIAL PATIENT POPULATION are used as part of the High Risk Screening Profile and Case Information. The data in these fields can vary from site to site. Other fields can and may be added in the future to include other site-specific data. This data must be entered before any new cases can be opened and for the *High Risk Screening* option to function correctly.

After selecting the *Site Parameters* option, you can choose to "1 Edit Site Parameters" or "2 Enter/Edit A Reporting Site." You should choose "1 Edit Site Parameters" for the main reporting site to be the first entry into this file (#650.1). "2 Enter/Edit A Reporting Site" is only to be used if the site has more than one reporting site for AMIS.

The AMIS SITE SUFFIX field (formerly a 4-digit field and called AMIS SITE NUMBER) is now a 1 - 2 non-numeric character field. This field is only used for multi-divisional/satellite clinics. Please contact your AMIS coordinator or Social Work Central Office for your site's correct suffix. Users of Version 2.14 need to make sure that they change this to reflect the new site suffix.

** Please Note **

You must have social work clinics set up through MAS before you will be able to select clinics at the "Select Social Work Clinics:" prompt. This is necessary for reporting outpatient visits to VA Central Office and to the Austin Automation Center.

Example: Site Parameters

```
Select Information Management Systems (SWIMS) Option:  MAINtenance System
     1       Site Parameters
     2       Enter/Edit Worker
     3       Enter/Edit Homes
     4       High Risk Startup
     5       Activate/Deactivate Cost Distribution Centers
     6       Purge Case Management Data
     7       Re-initialize Look-up Values
     8       Social Work Clinics (FTEE percentages)

Select Maintenance System Option: 1  Site Parameters

Do you want to:
```

```
      1 Edit Site Parameters
      2 Enter/Edit a Reporting Site
Enter 1, 2 or "^" to exit   1// <RET>


SITE NAME: ISC 3 BIRMINGHAM//    (No Editing)
DOES CLERK ENTER ALL CASES?: NO
AUTOMATIC TRANSMISSION: NO
ELAPSED DAYS:?
      Enter a number between 0 and 60 for number of elapsed days.  The elapsed
      days are the number of days between admission and case opening.
ELAPSED DAYS:10
ARE MANHOURS TO BE COUNTED?: ?
      Enter '1' or 'YES' if manhours are to be counted for Direct Services
      provided to veterans.
      CHOOSE FROM:
      1      YES, COUNT MANHOURS
      0      NO, DO NOT COUNT MANHOURS
ARE MANHOURS TO BE COUNTED?: NO, DO NOT COUNT MANHOURS
ASK PROBLEMS ON OPENINGS?: ?
      Enter '1' or 'YES' if psycho-social problems are to be ask when cases
      are opened.
      CHOOSE FROM:
      1      YES, ASK PROBLEMS ON OPENINGS
      0      NO, DO NOT ASK ON OPENINGS
ASK PROBLEMS ON OPENINGS?: YES, ASK PROBLEMS ON OPENINGS
SERVICES PROVIDED ON OPENINGS?: ?
      Enter '1' or 'YES' if direct services are to be asked when cases
      are opened.
      CHOOSE FROM:
      1      YES
      0      NO
SERVICES PROVIDED ON OPENINGS?: NO
Select SOCIAL WORK CLINICS: ?
      This field is used to store the names of social work clinics.  These
      clinics are used to give social work credit for outpatient visits.
Select SOCIAL WORK CLINICS: MENTAL HEALTH - SOCIAL WORK
Select SOCIAL WORK CLINICS: <RET>
USE OF AGE LEVEL: YES
AGE LEVEL: 80
INCOME LESS THAN LOCAL AMOUNT: YES
INCOME LEVEL: 250
USE OF HIGH-RISK WARD(S): YES
Select HIGH-RISK WARD(S): ICU
  ARE YOU ADDING "ICU" AS A NEW HIGH-RISK WARD(S) (THE nTH FOR THIS SOCIAL
WORK SITE PARAMETERS)?  Y  (YES)
Select HIGH-RISK WARD(S): SCI
  ARE YOU ADDING "SCI" AS A NEW HIGH-RISK WARD(S) (THE nTH FOR THIS SOCIAL
WORK SITE PARAMETERS)?  Y  (YES)
Select HIGH-RISK WARD(S):<RET>
Select SPECIAL PATIENT POPULATION: SCI
  ARE YOU ADDING "SCI" AS A NEW SPECIAL PATIENT POPULATION (THE nTH FOR THIS
SOCIAL WORK SITE PARAMETERS)?  Y  (YES)
..SPECIAL PATIENT POPULATION CODE: 01
  CODE: 01// <RET>
Select SPECIAL PATIENT POPULATION: HIV+/AIDS
```

```
     ARE YOU ADDING "HIV+/AIDS" AS A NEW SPECIAL PATIENT POPULATION (THE nTH FOR
THIS SOCIAL WORK SITE PARAMETERS)?  Y  (YES)
..SPECIAL PATIENT POPULATION CODE: 02
     CODE: 02// <RET>
Select SPECIAL PATIENT POPULATION: NATIVE AMERICAN
     ARE YOU ADDING "NATIVE AMERICAN" AS A NEW SPECIAL PATIENT POPULATION (THE
nTH FOR THIS SOCIAL WORK SITE PARAMETERS)?  Y  (YES)
..SPECIAL PATIENT POPULATION CODE: 03
     CODE: 03// <RET>
Select SPECIAL PATIENT POPULATION: HOMELESS
     ARE YOU ADDING "HOMELESS" AS A NEW SPECIAL PATIENT POPULATION (THE nTH FOR
THIS SOCIAL WORK SITE PARAMETERS)?  Y  (YES)
..SPECIAL PATIENT POPULATION CODE: 04
     CODE: 04// <RET>
Select SPECIAL PATIENT POPULATION: <RET>
NSC INSURANCE: YES
FEMALE: NO
AGE 70 OR > & 2 OR MORE OPC: YES
GENERAL DELIVERY ADDRESS: YES
NO ADDRESS: YES
NO TEMPORARY ADDRESS: YES
IRREGULAR DISCHARGE: NO
SAME DIAGNOSIS IN ONE MONTH: YES
RCH/CNH AND SEEN BY SWS: YES
ADMISSION DUE TO ACCIDENT: YES


     1         Site Parameters
     2         Enter/Edit Worker
     3         Enter/Edit Homes
     4         High Risk Start-up
     5         Activate/Deactivate Cost Distribution Centers
     6         Purge Case Management Data
     7         Re-initialize Look-up Values
     8         Social Work Clinics (FTEE percentages)

Select Maintenance System Option: <RET>
```

2.0 Enter/Edit Worker

This option allows you to enter and edit the names and titles of social workers at your facility. This should be done before opening or closing any cases. The Package Coordinator must supply a list of Social Worker names, including the Chief's and supervisors', to the IRM Chief/Site Manager so that their names can be placed in the NEW PERSON file. Social Workers are added to the NEW PERSON file by selecting the *Social Work Personnel* option from the Case Management System sub-menu.

Entering a question mark (?) at the POSITION/TITLE field of any or the fields will give you a list of responses to choose from.

Example: Enter/Edit Worker

```
Select Information Management Systems (SWIMS) Option:  MAINtenance System


    1        Site Parameters
    2        Enter/Edit Worker
    3        Enter/Edit Homes
    4        High Risk Start-up
    5        Activate/Deactivate Cost Distribution Centers
    6        Purge Case Management Data
    7        Re-initialize Look-up Values
    8        Social Work Clinics (FTEE percentages)

Select Maintenance System Option:  2      Enter/Edit Worker
SELECT WORKER: BROWN, S         BROWN,SAMFORD A.

POSITION/TITLE: SW CHIEF
IMMEDIATE SUPERVISOR: BROWN,SAMFORD A.
SOCIAL WORKER'S NUMBER: 01


SELECT WORKER: <RET>


    1        Site Parameters
    2        Enter/Edit Worker
    3        Enter/Edit Homes
    4        High Risk Start-up
    5        Activate/Deactivate Cost Distribution Centers
    6        Purge Case Management Data
    7        Re-initialize Look-up Values
    8        Social Work Clinics (FTEE percentages)

Select Maintenance System Option: <RET>
```

3.0 Enter/Edit Homes

This option allows you to enter or edit Residential Care Home information. You can edit the name of home, case worker, address, telephone number, whether the home is licensed by the state, number of beds, whether the home is for veterans only, date of last assessment, transmit name, and whether the Residential Care Home is an addition for this reporting period.

Example: Enter/Edit Homes

```
Select Information Management Systems (SWIMS) Option:  MAINtenance System


      1       Site Parameters
      2       Enter/Edit Worker
      3       Enter/Edit Homes
      4       High Risk Start-up
      5       Activate/Deactivate Cost Distribution Centers
      6       Purge Case Management Data
      7       Re-initialize Look-up Values
      8       Social Work Clinics (FTEE percentages)

Select Maintenance System Option:  3  Enter/Edit Homes

Select RCH NAME of HOME: ?
          ANSWER WITH RCH NAME of HOME

CHOOSE FROM:
    EDDIE'S PALACE
    GOLDEN TEMPLE SHELTER
    STICKY'S PLACE
    ROSE'S QUARTERS FOR THE ELDERLY
    TEMPLE EMANEL HALFWAY HOUSE

    YOU MAY ENTER A NEW RCH, IF YOU WISH
    Your answer must be 3 to 50 characters in length.
Select RCH NAME of HOME: SHELTER FOR HOMELESS
    ARE YOU ADDING 'SHELTER FOR HOMELESS' AS A NEW RCH (THE nTH)? Y   (YES)
NAME of HOME: SHELTER FOR HOMELESS  Replace <RET>
STATION NUMBER: 521
CASE WORKER: BROWN,SAMFORD A.
ADDRESS 1: 700 SOUTH 19TH STREET
ADDRESS 2:
CITY: BIRMINGHAM
STATE: AL
      1    ALABAMA
      2    ALASKA
CHOOSE 1-2: 1
ZIP: 35025
TELEPHONE #1: (205)731-3900
TELEPHONE #2:  <RET>
LICENSED BY STATE: Y  YES
```

```
NUMBER of BEDS: 45
VETERANS ONLY: Y  YES
DATE of LAST ASSESSMENT: 12/1/91    (DEC 01, 1991)
TRANSMIT NAME: HOMELESS  SHELTER
ADDITION: ?
     Enter '1' for Yes if the RCH is a addition for this reporting period.
     CHOOSE FROM:
        1       YES
        0       NO
ADDITION: YES

Select RCH NAME of HOME: <RET>
```

4.0 High Risk Start-Up

This option starts up the High Risk Screening Profile search. Under the *High Risk Start-Up* function, a High Risk Screening Profile is generated if a patient meets one or more of the high risk criteria. This *High Risk Start-Up* sub-option determines the frequency and location for this profile form to print. The resulting profile is assigned form number 10-9034 VAF VICE-0349 and becomes a part of the medical record. The profile contains identifying information about the patient, and the social worker can enter the results of screening and plans for intervention. The form can be placed in the patient record to document social work activity.

RESCHEDULING FREQUENCY - If the High Risk Screening Profiles report is scheduled to run less often than every 24 hours, data obtained will not be comprehensive, as the computer only reads for the last 24 hours.

These printouts should be run during "off-hours." If you are currently running these options, you will see default answers at the "Queued To Run At What Time" "Device For Queued Job Output:," and "Rescheduling Frequency" prompts.

To use this option, choose the frequency that you would like to screen patients. Select the beginning date to begin screening, and the report will then print to the selected device.

Example 1: High Risk Start-up

This example prints the High Risk Screening for the frequency of "every 24 hours, automatically."

```
Select Maintenance System Option: HIgh Risk Start-up


Do you want to screen Now (One to seven days)  or
Later (One day screen, automatically ,every 24 hours) ?  Later// ?

Enter 'Now' to run for current date or up to seven days in the past or enter
'Later' for previous day admissions that can be queued to run every 24 hours
automatically.

Do you want to screen Now (One to seven days) or
Later (One day screen, automatically, every 24 hours) ?  Later//<RET>


High Risk Screening Profiles

QUEUED TO RUN AT WHAT TIME: T+1@01:30   (SEP 06, 1992@01:30)
DEVICE FOR QUEUED JOB OUTPUT: PRINTER
RESCHEDULING FREQUENCY: 1D// <RET>

Patients Determined High Risk Without Opened Case

QUEUED TO RUN AT WHAT TIME: T+1@01:45   (SEP 06, 1992@01:45)
```

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```
DEVICE FOR QUEUED JOB OUTPUT: PRINTER
RESCHEDULING FREQUENCY: 30D//  <RET>

Select Maintenance System Option:<RET>
```

Job is queued and will print at specified time.

Example 2: High Risk Start-up

This example prints the High Risk Screening for the frequency of "one to seven days."

```
Select Maintenance System Option:  High Risk Start-up

Do you want to screen Now (One to seven days) or
Later (One day screen, automatically, every 24 hours) ?  Later// NOW

BEGINNING SCREEN DATE: T-7   (AUG 30, 1992)

DEVICE: HOME//  PRINTER            RIGHT MARGIN: 80//   <RET>
```

....*printout follows*..

```
------------------------------------------------------------------------
                SOCIAL WORK SERVICE-REPORTS AND SUMMARIES
------------------------------------------------------------------------
------------------------------------------------------------------------
                SOCIAL WORK HIGH RISK SCREENING PROFILE
```

SOCIAL WORKER: BROWN, DEVIN   OPEND: 01/01/92

DATE ADMITTED: APR 9,1992@09:01:14   DATE SCREENED:_____

CLAIM #:
PROVIDER: BROWN, DEVIN
PATIENT ADDRESS: STREET 1, NOWHERE, ALABAMA 32123 PHONE: 123-4567

NOK NAME: MARY JOE BUTTONS   RELATIONSHIP: SPOUSE

NOK ADDRESS: STREET 1, NOWHERE, ALABAMA 32123   PHONE: 123-4567

ADDITIONAL CONTRACTS:_____

DOB: SEP 10,1936   AGE: 54   MARITAL STATUS: MARRIED

EMPLOYMENT STATUS: NOT EMPLOYED
UNEARNED INCOME:
        DISABILITY PAYMENT   0
        A&A AMOUNT   0
        HB AMOUNT   0
        SOCIAL SECURITY   0
        SSI AMOUNT   0
        VA PENSION   0
        MILITARY RETIREMENT   0
        OTHER RETIREMENT   800

   TOTAL REPORTED INCOME: $ 800

VETERANS STATUS: SC

                                           SC CONDITION: 99%

ADMISSION DIAGNOSIS: Broken foot and ankle

LOCATION LAST VA TREATMENT: VAMC

POSITIVE SCREENING CRITERIA: SEEN BY SOCIAL WORK & LOCATION RCH -

SOCIAL WORKER ASSESSMENT & PLAN:_____
_____
_____
PATIENT NAME: BUTTONS,RED
ID#: 000000001
WARD NO.: 1 SOUTH   _____
ROOM NO.: 1-4
                                              Social Worker

                    Social Work Service Reports and Summaries
                    10-9034 VAF VICE-0349

5.0 Activate/Deactivate Cost Distribution Centers

This option activates or deactivates cost distribution centers that are used at the local medical center. To receive a list of CDC accounts, enter two question marks (??) at the "Select CDC Account" prompt, or see CDC listing in the Appendices of the User Manual. All CDC locations are marked as being inactive in the CDC file. If there are CDC locations that are used on a local level enter "Yes" at the "Account Active ?" prompt and the Stop Code at the "Related Stop Code" prompt.

Example: Activate/Deactivate Cost Distribution Centers

```
Select Information Management Systems (SWIMS) Option:   MAINtenance System


     1       Site Parameters
     2       Enter/Edit Worker
     3       Enter/Edit Homes
     4       High Risk Start-up
     5       Activate/Deactivate Cost Distribution Centers
     6       Purge Case Management Data
     7       Re-initialize Look-up Values
     8       Social Work Clinics (FTEE percentages)

Select Maintenance System Option:  4  ACTIVATE/DEACTIVATE COST DISTRIBUTION
CENTER

Select CDC Account: DIALYSIS
    1    DIALYSIS         2410.00
    2    DIALYSIS - SOC        2410.01
CHOOSE 1-2: 1
ACCOUNT ACTIVE ?: NO// YES <RET>

Select CDC Account:   <RET>
```

6.0 Purge Case Management Data

This option purges social work case data up to a selected date. If transmitting to Austin, this option deletes cases that have been closed, transmitted to Austin, and Residential Care Home cases removed from the RCH program. If you answer "YES" to the "ARE YOU SURE YOU WANT TO RUN THIS OPTION? NO//" prompt, records will be deleted. Once these records are deleted, there is no way to recover them. If you are not transmitting to Austin, all cases that are closed will be deleted. This option can be queued to run during off hours.

Example: Purge Case Management Data

```
Select Information Management Systems (SWIMS) Option:  Maintenance System

    1       Site Parameters
    2       Enter/Edit Worker
    3       Enter/Edit Homes
    4       High Risk Start-up
    5       Activate/Deactivate Cost Distribution Centers
    6       Purge Case Management Data
    7       Re-initialize Look-up Values
    8       Social Work Clinics (FTEE percentages)

Select Maintenance System Option:5 Purge Case Management Data

CUTOFF DATE: ? 09/30/92  (SEP 30, 1992)

ALL CASES ON OR BEFORE 09/30/92.

THERE ARE TWO WAYS TO CLEAR PROBLEMS/OUTCOMES.
IF TRANSMITTING TO AUSTIN THIS OPTION DELETES CASES THAT HAVE BEEN CLOSED,
TRANSMITTED TO AUSTIN AND RCH CASES REMOVED FROM RCH PROGRAM.
IF YOU ANSWER 'YES' TO THIS OPTION IT WILL DELETE THESE RECORDS.  ONCE
THESE RECORDS ARE DELETED THERE IS NO WAY TO RECOVER THEM, SO BE VERY
CERTAIN THAT IT IS END OF QUARTER AND YOUR AMIS DATA TO AUSTIN IS ERROR
FREE !!

IF YOU ARE NOT TRANSMITTING TO AUSTIN ALL CASES THAT ARE CLOSED WILL BE
DELETED.


ARE YOU SURE YOU WANT TO RUN THIS OPTION? NO// ?

    'Y' for Yes
    'N' for No

ARE YOU SURE YOU WANT TO RUN THIS OPTION? NO// Y YES

DO YOU WANT THIS OPTION QUEUED? NO// <RET>

EXCUSE ME, I'M WORKING AS FAST AS I CAN.....................................
<250 RECORDS DELETED>

Select Maintenance System Option: <RET>
```

7.0 Re-initialize Look-Up Values

This option is to be used whenever notification is received from MAS that a patient identification number (ID#) and/or name of a patient has changed. This option was created because a patient name and/or ID# may change due to input error or due to a pseudo patient identification number given at the time of admission. This option should be queued to run during off hours. It is not necessary to run this option for every notification received, only for patients for whom cases remain open.

Example: Re-initialize Look-up Values

```
Select Information Management Systems (SWIMS) Option:  MAINtenance System

    1        Site Parameters
    2        Enter/Edit Worker
    3        Enter/Edit Homes
    4        High Risk Start-up
    5        Activate/Deactivate Cost Distribution Centers
    6        Purge Case Management Data
    7        Re-initialize Look-up Values
    8        Social Work Clinics (FTEE percentages)

Select Maintenance System Option:  6   Re-initialize Look-up Values


Requested Start Time: NOW// <RET>        (MAY 16, 1992@08:49)

Option QUEUED to run
```

8.0 Social Work Clinics (FTEE percentages)

This option records percentage of social work FTEE spent at each CDC location.
Select the CDC location and worker, and enter the percentage of time the worker
spent at the selected CDC location.

Example: Social Work Clinics (FTEE percentages)

```
Select Maintenance System Option: 7  Social Work Clinics (FTEE percentages)

Select Social Work Division: ISC 3 BIRMINGHAM          BI
        ...OK? YES// <RET>  (YES)
Select CDC LOCATION: 2210.00          SURGERY          2210.00
        ...OK? YES// <RET>  (YES)
   Select WORKER: BARNARD,CHRISTIAAN
        ...OK? YES// <RET>  (YES)
   ACTUAL FTEE OF LOCATION: .33
   Select WORKER: BROWN, S  BROWN,SAMFORD A.
        ...OK? YES//  <RET> (YES)
   ACTUAL FTEE OF LOCATION: .33
   Select WORKER:  <RET>
Select CDC LOCATION:  2710.01       DENTAL PROCEDURES - SOC 2710.01
        ...OK? YES// <RET>  (YES)
   Select WORKER: BARNARD,CHRISTIAAN
        ...OK? YES// <RET>  (YES)
   ACTUAL FTEE OF LOCATION: .33
   Select WORKER: BROWN, S  BROWN,SAMFORD A.
        ...OK? YES//  <RET> (YES)
   ACTUAL FTEE OF LOCATION: .33
   Select WORKER:  <RET>
Select CDC LOCATION: <RET>

Select Social Work Division:  <RET>


   1      Site Parameters
   2      Enter/Edit Worker
   3      Enter/Edit Homes
   4      High Risk Start-up
   5      Activate/Deactivate Cost Distribution Centers
   6      Purge Case Management Data
   7      Re-initialize Look-up Values
   8      Social Work Clinics (FTEE percentages)

Select Maintenance System Option:  <RET>
```

Appendix

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Appendix A. How to Work with the System

I. Introduction

Is this Chapter for You?

If you're just learning to use DHCP software, this chapter will introduce you to a small but important part of the DHCP world – signing on, entering data, and getting out. You do not have to be a computer expert to use DHCP software. You do not have to know a lot of technical terms. You do have to follow instructions. And, in general, you need to be curious, flexible, and patient. This chapter will help you get started. If you are an experienced DHCP user, this chapter can serve as a reminder.

How Does DHCP Work?

Decentralized Hospital Computer Program (DHCP) modules use the computer in an interactive fashion. An interactive system involves a conversation with the computer. The computer asks you to supply information and immediately processes it. You will be interacting with the software by responding to prompts (the questions) in the program. Your responses are recognized by the computer when you complete the interaction by pressing the return or enter key.

DHCP software is "menu driven." A menu is a screen display which lists all of the choices (options) available. You will see only the menus, options, and functions which you have security clearance to use. Once you have made a selection, the software may branch to another menu (submenu) or you can be asked to answer questions which allow the computer to perform tasks.

Other Resources

If you are not familiar with DHCP software applications, we recommend that you study *The DHCP Users Guide to Computing*. This orientation guide is a comprehensive handbook benefiting first time users of any DHCP application. The purpose of the introductory material is to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resource Management (IRM) staff.

II. How to Sign-On

The procedure for establishing a link to the terminal involves access and verify codes. These codes are assigned by your supervisor. For security reasons, the access code and verify code are not displayed on the terminal screen when you type them in. Please do not write your code down or reveal it to others. The sign-on banner shows the date and time when you last signed on. The banner also shows if the account had any unsuccessful attempts at logon. You will be required to change your verify code every 90 days. Press the <RET> key on the keyboard. A blinking cursor will appear on the terminal. You will then see:

ACCESS CODE: Enter your assigned access code

VERIFY CODE: Enter your assigned verify code

III. How to Stop

In most cases, when you begin an option you will continue through it to a normal ending. At times, however, you might want to exit the option to do something else. To stop what you are doing, enter an up-arrow (^). You may use the up-arrow at almost any prompt to terminate the line of questioning and return to the previous level in the routine. Continue entering the up-arrow to completely exit the system.

IV. How to Enter Data

Each message you type in must be followed by pressing the return key (or enter key on some keyboards) to indicate you have completed that entry. In many cases, you need only enter the first few letters (called shortcut synonyms) of an option or field, and the computer fills in the rest. Shortcut synonyms help increase speed and accuracy.

If you want to bypass a prompt, press the return or enter key and the computer will go on to the next question. You will be allowed to bypass a question only if the information is not required to continue with the option.

Some typists use the lower case "L" for the number "1" and the letter "O" for zero. Please keep in mind that with this software the number "1" and the letter "l" are not interchangeable. Also the number "0" and the letter "O" are not interchangeable.

V. How to Obtain Help

If you need assistance while interacting with the software, enter a question mark or two to receive on-line help.

? Entering a single question mark at a prompt will provide a brief help message.

?? Two question marks entered at a prompt will provide a more extensive description and/or a list of choices appropriate to the prompt.

VI. Responding to Prompts

When the computer prompts you with a question, typically a colon (:) will follow. Several types of prompts may be used, including yes/no, select, and default. Prompts can be a field in a file, like the basic prompt shown below:

DATE OF BIRTH: This type of prompt is waiting for you to enter a value, like March 3, 1960. Don't forget to complete your interaction by pressing the return or enter key.

Select Prompt
If the answer to the prompt is a choice of several alternatives, the question may appear prefixed with the word "Select" as below:

Select PATIENT NAME:

Yes/No Prompt
If the question requires either a Yes or No response (in which case simply Y or N, upper or lower case, is acceptable), the question may be followed by a question mark rather than a colon.

ARE YOU SURE?

Sometimes, the test of the question will include, within parentheses, the different allowable responses that you can make to that question:

ARE YOU SURE (Y/N)?

Default Prompt
Sometimes the question the computer is asking you has a standard expected answer. This is known as the default response. In order to save you the trouble of typing the most probable answer, the computer provides the answer followed with a double-slash (//). You either enter nothing (also known as a null response) by pressing the return key to accept the default response as your answer, or you can type a different response:

IS IT OKAY TO DELETE? NO//

VII. Invalid Response

The computer software checks each answer immediately after it is entered. Whenever the computer determines that an answer is invalid for any reason, it beeps, displays two spaces and two questions marks, and repeats the question on a new line.

VIII. LAYGO

DHCP software checks your answers against an internally stored table of valid answers. If your answer is not stored in this table but the Learn-As-You-Go (LAYGO) mode is allowed, the computer adds your response as one of those valid answers. If LAYGO mode is allowed then an example dialogue goes something like this:

ARE YOU ADDING A NEW CLINIC?   If you respond with a Y (or yes), the software adds the new clinic in its validation table and accepts the answer. If anything other than Yes is entered, the original answer will be invalidated and the question will be repeated.

IX. How to Enter Dates and Times

When the acceptable answer to a question is a date, use the following answer formats. Note that the response is not case sensitive, upper or lower case input is acceptable:

```
JULY 20, 1969
7/20/69
20 JUL 69
10jul69
10 jul 69
072069
TODAY or Today or T or t        (today)
TODAY+1 or T+1 or t+1           (tomorrow)
TODAY-7 or T-7 or t-7           (one week ago)
TODAY+3W or T+3W or t+3w        (3 weeks hence)
NOW+1H                          (present time plus one hour)
NOW+4M                          (present time plus four months)
NOON                            (12:00 p.m.)
MID                             (12:00 a.m.)
```

The year portion of the date can be left off; normally the system will assume current year.

Occasionally, the software will allow you to enter a time-of-day in connection with a date, for example, 4:00 p.m. on July 20, 1969. To do this, type the date in one of the above forms followed by an at sign (@), followed by the time. For example, you might enter:

```
20 JUL 69@4PM
```

In this mode, you can enter time either as military (four digit) time, hour AM/PM, or hour:minute:second AM/PM, or simply NOW (or Now or now) for the current date/time.

The colon (:) can be omitted and AM/PM can also be omitted if the time being entered is between 6 a.m. and 6 p.m. Thus, today at 3:30 p.m. may be entered as:

```
T@330
```

Use MID as a response to mean 12:00 a.m. (midnight) and NOON as a response to mean 12:00 p.m. for time associated with dates:

```
T+3W@MID
```

X. Making Corrections

When you want to delete an answer previously entered, without substituting any other answer, enter an at sign (@) as a response to that prompt. This leaves the answer blank.

```
DATE OF BIRTH:  May 21, 1946//@
```
In this example, the date on file has been erased and now there is no answer to the "DATE OF BIRTH" prompt; it is null.

The system will ask you to confirm that you really intend to delete the information. You may not be able to delete a response if the information is required:

```
ARE YOU SURE?
```
This question is a safety feature, giving you a chance to change your mind now, without re-editing later.

XI. Spacebar Recall Feature

When using this software, you might want to answer a prompt with a code meaning *the same as before*. The computer is capable of remembering what your last response(s) were the last time you signed on. This feature is called spacebar recall and employs the spacebar and return keys.

You generally can repeat information you entered the first time by entering a space and pressing the return or enter key. For example, you might want to do a series of procedures for one patient. Each time (after the first) you are asked for the patient name, you can enter a space and press the return key and the computer will enter the same patient.

XII. Printing Reports

Frequently, when you have finished some data entry you will be asked if you wish to print the record, file, or report. You can display the report to a terminal screen or produce a paper copy. You will be prompted to enter a device number of the printer you want to use. If you do not know the device number of the printer, you can type in a question mark for a list of printers. In some cases, the device you will use has already been decided for you and you will not be asked where you want to print. If you need assistance in determining the device number, ask your application coordinator or site manager.

Right Margin

Sometimes you will be asked to specify the right margin of the report. You will not be asked this in all cases as the information may be preset for the device you specify and a default answer provided. Nevertheless, your choices are simple. Generally, "80" is used for standard size paper or for displaying on the terminal screen; "132" is used for wider paper.

```
DEVICE:                     Right Margin: 80//
```

Display the Report on the Terminal Screen

Display is the word used to indicate the data is printed to a terminal screen rather than on paper. At the "DEVICE" prompt, if you want to view a report on your terminal screen, press the return key. Normally, if you do not specify a device number, the information will print on your terminal screen. After the screen fills with the first page of the report, you will be prompted to press the return key to continue with the next screen of data. The process is repeated at the bottom of every screen. You can exit the option at any time by entering an up-arrow (^).

```
Press <RET> to continue, or '^' to quit
```

Queue Report to a Printer

If you want to queue your output to run in the background, type the letter "Q" at the "DEVICE prompt". Next, you will be prompted to enter a device number of the printer you want to use. Finally, enter the date and time you would like the report to print.

DEVICE: Enter the letter "Q" to queue the print job.
DEVICE: Enter the device name or number.

Requested Start Time: NOW//   Press the return key or enter a time here using the date and time formats discussed above (e.g., NOW+1 for one hour from now).

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Appendix B. Cost Distribution Centers (CDC)

The following is a list of Cost Distribution Centers (CDC) used in the Social Work software. Steps on how to add and delete these locations to your hospital files are outlined in the Maintenance section of this User Manual. Service types are defined as follows:

R - RESIDENTIAL CARE HOME
I - INPATIENT
O - OUTPATIENT
N - NURSING HOME CARE UNIT
D - DOMICILIARY
A - ADMINISTRATIVE

Cost Distribution Center (CDC)	CDC Number	Service Type
AMBULATORY CARE SECTION		
MEDICINE	2110.00	O
MEDICINE - SOC	2110.01	O
MEDICINE - CBC	2110.02	O
MEDICINE - ORC	2110.03	O
MEDICINE - MORC	2110.04	O
ADMITTING/SCREENING	2111.00	O
ADMITTING/SCREENING - SOC	2111.01	O
ADMITTING/SCREENING - CBC	2111.02	O
ADMITTING/SCREENING - ORC	2111.03	O
ADMITTING/SCREENING - MORC	2111.04	O
SURGERY	2210.00	O
SURGERY - SOC	2210.01	O
SURGERY - CBC	2210.02	O
SURGERY - ORC	2210.03	O
SURGERY - MORC	2210.04	O
AMBULATORY SPECIAL PROCEDURES	2211.00	O
AMBULATORY SPECIAL PROCEDURES - SOC	2211.01	O
AMBULATORY SPECIAL PROCEDURES - CBC	2211.02	O
AMBULATORY SPECIAL PROCEDURES - ORC	2211.03	O
AMBULATORY SPECIAL PROCEDURES - MORC	2211.04	O
SPECIAL PSYCHIATRIC TREATMENT	2310.00	O
SPECIAL PSYCHIATRIC TREATMENT - SOC	2310.01	O
SPECIAL PSYCHIATRIC TREATMENT - CBC	2310.02	O
SPECIAL PSYCHIATRIC TREATMENT - ORC	2310.03	O
SPECIAL PSYCHIATRIC TREATMENT - MORC	2310.04	O
GENERAL PSYCHIATRIC TREATMENT	2311.00	O
GENERAL PSYCHIATRIC TREATMENT - SOC	2311.01	O
GENERAL PSYCHIATRIC TREATMENT - CBC	2311.02	O
GENERAL PSYCHIATRIC TREATMENT - ORC	2311.03	O
GENERAL PSYCHIATRIC TREATMENT - MORC	2311.04	O

Cost Distribution Center (CDC)

	CDC Number	Service Type
READJUSTMENT COUNSELING	2312.00	O
READJUSTMENT COUNSELING - SOC	2312.01	O
READJUSTMENT COUNSELING - CBC	2312.02	O
READJUSTMENT COUNSELING - ORC	2312.03	O
READJUSTMENT COUNSELING - MORC	2312.04	O
PTSD CLINICAL TEAM	2313.00	O
PTSD CLINICAL TEAM - SOC	2313.01	O
PTSD CLINICAL TEAM - CBC	2312.02	O
PTSD CLINICAL TEAM - ORC	2313.03	O
PTSD CLINICAL TEAM - MORC	2313.04	O
ALCOHOL DEPENDENCE - OP	2314.00	O
ALCOHOL DEPENDENCE - OP - SOC	2314.01	O
ALCOHOL DEPENDENCE - OP - CBC	2314.02	O
ALCOHOL DEPENDENCE - OP - ORC	2314.03	O
ALCOHOL DEPENDENCE - OP - MORC	2314.04	O
DRUG DEPENDENCE - OP	2315.00	O
DRUG DEPENDENCE - OP - SOC	2315.01	O
DRUG DEPENDENCE - OP - CBC	2315.02	O
DRUG DEPENDENCE - OP - ORC	2315.03	O
DRUG DEPENDENCE - OP - MORC	2315.04	O
SUBSTANCE ABUSE DEPENDENCE - OP	2316.00	O
SUBSTANCE ABUSE DEPENDENCE - OP - SOC	2316.01	O
SUBSTANCE ABUSE DEPENDENCE - OP - CBC	2316.02	O
SUBSTANCE ABUSE DEPENDENCE - OP - ORC	2316.03	O
SUBSTANCE ABUSE DEPENDENCE - OP - MORC	2316.04	O
DIALYSIS	2410.00	O
DIALYSIS - SOC	2410.01	O
ADULT DAY HEALTH CARE	2510.00	O
ADULT DAY HEALTH CARE - SOC	2510.01	O
ADULT DAY HEALTH CARE - CBC	2510.02	O
ADULT DAY HEALTH CARE - ORC	2510.03	O
ANCILLARY SERVICES	2610.00	O
ANCILLARY SERVICES - SOC	2610.01	O
ANCILLARY SERVICES - CBC	2610.02	O
ANCILLARY SERVICES - ORC	2610.03	O
ANCILLARY SERVICES - MORC	2610.04	O
REHABILITATIVE AND SUPPORT SERVICES	2611.00	O
REHABILITATIVE AND SUPPORT SERVICES - SOC	2611.01	O
REHABILITATIVE AND SUPPORT SERVICES - CBC	2611.02	O
REHABILITATIVE AND SUPPORT SERVICES - ORC	2611.03	O
REHABILITATIVE AND SUPPORT SERVICES - MORC	2611.04	O
DIAGNOSTIC SERVICES	2612.00	O

Cost Distribution Center (CDC)

Cost Distribution Center (CDC)	CDC Number	Service Type
DIAGNOSTIC SERVICES - SOC	2612.01	O
DIAGNOSTIC SERVICES - CBC	2612.02	O
DIAGNOSTIC SERVICES - ORC	2612.03	O
DIAGNOSTIC SERVICES - MORC	2612.04	O
PHARMACY	2613.00	O
PHARMACY - SOC	2613.01	O
PHARMACY - CBC	2613.02	O
PHARMACY - ORC	2613.03	O
PROSTHETICS/ORTHOTICS	2614.00	O
PROSTHETICS/ORTHOTICS - SOC	2614.01	O
PROSTHETICS/ORTHOTICS - CBC	2614.02	O
PREVENTIVE MEDICINE	2615.00	O
PREVENTIVE MEDICINE - SOC	2615.01	O
PREVENTIVE MEDICINE - CBC	2615.02	O
PREVENTIVE MEDICINE - ORC	2615.03	O
PREVENTIVE MEDICINE - MORC	2615.04	O
DENTAL PROCEDURES	2710.00	O
DENTAL PROCEDURES - SOC	2710.01	O
EDUC & TRNG - TRAINEE	2800.11	O
EDUC & TRNG - INSTRUCTIONAL SUPPORT	2800.12	O
EDUC & TRNG - ADMINISTRATIVE	2800.13	O
EDUC & TRNG - CONTINUING EDUCATION	2800.14	O
RESEARCH SUPPORT - MEDICAL	2800.21	O
RESEARCH SUPPORT - PROSTHETIC	2800.22	O
ADMINISTRATION	2800.30	O
BUILDING MANAGEMENT	2800.40	O
ENGINEERING	2800.50	O
EQUIPMENT DEPRECIATION	2800.70	O
BUILDING DEPRECIATION	2800.80	O

CONTRACT INPATIENT CARE SECTION

Cost Distribution Center (CDC)	CDC Number	Service Type
CONTRACT HOSPITAL - MEDICAL	3110.00	O
CONTRACT HOSPITAL - SURGICAL	3210.00	O
CONTRACT HOSPITAL - PSYCHIATRIC	3310.00	O
COMMUNITY NURSING HOME CARE	3410.00	O
STATE HOME NURSING CARE	3411.00	O
STATE DOMICILIARY HOME CARE	3510.00	O
CONTRACT HOMELESS CHRONICALLY MENTALLY ILL	3520.00	O
CONTRACT ALCOHOL AND DRUG TREATMENT AND REHAB	3521.00	O
STATE HOME HOSPITAL CARE	3610.00	O
CIVILIAN HEALTH AND MEDICAL PROGRAM VA (CHAMPUVA)	3611.00	O
ADMINISTRATION	3800.30	O
BUILDING MANAGEMENT	3800.40	O

Cost Distribution Center (CDC)	CDC Number	Service Type
ENGINEERING	3800.50	O
EQUIPMENT DEPRECIATION	3800.70	O
BUILDING DEPRECIATION	3800.80	O

DOMICILIARY BED SECTION

	CDC Number	Service Type
DOMICILIARY BEDS	1510.00	D
DOMICILIARY SUBSTANCE ABUSE	1511.00	D
EDUC & TRNG - TRAINEE	1500.11	I
EDUC & TRNG - INSTRUCTIONAL SUPPORT	1500.12	I
EDUC & TRNG - ADMINISTRATIVE SUPPORT	1500.13	I
EDUC & TRNG - CONTINUING EDUCATION	1500.14	I
RESEARCH SUPPORT - MEDICAL	1500.21	I
RESEARCH SUPPORT - PROSTHETIC	1500.22	I
ADMINISTRATION	1500.30	I
BUILDING MANAGEMENT	1500.40	I
ENGINEERING	1500.50	I
EQUIPMENT DEPRECIATION	1500.70	I
BUILDING DEPRECIATION	1500.80	I

FEE AMBULATORY CARE SECTION

	CDC Number	Service Type
OUTPATIENT CARE - FEE MEDICAL	4110.00	O
OTHER NON-VA OUTPATIENT CARE	4111.00	O
CONTRACT ADULT DAY HEALTH CARE	4112.00	O
CONTRACT DIALYSIS	4120.00	O
FEE PRESCRIPTIONS FILLED BY VA PHARMACIES	4130.00	O
CHAMPVA - OP	4610.00	O
NON-VA PHARMACIES	4612.00	O
FEE TESTS PERFORMED BY VA LABORATORIES	4613.00	O
DENTAL SERVICES - FEE	4710.00	O
ADMINISTRATION	4800.30	O
BUILDING MANAGEMENT	4800.40	O
ENGINEERING	4800.50	O
EQUIPMENT DEPRECIATION	4800.70	O
BUILDING DEPRECIATION	4800.80	O

INPATIENT DIALYSIS SECTION

	CDC Number	Service Type
INPATIENT DIALYSIS	1710.00	I
EDUC & TRNG - TRAINEE	1700.11	I
EDUC & TRNG - INSTRUCTIONAL	1700.12	I
EDUC & TRNG - ADMINISTRATIVE SUPPORT	1700.13	I
EDUC & TRNG - CONTINUING EDUC.	1700.14	I
RESEARCH SUPPORT - MEDICAL	1700.21	I
RESEARCH SUPPORT - PROSTHETIC	1700.22	I
ADMINISTRATION	1700.30	I
BUILDING MANAGEMENT	1700.40	I
ENGINEERING	1700.50	I

Cost Distribution Center (CDC)

	CDC Number	Service Type
EQUIPMENT DEPRECIATION	1700.70	I
BUILDING DEPRECIATION	1700.80	I

INTER-STATION TRANSFERS SECTION

	CDC Number	Service Type
DIRECT CARE SERVICES	7000.10	A
ADMINISTRATIVE SERVICES	7000.30	A
BUILDING MANAGEMENT SERVICES	7000.40	A
ENGINEERING SERVICES	7000.50	A

INTERMEDIATE CARE BED SECTION

	CDC Number	Service Type
INTERMEDIATE CARE	1610.00	I
EDUC & TRNG - TRAINEE	1600.11	I
EDUC & TRNG - INSTRUCTIONAL	1600.12	I
EDUC & TRNG - ADMINISTRATIVE SUPPORT	1600.13	I
EDUC & TRNG - CONTINUING EDUC.	1600.14	I
RESEARCH SUPPORT - MEDICAL	1600.21	I
RESEARCH SUPPORT - PROSTHETIC	1600.22	I
ADMINISTRATION	1600.30	I
ENGINEERING	1600.50	I
EQUIPMENT DEPRECIATION	1600.70	I
BUILDING DEPRECIATION	1600.80	I
BUILDING MANAGEMENT	1600.40	I

MEDICAL BED SECTION

	CDC Number	Service Type
GENERAL MEDICINE	1110.00	I
NEUROLOGY	1111.00	I
REHABILITATION	1113.00	I
EPILEPSY	1114.00	I
BLIND REHABILITATION	1115.00	I
SPINAL CORD INJURY	1116.00	I
MEDICAL INTENSIVE CARE UNITS	1117.00	I
EDUC & TRNG - TRAINEE	1100.11	I
EDUC & TRNG - INSTRUCTIONAL SUPPORT	1100.12	I
EDUC & TRNG - ADMINISTRATIVE SUPPORT	1100.13	I
EDUC & TRNG - CONTINUING EDUCATION	1100.14	I
RESEARCH SUPPORT - MEDICAL	1100.21	I
RESEARCH SUPPORT - PROSTHETIC	1100.22	I
ADMINISTRATION	1100.30	I
BUILDING MANAGEMENT	1100.40	I
ENGINEERING	1100.50	I
EQUIPMENT DEPRECIATION	1100.70	I
BUILDING DEPRECIATION	1180.00	I

Cost Distribution Center (CDC)

	CDC Number	Service Type
MISCELLANEOUS ACTIVITIES SECTION		
OTHER MISCELLANEOUS BENEFITS AND SERVICES	6010.00	A
REGIONAL/NATIONAL SUPPORT	6011.00	A
CONTINUING EDUCATION ANG TRAINING PROGRAMS	6013.00	A
NATIONAL CENTER ON PTSD	6015.00	A
THIRD PARTY BILLING ACTIVITIES	6016.00	A
EDUCATIONAL & TRAINING SUSPENSE - INSTRUCTIONAL	6020.12	A
EDUCATIONAL & TRAINING SUSPENSE - ADMINISTRATIV	6020.13	A
EDUCATIONAL & TRAINING SUSPENSE - CONTINUING EDUC	6020.14	A
EQUIPMENT DEPRECIATION	6000.70	A
BUILDING DEPRECIATION	6000.80	A
OTHER		
INPATIENT HIV/ARC/AIDS ACTIVITIES	9010.00	I
OUTPATIENT HIV/ARC/AIDS ACTIVITIES	9011.00	O
RENAL TRANSPLANT	9020.00	I
MENTAL HYGIENE CLINIC	9030.00	O
DAY HOSPITAL	9031.00	O
DAY TREATMENT CENTER	9032.00	O
ELECTRON MICROSCOPY UNIT	9051.00	
NUCLEAR MEDICINE (CLINICAL RADIOISOTOPE)	9052.00	
SUPERVOLTAGE THERAPY	9053.00	
PSYCHIATRIC BED SECTION		
PSYCHIATRIC WARD COST	1310.00	I
ALCOHOL DEPENDENCE TREATMENT PROGRAM	1311.00	I
DRUG DEPENDENCE TREATMENT PROGRAM	1312.00	I
SUBSTANCE ABUSE TREATMENT PROGRAM	1313.00	I
EDUC & TRNG - TRAINEE	1300.11	I
EDUC & TRNG - INSTRUCTIONAL SUPPORT	1300.12	I
EDUC & TRNG - ADMINISTRATIVE SUPPORT	1300.13	I
EDUC & TRNG - CONTINUING EDUCATION	1300.14	I
RESEARCH SUPPORT - MEDICAL	1300.21	I
RESEARCH SUPPORT - PROSTHETIC	1300.22	I
ADMINISTRATION	1300.30	I
BUILDING MANAGEMENT	1300.40	I
ENGINEERING	1300.50	I
EQUIPMENT DEPRECIATION	1300.70	I
BUILDING DEPRECIATION	1300.80	I

Cost Distribution Center (CDC)

	CDC Number	Service Type
SERVICES TO OTHER THAN VHS&RA		
SERVICES TO VETERANS BENEFITS ADMIN (VBA)	8021.00	A
NATIONAL CEMETERY SYSTEM (NCS) SERVICES	8022.00	A
OTHER SERVICES TO NON-VHS&RA ACTIVITIES	8023.00	A
DOD SHARING	8024.00	A
OTHER SHARING	8025.00	A
SURGICAL BED SECTION		
SURGICAL WARD COST	1210.00	I
SURGICAL INTENSIVE CARE UNIT	1211.00	I
OPERATING/RECOVERY ROOM	1212.00	I
OPEN HEART SURGERY	1213.00	I
EDUC & TRNG - TRAINEE	1200.11	I
EDUC & TRNG - INSTRUCTIONAL SUPPORT	1200.12	I
EDUC & TRNG - ADMINISTRATIVE SUPPORT	1200.13	I
EDUC & TRNG - CONTINUING EDUCATION	1200.14	I
RESEARCH SUPPORT - MEDICAL	1200.21	I
RESEARCH SUPPORT - PROSTHETIC	1200.22	I
BUILDING MANAGEMENT	1200.40	I
ENGINEERING	1200.50	I
EQUIPMENT DEPRECIATION	1200.70	I
BUILDING DEPRECIATION	1200.80	I
VA HOME PROGRAMS SECTION		
HOSPITAL BASED HOME CARE	5110.00	O
HBHC - ADMINISTRATION	5110.30	O
HBHC - BUILDING MANAGEMENT	5110.40	O
HBHC - ENGINEERING	5110.50	O
HOME DIALYSIS	5111.00	O
SPINAL CORD INJURY HOME CARE	5112.00	O
RESIDENTIAL CARE HOME PROGRAM	5113.00	R
OTHER HOME BASED PROGRAMS	5114.00	O
ADMINISTRATION	5000.30	O
BUILDING MANAGEMENT	5000.40	O
ENGINEERING	5000.50	O
EQUIPMENT DEPRECIATION	5000.70	O
BUILDING DEPRECIATION	5000.80	O
VA NURSING HOME CARE SECTION		
VA NURSING HOME	1410.00	N
EDUC & TRNG - TRAINEE	1400.11	I
EDUC & TRNG - INSTRUCTIONAL SUPPORT	1400.12	I
EDUC & TRNG - ADMINISTRATIVE SUPPORT	1400.13	I
EDUC & TRNG - CONTINUING EDUCATION	1400.14	I
RESEARCH SUPPORT - MEDICAL	1400.21	I
RESEARCH SUPPORT - PROSTHETIC	1400.22	I
ADMINISTRATION	1400.30	I

Cost Distribution Center (CDC)

Cost Distribution Center (CDC)	CDC Number	Service Type
BUILDING MANAGEMENT	1400.40	I
ENGINEERING	1400.50	I
EQUIPMENT DEPRECIATION	1400.70	I
BUILDING DEPRECIATION	1400.80	I

Appendix C. Patient Data (SWARS) and AMIS Data Format for AMIS Transmission

Social Work Patient Data (New SWARS data)
Closed Cases Only

Fields
Station Number
Suffix
ID#
Worker Number
CDC Location
Opened Date
Closed Date
Psycho-Social Problems   (max of 8, 2 characters in length)
Outcome of Problems   (1 outcomes for each problem, 1 character)
Direct Services   (max of 8, 2 characters in length)
Man-hours providing Direct Services   (max of 8, 2 characters in length)
Resources/Referrals Used   (max of 8, 2 characters in length)
Resources/Referrals Needed   (max of 8, 2 characters in length)
Special Population
*Level of Care   (Residential Care Home Patients Only)
*Prior Living Arrangements   (Residential Care Home Patients Only)
*Diagnostic Category   (Residential Care Home Patients Only)

AMIS Segment 208 - Psycho Social Problems and Outcomes

Fields
Station Number
Suffix
AMIS Type
CDC Location
Number of cases opened
Number of cases closed
Patient Treatment Episodes
Outpatient Visits to Social Work Service
Psycho-Social Problems   (total of 38, 4 characters in length)
Psycho-Social Outcomes   (total of 8, 4 characters in length)
End of quarter month/year (mmyy)   (4 characters in length)

AMIS Segment 209 - Direct Services

Fields
Station Number
Suffix
AMIS Type
CDC Location
Screening Only
Man-hours
Psychological-Social Assessment
Man-hours
Information Referral
Man-hours
Pre-Admission Planning
Man-hours
Discharge Planning
Man-hours
Psycho-Soc. Treatment
Man-hours
Financial Counseling
Man-hours
Health Education
Man-hours
Post Discharge Follow-up
Man-hours
Consultation Only
Man-hours
OPT Continuing Care
Man-hours
Family Conference
Man-hours
Case Management
Man-hours
Multidiscipline Team Conference
Man-hours
Home Visit
Man-hours
Other
Man-hours
End of quarter month/year (mmyy)   (4 characters in length)

AMIS Segment 210 - Resources/Referrals

Fields
Station Number
Suffix
AMIS Type
CDC Location
Resources/Referrals Used
Resources/Referrals Needed but Not Accessed
End of quarter month/year (mmyy)   (4 characters in length)

AMIS Segment 211 - Special Patient Populations

Fields
Station Number
Suffix
AMIS Type
CDC Location
Special Patient Populations   (total of 7, 4 characters in length)
Patient Eligibility   (total of 3, 6 characters in length)
Service Connected Status   (total of 2, 6 characters in length)
Sex   (total of 2, 6 characters in length)
Total FTEE
Age Ranges   (total of 5, 3 characters in length)
Quality Mgmt. Monitors   (total of 3, 4 characters in length)
End of quarter month/year (mmyy)   (4 characters in length)

AMIS Segment 256 - Residential Care Program Report (RCH Patients Only)

Fields
Station Number
Suffix
AMIS Type
CDC Location
Level of Care   (total of 3, 4 characters in length)
Prior Living Arrangements   (total of 10, 4 characters in length)
Race/Ethnicity   (total of 7, 4 characters in length)
Diagnostic Categories   (total of 5, 4 characters in length)
End of quarter month/year (mmyy)   (4 characters in length)

Social Work V. 3.0
User Manual

Glossary

AMIS	Automated Management Information System
Automatic Reporting System	The system used to transmit social work case data via MailMan.
CDC	Cost Distribution Center
CNHC	Contract Nursing Home Care
DTC	Day Treatment Center
HBHC	Hospital Based Home Care
MAS	Medical Administration Service
MHC	Mental Hygiene Clinic
Monthly Rate	The monthly payment made by the Patient for lodging in a Residential Care Home.
NHCU	Nursing Home Care Unit
RCH	Residential Care Home
RMS	Rehabilitation Medicine Service
SCI	Spinal Cord Injury
SC Status	Service Connected Status
SWS	Social Work Service
SWARS	Social Work Automatic Reporting System
SWIMS	Social Work Information Management System
VIS	Visual Impairment Services

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