

Veteran Authorization and Preferences (VAP)

User Guide



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Revision History

NOTE: The revision history cycle begins once changes or enhancements are requested after the document has been baselined.

Date	Revision	Description	Author
06/11/2018	5.8	Updated for 508 compliance	VetsEZ
05/17/2018	5.7	PMO Review	Becky Jorgensen, B3 Group Inc.
05/09/2018	5.6	<p>Updated documentation to provide details of the VAP Release 3.1.0 functionality. Enhancements within this release include the following:</p> <ul style="list-style-type: none">• Modification of C-CDA stylesheets to use latest R.2.1 stylesheet templates• Functionality to delete exports from the <i>Scheduled Exports</i> queue• Revisions of the <i>Dashboards</i> section for 508 compliance• Creation of <i>Advanced Scheduling</i> functionality to allow users to schedule exporting of reports in advance <p>Minor modifications due to 508 Compliance updates</p>	Laura Campos Hernandez/ Johann Sonnenberg
3/1/2018	5.5	Updated phrasing in sections 4.5.8.1 and 4.6.7. to address feedback from HPS.	Becky Jorgensen, B3 Group Inc.
2/23/2018	5.4	Updated for 508 compliance	Becky Jorgensen, B3 Group Inc.
01/26/2018	5.3	<p>Updated document to add VAP 3.0.0 functionality. This included:</p> <ul style="list-style-type: none">• Updates to the Opt-In (Summary and Detailed) reports, Patient Discovery Audit (Summary and Detailed) reports, and Received eHealth Exchange report (Detailed) to add additional filtering options and display columns. <p>Updates to calendar date pickers to be 508 compliant</p>	VetsEZ
12/26/2017	5.2	Template review and formatting in preparation for VAPP2 Build 1 updates.	Becky Jorgensen, B3 Group Inc.

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07/17/2017	3.4	Technical Writer Review – Applied suggested changes from OIT/EPMO / HMPS Admin Team, and addressed stakeholder comments.	May Ledesma, ByLight
07/07/2017	3.3	Updated for Build 3, 2.7.2	Nancy Burak
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06/18/2017	3.1	Updated screen shots and text for Build 3 eHX Enhancements; updated sections include: 4.2.1 updated figures; added new section 4.2.3 Health Summary (CCDA) Tab; 4.6.9 updated figures;	John Crooks, VetsEZ
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05/10/2017	2.4	Final Review – eHXE – Build 2	Nancy Burak, VetsEZ

Date	Revision	Description	Author
05/10/2017	2.3	Reposted eHXE Build 2 updates as follows: US.01.01.01 - CDAs are Downloaded in Bulk from VAP Interface. Added new section for Data Quality Export under Detailed Reports	Charles Barber, VetsEZ
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04/27/2017	2.1	Tech Review	Pro-Sphere Tek, Inc.
04/25/2017	2.0	Validation of the final content in preparation for Build 4 Release.	Booz Allen Hamilton and Pro-Sphere Tek
03/22/2017	1.9	Updated Version Number, Revision History, ToC, ToT, ToF.	Pro-Sphere Tek, Inc.
03/03/2017	1.8	This document contains all of the updates associated to the VAP 2.7.0 Release. This includes the following: <ul style="list-style-type: none">• All screenshots are updated with the new user interface updates to modernize the look and field• Content was added around the new report Document Size (Summary) and admin features (facility management) Minor Build 4 updates to include Partner Description field	Booz Allen Hamilton
01/27/2017	1.7	Updated Section 3.1 with the new Logging On instructions and PIV authorization	Booz Allen Hamilton
12/09/2016	1.6	Updated Version Number, Revision History, ToC, ToT, ToF.	Pro-Sphere Tek, Inc.
12/08/2016	1.5	Updated document to add VAP 2.6.0 functionality. This included: <ul style="list-style-type: none">- Updated with VAP 2.6.0 screenshots containing page layout revisions- Updated records per page- Adding Section 4.1 (Reporting Dashboard)- Addition of Scheduled Exports Addition of Monthly Received Documents Report	Booz Allen Hamilton
09/20/2016	1.4	Updated Version Number, Revision History, TOC, TOT, TOF.	Pro-Sphere Tek, Inc.

Date	Revision	Description	Author
09/14/2016	1.3	<p>Updated Section 3 to include a note about Compatibility Mode</p> <p>Updated the document with the latest screenshots referring to VAP 2.5.0 functionality (Build 2) to include changes from User Acceptance Testing. These included:</p> <ul style="list-style-type: none"> • Screenshots • Addition of OID to exported reports • Facility Station IDs <p>Close “tabs” upon exiting pop-up reminder</p>	Booz Allen Hamilton
09/07/2016	1.2	Converted to VIP template. Updated Version Number, Revision History, Artifact Rational, and ToC.	Pro-Sphere Tek, Inc.
07/15/2016	1.1	<p>Update document to add VAP 2.5.0 functionality. This included:</p> <ul style="list-style-type: none"> - Delayed Consent Reports (Summary and Detailed) - Adding/Approving/Canceling/Printing Delayed Status authorizations - Mailed letters and dates - Facility parent/child multi-selection <p>Updated screenshots</p>	Booz Allen Hamilton
05/24/2016	1.0	Tech Writer Review: Removed Section 1.2.4.	Pro-Sphere Tek, Inc.
05/23/2016	.08	Tech Writer Review: Removed embedded cross-references.	Pro-Sphere Tek, Inc.
05/09/2015	.07	Tech Writer Review: Reviewed updates requested by the HMPS Admin Team.	Pro-Sphere Tek, Inc.
05/09/2015	0.06	<p>Update to incorporate feedback to User Guide updates for Version 2.4. Changes include the following:</p> <ul style="list-style-type: none"> - Clarify VAP is only accessible on VA network - Noted VAP links in which access may need to be requested <p>Grammatical Updates</p>	Booz Allen Hamilton
04/18/2016	.05	Tech Writer Review: Incorporated User Guide content into the latest PMAS template.	Pro-Sphere Tek, Inc.
03/18/2016	.04	Updated for VAPE Version 2.4 Build 1 to include the interfacing with kiosks and electronic management of consent directives.	Booz Allen Hamilton
10/20/2015	.03	Updated for Veterans Authorization and Preferences Enhancements Version 2.4 Build 1.	Booz Allen Hamilton
8/17/2015	.02	Updated for Veterans Authorizations and Preferences (VAP) Enhancements Version 2.3 Builds 6/8.	Booz Allen Hamilton

Date	Revision	Description	Author
02/13/2015	.01	Updated for Veterans Authorization Preference (VAP) Enhancements Version 2.2 Build 3.	Booz Allen Hamilton

Artifact Rationale

Per the Veteran-focused Integrated Process (VIP) Guide, the User's Guide is required to be completed prior to Critical Decision Point #2 (CD2), with the expectation that it will be updated as needed. A User Guide is a technical communication document intended to give assistance to people using a particular system, such as VistA end users. It is usually written by a technical writer, although it can also be written by programmers, product or project managers, or other technical staff. Most user guides contain both a written guide and the associated images. In the case of computer applications, it is usual to include screenshots of the human-machine interfaces, and hardware manuals often include clear, simplified diagrams. The language used is matched to the intended audience, with jargon kept to a minimum or explained thoroughly. The User Guide is a mandatory, build-level document, and should be updated to reflect the contents of the most recently deployed build. The sections documented herein are required if applicable to your product.

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1. Introduction

The Veterans Authorizations and Preferences (VAP) project in the Virtual Lifetime Electronic Record (VLER) Initiative is responsible for authorizing Health Information Exchange (HIE) to trusted external partners and managing Veteran Electronic Consent Directives. The VAP project creates an enterprise-wide electronic solution capable of supporting Veteran Authorization Preferences/Consent Directives, and organizational policies on privacy and security relative to Release of Information (ROI), the disclosure of individually-identifiable health information to carry out treatment, payment, or healthcare operations. The VAP application is comprised of both user and machine interfaces to set patient preferences for how patient data can be shared.

The focus of this release (Veterans Authorization and Preferences Phase 2 (VAPP2) version 3.1.0) is to provide functional enhancements to VAP reports to development of an “advanced scheduling” functionality. This functionality allows users to set tasks to run scheduled exports in advance. Functionality added within this release includes the ability to view the list of tasks set for advanced scheduling, cancel tasks, run the advanced scheduled exports, and specify in advance the report and settings to be run. This release also includes updates to the C-CDA stylesheets to use the R.2.1 release template. Users will also be able to delete scheduled exports from their queue.

A main focus of this release is to ensure Section 508 compliance. Section 508 requires federal agencies to make their electronic and information technology accessible to people with disabilities. Under Section 508 (29 U.S.C. ‘794 d), agencies must give disabled employees and members of the public access to information that is comparable to access available to those without disabilities. During Release 3.1.0, several enhancements were made across the application to ensure the system is 508 compliant and usable with assistive technology. Related change include modifications to dashboards, tooltips, and message loading/processing, as well as styling changes.

The VAP application resides on the VA Intranet. The application can be accessed by way of the VAP User Interface (UI) using any standard Web browser (e.g., Chrome, Firefox, or Internet Explorer) on a computer that is connected to the VA network.

1.1. Purpose

The purpose of the VAP User Guide (UG) is to provide detailed information to the ROI personnel and other authorized users about using the VAP application.

1.2. Document Orientation

The UG is targeted to ROI personnel, including ROI Administrators, ROI Operators, ROI Reporters, ROI Testers, and other authorized users. These authorized users use the VAP system to create Consent Directives to enforce constraints on sharing Veteran health data with the network of partners and communities participating in the eHealth Exchange, including the SSA. VAP users are tasked with the following responsibilities.

Table 1: Target Audience for VAP User Guide

User	Description of User
ROI Reporters	Reporters run the detailed and summary reports. These users see the Consent Directive Summary Report screen when they log into the application.
ROI Operators	In addition to all tasks supported by the Reporter role, the Operators search for patients and authorize, restrict, or revoke record sharing with the network of eHealth Exchange partners and communities and/or authorize or revoke record sharing with the SSA. These users see the Patient Search screen when they log into the application. This is the role typically assigned to ROI personnel and other authorized users.
ROI Administrators	The Administrators initiate Batch Announcements in addition to all tasks supported by the ROI Operator and ROI Reporter roles. These users see the Patient Search screen when they log into the application. These users are also able to see the Service Audit report, which shows system transactions made to VAP from VA systems (e.g., eBenefits, Exchange). As part of Release 2.6.0, these users will be able to access a report that shows the count of received documents from each partner by user.
ROI Testers	The Testers can view the Extensible Markup Language (XML) code and perform other functions required for testing in addition to all tasks supported by the ROI Administrator, ROI Operator, and ROI Reporter roles. This role is only available to the developers and select VA personnel who do testing. These users see the Patient Search screen when they log into the application.

For the purposes of the User Guide, all four categories of user roles are referred to as VAP system users.

1.2.1. Organization of the Manual

The UG covers all VAP system functionality, including logging into the application, performing patient searches, making batch announcements, managing batches, managing facilities and partner organizations, preparing summary and detailed reports, reviewing the UG, setting the expiring consent notification and default facility, viewing the current build and logging out of the application.

1.2.2. Assumptions

This guide was written with the following assumed experience/skills of the audience:

- User has basic knowledge of the operating system (such as the use of commands, menu options, and navigation tools)
- User has been provided the appropriate active roles, menus, and security keys required for the VAP system
- User is using the VAP system to create Consent Directives to enforce constraints on sharing Veteran health data with the network of partners and communities participating in the eHealth Exchange, including the SSA

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- User has validated access to VAP
- User has completed any prerequisite training

1.2.3. Coordination

All releases of new functionality, upgrades, or patches for the VAP application must be coordinated with the VLER Program Office and the associated VAP OIT Program Manager, Danna Landry. The VAP application has several connections to interfacing systems, to include Master Veteran Index (MVI), eHealth Exchange (eHX), Direct Secure Messaging, Identity Access Management (IAM) Single Sign On Integration (SSO), and others. In the event of planned or unexpected downtime, the VAP Business Office will contact all system users to provide updates and notifications on the status of the system. All technical coordination regarding the resolution of any issues will be coordinated between the VAP Phase 2 (VAPP2) Technical team and the Austin Information Technology Center (AITC) hosting vendor.

1.2.4. Disclaimers

1.2.4.1. Software Disclaimer

This software was developed at the Department of Veterans Affairs (VA) by employees of the Federal Government in the course of their official duties. Pursuant to title 17 Section 105 of the United States Code this software is not subject to copyright protection and is in the public domain. VA assumes no responsibility whatsoever for its use by other parties, and makes no guarantees, expressed or implied, about its quality, reliability, or any other characteristic. We would appreciate acknowledgement if the software is used. This software can be redistributed and/or modified freely if any derivative works bear some notice that they are derived from it, and any modified versions bear some notice that they have been modified.

1.2.4.2. Documentation Disclaimer

The appearance of external hyperlink references in this manual does not constitute endorsement by the Department of Veterans Affairs (VA) of this Web site or the information, products, or services contained therein. The VA does not exercise any editorial control over the information you may find at these locations. Such links are provided and are consistent with the stated purpose of the VA.

1.2.5. Documentation Conventions

Conventions for this document include:

- **Notes** – Additional information is included in notes, which begin with the word “Note” in **boldface** font
- **User Input** – User’s responses to online prompts (e.g. taps, clicks, etc.) are shown in **boldface** font

1.2.6. References and Resources

This document is available at the following VA Software Document Library (VDL) location:

Veteran Authorization and Preferences

<https://www.va.gov/vdl/application.asp?appid=222>

1.3. National Service Desk and Organizational Contacts

Table 2 lists organizational contacts needed by site users for troubleshooting purposes. Support contacts are listed by name of service responsible to fix the problem, description of the incident escalation, associated tier level, and contact information (email and phone number).

Table 2: Tier Support Contact Information

Name	Role	Org	Contact Information
Clinical Application Coordinator	Tier 0 Support	VHA	Local Clinical App Coordinator
OIT National Service Desk	Tier 1 Support	OIT	Nationalservicedesk@va.gov 1-855-673-4357
OIT Local Support	Tier 2 Support	OIT	OIT Local Helpdesk
Health Product Support	Tier 2 Support	VHA	Nationalservicedesk@va.gov 1-855-673-4357
OIT System Admin/Field Operation Support	Tier 2 & 3 support	OIT	Nationalservicedesk@va.gov 1-855-673-4357
VistA Patch Maintenance	Tier 3 Application Support	OIT	Nationalservicedesk@va.gov 1-855-673-4357
Enterprise Operations	Tier 3 & 4 Support	OIT	OIT Enterprise Operations Helpdesk

2. System Summary

The purpose of VAP is to create a secure and compliant methodology for the exchange of Veteran health information between authorized parties. The VAP service provides Release of Information (ROI)/consent directive management and information disclosure tracking. Veterans receive care from both Department of Veterans Affairs (VA) and non-VA facilities. Sharing information between entities where the patient has been treated is needed to support appropriate clinical decision making and patient care. From entrance into military service, throughout their careers, and into retirement, Veterans, Service members (SM), and their family members are legally required to fill out authorizations/forms required by VA and other agencies that authorize or restrict the ROI. Electronic management of these forms and tracking of the information disclosed (whether submitted manually or electronically via benefits or a partner organization) is accomplished in the VAP application. Some of the enhancements will enforce VA and Veteran security policies, adhere to organizational security and privacy policies, while other enhancements within the scope of the VAPP2 development relate to addressing performance issues, reporting enhancements, and changes in policies related to consent management. This document is meant to outline the intended uses of the application at a high-level, to support the activities of the users.

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2.1. System Configuration

For the purposes of the end user, there are no specific configurations needed to access the VAP application. The system is accessible if on the VA intranet network with a standard internet browser. Refer to Section 3.0 Getting Started for further information.

2.2. Data Flows

The VAP application is hosted at the Austin Information Technology Center (AITC). The system is only accessible within the VA intranet to authorized users. VAP interfaces with numerous other VA applications such as eHealth Exchange, eBenefits, Master Patient Index (MPI)/Master Veteran Index (MVI), and SAC. Figure 1 below breaks the VAP application down into the high-level components of the system.

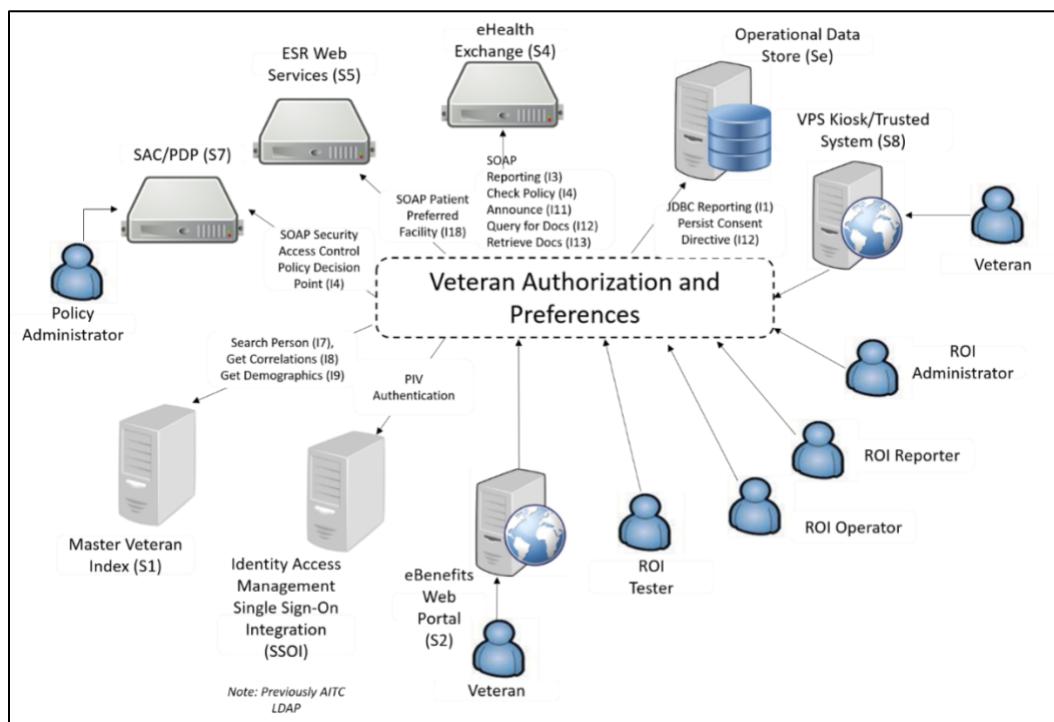


Figure 1: VAP High Level Application Design

The figure above illustrates VAP user community and interfacing systems. VAP user community consists of Veterans, ROI agents, system administrators and other authorized users. VAP interfaces with MVI, SSOi, eBenefits, VPS Kiosks, eHealth Exchange, ESR Web Services and SAC.

2.3. User Access Levels

User authentication and authorization is performed with a combination of validating a user's VA credentials through the Identity Access Management (IAM) Single-Sign-On Integration (SSOi) service and validation within VAP (as referenced in the figure below). Once a user has been

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authenticated, the headers are passed to VAP and are then mapped to the user roles. As a result of the PIV integration, VAP no longer reaches to the AITC LDAP to determine if a user is authorized to access VAP. Instead, the users and roles are stored within the VAP system database. The VAP system's ROI web user interface uses these role mappings to constrain what capabilities of the application are exposed to the user.

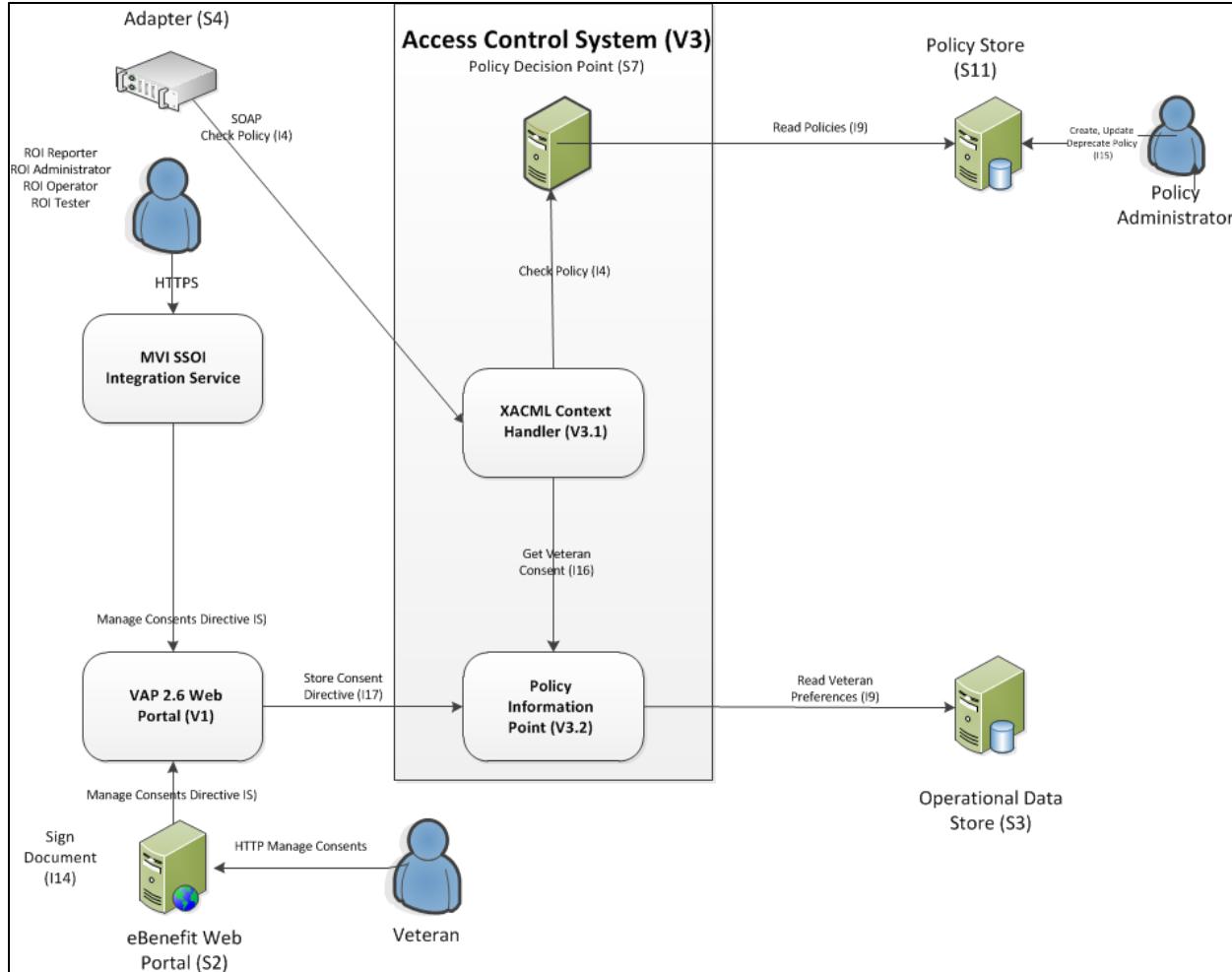


Figure 2: VAP Access Control System High-Level Design

2.4. Continuity of Operation

Standby systems are in place at AITC. In the event of system failure, systems can be migrated to other host servers via VMotion tool of the VMWare Server Farm. In the event of a database failure, a redundant database server has been allocated for this purpose.

3. Getting Started

This section explains the VAP application screen layout and workflow.

Note: The UG displays test data on the screens and uses test data in the text. There is no Personal Identifiable Information (PII) included in this guide.

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Additionally, it is important to note that certain features within the VAP application cannot be used with Compatibility Mode turned on in Internet Explorer (IE). Please ensure that this option is turned off prior to accessing. To turn this feature off, click on “Compatibility View Settings.” A pop-up should appear, as shown below, that provides the option to “check/un-check” display intranet in Compatibility. This feature should be unchecked, as shown in Figure 3.

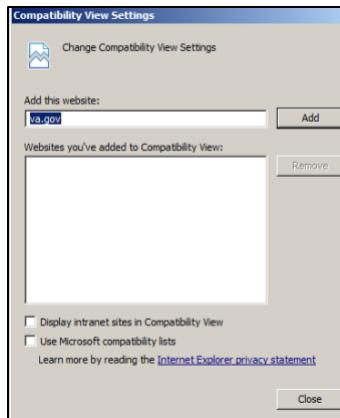


Figure 3: Compatibility View Settings

3.1. Logging On

After logging into the VA network using your VHA user identification (ID) and password or PIV credentials, click on the following link to navigate to the VAP application: [VAP Application](#). Your web browser will display the VAP application login screen (shown in the figure below). It is important to note that the VA has migrated systems to enforce two-factor authentication. As part of this effort to ensure VA applications are securely accessed, the authentication aspect of VAP will be completed by Identity Access Management (IAM) Single-Sign-On System (SSOi). Upon navigating to the VAP application, the user will be automatically routed to the SSOi user login for PIV authentication. Once the user has entered his or her PIV credentials and been validated, SSOi will re-route to the VAP application.

In order to access this link, access to the VAP application is needed. Please work with your local site Point of Contact (POC) to submit a request for VAP access.



Figure 4: Login Screen

3.1.1. Log In to the Application

1. Enter your PIV card into the card reader and click **Login**. Enter your PIN when prompted.
2. Once authorized, you will be routed to VAP application (Figure 5) and your user name is displayed after the Welcome message in the top right corner of the screen.
3. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.

The Patient Search screen is displayed automatically when you successfully log into the VAP system as a ROI Administrator or ROI Operator. ROI Reporters see the Consent Directive Summary Report screen at login.

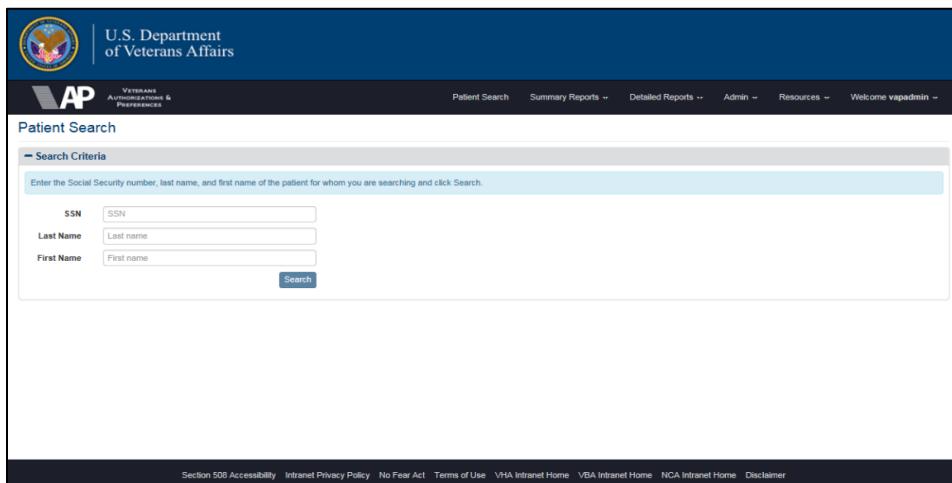


Figure 5: Home Page for ROI Administrator or ROI Operator

If you are not an authorized user, the [Login] Not Authorized screen is displayed. Click the **Login** button to try again, or click the **Close** button to exit the application. Contact your supervisor or the help desk number at the bottom of the Login screen (to determine what needs to be done to get access.)

3.2. System Menu

The VAP application runs as a web application on the VA Intranet. The application is divided into three distinct components on the browser screen as shown in Figure 6.

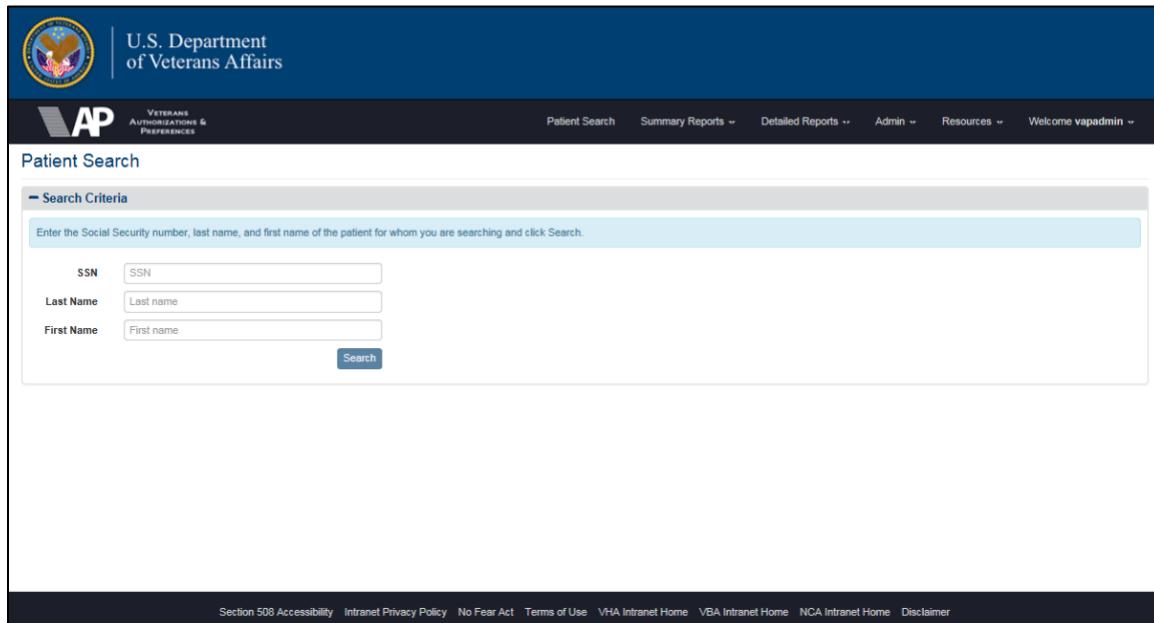


Figure 6: Using the Application

- A frame at the top displays a horizontal application menu after you have logged into the application. This menu only displays the items available to your role. The menu in the illustrations reflects the options available to ROI Administrators (i.e., the users with the highest level of production access) to allow all options to be discussed in the UG.
Note: VAP Administrators are able to see Admin reports and additional functionality for managing the application. VA information is also displayed allowing access to the VA Intranet through the Resources menu.
- The central part of the screen displays the active VAP system component.
- The bottom of the screen contains a list of standard links that provide access to Section 508 Accessibility information, the Intranet Privacy Policy, the No Fear Act, Terms of Use, links to related Intranet sites, and a Disclaimer.

3.2.1. Primary Menu Options

The menu displays the following primary options:

- Patient Search
- Summary Reports
- Detailed Reports
- Admin
- Resources
- Welcome [UserName]

Note: There is no menu associated with the Patient Search.

3.2.1.1. Summary Reports Menu

The Summary Reports menu item has eight (8) options that link you to the query screens used to generate three (3) summary reports.

- Dashboard
- Disclosures
- Received eHealth Exchange Documents
- Document Size
- Consent Directives
- Opt-In Patients
- Delayed Consent
- Patient Discovery Audit

3.2.1.2. Detailed Reports Menu

The Detailed Reports menu option contains options that link you to the query screens used to generate eight (8) reports.

- Disclosures
- Received eHealth Exchange Documents
- Consent Directives
- Opt-In Patients
- Expiring Consent
- Delayed Consent
- Patient Discovery Audit
- Scheduled Exports

3.2.1.3. Admin Menu

There are six (6) submenu options under the Admin menu heading.

- Batch Announce Patients
- Manage Batches
- Service Audit
- Partner Organizations
- Monthly Received Documents
- Facilities

3.2.1.4. Resources Menu

There are five (5) submenu options under the **Resources** menu heading.

- VA Intranet Home
- About VA
- Organizations
- Find a Facility
- Employee Resources

3.2.1.5. Welcome Menu

There are five (5) submenu options under the Welcome “UserName” menu heading.

- User Guide
- Expiring Consent Notification
- Set Default Facility
- About
- Logout

The Set Default Facility menu item contains options to change the facility associated with a user ID. The preferred facility for the Veteran is the facility that will appear in the VAP reports.

Note: Each of these options is discussed in more detail in the following sections.

3.3. Changing User ID and Password

It is important to note the VAP application no longer relies on username and passwords.. As a result, all access management is handled through the Identity Access Management (IAM) Single Sign On Integration (SSO).

3.4. Understanding the Workflow

The VAP system event flow (workflow) describes the work that is accomplished by using the application.

- Log into the application (All Users)
- Manage Consent (Administrators, Operators, and Testers)
- Patient Search

- Authorize/Revoke/Delay Record Sharing
- Restrict Record Sharing
- Generate Batch Announcements (Administrators)
- View Manage Batches (Administrators)
- Access Service Audit Report (Administrators)
- View/Edit Partner Organizations (Administrators)
- View/Edit/Add Facilities (Administrators)
- View Monthly Received Documents Report (Administrators)
- Generate and View Reports (All Users)
- Generate and View Summary Reports
- Generate and View Detailed Reports
- View User Guide (All Users)
- Edit Expiring Consent Notification
- Set Default Facility
- Review Build Information (All Users)
- Log out of the application (All Users)

The VAP system event flow (workflow) will interface with kiosks to provide additional functionality, outside the application, at a future date.

External to the system, the VAP Subsystem provides the functionality to receive a request or query from kiosks to include a Veteran's current active status, a list of active partners, and a restriction list. VAP will prepare and return a response. This functionality will be available upon VPS Kiosk functionality deployment.

3.5. Exit System

Log out of the VAP system by selecting the **Logout** option under the Welcome menu at the top of the screen.

3.5.1. Log Out of the VAP Application

Click the **Logout** menu item under the Welcome menu at the top of any screen to log out of the VAP system application. (Figure 7 shows the Patient Search screen, but ROI Reporters will not see this screen. They see one of the summary or detailed report screens).

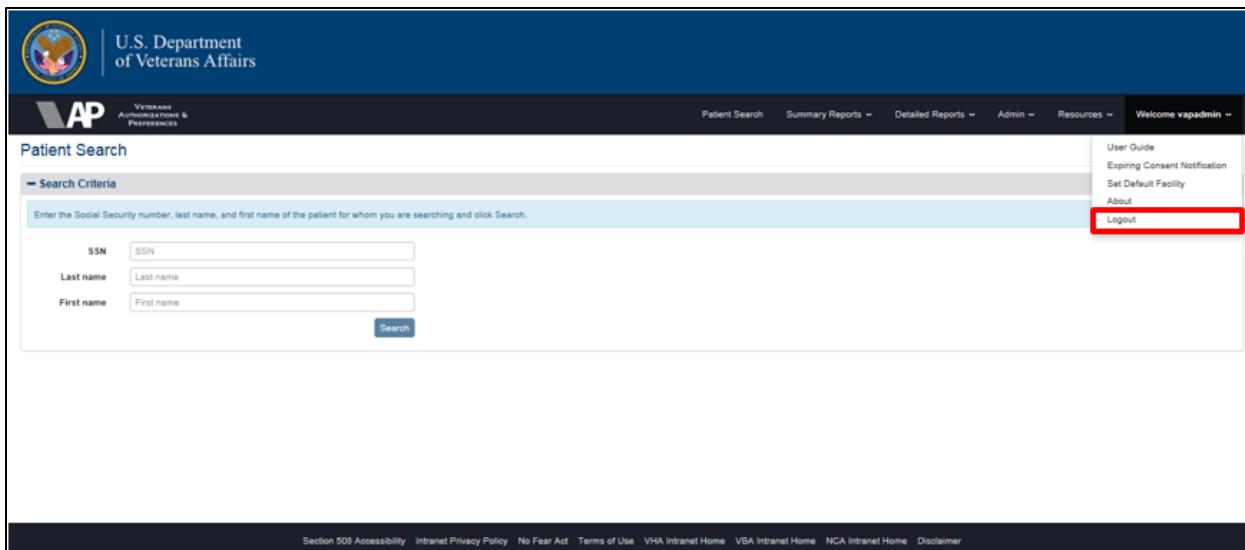


Figure 7: VAP Logout

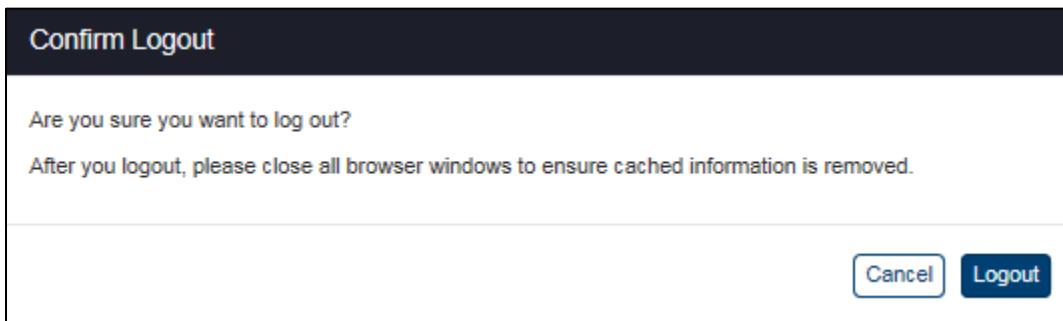


Figure 8: Logout Confirmation

3.5.1.1. Logout Option Under the Welcome Menu

1. A pop-up message appears with the following message: “Are you sure you want to log out” and “After you logout, please close all browser windows to ensure cached information is removed.” Click **Logout** to proceed.
2. The Logout screen (Figure 9) appears with no application menu and displays the message, “You have been logged out of VAP.” This confirms that you are logged out (The Welcome message also disappears from the top right corner of the screen).
3. The **Log Out** button appears below the message. Click the button to log out of the VA SSOi session, shown in Figure 9.

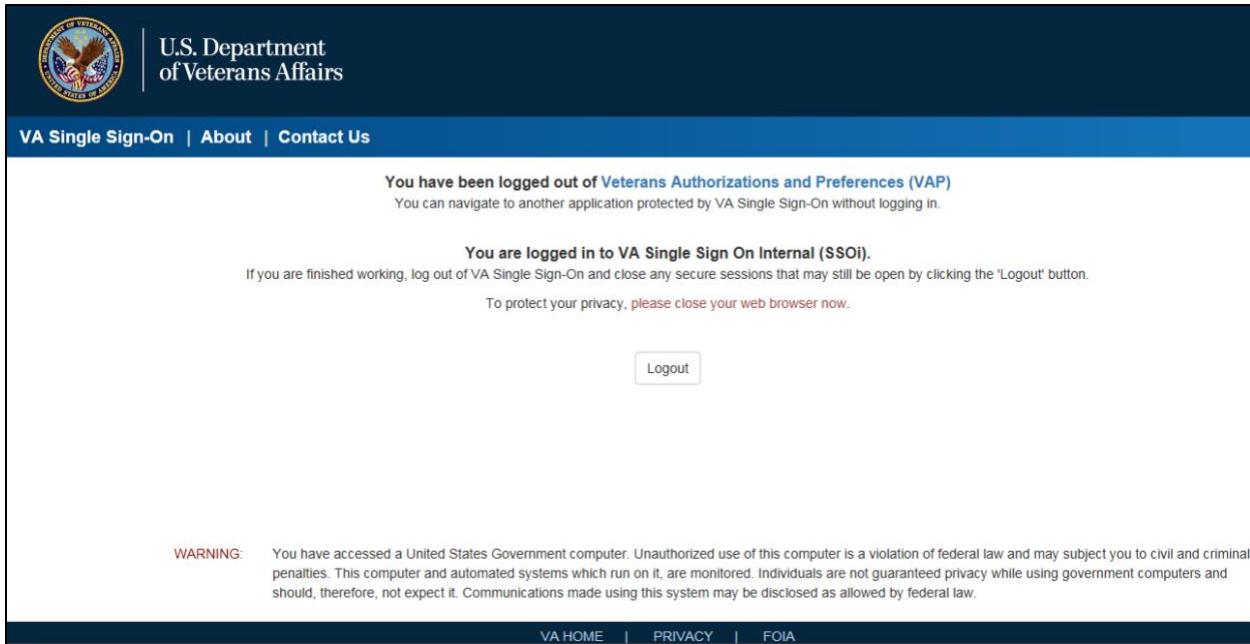


Figure 9: Logout Screen

3.6. Caveats and Exceptions

Within the VAP application, there are certain reports that contain data which can exceed the Microsoft Excel limit of 55,000 rows within a spreadsheet. When trying to run reports of this magnitude, it is recommended to use the export to CSV option.

4. Using the Software

The VAP application allows the ROI Administrator and Operator roles to search for a patient and then authorize, restrict, or revoke record sharing for the patient. ROI Administrators can generate batch announcements, and view/edit facility and partner information. All users can generate and view detailed and summary reports.

This section describes how to use the application. (The ROI Tester role has the same privileges as the ROI Administrator role in this guide. The additional functions available to Testers will be documented separately.)

You cannot access the VAP application unless you meet the following three (3) requirements:

- You must have a Veterans Health Administration (VHA) user name and password and valid PIV card
- You must have access to the VA network
- The Austin Information Technology Center (AITC) must have associated your user name with a ROI role

Consult your supervisor or the VA Help Desk if you need help meeting any of these conditions.

4.1. Searching for a Patient

The Patient Search screen, Figure 10, is automatically displayed when you successfully log into the VAP system as a ROI Administrator or ROI Operator. (ROI Reporters see the Consent Directive Summary Report screen at login). You can navigate back to this screen from within the application by selecting the Patient Search option on the menu at the top of the screen.

Note: The UG displays test data on the screens and uses test data in the text. There is no Personally Identifiable Information (PII) included in this guide.

The screenshot shows a 'Patient Search' interface. At the top, a header bar contains the title 'Patient Search'. Below it, a section titled 'Search Criteria' contains three input fields: 'SSN' (with placeholder 'SSN'), 'Last Name' (with placeholder 'Last name'), and 'First Name' (with placeholder 'First name'). A blue 'Search' button is located to the right of the first name field. Above the input fields, a note reads: 'Enter the Social Security number, last name, and first name of the patient for whom you are searching and click Search.'

Figure 10: Patient Search Screen

4.1.1. Search for a Patient

All three (3) fields must be filled with valid data to search for a patient.

1. Enter a complete Social Security Number (SSN) – nine (9) numbers with no hyphens – in the **SSN** field (required).
2. Enter the last name (not case-sensitive) of the person that matches the SSN entry in the **Last Name** field (required).
3. Enter the first name (not case-sensitive) of the person that matches the SSN entry in the **First Name** field (required).
4. Click the **Search** button. This displays Patient Summary tab information on the Patient Details screen (Figure 13). Use the scroll bar at the right of the screen to view the information at the bottom of the screen.
 - a. Typically, the search results in only one match, because you must enter the patient's SSN, last name, and first name. Searches that yield a unique entry display the patient information on the Patient Summary tab of the Patient Details screen (Figure 13) for the person found by the search.
 - b. If the search does not find any matches, the Patient Search Results screen, Figure 11, indicates no patients were found. This either means that the information you entered was not correct or the patient you are seeking is

not in the system. Reenter the data on the Patient Search screen and try again. If the data you entered is correct, the patient is not in the system.



Figure 11: Patient Search Results Screen with No Results

- c. If the search results in more than one match, as seen in Figure 12, it displays a list of matches and allows the user to select the correct person from the list as shown below. The search targets the Master Veteran Index (MVI). The MVI uses probabilistic, instead of exact, matching based on different weights associated with demographic traits. If the MVI finds two records that are almost the same and its matching algorithm cannot determine which record is a unique match, it displays both results as shown below and lets the user decide which listing indicates the correct patient.

A screenshot of the Patient Search Results screen displaying four search results. The results are presented in a table with columns for Last Name, First Name, Middle Name, SSN, Date of Birth, Gender, and Action. Each result has a "View Details" button in the Action column.

Last Name	First Name	Middle Name	SSN	Date of Birth	Gender	Action
ZZONE	MPIPATIENT	M	000006666	04/10/1970	F	<button>View Details</button>
ZZONE	MPIPATIENT	M	000007777	04/10/1970	M	<button>View Details</button>
ZZONE	MPIPATIENT	M	000008888	04/10/1970	F	<button>View Details</button>
ZZONE	MPIPATIENT	M	000009999	04/10/1970	M	<button>View Details</button>

At the bottom of the page, there are links for Section 508 Accessibility, Intranet Privacy Policy, No Fear Act, Terms of Use, VHA Intranet Home, VBA Intranet Home, NCA Intranet Home, and Disclaimer.

Figure 12: Patient Search Results Screen with Multiple Results

Note: This screen can only appear in the Production application and is not seen by the Development teams. The screen print shown is from an older version (build) of the application and does not show the correct menu at the top of the screen (Figure 12).

- d. If the system fails to connect to MVI, it will retry the MVI call. If the connection keeps failing past the configuration defined number of attempts (five attempts), then failure via timeout from MVI is tracked and logged within the VAP system administrator logs. An error message noting the page is unavailable will be displayed to the user.
- e. Click the radio button next to the record that is the best match and click the **View Details** button. This displays Patient Summary tab information on the Patient Details screen for the selected patient.

4.1.2. Patient Summary Tab

There are six (6) parts to the Patient Summary tab on the Patient Details screen:

- Patient Information
- Comments
- Manage Access to Veteran Health Records
- Announce
- Status History
- eHealth Exchange Correlations

4.1.2.1. Patient Information

The Patient Summary Information includes the Veteran's name (first name and last name), address (street address, city, state, and ZIP code), gender (male or female), Veterans Health Information Systems and Technology Architecture (VistA) Integration Control Number (ICN), multiple birth status (YES or NO), date of birth (mm/dd/yyyy), telephone number, marital status (married, divorced, widowed, or single) and SSN as shown in Figure 13. The data displayed within this section is not stored within the VAP system, instead, this information is pulled from the Master Veterans Index (MVI) upon selection of patient through the Patient Search.

Within each Patient Detail view, there are two locations in which users can leave comments: the Comments and Status History sections.

The screenshot shows the Patient Summary tab interface. At the top, there are three tabs: Patient Summary (selected), Health Summary (C32), and Health Summary (C-CDA). The Patient Information section contains fields for Patient Name (CCDTWO TEST), Marital Status (Divorced), ICN (1012827041V166140), Gender (Female), Multiple Birth (NO), Address (3500 Cottonwood Way, WOODLAND, CA 95695), Date of Birth (02/02/1982), SSN (220201982), and Phone ((530)220-1982). The Comments section has a sub-header 'Comments' and a red-bordered 'Add Comment' button. It shows a table with columns for Date, User, and Comments, stating 'No comments found at this time.' Below this is a pagination area showing 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' buttons. The Data Quality Export section contains a brief description: 'This feature will allow you to download all documents for the patient that are referenced by an eHealth Exchange Adapter Audit. Download Audited Patient Documents.'

Figure 13: Patient Details Screen / Comments Section

In the Comments section, when a user selects **Add Comment**, a pop-up text input form (Figure 14) is opened in the center of the screen, and can be used to write and save a comment.

The screenshot shows the 'Patient Summary' tab selected. In the 'Comments' section, there is a link '+ Add Comment'. A modal dialog box titled 'Add Comment' is open in the center of the screen. It has a text input field labeled 'Comment' and two buttons at the bottom: 'Cancel' and 'Save'. The background shows patient information like Name, Gender, Date of Birth, Marital Status, and SSN.

Figure 14: Add Comment Box

In the Status History section, users can leave comments pertaining to a specific Consent Directive that a patient has completed, Figure 15. In the same process as above, users are able to select **Add Comment** and write remarks in a popup window. A comment cannot be deleted. In addition, the user is able to see the timestamp and username of the individual who entered the comment.

A table titled 'Status History' is shown. It has columns for Type of Consent Directive, Purpose, Authorization/Revocation, Entry Date, Expiration Date, Inactivation Date, Mail Date(s), Status, Entered By, and Comments. A row is selected for 'eHealth Exchange Authorization' with 'TREATMENT' as the purpose. The 'Entered By' column shows 'vapadmin' and the 'Comments' column shows a link 'Add Comment' which is highlighted with a red box.

Figure 15: Add Comment

4.1.2.2. Manage Access to Veteran Health Records

The Patient Summary tab also indicates the patient's current authorization, restrictions, and revocation settings and allows ROI Administrators and ROI Operators to authorize, restrict, or revoke the disclosure of protected health information to eHealth Exchange providers and organizations and the SSA. Users can change the authorization, restrictions, and revocation settings on behalf of and upon explicit request from the Veteran. See Section 4.3 Patient Consent Directive for instructions on changing authorization, restrictions, and revocation settings.

Figure 16 illustrates the options on this tab if eHealth Exchange sharing and restrictions and SSA sharing have not been authorized. These options allow you to perform the following actions if you have a signed Consent Directive from a Veteran:

- The Share Veteran Electronic Health Information (eHealth Exchange) option allows ROI Administrators and Operators to authorize sharing records with non-VA provider organizations for treatment purposes using eHealth Exchange. See “To Authorize Patient Health Record Sharing with eHealth Exchange” in Section 4.3.1 eHealth Exchange Record Sharing.
- The Manage Veteran Restrictions option allows ROI Administrators and Operators to restrict sharing records with non-VA provider organizations for treatment purposes using

eHealth Exchange. See “To Create Patient Health Record Sharing Restrictions with eHealth Exchange” in Section 4.3.2 Restricting eHealth Exchange Record Sharing.

Note: Social Security Administration (SSA) authorizations can only be submitted electronically through system interfaces.

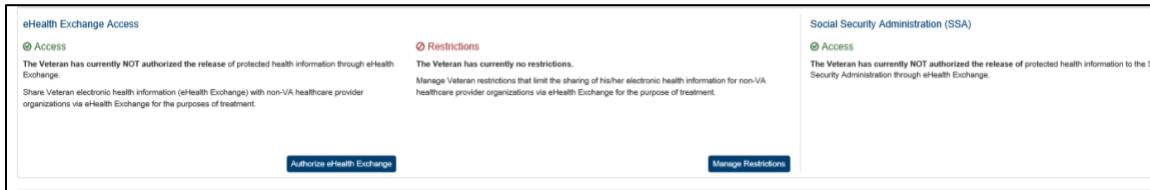


Figure 16: Patient Details Screen / Manage Access to Veteran Health Records

The figure below illustrates the options on this tab of the screen if eHealth Exchange sharing and restrictions and SSA sharing have been authorized. These options allow you to perform the following actions:

- The Revoke Access to Veteran Electronic Health Information (eHealth Exchange) option allows ROI Administrators and Operators to revoke sharing records with non-VA provider organizations for treatment purposes using eHealth Exchange. See “To Revoke Patient Health Record Sharing with eHealth Exchange” in Section 4.3.1 eHealth Exchange Record Sharing.
- The View/Modify Veteran’s Existing Restrictions option allows ROI Administrators and Operators to view and/or modify restrictions on sharing records with non-VA provider organizations for treatment purposes using eHealth Exchange. See “To View and Modify Patient Health Record Sharing Restrictions with eHealth Exchange” in Section 4.3.2 Restricting eHealth Exchange Record Sharing.
- The Revoke or Terminate Veteran’s Existing Restrictions option allows ROI Administrators and Operators to revoke any or all restrictions on sharing records with non-VA provider organizations for treatment purposes using eHealth Exchange. See “To Revoke Patient Health Record Sharing Restrictions with eHealth Exchange” in Section 4.3.2 Restricting eHealth Exchange Record Sharing.

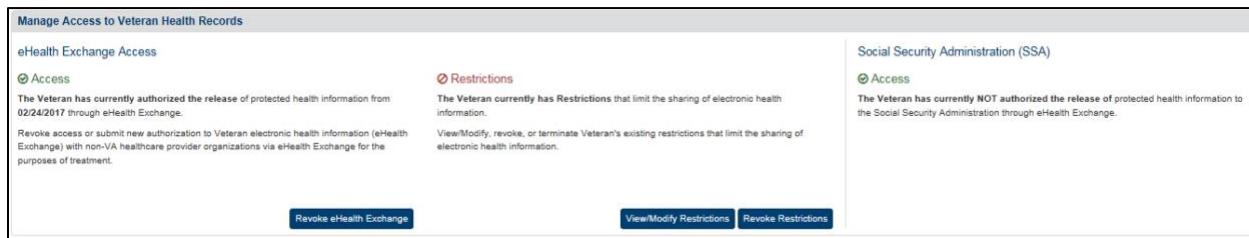


Figure 17: Patient Details – Manage Access to Veteran Health Records

Note: SSA consent forms can only be submitted electronically through system interfaces.

4.1.2.3. Announce

Regardless of whether a patient has an eHealth Exchange Authorization, the **Announce** button initiates announcements to all eHealth Exchange Partners, except to the SSA, and defers to the Veteran Authorization and Preferences

eHealth Exchange Adapter to carry out the announcements. The Adapter sends (broadcasts) these announcements (Patient Discovery messages) containing the patient's demographics to the targeted eHealth Exchange partners in an attempt to establish a patient correlation. The eHealth Exchange partners reply with messages indicating whether or not the patient is known to them. If they know the patient, they send the correlated patient identifier, which could get registered under the VA MVI. It is important to note that if the individual has a restriction for a particular organization, an announce can still be made.

The authorize button notifies the user that the announcement has been requested and that it will process in the background and that they can move on to other activities. If the patient has already been announced, the language of the Announce button changes to Re-Announce, as shown in Figure 19. If a correlation has been established and registered with MVI, this data will appear on the correlations table, refer to Section 4.2.1.5 eHealth Exchange Correlations.

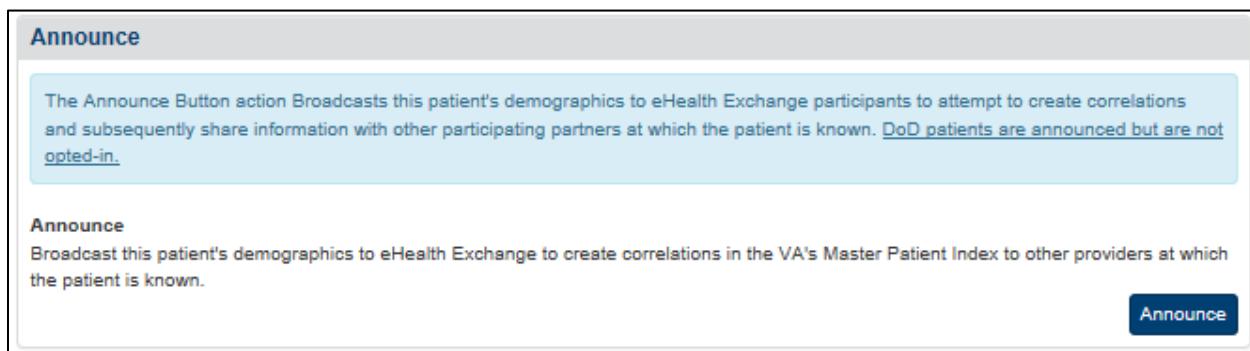


Figure 18: Patient Details Screen / Announce



Figure 19: Patient Details Screen / Re-Announce

The alert function is updated to provide users the ability to announce a patient and be directed to the search screen without having to click on a confirm dialog as following steps:

1. User will click on the **Announce/Re-announce** button (Figure 18 [**Announce**] and Figure 19 [**Re-announce**]).
2. User will be directed to the Patient Search screen (Figure 20). The system will provide notification that an announcement has been kicked off but it will not require input from the user.

Patient Search

Patient announcement started. You may move on to another announcement or activity.

Search Criteria

Enter the Social Security number, last name, and first name of the patient for whom you are searching and click Search.

SSN	<input type="text"/>
Last name	<input type="text"/>
First name	<input type="text"/>

Search

Figure 20: Announce Alert

4.1.2.4. Status History Table

The Patient Details page contains sections called Status History and eHealth Exchange Correlations. Both of these sections are able to be expanded, as well as minimized through the plus and minus options. The Consent Directive Status table at the bottom of the Patient Details screen provides a record of the authorization, restrictions, delays, and revocation actions performed by the VAP system users. The figure below displays the Status History Table screen and Table 3 describes its column headings. Consent can be managed internally within the Patient Details page or submitted by external systems such as eBenefits or the VPS Kiosk. SSA can also create an authorization entry by providing an electronic authorization document during the patient discovery process.

Status History

Type of Consent Directive	Purpose	Authorization/ Revocation	Entry Date	Expiration Date	Inactivation Date	Mail Date(s)	Letters	Entered By	Comments	View Consent Form
eHealth Exchange Organization Restriction Authorization	TREATMENT	Restricted select Providers and Organizations	05/08/2018					ACTIVE vap-user	Add Comment	
eHealth Exchange Authorization	TREATMENT	Authorized access to Providers and Organizations	05/08/2018	05/08/2028			Edit Mail Dates	Generate Letters	ACTIVE vap-user	Add Comment

Figure 21: Patient Details Screen / Status History Table

Table 3: Consent Directive Status

Column Heading	Description
Status History	
Type of Consent Directive	<ul style="list-style-type: none">• eHealth Exchange Organization Authorization or Revocation• eHealth Exchange Organization Restriction Authorization or Revocation,• SSA Authorization or Revocation• Kiosk Authorization or Revocation
Purpose	eHealth Exchange Treatment or SSA Coverage
Authorization/Revocation	A message indicating an Authorization, Restriction, or Revocation for : <ul style="list-style-type: none">• eHealth Exchange providers and organizations• Social Security Administration
Entry Date	Date when the authorization, restriction, or revocation was entered into the system through the VAP system portal, eBenefits, SSA, or Kiosk.
Expiration Date	The expiration date for the authorization (i.e., patient signature date plus five years for eHealth Exchange or two years for SSA).
Inactivation Date	The inactivation date for the revocation or restriction (i.e., date when the patient revoked or restricted consent through the VAP system portal, eBenefits or Kiosk).
Status	The Status of the Consent Directive: ACTIVE or INACTIVE. If the entry is INACTIVE (i.e., a restriction with no prior authorization or revocation), a message appears explaining the reason for the status. The following five (5) entries can appear: Authorization Expired, Entered in Error, New Authorization, Patient Deceased, and Revoked as shown in Figure 21 and Figure 22.

Column Heading	Description
View Consent Form	If the entry is an authorization added by eBenefits, the Social Security Administration, or the VPS Kiosk, a View/Print link appears in the View Consent Form column in the table. For an eBenefits authorization, clicking the link will open a standard Windows File Download dialog box that you can use to print, save, or view a Portable Document Format (PDF) copy of the consent form generated by eBenefits. For a SSA authorization or the Kiosk authorization, clicking the link will allow you to view the PDF embedded in the page and will give you the option of downloading and saving that authorization.
Entered By	Displays the username of the individual who entered the consent directive. Consent Directive entered online through external system such as eBenefits will get recorded in the “Entered By” column as “eBenefits” or the system for which the call is entered by.
Mail Date(s)	User can Add/Edit/Delete letter Mailed Date(s) from Status History Table. The Mail date feature is applicable only for Delayed eHealth/SSA Authorizations, eHealth Revocation, or expiring eHealth authorizations.
eHealth Exchange Correlations	
Facility Number	N/A
eHealth Exchange Organization Name	The eHealth Exchange Organization Name is the name of the external parter with whom a correlation was made and a match was found for that patient in their system.
eHealth Exchange Organization Assigning Authority	The eHealth Exchange Organization Assigning Authority is the unique number associated to that partner.
Patient ID	This field displays the patient ID for that particular individual in the partner system.

Status History									
Type of Consent Directive	Purpose	Authorization/Revocation	Entry Date	Expiration Date	Inactivation Date	Mail Date(s)	Status	Entered By	Comments
SSA Authorization	COVERAGE	Authorized access to Social Security Administration	12/12/2013	12/12/2014	12/12/2014		INACTIVE – Authorization Expired	SYSTEM	Add Comment

Figure 22: Status History / Authorization Expired

This view-only Status History table cannot be modified or deleted. The order of records is based on the date when the authorization, restriction, and/or revocation actions occurred. The action with the most recent date is displayed first. (A system-generated date is captured when each record is created.)

4.1.2.5. eHealth Exchange Correlations Table

The eHealth Exchange Correlations table at the bottom of the Patient Summary tab (on the Patient Details screen) shows with which organizations the patient has been “correlated” (i.e., patient identity is known and patient has received services), so exchange of data can happen with those organizations. It appears immediately after the table that shows the Status History. Figure 23 displays the following information:

- Facility Number
- eHealth Exchange Organization Name
- eHealth Exchange Organization Assigning Authority
- Patient ID

Note: If a correlation needs to be removed, contact your local Master Veteran’s Index (MVI) point of contact (POC). The POC can work with the national Healthcare Identity Management (HC IdM) team to remove the correlation.

eHealth Exchange Correlations				
Show [5] entries				
Facility Number	eHealth Exchange Organization Name	eHealth Exchange Organization Assigning Authority	Patient ID	
200DOD	Department of Defense	2.16.840.1.113883.3.42.10001.100001.12	1666000001	
200KP	Kaiser Permanente	1.3.6.1.4.1.26580	KP0000129	
200NWA	Inland Spokane	2.16.840.1.113883.3.715	1099	

If a correlation needs to be removed, please contact your local MPI Point of Contact who will work with the national Healthcare Identity Management (HC IdM) Team to complete that action.

Figure 23: Patient Details Screen / eHealth Exchange Correlations Table

This view-only eHealth Exchange Correlations table cannot be modified or deleted.

4.2. Patient Details Screen

The Patient Details screen displays the patient information on the Patient Summary tab found by the search. A second tab on this screen, Health Summary (C32), displays the health information stored in the Veteran’s C32 Health Summary.

4.2.1. Health Summary (C32) Tab

The Healthcare Information Technology Standards Panel (HITSP) C32 record summarizes a Veteran’s medical status for the purpose of information exchange. It may include administrative (e.g., registration, demographics, insurance, etc.) and clinical (problem list, medication list, allergies, test results, etc.) information. VAP system incorporates the latest C32 stylesheets from VistA Web for proper display of the received data elements for the Health Summary (C32) page.

4.2.1.1. View a Health Summary

1. Click the **Health Summary** (C32) tab at the top of the Patient Details screen to display the Patient Health Summary screen for the patient found by the search (Figure 24- Figure 27). Use the scroll bar at the right of the screen to view the information at the bottom of the screen.
2. The **Printer** icon at the top left of the screen allows you to print the document. Click the icon to open a standard Windows Print dialog box that you can use to print or view a copy of the C32 information. Step 17 of Section 4.6.1.1 Generate an Accounting of Disclosures Report, and Figure 117 detail this process.

The screenshot shows the VistA interface for viewing a patient's health summary. At the top, there are tabs for 'Patient Summary' and 'Health Summary (C32)', with 'Health Summary (C32)' being the active tab. The main content area displays the following information:

Patient: CHDRONE CHDRZZZTESTPATIENT
1234 Hillside St.
LA JOELLA, CA 92038
tel: 760-111-1111 Home
Birthdate: March 3, 1960
Source: Department of Veterans Affairs

Patient ID: 1012581676V377802
Sex: M

Table of Contents:

- Allergies
- History of Encounters
- History of Procedures
- Immunizations
- Medications - Prescription and Non-Prescription
- Problems/Conditions
- Vital Signs

Allergies:

Allergen - Count (1)	Verification Date	Event Type	Reaction	Severity	Source
ANTHRALIN	Dec 10, 2016	Propensity to adverse reaction	ABDOMINAL BLOATING	-	CHYSHR TEST LAB

At the bottom of the screen, there are links for 'Section 508 Accessibility', 'Intranet Privacy Policy', 'No Fear Act', 'Terms of Use', 'VHA Intranet Home', 'NCA Intranet Home', and 'Disclaimer'.

Figure 24: Patient Details Screen / Health Summary (C32) Tab – Top

The Health Summary information includes the date the record was created (month dd, yyyy, e.g. January 7, 2017 or February 11, 1982), the patient's name (first name and last name), the patient's Veterans Health Information Systems and Technology Architecture (VistA) Integration Control Numbers (ICNs), contact information (street address, city, state, ZIP code, and home phone number) for the patient, date of birth (month dd, yyyy, e.g. January 7, 2017 or February 11, 1982), sex (male or female), language or languages, and the source of this information.

This screen (shown in Figure 24 to Figure 27) contains a large amount of information – more information than can be displayed in a standard window. Use the scroll bar at the right side of the screen to scroll down to reveal any information not displayed when you first select the tab.

Allergies					
Allergen - Count (#)	Verification Date	Event Type	Reaction	Severity	Source
ANTHRACIN	Dec 10, 2016		Propensity to adverse reaction	ABDOMINAL BLOATING	-
COFFEE BEANS	Nov 28, 2011		Propensity to adverse reaction	CARRIAGE	SEVERE
CHOCOLATE	Oct 19, 2011		Propensity to adverse reaction	CONFUSION	-
POISON IVY/POISON OAK/NETTLE	May 24, 2011		Propensity to adverse reaction	RASH	-
LASIX	May 6, 2010		Propensity to adverse reaction	RASH	SEVERE
COPHENENE	May 6, 2010		Propensity to adverse reaction	NAUSEA, VOMITING	MILD
BLACK Currant	May 6, 2010		Propensity to adverse reaction	ASTHMA	MODERATE
BIAXIN 500MG XL TAB	May 6, 2010		Propensity to adverse reaction	RASH	SEVERE
LATEX	Jan 15, 2010		Propensity to adverse reaction	RASH	-
RITALIN	Dec 31, 2009		Propensity to adverse reaction	DROWSINESS, CONFUSION	-
ASPIRIN	Dec 29, 2009		Propensity to adverse reaction	ANXIETY, APTALISM	-
OUTDOOR MOLD	Dec 29, 2009		Propensity to adverse reaction	WHEEZING, NAUSEA AND V	CHYSHR TEST LAB

History of Encounters			
<input type="checkbox"/> NOTE: Click on the Encounter Comments field to display/hide additional data where applicable			
Date/Time - Count (#)	Encounter Type	Encounter Comments	Provider
Dec 13, 2016	--	IHE Encounter Template Text not used by VA	YAMREUDEEWONG,WEB
Dec 10, 2016	--	IHE Encounter Template Text not used by VA	BEITZ,DAVID
Dec 7, 2016	--	IHE Encounter Template Text not used by VA	BECKMAN,JOHN W
Dec 7, 2016	--	IHE Encounter Template Text not used by VA	BECKMAN,JOHN W
Jan 25, 2016	--	IHE Encounter Template Text not used by VA	BENNETT,JAMIE
Oct 14, 2015	OFFICE/OUTPATIENT VISIT EST	IHE Encounter Template Text not used by VA	BENNETT,JAMIE
Oct 12, 2015	--	IHE Encounter Template Text not used by VA	CORNELIUS,CARL J
Oct 12, 2015	--	IAP Encounter Template Text not used by VA	CORNELIUS,CARL J

History of Procedures			
<input type="checkbox"/> NOTE: Click on the Procedure Comments field to display/hide additional data where applicable			

Figure 25: Patient Details Screen / Health Summary / Medical History, Part 1

The following patient medical history information can appear at the bottom of the screen as shown in Figure 25 to Figure 27. (Not all categories appear for every patient.) A dynamic internal Table of Contents before this section contains links that provides direct access to each category of patient information. This information cannot be deleted or modified.

- The Allergies category (Figure 25) displays the following information for each entry: Allergens, Count (##), Verification Date, Event Type, Reaction, Severity, and Source (## indicates the number of allergens listed).
- The History of Encounters category (Figure 25) displays the following information for each entry: Date / Time, Count (##), Encounter Type, Encounter Comments, and Provider (## indicates the number of encounters listed).
- The History of Procedures category (Figure 26) displays the following information for each entry: Date / Time, Count (##), Procedure Type, Procedure Comments, and Provider (## indicates the number of procedures listed).
- The Immunizations category (Figure 26) displays the following information for each entry: Immunizations, Count (##), Series, Date Issued, Reaction, and Comments (## indicates the number of immunizations listed).

Figure 26: Patient Details Screen / Health Summary / Medical History, Part 2

- The Medications – Prescription and Non-Prescription category (Figure 26) displays the following information for each entry: Medications, Count (##), Status, Quantity, Order Expiration, Provider, Prescription #, Dispense Date, Sig, and Source (## indicates the number of medications listed).
 - The Problems/Conditions category (Figure 27) displays the following information for each entry: Problems, Count (##), Status, Problem Code, Date of Onset, Provider, and Source (## indicates the number of problems listed).
 - The Results category (not pictured in this example) displays the following information for each entry: Date / Time, Count (##), Result Type, Source, Result Unit, Interpretation, Reference Range, Status, and Comment (## indicates the number of results listed).
 - The Vital Signs category (Figure 27) displays the following information for each entry: Date, Count (##), TEMP (temperature), PULSE, RESP (respiration), BP (blood pressure), Ht (height), Ht (height) – Lying, Wt (weight), POx, OCF, and Source (## indicates the number of vital signs listed).
 - The following Emergency Contact information (Figure 27) may be displayed at the end of the Medical Record: Name, address, home telephone number, and relationship to the patient.

Medications - Prescription and Non-Prescription								
Medications - Count (1)	Status	Quantity	Order Expiration	Provider	Prescription #	Dispense Date	Sig	Source
VITAMIN A/VITAMIN D OINT, Active	-	-	-	POND,NEAL	12980343	-	APPLY LIBERAL AMOUNT/DAYTON	

Problems/Conditions								
Problems - Count (6)	Status	Problem Code	Date of Onset	Provider	Source			
Vomiting (ICD-9-CM 787.03)	ACTIVE	787.03	Jul 28, 1993	HASHEMZADEH,DARIOU/DAVTON				
Disturbance of skin sensation (ICD-9-CM ACTIVE	ACTIVE	792.0	-	HASHEMZADEH,DARIOU/DAVTON				
Feeding problems in newborn (ICD-9-CM ACTIVE	ACTIVE	779.3	-	HASHEMZADEH,DARIOU/DAVTON				
Cough (ICD-9-CM 788.2)	ACTIVE	788.2	May 16, 2011	BRAUSCH,LAURA M	CHYSHR TEST LAB			
BP - High blood pressure (SCT 3834100ACTIVE	R03.0	-	Dec 9, 2009	BODDULURI,PAOMA	CHYSHR TEST LAB			
Dermatomyositis (ICD-9-CM 710.3)	ACTIVE	710.3	2005	INLOES,SONJA	CHYSHR TEST LAB			

Vital Signs									
Days - Count (2)	TEMP	PULSE	RESP	BP	HR	HT-Lying	Wr	OFC	Source
Apr 25, 2017	-	-	-	130	-	-	-	-	CHEYENNE VAMC
Des 10, 2010	98.8[degF]	92/min	99/min	130/90	59[n_us]	-	190[b_av]	99%	CHEYENNE VAMC

Contact(s):
WILL WOODWARD 8494 ADDRESS LANE WESTERLY PLAZA 4TH BLOCK LA JOLLA, CALIFORNIA 92038 tel:-1-888-929-2299 Home Relationship: FATHER Contact Type: Emergency Contact MOM CHDRZZZTESTPATIENT 1234 Howard St.

Section 508 Accessibility Intranet Privacy Policy No Fear Act Terms of Use VHA Intranet Home VBA Intranet Home NCA Intranet Home Disclaimer

Figure 27: Patient Details Screen / Health Summary / Medical History, Part 3

4.2.2. Health Summary (C-CDA) Tab

The Healthcare Information Technology Standards Panel (HITSP) C-CDA record summarizes a Veteran's medical status for the purpose of information exchange. It may include administrative (e.g., registration, demographics, insurance, etc.) and clinical (problem list, medication list, allergies, test results, etc.) information. VAP system incorporates the latest C-CDA stylesheets for proper display of the received data elements for the Health Summary (C-CDA) page.

4.2.2.1. View a Health Summary

- Click the **Health Summary (C-CDA)** tab at the top of the Patient Details screen to display the Patient Health Summary screen for the patient found by the search (Figure 28–Figure 31). Use the scroll bar at the right of the screen to view the information at the bottom of the screen.
- The **Printer** icon at the top left of the screen allows you to print the document. Click the icon to open a standard Windows Print dialog box that you can use to print or view a copy of the C-CDA information. Step 17 of Section 4.6.1.1 Generate an Accounting of Disclosures Report, and Figure 117 detail this process.

Figure 28: Patient Details Screen / Health Summary (C-CDA) Tab – Top

The Health Summary information includes the date the record was created (“month dd, yyyy”, e.g. January 7, 2017 or February 11, 1982), the patient’s name (first name and last name), the patient’s Veterans Health Information Systems and Technology Architecture (VistA) Integration Control Numbers (ICNs), contact information (street address, city, state, ZIP Code, and home phone number) for the patient, date of birth (“month dd, yyyy”, e.g. January 7, 2017 or February 11, 1982), sex (male or female), language or languages, and the source of this information.

This screen (shown in Figure 28 to Figure 34) contains a large amount of information, more information than can be displayed in a standard window. Use the scroll bar at the right of the screen to scroll down to reveal any information not displayed when you first select the tab.

[+] Allergies and Adverse Reactions (ADRs): All on record at VA

Section Date Range: From patient's date of birth to the date document was created.

This section includes Allergies and Adverse Reactions (ADRs) on record with VA for the patient. The data comes from all VA treatment facilities. It does not list Allergies/ADRs that were removed or entered in error. Some allergies/ADRs may be reported in the Immunization section.

Allergen	Event Date	Event Type	Reaction(s)	Severity	Source
No Known Allergies					DAYTSHR TEST LAB
Assessment Not Done					CHYSHR TEST LAB

[+] Encounters: Outpatient Encounters with Notes

This section contains a list of completed VA Outpatient Encounters for the patient with associated Encounter Notes within the requested date range. If no date range was provided, the lists include data from the last 18 months. The data comes from all VA treatment facilities. Consult Notes, History & Physical Notes, and Discharge Summaries are provided separately, in subsequent sections.

Outpatient Encounters with Notes

The list of VA Outpatient Encounters shows all Encounter dates within the requested date range. If no date range was provided, the list of VA Outpatient Encounters shows all Encounter dates within the last 18 months. Follow-up visits related to the VA Encounter are not included. The data comes from all VA treatment facilities.

Encounter					
Date/Time	Encounter Type	Encounter Description	Reason	Provider	Source
Dec 01, 2017, 09:00 AM		ADMIN PAT ACTIVITIES (MASNONCT)		SULLIVAN,DANIELLE H	CHYSHR TEST LAB
	Encounter Notes	There are no associated notes for this encounter.			

Figure 29: Patient Details Screen / Health Summary / Medical History, Part 1

The following patient medical history information can appear at the bottom of the screen as shown in Figure 29 to Figure 33. Not all categories appear for every patient. A dynamic internal Table of Contents before this section contains links that provides direct access to each category of patient information. This information cannot be deleted or modified.

- The Allergies and Adverse Reactions (ADRs) category (Figure 29) displays the following information for each entry: Allergens, Event Date, Event Type, Reaction, Severity, and Source (## indicates the number of allergens listed). This section includes Allergies and Adverse Reactions (ADRs) on record with VA for the patient. The data comes from all VA treatment facilities. It does not list Allergies/ADRs that were removed or entered in error. Some allergies/ADRs may be reported in the Immunization section
- Encounters: Outpatient Encounters with Notes category (Figure 29) contains a list of completed VA Outpatient Encounters for the patient with associated Encounter Notes from the last 18 months. The data comes from all VA treatment facilities. Consult Notes, History & Physical Notes, and Discharge Summaries are provided separately in subsequent sections.
- The Vital Signs category (Figure 33) displays the following information for each entry: Date, Count (##), TEMP (temperature), PULSE, RESP (respiration), BP (blood pressure),

Ht (height), Ht (height) – Lying, Wt (weight), POx, OCF, and Source (## indicates the number of vital signs listed).

- The Problems/Conditions category (Figure 32) displays the following information for each entry: Problems, Status, Problem Code, Date of Onset, Date of Rehabilitation, Comments, Provider, and Source (## indicates the number of problems listed).
- Insurance Providers category (Figure 30) displays the following information for each entry: Insurance Provider, Type of Coverage, Plan Name, Startof Policy Coverage, End of policy coverage, Group Number, Member Id, Insurance Providers Telephone, Policy Holder's Name, and Patients Relationship to Policy Holder.
- Advanced Directives (Figure 30) displays the following information for each entry: Date, Advanced Directives, Provider, Source. The Advance Directives category displays a list of a patient's completed, amended, or rescinded VA Advance Directives, but an actual copy is not included.
- The Medications – Prescription and Non-Prescription category (Figure 31) displays the following information for each entry: Medication Name, Pharmacy Term, Instructions, Quantity Ordered, Prescription Expiration, Prescription Number, Last Dispense Date, and Ordering Provider. This section includes:
 - Prescriptions processed by a VA pharmacy in the last 15 months
 - All medications recorded in the VA medical record as "non-VA medications"

Pharmacy terms refer to VA pharmacy's work on prescriptions. VA patients are advised to take their medications as instructed by their health care team. The data comes from all VA treatment facilities.

- The Results category (not pictured in this example) displays the following information for each entry: Date / Time, Result Type, Source, Result Unit, Interpretation, Reference Range, Status, and Comment.
- The Immunizations (Figure 31) category displays the following information for each entry: Immunization, Series, Date Issued, Reaction, Comments. This section includes Immunizations on record with VA for the patient. The data comes from all VA treatment facilities. A reaction to an immunization may also be reported in the Allergy section. The data within this section is from the patient's data of birth to the date the document was created.
- The Social History (Figure 33) category displays the following information for each entry: Date/Time, Smoking Status, Comment, and Facility.
- Plan of Treatment (Figure 32) – This section displays a listing of several types of active, pending, and scheduled orders, including clinic medication orders, diagnostic test orders, procedure orders and consult orders; where the start date of the order is 45 days before the current date or 45 days after the current date. Each entry contains the following: Test Date/time, Test Type, Test Details, and Facility Name.
- The Procedures category (Figure 31) displays a list of the surgical procedures performed at the VA for the patient. The associated surgical notes on record are listed. The data within this section shows the last 18 months, with all data coming from VA treatment facilities. Clinical procedure notes are provided in a subsequent section.
- Functional Status (not pictured) – The functional status is a score that reflects physical and cognitive abilities of the patient at different times during their hospital stay (i.e. can

the patient eat and dress on their own, etc.). A patient's cognitive functions are scored to determine their cognitive abilities.

- HealthCare Providers (Figure 34) – Indicates providers who contribute data to the Health Summary
- The following Emergency Contact information (Figure 34) may be displayed at the end of the Medical Record: Name, address, home telephone number, and relationship to the patient.

[+] Insurance Providers: All on record at VA

Section Date Range: From patient's date of birth to the date document was created.
This section includes the names of all active insurance providers for the patient.

Insurance Provider	Type of Coverage	Plan Name	Start of Policy Coverage	End of Policy Coverage	Group Number	Member ID	Insurance Provider's Telephone Number	Policy Holder's Name	Patient's Relationship to Policy Holder
MEDICARE (WNR)	MEDICARE (M)	PART A	Jan 14, 2015		PART A	DFG876549		NWHINZZTESTPATIENT,NWHINFive	PATIENT
MEDICARE (WNR)	MEDICARE (M)	PART B	Jan 14, 2015		PART B	DFG876549		NWHINZZTESTPATIENT,NWHINFive	PATIENT

[+] Advance Directives: All on record at VA

Section Date Range: From patient's date of birth to the date document was created.
This section includes a list of a patient's completed, amended, or rescinded VA Advance Directives, but an actual copy is not included.

Date	Advance Directives	Provider	Source
Jan 15, 2015	ADVANCE DIRECTIVE	FORREST,ZACHARY H	CHYSHR TEST LAB
Jan 15, 2015	ADVANCE DIRECTIVE	FORREST,ZACHARY H	CHYSHR TEST LAB

[+] Allergies and Adverse Reactions (ADRs): All on record at VA

Section Date Range: From patient's date of birth to the date document was created.
This section includes Allergies and Adverse Reactions (ADRs) on record with VA for the patient. The data comes from all VA treatment facilities. It does not list Allergies/ADRs that were

Figure 30: Patient Details Screen / Health Summary / Medical History, Part 2

Memory	T	Social Cognition
FIM Total	128	

[+] Medications: VA Dispensed and Non-VA Dispensed

Section Date Range: From patient's date of birth to the date document was created.
This section includes: 1) prescriptions processed by a VA pharmacy in the last 15 months, and 2) all medications recorded in the VA medical record as "non-VA medications". Pharmacy terms refer to VA pharmacy's work on prescriptions. VA patients are advised to take their medications as instructed by their health care team. The data comes from all VA treatment facilities.

Glossary of Pharmacy Terms: **Active:** A prescription that can be filled at the local VA pharmacy. **Active, On Hold:** An active prescription that will not be filled until pharmacy resolves the issue. **Active, Susp:** An active prescription that is not scheduled to be filled yet. **Clinic Order:** A medication received during a visit to a VA clinic or emergency department. **Discontinued:** A prescription stopped by a VA provider. It is no longer available to be filled. **Expired:** A prescription which is too old to fill. This does not refer to the expiration date of the medication in the bottle. **Non-VA:** A medication that came from someone other than a VA pharmacy. This may be a prescription from either the VA or other providers that was filled outside the VA. Or, it may be an over the counter (OTC), herbal, dietary supplement or sample medication. **Pending:** This prescription order has been sent to the Pharmacy for review and is not ready yet.

Medication Name and Strength	Pharmacy Term	Instructions	Quantity Ordered	Prescription Expires	Prescription Number	Last Dispense Date	Ordering Provider	Facility
ABCESS ROOT CAP,ORAL	Non-VA	TAKE BY MOUTH EVERY DAY			Non-VA		Documented by: FORREST,ZACHARY H	Documented at: CHYSHR TEST LAB
WORMWOOD OIL	Non-VA	APPLY TO AFFECTED AREA EVERY DAY			Non-VA		Documented by: FORREST,ZACHARY H	Documented at: CHYSHR TEST LAB

[+] Immunizations: All on record at VA

[+] Procedures: Surgical Procedures with Notes

This section contains a list of Surgical Procedures performed at the VA for the patient, with the associated Surgical Notes on record at the VA for the patient, within the requested date range. If no date range was provided, the lists include data from the last 18 months. The data comes from all VA treatment facilities. Clinical Procedure Notes are provided separately in a subsequent section.

Surgical Procedures with Notes
The list of Surgical Procedures shows all procedure dates within the requested date range. If no date range was provided, the list of Surgical Procedures shows the 5 most recent procedure dates within the last 18 months. The data comes from all VA treatment facilities.

Surgical Procedure	Date/Time	Procedure	Procedure Type	Procedure Details	Provider	Source

Figure 31: Patient Details Screen / Health Summary / Medical History, Part 3

[+] Plan of Treatment: Future Appointments and Active/Pending Orders

The Plan of Treatment section contains future care activities for the patient from all VA treatment facilities. This section includes future appointments (within the next 6 months) and future orders (within +/- 45 days) which are active, pending or scheduled.

Future Appointments

This section includes up to a maximum of 20 appointments scheduled over the next 6 months. Some types of appointments may not be included. Contact the VA health care team if there are questions.

Appointment Date/Time	Appointment Type	Appointment Facility Name
Jun 08, 2018, 10:00 AM	AMBULATORY - SURGERY	CHYSHR TEST LAB
May 23, 2018, 09:00 AM	AMBULATORY - SURGERY	CHYSHR TEST LAB

[+] Problems (Conditions): All on record at VA

Section Date Range: From patient's date of birth to the date document was created.

This section includes a list of Problems (Conditions) known to VA for the patient. It includes both active and inactive problems (conditions). The data comes from all VA treatment facilities.

Problem	Status	Problem Code	Date of Onset	Date of Resolution	Comment(s)	Provider	Source
AP - Abdominal pain (SCT 21522001)	Active	21522001			• No comments entered for problem.	SULLIVAN,DANIELLE H	CHYSHR TEST LAB
Anxiety (SCT 48694002)	Active	48694002	Feb 15, 2017		• Jun 27, 2017 Entered By: SWALL,MARIE Comment: comment for testing	SULLIVAN,DANIELLE H	CHEYENNE VAMC
Facial laceration (SCT 370247008)	Active	370247008	Sep 21, 2017		• Sep 21, 2017 Entered By: SULLIVAN,DANIELLE H Comment: testing ER encounter summary	SULLIVAN,DANIELLE H	CHYSHR TEST LAB
Has a temperature (SCT 50177009)	Active	50177009			• No comments entered for problem.	ABDELRAZIK,GIHAN NABIL	DAYTON

Figure 32: Patient Details Screen / Health Summary / Medical History, Part 4

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[+] Results: Chemistry and Hematology

[+] Social History: All on record at VA

[+] Vital Signs

[+] Consult Notes

[+] History and Physical Notes

[+] Discharge Summaries

[+] [-] Radiology Reports

Radiology Reports

This section includes all Radiology Reports within the requested date range. If no date range was provided, the included Radiology Reports are the 5 most recent reports within the last 24 months. The data comes from all VA treatment facilities.

Date/Time	Radiology Report	Provider	Source
Feb 07, 2018, 10:04 AM	RADIOLOGY REPORT : NWHINZZTESTPATIENT, 666-10-0005 DOB-JAN 05, 1985 M Exam Date: FEB 07, 2018@10:04 Req Phys: SULLIVAN,DANIELLE H Pat Loc: RADIOLOGY NON-OR (Req'd Loc) Img Loc: RADIOLOGY DIV 442 OOS ID 105 Service: Unknown (Case 7 COMPLETE) KNEE 3 VIEWS (RAD Detailed) CPT:73562 Reason for Study: eHX B5 UAT testing Clinical History: none to report		CHYSHR TEST LAB

Figure 33: Patient Details Screen / Health Summary / Medical History, Part 5

[+] Clinical Procedure Notes				
[+] Healthcare Providers				
Name	Provider Type	Address	Telephone Number	Facility
SEITZ,DAVID	Primary Care Physician	Work Place: 2360 E PERSHING BLVD CHEYENNE WYOMING 82001-5356		
CHESNEY,CHRISTINE	Care Team: BLUE TEAM			
REED,DANNY	Care Team: BLUE TEAM			
SEITZ,DAVID	Care Team: BLUE TEAM			
GRANT DAVIES,ANGELITA A	Care Team: BLUE TEAM			

[+] Contact Information	
Contact Information	
Next of kin	JACK FROST Primary Home: 1500 Test Street HELENA, ALABAMA 35080 Tel: +1-205-111-5555
Emergency contact	JACK FROST Primary Home: 1500 Test Street HELENA, ALABAMA 35080 Tel: +1-205-111-5555

Figure 34: Patient Details Screen / Health Summary / Medical History, Part 6

4.3. Patient Consent Directive

ROI Administrators and ROI Operators can authorize, restrict, or revoke health information record-sharing for patients who have agreed in writing to share or not share their data. By default, no electronic health information is shared across the eHealth Exchange until a valid, signed authorization form has been received. After a patient chooses to share health data with eHealth Exchange partners, the shared data is used only for treatment purposes. After a patient chooses to share health data with the SSA, the shared data is used only to determine the eligibility for benefits (coverage).

If a patient has previously authorized sharing, he or she can submit a form that lets the ROI personnel and other authorized users revoke the authorization decision.

Two items related to authorizing sharing of health information are especially noteworthy:

- If a patient has an active authorization for sharing with eHealth Exchange organizations and a new organization is added to the list of eHealth Exchange providers and organizations, the patient's data is automatically shared with the new partner.
- In most cases, a paper form is received and validated before a patient's authorized, restricted, and revoked status can be changed. A ROI Administrator or ROI Operator enters the requested information from the form into the appropriate fields in the VAP system application software. The form is then scanned into VistA Imaging by appropriate personnel.

4.3.1. eHealth Exchange Record Sharing

This section describes how to authorize, revoke, and delay record sharing with non-VA healthcare provider organizations using eHealth Exchange, Figure 35.

The screenshot shows the Patient Summary tab of the Patient Details screen. The 'eHealth Exchange Access' section is highlighted with a red box. It contains the following text:
The Veteran has currently NOT authorized the release of protected health information through eHealth Exchange. Share Veteran electronic health information (eHealth Exchange) with non-VA healthcare provider organizations via eHealth Exchange for the purposes of treatment.
Below this text is a blue 'Authorize eHealth Exchange' button. To the right of the main content area is a sidebar titled 'Social Security Administration (SSA)' with the message: 'The Veteran has currently NOT authorized the release of protected health information to the Social Security Administration through eHealth Exchange.'

Figure 35: Patient Details Screen – Patient Has Not Authorized eHealth Exchange Record Sharing

4.3.1.1. Authorize Patient Health Record Sharing with eHealth Exchange

The Manage Access to Veteran Health Records section (immediately below the Patient Information section of the Patient Summary tab) informs the user of the patient's eHealth Exchange access status. The default option is that the health records are not shared. Health record sharing that previously has been authorized can also be revoked (see below). The message in this section describes the status of health record sharing for the individual Veteran. In this case the message reads as follows: The Veteran has currently NOT authorized the release of protected health information through the eHealth Exchange. The patient must authorize health record sharing before the ROI personnel and other authorized users can change the status from not authorized to authorized. VA Form 10-0485 is used to obtain patient authorization for the eHealth Exchange data sharing.

1. Click the **Authorize eHealth** button as shown in Figure 36. This opens the Authorize eHealth Exchange dialog box as shown in Figure 37.

Authorize

The Department of Veterans Affairs (VA) is only capable of sharing Veteran electronic health information with non-VA health care providers participating in eHealth Exchange. Some health care providers participate in eHealth Exchange by contracting with a health information exchange. By completing the Authorization on VA Form 10-0485, the Veteran is authorizing VA to share his/her health information for treatment purposes with all non-VA health care provider organizations participating in eHealth Exchange and partnering with VA.

DO NOT initiate an authorize action unless you have a valid authorization on file for the patient. NOTE: VA patient information is always shared with the DoD. DO NOT authorize DoD patients, only announce the Veteran.

The Veteran authorizes the sharing of his/her electronic health information with non-VA health care provider organizations participating in eHealth Exchange and partnering with VA for treatment purposes. The VA will immediately share Veteran electronic health information.

Authenticating Facility	Aberdeen VA Clinic (438GD)
<input type="checkbox"/> Form Validation for Authorization Form 10-0485 Received and Validated	
Patient Signature Date	<input type="text"/>
-OR-	
<input type="checkbox"/> Delay this authorization	
Reason for Delay	<input type="checkbox"/> Form not signed <input type="checkbox"/> Form content altered <input type="checkbox"/> Demographic changes <input type="checkbox"/> Privacy Officer review <input type="checkbox"/> Signature verification <input type="checkbox"/> Power of Attorney not on file
Comments	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Authorize"/>	

Figure 36: Patient Details Authorize eHealth Exchange Dialog Box

2. Read the information in the dialog box, “The Veteran authorizes the sharing of his/her electronic health information with non-VA health care provider organizations participating in the eHealth Exchange and partnering with VA for treatment purposes.” Do not initiate an authorize action unless you have a valid VA Form 10-0485 on file for the patient. You only announce them from the bottom of the Patient Details screen (Figure 38).
3. Select the facility that authenticated the patient’s request for authorization from the list in the **Authenticating Facility** list box (required). The default authenticating facility is selected based on the Location Code (characters four through six) used in the ROI user’s VA User ID. (A complete list of all approved Location Codes is available at: Approved Location Codes. Not all codes correspond to VistA facilities.)
4. Check the **10-0485 Form Validation** checkbox to verify that an Authorization Form was received and validated (required).
5. Enter the date (format: mm/dd/yyyy) of the patient’s signature from the Authorization Form in the **Patient Signature Date** field (required). The date of the signature for eHealth Exchange authorizations must be between the current date and a date no more

than five (5) years prior to the current date. You can also select the date from the date range picker dropdown.

The screenshot shows the 'Authorize' dialog box. At the top, there is a message about VA's capability to share Veteran electronic health information with non-VA health care providers participating in eHealth Exchange. It includes instructions not to initiate an authorize action unless a valid authorization is on file and not to announce the Veteran. Below this, the 'Authenticating Facility' is set to 'Aberdeen VA Clinic (438GD)'. A checked checkbox indicates 'Form Validation for Authorization Form 10-0485 Received and Validated'. The 'Patient Signature Date' is set to '02/27/2017'. There is an option to 'Delay this authorization' with several reasons listed: 'Form not signed', 'Form content altered', 'Demographic changes', 'Privacy Officer review', 'Signature verification', and 'Power of Attorney not on file'. A large 'Comments' text area is provided at the bottom. At the bottom right are 'Cancel' and 'Authorize' buttons.

Figure 37: Patient Details Authorize eHealth Exchange Dialog Box – Ready to Authorize

6. Click the **Authorize** button to authorize record sharing for the patient. (The Authorize transaction will not be completed until all required fields are filled out.). The VAP system creates the authorization and displays the Patient Details screen with the Status History and eHealth Exchange Correlations (Figure 23) sections (if they exist).
7. The message in the Manage Access to Veteran Health Records section on the screen changes to read as follows: “The Veteran has currently authorized the release of protected health information from mm/dd/yyyy [authorization date] through the eHealth Exchange,” Figure 38. The authorization expires ten (10) years from the date it was signed, but it can be revoked at any time by an ROI Administrator or ROI Operator if a Veteran submits a new authorization form to request a change.
8. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.



Figure 38: Patient Details – Patient Has Authorized Health Record Sharing

4.3.1.2. Authorize Patient Health Record Sharing Using a Kiosk Device

Note: Further details of how VA systems are able to use the VAP Application Programming Interface (API) web services are included within the VAP Interface Control Document.

The functionality for the VPS Kiosks is not yet available until the kiosks development is completed.

4.3.1.3. Revoke Patient Health Record Sharing with eHealth Exchange

The Manage Access to Veteran Health Records section (immediately below the Patient Information section of the Patient Summary tab) informs the user of the patient's eHealth Exchange access status. The default option is that the health records are not shared. Health record sharing that previously has been authorized can be revoked.

The message in this section describes the status of health record sharing for the individual Veteran. In this case the message reads as follows: The Veteran has currently authorized the release of protected health information through the eHealth Exchange. The patient must revoke health record sharing before the ROI personnel and other authorized users can change the status from authorized to not authorized.

1. Click the **Revoke eHealth Exchange** button as shown in Figure 39. This opens the Revoke eHealth Exchange dialog box as shown in Figure 40.
Note: The fields on this screen change after you select an Inactivation Reason as shown in Figure 40 - Figure 32.
2. Read the information in the dialog box. Do not initiate a revocation action unless you have entered an authorization in error or have a valid VA Form10-0484 (for revocation of a previously signed authorization) or proof of death on file for the patient.
3. Select the facility that authenticated the patient's request for revocation from the list in the **Authenticating Facility** list box (required). The default authenticating facility is selected based on the Location Code (characters four through six) used in the ROI user's

VA User ID. (A complete list of all approved Location Codes is available at: Approved Location Codes. Not all codes correspond to VistA facilities).

The screenshot shows a 'Revoke' dialog box. At the top, it says 'Revoke'. Below that is a descriptive text box containing information about revoking VA's permission to share electronic health information. It includes instructions for revoking and submitting new authorizations, and a note about VA patient information being shared with the DoD. The main form area has three fields: 'Authenticating Facility' (set to 'Aberdeen VA Clinic (438GD)'), 'Inactivation Reason' (a dropdown menu showing '--Select a reason--'), and 'Comments' (an empty text area). At the bottom right are 'Cancel' and 'Revoke' buttons.

Figure 39: Patient Details Revoke eHealth Exchange Dialog Box – No Reason Selected

4. Select the reason the patient is revoking sharing from the list of reasons in the Inactivation Reason list box (required). There are four (4) available options: **Entered in Error, Patient Deceased, Revoked, and New Authorization**.
 - a. The Entered in Error list option activates the **Revoke** button without entering any additional data as shown in Figure 39. Click the **Revoke** button to stop sharing data after you have verified that sharing was not authorized.

Revoke

The Veteran's current Authorization permits VA to share his/her electronic health information with non-VA health care provider organizations participating in the eHealth Exchange and partnering with VA for treatment purposes. Revocation of this authorization will result in the VA no longer having permission to share electronic health information in this way. If the Veteran revokes this Authorization, VA will stop sharing his/her electronic health information with private health care provider through eHealth Exchange.

To revoke this authorization, check the box and enter the Patient Signature Date and click **Revoke**.

To submit a new authorization, select New Authorization as the 'Inactivation Reason' and enter the Patient Signature Date for the new authorization form received.

Note: VA patient information is always shared with the DoD, a patient's Authorization/Revocation status does not affect interactions with the Department of Defense.

Authenticating Facility	Aberdeen VA Clinic (438GD)	▼
Inactivation Reason	Entered in Error	▼
Comments	<div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div>	
<input type="button" value="Cancel"/> <input type="button" value="Revoke"/>		

Figure 40: Patient Details with Revoke eHealth Exchange Dialog Box – Entered in Error

- b. The Revoked list option adds the **10-0484 Form Validation** check box and **Patient Signature Date** fields as shown in Figure 41.
- c. Click the **10-0484 Form Validation** checkbox to acknowledge that the patient's revocation form was received and validated.
- d. Enter the date on which the patient signed the revocation form in the **Patient Signature Date** field in the format mm/dd/yyyy (e.g., 12/26/2014). You can also select the date from the date range picker dropdown.
- e. The date of signature for an eHealth Exchange revocation must be between the date the eHealth Exchange authorization form was signed and the current date.
- f. The effective date for a manually-entered revocation is the date entered by ROI personnel and other authorized users as date- and time-stamped by the system instead of the actual date of the signature on the revocation form.
- g. Click the **Revoke** button to stop sharing data after you have certified that you have a valid revocation form and entered the date on which it was signed. The Revoke transaction will not be completed until all required fields are filled out.

Revoke

The Veteran's current Authorization permits VA to share his/her electronic health information with non-VA health care provider organizations participating in the eHealth Exchange and partnering with VA for treatment purposes. Revocation of this authorization will result in the VA no longer having permission to share electronic health information in this way. If the Veteran revokes this Authorization, VA will stop sharing his/her electronic health information with private health care provider through eHealth Exchange.

To revoke this authorization, check the box and enter the Patient Signature Date and click **Revoke**.

To submit a new authorization, select New Authorization as the 'Inactivation Reason' and enter the Patient Signature Date for the new authorization form received.

Note: VA patient information is always shared with the DoD, a patient's Authorization/Revocation status does not affect interactions with the Department of Defense.

Authenticating Facility	Aberdeen VA Clinic (438GD)
Inactivation Reason	Revoked
<input checked="" type="checkbox"/> Form Validation for Revocation Form 10-0484 Received and Validated	
Patient Signature Date	02/27/2017 
Comments	
<input type="button" value="Cancel"/> <input type="button" value="Revoke"/>	

Figure 41: Patient Details Revoke eHealth Exchange Dialog Box – Revoked

- h. The Patient Deceased list option adds the **Patient Deceased Date** field as shown in Figure 42.
- i. Enter the date on which the patient died in the **Patient Deceased Date** field in the format mm/dd/yyyy (e.g., 12/26/2014). Dates of death must not be entered unless they have been verified by an official source in accordance with VHA Directive 2006-036, Guidelines for Data Entry and Maintenance Related to Identity Management. You can also select the date from the date range picker dropdown.
- j. Click the **Revoke** button to stop sharing data after you have entered the date on which the patient died. The Revoke transaction will not be completed until all required fields are filled out.
- k. **Form Validation for Revocation 10-0484 Form Received and Validated** check box indicates a new form was received and validated. When checked, users revoke the current authorization and no sharing is permitted.

Revoke

The Veteran's current Authorization permits VA to share his/her electronic health information with non-VA health care provider organizations participating in the eHealth Exchange and partnering with VA for treatment purposes. Revocation of this authorization will result in the VA no longer having permission to share electronic health information in this way. If the Veteran revokes this Authorization, VA will stop sharing his/her electronic health information with private health care provider through eHealth Exchange.

To revoke this authorization, check the box and enter the Patient Signature Date and click Revoke.

To submit a new authorization, select New Authorization as the 'Inactivation Reason' and enter the Patient Signature Date for the new authorization form received.

Note: VA patient information is always shared with the DoD, a patient's Authorization/Revocation status does not affect interactions with the Department of Defense.

Authenticating Facility	Aberdeen VA Clinic (438GD)
Inactivation Reason	Patient Deceased
Patient Deceased Date	02/27/2017 <input type="button" value="Calendar"/>
Comments	<input type="text"/>

Figure 42: Patient Details Revoke eHealth Exchange Dialog Box – Patient Deceased

Revoke

The Veteran's current Authorization permits VA to share his/her electronic health information with non-VA health care provider organizations participating in the eHealth Exchange and partnering with VA for treatment purposes. Revocation of this authorization will result in the VA no longer having permission to share electronic health information in this way. If the Veteran revokes this Authorization, VA will stop sharing his/her electronic health information with private health care provider through eHealth Exchange.

To revoke this authorization, check the box and enter the Patient Signature Date and click Revoke.

To submit a new authorization, select New Authorization as the 'Inactivation Reason' and enter the Patient Signature Date for the new authorization form received.

Note: VA patient information is always shared with the DoD, a patient's Authorization/Revocation status does not affect interactions with the Department of Defense.

Authenticating Facility	Aberdeen VA Clinic (438GD)
Inactivation Reason	New Authorization
<input type="checkbox"/> New Authorization Form 10-0485 Received and Validated	
Patient Signature Date	02/27/2017 <input type="button" value="Calendar"/>
Comments	<input type="text"/>

Figure 43: Patient Details Revoke eHealth Exchange Dialog Box – New Authorization

1. The New Authorization list option adds the **New Authorization** fields as shown in Figure 43.
- m. Click the **10-0485 Form Validation** checkbox to acknowledge that the patient's new authorization form was received and validated.

- n. Enter the date on which the patient signed the new authorization form in the **Patient Signature Date** field in the format mm/dd/yyyy (e.g., 12/26/2014) (required). The date of the signature for the new authorization must be between the current date and a date no more than ten (10) years prior to the current date. You can also select the date from the date range picker dropdown.

The Veteran's current Authorization permits VA to share his/her electronic health information with non-VA health care provider organizations participating in the eHealth Exchange and partnering with VA for treatment purposes. Revocation of this authorization will result in the VA no longer having permission to share electronic health information in this way. If the Veteran revokes this Authorization, VA will stop sharing his/her electronic health information with private health care provider through eHealth Exchange.

To revoke this authorization, check the box and enter the Patient Signature Date and click **Revoke**.

To submit a new authorization, select New Authorization as the 'Inactivation Reason' and enter the Patient Signature Date for the new authorization form received.

Note: VA patient information is always shared with the DoD, a patient's Authorization/Revocation status does not affect interactions with the Department of Defense.

Authenticating Facility	Aberdeen VA Clinic (438GD)
Inactivation Reason	New Authorization
<input checked="" type="checkbox"/> New Authorization Form 10-0485 Received and Validated	
Patient Signature Date	02/27/2017
Comments	<input type="text"/>

Cancel **Revoke and Submit New Authorization**

Figure 44: Patient Details Revoke eHealth Exchange Dialog Box – Ready to Revoke and Create New Authorization

- o. Click the **Revoke and Submit New Authorization** button (Figure 44) to revoke the existing authorization and create a new authorization after you have certified that you have a valid new authorization form and entered the date on which it was signed. Submission of a new authorization even if it is outside of the 180 days window from the expiration date will automatically revoke the existing authorization and reset the expiration date to ten (10) years from the date the new authorization was signed. The Revoke and Submit New Authorization transaction will not be completed until all required fields are filled out
5. If sharing has been revoked with reasons of Revoked, Patient Deceased, New Authorization, or Entered in Error as described above, the message in the Manage Access to Veteran Health Records section on the screen changes to read as follows: "The Veteran has currently NOT authorized the release of protected health information through the eHealth Exchange," Figure 44. The revocation remains in place until the Veteran reauthorizes sharing.

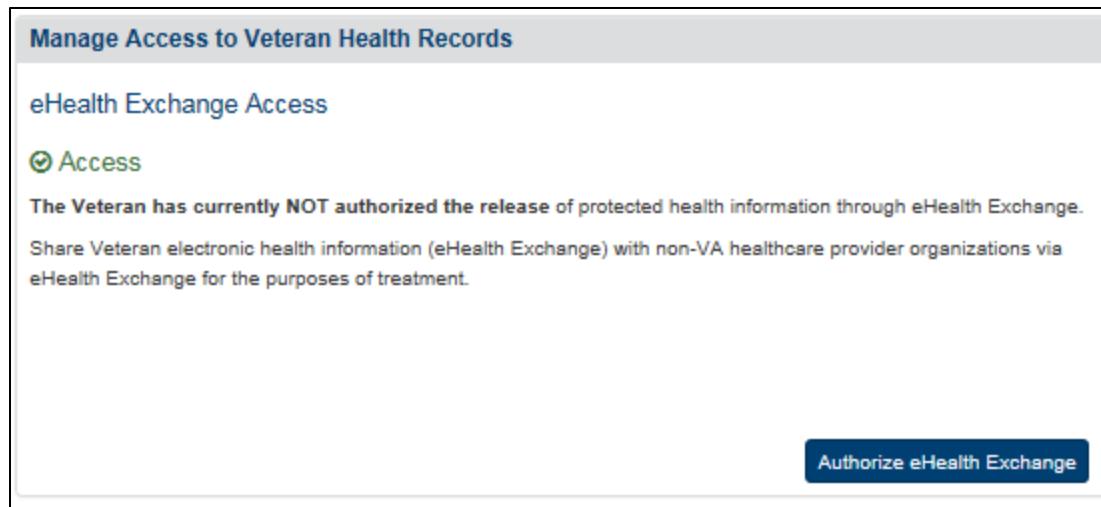


Figure 45: Patient Details – Patient Has Revoked Health Record Sharing with eHealth Exchange

6. If the current authorization is revoked and a new authorization is created, the message in the Manage Access to Veteran Health Records section on the screen changes to read as follows: “The Veteran has currently authorized the release of protected health information from {authorization date} that expires on {authorization date plus ten years}, through eHealth Exchange” as shown in Figure 45. The new authorization remains in place until it expires, it is revoked, or it is revoked and another new authorization is created.

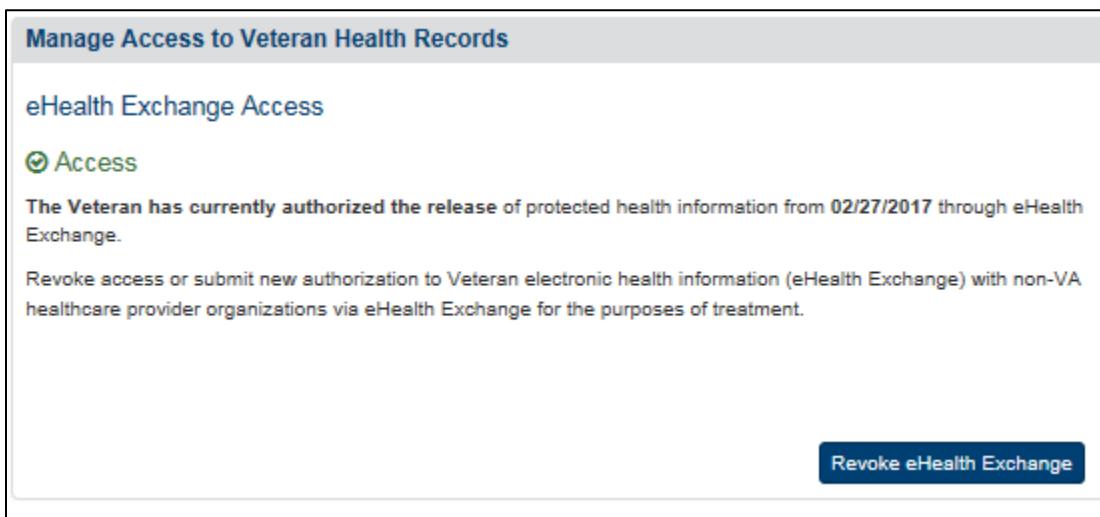


Figure 46: Patient Details Screen – Patient has Created a New eHealth Exchange Authorization

4.3.1.4. Delay an Authorization Due to Missing or Invalid Information

The Manage Access to Veteran Health Records section (immediately below the Patient Information and Announce sections of the Patient Summary tab) informs the user of the patient's eHealth Exchange access status. The default option is that the health records are not shared.

However, there are times when a form is received with missing or invalid information. In this case, consent directives may be entered as delayed by the ROI user.

1. Click the **Authorize eHealth Exchange** button as shown in Figure 47.
2. Read the information in the dialog box. Do not initiate a delayed authorize action unless you have a VA Form 10-0485 on file for the patient.
 - a. In certain cases, a VA Form 10-0485 is received with either missing or invalid information. In those cases, an individual's authorization can be entered into a "delayed status" so that it can be tracked within the system.

The screenshot shows the 'Authorize' dialog box with the following details:

- Authenticating Facility:** Aberdeen VA Clinic (438GD)
- Patient Signature Date:** (Field with calendar icon)
- Reason for Delay:** A list of checkboxes including:
 - Form not signed
 - Form content altered
 - Demographic changes
 - Privacy Officer review
 - Signature verification
 - Power of Attorney not on file
- Comments:** (Large text area)
- Buttons:** Cancel (white) and Authorize (dark blue)

Figure 47: Delay Authorization with Reason(s) for Delay

3. Click the **Delay this Authorization** checkbox, shown in Figure 47, to delay authorization.
4. Multiple reasons for delay appear on screen as seen in Figure 47. These include form not signed, form content altered, demographic changes, privacy office review, signature verification, and power of attorney not on file. Check one or multiple reason(s) listed. A reason for delay must be selected in order to enter a delayed authorization into the VAP system, otherwise, the system will not allow the delay to be entered and the Delay Authorization button will not complete the transaction.

5. Additional space is provided to include any comments. It is not mandatory to enter a comment. As a note, all comments that are entered can be viewed on the Patient Details screen in the Status History in the row associated to the delay transaction. There is no functionality in place to delete comments; all entered comments will be stored in the system.
6. Select **Authorize** to save changes and delay authorization.
7. Once delayed, you will be able to see the status of the authorization on the Patient Details page under Manage Access to Veterans Health Records and Status History sections as seen in Figure 47 and Figure 48. A delayed status report is in place to view both summary and detailed information on individuals in a delay.
8. Within the Manage Access to Veteran Health Records section, the reason for delay and delayed status is shown in Figure 48. This section also allows the user to approve an authorization (which removes the delayed status and creates a valid authorization), cancel a delayed authorizations (which removes the delayed status but does not create a valid authorization), and print a delayed status letter. A delayed status letter is used to notify the user via print that, "...one or more items are needed to provide VA with permissions to share your health information." A preview of this letter is seen in Figure 50. You will find further steps on how to approve/cancel/print delayed statuses on the following pages.

The screenshot shows a web-based application interface. At the top, a grey header bar contains the title "Manage Access to Veteran Health Records". Below this, a main content area has a light blue background. On the left, there's a sidebar with the heading "eHealth Exchange Access" and a green circular icon with a checkmark followed by the word "Access". To the right of the sidebar, a message states: "The Veteran has an authorization to release protected health information through eHealth Exchange in DELAYED status, pending final approval. Reasons for delay: Form not signed, Form content altered". At the bottom of the main content area, there are three blue rectangular buttons with white text: "Approve Authorization", "Cancel Authorization", and "Print Notification Letter".

Figure 48: Delayed Status Shown in Manage Access to Veteran Health Records

This screenshot shows a table titled "Status History" with a single data row. The table has columns for Type of Consent Directive, Purpose, Authorization/Revocation, Entry Date, Expiration Date, Inactivation Date, Mail Date(s), Status, Entered By, Comments, and View Consent Form. The data row corresponds to the delayed status shown in Figure 48. The "Status" column contains the text "PENDING - Form not signed, Form content altered".

Type of Consent Directive	Purpose	Authorization/Revocation	Entry Date	Expiration Date	Inactivation Date	Mail Date(s)	Status	Entered By	Comments	View Consent Form
Delayed eHealth Exchange Authorization	TREATMENT	Authorized access to Providers and Organizations	02/27/2017				PENDING - Form not signed, Form content altered	vapadmin	Add Comment	

Figure 49: Delayed Status Shown in Status History

	<p>DEPARTMENT OF VETERANS AFFAIRS Aberdeen VA Clinic 2301 8th Ave Northeast Aberdeen, VA 57401 (605) 229-3500</p>
<p>27 Feb, 2017</p>	
<p>Jece, Ko J 123 Main St. Pleasantville, FL 34522</p>	
<p>Dear Ko,</p>	
<p>Thank you for participating in the Virtual Lifetime Electronic Record Program (VLER), the Veteran Health Information Exchange (VHIE). VA is pleased that you have opted to share your medical information between your Veterans Affairs (VA) health care team(s) and your participating community care providers. In order to provide you with continuity of care, VA must have a signed written authorization on file for your participation in VHIE. This letter is to notify you that one or more items are needed to provide VA with permission to share your health information.</p>	
<p>Please see below.</p>	
<p>Delayed Authorization Status:</p>	
<p>Original Entry Date: 02/27/2017 Status: PENDING Reason: Form not signed, Form content altered</p>	
<p>Please provide the necessary information needed to complete the authorization to share your health information. The sharing of your health information is pending the receipt of this additional information. For instructions on how to complete your authorization, please visit the Release of Information (ROI) Office at your local VA Medical Center (identified in the header above), submit by mail, or apply online through eBenefits at www.va.gov/vler.</p>	
<p>Thank you for allowing us to serve you and for your service to our Nation!</p>	
<p>Sincerely,</p>	
<p>Bob G VAP Admin email@email.com</p>	

Figure 50: Notification Letter of Authorization Delay

9. Within the Status History table, a row is entered to show the delayed authorization event associated to the patient. In the first column, Type of Consent Directive, the event is populated to note, “Delayed eHealth Authorization.” The entry date column indicates the date the delayed consent is entered. Additionally, the **print** icon allows the user to generate a letter. The new entry icon allows for accessing the mailed dates functionality and adding/editing mailed dates.

4.3.1.5. Approve, Cancel, or Print a Delayed Authorization

1. To remove the consent from a delayed status, click the **Approve Authorization** button seen in Figure 48, which will then direct you to the approval pop-up windows shown in Figure 50.
2. Select the facility that authenticated the patient's request from the list in the **Authenticating Facility** list box (required). The default authenticating facility is selected based on the Location Code (characters four through six) used in the ROI user's VA User ID. A complete list of all approved Location Codes is available at Approved Location Codes. Not all codes correspond to VistA facilities.

The screenshot shows the 'Approve Authorization' dialog box. At the top, there is a message about eHealth Exchange and VA sharing health information. Below this, the 'Authenticating Facility' dropdown is set to 'Aberdeen VA Clinic (438GD)'. A checked checkbox indicates 'Form Validation for Authorization Form 10-0485 Received and Validated'. The 'Patient Signature Date' field contains '02/27/2017' with a calendar icon. A 'Reason for Delay' section is present with several checkboxes for reasons like 'Form not signed' and 'Power of Attorney not on file'. A 'Comments' text area is empty. At the bottom right are 'Cancel' and 'Authorize' buttons.

Figure 51: Approve Pending eHealth Exchange Authorization

3. Click the **10-0485 Form Validation** checkbox to acknowledge that the patient's approval authorization form was received and validated.
4. Enter the date on which the patient signed the approval authorization form in the **Patient Signature Date** field in the format mm/dd/yyyy (e.g., 12/26/2014) (required). The date of the signature for the new authorization must be between the current date and a date no more than ten (10) years prior to the current date. You can also select the date from the date range picker dropdown.

5. Click the **Authorize** button to approve record sharing for the patient. (The **Authorize** transaction will not be completed until all required fields are filled out.). This change can now be seen in Status History under Patient Details page.
6. To cancel the delayed authorization, click the **Cancel Authorization** button seen in Figure 48 which will then direct you to the cancellation pop-up windows shown in Figure 52.

Type	Purpose	Status	Entered	
TREATMENT	Authorized access to Pro		vapadmin	
TREATMENT	Revoked authorization to		Automatic Ser	
COVERAGE	Revoked access to Socia		Automatic Ser	
COVERAGE	Authorized access to Social Security Administration	09/07/2015 09/07/2016 09/07/2016	INACTIVE - Authorization Expired	SYSTEM
COVERAGE	Revoked access to Social Security Administration	09/07/2015		SYSTEM
COVERAGE	Authorized access to Social Security Administration	04/08/2015 04/08/2016 09/07/2015	INACTIVE - New Authorization	SYSTEM

Figure 52: Cancel Pending eHealth Exchange Authorization

7. Enter a new comment in the box explaining the reasoning behind the cancellation decision. This field is required.
- Note:** The Cancel Authorization transaction will not be completed until a comment is entered.
8. To print a delay notification letter, click the **Print Notification Letter** button under **Manage Access to Veteran Health Records**, Figure 48.

Figure 53: Generate Notification Letter of Authorization Delay

- a. Click the arrow at the right of **Authenticating Facility** list box to select the patient's authenticating facility (Figure 53).
- b. Enter a signature in the **Signature** field box with your name (first and last), facility role, and contact information. (The **Generate** transaction will not be completed until all required fields are filled out.)

- c. Click the checkbox to mark the letter as mailed.
- d. Click the **Generate** button to generate the notification letter of authorization delay. An example of this letter can be seen in Figure 50.
- e. Once generated, the letter then appears in Status History Report. To edit, add, or delete the mailed date, click the link under **Edit Mail Dates** as shown in Figure 54.

Status History												View Consent Form
Type of Consent Directive	Purpose	Authorization/Revocation	Entry Date	Expiration Date	Inactivation Date	Mail Date(s)	Letters	Status	Entered By	Comments		
Delayed eHealth Exchange Authorization	TREATMENT	Authorized access to Providers and Organizations	05/08/2018			Edit Mail Dates		PENDING - Form not signed . Form content altered . Demographic changes	vap-user	Add Comment		

Figure 54: Status History – Click Edit Icon to Edit/Add/Delete Mailed Dates

- f. Once the pop-up window (Figure 55) appears, you can edit the date currently selected. To delete a date, click the **red trash icon** shown to the right of the Date box, also shown in Figure 55. Then, to add another date, click the **Add another** button below the Date box, this can be seen in Figure 56. Click on the **Date** field for the calendar to pop-up to select the date. The system will not allow the user to enter duplicate dates.

The screenshot shows a modal dialog titled "Edit Mail Notification Dates". Inside the dialog, there is a date input field containing "02/27/2017" with a clear button and a trash icon. Below the input field is a calendar for February 2017. The calendar grid shows days from Sunday to Saturday, with the 27th highlighted in yellow. At the bottom of the dialog are two buttons: "Cancel" and "Save". In the background, the main application interface shows a table with rows of consent history, and the status of the last row is listed as "INACTIVE - Authorization Expired".

Figure 55: Mailed Date(s) – Edit Current Date

The screenshot shows a modal dialog titled "Edit Mail Notification Dates". Inside the dialog, there is a single input field for a date, which is set to "02/27/2017". To the right of the input field is a small red trash can icon. Below the input field is a green "Add another" button. In the top right corner of the dialog are three buttons: "Show log", "Cancel", and "Save". The background of the dialog shows a list of authorization records, with one record partially visible: "Authorized access to Social Security" with dates "09/07/2015", "09/07/2016", and "09/07/2018", and status "INACTIVE - Authorization Expired".

Figure 56: Mailed Date(s) – Red Trash Icon to Delete Mailed Date(s)

The screenshot shows the same "Edit Mail Notification Dates" dialog box as Figure 56, but it now contains three date entries. The first entry is "02/13/2017", the second and third entries are both "02/27/2017". Each date entry has a red trash can icon to its right. Below the date entries is a green "Add another" button. In the top right corner of the dialog are three buttons: "Show log", "Cancel", and "Save". The background shows a list of authorization records.

Figure 57: Mailed Date(s) – Add Another Mailed Date(s)

Note: By selecting the **Show Log** feature, additional details can be seen of when a mailed date was added/modified/or deleted, as well as the user whom initiated the change.

4.3.2. Restricting eHealth Exchange Record Sharing

This section describes how to create, view, modify, and revoke restrictions to record sharing with eHealth Exchange.

4.3.2.1. Create Patient Health Record Sharing Restrictions with eHealth Exchange

ROI personnel and other authorized users can create eHealth Exchange record sharing restrictions for only one (1) provider and/or organization as requested by a Veteran. Restrictions should not be created unless the ROI personnel and other authorized users entering the restriction

has a valid signed and dated VA Form 10-0525a completed by the Veteran requesting the restriction or restrictions.

1. Click the **Manage Restrictions** button under the Restrictions subheading of the Manage Access to Veteran Health Records section of the Patient Summary tab on the Patient Details screen (Figure 58). This opens the eHealth Exchange Restrictions dialog box as shown in Figure 59 and Figure 60.

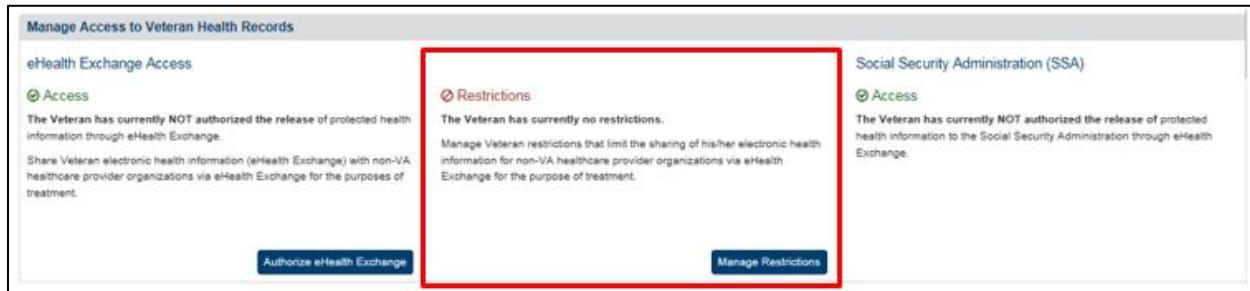


Figure 58: Patient Details Screen – Patient Has Not Restricted Health Record Sharing

2. Read the information in the dialog box. Do not initiate a restriction action unless you have a valid VA Form 10-0525a on file for the patient.
3. Select organizations from the list of allowed organizations in the All Providers and Organizations box on the left of the screen shown in Figure 59 and Figure 60 and move them to the eHealth Exchange Providers and Organizations who will NOT have access to the records box on the right of the screen.
 - a. Click the **Move All >>** button to move all organizations from the All Providers and Organizations box to the second box. This adds all of these providers and organizations to the list of providers and organizations that will not have access to the patient's health records. You must move at least one of the providers or organizations back to the All Providers and Organizations box before the **Restrict** button can activate.
 - b. You can choose to add specific providers and/or organizations to the list of providers and organizations that will not have access to the patient's health records. Select one or more providers and organizations from the list in the All Providers and Organizations box. Click a single name to select one provider or organization or hold the **Ctrl** key down while clicking more than one provider or organization name to select multiple (but not all) providers and/or organizations (Figure 59). Double-clicking on the name of a provider or organization in the list also moves that name to the eHealth Exchange Providers and Organizations who will NOT have access to the records box.

Manage Veteran Restrictions

The Veteran has a right to request the Department of Veterans Affairs (VA) to restrict or limit the sharing of his/her electronic health information through eHealth Exchange by designating which non-VA healthcare provider organizations he/she does NOT wish to receive their information. A restriction request may be filed even if the Veteran does not have an authorization on file permitting the disclosure of his/her health information to non-VA healthcare provider organizations. Note that until an authorization is on file, the restriction request will remain in an **inactive** status. Any restriction request submitted will apply ONLY to the sharing of electronic health information through eHealth Exchange.

Indicate which non-VA health care provider organization participating in eHealth Exchange the Veteran does NOT wish to receive their electronic health information. By completing the Restriction on VA Form 10-0525a, the Veteran is restricting the VA from sharing his/her health information for treatment purposes with the non-VA health care provider organizations participating in eHealth Exchange and partnering with VA.

The VA will not share the Veteran health information with the selected non-VA health care provider organizations through eHealth Exchange even if the Veteran later signs an authorization.

There must be at least one non-VA health care provider organization -- other than Department of Defense (DoD) --- in the "All Providers and Organizations (unrestricted)" selection box AND at least one non-VA health care provider organization in the "eHealth Exchange Providers and Organizations who will NOT have access to the records (restricted)" box.

* NOTE: You cannot restrict DoD, VA patient information is always shared with the DoD.

All Providers and Organizations (unrestricted)

- Buffalo - WNYCIE
- * Department of Defense
- ewe
- Indiana Health
- Inland Spokane
- Kaiser Permanente
- Kentucky Fried Chicken
- Multicare Health System
- NCHICA
- NorthCarolina-NC

Providers and Organizations to restrict (restricted)

Move All >
Move Selected >
< Move Selected
Clear

Figure 59: Patient Details eHealth Exchange Restrictions Dialog Box – Top

- c. Click the **Move Selected >** button to move the selected providers and/or organizations to the eHealth Exchange Providers and Organizations who will NOT have access to the records box. The names of the selected providers and/or organizations disappear from the All Providers and Organizations box after they have been moved.
- d. You can remove individual providers and organizations that were on the restricted list. Select one or more providers and/or organizations from the list on the right side in the eHealth Exchange Providers and Organizations who will NOT have access to the records box. Click a single name to select one provider or organization or hold the **Ctrl** key down while clicking more than one (but not all) provider and/or organization names to select multiple providers and/or organizations. Double-clicking on the name of a provider or organization in the list also moves that name back to the All Providers and Organizations box.
- e. Click the **< Move Selected** button to move all selected providers and/or organizations to the All Providers and Organizations box. The names of the selected providers and/or organizations disappear from the eHealth Exchange Providers and Organizations who will NOT have access to the records box after they have been moved.
- f. Click the **Clear** button to remove all of the previously selected providers and/or organizations from the eHealth Exchange Providers and Organizations who will NOT have access to the records box.

There must be at least one non-VA health care provider organization -- other than Department of Defense (DoD) --- in the "All Providers and Organizations (unrestricted)" selection box AND at least one non-VA health care provider organization in the "eHealth Exchange Providers and Organizations who will NOT have access to the records (restricted)" box.

* NOTE: You cannot restrict DoD, VA patient information is always shared with the DoD.

All Providers and Organizations (unrestricted)	Providers and Organizations to restrict (restricted)
Buffalo - WNYCIE * Department of Defense ewe Indiana Health Inland Spokane Kaiser Permanente Kentucky Fried Chicken Multicare Health System NCHICA NorthCarolina-NC	Move All >> Move Selected > < Move Selected Clear
Authenticating Facility Aberdeen VA Clinic (438GD)	
<input type="checkbox"/> Form Validation for Restriction Form 10-0525a Received and Validated	
Patient Signature Date <input type="text"/>	
Comments [Large text area]	
<input type="button" value="Cancel"/> <input type="button" value="Restrict"/>	

Figure 60: Patient Details Screen with eHealth Exchange Restrictions Dialog Box – Bottom

4. Select the facility that authenticated the patient's request to restrict access from the list in the Authenticating Facility list box (required). The default authenticating facility is selected based on the Location Code (characters four through six) used in the ROI user's VA User ID. A complete list of all approved Location Codes is available at Approved Location Codes. Not all codes correspond to VistA facilities.
5. Check the 10-0525a Form Validation check box to verify that a restriction form was received and validated (required). Checking this check box activates the Restrict button (Figure 61) as long as there is at least one other entry in the All Providers and Organizations.
6. Enter the date (format: mm/dd/yyyy) of the patient's signature from the restriction form in the **Patient Signature Date** field (required). The date of the signature for eHealth Exchange restrictions must be less than or equal to the current date. You can also select the date from the date range picker dropdown.

The screenshot shows the 'eHealth Exchange Restrictions Dialog Box – Ready to Restrict'. It has two main sections: 'All Providers and Organizations (unrestricted)' on the left and 'Providers and Organizations to restrict (restricted)' on the right. The 'unrestricted' section lists various healthcare organizations like Buffalo - WNYCIE, Department of Defense, Inland Spokane, Kaiser Permanente, Multicare Health System, NCHICA, NorthCarolina-NC, ONC InteropLab - Node 1, and ONC InteropLab - Node 2. The 'restricted' section lists Indiana Health and Kentucky Fried Chicken. Between them are buttons for moving items between lists: 'Move All >', 'Move Selected >', '< Move Selected', and 'Clear'. Below these are fields for 'Authenticating Facility' (set to Aberdeen VA Clinic (438GD)), a checked checkbox for 'Form Validation for Restriction Form 10-0525a Received and Validated', 'Patient Signature Date' (set to 02/28/2017), and a 'Comments' text area. At the bottom are 'Cancel' and 'Restrict' buttons.

Figure 61: eHealth Exchange Restrictions Dialog Box – Ready to Restrict

7. Click the **Restrict** button. This displays the Patient Details screen. The Manage Access to Veteran Health Records Restrictions section shows two new links: **View/Modify** Veteran's existing restrictions and **Revoke** or terminate Veteran's existing restrictions. Restrictions remain in place until specifically revoked or replaced by the Veteran. If an active authorization is not on file permitting the disclosure of health information through the eHealth Exchange, the restriction remains in an “inactive” status until an active authorization is filed.
8. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.

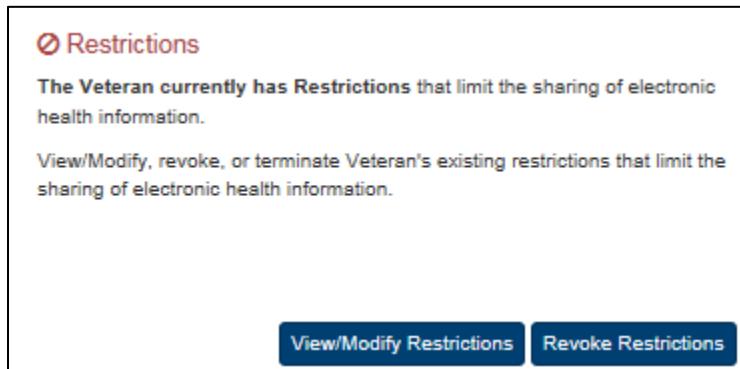


Figure 62: Patient Details Screen after Successful Restrictions Authorization

4.3.2.2. View and Modify Patient Health Record Sharing Restrictions with eHealth Exchange

ROI personnel and other authorized users can view and modify (add or remove) eHealth Exchange record sharing restrictions for single or multiple providers and/or organizations as requested by a Veteran. Restrictions should not be modified unless the ROI personnel and other authorized users entering the restriction has a valid signed and dated VA Form 10-0525a Veteran Authorization and Preferences

completed by the Veteran requesting that the restriction or restrictions be modified. There must be at least one provider in the All Providers and Organizations (left) box in order to restrict sharing.

Figure 63: Patient Details Screen – Restrictions View/Modify Option

1. Click the **View/Modify Restrictions** button under the Restrictions subheading of the Manage Access to Veteran Health Records section of the Patient Summary tab on the Patient Details screen (Figure 63). This opens the View/Modify eHealth Exchange Organization Restrictions dialog box, shown in Figure 64 and Figure 65, which allows the ROI personnel and other authorized users to view any existing record sharing restrictions for the patient currently being reviewed.
2. Read the information in the dialog box. Do not initiate a modify action unless you have a valid VA Form 10-0525a on file for the patient. VA patient information is always shared with the DoD, so any action you can perform here does not stop sharing with the DoD.

Figure 64: Patient Details Screen with View/Modify eHealth Exchange Organization Restrictions Dialog Box – Top

3. Select organizations from the list of allowed organizations in the All Providers and Organizations box on the left of the screen and move them to the eHealth Exchange Providers and Organizations who will NOT have access to the records box on the right of the screen or vice versa.

- a. Click the **Move All >>** button to move all organizations from the All Providers and Organizations box to the second box. This adds all of these providers and organizations to the list of providers and organizations that will not have access to the patient's health records. You must move at least one of the providers or organizations back to the All Providers and Organizations box before the **Restrict** button can activate.
- b. You can choose to add specific providers and/or organizations to the list of providers and organizations that will not have access to the patient's health records. Select one or more providers and organizations from the list in the All Providers and Organizations box. Click a single name to select one provider or organization or hold the **Ctrl** key down while clicking more than one provider or organization name to select multiple (but not all) providers and/or organizations (Figure 65). Double-clicking on the name of a provider or organization in the list also moves that name to the eHealth Exchange Providers and Organizations who will NOT have access to the records box.

Figure 65: Patient Details Screen with View/Modify eHealth Exchange Organization Restrictions Dialog Box – Bottom

- c. Click the **Move Selected >** button to move the selected providers and/or organizations to the eHealth Exchange Providers and Organizations who will NOT have access to the records box. The names of the selected providers and/or organizations disappear from the All Providers and Organizations box after they have been moved.
- d. You can remove individual providers and organizations that were on the restricted list. Select one or more providers and/or organizations from the list on the right side in the eHealth Exchange Providers and Organizations who will NOT have access to the records box. Click a single name to select one provider or organization or hold the **Ctrl** key down while clicking more than one (but not all) provider and/or organization names to select multiple providers and/or organizations. Double-clicking on the name of a provider or organization in the list also moves that name back to the All Providers and Organizations box.

- e. Click the < **Move Selected** button to move all selected providers and/or organizations to the All Providers and Organizations box. The names of the selected providers and/or organizations disappear from the eHealth Exchange Providers and Organizations who will NOT have access to the records box after they have been moved.
- f. Click the **Clear** button to remove all of the previously selected providers and/or organizations from the eHealth Exchange Providers and Organizations who will NOT have access to the records box.

Figure 66: View/Modify eHealth Exchange Organization Restrictions Dialog Box – Ready to Modify

4. Select the facility that authenticated the patient's request to restrict access from the list in the Authenticating Facility list box (required). The default authenticating facility is selected based on the Location Code (characters four through six) used in the ROI user's VA User ID. A complete list of all approved Location Codes is available at Approved Location Codes. Not all codes correspond to VistA facilities.
5. Check the 10-0525a Form Validation check box to verify that a restriction form was received and validated (required).
6. Enter the date (format: mm/dd/yyyy) of the patient's signature from the restriction form in the **Patient Signature Date** field (required). The date of the signature for eHealth Exchange restrictions must be between the current date and a date no more than five years prior to the current date. You can also select the date from the date range picker dropdown.
7. Click the **Restrict** button. (The **Restrict** button is not activated until all required fields have been filled and there is at least one entry in each box on the screen, excluding the Comments box.) This displays the Patient Details screen. If at least one restriction remains, the Manage Access to Veteran Health Records Restrictions section shows the same two links (i.e., the options do not change): **View/Modify** Veteran's existing restrictions, and **Revoke** or terminate Veteran's existing restrictions (Figure 67). Restrictions remain in place until specifically revoked or replaced by the Veteran. If an active authorization is not on file permitting the disclosure of health information through

the eHealth Exchange, the restriction remains in an inactive status until an active authorization is filed.

8. You cannot remove all restrictions using this process. You must select the **Revoke Restrictions** button as shown in Figure 68 Patient Details Screen – Restrictions Revocation Option, and documented in the next section.
9. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.

The screenshot shows the 'Manage Access to Veteran Health Records' section. On the left, under 'eHealth Exchange Access', there is a radio button labeled 'Access' which is selected. Below it, a note states: 'The Veteran has currently NOT authorized the release of protected health information through eHealth Exchange.' A link 'Share Veteran electronic health information (eHealth Exchange) with non-VA healthcare provider organizations via eHealth Exchange for the purposes of treatment.' is present. In the center, under 'Restrictions', there is a radio button labeled 'Restrictions' which is selected. Below it, a note states: 'The Veteran currently has Restrictions that limit the sharing of electronic health information.' A link 'View/Modify, revoke, or terminate Veteran's existing restrictions that limit the sharing of electronic health information.' is present. On the right, under 'Social Security Administration (SSA)', there is a radio button labeled 'Access' which is selected. Below it, a note states: 'The Veteran has currently NOT authorized the release of protected health information to the Social Security Administration through eHealth Exchange.' A link 'Share Veteran electronic health information (eHealth Exchange) with the Social Security Administration for the purposes of treatment.' is present. At the bottom, there are two buttons: 'Authorize eHealth Exchange' and 'View/Modify Restrictions' (which is highlighted with a red box), and 'Revoke Restrictions'.

Figure 67: Patient Details Screen after Successful Restrictions Modification

4.3.2.3. Revoke Patient Health Record Sharing Restrictions with eHealth Exchange

ROI personnel and other authorized users can revoke (terminate) eHealth Exchange record sharing restrictions for all providers and/or organizations as requested by a Veteran. Restrictions should not be revoked unless the ROI personnel and other authorized users entering the revocation has a valid signed and dated VA Form 10-0525 completed by the Veteran requesting that the restriction or restrictions be revoked.

The screenshot shows a dialog box titled 'Restrictions'. It contains a note: 'The Veteran currently has Restrictions that limit the sharing of electronic health information.' Below it is a link: 'View/Modify, revoke, or terminate Veteran's existing restrictions that limit the sharing of electronic health information.' At the bottom, there are two buttons: 'View/Modify Restrictions' and 'Revoke Restrictions' (which is highlighted with a red box).

Figure 68: Patient Details Screen – Restrictions Revocation Option

1. Click the **Revoke Restrictions** button under the Restrictions subheading of the Manage Access to Veteran Health Records section of the Patient Summary tab on the Patient Details screen. This opens the Revoke or Terminate eHealth Exchange Organization Restriction dialog box shown below.
2. Read the information in the dialog box. Do not initiate a revocation action unless you have entered a restriction in error or have a valid VA Form 10-0525 or proof of death on

file for the patient. VA patient information is always shared with the DoD, so any action you can perform here does not stop sharing with the DoD.

3. Select the facility that authenticated the patient's request for revocation from the list in the **Authenticating Facility** list box (required). The default authenticating facility is selected based on the Location Code (characters four through six) used in the ROI user's VA User ID. A complete list of all approved Location Codes is available at Approved Location Codes. Not all codes correspond to VistA facilities.

Revoke or Terminate eHealth Exchange Organization Restriction

The Veteran requests and authorizes VA to revoke ALL restrictions previously submitted on the release of his/her personal health information for treatment purposes to non-VA health care provider organizations through eHealth Exchange. By revoking all restrictions requests, the sharing of Veteran electronic health information to non-VA health care provider organizations through eHealth Exchange is no longer restricted or limited in any way.

The VA Form 10-0525 for the revocation of Veteran restriction request for sharing of his/her electronic health information with non-VA health care provider organizations participating in eHealth Exchange and partnering with VA for treatment purposes has been validated and verified. The sharing of Veteran electronic health information is no longer restricted or limited in any way.

* NOTE: Revoke does not restrict sharing of patient information with DoD, VA patient information is always shared with the DoD.

All Providers and Organizations (unrestricted)	Providers and Organizations to restrict (restricted)
Buffalo - WNYCIE Department of Defense ewe Inland Spokane Multicare Health System NorthCarolina-NC ONC InteropLab - Node 1 ONC InteropLab - Node 2 PDAD RECEIVER PDAD SENDER	NCHICA Indiana Health Kaiser Permanente Kentucky Fried Chicken

Authenticating Facility: Aberdeen VA Clinic (438GD)

Inactivation Reason: --Select a reason--

Comments:

Cancel **Revoke**

Figure 69: Patient Details Screen with Revoke Restrictions Dialog Box – No Reason Selected

4. Select the reason the patient is revoking restrictions from the list of reasons in the **Inactivation Reason** list box (required). There are three available options: Entered in Error, Patient Deceased, and Revoked.
5. The Entered in Error list option activates the **Revoke** button without entering any additional data as shown in Figure 70. Click the **Revoke** button to revoke the sharing restrictions.

This screenshot shows the 'Patient Details' screen with a 'Revoke Restrictions' dialog box overlaid. The dialog box has two main sections: 'All Providers and Organizations (unrestricted)' on the left and 'Providers and Organizations to restrict (restricted)' on the right. Between them are four buttons: 'Move All >', 'Move Selected >', '< Move Selected', and 'Clear'. Below these sections are three dropdown menus: 'Authenticating Facility' (set to 'Aberdeen VA Clinic (438GD)'), 'Inactivation Reason' (set to 'Entered in Error'), and 'Comments' (an empty text area). At the bottom right of the dialog box are 'Cancel' and 'Revoke' buttons.

Figure 70: Patient Details Screen with Revoke Restrictions Dialog Box – Entered in Error

6. The Revoked list option adds the **10-0525 Form Validation** check box and **Patient Signature Date** fields as shown in Figure 71.
 - a. Click the **10-0525 Form Validation** checkbox to acknowledge that the patient's restrictions revocation form was received and validated.
 - b. Enter the date on which the patient signed the revocation form in the **Patient Signature Date** field in the format mm/dd/yyyy. You can also select the date from the date range picker dropdown.
 - i. The date of signature for an eHealth Exchange restrictions revocation must be between the date the eHealth Exchange restrictions authorization form was signed and the current date.
 - ii. The effective date for a manually-entered restriction revocation is the date entered by ROI personnel and other authorized users as date- and time-stamped by the system instead of the actual date of the signature on the restrictions revocation form.
 - c. The **Revoke** button is not activated until all required fields have been filled. Click the **Revoke** button to revoke the sharing restrictions after you have certified that you have a valid restrictions revocation form and entered the date on which it was signed.

This screenshot shows the same 'Patient Details' screen with the 'Revoke Restrictions' dialog box. The 'Inactivation Reason' dropdown is now set to 'Revoked'. A checkbox labeled 'Form Validation for Revocation Form 10-0525 Received and Validated' is checked. The 'Patient Signature Date' field contains the value '02/28/2017'. The rest of the interface is identical to Figure 70, including the provider lists and bottom buttons.

Figure 71: Patient Details Screen with Revoke Restrictions Dialog Box – Revoked

7. The Patient Deceased list option adds the **Patient Deceased Date** field as shown in Figure 72.
 - a. Enter the date on which the patient died in the **Patient Deceased Date** field in the format mm/dd/yyyy. Dates of death must not be entered unless they have been verified by an official source in accordance with VHA Directive 2006-036, Guidelines for Data Entry and Maintenance Related to Identity Management. You can also select the date from the date range picker dropdown.
 - b. Click the **Revoke** button to revoke the sharing restrictions after you have entered the date on which the patient died. The Revoke transaction will not be completed until all required fields are filled out.

Figure 72: Patient Details Screen with Revoke Restrictions Dialog Box – Patient Deceased

8. Successfully revoking sharing restrictions displays the Patient Details screen. All restrictions are removed by this process and the **View/Modify Restrictions** and **Revoke Restrictions** buttons in the Restrictions section are replaced with the **Manage Restrictions** (Figure 73). If the Veteran has an active eHealth Exchange authorization on file, sharing with all eHealth Exchange organizations (i.e., unrestricted sharing) will resume.
9. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.

Veteran Authorization and Preferences

Figure 73: Patient Details Screen after Successful Restrictions Revocation

4.3.2.4. Create or Revoke Patient Health Record Sharing Restrictions with Trusted VA Systems

VAP Subsystem enhancements will allow Veterans to manage their health consent directives electronically through VA systems leveraging the VAP API web services. For this functionality enables systems to submit a web service request for consent management information and creates a “plug-in” between the two systems. As VA systems leverage the web service, this User Guide will be updated to note other entry points for consent management.

4.4. Admin

From a system owner and user perspective, system functions were desired to allow for tracking and managing trusted partners. Additionally, functionality was desired to allow other systems to verify if a partner is trusted prior to accepting or transferring data to be processed by internal VA systems. Within the Admin area of the VAP application, pages were created that display the list of partners, detail if the partner is active, whether or not these partners are trusted clinical sources, and any associated details related to the Organization, such as contact information. VAP Admins have the capability to edit certain details related to a partner, such as name and phone number, and to check whether or not they are trusted. Additionally, capability is provided allowing the Admin to export the list of partners to Excel.

Administrators have the ability to manage facilities. This includes the ability to add, edit, or inactivate facilities that are used on reports leveraging the VAP database (Opt-In, Consent Directive, Expiring Consents, and Delayed Status) and their associated parent-child relationships.

4.4.1. Batch Announce Patients

Announcements are made to share patient identifiers, such as ICNs, with partner systems to facilitate data sharing. Announcements occur automatically when you authorize sharing of patient records. ROI personnel and other authorized users can make ad hoc announcements by clicking the **Announce** button (Figure 18).

Batch Announcements offer an alternate mechanism to accomplish the above. These allow ROI Administrators to selectively announce to one or many eHealth Exchange organizations.

The fields in the Batch Announce Criteria box on the Batch Announcements Patients screen (Figure 74 and Figure 75) allow you to make announcements to one or more eHealth Exchange organizations for patients who have authorized sharing within a specified date range. Batch Announce functionality allows ROI personnel and other authorized users to announce all the patients who have authorized sharing to a new eHealth Exchange organization when the partner gets access to the application or who have contained in an uploaded Excel or csv file.

Batch Announce Patients - Criteria

Select one or more organizations to send the announcements to.
 The Start Date and End Date are based on the date that the patient opted in or out. If only Start Date is entered, patients opting in or out on or after the date entered will be announced. If only End Date is entered, patients opting in or out prior to and including the date entered will be announced. If Start Date and End Date are left blank, all patients will be considered for announcements.
 If the Re-announce check box is selected, patients that have previously been announced to a selected organization will be announced again.

All Organizations	Organizations to whom you want to announce patients.
Buffalo - WNYCIE Department of Defense eee Indiana Health Inland Spokane Kaiser Permanente Kentucky Fried Chicken Multicare Health System NCHCA NorthCarolina-NC	Move All >> Move Selected > < Move Selected Clear

Batch announce patients that have opted-in
 Start Date
 End Date
 Re-announce

Batch announce patients listed in an Excel or CSV file

Figure 74: Batch Announcement Patients Screen – No Selections

4.4.1.1. Batch Announce Patients that have Opted-In

1. Click the **Batch Announce Patients** menu item under the Admin menu at the top of the screen to display the Batch Announce Patients screen.
2. Select organizations from the list of allowed organizations to which you want to announce patients in the All Organizations box on the left of the screen and move them to the “Organizations to which you want to announce patients” box on the right of the screen.
 - a. Click the **Move All >>** button to move all organizations from the All Organizations box to the second box. This adds all of these providers and organizations to the list of providers and organizations that will receive announcements.
 - b. You can choose to add individual organizations to which you want to announce patients who have authorized record sharing. Select one or more organizations from the list in the All Organizations box. Click a single name to select one organization or hold the **Ctrl** key down while clicking more than one organization name to select multiple organizations (Figure 75). Double-clicking on the name of an organization in the list also moves that name to the Organizations to which you want to announce patient’s box.
 - c. Click the **Move Selected >** button to move selected organizations to the Organizations to which you want to announce patients box. The names of the selected organizations disappear from the All Organizations box after they have been moved.
 - d. You can remove individual organizations that were on the list to which you want to announce the patient. Select one or more organizations from the list on the right side under Organizations to whom you want to announce patient’s box. Click a single name to select one organization or hold the **Ctrl** key down while clicking more than one organization name to select multiple organizations. Double-

- clicking on the name of an organization in the list also moves that name back to the All Organizations box.
- Click the < Move Selected button to move all selected organizations to the All Organizations box. The names of the selected organizations disappear from the Organizations to whom you want to announce patients box after they have been moved.

Figure 75: Batch Announcement Patients Screen – Organizations Selected

- Click the **Clear** button to remove all of the previously selected organizations from the Organizations to whom you want to announce patient's box. If you exercise this option, you must repopulate the Organizations to which you want to announce patient's box before you can announce patients.
- Select the **Batch announce patients that have opted-in** radio button.
- Enter the start date for the announcement in the **Start Date** field in the format mm/dd/yyyy (e.g., 01/05/2015). This date reflects the earliest date from which records will be shared. Leave the date fields blank if you want to announce all of the patients who have authorized record sharing who have not been announced. You can also select the date from the date range picker dropdown.
- Enter the end date for the announcement in the **End Date** field in the format mm/dd/yyyy (e.g., 01/06/2015). This date reflects the latest date from which records will be shared. Leave this field blank if you only want to announce patients who have authorized record sharing on or after the date entered in the Start Date field. You can also select the date from the date range picker dropdown.
- Click the **Re-announce** check box if you want to re-announce patients who have authorized record sharing and have previously been announced.
- Click the **Query** button. This displays the Batch Announce Patients Results screen (Figure 76). The result shows the number of patients who have been announced to each individual organization.

Organization Name	Patient Count
Kaiser Permanente	22

Total: 22

Cancel **Continue**

Figure 76: Batch Announce Patients Screen - Announcement Review

8. Click the **Continue** button as shown in Figure 76 to begin the announcements and display the Manage Batches Query screen. Clicking this button initiates the Manage Batches process as described in the next section. Click the **Cancel** button to stop the announcement process.
9. If the search yields no results, as shown in Figure 77, no announcements have been made recently. You must return to the Batch Announcements screen, select one or more Organizations, and select a date or range of dates if appropriate. Click the **Re-announce** check box before you click the **Query** button. The Batch Announce Patients Query Results screen will display the results for the Organizations that you re-announced.

Organization Name	Patient Count
No records found	0

Total: 0

Cancel **Continue**

Figure 77: Batch Announce Patients Results Screen - No Patients Found

10. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.

4.4.1.2. Batch Announce Patients Listed in an Excel or CSV File

1. Click the **Batch Announce Patients** menu item under the Admin menu at the top of the screen to display the Batch Announce Patients screen.
2. Follow Step 2 of the Batch Announce Patient That Have Opted-In section above to select organizations from the list of allowed organizations to which you want to announce patients in the All Organizations box on the left of the screen and move them to the “Organizations to which you want to announce patients” box on the right of the screen.
3. Select **Batch announce patients listed in an Excel or CSV file** radio button.
4. Click the **Browse** button to select the desired file from your local computer (Figure 78).

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Note: The fields in the Excel or csv file contain the patients' first names, last names, and SSN in a sequence of nine digits with no hyphens.

Select one or more organizations to send the announcements to.
The *Start Date* and *End Date* are based on the date that the patient opted in or out. If only *Start Date* is entered, patients opting in or out on or after the date entered will be announced. If only *End Date* is entered, patients opting in or out prior to and including the date entered will be announced. If *Start Date* and *End Date* are left blank, all patients will be considered for announcements.
If the *Re-announce* check box is selected, patients that have previously been announced to a selected organization will be announced again.

All Organizations	Organizations to whom you want to announce patients.
<input type="checkbox"/> Batch announce patients that have opted-in <input type="text"/> Start Date <input type="text"/> End Date <input type="checkbox"/> Re-announce <input checked="" type="radio"/> Batch announce patients listed in an Excel or CSV file <input type="button" value="Browse..."/> <input type="text" value="VAP_Upload.xls"/> <input type="button" value="Clear"/>	<input type="button" value="Move All >>"/> <input type="button" value="Move Selected >"/> <input type="button" value="< Move Selected"/> <input type="button" value="Clear"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Buffalo - WNYCIE Department of Defense Indiana Health Inland Spokane Kaiser Permanente Kentucky Fried Chicken Multicare Health System NCHICA NorthCarolina-NC ONC InteropLab - Node 1 </div>

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Figure 78: Batch Announce Patients Listed in an Excel or CSV File

- If you want to remove the previously selected file, select the **Clear** button. Otherwise, click the **Query** button to upload the file.
- Click the **Continue** button to begin the announcements or click the **Cancel** button to stop the announcement process, Figure 79.

Organization Name	Patient Count
Kaiser Permanente	22
Total:	22

Figure 79: Batch Announce Patients from Listed in an Excel or CSV File

4.4.2. Manage Batches

ROI Administrators can manage batches after selecting the organizations to receive batch announcements. Announcements scheduled to be made to any or all organizations can be deleted from the queue.

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4.4.2.1. Manage Batches

1. Click the **Manage Batches** menu item under the Admin menu at the top of the screen to display the Manage Batches Query screen (Figure 80). Clicking the **Continue** button on the Batch Announce Patients screen to begin the announcement process also displays the Manage Batch Announcements screen.
2. Enter the start date for the announcement search in the **Start Date** field in the format mm/dd/yyyy. This date reflects the earliest date of the announcements in the search. Leave this field and the End Date field blank to find all announcements regardless of their dates. You can also select the date from the date range picker dropdown.
3. Enter the end date for the announcement in the **End Date** field in the format mm/dd/yyyy. This date reflects the last date of the announcements in the search. Leave this field and the Start Date field blank to find all announcements regardless of their dates. You can also select the date from the date range picker dropdown.

The screenshot shows the 'Manage Batches' query screen. At the top, there's a 'Search Criteria' section with fields for 'Start Date' and 'End Date' (both with date pickers), and a dropdown for 'eHealth Exchange Organization' set to 'ALL'. Below this is a 'Search' button. The main area is titled 'Search Results' and contains a table with columns: 'Select All' (checkbox), 'Organization Name', 'Date Created (CT)', 'Scheduled', 'Completed', 'Batch Size', and 'Action'. The table lists five organizations: Kaiser Permanente, PDAD RECEIVER, RDR, SenderOID DEPT of VA, and PDAD SENDER, each with a 'View Details' link in the Action column. Above the table is a 'Show' dropdown set to '25 entries'.

Select All	Organization Name	Date Created (CT)	Scheduled	Completed	Batch Size	Action
<input type="checkbox"/>	Kaiser Permanente	02/28/2017 01:06 PM	0	22	22	View Details
<input type="checkbox"/>	PDAD RECEIVER	02/28/2017 01:05 PM	0	0	22	View Details
<input type="checkbox"/>	RDR	02/28/2017 01:05 PM	0	0	22	View Details
<input type="checkbox"/>	SenderOID DEPT of VA	02/28/2017 01:05 PM	0	0	22	View Details
<input type="checkbox"/>	PDAD SENDER	02/28/2017 01:05 PM	0	0	22	View Details

Figure 80: Manage Batches Query Screen

4. Click the arrow at the right of the **eHealth Exchange Organization** list box to select the organization you want to display in the report. You can only select one entry from the list. The default option for this list box is All, so do not select a specific organization if you want to see all eHealth Exchange organizations in the report.
5. Click the **Search** button to display the Batch Announcements Search Results screen (Figure 81).
6. Click the **Show Entries** list box to select the number of records you want to display on each page of the search. The default option for this list box is 25. This field allows users to select by 10, 25, 50, 100, 250 and 500.
7. If more records are available than can be displayed on one screen, the **Previous** and **Next** buttons at the bottom right of the screens are activated. You can use these buttons to page back and forward through the list of records found by the search.

8. To select one or more organizations to be deleted from the list of organizations to which the batch announcement are directed, click the check box before the organization name or names (e.g., Kaiser Permanente) to mark them for deletion.

Select All	Organization Name	Date Created (CT)	Scheduled	Completed	Batch Size	Action
<input type="checkbox"/>	South Carolina Health	11/22/2016 04:01 PM	0	116	116	View Details
<input type="checkbox"/>	NCHICA	11/22/2016 04:01 PM	0	116	116	View Details
<input type="checkbox"/>	ewe	11/22/2016 04:01 PM	0	116	116	View Details

Figure 81: Batch Announcements Search Results Screen

9. When you have marked the organizations to be deleted, click the **Delete** button to remove the selected organizations from the list of organizations that receive the announcements. The list of organizations receiving announcements is refreshed to reflect the deleted organization or organizations.
10. Click the **View Details** button to view a complete list of individuals included in a batch announcement, seen in Figure 82.

Patient IEN	SSN	Last Name	First Name
A001154	540-01-1000	Bace	Hu
A127200	001-27-2000	Cali	Ba
A511321	215-11-3000	Heco	De
A103100	001-03-1000	Cafe	Ba
A10922002	021-09-2200	Camida	Bi
A122110	101-22-1000	Cide	Ca
A003134	340-03-1000	Bafe	Fu
A602183	836-02-1000	Jade	Lo
A001294	940-01-2000	Baci	Mu
A519133	335-19-1000	Heme	Fo
A925184	649-25-1000	Mihe	Lu
A000013	130-00-0000	Baba	Co
A105481	811-05-4000	Cahu	Le
A001450	500-01-4000	Bacu	Ha

Figure 82: Batch Announce Detail Pop-Up

4.4.3. Service Audit

The system provides Service Audit Reports which contain a log of all electronic information requests made to the VAP system from VA systems. Each record in these logs includes a source

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identifier (or which VA system made the web service request to VAP for consent management information). Specifically, a source identifier is descriptive information about the origin of the information request, tracked so that VAP administrators have knowledge of who is making data requests. These audit reports are only available to users with administrator access. The service audit reports can be filtered to identify which web services was called (i.e. Get Restrictions), the duration of the call, if the call was successful, and the domain of the call sender. See Figure 83.

The default display order of the Service Audit report is by the descending order of the Event Date field. The report could be sorted by all the columns. The default number of records displayed in the report is 25.

The screenshot shows the 'Service Audit Report' interface. At the top is a 'Search Criteria' section with dropdown menus for Service (All), Method (All), Authorized (All), Success (All), Duration (All), and two date pickers for Start Date and End Date. Below this is a 'Search' button. The main area is titled 'Search Results' and contains a table with 25 entries. The table has columns: Web Service, Method, Event Date (CT), IP Address, Domain, Authorized, Success, and Duration (ms). The data in the table is as follows:

Web Service	Method	Event Date (CT)	IP Address	Domain	Authorized	Success	Duration (ms)
ConsentManagementServicePort	processConsentDirectiveRevocation	02/22/2017 01:27:53 PM	72.66.80.67	Unknown	Yes	Yes	1039
ConsentManagementServicePort	processConsentDirectiveRevocation	02/22/2017 01:27:39 PM	72.66.80.67	Unknown	Yes	No	4
ConsentManagementServicePort	processConsentDirectiveAuthorization	02/22/2017 01:25:24 PM	72.66.80.67	Unknown	Yes	Yes	695
ConsentManagementServicePort	processConsentDirectiveRevocation	02/22/2017 01:24:06 PM	72.66.80.67	Unknown	Yes	Yes	1068

Figure 83: Service Audit Report

4.4.4. Partner Organization

The VAP application generates a partner management report to provide the ability to track and manage trusted partners, and allow other systems to verify if a partner is trusted. The main Partner Organization page provides a tabular view of all the VAP partners, organization information available, and indicates whether or not these are active partners and if these are trusted clinical sources.

4.4.4.1. Generate the Partner Organization Report

To navigate to the Partner Organization view, click on the **Partner Organization** menu item under the **Admin** reports heading.

Once selected, the Partner Organization page will appear. Figure 84 displays the tabular main Partner Organization view. This has various features that allow the VAP Admins to view the VAP partners and export the information displayed onto an Excel spreadsheet. Each row on this view is associated to a different and unique partner. The Active column denotes if this partner is still an active partner or if no longer active (indicated by Yes/No). Columns 2-8 display any information available regarding the partner such as Name, Phone, whether the Partner is a consumer (or not), and Organization ID. If this partner is a trusted clinical source, a “yes” label

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will be displayed. The Action column allows the user to navigate to the Edit page to modify selected attributes of this partner.

Note: For the purposes of this section, screenshots of the VAP Production system are not yet deployed. Therefore, all partners displayed within the image correspond to test partners within a VAP testing environment.

Partner Organizations											
Search Results											
Export to Excel											
Active	Phone	Prefix	Consumer Only	Contact	Domain	Name	Description	Number	Organization ID	Trusted Clinical Source	Action
Yes	555-555-6666	urn:oid:	No	CONTACT THIRTEEN ONE	*NWN	Buffalo - WNYCIE		200WNN	2.25.2561331214422665471 98931747355024016667.1.2. 1	Yes	Edit
Yes	555-555-5557	urn:oid:	No	CONTACT SEVEN 7	*DoD	Department of Defense		200DOD	2.16.840.1.113883.3.42.1000 1.100001.123	Yes	Edit
Yes	1234567889000-----	wqe	Yes		qwe	ewe		qwewq	eze	No	Edit
Yes	555-555-5555	urn:oid:	No	CONTACT FIVE	*INH	Indiana Health		200NIN	1.3.6.1.4.1.12009.6.1	Yes	Edit
Yes	555-555-5556	urn:oid:	No	CONTACT SIX	*NWA	Inland Spokane		200NWA	2.16.840.1.113883.3.715	No	Edit

Figure 84: Partner Organization Report

4.4.4.2. Edit the Organization

The Partner Organizations - Edit view, as displayed within Figure 85, allows the Admin User to modify selected fields. These fields include Organization Name, Organization Description, Organization Number, Contact Name, Contact Phone, and whether the Partner is a trusted source. The Organization Name, Description, Number, Phone, and Contact Name are text fields that allow for special characters and hyphens if needed within the Partner Name.

1. Click on the **Edit** button on the Partner Organization report, seen in Figure 84.

Partner Organizations - Edit	
Organization Name	Buffalo - WNYCIE
Organization Description	This is an example organization description.
Organization Number	200WNN
Contact Name	CONTACT THIRTEEN ONE
Contact Phone	555-555-6666
Is Trusted Clinical Source	<input checked="" type="checkbox"/>
Active	Yes
Consumer Only	No
Organization ID	2.25.256133121442266547198931747355024016667.1.2.1
Domain	*NWN
Prefix	urn:oid:
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

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Figure 85: Editing an Existing Partner Organization

2. Enter the name of the organization in the **Organization Name** field box. That is a required entry. Failing to fill in this item box will result in an error message that will not allow you to save changes.

3. Enter the organization description in the **Organization Description** field box. This entry is also a requirement to be able to proceed.
4. Enter the organization number in the **Organization Number** field box. This entry is also a requirement to be able to proceed.
5. Enter the contact name in the **Contact Name** field box.
6. Enter the contact phone number in the **Contact Phone** field. There is no restriction on the format of the numbers.
7. Check the **Is trusted clinical source** checkbox if the organization is trusted. Uncheck if otherwise.
8. Click the **Save** button to save changes made.
9. The **Cancel** button cancels the process of editing Partner Organization. Changes will not take place.

4.4.4.3. Export the Partner Organizations Report

1. Select the **Export to Excel** option on the top right side of the report section seen in Figure 85.
2. Report data is exported into an Excel spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: No privacy warning is displayed prior to completing the export; however, users are reminded to follow standard VA policies and procedures for information handling.

4.4.5. Monthly Received Documents

The Monthly Received Documents report page is an administrative function of VAP. This report is used by VA VLER stakeholders to maintain an audit and count record of users who have received documents, on a per partner basis. This report is set to generate by calendar month and displays the partner organization, the VA user who received a document, and the total count.

1. Select the **Monthly Received Documents** menu item under **Summary Reports** heading, on the menu at the top of the screen, to display the Monthly Received Documents query screen.
2. Click the arrow on the **Start Month/Year** list dropdown to select the data to be included within the generated report.
3. Click the **Search** button to display the Monthly Received Documents Report as shown in Figure 86.

Figure 86: Monthly Received Documents Report

4. The **Show Entries** dropdown provides the user the option to select the number of records to be displayed on each page of the search. The default option for this list box is 25.
5. If more records are available than the page display record setting, the **Previous** and **Next** buttons at the top and bottom right of the screens are activated. The user can use these buttons to navigate back and forward through the list of records found by the search.
6. Each individual column of the report can be sorted if up and down arrow icons appear below the column heading. Click the **up arrow** icon to sort the column by ascending order. Select the **down arrow** icon to sort the column by descending order.

4.4.5.1. Export the Monthly Received Documents Report

1. Select the **Export to Excel** option on the top-right side of the report section seen in Figure 86.
2. Report data is exported into an Excel spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: No privacy warning is displayed prior to completing the export; however, users are reminded to follow standard VA policies and procedures for information handling.

4.4.6. Facilities

Within VAP, there is an administrative function to manage the facilities used for reporting on the VAP-generated reports (Consent Directive, Opt-In, Expiring Consents, and Delayed Status). The VAP administrator will have the capability to manage facilities information (add, edit, deactivate, and change parent/child relationships). The main Facilities page provides a tabular view of all the facilities, parents, children, facility information available, and indicates whether or not these are shown in the drop down for when manually entering an authorization.

4.4.6.1. Generate the Facilities Report

To navigate to the Facilities view, click on the **Facilities** menu item under the **Admin** reports heading.

Once selected, the Facilities page will appear. Figure 87 displays the tabular main view. This has various features that allow the VAP Admins to view the facilities and export the information displayed onto an Excel spreadsheet. Each row on this view is associated to a different and unique facility. Columns 1-10 display any information available regarding the facility such as name, phone, address, station number, parent, child, and VISN. The Allowed column denotes if this facility can be seen in the drop down for when manually entering an authorization (indicated by Yes/No).

Facilities											
+ Add Facility Export to Excel											
Station Number	Name	Address	City	State	Zip Code	Phone Number	VISN	Parent	Children	Allowed	Action
438GD	Aberdeen VA Clinic	2301 8th Ave Northeast	Aberdeen	VA	57401	(605) 229-3500	VISN 23 - VA Midwest Health Care Network	Sioux Falls VA Medical Center (438)		Yes	Edit
519HC	Abilene VA Clinic	3850 Ridgemont Drive	Abilene	TX	79606	(325) 695-3252	VISN 18 - VA Southwest Health Care Network	George H. O'Brien, Jr. VA Medical Center-Big Spring (519)		Yes	Edit
635GD	Ada VA Clinic	301 North Monte Vista Street	Ada	OK	74820	(580) 436-2262	VISN 16 - South Central VA Health Care Network	Oklahoma City VA Medical Center (635)		Yes	Edit
537BY	Adam Benjamin Jr. VA Clinic-Crown Point	9301 Madison Street	Crown Point	IN	46307	(219) 662-5000	VISN 12 - The Great Lakes Health Care	Jesse Brown VA Medical Center-Chicago (537)		Yes	Edit

Figure 87: Facilities Report

4.4.6.2. Edit the Facilities

The Edit Facility view, as displayed within Figure 88, allows the Administrator to modify selected fields. These fields include Station Number, Facility Name, Address, City, State, Zip Code, Phone Number, VISN, Parent, and Allowed checkmark. All fields, except for VISN and Parent, are text fields that allow for special characters and hyphens if needed.

1. Click on the **Edit** button on the Facilities report, seen in Figure 87.

[Edit Facility](#)

* Station Number	111
* Facility Name	ABCD
Facility DNS	1234@va.gov
Address	123456
City	herndon
State	Va
Zip Code	20110
Phone Number	234567890
* VISN	VISN 1 - VA New England Healthcare System
Parent	ABCDE(134)
<input checked="" type="checkbox"/> Allowed	Inactivate
	Cancel Save

Figure 88: Edit an Existing Facility

2. Enter the station number in the **Station Number** field box. That is a required entry. Failing to fill out this item box will result in an error message that will not allow you to save changes.
3. Enter the name of the facility in the **Facility Name** field box. That is a required entry. Failing to fill out this item box will result in an error message that will not allow you to save changes.
4. Enter the facility address in the **Address** field box. This entry is also a requirement to be able to proceed.
5. Enter the city in the **City** field box. This entry is also a requirement to be able to proceed.
6. Enter the state in the **State** field box. This entry is also a requirement to be able to proceed.
7. Enter the zip code in the **Zip Code** field. There is no restriction on the format of the numbers.
8. Enter the facility phone number in the **Phone Number** field. There is no restriction on the format of the numbers.
9. Click on the down arrow to the right of **VISN** to view all VISNs, and make a selection.
10. Click on the down arrow to the right of **Parent** to view all parents, and make a selection. It is important to note that selecting a facility as a parent allows the user to use the Aggregate feature in summary reports. The reports will roll-up and aggregate all the counts of the children facilities up to the parent level based on these relationships.
11. Check the **Allowed** checkbox if the facility should be displayed on the dropdown within the Authorizations modal for when manually entering when entering an authorization.
12. To deactivate a facility select the **Inactivate** button, this button will remove the facility from the facilities drop-down. It is important to note that in order to deactivate a parent facility with children facilities underneath, the children must be disassociated from the parent.
13. Click the **Save** button to save changes made.
14. The **Cancel** button cancels the process of editing the Facility, and changes will not take place.

4.4.6.3. Add a New Facility

The Add Facility view, as displayed within Figure 89, allows the Admin User to add a new facility. The fields to be filled out include Station Number, Facility Name, Address, City, State, Zip Code, Phone Number, VISN, Parent, and Allowed checkmark. All fields, except for VISN and Parent, are text fields that allow for special characters and hyphens if needed.

1. Click on the **Add Facility** option on the top right of the screen, Figure 87, next to **Export to Excel**.

Add Facility

Station Number	<input type="text"/>
Facility Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone Number	<input type="text"/>
VISN	<input type="button" value="VISN 1 - VA New England Healthcare System"/>
Parent	<input type="button" value="None"/>
<input type="checkbox"/> Allowed	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

Figure 89: Add New Facility

2. Enter the station number in the **Station Number** field box. That is a required entry. Failing to fill out this item box will result in an error message that will not allow you to save changes.
3. Enter the name of the facility in the **Facility Name** field box. That is a required entry. Failing to fill out this item box will result in an error message that will not allow you to save changes.
4. Enter the facility address in the **Address** field box. This entry is also a requirement to be able to proceed.
5. Enter the city in the **City** field box. This entry is also a requirement to be able to proceed.
6. Enter the state in the **State** field box. This entry is also a requirement to be able to proceed.
7. Enter the zip code in the **Zip Code** field. There is no restriction on the format of the numbers.
8. Enter the facility phone number in the **Phone Number** field. There is no restriction on the format of the numbers.
9. Click on the down arrow to the right of **VISN** to view all VISNs, and make a selection.
10. Click on the down arrow to the right of **Parent** to view all parents, and make a selection.
11. Check the **Allowed** checkbox if the facility is allowed to me manually entered when entering an authorization.
12. Click the **Save** button to save changes made.
13. The **Cancel** button cancels the process of editing Facility. Changes will not take place.

4.4.6.4. Export the Facilities Report

1. Select the **Export to Excel** option on the top right side of the report section seen in Figure 87.

2. Report data is exported into an Excel spreadsheet. For Excel format, report name, current date, and all filtering criteria are exported as a file header.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: No privacy warning is displayed prior to completing the export; however, users are reminded to follow standard VA policies and procedures for information handling.

4.5. Generating Summary Reports

The VAP application generates eight (8) summary reports.

- Dashboard
- Disclosures
- Received eHealth Exchange Documents
- Document Size
- Consent Directive
- Opt-In Patients
- Delayed Consent
- Patient Discovery Audit

Each report is described below in more detail. The report options are available to all users.

4.5.1. Dashboard

To navigate to the Dashboard view, click on the **Dashboard** menu item under the Summary Reports heading. A set of widgets, seen in Figure 90, will be displayed just under the Patient Search field. The widgets provide a more advantageous method for tracking performance and statistics of the application with real-time metrics and counts. The four (4) widgets displayed are:

- Expiring Authorizations (within 30 Days)
- New Consent Authorizations (by month)
- VAP Application User Logins (within 24 hours)
- VAP Application Web Calls (within 24 hours)

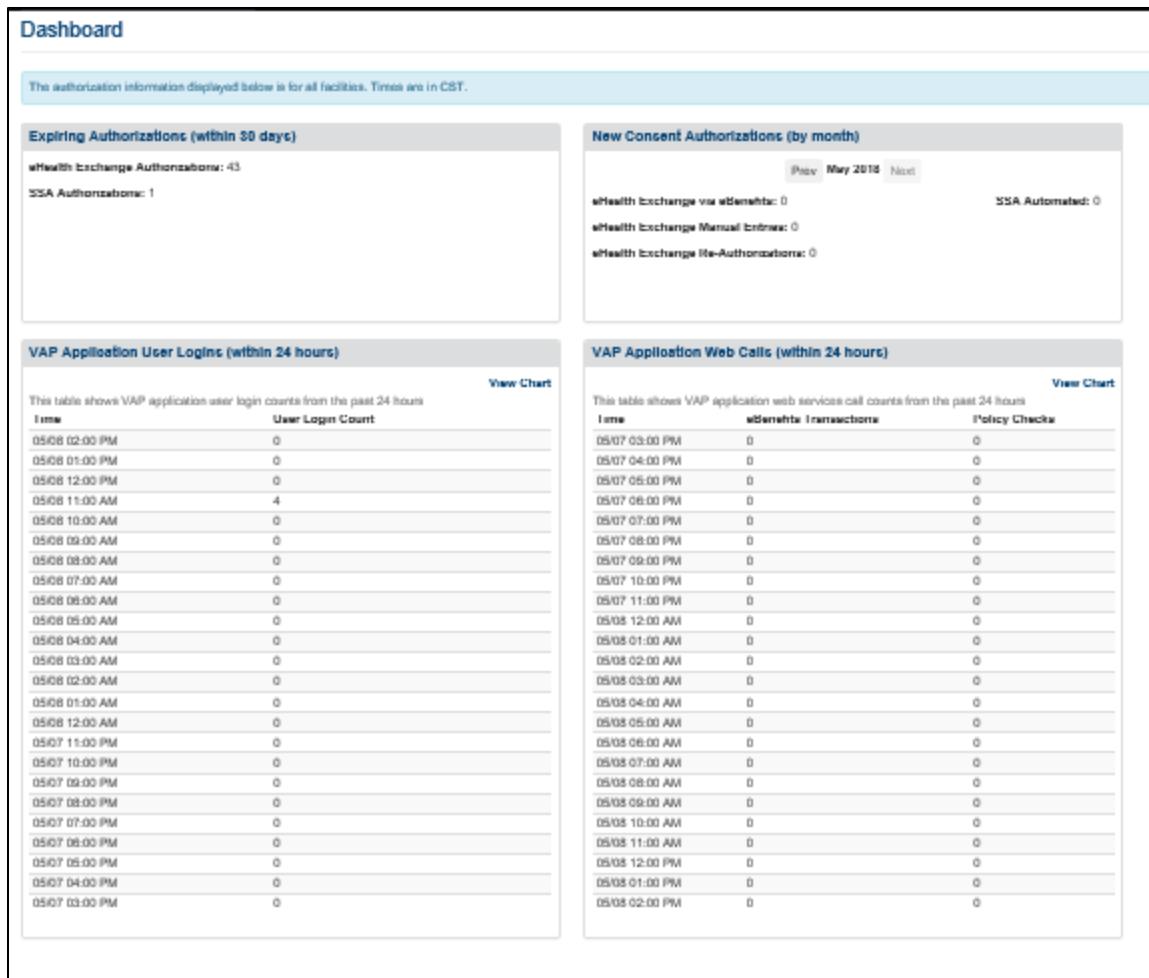


Figure 90: Reporting Dashboard

The **Expiring Authorizations (within 30 Days)** widget displays two entries: eHealth Exchange Expiring Authorizations, and SSA Expiring Authorizations. The number to the right of each entry represents the number of authorizations expiring within a 30 day window, including today's date. The counts displayed within the dashboard excludes test patients within the system, and filters results by All consents respectively for eHealth Exchange and SSA. If a user has a default facility selected within the VAP application, the counts displayed will be for only the facility selected and do not aggregate the counts of any children facilities. If a facility is not set by the user, as the default facility, then the counts will include all facilities.

The **New Consent Authorizations (by month)** widget displays four entries: eBenefits, Manually Added, Re-Authorizations, and SSA Automated. The numbers to the right of each entry represent new consents and exclude records for test patients. The count of eBenefits consents is set to include all eHealth Exchange authorizations for the consent type. The count of manually added consents is set to include all eHealth Exchange authorizations and exclude consents submitted through web services from VA system (e.g., eBenefits). The count for Total Reauthorizations is set to pull all revocations with an inactivation reason of new authorization. If a user has a default facility selected within the VAP application, the counts displayed will be for

only the facility selected and do not aggregate the counts of any children facilities. If a facility is not set by the user, as the default facility, then the counts will include all facilities. Use the **Previous** and **Next** buttons at the top of the widget to go back and forward through the list of months.

The **VAP Application User Logins (within 24 hours)** widget displays a tabular chart with the number of VAP system user logins. Additionally, there is a view that graphically displays the user logins. On the graph, the vertical axis (y-axis) of the chart shows the past 24-hour timeframe, on the horizontal axis (x-axis) the user logins are displayed. This widget tallies the user logins for the VAP system as a whole, and is not specific to a facility.

The **VAP Application Web Calls (within 24 hours)** widget displays a tabular chart of the number of web service calls. Additionally, there is a view that allows the user to display this table in a graphical format. The graph shows the number of web service calls made on the vertical axis (y-axis) and the past 24-hour Time frame on the horizontal axis (x-axis). This widget tallies the user logins for the VAP system as a whole, and is not specific to a facility.

Note(s):

- Metric counts displayed contain only real patient values and exclude test patients.
- The changes to show tabular views of the VAP Application User Logins and VAP Application Web calls widgets was made to ensure 508 compliance. These enhancements are new with Release 3.1.0.

4.5.2. Disclosures Summary

The fields on the Disclosures Summary Report query screen (Figure 91) allow you to select the disclosure source from either eHealth Exchange (Exchange) or Direct Secure Messaging (Direct). For both reports, the user is able to enter a search range which is inclusive of the start and end date supplied. For the eHealth Exchange Summary Disclosure report, the user is able to select a Patient Preferred facility or all VA Patient Preferred facilities, select an eHealth Exchange organization or all external eHealth Exchange organizations, and include or exclude test patients from the report in the system. The report provides a numerical summary of the disclosures for a selected range of dates at specific combinations of selected eHealth Exchange organizations and Patient Preferred facilities.

Per request, updates were made to clarify whether a VA Facility is an Authenticating Facility or the Patient Preferred Facility. Field labels within the application were updated accordingly. This does not change the data that has been displayed within the system in prior releases; this simply clarifies the source “VA Facility” within the report.

4.5.2.1. Generate a Disclosures Summary Report

1. Click the **Disclosures** menu item under the **Summary Reports** heading on the menu at the top of the screen to display the Disclosures Summary Report query screen.

Disclosures Summary Report

— Search Criteria

Disclosure Source	Exchange
Start Date	01/27/2017
End Date	02/27/2017
Patient Preferred Facility	ALL
Organization	ALL
Patient Types	Real Patients

Search

Figure 91: Disclosures Summary Report Query Screen (eHealth Exchange)

Disclosures Summary Report

— Search Criteria

Disclosure Source	Direct
Start Date	01/27/2017
End Date	02/27/2017

Search

Figure 92: Disclosures Summary Report Query Screen (Direct)

2. Click on the down arrow to select the **Disclosure Source** either from Exchange (default) or Direct.
3. For either report, enter the start date for the Disclosures Summary Report in the **Start Date** field in the format mm/dd/yyyy (i.e., 02/12/2015). You can also select the date from the date range picker dropdown.
Note: Do not enter a date in this field or the End Date field if you want to search for all dates.
4. For either report, enter the end date for the Disclosures Summary Report in the **End Date** field in the format mm/dd/yyyy (i.e., 02/13/2015). You can also select the date from the date range picker dropdown.
Note: Do not enter a date in this field or the Start Date field if you want to search for all dates.
5. The following steps (a – c) are for eHealth Exchange Disclosure Summary Report.
 - a. Click the arrow at the right of the **Patient Preferred Facility** list box to select the facility you want to display in the report. All VA Patient Preferred facilities, not just supported ones, appear in the list. The list is sorted in ascending alphabetical order. You can only select one entry from the list.
 - i. The default VA Patient Preferred facility associated with the logged on (current) user is automatically selected from the list in the VA Patient Facility list box based on the user's VA User ID. This default can be changed from **Set Default User** menu item under the **Welcome** menu.
 - ii. The All option is no longer the default setting. You must select it from the list if you want the report to include all VA Patient Preferred facilities.
 - iii. If you are not sure of the name of a VA Patient Preferred facility, you can search for the facility by typing the beginning letter of the facility description (e.g., If

the user types “N” in the VA Facility list box, the selection bar will move to the first VA facility that begins with “N.”) into the blank entry in the list.

- b. Click the arrow at the right of the **Organization** list box to select the eHealth Exchange organization you want to display in the report. This reflects the organizations to which the VA disclosed records. You can only select one entry from the list. The default option for this list box is All. Organization names are formatted and spelled with uniformity across each input form and generated report.
- c. Click the arrow at the right of **Patient Types** list box to select the types of patients you want to display in the report. The default option for this list box is Real Patients, so do not select a specific option if you want to see real patients only. There are three options in the list: All (Real and Test Patients), Real Patients, and Test Patients.
6. For both reports, click the **Search** button to display the Disclosures Summary Report screen for Direct as shown in Figure 92 and for eHealth Exchange as shown in Figure 91.
 - a. Two of the possible entries in the eHealth Exchange Organization report column need additional explanation. UNKNOWN means that the eHealth Exchange Organization could not be resolved by the Enrollment System Redesign (ESR) for the given Patient ID field. NULL indicates invalid data from before UNKNOWN was defined.
 - b. Three of the entries in the VA Patient Preferred Facility report column need additional explanation. UNKNOWN means that the Patient Preferred Facility could not be resolved by the (ESR) for the given Patient ID. UNAVAILABLE means that ESR is not available. NULL indicates invalid data from before UNKNOWN and UNAVAILABLE were defined.
7. If the eHealth Exchange Disclosures Summary Report (or any other report) finds no records (Figure 93), you probably selected your default VA Patient Preferred Facility on the query screen. The entry in the Patient Preferred Facility list box defaults to the VA Facility associated with your user name. Select **All** at the top of the list in the list box or a different VA Facility and search again.

Search Results				Export to Excel	
eHealth Exchange Organization	Patient Preferred Facility	Patient Preferred Facility Station ID	Total		
	No records found				
Total:			0		

Figure 93: Disclosure Summary Report Screen - No Results Found

8. Each individual column of the report can be sorted if up and down arrow icons appear below the column heading. Click the **up arrow** icon to sort the column by ascending order. Click the **down arrow** icon to sort the column by descending order, (Null, Unavailable and Unknown appear in line with the related Patient Preferred Facilities and/or eHealth Exchange Organizations when they occur).

Disclosures Summary Report					
Search Criteria					
Disclosure Source	Exchange				
Start Date	<input type="text"/>	<input type="button" value="Calendar"/>			
End Date	<input type="text"/>	<input type="button" value="Calendar"/>			
Patient Preferred Facility	ALL				
Organization	ALL				
Patient Types	ALL				
<input type="button" value="Search"/>					
Search Results					
<input type="button" value="Export to Excel"/>					
eHealth Exchange Organization		Patient Preferred Facility		Patient Preferred Facility Station ID	Total
Buffalo - WNYCIE		Unavailable			Unavailable 19
COMMUNITY HEALTH INFORMATION COLLABORATIVE		Unavailable			Unavailable 8
Indiana Health		Unavailable			Unavailable 12
Inland Spokane		Unavailable			Unavailable 25
Mulicare Health System		Unavailable			Unavailable 16
NCHICA		Unavailable			Unavailable 4
RDR		Unavailable			Unavailable 19
SenderOID DEPT of VA		Unavailable			Unavailable 710
South Carolina Health		Unavailable			Unavailable 10
Test 22		Unavailable			Unavailable 622
TestOIDMedVirginia		Unavailable			Unavailable 415
UTAH HEALTH INFORMATION NETWORK		Unavailable			Unavailable 5
Total:					
0					

Figure 94: Disclosures Summary Report Screen (eHealth Exchange)

Disclosures Summary Report					
Search Criteria					
Disclosure Source	Direct				
Start Date	<input type="text"/> 02/02/2017	<input type="button" value="Calendar"/>			
End Date	<input type="text"/> 03/02/2017	<input type="button" value="Calendar"/>			
<input type="button" value="Search"/>					
Search Results					
<input type="button" value="Export to Excel"/>					
Direct Endpoint			Total		
	No records found				
Total:					
0					

Figure 95: Disclosures Summary Report Screen (Direct)

9. The eHealth Exchange Report displays the following fields for each listing: eHealth Exchange Organization, Patient Preferred Facility, Patient Preferred Facility Station ID, and a Total indicating the number of disclosures for each combination of eHealth Exchange organization and Patient Facility. A total at the bottom right of the screen indicates the total number of disclosures covered by the report.
10. The Direct Report displays the following fields for each listing: Direct Endpoint, and a total indicating the number of disclosures for Direct. A total at the bottom of the screen indicates the total number of disclosures covered by the report.

4.5.2.2. Export the Disclosures Summary Report

1. Select the **Export to Excel** option on the top-right side of the report section seen in Figure 94 and Figure 95.
2. Unlike the detailed reports, no privacy warning is displayed prior to the export completing, as these summary-level reports do not contain personally identifiable information. However, users are reminded to follow standard VA policies and procedures for information handling.

3. Report data is exported into an Excel spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: The column headings are exported only when there are matching records. If the search did not generate any records, a “No records found” message is displayed in the report, as well as in the exported Excel file.

4.5.3. Received eHealth Exchange Documents Summary

The fields on the Received eHealth Exchange Documents Summary Report query screen (Figure 96) allow you to enter a range of dates, select a VA Patient Preferred facility or all VA Patient Preferred facilities, select an eHealth Exchange organization or all external eHealth Exchange organizations, and include/exclude test patients. The report provides a numerical summary of the eHealth Exchange documents received for a selected range of dates at specific combinations of selected eHealth Exchange organizations and VA facilities.

4.5.3.1. Generate a Received eHealth Exchange Documents Summary Report

1. Click the **Received eHealth Exchange Documents** menu item under **Summary Reports** heading on the menu at the top of the screen to display the Received eHealth Exchange Documents Summary Report screen.
2. Enter the start date for the Received eHealth Exchange Documents Summary Report in the **Start Date** field in the format mm/dd/yyyy (i.e., 02/12/2015). You can also select the date from the date range picker dropdown.

Note: Do not enter a date in this field or the End Date field if you want to search for all dates.

Search Criteria	
Start Date	02/07/2017
End Date	03/07/2017
User ID	
Patient Preferred Facility	ALL
Organization	ALL
Patient Types	Real Patients
Search	

Figure 96: Received eHealth Exchange Documents Summary Report Query Screen

3. Enter the end date for the Received eHealth Exchange Documents Summary Report in the **End Date** field in the format mm/dd/yyyy (i.e., 02/13/2015). You can also select the date from the date range picker dropdown.
- Note:** Do not enter a date in this field or the Start Date field if you want to search for all dates.
4. Enter a user ID in the **User ID** field if you want to search by a specific user. The User ID field allows the report to be filtered either by full or partial name of the entity associated

to the transaction. This field can refer to either the DVA User ID that entered a record. Search on the field is case insensitive, that is “smith” or “SMITH” will produce the same result set.

Note: Do not enter a User ID in this field if you want to search for all users.

5. Click the arrow at the right of the **Patient Preferred Facility** list box to select the facility you want to display in the report. All Patient Preferred facilities, not just supported ones, now appear in the list. The list, except the entry for the Department of Veterans Affairs, is sorted in ascending alphabetical order. You can only select one entry from the list.
 - a. The default Patient Preferred facility associated with the logged on (current) user is automatically selected from the list in the VA Patient Facility list box based on the user’s VA User ID. This default can be changed by the user from the **Set Default Facility** menu item.
 - b. The All option is no longer the default setting. You must select it from the list if you want the report to include all VA facilities.
 - c. If you are not sure of the name of a VA facility, you can search for the facility by typing the beginning letter of the facility description (e.g., If the user types “N” in the VA Facility list box, the selection bar will move to the first VA facility that begins with “N.”) into the blank entry in the list.
6. Click the arrow at the right of the **Organization** list box to select the eHealth Exchange organization you want to display in the report. This reflects the organizations from which the VA received records. You can only select one entry from the list. The default option for this list box is All, so do not select a specific organization if you want to see all external eHealth Exchange organizations in the report. The DEPARTMENT OF VETERANS AFFAIRS entry appears at the end of the list, not in alphabetical order.
7. Click the arrow at the right of **Patient Types** list box to select the types of patients you want to display in the report. The default option for this list box is Real Patients, so do not select a specific option if you want to see real patients only. There are three options in the list: All (Real and Test Patients), Real Patients, and Test Patients.
8. Click the **Search** button to display the Received eHealth Exchange Documents Report as shown in Figure 97.
 - a. Two of the possible entries in the eHealth Exchange Organization report column need additional explanation. UNKNOWN means that the eHealth Exchange Organization could not be resolved by the Enrollment System Redesign (ESR) for the given Patient ID. NULL indicates invalid data from before UNKNOWN was defined.
 - b. Two of the entries that can appear in the VA Patient Preferred Facility report column need additional explanation. UNKNOWN means that the Patient Preferred Facility could not be resolved by the Enrollment System Redesign (ESR) for the given Patient ID. UNAVAILABLE means that ESR is not available. NULL indicates invalid data from before UNKNOWN and UNAVAILABLE were defined.

Received eHealth Exchange Documents Summary Report											
Search Criteria											
Start Date	<input type="text"/>										
End Date	<input type="text"/>										
User ID	<input type="text"/>										
Patient Pref Facility	<input type="text"/> ALL										
Organization	<input type="text"/> ALL										
Patient Types	<input type="text"/> ALL										
<input type="button" value="Search"/>											
Search Results											
eHealth Exchange Organization				Patient Preferred Facility			Patient Preferred Facility Station ID			Total	
Buffalo - WNYCIE	COMMUNITY HEALTH INFORMATION COLLABORATIVE			Unavailable			Unknown			55	
Indiana Health				Unavailable			Unknown			88	
Inland Spokane				Unavailable			Unknown			368	
Multicare Health System				Unavailable			Unknown			289	
NCHICA				Unavailable			Unknown			62	
NULL				Unavailable			Unknown			98	
NULL				Unavailable			Unknown			38	
ONC INTEROPLAB - NODE 1				Unavailable			Unknown			4	
RDR				Unavailable			Unknown			193	
South Carolina Health				Unavailable			Unknown			18	
Test 22				Unavailable			Unknown			711	
TestODMedVirginia				Unavailable			Unknown			394	
UTAH HEALTH INFORMATION NETWORK				Unavailable			Unknown			119	
Total:				Unavailable			Unknown			2458	

Figure 97: Received eHealth Exchange Documents Summary Report Screen

9. Each individual column of the report can be sorted if up and down arrow icons appear below the column heading. Click the **up arrow** icon to sort the column by ascending order. Click the **down arrow** icon to sort the column by descending order. (Null, Unavailable and Unknown appear in line with the related VA Patient Preferred Facilities and/or eHealth Exchange Organizations when they occur.)
10. The report displays the following fields for each listing: eHealth Exchange Organization, Patient Preferred Facility, Patient Preferred Facility Station ID, and a Total indicating the number of received eHealth Exchange documents for each combination of eHealth Exchange organization and VA facility. A grand total at the bottom of the screen indicates the total number of received eHealth Exchange documents covered by the report.

4.5.3.2. Export the Disclosures Summary Report

1. Select the **Export to Excel** option on the top-right side of the report section seen in Figure 97.
2. Unlike the detailed reports, no privacy warning is displayed prior to completing the export, as these summary-level reports do not contain personally identifiable information. However, users are reminded to follow standard VA policies and procedures for information handling.
3. Report data is exported into an Excel spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: The column headings are exported only when there are matching records. If the search did not generate any records, a ‘No records found’ message is displayed in the report, as well as in the exported Excel file.

Note: Not displayed within the VAP User Interface, and only within the export, is the Organization Identifier Code (OID).

4.5.4. Document Size

The fields on the Document Size Report query screen (Figure 98) allow you to enter a range of dates, select an eHealth Exchange Organization or all organizations, and select the Action Type. This report displays the count of received and disclosed documents, to partners, along with the minimum, maximum, and average document sizes for a selected time period. The data within this report is received from the eHealth Exchange system. It is important to note that the file sizes within this report are displayed in kilobytes (kb). VAP does not store this information within its system boundary, and similarly to the Received eHealth Exchange and the Disclosures report, this document is retrieved on demand via web service.

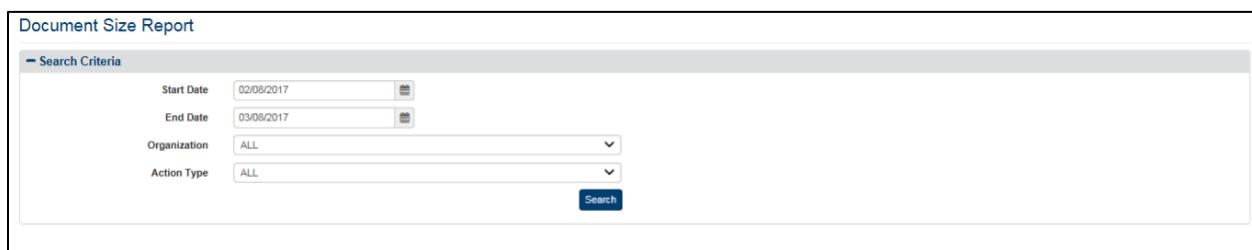


Figure 98: Document Size Report Query Screen

4.5.4.1. Generate a Document Size Report

1. Click the **Document Size** menu item under **Summary Reports** heading on the menu at the top of the screen to display the Document Size Summary Report query screen.
2. Enter the start date for the Document Size report in the **Start Date** field in the format mm/dd/yyyy (i.e., 02/12/2015). You can also select the date from the date range picker dropdown.
Note: Do not enter a date in this field or the End Date field if you want to search for all dates.
3. Enter the end date in the **End Date** field in the format mm/dd/yyyy (i.e., 02/13/2015). You can also select the date from the date range picker dropdown.
Note: Do not enter a date in this field or the Start Date field if you want to search for all dates.
4. Click the arrow at the right of the **Organization** list box to select the eHealth Exchange organization you want to display in the report. All eHealth Exchange Organizations, not just supported ones, now appear in the list and is set as default. The list, except the entry for the Department of Veterans Affairs, is sorted in ascending alphabetical order. You can only select one entry from the list. All Active Organizations are listed followed by the Inactive Organizations.
5. Click the arrow at the right of the **Action Type** list box to select to include the counts of only received documents from partners, disclosed documents to partners, or both. This allows the user to filter out the resultant data within the report by received documents only, disclosed, or both.

6. Click the **Search** button to display the Document Size Report as shown in Figure 99.

The screenshot shows the 'Document Size Report' interface. At the top, there's a 'Search Criteria' section with fields for 'Start Date' (02/08/2017), 'End Date' (03/08/2017), 'Organization' (ALL), and 'Action Type' (ALL). Below this is a 'Search' button. The main area is titled 'Search Results' and contains a table header with columns: eHealth Exchange Organization, LOINC Code, Title, Processing..., Number of Documents, Average Size, Minimum Size, and Maximum Size. A note below the header says 'There was a problem connecting to the Exchange Service.' The table body shows one row with 'Total:' and a value of '0'. On the right side of the table, there's a 'Export to Excel' link.

Figure 99: Document Size Report Screen

7. The report displays the following fields for each listing: eHealth Exchange Organizations, LOINC Code (results type), Title (of documents exchanged), Number of Documents, Average Size (of documents exchanged in kb), Minimum Size (smallest document in kb), and Maximum Size (largest document in kb).

4.5.4.2. Export the Document Size Report

1. Select the **Export to Excel** option on the top-right side of the report section seen in Figure 98.
2. Unlike the detailed reports, no privacy warning is displayed prior to the export completing, as these summary-level reports do not contain personally identifiable information. However, users are reminded to follow standard VA policies and procedures for information handling.
3. Report data is exported into an Excel spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: The column headings are exported only when there are matching records. If the search did not generate any records, a "No records found" message is displayed in the report, as well as in the exported Excel.

4.5.5. Consent Directive Summary

The fields on the Consent Directive Summary Report query screen (Figure 100) allow you to enter a range of dates, select an Authenticating facility or all Authenticating facilities, select the consent type, and include/exclude test. This report provides a summary listing of the selected Consent Directive totals for a selected range of dates at the selected Authenticating facility or facilities.

Consent Directive Summary Report

Search Criteria

Fill in the fields below to narrow your search. All dates will be included if Start Date and End Date are left blank.

Start Date	01/27/2017	<input type="button" value="Select..."/>
End Date	02/27/2017	<input type="button" value="Select..."/>
Authenticating Facilities	ALL	<input type="button" value="Select..."/> <input type="button" value="Select All"/>
Entered By		
Patient Types	Real Patients	<input type="button" value="Select..."/>

Figure 100: Consent Directive Summary Report Query Screen

4.5.5.1. Generate a Consent Directive Summary Report

1. Click the **Consent Directive** menu item under **Summary Reports** heading on the menu at the top of the screen to display the Consent Directive Summary Report query screen.
2. Enter the start date for the Consent Directive Summary Report in the **Start Date** field in the format mm/dd/yyyy (i.e., 02/12/2015). You can also select the date from the date range picker dropdown.
Note: Do not enter a date in this field or the End Date field if you want to search for all dates.
3. Enter the end date for the Consent Directive Summary Report in the **End Date** field in the format mm/dd/yyyy (i.e., 02/13/2015). You can also select the date from the date range picker dropdown.
Note: Do not enter a date in this field or the Start Date field if you want to search for all dates.
4. Click the **Select** button at the right of Authenticating Facilities to select one or more facilities you want to display in the report. The default authenticating facility filter is set to the User Default Facility. This default can be changed by the user from the **Set Default Facility** menu item under the **Welcome** menu. The All option is the default setting, unless a default facility is selected. You must select the **Select All** button if you want the report to include all VA facilities.
 - a. A pop-up window will show displaying all VISNs, their associated facilities, and your selection in three (3) separate sections. For each section, you may **Select/Unselect all** from the top right, seen in Figure 101 below.
 - b. The first and second columns are used to filter by VISN and Facilities. The third column to the right displays the selected VISNs and Facilities to be included within the resultant report.
 - c. The VISN column, to the left-hand side of the pop-up, displays all 21 VISNs stored within the VAP application. This column allows the user to filter and/unselect by VISNs.

- d. The middle column, Facilities, shows a listing of all the facilities. By default, facilities in the middle section are grouped by VISN. This default can be changed if you uncheck the **Display facilities grouped by VISN** box, under the middle section, highlighted in Figure 101. Once unchecked, facilities will be listed in alphabetical order. If any VISNs, from the VISN column are unchecked, the Facilities list will update to remove these facilities from the view.
- e. Once the selection is made and the first two columns, VISNs and Facilities, are filtered, the last column to the right, Your Selection will display the resultant facilities associated with the filter selection from the other two boxes.
- f. The other two checkboxes within this page are **Include consents with unknown VISN**, and **Aggregate data at the facility level**. By default, both are unchecked. If selected, aggregate data at the facility level, this means the data will be rolled-up and aggregated to the parent-level. All children-level facilities will not be displayed and the counts will be included within the parent. Within Release, this functionality was modified to not use the 3 and 5-digit facility codes, but to base this on the relationships set within the Facilities administrator section of the VAP application.
- g. Click **OK** to confirm your selection and implement it in the search results.
- h. Click **Cancel** on the bottom right to cancel your selection and go back to the previously selected filter option. Click **Restore last selection** to go back to the last selection of facilities used. For example, if the last selection you made only included VISN 1 facilities, clicking this button on a window that is displaying all facilities will change the selection to show only VISN 1 facilities.

Select Facilities

Select one or more facilities for filtering your report results. Use the left two lists to narrow down the selection list on the right. You can select all available facilities or all facilities within specific VISNs by clicking "Select all" links.

Show VISNs:	Show facilities:	Your selection:
<input type="checkbox"/> VISN 1 - VA New England Healthcare System	<input type="checkbox"/> VISN 1	<input type="checkbox"/> VISN 1
<input type="checkbox"/> VISN 2 - VA Healthcare Network Upstate	<input type="checkbox"/> Jamaica Plain VA Medical Center (523)	<input type="checkbox"/> Edith Nourse Rogers Memorial VA Medical Center (518GE)
<input type="checkbox"/> VISN 3 - VA NY/NJ Veterans Healthcare I	<input type="checkbox"/> Leeds VA Medical Center (631)	<input type="checkbox"/> Haverhill VA Clinic (518GB)
<input type="checkbox"/> VISN 4 - VA Healthcare - VISN4	<input type="checkbox"/> Manchester VA Medical Center (608)	<input type="checkbox"/> Lynn VA Clinic (518GA)
<input type="checkbox"/> VISN 5 - VA Capitol Health Care Network	<input type="checkbox"/> Providence VA Medical Center (650)	<input type="checkbox"/> Jamaica Plain VA Medical Center (523)
<input type="checkbox"/> VISN 6 - VA Mid-Atlantic Health Care Netw	<input type="checkbox"/> Togus VA Medical Center (402)	<input type="checkbox"/> Brockton VA Medical Center (523A)
<input type="checkbox"/> VISN 7 - VA Southeast Network	<input type="checkbox"/> West Haven VA Medical Center (689)	<input type="checkbox"/> Causeway VA Clinic (523BZ)
<input type="checkbox"/> VISN 8 - VA Sunshine Healthcare Network	<input type="checkbox"/> White River Junction VA Medical Center (528)	<input type="checkbox"/> Framingham VA Clinic (523GA)
<input type="checkbox"/> VISN 9 - VA Mid South Healthcare Netwo	<input type="checkbox"/> VISN 2	<input type="checkbox"/> Lowell VA Clinic (523BY)
<input type="checkbox"/> VISN 10 - VA Healthcare System of Ohio	<input type="checkbox"/> Buffalo VA Medical Center (528)	<input type="checkbox"/> Plymouth VA Clinic (523GD)
<input type="checkbox"/> VISN 11 - Veterans In Partnership	<input type="checkbox"/> VISN 3	<input type="checkbox"/> Quincy VA Clinic (523GC)
<input type="checkbox"/> VISN 12 - The Great Lakes Health Care S	<input type="checkbox"/> East Orange VA Medical Center (561)	<input type="checkbox"/> West Roxbury VA Medical Center (523EF)
<input type="checkbox"/> VISN 13 - Heartland Network	<input type="checkbox"/> Franklin Delano Roosevelt VA Medical Ce	<input type="checkbox"/> Leeds VA Medical Center (631)
<input type="checkbox"/> VISN 14 - South Central VA Health Care I	<input type="checkbox"/> James J. Peters VA Medical Center-Bronx	<input type="checkbox"/> Fitchburg VA Clinic (631GF)
<input type="checkbox"/> VISN 15 - VA Heart of Texas Health Care	<input type="checkbox"/> Manhattan VA Medical Center (630)	<input type="checkbox"/> Greenfield VA Clinic (631GD)
<input type="checkbox"/> VISN 16 - Southwest Health Care Net	<input type="checkbox"/> Northport VA Medical Center (632)	<input type="checkbox"/> Pittsfield VA Clinic (631GC)
<input type="checkbox"/> VISN 17 - VA Northwest Network		<input type="checkbox"/> Springfield VA Clinic (631BY)
<input type="checkbox"/> VISN 18 - VA Northwest Network		<input type="checkbox"/> Worcester VA Clinic (631CE)
<input type="checkbox"/> VISN 19 - Rocky Mountain Network		
<input type="checkbox"/> VISN 20 - Northwest Network		
<input type="checkbox"/> VISN 21 - Sierra Pacific Network		

Include consents with unknown VISN **Display facilities grouped by VISN** **Aggregate data at the facility level**

Restore last selection **Cancel** **Ok**

Figure 101: Select Facilities Pop-Up Window

5. Click the arrow at the right of **Patient Types** list box to select the types of patients you want to display in the report. The default option for this list box is Real Patients, so do not select a specific option if you want to see Real Patients only. There are three options in the list: All (Real and Test Patients), Real Patients, and Test Patients.
6. Click the **Search** button to display the Consent Directive Summary Report as shown in Figure 102 and Figure 103.
7. The entries that can appear in the VA Facility report column need additional explanation. UNKNOWN means that the Patient Preferred Facility could not be resolved by the Enrollment System Redesign (ESR) for the given Patient ID. UNAVAILABLE means that ESR is not available. NULL indicates invalid data from before UNKNOWN and UNAVAILABLE were defined.

The screenshot shows the 'Consent Directive Summary Report' search interface. It includes a 'Search Criteria' section with fields for Start Date, End Date, Authenticating Facilities (set to 'ALL'), Entered By, and Patient Types (set to 'ALL'). Below this is a 'Search Results' table with columns for Authenticating Facility, eHealth Exchange Authorizations, eHealth Exchange Revocations, eHealth Exchange Restrictions, eHealth Exchange Restriction Revocations, SSA Authorizations, and SSA Revocations. The table data is as follows:

Authenticating Facility	eHealth Exchange Authorizations	eHealth Exchange Revocations	eHealth Exchange Restrictions	eHealth Exchange Restriction Revocations	SSA Authorizations	SSA Revocations
Aberdeen VA Clinic	36	608	28	16	16	651
Abilene VA Clinic	0	507	0	0	1	514
Total:	69421	481686	72	42	69342	490466

Figure 102: Consent Directive Summary Report Screen (Top)

The screenshot shows the detailed results of the search. The table has columns for Authenticating Facility, eHealth Exchange Authorizations, eHealth Exchange Revocations, eHealth Exchange Restrictions, eHealth Exchange Restriction Revocations, SSA Authorizations, and SSA Revocations. The data is identical to the summary table in Figure 102.

Figure 103: Consent Directive Summary Report Screen (Bottom)

8. Each individual column of the report can be sorted if up and down arrow icons appear below the column heading. Click the **up arrow** icon to sort the column by ascending order. Click the **down arrow** icon to sort the column by descending order. (Null, Unavailable, and Unknown appear in line with the related Authenticating Facilities and/or eHealth Exchange Organizations when they occur).
9. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.

10. The report displays the following fields for each listing: Authenticating Facility, eHealth Exchange Authorizations, eHealth Exchange Revocations, eHealth Exchange Restrictions, eHealth Exchange Restriction Revocations, SSA Authorizations, and SSA Revocations.

4.5.5.2. Export the Consent Directive Summary Report

1. Select the **Export to Excel** option on the top-right side of the report section seen in Figure 102.
2. Unlike the detailed reports, no privacy warning is displayed prior to completing the export, as these summary-level reports do not contain personally identifiable information. However, users are reminded to follow standard VA policies and procedures for information handling.
3. Report data is exported into an Excel spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: The column headings are exported only when there are matching records. If the search did not generate any records, a “No records found” message is displayed in the report, as well as in the exported Excel file.

4.5.6. Opt-In Summary

The Opt-In Summary Report displays the transaction history without regard to current status of all patients currently in opt in status as shown in Figure 104. Within this report, the user is able to filter by Authenticating Facilities, Consent Type, Entered By, and Patient Types.

The screenshot shows the 'Opt-In Patients Summary Report' search criteria interface. At the top left is the VAP logo with the text 'VETERANS AUTHORIZATIONS & PREFERENCES'. Below the logo, the title 'Opt-In Patients Summary Report' is displayed. Underneath the title is a section titled 'Search Criteria' with a minus sign icon to its left. This section contains four filter fields: 'Authenticating Facilities' (set to 'ALL'), 'Consent Type' (set to 'ALL'), 'Entered By' (empty), and 'Patient Types' (set to 'ALL'). To the right of these fields are two buttons: 'Select...' and 'Select ALL'. At the bottom right of the search criteria area is a 'Search' button.

Figure 104: Opt-In Summary Report Results (Top)

W.G. (Bill) Hefner VA Medical Center-Salisbury	158	0	158
Washington VA Medical Center	154	0	154
West Haven VA Medical Center	163	0	163
West Los Angeles VA Medical Center	139	0	139
West Palm Beach VA Medical Center	177	0	177
Westport VA Clinic	1	0	1
White City VA Medical Center	169	0	169
White River Junction VA Medical Center	158	0	158
Wilkes-Barre VA Medical Center	163	0	163
William S. Middleton Memorial Veterans Medical Center-Madison	165	0	165
Wilmington VA Medical Center	158	0	158
Wm. Jennings Bryan Dorn VA Medical Center-Columbia	174	0	174
Total:	20853	34	20887

Figure 105: Opt-In Summary Report Results (Bottom)

4.5.6.1. Generate an Opt-In Summary Report

1. Click the **Opt-In Patients** menu item under **Summary Reports** heading on the menu at the top of the screen to display the Opt-In Summary Report query screen.
2. Click the **Select** button at the right of Authenticating Facilities to select one or more facilities you want to display in the report. The default authenticating facility filter is set to the User Default Facility. This default can be changed by the user from the **Set Default Facility** menu item under the **Welcome** menu. The All option is the default setting, unless a default facility is selected. You must select the **Select All** button if you want the report to include all VA facilities.
 - a. A pop-up window will show displaying all VISNs, their associated facilities, and your selection in three (3) separate sections.
 - b. For each section, you may **Select/Unselect all** from the top right, as highlighted in Figure 106 below. The first and second columns are used to filter by VISN and Facilities. The third column to the right displays the selected VISNs and Facilities to be included within the resultant report.
 - c. The VISN column, to the left-hand side of the pop-up, displays all 21 VISNs stored within the VAP application. This column allows the user to filter and/unselect by VISNs.
 - d. The middle column, Facilities, shows a listing of all the facilities. By default, facilities in the middle section are grouped by VISN. This default can be changed if you uncheck the **Display facilities grouped by VISN** box, under the middle section, highlighted in Figure 106. Once unchecked, facilities will be listed in alphabetical order. If any VISNs, from the VISN column are unchecked, the Facilities list will update to remove these facilities from the view.
 - e. Once the selection is made and the first two columns, VISNs and Facilities, are filtered, the last column to the right, Your Selection, will display the resultant facilities associated with the filter selection from the other two boxes.
 - f. The other two checkboxes within this page are **Include consents with unknown VISN**, and **Aggregate data at the facility level**. By default, both are unchecked.
 - g. Click **OK** to confirm your selection and implement it in the search results.

- h. Click **Cancel** on the bottom right to cancel your selection and go back to the previously selected filter option. Click **Restore last selection** to go back to the last selection of facilities used. For example, if the last selection you made only included VISN 1 facilities, clicking this button on a window that's displaying all facilities will change the selection to show only VISN 1 facilities.

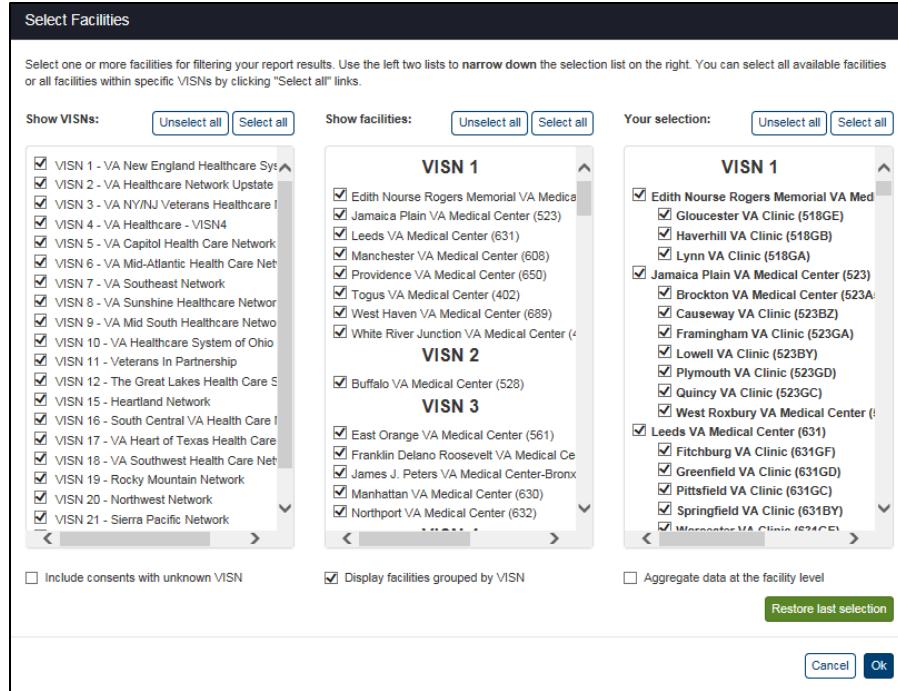


Figure 106: Select Facilities Pop-Up Window

3. Click the arrow at the right of **Consent Types** list box to select the types of consents to be displayed on the report. The default option for this list box is All Types. There are three options in the list: All, eHealth Exchange Authorizations, or, SSA Authorizations. If results should be limited to eHealth Exchange Authorizations, then no SSA counts will be displayed (and shown as 0). If SSA Authorizations are selected, then, alternatively, no eHealth Exchange counts will be displayed (and shown as 0).
4. Enter a valid VA username in the **Entered By** field, if desired, to filter the results by counts manually submitted by that ROI administrator/user within the VAP application. It is important to note that this will only function on consents manually submitted through the VAP application. If desired to search by eBenefits, type “eBenefits” into the box.
5. Click the arrow at the right of **Patient Types** list box to select the types of patients you want to display in the report. The default option for this list box is Real Patients, so do not select a specific option if you want to see real patients only. There are three options in the list: All (Real and Test Patients), Real Patients, and Test Patients.
6. The report, seen in Figure 104 and Figure 105 under search fields, displays the Authenticating Facility, eHealth Exchange Authorization, SSA Authorization, and Facility Total.

4.5.6.2. Export the Opt-In Patient Summary Report

1. Select the **Export to Excel** option on the top-right side of the report section seen in Figure 104.
2. Unlike the detailed reports, no privacy warning is displayed prior to completing the export, as these summary-level reports do not contain personally identifiable information. However, users are reminded to follow standard VA policies and procedures for information handling.
3. Report data is exported into an Excel spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: The column headings are exported only when there are matching records. If the search did not generate any records, a “No records found” message is displayed in the report, as well as in the exported Excel file.

4.5.7. Delayed Consent Summary

The Delayed Consent Summary Report, Figure 107, allows you to select Authenticating Facility(s), reason or reasons for delay, days since delayed, consent type, and patient types. This report provides a summary listing of the selected Delayed Consent totals at the selected Authenticating facility or facilities.

The screenshot shows the 'Delayed Consent Summary Report' search criteria interface. It includes fields for selecting Authenticating Facilities (with an 'ALL' dropdown and 'Select...' and 'Select ALL' buttons), Reason(s) for Delay (checkboxes for ALL, Form not signed, Form content altered, Demographic changes, Privacy Officer review, Signature verification, and Power of Attorney not on file), Days Since Delayed (dropdown set to ALL), Consent Type (dropdown set to ALL), and Patient Types (dropdown set to Real Patients). A 'Search' button is located at the bottom right.

Figure 107: Delayed Consent Summary Report

4.5.7.1. Generate a Delayed Consent Summary Report

1. Click the **Delayed Consent** menu item under **Summary Reports** heading on the menu at the top of the screen to display the Delayed Consent Summary Report query screen.
2. Click the **Select** button at the right of Authenticating Facilities to select one or more facilities you want to display in the report. The default authenticating facility filter is set to the User Default Facility. This default can be changed by the user from the **Set Default Facility** menu item under the **Welcome** menu. The All option is not the default setting. You must select the **Select All** button if you want the report to include all VA facilities.

- a. A pop-up window will show displaying all VISNs, their associated facilities, and your selection in three (3) separate sections.
- b. For each section, you may **Select/Unselect all** from the top right, as highlighted in Figure 108 below. The first and second columns are used to filter by VISN and Facilities. The third column to the right displays the selected VISNs and Facilities to be included within the resultant report.
- c. The VISN column, to the left-hand side of the pop-up, displays all 21 VISNs stored within the VAP application. This column allows the user to filter and/unselect by VISNs.
- d. The middle column, Facilities, shows a listing of all the Facilities. By default, facilities in the middle section are grouped by VISN. This default can be changed if you uncheck the **Display facilities grouped by VISN** box, under the middle section, highlighted in Figure 108. Once unchecked, facilities will be listed in alphabetical order. If any VISNs, from the VISN column are unchecked, the Facilities list will update to remove these facilities from the view.
- e. Once the selection is made and the first two columns, VISNs and Facilities, are filtered, the last column to the right, Your Selection, will display the resultant facilities associated with the filter selection from the other two boxes.
- f. The other two checkboxes within this page are **Include consents with unknown VISN**, and **Aggregate data at the facility level**. By default, both are unchecked.
- g. Click **OK** to confirm your selection and implement it in the search results.
- h. Click **Cancel** on the bottom right to cancel your selection and go back to the previously selected filter option. Click **Restore last selection** to go back to the last selection of facilities used. For example, if the last selection you made only included VISN 1 facilities, clicking this button on a window that's displaying all facilities will change the selection to show only VISN 1 facilities.

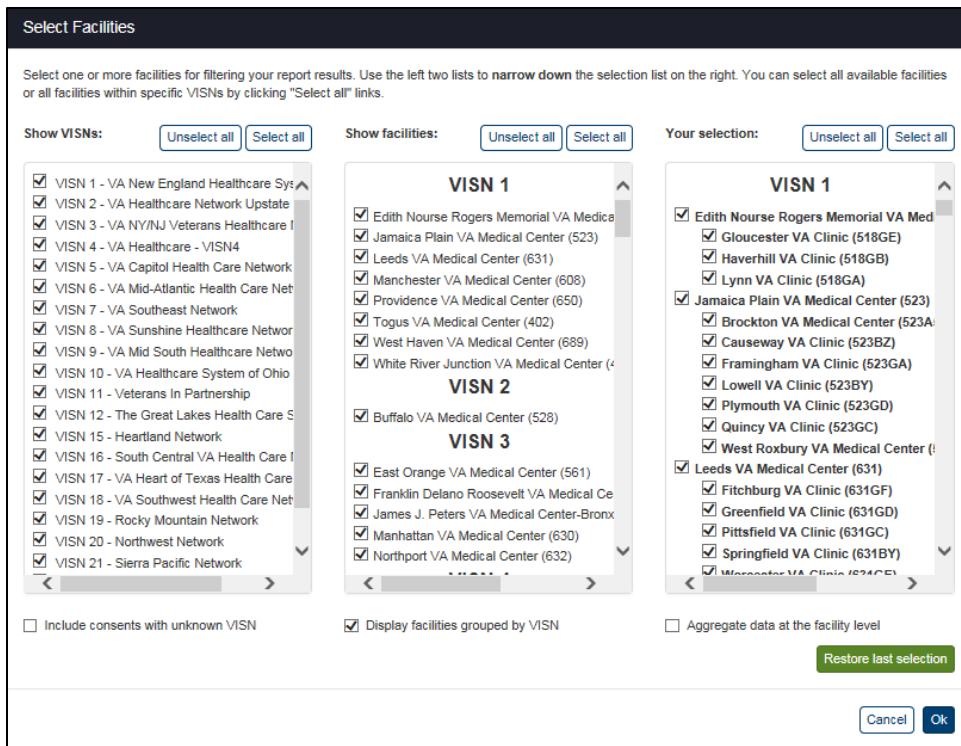


Figure 108: Select Facilities Pop-Up Windows

3. Check one or multiple of the **reason(s) for delay** checkboxes that you want to display in your Delayed Consent Summary Report. By default, All reasons for delay will be displayed. Do not select a specific option if you want to see all reasons in the report.
4. Click the arrow at the right of the **Days Since Delayed** list box to select the range of days, since the status have been delayed, you want to display in the report.
5. Click the arrow at the right of the **Consent Type** list box to select the types of consent you want to display in the report. The default option for this list box is All, so do not select a specific option if you want to see all types of consent. There are two other options in the list: eHealth Exchange Authorizations, SSA Authorizations. You can only select one entry from the list.
6. Click the arrow at the right of **Patient Types** list box to select the types of patients you want to display in the report. The default option for this list box is Real Patients, so do not select a specific option if you want to see real patients only. There are three options in the list: All (Real and Test Patients), Real Patients, and Test Patients.

Delayed Consent Summary Report

Search Criteria

Authenticating Facilities	ALL	<input type="button" value="Select..."/>	<input type="button" value="Select All"/>
Reason(s) for Delay	<input checked="" type="checkbox"/> ALL <input type="checkbox"/> Form not signed <input type="checkbox"/> Form content altered <input type="checkbox"/> Demographic changes <input type="checkbox"/> Privacy Officer review <input type="checkbox"/> Signature verification <input type="checkbox"/> Power of Attorney not on file		
Days Since Delayed	ALL	<input type="button" value="Search"/>	
Consent Type	ALL		
Patient Types	ALL		

Search Results

Authenticating Facility	Consent Type	Total
Aberdeen VA Clinic	eHealth Exchange Authorization	12
Akron VA Clinic	eHealth Exchange Authorization	1
ALEXANDRIA VA Medical Center	eHealth Exchange Authorization	4
ALEXANDRIA VA Medical Center	SSA Authorization	1
Baltimore VA Medical Center	eHealth Exchange Authorization	1
Biloxi VA Medical Center	eHealth Exchange Authorization	1
Ely VA Clinic	eHealth Exchange Authorization	1
Hunter Holmes McGuire VA Medical Center-Richmond	eHealth Exchange Authorization	1
Hunter Holmes McGuire VA Medical Center-Richmond	SSA Authorization	1
Montgomery VA Medical Center	SSA Authorization	1
Philadelphia VA Medical Center	eHealth Exchange Authorization	1
Philadelphia VA Medical Center	SSA Authorization	1
Thomas E. Creek VA Medical Center-Amarillo	SSA Authorization	1
Total:		27

Export to Excel

Figure 109: Delayed Consent Summary Report

7. Click the **Search** button to display the Delayed Consent Summary Report as shown in Figure 109.
 - a. Two of the possible entries in the eHealth Exchange Organization report column need additional explanation. UNKNOWN means that the eHealth Exchange Organization could not be resolved by the Enrollment System Redesign (ESR) for the given Patient ID. NULL indicates invalid data from before UNKNOWN was defined.
 - b. Two of the entries that can appear in the VA Facility report column need additional explanation. UNKNOWN means that the Patient Preferred Facility could not be resolved by the Enrollment System Redesign (ESR) for the given Patient ID. UNAVAILABLE means that ESR is not available. NULL indicates invalid data from before UNKNOWN and UNAVAILABLE were defined.
8. Each individual column of the report can be sorted if up and down arrow icons appear below the column heading. Click the **up arrow** icon to sort the column by ascending order. Click the **down arrow** icon to sort the column by descending order. (Null, Unavailable, and Unknown appear in line with the related VA Facilities and/or eHealth Exchange Organizations when they occur.)
9. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.

Note: The report displays the Authenticating Facility, Consent Type, and Total.

4.5.7.2. Export the Delayed Consent Summary Report

1. Select the **Export to Excel** option on the top-right side of the report section seen in Figure 109.

2. Unlike the detailed reports, no privacy warning is displayed prior to completing the export, as these summary-level reports do not contain personally identifiable information. However, users are reminded to follow standard VA policies and procedures for information handling.
3. Report data is exported into an Excel spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: The column headings are exported only when there are matching records. If the search did not generate any records, a “No records found” message is displayed in the report, as well as in the exported Excel file.

4.5.8. Patient Discovery Audit Summary

The Patient Discovery Audit Summary Report, Figure 110, allows you to enter a range of dates, select a Patient Preferred facility or all Patient Preferred facilities, and select an eHealth Exchange Organization or all eHealth Exchange Organizations. This report displays a summary listing of the number of real versus test patient transactions and whether they succeeded or failed as shown in Figure 110. The Patient Discovery audit log is ordered to ensure that the sequence of events recorded is a reflection of what actually transpired. A recent change to this report is the ability to filter the resultant report by hour/minute. Due to the increasing amount of data and the millions of records, this allows the user to fine-tune the results to obtain better counts on a daily basis. It is important to note, due to the immense quantity of data within this report (millions of records), searching for several weeks or months may take a couple of minutes to process.

Note: Field labels within the application clarify whether a VA Facility within a report is an Authenticating Facility or the Patient Preferred Facility.

The screenshot shows a web-based form titled "Patient Discovery Audit Summary Report". The form is divided into sections: "Search Criteria" and "Patient Types".

Search Criteria:

- Start Date: 12/26/2017
- Start Time: 12 : 00 AM
- End Date: 01/27/2018
- End Time: 12 : 00 AM
- User ID: (empty)
- Patient Preferred Facility: ALL
- Sending Organization: ALL
- Receiving Organization: ALL
- Patient Types: Real Patients

Patient Types:

- Real Patients

A "Search" button is located at the bottom right of the search criteria section.

Figure 110: Patient Discovery Audit Summary Report

4.5.8.1. Generate a Patient Discovery Audit Summary Report

1. Click the **Patient Discovery Audit** menu item under **Summary Reports** heading on the menu at the top of the screen to display the Patient Discovery Audit Summary Report query screen.
2. Enter the start date for the Patient Discovery Audit Summary Report in the **Start Date** field in the format mm/dd/yyyy (i.e., 07/20/2015). You can also select the date from the date range picker dropdown. Select a starting time frame using the **Start Time** fields. Use the dropdowns to select the hours, minutes, and meridian. As a user, you should be mindful that the VAP application is hosted at the Austin Information Technology Center (AITC) and uses Central Standard Time (CST). If you are located in a different time zone and are looking for a particular announcement made by you, remember the time difference!

Note: Do not enter a date in this field or the End Date field if you want to search for all dates.
3. Enter the end date for the Patient Discovery Audit Summary Report in the **End Date** field in the format mm/dd/yyyy (i.e., 10/18/2015). You can also select the date from the date range picker dropdown. Select an ending time frame using the **End Time** fields. Use the dropdowns to select the hours, minutes, and meridian. Again, be mindful of the time difference, if located in a different time zone. VAP is on Central Standard Time (CST).

Note: Do not enter a date in this field or the Start Date field if you want to search for all dates.
4. Enter a user ID in the **User ID** field if you want to search for a specific user.

Note: Do not enter a User ID in this field if you want to search for all users.
5. Click the arrow at the right of the **Patient Preferred Facility** list box to select the facility you want to display in the report. The list of facilities to be displayed within this menu is stored internally within the VAP application. To add or delete a facility, contact your VAP administrator to make the modifications on the “Facilities” management pages in the admin section of the VAP application. You can only select one entry from the list.
 - a. The default Patient Preferred facility associated with the logged on (current) user is automatically selected from the list in the Patient Facility list box based on the user’s VA User ID. This default can be changed by the user from the **Set Default Facility** menu item.
 - b. The All option is not set as a default setting. If you would like to run a report for all VA facilities, then you must select the “All Facilities” option..
 - c. If you are not sure of the name of a VA facility, you can search for the facility by typing the beginning letter of the facility description (e.g., If the user types “N” in the VA Facility list box, the selection bar will move to the first VA facility that begins with “N.”) into the blank entry in the list.
6. Click the arrow at the right of the **Sending Organization or Receiving Organization** list box to select the eHealth Exchange organization you want to display in the report. Both Senders and Receivers cannot be selected as filters, and the VAP application will display

a user reminder if both are used. This is due to the fact that VAP only tracks outbound transactions leaving Department of VA and inbound transactions to the Department of VA. Communication between partners (such as an instance when the Sender is Epic and the Receiver is Kaiser Permanente) would not be found within the system. All Active Organizations are listed first, followed by the Inactive Organizations.

7. Click the arrow at the right of **Patient Types** list box to select the types of patients you want to display in the report. The default option for this list box is Real Patients, so do not select a specific option if you want to see Real Patients only. There are three options in the list: All (Real and Test Patients), Real Patients, and Test Patients.
8. Click the **Search** button to display the Patient Discovery Audit Summary Report as shown in Figure 111.

eHealth Exchange Organization	Patient Preferred Facility	Audits	Unique Real Patients	Matches Found for Real Patients	Match Fails for Real Patients	Unique Test Patients	Matches Found for Test Patients	Match Fails for Test Patients
Department of Defense	Another VA Facility Name	28	0	0	0	0	0	0
Kaiser Permanent	Some VA Facility Name	25	0	0	0	0	0	0
Total:		53	0	0	0	0	0	0

Figure 111: Patient Discovery Audit Summary Report Results

9. The report, Figure 111, displays the eHealth Exchange Organization, Patient Preferred Facility, Audits, Unique Real Patients, Matches Found for Real Patients, Match Fails for Real Patients, Unique Test Patients, Matches Found for Test Patients, and Match Fails for Test Patients. The total audits are shown at the bottom of the report page.

4.5.8.2. Export the Patient Discovery Audit Summary Report

1. Select the **Export to Excel** option on the top-right side of the report section seen in Figure 109.
2. Unlike the Detailed reports, no privacy warning is displayed prior to completing the export, as these summary-level reports do not contain personally identifiable information. However, users are reminded to follow standard VA policies and procedures for information handling.
3. Report data is exported into an Excel spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: The column headings are exported only when there are matching records. If the search did not generate any records, a “No records found” message is displayed in the report, as well as in the exported Excel file.

Veteran Authorization and Preferences

4.6. Generating Detailed Reports

The VAP application generates eight (8) detailed reports.

- Disclosures
- Received eHealth Exchange Documents
- Consent Directive
- Opt-In Patients
- Expiring Consent
- Delayed Consent
- Patient Discovery Audit
- Scheduled Exports

Each report is described below in more detail. The Report options are available to all users.

If there is a document which linked to a row in a report (i.e., a **View** link appears at the end of the row), the document may be viewed by clicking the link. The displayed document can then be printed by clicking the **Printer** icon at the top of the screen. This process is detailed below at the end of Section 4.6.1 Disclosures Report.

4.6.1. Disclosures Detailed

The fields on the Accounting of Disclosure Report query screen (Figure 112) allow you to create an accounting of disclosures report for all health information released to non-VA providers through the use of Exchange or Direct. Enter a Veteran's SSN, Last Name and First Name, enter a range of Start Date and End Date, select an authenticating facility or all facilities, select an eHealth Exchange organization or all external eHealth Exchange organizations, include/exclude test patients and set the number of records per page for the report. This report provides a detailed listing of one or multiple records of patient information for one or more Veterans for a selected range of dates with a combination of selected VA facilities and eHealth Exchange organization or organizations.

4.6.1.1. Generate an Accounting of Disclosures Report

1. Click the **Disclosures** menu item under **Detailed Reports** heading on the menu at the top of the screen to display the Accounting of Disclosures Report query screen.
2. Click on the down arrow to select the **Disclosure Source** either from Exchange (default) or Direct.
3. Enter the SSN for a specific patient in the format ##### (no hyphens) in the **SSN** field. Do not enter a SSN in this field or names in the Last Name and First Name fields if you want to search for all patients in the context of the other parameters you enter.
4. Enter a last name for one or more patients in the **Last Name** field. Leave the SSN and First Name fields blank if you want to search for patients with the same Last Name. Do not enter a last name in this field or a first name in the First Name field if you want to search for a patient based on his or her SSN.

Figure 112: Accounting of Disclosures Report Query Screen (Exchange)

5. Enter a first name for one or more patients in the **First Name** field. Leave the SSN and Last Name fields blank if you want to search for patients with the same first name. Do not enter a first name in this field or a last name in the Last Name field if you want to search for a patient based on his or her SSN.
6. Enter the start date for the Accounting of Disclosures Report in the **Start Date** field in the format mm/dd/yyyy (i.e., 02/12/2015). You can also select the date from the date range picker dropdown.
Note: Do not enter a date in this field or the End Date field if you want to search for all dates.
7. Enter the end date for the Accounting of Disclosures Report in the **End Date** field in the format mm/dd/yyyy (i.e., 02/13/2015). You can also select the date from the date range picker dropdown.
Note: Do not enter a date in this field or the Start Date field if you want to search for all dates.
8. Click the arrow at the right of the **Purpose of Use** list box to select one entry of the following options: Treatment, Emergency, or Coverage.
9. Click the arrow at the right of the **Patient Preferred Facility** list box to select the facility you want to display in the report. All VA Patient Preferred facilities, not just supported ones, appear in the list. The list, except the entry for the Department of Veterans Affairs, is sorted in ascending alphabetical order. You can only select one entry from the list.
 - a. The default VA facility associated with the logged on (current) user is automatically selected from the list in the VA Patient Facility list box based on the user's VA User ID. This default can be changed by the user from the **Set Default Facility** menu item.
 - b. The All option is not the default setting. You must select it from the list if you want the report to include all VA Patient Preferred facilities. If you are generating this report for a specific patient request, select the **All** option to ensure that all records that have been disclosed for that particular patient are returned.
 - c. If you are not sure of the name of a VA facility, you can search for the facility by typing the beginning letter of the facility description (e.g., If the user types "N" in

the VA Patient Preferred Facility list box, the selection bar will move to the first VA facility that begins with “N.”) into the blank entry in the list.

10. Click the arrow at the right of the **Organization** list box to select the eHealth Exchange organization you want to display in the report. This reflects the organizations to which the VA disclosed records. You can only select one entry from the list. The default option for this list box is All, so do not select a specific organization if you want to see all external eHealth Exchange organizations in the report.
 - a. If you are generating this report for a specific patient request, select the **All** option to ensure that all records that have been disclosed for that particular patient are returned.
 - b. The DEPARTMENT OF VETERANS AFFAIRS entry appears at the end of the list, not in alphabetical order.
11. Click the arrow at the right of **Patient Types** list box to select the types of patients you want to display in the report. The default option for this list box is Real Patients, so do not select a specific option if you want to see real patients only. There are three options in the list: All (Real and Test Patients), Real Patients, and Test Patients.
12. Click the **Search** button to display the Accounting of Disclosures Report as shown in Figure 113 for Exchange Disclosures and as shown in Figure 114 for Direct Disclosures.
 - a. The entries in the VA Facility report column need additional explanation. UNKNOWN means that the Patient Preferred Facility could not be resolved by the Enrollment System Redesign (ESR) for the given Patient ID. UNAVAILABLE means that ESR is not available. NULL indicates invalid data from before UNKNOWN and UNAVAILABLE were defined.
 - b. The possible entries in the eHealth Exchange Organization report column need additional explanation. UNKNOWN means that the eHealth Exchange Organization could not be resolved by the ESR for the given Patient ID. NULL indicates invalid data from before UNKNOWN was defined.
13. Click the **Show Entries** list box to select the number of records you want to display on each page of the search. The default option for this list box is 25. As of VAP 2.6.0, this was updated to remove the All option for performance reasons. To allow users to display additional options, 250 and 500 records per page were added. This field now allows users to select by 10, 25, 50, 100, 250 and 500.
 - a. In Figure 113, SSN (9 digits), Patient Last Name, Patient First Name, Date of Disclosures, Disclosures, Patient Preferred Facility, Patient Preferred Facility Station ID, eHealth Exchange Organization, User ID, Purpose of Use, User Role, and View are available fields for the Disclosures Report if the disclosure source from eHealth Exchange.

Accounting of Disclosures Report

Search Criteria

Fill in the fields below to narrow your search. All dates will be included if Start Date and End Date are left blank.

Disclosure Source	Exchange	Purpose of Use	ALL
SSN	#####	Patient Pref Facility	ALL
Last Name		Organization	ALL
First Name		Patient Types	ALL
Start Date			
End Date			

Search Results

Show: 25 entries
Showing 1 to 25 of 1,855 entries

[Export to Excel](#) [Export to CSV](#) [Print](#)

SSN	Patient Last Name	Patient First Name	Date of Disclosures (CT)	Disclosures	Patient Preferred Facility	Patient Preferred Facility Station ID	eHealth Exchange Organization	User ID	Purpose of Use	User Role	View
[REDACTED]	[REDACTED]	[REDACTED]	12/20/2011 03:14 PM	DEPARTMENT OF VETERANS AFFAIRS SUMMARIZATION OF EPISODE NOTE	Unavailable	Unknown	Inland Spokane	[REDACTED]	TREATMENT	Unknown	view
[REDACTED]	[REDACTED]	[REDACTED]	12/20/2011 01:35 PM	DEPARTMENT OF VETERANS AFFAIRS SUMMARIZATION OF EPISODE NOTE	Unavailable	Unknown	Sender/OID DEPT OF VA	[REDACTED]	TREATMENT	Unknown	view

Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [75](#) Next

Figure 113: Accounting of Disclosures Report Screen (Exchange)

- In Figure 114, SSN (9 digits), Patient Last Name, Patient First Name, Date of Disclosures, Disclosures, Direct Address, User ID, and Purpose of Use are available fields for the Disclosures Report if the disclosure source is Direct.

Accounting of Disclosures Report

Search Criteria

Fill in the fields below to narrow your search. All dates will be included if Start Date and End Date are left blank.

Disclosure Source	Direct	Purpose of Use	ALL
SSN	#####		
Last Name			
First Name			
Start Date			
End Date			

Search Results

Show: 25 entries
Showing 1 to 25 of 0 records found

[Export to Excel](#) [Export to CSV](#) [Print](#)

SSN	Patient Last Name	Patient First Name	Date of Disclosures (CT)	Disclosures	Direct Address	User ID	Purpose of Use
-----	-------------------	--------------------	--------------------------	-------------	----------------	---------	----------------

Previous [1](#) Next

Show: 25 entries

Previous [1](#) Next

Figure 114: Accounting of Disclosures Report Screen (Direct)

- A View link in Figure 113 at the end of each listing allows authorized users to review the actual record disclosed on a Document View screen (Figure 114 and Figure 115). The entries in the Disclosures column of the report indicate whether the View links display Summarization of Episode Notes (C32), Discharge Summarization Notes (C62), other C62 documents if they are available, or CCDAAs. The C62 documents can be viewed in a non-editable PDF format. Since the C62 documents are unstructured, the generated PDFs simply capture the unstructured information in PDF format without any manipulations. The latest CCDA stylesheets was added.
 - If the entry in this column reads "Department of Veterans Affairs Summarization of Episode Note," the View link displays a C32 Form as shown in Figure 115. The Summarization of Episode Note (C32) displays the information available on the specific C32 form referenced in the report. (Entries linked to different rows

can have different content.) The information that can appear in this document is discussed above in detail in Section 4.2.2 Health Summary (C32) Tab (Figure 24 to Figure 27).

Allergens - Count (2)	Verification Date	Event Type	Reaction	Severity	Source
LATEX	Sep 10, 2010	Propensity to adverse rea	HIVES, RASH	--	DAYTSHR TEST LAB

Figure 115: Document View Screen for Summarization of Episode Note

- b. If the entry reads "Department of Veterans Affairs Discharge Summary," the View link displays a C62 Form as shown in Figure 116. The Discharge summarization note (C62) shows the following information about the discharged patient: date the note was created, patient first name, patient last name, patient address, Patient ID, home telephone number, birth date, sex, language(s), source of the note (VA Facility and author), emergency contact information, and date the note was electronically generated. (Entries linked to different rows have different content.) Other C62-related documents may be available.
15. Click the **View attachment** link (immediately above the Emergency Contact information section) to display the following detailed Discharge summarization note information in a text file: local title (Discharge Summary), standard title (Discharge Summary), dictated date (mm, dd, yyyy), entry date (mm, dd, yyyy), name of person dictating the note, attending [provider], urgency (e.g., Routine), status (e.g., Completed), date of admission (mm/dd/yyyy), date of discharge (mm/dd/yyyy), principle discharge diagnosis, additional diagnoses, consultant(s), procedure(s), brief admission history, brief admission physical exam, admission lab/EKG/x-ray results, hospital course, condition on discharge, discharge instructions (activity, diet, medications, special Instructions, and follow-up plans), and provider and cosigner signatures. Different fields may appear on different documents.

DOCUMENT VIEW

 Back to Report Results

Department of Veterans Affairs
Discharge summarization note

Created On: September 21, 2010
Patient: CHDRONE
CHDRZZTESTPATIENT **Patient ID:** [REDACTED]

Birthdate: [REDACTED] **Sex:** M
Language (s): • English
Source: DAYTON
Author: PROVIDER NHINTEST AMOD

[View attachment](#)

[EMERGENCY CONTACT INFO MISSING!]
Electronically generated on: September 21, 2010

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VHA Intranet Home | VBA Intranet Home | NCA Intranet Home | Disclaimer

Figure 116: Document View Screen for Discharge Summarization Note

Note: If the .txt file does not display properly when opened, you may need to modify the program that is associated with opening the file. See the instructions in **Appendix A**.

16. Click the **Back to Report Results** link to exit either Document View screen and return to the report display.
17. Click the **Printer** icon in the upper left corner of the Document View screen to open a standard Windows Print dialog box (Figure 117) that allows you to print the document.
 - a. Click the **Print** button to send the document to a printer. You can print the document using standard Windows printing functionality.

Note: Warning! The documents printed with this option display personal health information. They should be retrieved quickly from the printer and managed in accordance with all applicable privacy rules and standards.
 - b. Click the **Cancel** button to clear the dialog box and return to the Document View screen.
 - c. The **Apply** button is activated if you change any of the settings in the Print dialog box. Click the button to apply any changes you made.

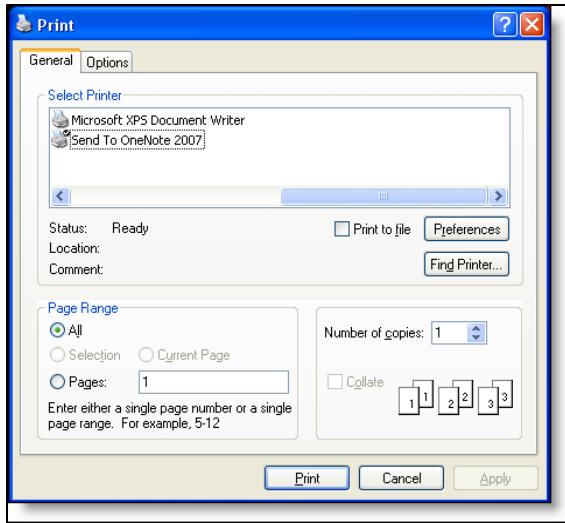


Figure 117: Print Dialog Box

18. If more records are available than can be displayed on one screen, the **Previous** and **Next** buttons at the top and bottom right of the screens are activated. You can use these buttons to page back and forward through the list of records found by the search.
19. Each individual column of the report can be sorted if up and down arrow icons appear below the column heading. Click the **up arrow** icon to sort the column by ascending order. Click the **down arrow** icon to sort the column by descending order. (Unknown and Unavailable sort to the top in ascending order sorts while other facilities and organizations sort alphabetically in ascending order. Unknown and Unavailable sort to the bottom in descending order sorts while other facilities and organizations sort alphabetically in descending order.)
20. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.
 - a. As shown in Figure 113, the report displays the following fields for each listing: SSN, Patient Last Name, Patient First Name, Date of Disclosure (including time), Disclosures, Patient Preferred Facility, Patient Preferred Facility Station ID, eHealth Exchange Organization (the organization to which the VA disclosed records), User ID (of the person who retrieved the data), Purpose of Use (i.e., how the information disclosed will be used (Coverage (SSA), Emergency, and Treatment), User Role, and a View link.
 - b. As shown in Figure 114, the report displays the following fields for each listing: SSN, Patient Last Name, Patient First Name, Date of Disclosure (including time), Disclosures, Direct Address, User ID (of the person who retrieved the data), and Purpose of Use (i.e., how the information disclosed will be used (Coverage (SSA), Emergency, and Treatment).

4.6.1.2. Export the Disclosure Detailed Report

1. Select the **Export to Excel** or **Export to CSV** option on the top-right side of the report section seen in Figure 113 and Figure 114.
2. Unlike the summary reports, a privacy warning, Figure 118, is displayed prior to the export completing, as these detailed-level reports contain personally identifiable information.
3. For Excel, report data is exported into a spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: The Column Headings are exported only when there are matching records. If the search did not generate any records, a “No records found” message is displayed in the report, as well as in the exported Excel file.

Note: Not displayed within the VAP User Interface, and only in the Export, the VAP system displays Organization Identifier Code (OID).

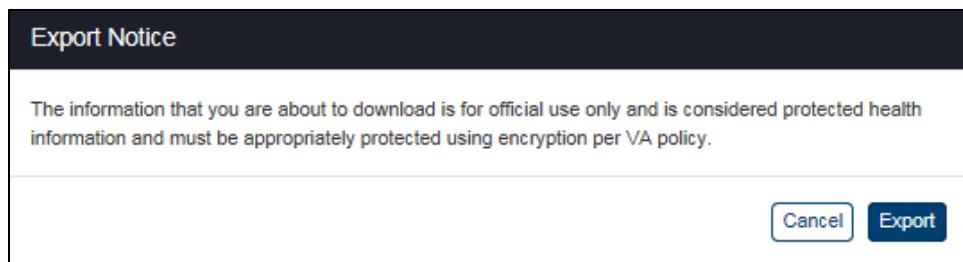


Figure 118: Export Warning Message and Exported Excel

4.6.2. Received eHealth Exchange Documents Detailed

The fields on the Received eHealth Exchange Documents Report query screen (Figure 119) allow you to enter a Veteran’s SSN and name or select all Veterans, enter a range of dates, select a Patient Preferred facility or all Patient Preferred facilities, select an eHealth Exchange organization or all external eHealth Exchange organizations, include/exclude test patients and set the number of records per page for the report. This report provides a detailed listing of reports requested and received for one or more patients for a selected range of dates with a combination of selected VA Patient Preferred facilities and eHealth Exchange organizations.

4.6.2.1. Generate a Received eHealth Exchange Documents Report

1. Click the **Received eHealth Exchange Documents** menu item under the **Detailed Reports** heading on the menu at the top of the screen to display the Received eHealth Exchange Documents Report query screen.

The screenshot shows a search interface titled "Received eHealth Exchange Documents Report". The "Search Criteria" section contains fields for SSN (with placeholder #####), Last Name, First Name, User ID, Start Date (12/20/2017), and End Date (01/26/2018). To the right are dropdowns for Purpose of Use (ALL), Patient Preferred Facility (ALL), Organization (ALL), and Patient Types (ALL). A "Search" button is located at the bottom right.

Figure 119: Received eHealth Exchange Documents Report Query Screen

2. Enter the SSN for a specific patient in the format ##### (no hyphens) in the **SSN** field. Do not enter a SSN in this field or names in the Last Name and First Name fields if you want to search for all patients in the context of the other parameters you enter.
3. Enter a last name for one or more patients in the **Last Name** field. Leave the SSN and First Name fields blank if you want to search for patients with the same last name. Do not enter a last name in this field or a first name in the First Name field if you want to search for a patient based on his or her SSN.
4. Enter a first name for one or more patients in the **First Name** field. Leave the SSN and Last Name fields blank if you want to search for patients with the same first name. Do not enter a first name in this field or a last name in the Last Name field if you want to search for a patient based on his or her SSN.
5. Enter a user ID in the **User ID** field if you want to search for a specific user.
Note: Do not enter a User ID in this field if you want to search for all users.
6. Enter the start date for the Received eHealth Exchange Document Report in the **Start Date** field in the format mm/dd/yyyy (e.g., 02/12/2015). You can also select the date from the date range picker dropdown.
Note: Do not enter a date in this field or the End Date field if you want to search for all dates.
7. Enter the end date for the Consent Directive Report in the **End Date** field in the format mm/dd/yyyy (e.g., 02/14/2015). You can also select the date from the date range picker dropdown.
Note: Do not enter a date in this field or the Start Date field if you want to search for all dates.
8. Click the arrow at the right of the **Purpose of Use** list box to select one entry of the following options: Treatment, Emergency, or Coverage.
9. Click the arrow at the right of the **Patient Preferred Facility** list box to select the facility you want to display in the report. All VA Patient Preferred facilities, not just supported ones, now appear in the list. You can only select one entry from the list.
 - a. The default Patient Preferred VA facility associated with the logged on (current) user is automatically selected from the list in the VA Patient Preferred Facility list box based on the user's VA User ID. This default can be changed by the user from the **Set Default Facility** menu item.

- b. The All option is not the default setting. You must select it from the list if you want the report to include all VA Patient Preferred facilities.
 - c. If you are not sure of the name of a VA Patient Preferred facility, you can search for the facility by typing the beginning letters of the facility description (e.g., If the user types “N” in the VA Facility list box, the selection bar will move to the first VA facility that begins with “N.”) into the blank entry in the list.
10. Click the arrow at the right of the **Organization** list box to select the eHealth Exchange organization you want to display in the report. You can only select one entry from the list. The default option for this list box is All, so do not select a specific organization if you want to see all external eHealth Exchange organizations in the report. The Department of Veterans Affairs entry appears at the end of the list, not in alphabetical order.
11. Click the **Search** button to display the Received eHealth Exchange Documents Report as shown in Figure 120.
- a. Three of the entries in the VA Patient Preferred Facility report column need additional explanation. UNKNOWN means that the Patient Preferred Facility could not be resolved by the Enrollment System Redesign (ESR) for the given Patient ID. UNAVAILABLE means that ESR is not available. NULL indicates invalid data from before UNKNOWN and UNAVAILABLE were defined.
 - b. Two of the possible entries in the eHealth Exchange Organization report column need additional explanation. UNKNOWN means that the eHealth Exchange Organization could not be resolved by the ESR for the given Patient ID. NULL indicates invalid data from before UNKNOWN was defined.
12. Click the **Show Entries** list box to select the number of records you want to display on each page of the search. The default option for this list box is 25. This field now allows users to select by 10, 25, 50, 100, 250 and 500.
13. A View link at the end of each listing allows authorized users to review the actual record requested (Figure 119). The Printer icon at the top left of the screen displaying the record allows you to print the document. Click the link to open a standard Windows File Download dialog box. Steps 15-17 of Section 4.6.1 Disclosures Report, and Figures 115 - Figure 117 detail this process.
14. For some reports there may be a View Attachment link above the Emergency Contact information. Click the link to open the report.
- Note:** If the report does not display properly when the link is clicked you may need to modify the program that is associated with opening the file. See Appendix A Section 7.2 for help setting Windows to open the document with the correct application.
15. If more records are available than can be displayed on one screen, the **Previous** and **Next** buttons at the top and bottom right of the screens are activated. You can use these buttons to page back and forward through the list of records found by the search.
16. Each individual column of the report can be sorted if up and down arrow icons appear below the column heading. Click the **up arrow** icon to sort the column by ascending order. Click the **down arrow** icon to sort the column by descending order. (Unknown and Unavailable sort to the top in ascending order sorts while other facilities and

organizations sort alphabetically in ascending order. Unknown and Unavailable sort to the bottom in descending order sorts while other facilities and organizations sort alphabetically in descending order.)

17. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.

The screenshot shows a table titled "Search Results" with the following columns: SSN, Patient Last Name, Patient First Name, Date of Disclosures (CT), Document Title, Patient Preferred Facility, Patient Preferred Facility Station ID, eHealth Exchange Organization, User ID, User Facility, Purpose of Use, User Role, System ID, and View. There are 26 entries shown, with page navigation buttons at the top right indicating pages 1 through 30.

SSN	Patient Last Name	Patient First Name	Date of Disclosures (CT)	Document Title	Patient Preferred Facility	Patient Preferred Facility Station ID	eHealth Exchange Organization	User ID	User Facility	Purpose of Use	User Role	System ID	View
006-10-0001	NWHINZZZTESTPATIENT	NWHINONE	12/31/2016 08:03 PM	Continuity of Care Document	PAT_PREF_FAC	528	Department of Defense	528:vacojsmith,CN=John Smith,test	VA Western New York Healthcare System	TREATMENT	Unknown	SYSID 1	View
006-10-0001	NWHINZZZTESTPATIENT	NWHINONE	12/26/2016 10:48 AM	Continuity of Care Document	PAT_PREF_FAC	528	Kaiser Permanente	528:vacojsmith,CN=John Smith,test	VA Western New York Healthcare System	TREATMENT	Unknown	SYSID 2	View
000-00-4444	ZZZCHDRPATIENTONE	CHDRONE	11/26/2016 05:29 PM	Continuity of Care Document	PAT_PREF_FAC	528	South Carolina Health	528:vacojsmith,CN=John Smith,test	VA Western New York Healthcare System	TREATMENT	Unknown	SYSID 3	View
006-10-0001	NWHINZZZTESTPATIENT	NWHINONE	06/30/2016 08:03 PM	Continuity of Care Document	PAT_PREF_FAC	528	South Carolina Health	528:vacojsmith,CN=John Smith,test	VA Western New York Healthcare System	TREATMENT	Unknown	SYSID 3	View
000-00-4444	ZZZCHDRPATIENTONE	CHDRONE	06/06/2016 09:35 AM	Continuity of Care Document	PAT_PREF_FAC	528	Department of Defense	528:vacojsmith,CN=John Smith,test	VA Western New York Healthcare System	TREATMENT	Unknown	SYSID 1	View

Figure 120: Received eHealth Exchange Documents Report Screen

18. The report displays the following fields for each listing: SSN, Patient Last Name, Patient First Name, Date Received (including time), Document Title (name of the document), Patient Preferred Facility, Patient Preferred Facility Station ID, eHealth exchange Organization (source of the document), User ID (person requesting the disclosure), User Facility, Purpose of Use (i.e., how the information disclosed will be used: Coverage (SSA), Emergency, and Treatment), User Role, System ID and a View link. Within the report results, the User Facility is a computed field. This field is derived from the User's Facility Code. The System ID is used by the VAP Technical teams to troubleshoot which system the transaction originated from.

4.6.2.2. Export the Received eHealth Exchange Documents Detailed Report

1. Select the **Export to Excel** or **Export to CSV** option on the top-right side of the report section seen in Figure 120.
2. Unlike the summary reports, a privacy warning, Figure 121, is displayed prior to completing the export, as these detailed-level reports contain personally identifiable information.
3. For Excel, report data is exported into a spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: The column headings are exported only when there are matching records. If the search did not generate any records, a “No records found” message is displayed in the report, as well as in the exported Excel file.

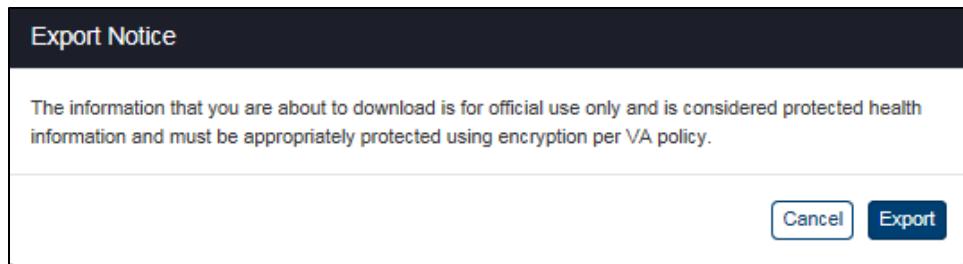


Figure 121: Export Warning Message

This report differs from other reports, in that the columns on the user interface do not exactly match the columns on the Excel report. The User ID column is parsed in the Excel spreadsheet as four separate columns: User ID, User Facility Code, User Facility, and User Name.

User ID	User Facility Code	User Facility	User Name
984:35459	984	AWS Test Facility 4	
983:520646649	983	AWS Test Facility 3	
983:520646649	983	AWS Test Facility 3	

Figure 122: User ID Parsed in Columns

Additionally, not displayed within the VAP User Interface, and only in the export, the VAP system displays Organization Identifier Code (OID), as highlighted in Figure 123.

Report:	Received eHealth Exchange Documents Detailed Report:					Date Generated:	07/13/2016	OID	User ID	User Facility Code	User F
SSN	Patient Last Name	Patient First Name	Date Received (CT)	Document Title	Patient Facility	Health Exchange Organizat					
ZZZCHDGPATIENTONE	CHDRONE	07/13/2016 03:03 PM	Continuity of Care Document PAT_PREF_FAC	TEST21			2.16.840.1.113883.3.42.10001.100001.12		Test Author		
NWHINAZZTESTPATIENT	NWHTHONEYONE	07/13/2016 03:03 PM	Continuity of Care Document PAT_PREF_FAC	RDR			1.3.6.1.4.1.26580		Test Author		
ZZZCHDGPATIENTONE	CHDRONE	07/13/2016 03:03 PM	Continuity of Care Document PAT_PREF_FAC	TEST21			2.16.840.1.113883.3.42.10001.100001.12		Test Author		
MOOKLAST	MOOKFIRST	07/13/2016 03:03 PM	Continuity of Care Document PAT_PREF_FAC	Unknown			1.2.3.4.5		Test Author		
ZZZCHDGPATIENTONE	CHDRONE	07/13/2016 03:03 PM	Continuity of Care Document PAT_PREF_FAC	TEST21			2.16.840.1.113883.3.42.10001.100001.12		Test Author		
ZZZCHDGPATIENTONE	CHDRONE	07/13/2016 03:03 PM	Continuity of Care Document PAT_PREF_FAC	Unknown			1.2.3.4.5		Test Author		
ZZZCHDGPATIENTONE	CHDRONE	07/13/2016 03:03 PM	Continuity of Care Document PAT_PREF_FAC	Unknown			1.2.3.4.5		Test Author		

Figure 123: Exported Received eHealth Exchange Documents Report Displaying OID (Excel)

4.6.3. Consent Directive Detailed

The fields on the Consent Directive Report query screen (Figure 123) allow you to enter a Veteran's SSN and name or select all Veterans, enter a range of dates, select an Authenticating Facility or all Authenticating Facilities, select the actions to be covered, select a type of consent or all types, select a reason for revoking record sharing or all reasons, include/exclude test patients and set the number of records per page for the report. This report provides a detailed listing of specified authorization, restriction, and revocation activity for one or more patients for a selected range of dates at selected VA Authenticating facilities.

Veteran Authorization and Preferences

4.6.3.1. Generate a Consent Directive Report

1. Click the **Consent Directive** menu item under the **Detailed Reports** heading on the menu at the top of the screen to display the Consent Directive Report query screen.

The screenshot shows the 'Consent Directive Report' query screen. At the top, there's a header 'Consent Directive Report' and a section titled 'Search Criteria' with a note: 'Fill in the fields below to narrow your search. All dates will be included if Start Date and End Date are left blank.' Below this are several input fields:

- SSN (#####): A text input field with placeholder '(Enter numbers only, no hyphens.)'.
- Last Name: A text input field.
- First Name: A text input field.
- Start Date: A date picker input field showing '02/02/2017'.
- End Date: A date picker input field showing '03/02/2017'.
- Authenticating Facilities: A dropdown menu set to 'ALL'. To its right are two buttons: 'Select...' and 'Select ALL'.
- Consent Type: A dropdown menu set to 'ALL'.
- Entered By: A text input field.
- Patient Types: A dropdown menu set to 'Real Patients'.

A 'Search' button is located at the bottom right of the form area.

Figure 124: Consent Directive Report Query Screen

2. Enter the SSN for a specific patient in the format ##### (no hyphens) in the SSN field. Do not enter a SSN in this field or names in the Last Name and First Name fields if you want to search for all patients in the context of the other parameters you enter.
3. Enter a last name for one or more patients in the Last Name field. Leave the SSN and First Name fields blank if you want to search for patients with the same last name. Do not enter a last name in this field or a first name in the First Name field if you want to search for a patient based on his or her SSN.
4. Enter a first name for one or more patients in the First Name field. Leave the SSN and Last Name fields blank if you want to search for patients with the same first name. Do not enter a first name in this field or a last name in the Last Name field if you want to search for a patient based on his or her SSN.
5. Enter the start date for the Consent Directive Report in the Start Date field in the format mm/dd/yyyy (e.g., 02/12/2015). You can also select the date from the date range picker dropdown.
Note: Do not enter a date in this field or the End Date field if you want to search for all dates.
6. Enter the end date for the Consent Directive Report in the End Date field in the format mm/dd/yyyy (e.g., 02/13/2015). You can also select the date from the date range picker dropdown.
Note: Do not enter a date in this field or the Start Date field if you want to search for all dates.
7. Click the **Select** button at the right of Authenticating Facilities to select one or more facilities you want to display in the report. The default authenticating facility filter is set to the User Default Facility. This default can be changed by the user from the Set Default Facility menu item under the Welcome menu. The ALL option is the default setting,

unless a default facility is selected. You must select the **Select All** button if you want the report to include all VA facilities.

- a. A pop-up window will show displaying all VISNs, their associated facilities, and your selection in three (3) separate sections.
- b. For each section, you may **Select/Unselect all** from the top right, as highlighted in Figure 125 below. The first and second columns are used to filter by VISN and Facilities. The third column to the right displays the selected VISNs and Facilities to be included within the resultant report.
- c. The VISN column, to the left-hand side of the pop-up, displays all 21 VISNs stored within the VAP application. This column allows the user to filter and/unselect by VISNs.
- d. The middle column, Facilities, shows a listing of all the facilities. By default, facilities in the middle section are grouped by VISN. This default can be changed if you uncheck the **Display facilities grouped by VISN** box under the middle section, seen in Figure 125. Once unchecked, facilities will be listed in alphabetical order. If any VISNs, from the VISN column are unchecked, the Facilities list will update to remove these facilities from the view.
- e. Once the selection is made and the first two columns, VISNs and Facilities, are filtered, the last column to the right, Your Selection will display the resultant facilities associated with the filter selection from the other two boxes.
- f. The other two checkboxes within this page are **Include consents with unknown VISN**, and **Aggregate data at the facility level**. By default, both are unchecked.
- g. Click **OK** to confirm your selection and implement it in the search results.
- h. Click **Cancel** on the bottom right to cancel your selection and go back to the previously selected filter option. Click **Restore last selection** to go back to the last selection of facilities used. For example, if the last selection you made only included VISN 1 facilities, clicking this button on a window that's displaying all facilities will change the selection to show only VISN 1 facilities.

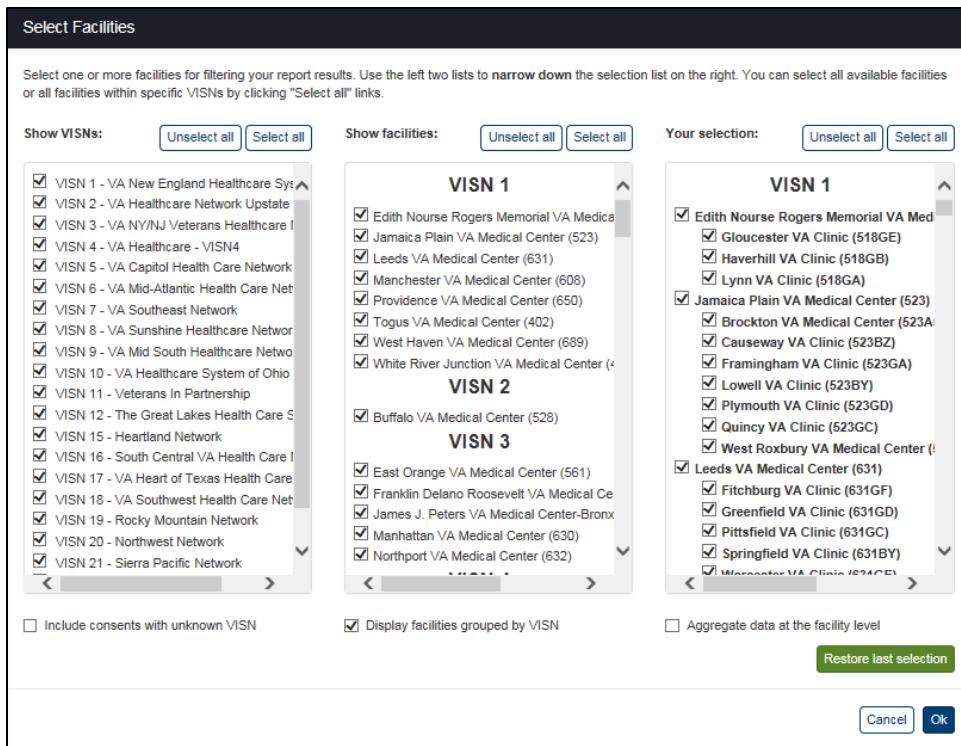


Figure 125: Select Facilities Pop-Up Window

8. Click the arrow at the right of the **Consent Type** list box to select the types of consent you want to display in the report. The default option for this list box is All, so do not select a specific option if you want to see all types of consent. There are eight other options in the list: All Authorizations, All Revocations, eHealth Exchange Authorizations, SSA Authorizations, eHealth Exchange Revocations, SSA Revocations, eHealth Exchange Restrictions, and eHealth Exchange Restrictions Revocations. You can only select one entry from the list.
9. The **Inactivation Reason** list box is not pictured in Figure 124. It does not appear on the query screen until one of the Revocation entries in the Consent Type list box is selected. When the field does appear, click the arrow at the right of this list box to select the reason why the Consent Directive became inactive. The default option for this list box is All, so do not select a specific option if you want to see all inactivation reasons. There are six options in the list: All, New Authorization, Patient Deceased, Entered in Error, Authorization Expired, and Revoked. You can only select one entry from the list.
10. Enter a name or User ID in the Entered By field to filter by either full or partial name of the entity associated with the transaction. This field can refer to either DVA User ID that entered a record (for example, "smith"), or a system that initiated a transaction (for example, "eBenefits"). Search on this field is case insensitive; that is, values of "smith" and "SMITH" will produce the same result set.
11. Click the **Search** button to display the Consent Directive Report as shown in Figure 127.

12. Click the **Show Entries** list box to select the number of records you want to display on each page of the search. The default option for this list box is 25. This field allows users to select by 10, 25, 50, 100, 250 and 500.
13. The entries in the VA Authenticating Facility report column need additional explanation. UNKNOWN means that the Patient Preferred Facility could not be resolved by the Enrollment System Redesign (ESR) for the given Patient ID. UNAVAILABLE means that ESR is not available. NULL indicates invalid data from before UNKNOWN and UNAVAILABLE were defined.
14. A **View** button at the end allows authorized users to review the actual record requested (Figure 128) when available. Click the **View** button to view.
15. A **View Restriction** button at the end, Figure 127 and Figure 128, allows authorized users to review the restriction details of the restricted organization(s), seen in Figure 126.

The Veteran restricted sharing of electronic health information with the following organizations.

Restricted Organization

Kaiser Permanente

Close

Figure 126: Restriction Details (Restricted Organization)

16. If more records are available than can be displayed on one screen, the **Previous** and **Next** buttons at the top and bottom right of the screens are activated. You can use these buttons to page back and forward through the list of records found by the search.
17. Each individual column of the report can be sorted if up and down arrow icons appear below the column heading. Click the **up arrow** icon to sort the column by ascending order. Click the **down arrow** icon to sort the column by descending order. (Null, Unavailable, and Unknown appear inline when they occur.)

Consent Directive Report

Search Criteria

SSN (XXXXXXXXXX) (Enter numbers only, no hyphens.)

Last Name

First Name

Start Date: 03/02/2017

End Date: 03/02/2017

Authenticating Facilities: ALL

Consent Type: ALL

Entered By

Patient Types: Real Patients

Search

Search Results

Show: 25 entries

Showing 1 to 25 of 8,225 entries

SSN	Patient Last Name	Patient First Name	Time of Event (CT)	Patient Signature/Patient Deceased Date	Purpose of Use	Consent Type	Inactivation Reason	Entered By	Authenticating Facility	Station ID	VSN	View	View Restrictions
300-10-1000	Bebe	Fa	03/01/2017 12:45 PM	03/01/2017	TREATMENT	eHealth Exchange Organization Restriction Authorization	vapadmin	Aberdeen VA Clinic	43800	VSN 23 - VA Midwest Health Care Network			
300-10-1000	Bebe	Fa	03/01/2017 12:22 PM	03/01/2017	TREATMENT	eHealth Exchange Revocation	Authorization Expired	vapadmin	Aberdeen VA Clinic	43800	VSN 23 - VA Midwest Health Care Network	N/A	
300-10-1000	Bebe	Fa	02/28/2017 02:01 PM	02/28/2017	TREATMENT	eHealth Exchange Organization Restriction Revocation	Entered in Error	vapadmin	Aberdeen VA Clinic	43800	VSN 23 - VA Midwest Health Care Network	N/A	
300-10-1000	Bebe	Fa	02/28/2017 01:13 PM	02/28/2017	TREATMENT	eHealth Exchange		vapadmin	Aberdeen VA Clinic	43800	VSN 23 - VA Midwest Health		

Veteran Authorization and Preferences

Figure 127: Consent Directive Detailed Report Screen

17-0120	Gekaci	Bi	02/28/2017 08:45 AM	02/28/2017	TREATMENT	eHealth Exchange Organization Restriction Authorization	sudha	Aberdeen VA Clinic	438GD	VISN 23 - VA Midwest Health Care Network	View Restrictions	
17-0120	Gekaci	Bi	02/28/2017 08:45 AM	02/28/2017	TREATMENT	eHealth Exchange Organization Restriction Revocation	Revoked	sudha	Aberdeen VA Clinic	438GD	VISN 23 - VA Midwest Health Care Network	N/A
11-1000	Cece	Ba	02/27/2017 03:58 PM	02/27/2017	TREATMENT	eHealth Exchange Revocation	Revoked	vapadmin	Aberdeen VA Clinic	438GD	VISN 23 - VA Midwest Health Care Network	N/A
11-1000	Cece	Ba	02/27/2017 03:44 PM	02/27/2017	TREATMENT	eHealth Exchange Authorization		vapadmin	Aberdeen VA Clinic	438GD	VISN 23 - VA Midwest Health Care Network	View
11-1000	Cece	Ba	02/27/2017 03:40 PM	02/27/2017	TREATMENT	eHealth Exchange Revocation	Patient Deceased	vapadmin	Aberdeen VA Clinic	438GD	VISN 23 - VA Midwest Health Care Network	N/A
10-1000	Bebe	Fa	02/27/2017 03:15 PM	02/27/2017	TREATMENT	eHealth Exchange Authorization		vapadmin	Aberdeen VA Clinic	438GD	VISN 23 - VA Midwest Health Care Network	N/A
10-4000	Cebu	Fu	02/26/2017 09:13 PM	02/26/2017	TREATMENT	eHealth Exchange Organization Restriction Revocation	Entered in Error	vapadmin	El Paso VA Clinic	756	VISN 18 - VA Southwest Health Care Network	N/A
10-4000	Cebu	Fu	02/26/2017 09:12 PM	02/26/2017	TREATMENT	eHealth Exchange Organization Restriction Authorization		vapadmin	El Paso VA Clinic	756	VISN 18 - VA Southwest Health Care Network	View Restrictions

Figure 128: Consent Directive Detailed Report Screen (Showing View)

18. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.
19. The report displays the following fields for each listing: SSN, Patient Last Name, Patient First Name, Time of Event (including date), Patient Signature / Patient Deceased Date, Purpose of Use (i.e., how the information disclosed will be used: Coverage (SSA), Emergency, and Treatment), Consent Type, Inactivation Reason, Entered By (person initiating the event listed), Authenticating Facility, Authenticating Facility Station ID, VISN, and a View link.

4.6.3.2. Export the Consent Directive Detailed Report

1. Select the **Export to Excel** or **Export to CSV** option on the top right side of the report section seen in Figure 127.
2. Unlike the summary reports, a privacy warning, Figure 129, is displayed prior to completing the export, as these detailed-level reports contain personally identifiable information.
3. For Excel, report data is exported into a spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same as the generated report, and data in the exported file is sorted as it was on the report.

Note: The column headings are exported only when there are matching records. If the search did not generate any records, a “No records found” message is displayed in the report, as well as in the exported Excel file.

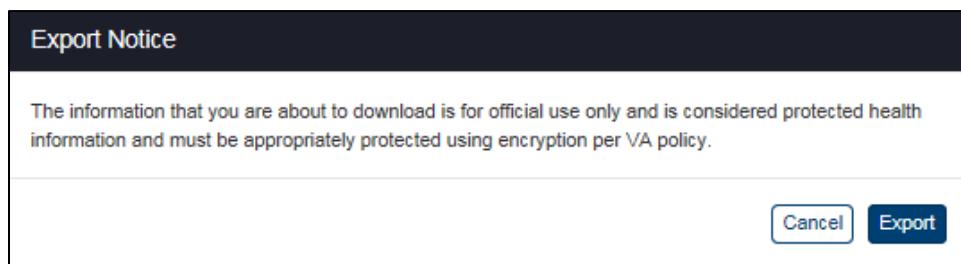


Figure 129: Export Warning Message

4.6.4. Opt-In Detailed

The fields on the Opt-In Detailed Report query screen (Figure 129) allow you to enter VA Authenticating Facility, Consent Type, Entered By, Start Date and End Date for the report. A new feature is the functionality to select by either Opt-In Date or Entry Date. The Entry Date is the date which a consent was entered into the VAP application (manually) by a VAP system user. The other selection date option is to choose to generate the report by Opt-In Date. This date indicates the date which the Veteran signed the consent authorization form. This is done to allow VAP users to view both the date the consent was entered into the system and the date the consent was signed. Prior to Release 3.0.0, this report simply stated Start Date and End Date, within the system, these dates corresponded to the Opt-In Dates. Therefore, to ensure consistency among reporting with data prior to this release, it is recommended to use the Opt-In Dates. This report provides a detailed listing of opt-in patients at selected VA Authenticating facilities.

4.6.4.1. Generate an Opt-In Detailed Report

1. Click the **Opt-In Patients** menu item under the **Detailed Reports** heading on the menu at the top of the screen to display the Opt-In Detailed Report query screen.

The screenshot shows the 'Opt-In Patients Report' interface. At the top, there's a header bar with the title. Below it is a 'Search Criteria' section with a note to 'Fill in the fields below to narrow your search.' The search criteria include:

- 'Authenticating Facilities' dropdown set to 'ALL' with 'Select' and 'Select All' buttons.
- 'Consent Type' dropdown set to 'ALL Authorizations'.
- 'Entered By' dropdown set to 'Real Patients'.
- 'Patient Types' dropdown set to 'Real Patients'.
- 'Selection Date' radio buttons: 'Entry Date' (selected) and 'Opt In Date'.
- 'Start Date' input field showing '12/26/2017'.
- 'End Date' input field showing '01/26/2018'.

A 'Search' button is located at the bottom right of the search criteria area.

Figure 130: Opt-In Detailed Report Query Screen

2. Click the **Select** button at the right of Authenticating Facilities to select one or more facilities you want to display in the report. The default authenticating facility filter is set to the User Default Facility. This default can be changed by the user from the Set Default Facility menu item under the Welcome menu. The ALL option is the default setting, unless a default facility is selected. You must select the **Select All** button if you want the report to include all VA facilities.
 - a. A pop-up window will show displaying all VISNs, their associated facilities, and your selection in three (3) separate sections.
 - b. For each section, you may **Select/Unselect all** from the top right, as highlighted in Figure 131 below. The first and second columns are used to filter by VISN and Facilities. The third column to the right displays the selected VISNs and Facilities to be included within the resultant report.

- c. The VISN column, to the left-hand side of the pop-up, displays all 21 VISNs stored within the VAP application. This column allows the user to filter and/unselect by VISNs.
- d. The middle column, Facilities, shows a listing of all the facilities. By default, facilities in the middle section are grouped by VISN. This default can be changed if you uncheck the **Display facilities grouped by VISN** box, under the middle section, highlighted in Figure 131. Once unchecked, facilities will be listed in alphabetical order. If any VISNs, from the VISN column are unchecked, the Facilities list will update to remove these facilities from the view.
- e. Once the selection is made and the first two columns, VISNs and Facilities, are filtered, the last column to the right, Your Selection, will display the resultant facilities associated with the filter selection from the other two boxes.
- f. The other two checkboxes within this page are **Include consents with unknown VISN**, and **Aggregate data at the facility level**. By default, both are unchecked.
- g. Click **OK** to confirm your selection and implement it in the search results.
- h. Click **Cancel** on the bottom right to cancel your selection and go back to the previously selected filter option. Click **Restore last selection** to go back to the last selection of facilities used. For example, if the last selection you made only included VISN 1 facilities, clicking this button on a window that's displaying all facilities will change the selection to show only VISN 1 facilities.

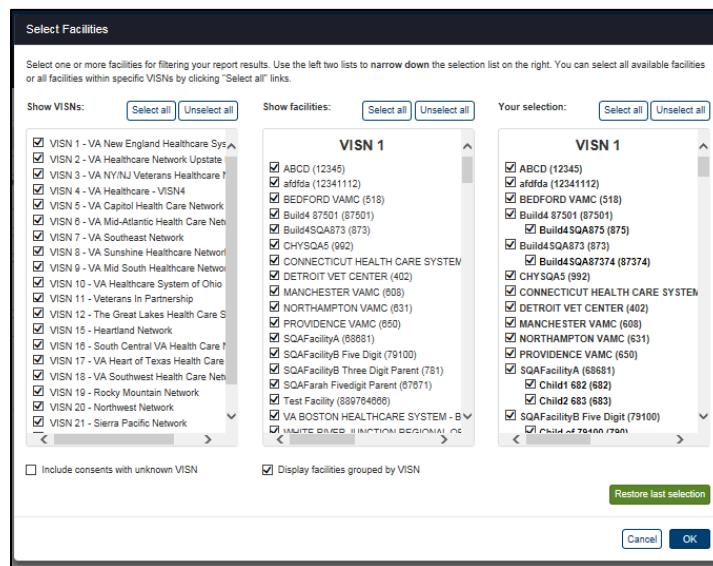


Figure 131: Select Facilities Pop-Up Windows

3. The default option for **Consent Type** is All Authorizations. If you want to select a specific Consent Type, click on the drop down arrow to choose from the list. The other two options are eHealth Exchange Authorizations, and SSA Authorizations.
4. Use the **Entered By** dropdown to search this report by users who have entered a consent into the VAP application. Prior to Release 3.0.0, this report used a dropdown list of All, Employee or eBenefits. To view records using eBenefits, type eBenefits into the searchbox.

5. Select the date range criteria to generate the report. The options are **Entry Date** or **Opt-In Date**. The Entry Date is generated based on the system checking the corresponding transaction for that record for when the consent was entered into the system. The Opt-In Date is based on the the date the consent was signed. Prior to Release 3.0.0, this report displayed only the Opt-In Date.
6. Click the **Search** button to display the Opt-Detailed Report shown in Figure 132.
7. Click the **Show Entries** list box to select the number of records you want to display on each page of the search. The default option for this list box is 25. This field allows users to select by 10, 25, 50, 100, 250 and 500.
8. If more records are available than can be displayed on one screen, the **Previous** and **Next** buttons at the top and bottom right of the screens are activated. You can use these buttons to page back and forward through the list of records found by the search.
9. Each individual column of the report can be sorted if up and down arrow icons appear below the column heading. Click the **up arrow** icon to sort the column by ascending order. Click the **down arrow** icon to sort the column by descending order.
10. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.

The screenshot shows a table with the following data:

SSN	Patient Last Name	Patient First Name	Patient Middle Name	Entry Date	Opt In Date	Expiration Date	Consent Type	Entered By	Authenticating Facility	View
003-07-1000	Fake	Ba	F	12/15/2017	12/15/2017	12/15/2027	eHealth Exchange Authorization	vap-user	Aberdeen VA Clinic	

Showing 1 to 1 of 1 entries

Figure 132: Opt-In Patients Detailed Report Screen

11. The report displays the following fields for each listing: SSN, Patient Last Name, Patient First Name, Patient Middle Name, Consent Type, Entry Date, Opt-In Date, Expiration Date, Entered By, Authenticating Facility, and a View column.

4.6.4.2. Export the Opt-In Patient Detailed Report

1. Select the **Export to Excel** or **Export to CSV** option on the top-right side of the report section seen in Figure 132.
2. Unlike the summary reports, a privacy warning, Figure 133, is displayed prior to completing the export, as these detailed-level reports contain personally identifiable information.
3. For Excel, report data is exported into a spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: The column headings are exported only when there are matching records. If the search did not generate any records, a “No records found” message is displayed in the report, as well as in the exported Excel file.

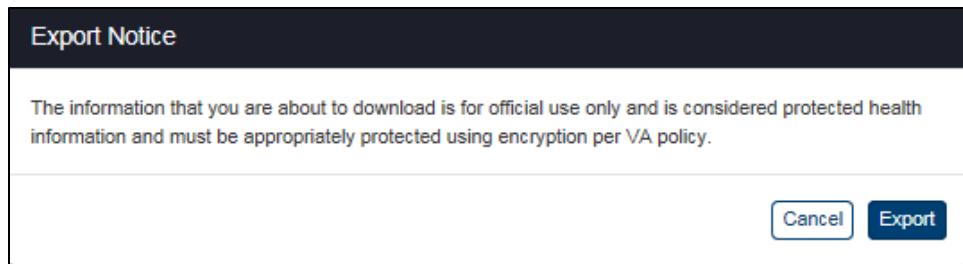


Figure 133: Export Warning Message

4.6.5. Expiring Consent

The Expiring Consent Report provides a detailed listing of consents at selected range in days which were set in the Expiring Consent Notification, Section 4.9. The fields on the Expiring Consent Report query screen (Figure 134) allow you to set the number of records per page for the report and include/exclude test patients as well as filter on Authenticating Facility, Consent Type, and Entered By. It is important to note that the Expiring Consent Report is only for upcoming expirations and does not track historical expired patients (i.e. deceased, etc.).

4.6.5.1. Generate an Expiring Consent Report

1. Click the **Expiring Consent** menu item under the **Detailed Reports** heading on the menu at the top of the screen to display the Expiring Consent Report query screen.

A screenshot of the "Expiring Consent Report" query screen. It has a header "Expiring Consent Report" and a section titled "Search Criteria" with a sub-instruction "Fill in the fields below to narrow your search." Below this are several filter fields:

- "Start Date" and "End Date" input fields with calendar icons.
- "Authenticating Facilities" dropdown set to "ALL" with "Select" and "Select All" buttons.
- "Consent Type" dropdown set to "All Authorizations" with a dropdown arrow.
- "Entered By" dropdown set to "All" with a dropdown arrow.
- "Patient Types" dropdown set to "Real Patients" with a dropdown arrow.

A "Search" button is located at the bottom right of the form.

Figure 134: Expiring Consent Report Query Screen

2. The **Start Date** and **End Date** run as default within the range of the days which were set for the Days until Expiration of the Expiring Consent Notification, Figure 134.
3. Click the **Select** button at the right of Authenticating Facilities to select one or more facilities you want to display in the report. The default authenticating facility filter is set to the User Default Facility. This default can be changed by the user from the Set Default Facility menu item under the Welcome menu. The ALL option is the default setting, unless a default facility is selected. You must select the **Select All** button if you want the report to include all VA facilities.
 - a. A pop-up window will show displaying all VISNs, their associated facilities, and your selection in three (3) separate sections.

- b. For each section, you may **Select/Unselect all** from the top right, as highlighted in Figure 135 below. The first and second columns are used to filter by VISN and Facilities. The third column to the right displays the selected VISNs and Facilities to be included within the resultant report.
- c. The VISN column, to the left-hand side of the pop-up, displays all 21 VISNs stored within the VAP application. This column allows the user to filter and/unselect by VISNs.
- d. The middle column, Facilities, shows a listing of all the facilities. By default, facilities in the middle section are grouped by VISN. This default can be changed if you uncheck the **Display facilities grouped by VISN** box, under the middle section, highlighted in Figure 135. Once unchecked, facilities will be listed in alphabetical order. If any VISNs, from the VISN column are unchecked, the Facilities list will update to remove these facilities from the view.
- e. Once the selection is made and the first two columns, VISNs and Facilities, are filtered, the last column to the right, Your Selection, will display the resultant facilities associated with the filter selection from the other two boxes.
- f. The other two checkboxes within this page are **Include consents with unknown VISN**, and **Aggregate data at the facility level**. By default, both are unchecked.
- g. Click **OK** to confirm your selection and implement it in the search results.
- h. Click **Cancel** on the bottom right to cancel your selection and go back to the previously selected filter option. Click **Restore last selection** to go back to the last selection of facilities used. For example, if the last selection you made only included VISN 1 facilities, clicking this button on a window that's displaying all facilities will change the selection to show only VISN 1 facilities.

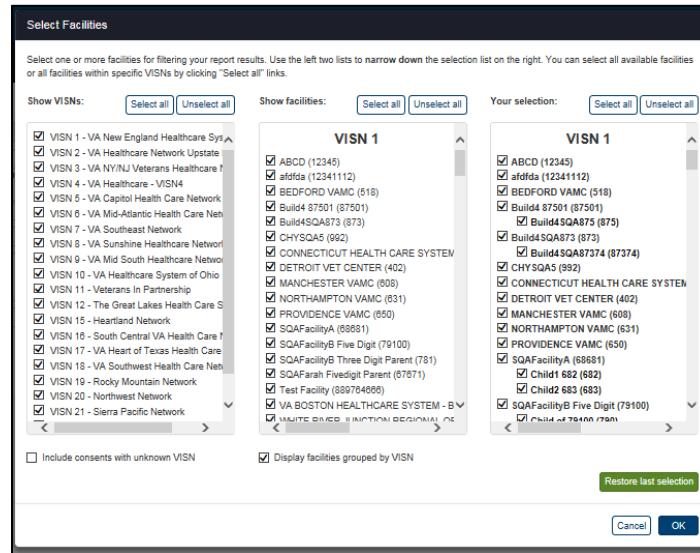
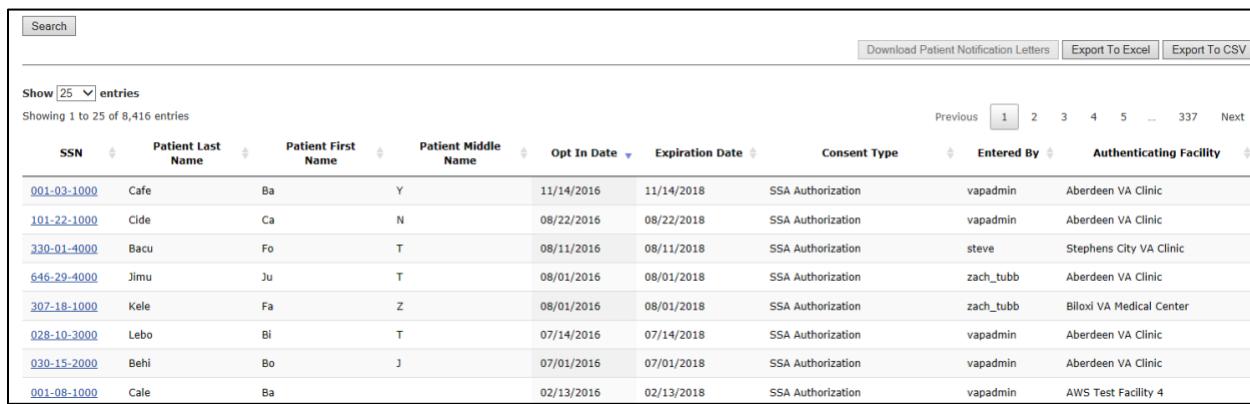


Figure 135: Select Facilities Pop-Up Window

4. The default option for Consent Type is All Authorizations. If you want to select a specific Consent Type, click on the drop down arrow to choose from the list.
5. The default option for Entered By is All. If you want to select a specific Entered By, click on the drop down arrow to choose from the list.

6. Click the **Search** button to display the Expiring Consent Report shown in Figure 136.
7. Click the **Show Entries** list box to select the number of records you want to display on each page of the search. The default option for this list box is 25. This field allows users to select by 10, 25, 50, 100, 250 and 500.
8. If more records are available than can be displayed on one screen, the **Previous** and **Next** buttons at the top and bottom right of the screens are activated. You can use these buttons to page back and forward through the list of records found by the search.
9. Each individual column of the report can be sorted if up and down arrow icons appear below the column heading. Click the **up arrow** icon to sort the column by ascending order. Click the **down arrow** icon to sort the column by descending order.
10. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.



The screenshot shows a web-based report interface. At the top left is a search bar labeled "Search". To its right are three buttons: "Download Patient Notification Letters", "Export To Excel", and "Export To CSV". Below the search bar, a dropdown menu labeled "Show 25 entries" is open, with "25" selected. To the right of this is a message "Showing 1 to 25 of 8,416 entries". On the far right are navigation buttons for "Previous", "Next", and page numbers 1, 2, 3, 4, 5, ..., 337. The main content is a table with the following columns: SSN, Patient Last Name, Patient First Name, Patient Middle Name, Opt In Date, Expiration Date, Consent Type, Entered By, and Authenticating Facility. The table contains 8 rows of sample data.

SSN	Patient Last Name	Patient First Name	Patient Middle Name	Opt In Date	Expiration Date	Consent Type	Entered By	Authenticating Facility
001-03-1000	Cafe	Ba	Y	11/14/2016	11/14/2018	SSA Authorization	vapadmin	Aberdeen VA Clinic
101-22-1000	Cide	Ca	N	08/22/2016	08/22/2018	SSA Authorization	vapadmin	Aberdeen VA Clinic
330-01-4000	Bacu	Fo	T	08/11/2016	08/11/2018	SSA Authorization	steve	Stephens City VA Clinic
646-29-4000	Jimu	Ju	T	08/01/2016	08/01/2018	SSA Authorization	zach_tubb	Aberdeen VA Clinic
307-18-1000	Kele	Fa	Z	08/01/2016	08/01/2018	SSA Authorization	zach_tubb	Biloxi VA Medical Center
028-10-3000	Lebo	Bi	T	07/14/2016	07/14/2018	SSA Authorization	vapadmin	Aberdeen VA Clinic
030-15-2000	Behi	Bo	J	07/01/2016	07/01/2018	SSA Authorization	vapadmin	Aberdeen VA Clinic
001-08-1000	Cale	Ba		02/13/2016	02/13/2018	SSA Authorization	vapadmin	AWS Test Facility 4

Figure 136: Expiring Consent Report Screen

11. The report displays the following fields for each listing: SSN, Patient Last Name, Patient First Name, Patient Middle Name, Opt-In Date, Expiration Date, Consent Type, Entered By, and Authenticating Facility.

4.6.5.2. Export the Expiring Consent Detailed Report

1. Select the **Export to Excel** or **Export to CSV** option on the top-right side of the report section seen in Figure 136.
2. Unlike the summary reports, a privacy warning, Figure 137, is displayed prior to completing the export, as these detailed-level reports contain personally identifiable information.
3. For Excel, report data is exported into a spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it appears on the report.

Note: The column headings are exported only when there are matching records. If the search did not generate any records, a “No records found” message is displayed in the report, as well as in the exported Excel file.

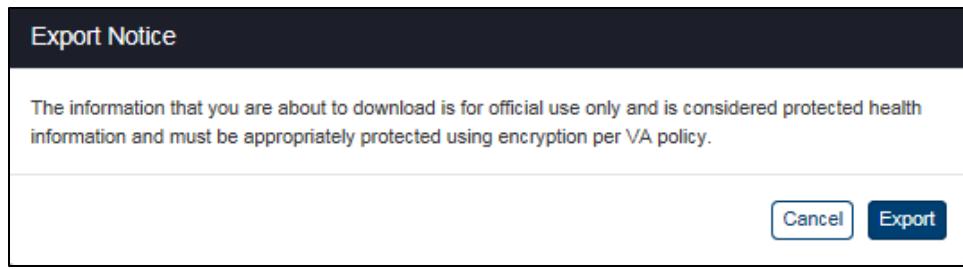


Figure 137: Export Warning Message

4.6.6. Delayed Consent Detailed

The Delayed Consent Detailed Report, Figure 138, allows you to select one or multiple SSN's, Last Name, First Name, Authenticating facilities(s), reason or reasons for delay, days since delayed, consent type, and patient types. This report provides a summary listing of the selected Delayed Consent totals at the selected Authenticating facility or facilities.

4.6.6.1. Generate a Delayed Consent Detailed Report

1. Click the **Delayed Consent** menu item under **Detailed Reports** heading on the menu at the top of the screen to display the Delayed Consent Detailed Report query screen.

A screenshot of the "Delayed Consent Detail Report" search criteria form. It includes fields for SSN(s), Last Name, First Name, Authenticating Facilities (set to ALL), Entered By, Reason(s) for Delay (checkboxes for ALL, Form not signed, Form content altered, Demographic changes, Privacy Officer review, Signature verification, and Power of Attorney not on file), Days Since Delayed (dropdown set to ALL), Consent Type (dropdown set to ALL), Patient Types (dropdown set to Real Patients), and a "Search" button.

Figure 138: Delayed Consent Detail Report

2. Enter one or multiple SSNs, separated by comma, in the format ##### (no hyphens) in the **SSN** field. Do not enter a SSN in this field or names in the Last Name and First Name fields if you want to search for all patients in the context of the other parameters you enter.
3. Enter a last name for one or more patients in the **Last Name** field. Leave the SSN and First Name fields blank if you want to search for patients with the same last name. Do not enter a last name in this field or a first name in the First Name field if you want to search for a patient based on his or her SSN.
4. Enter a first name for one or more patients in the **First Name** field. Leave the SSN and Last Name fields blank if you want to search for patients with the same first name. Do not enter a first name in this field or a last name in the Last Name field if you want to search for a patient based on his or her SSN.

5. Click the **Select** button at the right of Authenticating Facilities to select one or more facilities you want to display in the report. The default authenticating facility filter is set to the User Default Facility. This default can be changed by the user from the Set Default Facility menu item under the Welcome menu. The All option is the default setting, unless a default facility is selected. You must select the **Select All** button if you want the report to include all VA facilities.
 - a. A pop-up window will show displaying all VISNs, their associated facilities, and your selection in three (3) separate sections.
 - b. For each section, you may **Select/Unselect all** from the top right, as highlighted in Figure 139 below. The first and second columns are used to filter by VISN and Facilities. The third column to the right displays the selected VISNs and Facilities to be included within the resultant report.
 - c. The VISN column, to the left-hand side of the pop-up, displays all 21 VISNs stored within the VAP application. This column allows the user to filter and/unselect by VISNs.
 - d. The middle column, Facilities, shows a listing of all the facilities. By default, facilities in the middle section are grouped by VISN. This default can be changed if you uncheck the **Display facilities grouped by VISN** box, under the middle section, highlighted in Figure 139. Once unchecked, facilities will be listed in alphabetical order. If any VISNs, from the VISN column are unchecked, the Facilities list will update to remove these facilities from the view.
 - e. Once the selection is made and the first two columns, VISNs and Facilities, are filtered, the last column to the right, Your Selection, will display the resultant facilities associated with the filter selection from the other two boxes.
 - f. The other two checkboxes within this page are **Include consents with unknown VISN**, and **Aggregate data at the facility level**. By default, both are unchecked.
 - g. Click **OK** to confirm your selection and implement it in the search results.
 - h. Click **Cancel** on the bottom right to cancel your selection and go back to the previously selected filter option. Click **Restore last selection** to go back to the last selection of facilities used. For example, if the last selection you made only included VISN 1 facilities, clicking this button on a window that's displaying all facilities will change the selection to show only VISN 1 facilities.

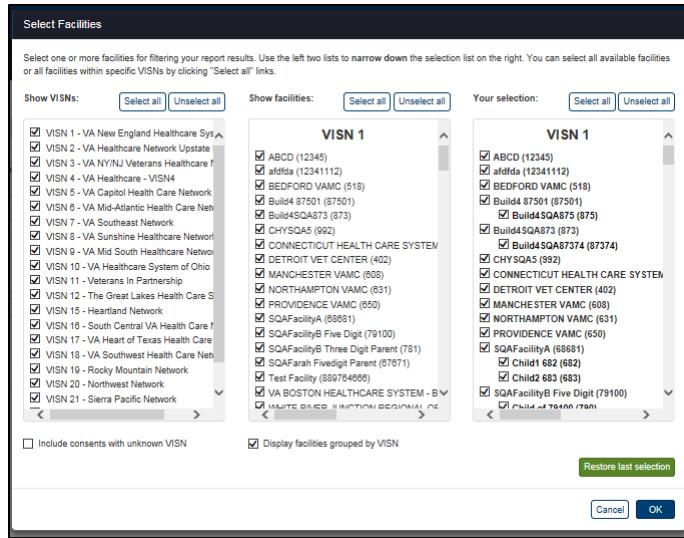


Figure 139: Select Facilities Pop-Up Window

6. Check one or multiple of the **reason(s) for delay** checkboxes that you want to display in your Delayed Consent Detailed Report. By default, all reasons for delay will be displayed. Do not select a specific option if you want to see all reasons in the report.
7. Click the arrow at the right of the **Days Since Delayed** list box to select the range of days, since the status have been delayed, you want to display in the report.
8. Click the arrow at the right of the **Consent Type** list box to select the types of consent you want to display in the report. The default option for this list box is All, so do not select a specific option if you want to see all types of consent. There are two options in the list: eHealth Exchange Authorizations and SSA Authorizations. You can only select one entry from the list.
9. Click the arrow at the right of the **Patient Types** list box to select the types of patients you want to display in the report. The default option for this list box is Real Patients, so do not select a specific option if you want to see real patients only. There are three options in the list: All (Real and Test Patients), Real Patients, and Test Patients.
10. Enter a name or User ID in the **Entered By** field to filter by either full or partial name of the entity associated with the transaction. This field can refer to either DVA User ID that entered a record (for example, "smith"), or a system that initiated a transaction (for example, "eBenefits"). Search on this field is case insensitive; that is, values of "smith" and "SMITH" will produce the same result set.
11. Click the **Search** button to display the Delayed Consent Report shown in Figure 140.

The screenshot shows a table titled "Search Results" with the following columns: Date Entered (CT), ICN, SSN, Last Name, First Name, Middle Name, Consent Type, Reason(s) for Delay, Entered By, Authenticating Facility, and Mailed Dates. The table contains 24 entries, with the first few rows visible.

Date Entered (CT)	ICN	SSN	Last Name	First Name	Middle Name	Consent Type	Reason(s) for Delay	Entered By	Authenticating Facility	Mailed Dates
02/27/2017 04:10 PM	A611173	736-11-1000	Jece	Ko	J	eHealth Exchange Authorization	Form not signed, Form content altered	vapadmin	Aberdeen VA Clinic	02/27/2017
02/09/2017 09:36 AM	A606372	726-06-3000	Jajo	Ki	M	eHealth Exchange Authorization	Form content altered, Demographic changes	vapadmin	ALEXANDRIA VA Medical Center	02/09/2017 02/10/2017
02/09/2017 08:47 AM	A519121	215-19-1000	Heme	De	C	eHealth Exchange Authorization	Form not signed, Privacy Officer review	vapadmin	Aberdeen VA Clinic	
01/13/2017 06:15 PM	A611302	026-11-3000	Jeco	Bi		eHealth Exchange Authorization	Form not signed	vapadmin	Aberdeen VA Clinic	01/13/2017
01/04/2017 04:08 PM	A419463	634-19-4000	Gemu	Jo		eHealth Exchange Authorization	Privacy Officer review, Signature verification, Power of Attorney not on file	vapadmin	Ely VA Clinic	01/11/2017
12/12/2016 11:04 AM	A104400	Unavailable	Cagu	Ba	D	eHealth Exchange Authorization	Form content altered, Demographic changes	vapadmin	Aberdeen VA Clinic	
12/08/2016 10:29 AM	A709114	Unavailable	Kame	Cu	S	eHealth Exchange Authorization	Form content altered, Signature verification	vapadmin	Aberdeen VA Clinic	

Figure 140: Delayed Consent Detail Report

12. Click the **Show Entries** list box to select the number of records you want to display on each page of the search. The default option for this list box is 25. As of VAP 2.6.0, the All option has been removed for performance reasons. This field allows users to select by 10, 25, 50, 100, 250 and 500.
13. If more records are available than can be displayed on one screen, the **Previous** and **Next** buttons at the bottom right of the screens are activated. You can use these buttons to page back and forward through the list of records found by the search.
14. Each individual column of the report can be sorted if the up and down arrow icons appear below the column heading. Click the **up arrow** icon to sort the column by ascending order. Click the **down arrow** icon to sort the column by descending order.
15. The menu at the top of the screen is based on your role when you logged into the application. It allows you to select other options available to your role.
16. The report displays the following fields for each listing: Date Entered (CT), ICN, SSN, Patient Last Name, Patient First Name, Patient Middle Initial, Consent Type, Reason(s) for Delay, Entered By, Authenticating Facility, and Mailed Dates.

4.6.6.2. Export the Delayed Consent Detailed Report

1. Select the **Export to Excel** or **Export to CSV** option on the top-right side of the report section seen in Figure 140.
2. Unlike the summary reports, a privacy warning, Figure 141, is displayed prior to the export completing, as these detailed-level reports contain personally identifiable information.
3. For Excel, report data is exported into a spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
 - a. Report data is exported with columns in the same order as the generated report, and data in the exported file is sorted as it was on the report.

Note: The column headings are exported only when there are matching records. If the search did not generate any records, a “No records found” message is displayed in the report, as well as in the exported Excel. The name of the file is generated in the following format: [Report_Title]_[Detail/Summary]_Report_YYYYMMDD_HHMMss.[xls/csv]

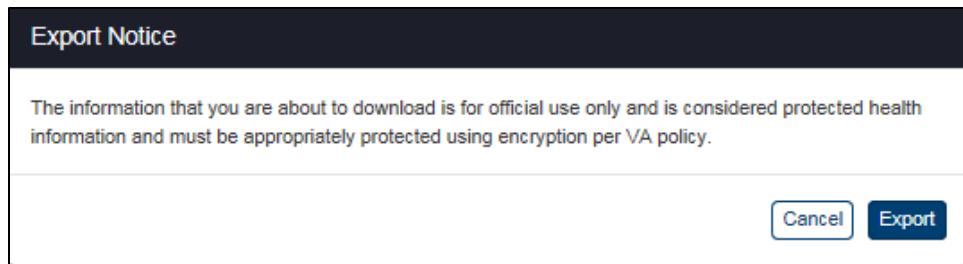


Figure 141: Export Warning Message

4.6.7. Patient Discovery Audit Detailed

The fields in the Search Details box on the Patient Discovery Audit Report query screen (Figure 142) allow you to enter the SSN, First Name and Last Name, User ID, set a range of dates and times, select MPI results and Sending/Receiving organization (partner), and select whether to include/exclude test patients or obtain results by all patients. This report displays the records relating to the announcements sent to partners, responses from partners to eHealth Exchange (Match Found), or Check Policy records.

A recent change to this report is the ability to filter the resultant report by hour/minute. Due to the increasing amount of data and the millions of records, this allows the user to fine-tune the results to obtain better counts on a daily basis. It is important to note that due to the immense quantity of data within this report (millions of records), searching for several weeks or months, may take a couple of minutes to process.

4.6.7.1. Generate a Patient Discovery Audit Report

1. Click the **Patient Discovery Audit** menu item under **Detailed Reports** heading on the menu at the top of the screen to display the Patient Discovery Audit Report query screen.
2. Enter one or multiple SSNs, separated by comma, in the format ##### (no hyphens) in the **SSN** field. Do not enter a SSN in this field or names in the Last Name and First Name fields if you want to search for all patients in the context of the other parameters you enter.
3. Enter a last name for one or more patients in the **Last Name** field. Leave the SSN and First Name fields blank if you want to search for patients with the same last name. Do not enter a last name in this field or a first name in the First Name field if you want to search for a patient based on his or her SSN.
4. Enter a first name for one or more patients in the **First Name** field. Leave the SSN and Last Name fields blank if you want to search for patients with the same first name. Do not enter a first name in this field or a last name in the Last Name field if you want to search for a patient based on his or her SSN.
5. Enter a user ID in the **User ID** field if you want to search for a specific user.

Note: Do not enter a User ID in this field if you want to search for all users.

6. Enter the **Start Date** and **Start Time**, for the Patient Discovery Audit Report in the **Start Date** field in the format mm/dd/yyyy (e.g., 06/11/2014). You can also select the date

from the date range picker dropdown. Select a starting time frame, using the **Start Time** fields. Use the dropdowns to select the hours, minutes, and meridian. As a user, be mindful that the VAP application is hosted at the Austin Information Technology Center (AITC) and uses Central Standard Time (CST). If you are located in a different time zone and are looking for a particular announcement made by you, remember the time difference! Do not enter a date in this field or the End Date field if you want to search for all dates. However, searching for all dates is ***strongly discouraged***. In one day, the VAP application can receive millions of records, so running by all dates may significantly affect the performance of the system.

The screenshot displays the 'Patient Discovery Audit Report' interface. At the top, there's a header bar with the title and a 'Search Criteria' section. Below this, a note says 'Fill in the fields below to narrow your search. All dates will be included if Start Date and End Date are left blank.' The search criteria section contains several input fields: 'SSN(s)' (with a note '(Enter one or more SSN's, with no hyphens, separated by commas)'), 'Last Name', 'First Name', 'Start Date' (set to 01/26/2018), 'Start Time' (set to 12:00 AM), 'End Date' (set to 01/27/2018), 'End Time' (set to 12:00 AM), 'User ID' (empty), 'MPI Results' (set to 'All'), 'Sending Organization' (set to 'All'), 'Receiving Organization' (set to 'All'), and 'Patient Types' (set to 'Real Patients'). A 'Search' button is located at the bottom right of the form.

Figure 142: Patient Discovery Audit Report Query Screen

7. Enter the end date and end time for the Patient Discovery Audit Report in the **End Date** field in the format mm/dd/yyyy (e.g., 06/25/2014). You can also select the date from the date range picker dropdown.
Note: Do not enter a date in this field or the Start Date field if you want to search for all dates.
8. Enter the UserID, of a valid Veterans Affair user, within the free-text search, to filter the generated results by that particular UserID to
9. Click the arrow at the right of the **MPI Results** list box to select the MPI results you want to display in the report. The default option for this list box is All, so do not select a specific result if you want to see all MPI results in the report. Other options in the list are Match Found and Match Failed. You can only select one entry from the list. If you select Match Failed you will be able to see a report containing only the failed matches and when they occurred.
10. Click the arrow at the right of the **Sending Organization or Receiving Organization** list box to select the results associated to the eHealth Exchange organization you want to display in the report. You can only select one entry from the list. The default option for this list box is All, so do not select a specific organization if you want to see all external eHealth Exchange organizations in the report. Users may filter the results in the report by only Sending Organization or Receiving Organization, but not both. This is due to the scope of the VAP system. VAP only tracks messages received from partners and disclosed to partners, therefore filtering from partner to partner, would not return results.
11. Click the arrow at the right of **Patient Types** list box to select the types of patients you want to display in the report. The default option for this list box is Real Patients, so do

not select a specific option if you want to see real patients only. There are three options in the list: All (Real and Test Patients), Real Patients, and Test Patients.

12. Click the **Search** button to display the Patient Discovery Audit Report as shown in Figure 143.
13. Click the **Show Entries** list box to select the number of records you want to display on each page of the search. The default option for this list box is 25. The field allows users to select by 10, 25, 50, 100, 250 and 500.
14. If more records are available than can be displayed on one screen, the **Previous** and **Next** buttons at the top and bottom right of the screens are activated. You can use these buttons to page back and forward through the list of records found by the search.
15. Each individual column of the report can be sorted if up and down arrow icons appear below the column heading. Click the **up arrow** icon to sort the column by ascending order. Click the **down arrow** icon to sort the column by descending order.

Search Results																			
											Previous	1	2	3	4	5	...	2175	Next
Date Received (CT)	SSN	Patient Last Name	Patient First Name	Patient Middle Name	Sender	Purpose of Use	Receiver	Message	Explanation of Failure	Details									
12/20/2011 11:32 PM	666-00-0001	CHDRZZZTESTPATIENT	CHDRONE	ENT	Indiana Health	TREATMENT	SenderOID DEPT of VA	MPI_FIND_MATCH	MVI: Match Not Found	MATCH FAILED REMOTE FACILITY=1.3.6.1.4.1.12009.6.1 SSN=666-00-0001, LASTNAME=CHDRZZZTESTPATIENT, FIRSTNAME=CHDRONE, ADDRESS=, CITY=, STATE=, ZIP=, PHONENUMBER=, GENDER=M, DOB=19600303, MARITALSTATUS=									
12/20/2011 11:32 PM	666-00-0001	CHDRZZZTESTPATIENT	CHDRONE	ENT	Indiana Health	TREATMENT	SenderOID DEPT of VA	MPI_FIND_MATCH	MVI: Match Not Found	MATCH FAILED REMOTE FACILITY=1.3.6.1.4.1.12009.6.1 SSN=666-00-0001, LASTNAME=CHDRZZZTESTPATIENT, FIRSTNAME=CHDRONE, ADDRESS=, CITY=, STATE=, ZIP=, PHONENUMBER=, GENDER=M, DOB=19600303, MARITALSTATUS=									
12/20/2011 11:32 PM	666-00-0001	CHDRZZZTESTPATIENT	CHDRONE	ENT	Indiana Health	TREATMENT	SenderOID DEPT of VA	MPI_FIND_MATCH	MVI: Match Not Found	MATCH FAILED REMOTE FACILITY=1.3.6.1.4.1.12009.6.1 SSN=666-00-0001, LASTNAME=CHDRZZZTESTPATIENT, FIRSTNAME=CHDRONE, ADDRESS=, CITY=, STATE=, ZIP=, PHONENUMBER=, GENDER=M, DOB=19600303, MARITALSTATUS=									

Figure 143: Patient Discovery Audit Report Screen (Top)

12/20/2011 04:53 PM	156-76-4350	PITT	BOB	SenderOID DEPT of VA	TREATMENT	Unknown	ANNOUNCE	N/A	SSN=156-76-4350, LASTNAME=PITT, GIVENNAME=BOB, PREFIX=, SUFFIX=JR, DOB=19801215, ADDRESS()=222 TEST ST, CITY=PALM HARBOR, STATE=FL, ZIP=34683, PHONE=, GENDER=M, MULTIBIRTHN=, MARITALSTATUS=NULL, PATIENTID=1012646242/410850, HOMECOMMUNITYID=2.16.840.1.113883.4.3492
Showing 1 to 25 of 8,605 entries									
Total Real Patient Messages: 25									
Total Real Patient Fails: 0									
Total Real Patient Matches: 3									
Total Unique Real Patients: 4									
Previous 1 2 3 4 5 ... 345 Next									

Figure 144: Patient Discovery Audit Report Screen (Bottom) without Test Patients

12/20/2011 08:19 PM	666-00-0001	CHDRZZZTESTPATIENT	CHDRONE	ENT	Indiana Health	TREATMENT	SenderOID DEPT of VA	ADD_PATIENT_C	N/A	ION=1012581670.0377802, CORRELATEDPATIENTID=25D9F057-2BCB-4354-8CFD-BF81FF45B795, CORRELATEDASSIGNINGAUTHORITY=1.3.6.1.4.1.12009.6.1, CORRELATEDASSIGNINGFACILITY=1.3.6.1.4.1.12009.6.1, FAMILYNAME=CHDRZZZTESTPATIENT, FIRSTNAME=CHDRONE, GENDER=M, DOB=19600303, SSN=666000001
Showing 1 to 25 of 54,362 entries										
Total Real Patient Messages: 0										
Total Real Patient Fails: 0										
Total Real Patient Matches: 0										
Total Unique Real Patients: 0										
Total Test Patient Messages: 25										
Total Test Patient Fails: 3										
Total Test Patient Matches: 5										
Total Unique Test Patients: 3										
Previous 1 2 3 4 5 ... 2175 Next										

Figure 145: Patient Discovery Audit Report Screen (Bottom) with Test Patients

The report displays the following fields for each listing:

Veteran Authorization and Preferences

- Date Received
- SSN (or SSN Unknown for patients whose SSN cannot be established)
- Patient Last Name
- Patient First Name
- Patient Middle Name (The Middle Name column only displays if middle name is tracked in Exchange)
- Sender
- Sender OID (When exported to Excel or CSV, Figure 147)
- Purpose of Use (i.e., how the information disclosed will be used: Coverage (SSA), Emergency, and Treatment)
- Receiver
- Receiver OID (When exported to Excel or CSV, Figure 147)
- Message
- Explanation of Failure
- Details

The bottom left of the report screen shows the real/test patient messages, real/test patient fails, real/test patient matches, and unique teal/test patients.

The Details column displays the patient's place of birth city and state, date of birth, mother's maiden name, social security number, phone number, and address. The Details column also lists if there was a failure to announce patients (listed below). Announcement failure may occur due to one of the following reasons:

- Failure – Partner did not respond with Patient information
 - A response to the announce call was not received from the partner
- Failure – Outbound PD: Partner is not registered with the system
 - A partner is not registered with the system (Partner is not permitting patient discovery requests). Therefore, the announce was not sent out from eHealth Exchange to this partner.

Patient Discovery Audit logging typically displays one row due to the fan-out functionality. eHealth Exchange records a row for every patient-partner announce transaction. Thus, if the announce was sent to five partners for one individual, five rows are displayed within the report. If there was a failure for either of the two reasons listed above – for example, for two of the five announces failed – then two of the rows will show for which patient-partner the failures were recorded.

4.6.7.2. Export the Patient Discovery Audit Detailed Report

1. Select the **Export to Excel** or **Export to CSV** option on the top-right side of the report section seen in Figure 143.
2. Unlike the summary reports, a privacy warning is displayed prior to the export completing, as these detailed-level reports contain personally identifiable information.
3. For Excel, report data is exported into a spreadsheet. For Excel format, the report name, current date, and all filtering criteria are exported as file headers.
- a. Report data is exported with columns in the same order of columns as the generated report, and data in the exported file is sorted as it was on the report.

Note: The column headings are exported only when there are matching records. If the search did not generate any records, a “No records found” message is displayed in the report, as well as in the exported Excel file.

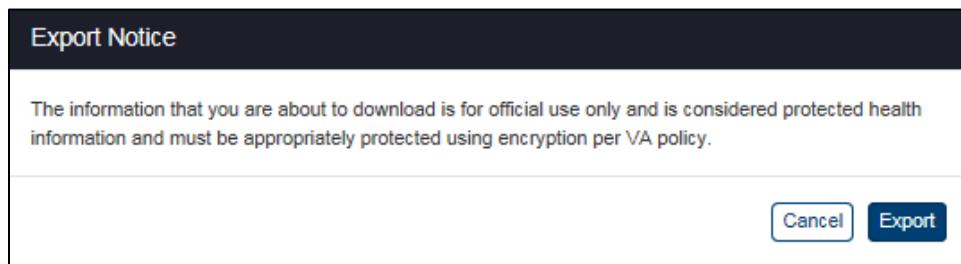


Figure 146: Export Warning Message

Note: Not displayed within the VAP User Interface, and only in the Export, the VAP system displays Organization Identifier Code (OID), as highlighted in Figure 147.

Report:	Patient Discovery Audit Detail Report								
2 Date Generated:	03/06/2017								
3 Start Date:	12/20/2011								
4 End Date:	12/22/2011								
5 SSN:	n/a								
6 Last Name:	n/a								
7 First Name:	n/a								
8 User ID:	n/a								
9 MPI Results:	ALL								
10 eHealth Exchange	O ALL								
11 Patient Types:	ALL								
12									
13 Date Received (CT)	SSN	Patient Last Name	Patient First Name	Patient Middle Name	Sender	Sender OID	Purpose of Use	Receiver	Receiver OID
14 12/20/2011 11:32 PM	[REDACTED]	CHDRZZTESTPATIEI	CHDRONE		Indiana Health	1.3.6.14.1.12009.6.1	TREATMENT	SenderOID DEPT of V.2.16.840.1.113883.4.3 MPI_F	
15 12/20/2011 11:32 PM	[REDACTED]	CHDRZZTESTPATIEI	CHDRONE		Indiana Health	1.3.6.14.1.12009.6.1	TREATMENT	SenderOID DEPT of V.2.16.840.1.113883.4.3 MPI_F	
16 12/20/2011 11:32 PM	[REDACTED]	CHDRZZTESTPATIEI	CHDRONE		Indiana Health	1.3.6.14.1.12009.6.1	TREATMENT	SenderOID DEPT of V.2.16.840.1.113883.4.3 MPI_F	
17 12/20/2011 11:30 PM	[REDACTED]	CHDRZZTESTPATIEI	CHDRONE		Indiana Health	1.3.6.14.1.12009.6.1	TREATMENT	SenderOID DEPT of V.2.16.840.1.113883.4.3 ADD_F	
18 12/20/2011 11:30 PM	[REDACTED]	CHDRZZTESTPATIEI	CHDRONE		Indiana Health	1.3.6.14.1.12009.6.1	TREATMENT	SenderOID DEPT of V.2.16.840.1.113883.4.3 ADD_F	
19 12/20/2011 11:30 PM	[REDACTED]	CHDRZZTESTPATIEI	CHDRONE		Indiana Health	1.3.6.14.1.12009.6.1	TREATMENT	SenderOID DEPT of V.2.16.840.1.113883.4.3 ADD_F	
20 12/20/2011 11:30 PM	[REDACTED]	CHDRZZTESTPATIEI	CHDRONE		Indiana Health	1.3.6.14.1.12009.6.1	TREATMENT	SenderOID DEPT of V.2.16.840.1.113883.4.3 ADD_F	
21 12/20/2011 11:30 PM	[REDACTED]	CHDRZZTESTPATIEI	CHDRONE		Indiana Health	1.3.6.14.1.12009.6.1	TREATMENT	SenderOID DEPT of V.2.16.840.1.113883.4.3 CHECI	
22 12/20/2011 06:20 PM	[REDACTED]	CHDRZZTESTPATIEI	CHDTHREE		Indiana Health	1.3.6.14.1.12009.6.1	TREATMENT	SenderOID DEPT of V.2.16.840.1.113883.4.3 CHECI	
23 12/20/2011 06:20 PM	[REDACTED]	CHDRZZTESTPATIEI	CHDTHREE		Indiana Health	1.3.6.14.1.12009.6.1	TREATMENT	SenderOID DEPT of V.2.16.840.1.113883.4.3 CHECI	
24 12/20/2011 06:20 PM	[REDACTED]	CHDRZZTESTPATIEI	CHDTHREE		Indiana Health	1.3.6.14.1.12009.6.1	TREATMENT	SenderOID DEPT of V.2.16.840.1.113883.4.3 CHECI	

Figure 147: Exported Patient Discovery Audit Report Displaying OID (Excel)

4.6.8. Scheduled Exports

The Scheduled Exports provides a detailed listing of completed exports available for download. For exports that are under 1000 rows, the user will be prompted to download their report immediately; however, for reports that exceed the 1000 rows, the user will be prompted to navigate to Scheduled Exports for download, as seen in the export privacy warning message seen in Figure 148. Within Release 3.1.0, additional functionality was added allowing Administrators to schedule exports to run in advance; the details of this functionality are documented within Section 4.8: Advanced Scheduling. These report exports will also be displayed for download within the Scheduled Exports page.

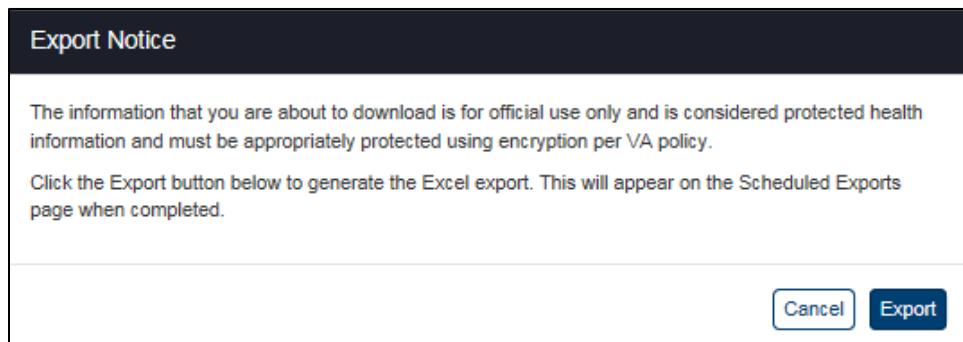


Figure 148: Export Warning Message (Reports Exceeding 1000 Rows)

1. Click the **Scheduled Exports** menu item under Detailed Reports heading on the menu at the top of the screen to display the Scheduled Exports query screen. This page displays all of the scheduled or advanced scheduled exports. For each listing, the following fields are displayed: Report, Format, Date Generated (CT), Status, and Download.
2. Click the **Show Entries** list box, shown in Figure 149, to select the number of records you want to display on each page of the search. The default option for this list box is 25.

Scheduled Exports					
Once an export generation task or an advanced scheduled task has been processed, the Excel and CSV exported files will appear on this page for download. Utilize the check boxes, on the left, to select a file to either download or delete. Multiple files can be selected at one time, if necessary. However, only exported files that reflect a status of "Completed" can be downloaded.					
Show	25	entries	Report	Format	Date Generated (CT)
<input type="checkbox"/>	Select All				
<input type="checkbox"/>	Consent Directive Report		Excel	05/05/2018 12:00 AM	COMPLETED
<input type="checkbox"/>	Consent Directive Report		Excel	05/04/2018 12:00 AM	COMPLETED
<input type="checkbox"/>	Consent Directive Report		Excel	05/03/2018 07:55 AM	COMPLETED
<input type="checkbox"/>	Consent Directive Report		Excel	04/30/2018 12:05 AM	COMPLETED
<input type="checkbox"/>	Received eHealth Exchange Documents Report		CSV	04/30/2018 12:00 AM	COMPLETED
<input type="checkbox"/>	Consent Directive Report		Excel	04/29/2018 12:05 AM	COMPLETED
<input type="checkbox"/>	Received eHealth Exchange Documents Report		CSV	04/29/2018 12:00 AM	COMPLETED
<input type="checkbox"/>	Consent Directive Report		Excel	04/28/2018 12:05 AM	COMPLETED
<input type="checkbox"/>	Received eHealth Exchange Documents Report		CSV	04/28/2018 12:00 AM	COMPLETED
<input type="checkbox"/>	Consent Directive Report		Excel	04/27/2018 12:05 AM	COMPLETED
<input type="checkbox"/>	Received eHealth Exchange Documents Report		CSV	04/27/2018 12:00 AM	COMPLETED

Figure 149: Scheduled Exports Report

3. If more records are available than can be displayed on one screen, the **Previous** and **Next** buttons at the bottom right of the screens are activated. You can use these buttons to page back and forward through the list of records found by the search.

4. Click the **Refresh** button on the top right on the report to refresh the results.
5. Each individual column of the report can be sorted if up and down arrow icons appear below the column heading. Click the **up arrow** icon to sort the column by ascending order. Click the **down arrow** icon to sort the column by descending order.
6. Within Release 3.1.0, the Scheduled Exports layout was modified. Below the Show Entries dropdown, a **Select All** checkbox is visible. This checkbox allows the users to select all exported entries on the current page with one action. Once an export entry has been selected, the Download and the Remove buttons become activated/enabled.
7. To download one or multiple files, use the checkboxes on the left side of the page. One or more exports must be selected in order to download files. If multiple files are selected, then the system will download all of these into one zip file. Click on the **Download** button to download the files. The browser will show the status of the download progress. Once these files are ready, the user can elect to either Save or Open.
8. To delete one or multiple export rows from this report, also use the checkboxes on the left. One or more exports must be selected in order to delete. Click on the **Remove** button. Upon selecting the Remove button, a prompt will appear asking, “Are you sure you want to permanently remove this (1) export? This cannot be undone.” The user must confirm if they would like to remove these scheduled exported files from their queue to download. Once the user confirms, then the scheduled export files are removed. It is important to note if a user unintentionally removes a report, they can navigate again to the desired report and export it with the same criteria as before.

4.6.9. Data Quality Export

The Data Quality (DQ) Export Detailed Report allows data analysts to efficiently access the raw XML clinical documents that are stored in the eHealth Exchange audit record. This is essential to a more efficient performance of data quality analysis on VA and Partner documents. The DQ Export Search page is broken into four (4) main parts (two of the four parts in shown in the figure below):

1. Start and End Date parameters.
2. List of providers and/or organizations.

3. Selected providers and/or organizations.
4. Patient detail parameters.

The screenshot shows the 'Data Quality Export Search' page. At the top, there's the U.S. Department of Veterans Affairs logo and the VAP (Veterans Authorization and Preferences) logo. The main header is 'Data Quality Export Search'. Below it, a section titled 'Search Criteria' contains fields for 'Start Date' (07/18/2017) and 'End Date' (08/18/2017). A note below these fields states: "'* indicates required information. Enter the document generation date range you wish to include in the query.'". Underneath is a 'List of Providers and Organizations' section containing a scrollable list of names. The list includes: Alaska eHealth Network, CLINICAL CONNECT WESTERN PA, DEPARTMENT OF VETERANS AFFAIRS, EPA, GEISINGER HEALTH SYSTEMS, Gundersen Health System, Hawaii Pacific Health, HEDIS CONNECTION, HIE TEXAS-AUSTIN, and INDIANA HIE. Another note below the list says: 'Review selected providers and organizations in the list below. To remove a provider from the selected list, use the up and down navigation arrows on your keyboard to navigate to the provider or organization you wish to remove and press Enter. To remove all selected providers and organizations, press Ctrl A and then press Enter. If you are using a mouse or mouse pad, you may double-click to remove a selected item. Note: at least one provider or organization is required to generate the query.''. At the bottom, there's a footer with links: Section 508 Accessibility, Intranet Privacy Policy, No Fear Act, Terms of Use, VHA Intranet Home, VBA Intranet Home, NCA Intranet Home, and Disclaimer.

Figure 150: Data Quality Export Search Screen

4.6.9.1. Begin a Data Quality Export

1. Enter a Start Date using MM/DD/YYYY format in the **Start Date** field, or you may use the calendar to make your selection.
2. Enter an End Date using MM/DD/YYYY format in the **End Date** field, or you may use the calendar to make your selection.

Note: Date fields are required to perform an export.

3. Select the Providers or Organizations you wish to include in the export from the List of Providers and Organizations. If you are using a mouse or a mouse pad, you can make your selection by double clicking on the provider/organization name from the List of Providers and Organizations. Or, if you prefer to use keyboard strokes, you may use the up and down arrow keys to navigate to the desired providers/organizations and click **Enter**.

Note: At least one (1) provider or organization is required to perform an export.

To restrict the query to a specific patient, enter the patient Social Security Number (SSN) and patient name. Note: Patient information is optional. If you have selected/entered a Start Date, and End Date, and have selected at least one provider or organization, you may generate the query.

SSN: _____

Last Name: _____

First Name: _____

Generate

Figure 151: Data Export Query Page

4. Review your selected Providers and Organizations. To remove a selected provider/organization from the Selected list, if you are using a mouse pad or mouse, use the scroll bar to navigate to the desired provider/organization and double click to remove. If you prefer to use a key board, use the up and down keys to navigate to the desired provider/organization and press **Enter** to remove.
5. If you wish to restrict your results to a single patient (optional), you may enter the patient's Social Security Number (SSN) and name.
 - a. In the SSN field, enter the patients nine digit SSN using format xxxxxxxx (no dashes).
 - b. In the Last Name field, enter the patient's last name.
 - c. In the First Name field, enter the patient's first name.
6. Click the **Generate** button to start the download process.
7. This action displays the File Download dialog box, which gives you the options to Open, Save, or Cancel the generated zip file.



Figure 152: File Download Dialog Box

Generated Download dialog box options:

1. **Open** – When you select this option Windows File Explorer opens and displays the zip folder that contains the organizations/providers selected in your query. You may move the zip folder to another location within your personal folder structure or you may extract all zip folder contents.
2. **Save** – This option provides three additional choices:
 - a. **Save** – This option allows to save the zip folder to your default setting; selecting this option populates additional choices (displayed in the figure below)



Figure 153: Zip File Export Options

- i. **Open** – This option allows you to select Open, which opens Windows File Explorer
 - ii. **Open With** - Allows you to open the download with an application of your choice.
 - iii. **View Downloads** – Allows you to review all downloads you have performed from IE. When viewing downloads you may choose Open or Open With (discussed above), or you may clear your download list.
- b. **Save As** – This option opens Windows File Explorer so you may choose a destination in which to store the file until a later time.
 - c. **Save and Open** – This option save the zip file in a temporary folder location and opens the temporary folder location.

4.6.10. Data Quality Upload Transmission Log

The Data Quality (DQ) Transmission Log displays the data logged for the daily, clinical data file upload batch processing, performed by the Adapter Data Quality Services upload application. Batch processing consists of three events, which include:

1. Uploading the individual XML file to Diameter Health.
2. Packaging a copy of files sent to DQT in a zip file.
3. Moving the completed zip file to a shared location for DQ team for consumption.

These data files consist of the clinical health data XML files which have been retrieved via the VA eHX Adapter application, both for inbound VA requests and disclosures to external health partners, are stored in the audit table in the eHX Adapter database.

Figure 154: Data Quality Upload Transmission Log Search Criteria

4.6.10.1. Generate the Data Quality Upload Transmission Log Report

1. Select an **Event Type** from the dropdown menu options. You may choose from:
 - a. **All** – Selecting this default value displays report results for all event types. value

- b. **DiameterHealth_Uploaddatafile** – Selecting this option restricts report results to display only this event type.
 - c. **DQZipFile_PackDataFileInside** – Selecting this option restricts report results to display only this event type.
 - d. **DQZipFile_MoveZipFileForPickup** – Selecting this option restricts report results to display only this event type.
2. Select a file transmission status from the dropdown menu options. You may select one of the following statuses:
- a. **All** – When selecting this option, report results display failed and successful transmission events.
 - b. **Success** – Selecting this option restricts report results to display only this status.
 - c. **Fail** – Selecting this option restricts report results to display only this status.
3. **File Name** – To restrict report results to a specific file, enter the name of the file.
4. **Start Date** – Enter the date you want the report to begin with. Enter a date using the following format: mm/dd/yyyy, or you may make a selection using the calendar icon.
5. **End Date** – Enter the date you want the report to end on. Enter a date using the following format: mm/dd/yyyy, or you may make a selection using the calendar icon.
6. Once the desired criteria is entered, click the **Search** button to execute the report.

4.6.10.2. Data Quality Upload Transmission Log Results

Use the scroll bar to review report results.

Data Quality Upload Transmission Log Report																												
Search Criteria																												
Fill in the fields below to narrow your search. All dates will be included if Start Date and End Date are left blank.																												
Event Type	ALL																											
Status	ALL																											
File Name																												
Start Date	07/22/2017																											
End Date	08/22/2017																											
Search																												
Search Results																												
Show	25	entries																										
Showing 3,101 to 3,122 of 3,122 entries																												
1	DQ Transmission ID	2	Batch ID	3	Event Type	4	Start Time	5	End Time	6	Host Name	7	File Name	8	File Type	9	File Size	10	Destination	11	status	12	Local Doc Id	13	Remote Doc Id	14	Error	
3101	1803385200913	DQZipFile_PackDataFileInside	17-Aug-22	17-Aug-22	02:00:12.568	02:00:12.570	vaauusnlnapp021.aac.va.gov	EPIC_C32_20170821_312149_472861.xml	xmi	104470.0	zip file on eRX Adapter server	success	1811b0f2-0f53-42a1-8502-70e64d093098															
			17-Aug-22	17-Aug-22	02:00:2.591	02:00:2.595	vaauusnlnapp021.aac.va.gov	CLINICAL CONNECT WESTERN PA_C32_20170821_312150_472863.xml	xmi	16141.0	Diameter Health	success	74e655cd-f550-41e3-8fb9-a97115987f40	599b0759d764490dfe0ed0ff														
3102	1803385200913	DiameterHealth_UploadDataFile	17-Aug-22	17-Aug-22	02:00:13.99	02:00:13.100	vaauusnlnapp021.aac.va.gov	PA_C32_20170821_312150_472863.xml	xmi	16141.0	zip file on eRX Adapter server	success	74e655cd-f550-41e3-8fb9-a97115987f40	599b0759d764490dfe0ed0ff														
3103	1803385200913	DQZipFile_PackDataFileInside	17-Aug-22	17-Aug-22	02:00:13.99	02:00:13.100	vaauusnlnapp021.aac.va.gov	CLINICAL CONNECT WESTERN PA_C32_20170821_312151_472863.xml	xmi	16141.0	zip file on eRX Adapter server	success	74e655cd-f550-41e3-8fb9-a97115987f40	599b0759d764490dfe0ed0ff														
3104	1803385200913	DiameterHealth_UploadDataFile	17-Aug-22	17-Aug-22	02:00:13.211	02:00:14.8	vaauusnlnapp021.aac.va.gov	KAISER PERMANENTE_C32_20170821_312151_472869.xml	xmi	35077.0	Diameter Health	success	03013bf4-0e40-49f0-8d03-95595950f080	599b0759d764490dfe0ed0ff														

Figure 155: Data Quality Upload Tranmission Log Report

Below is a brief explanation of report fields:

- **DQ Transmission ID** – System generated file identifier; this identifier is generated so the same file identifier is not sent twice to Diameter Health
- **Batch ID** – System generated identifier used to identify all files included in a specific batch

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- **Event Type** – Used to define the events that occurred with each file
- **Start Time** – Date/Time stamp of when the batch process began
- **End Time** – Date/Time stamp of when the batch process ended
- **Host Name** – The name of the environment/server that started and ended the batch process
- **File Name** – Standard filing naming conventions identify: provider_document type_date (yyyymmdd)_Document Id_unique index.file extension
- **File Type** – Identifies the type of file transmitted for each event
- **File Size** – Identifies the size of the file transmitted
- **Destination** – Identifies the destination of each file during each event
- **Status** – Identifies successful or failed file transmission
- **Local Doc ID** – Identifies the documents unique storage ID in the VA database
- **Remote Doc ID** – Identifies the documents unique storage ID in the Diameter Health database
- **Error** – Identifies the reason for failed file transmission for each event

4.6.10.3. Exporting the Data Quality Upload Transmission Log Report

You may export this report to a csv or Excel file format. Follow the steps outlined below to export to either csv or Excel file format.

1. Click **Export to Excel**.

Note: When exporting more than 1,000 rows of data, the system will generate an Export Notice (shown in the figure below), letting you know this report will be available to download from the Scheduled Exports page when complete.

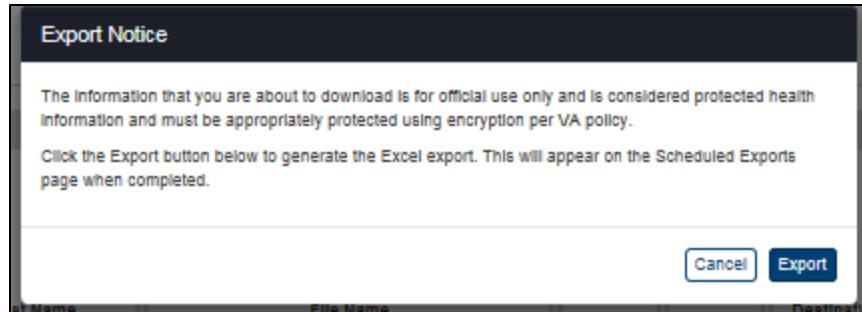


Figure 156: Export Notice

2. Click the **Export** button to continue with the export, or **Cancel** to end the action.
3. Navigate to Scheduled Exports.

A screenshot of a web-based application titled "Scheduled Exports". The interface includes a header bar with "Scheduled Exports" and a message "Excel and CSV exports for reports will appear here for download once the export generation has been completed.". Below this is a search/filter section with "Show: 25 entries" and a "Refresh" button. The main table lists one report entry: "Data Quality Upload Transmission Log Report" (Report ID: 131037, Format: Excel, Date Generated (CT): 08/22/2017 01:05 PM, Status: COMPLETED). A "Download" button is available next to the report name. Navigation buttons "Previous" and "Next" are at the bottom right.

Figure 157: Scheduled Exports Screen

4. From the Scheduled Exports screen, click the **Download** button for the report you wish to open.

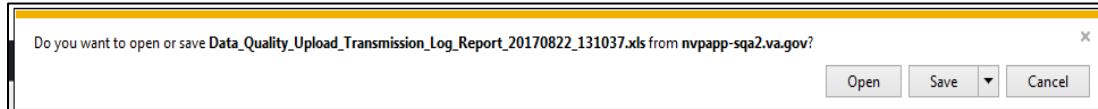


Figure 158: Windows File Options

Note: Windows displays options to Open, Save, or Cancel the export. If selecting **Save**, be sure to follow the prompts at the bottom of your screen.

The figure below shows an example of the exported Excel report.

Data_Quality_Upload_Transmission_Log_Report_20170801_145904.xls - LibreOffice Calc														
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1 Report:	Log Report													
2 Date generated:	08/01/2017													
3 End Date:	08/01/2017													
4 Event Type:	DataJenMode													
5 Status:	n/a													
6 File Name:	n/a													
7														
8														
9 DQ Transmission Id	Batch Id	Event Type	Start Time	End Time	Host Name	File Name	File Type	File Size	Destination	Status	Local Doc Id	Remote Doc Id	Error	
10 5502	1501598700324	QDZFile PackData	1501599474513	1501599474513	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.14426838220497228131926962034491547738				
11 5455	1501598700324	QDZFile PackData	1501599080877	1501599080877	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.1315413066813244280446798277300387375				
12 5456	1501598700324	QDZFile PackData	1501599080878	1501599080878	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.1315413066813244280446798277300387375				
13 5453	1501598700324	QDZFile PackData	1501599083969	1501599083969	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.889802515624646498152568262727754				
14 5449	1501598700324	QDZFile PackData	1501599085647	1501599085647	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.13154667249036422579546173949674951				
15 5446	1501598700324	QDZFile PackData	1501599085648	1501599085648	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.21901376059494737300387375				
16 5445	1501598700324	QDZFile PackData	1501599085649	1501599085649	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.13154667249036422579546173949674951				
17 5440	1501598700324	QDZFile PackData	1501599085650	1501599085650	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.13154667249036422579546173949674951				
18 5441	1501598700324	QDZFile PackData	1501599084042	1501599084042	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.28117638204771972741345927797302121				
19 5439	1501598700324	QDZFile PackData	1501599082944	1501599082944	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.19997348961152772176293317907754081				
20 5437	1501598700324	QDZFile PackData	1501599081890	1501599081890	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.875870438520172592164237894501648				
21 5436	1501598700324	QDZFile PackData	1501599081891	1501599081891	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.17029040011527748300100411195180147				
22 5435	1501598700324	QDZFile PackData	1501599081892	1501599081892	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.17029040011527748300100411195180147				
23 5430	1501598700324	QDZFile PackData	1501599084972	1501599084972	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.132073767544175761298059935371703075				
24 5428	1501598700324	QDZFile PackData	1501599084185	1501599084185	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.2247605374189037831750106594116746961				
25 5424	1501598700324	QDZFile PackData	15015990856108	15015990856108	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.769400046677045175729607227748863				
26 5422	1501598700324	QDZFile PackData	15015990856109	15015990856109	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.769400046677045175729607227748863				
27 5430	1501598700324	QDZFile PackData	15015990839740	15015990839740	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.1399380562798118082705359578569214751				
28 5418	1501598700324	QDZFile PackData	15015990815153	15015990815153	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.1400865451511111757602954526099129307				
29 5416	1501598700324	QDZFile PackData	15015990823240	15015990823240	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.17298228722705641064715170556840270873				
30 5414	1501598700324	QDZFile PackData	15015990814969	15015990814969	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.202782822722705641064715170556840270873				
31 5411	1501598700324	QDZFile PackData	15015990814970	15015990814970	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.107695084787788498471199518741307736				
32 5409	1501598700324	QDZFile PackData	150159908149560	150159908149560	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.13707827054951391389857832981251079				
33 5407	1501598700324	QDZFile PackData	1501598706900	1501598706900	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.167577058437304292332708796452824				
34 5405	1501598700324	QDZFile PackData	1501598727791	1501598727791	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.91342467513164085034152921300704062				
35 5403	1501598700324	QDZFile PackData	1501598724449	1501598724449	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.25747747413469547054960026659875106				
36 5402	1501598700324	QDZFile PackData	1501598721514	1501598721514	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.8544323925279901491228990102437111				
37 5399	1501598700324	QDZFile PackData	1501598706937	1501598706937	localhost.localdomain	DEPARTMENT OF VETERANS.xml	-1.0	zip file on eHx Adapter	success	2.25.10022899013296925914513471349294				

Figure 159: Data Quality Upload Transmission Log Excel Export

4.7. Viewing the User Guide

The User Guide (this document) for the current VAP application can be viewed by selecting the **User Guide** option on the menu at the top under the Welcome menu. This option displays the version stored in the VA Software Document Library (VDL).

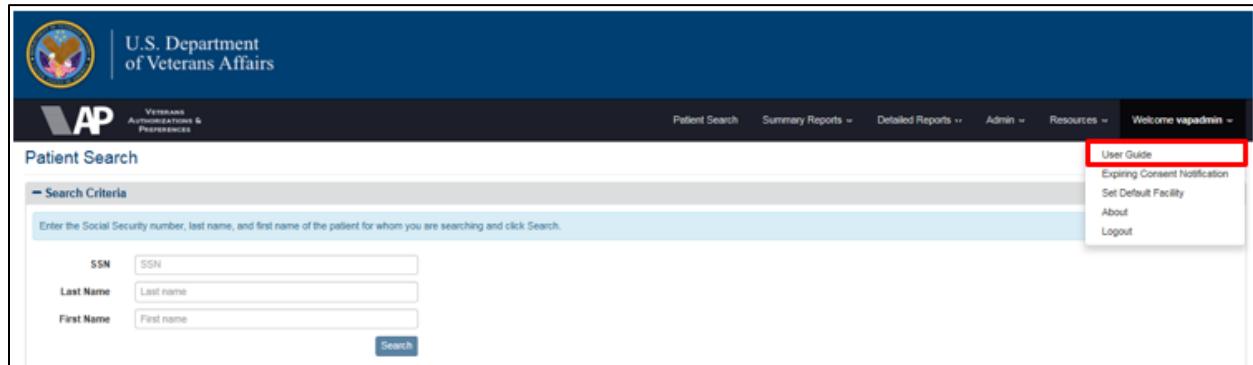


Figure 160: User Guide Option under Welcome Menu

4.7.1. View the User Guide for the Application

1. Navigate to the Welcome menu.
2. Click **User Guide** from the available options.

4.8. Advanced Scheduling

Scheduled Exports were designed to assist the users to export large reports to Excel and CSV without having to stay on the same screen and wait for the report completion. In certain cases,

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users may want to schedule large exports during off-peak or weekend hours. To avoid the user having to initiate the scheduled export on off-hours, the advanced schedule functionality was created. For Release 3.1.0, this functionality is limited to Administrators. Users are able to navigate to any detailed report, with exception of the Data Quality Export report, and schedule a task to run an export. For administrators, there will be a button available labeled, Schedule, as shown in Figure 161.

The screenshot shows the 'Disclosures Summary Report' page. At the top, there's a logo for the U.S. Department of Veterans Affairs and the VAP (Veterans Authorization and Preferences) application. Below the header, there are several search filters: 'Disclosure Source' set to 'Exchange', 'Start Date' and 'End Date' both set to '01/15/2018', 'Patient Preferred Facility' set to 'ALL', 'Organization' set to 'ALL', and 'Patient Types' set to 'Real Patients'. At the bottom of the search form, there are two buttons: 'Schedule' (highlighted in blue) and 'Search'.

Figure 161: Schedule Button on Detailed Reports (Example)

Prior to selecting the Schedule button, use the search criteria form to fill out the desired search parameters for the scheduled task to use. All of the search criteria parameters, with the exception of dates, will be used to generate the export. After selecting the desired search parameters, select the **Schedule** button. A pop-up window displays, as shown in Figure 162. This window allows the user to set a task to run an advanced scheduled export for the report which the user is currently in. Administrators are able to set up to three recurring tasks within the system. After the limit of three tasks has been set, the user must delete one of their recurring tasks to specify a new one.

The screenshot shows the 'Advanced Scheduling: Accounting of Disclosures Report' dialog box. It includes a message about the scheduling process, a summary of current scheduled tasks, and a detailed 'Parameters' section with fields for Disclosure Source (Exchange), SSN (redacted), Last Name, First Name, Purpose of Use (ALL), Patient Preferred Facility (ALL), Organization (ALL), and Patient Types (Real Patients). The 'Schedule Options' section contains fields for Task Name (redacted), Reporting Period (Yesterday), Format (Excel selected), Frequency (Daily selected), and End Date (End after [] occurrence(s) selected). At the bottom, there are 'Cancel' and 'Save' buttons.

Figure 162: Advanced Schedule: Task Creation Pop-Up Model

The Advanced Scheduling pop-up window displays the search parameters that were selected on the previous page and used to create the export. It is important to note that the date parameters are not included. The Advanced Scheduling tool will then pull in the selected parameters for use when the task runs. If any report has dates that can be specified, these parameters will not be brought in, as the reporting period is set in the task itself.

The second portion of the **Advanced Schedule** pop-up, is the Task Name field. This field permits the use of alphanumeric characters, spaces, and hyphens. A user is restricted from creating task names longer than 255 characters.

The third portion of advanced scheduling is selecting the reporting period. The reporting period option is used every time the task is run. This is used in place of start/end dates for the generated report. When selecting a reporting period, frequency should be taken into account. For example, it would not make sense to create a monthly report that runs on the first of the month and select a reporting period of “Yesterday.” The table below describes the options that can be selected for a reporting period.

Table 4: VAP Advanced Scheduling Reporting Periods

Advanced Scheduling Reporting Period	Description
Yesterday	This option sets the reporting period on the exported file, such that the start and end date for the prior day from when the scheduled report is included in the export. For example, if selecting to run the task daily, then the exported file will include all results for the prior day.
Last Week	This option sets the reporting period on the exported file such that the start and end date are set to the entire prior week, for the complete week. For example, if selecting to run the task weekly on Friday, then the exported file will include all results from Sunday to Sunday of the prior week.
Current Week	This option sets the reporting period on the exported file such that the start and end date are set to the run for the current week. For example, if selecting to run the task weekly on Friday, then the exported file will include all results from Sunday to Friday of the current week.
Last Month	This option sets the reporting period on the exported file such that the start and end date are set to the run for the entire prior month. For example, if selecting to run this report on a monthly basis for the last month, the exported file will include all results from the past completed month.

Advanced Scheduling Reporting Period	Description
Current Month	This option sets the reporting period on the exported file such that the start and end date are set to the run for the entire current month. For example, if selecting to run this report on a weekly basis for the current month, the exported file will include all results up to that date for the current month.
Current Quarter	This option sets the reporting period on the exported file such that the start and end date are set to the run for quarter including the date when the report is run. For example, if the report ran monthly and was run on the last day of February, it would return results from January 1 st until the date of task run, as the task was run during the first quarter.

Users are able to select the reporting period they desire, based on their reporting needs. It is important to note that if the data exceeds the Excel limitations for the number of records that can be obtained in an exported file, it may not complete. For Microsoft Excel 2016, a spread sheet may not exceed more than 1,048,576 rows by 16,384 columns. For these cases, it is recommended to export the report with a smaller reporting period.

The next step is to specify the format for the exported report. Similarly to Scheduled exports, an Advanced Scheduling Task can return an export in either a CSV or Excel format. The user is required to fill the desired option through the use of radio buttons, as shown in Figure 162.

After selecting a format, the user is required to select a frequency or recurrence setting for the advanced scheduled export task to run. An administrator is able to specify a task to run daily, weekly, or monthly. If the weekly option is chosen, a selection of how many weeks between occurrences and what day of the week to run the task on are required. For example, a user can specify a task to run weekly every two weeks. This would thereby specify the report to be exported every other week. If three weeks is selected, the task would run every three weeks. Users also have the ability to select monthly recurrences. If the monthly option is chosen, a selection of how many months between occurrences and what day of the month to run the task on are required. For example, the user can specify run on the first of the month, the 15th of the month or last day of the month.

After selecting the frequency for the task to run, the user must specify an end date or timeframe for the task. The end date for an advanced scheduled task can be set to end after 1-30 occurrences or set to a specific date between the day after the Advanced Scheduled Task is created and six months from the date of that creation. This eliminates the system from running unnecessary tasks or tasks that are no longer used. From a system performance perspective, it is suggested that if a task is no longer needed, please delete; otherwise the tasks will continue to recur unnecessarily until the end date. After entering all of the criteria to set the advanced schedule task to recur, the user must select the **Submit** button, as shown previously in Figure 162.

Veteran Authorization and Preferences

The system will run all advanced scheduled tasks in the queue for a given day during the early morning. Tasks will begin to run at 2:00AM CST time. Once the task has ran, the export file will be available for download on the *Scheduled Exports* page. A user is able to view which task or tasks have been created by navigating under the user menu, as shown in Figure 162, to view their scheduled tasks, under **Advanced Scheduling**.

The screenshot shows the VAP web interface. At the top, there's the U.S. Department of Veterans Affairs logo and the VAP logo. Below that, the page title is "Accounting of Disclosures Report". Underneath, there's a "Search Criteria" section with fields for Disclosure Source (set to "Exchange"), Purpose of Use (set to "ALL"), Patient Preferred Facility (set to "ALL"), Organization (set to "ALL"), and Patient Types (set to "Real Patients"). There are also fields for SSN, Last Name, First Name, Start Date (05/08/2018), and End Date (05/08/2018). On the right side of the search criteria, there are "Schedule" and "Search" buttons. To the right of the search criteria, a dropdown menu is open under "Welcome vap-user", listing "User Guide", "Advanced Scheduling", "Expiring Consent Notification", "Set Default Facility", "About", and "Logout".

Figure 163: Advanced Scheduling User Menu (Under Welcome VAP User)

Upon navigating to the Advanced Scheduling page, the user will be able to see all of the tasks they have created, as shown in Figure 164. For each task, the task name, report type, format, date created, start date, end date, and frequency are shown. Since tasks are specific to a user, these tasks shown on that page are only visible to that specific user. To delete a task from the queue, the checkboxes can be used to select a task. Once a task is selected, the **Remove** button will be activated. The user must confirm to remove a task; once confirmed, it will be deleted.

The screenshot shows the "Advanced Scheduling" page. The header includes the VAP logo and the "Welcome vap-user" dropdown. Below the header, a message states: "The Advanced Scheduling functionality allows users to set scheduled exports to run in advance by selecting the report, frequency, format, and end dates for the task recurrence. This page displays a list of all the existing tasks scheduled to run and is unique by user. To delete a recurring task, select the 'Remove' button. To create a new advanced scheduled task, navigate to the desired report under the 'Detailed Reports' main menu. The exported files can be retrieved through the 'Scheduled Exports' page." The main content is a table with the following data:

Show: 25 entries	Task Name	Report Type	Format	Date Created (CT)	Start Date	End Date	Frequency
<input type="checkbox"/> Select All	SS (View Log)	Consent Directive Report	Excel	05/03/2018 07:53 AM	05/03/2018	05/06/2018	Daily
<input type="checkbox"/>							

At the bottom left, it says "Showing 1 to 1 of 1 entries". On the right, there are "Remove" and "Refresh" buttons, along with navigation links for "Previous" and "Next".

Figure 164: View Advanced Scheduled Tasks

To edit a task, the user is able to click on the **Task Name**, which is displayed with a hyperlink. Upon selecting the hyperlinked title, the Advanced Scheduling – Edit page is displayed, as shown in Figure 165.

The screenshot shows the 'Advanced Scheduling - Edit' page. At the top, there are dropdown menus for Patient Search, Summary Reports, Detailed Reports, Admin, Resources, and a welcome message for 'vap-user'. Below this, the 'Parameters' section lists fields for Last Name, First Name, Consent Type (set to ALL), Entered By, Patient Types (Real Patients), and Authenticating Facilities (set to ALL). The 'Schedule Options' section contains fields for Task Name (set to SS), Reporting Period (set to Yesterday), Format (set to Excel), Frequency (set to Daily), and End Date (set to 05/06/2018). There is also an option to 'End after [] occurrences(s)'. At the bottom of the form are 'Cancel' and 'Save' buttons.

Figure 165: Edit Advanced Scheduled Tasks

This page will display the parameters and schedule options, including Task Name, Format, Frequency, and End Date. The user is able to modify any of these constraints to modify the advanced task. Select the **Save** button to confirm the modifications and update the task or the **Cancel** button to return to the prior page without modifying the task.

4.9. Expiring Consent Notification

The Expiring Consent Notification is the configuration mechanism for automatically running expiring consent reports of patients whose consent for participation in HIE is within a user-specified expiration window (i.e., 90 days) and can be sent to a distribution list.

4.9.1. Schedule Expiring Consent Details

Click the Expiring Consent Notification menu item under the Welcome menu at the top of the screen to display the Expiring Consent Notification query screen (Figure 166).

1. Set the **Frequency** (i.e. Daily, Weekly, Monthly).
2. Set the **Days Until Expiration** (i.e., 5, 10, 15, 20, 30, or 90).

Note: The date range of Expiring Consent Report, Section 4.6.5, will automatically set as default for Start Date and End Date within the range of the days (i.e., 90) which were set for the Days until Expiration.

3. Set the **Distribution List** with one email address per line.
4. Click on **Save**.

Expiring Consent Notification

Frequency: Weekly

Days Until Expiration: 30

Distribution List (one email address per line):
example@email.com
123@123.net
blah@blah.com

Save

Figure 166: Expiring Consent Notification Query Screen

4. When **Save** is clicked, the user will receive an email notification in the appropriate time. The email contains a link that will take the user to the report with the previously identified date range Figure 167.



Figure 167: VAP Expiring Consent Report Email

4.10. Setting a Default Facility

Setting a Default Facility allows users to designate a facility preference, which will be associated with the user for VAP Consent Management and VAP Reporting (Figure 168). There are several scenarios where users might want to set a default facility:

- A user might not have a designated default facility because the user ID is not associated with a site
- A user might have an ID which is not associated with any facility in VistA
- An automatic default facility is in place for a user ID associated with a site but the user wishes to change it to a different default facility
- A manual default facility is in place, but the user wishes to change it

4.10.1. Setting a Default Facility When No Default is in Place

- From the top menu bar, click the **Set Default Facility** option under the Welcome menu (Figure 163).

The screenshot shows the 'Set Default Facility' screen. At the top, there's a logo for the U.S. Department of Veterans Affairs and the VAP logo. The main title is 'Set Default Facility'. A message box says: 'You do not currently have a default facility. To set a default Facility, choose a facility from the drop down list and click Set Default Facility.' Below this is a dropdown menu labeled 'VA Facility' with 'Aberdeen VA Clinic (438GD)' selected. At the bottom are two buttons: 'Remove Default Facility' and 'Set Default Facility'.

Figure 168: Set Default Facility Screen

- A message indicates that no default facility is currently set. This message occurs because the User ID does not correspond to a Vista facility and no manual facility has been established. Since default facility is set, the first facility listed in the VA Facility dropdown box is displayed.
- From the **VA Facility** dropdown list, select a new default facility.
- Click the **Set Default Facility** button to designate the selected facility as the default (Figure 168 and Figure 169).

The screenshot shows the 'Set Default Facility' screen after a successful save. A green message box at the top says 'Default facility successfully saved.' Below it, another message box says: 'Your default facility is manually set to Aberdeen VA Clinic (438GD). To change your default setting, choose a facility from the drop down list and click Set Default Facility. To remove your default setting and revert to the automatic system setting, click Remove Default Facility.' The VA Facility dropdown still shows 'Aberdeen VA Clinic (438GD)'. At the bottom are the 'Remove Default Facility' and 'Set Default Facility' buttons.

Figure 169: Set Default Facility – Manually Set

4.11. Viewing Build Information

The current build number for the application can be viewed by selecting the **About VAP** option on the menu at the top of any screen except the Login screen. This information also is displayed at the bottom of the Login screen (Figure 4).

4.11.1. View Build Information for the Application

- Click the **About VAP** menu item under the Welcome menu at the top of any screen to view the current build information for the VAP application. (Figure 160 shows the link on the Patient Search screen, but ROI Reporters will not see this screen. They see one of the summary or detailed report screens.)

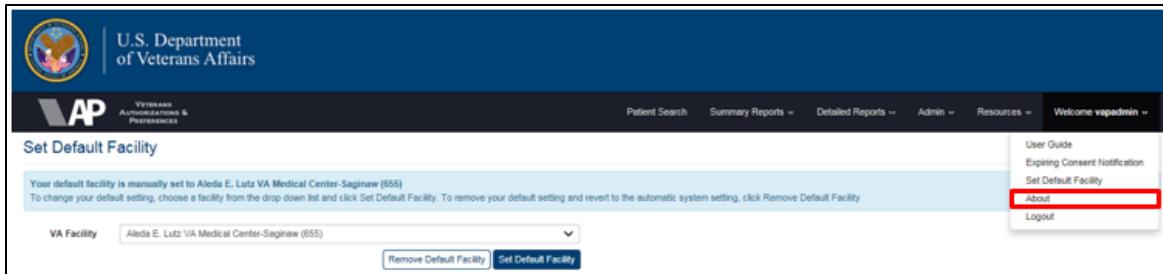


Figure 170: About VAP Option Under the Welcome Menu

2. The Build Information screen (Figure 171) displays the message “The Current Version of VAP is: x.x.x.x”.
Note: In Production, these numbers will be followed by the VA Release convention. There is no other information on this screen.
3. Select an option on the menu at the top of the screen to return to the application.

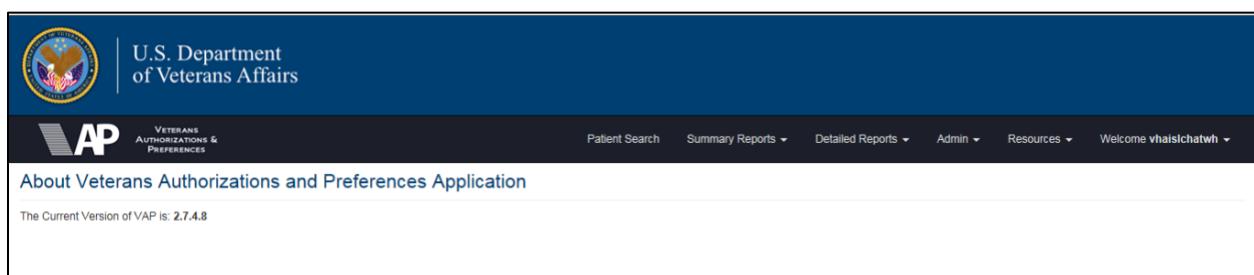


Figure 171: About VAP Screen

5. Troubleshooting

5.1. Special Instructions for Error Correction

Table 5: VAP Error Messages with Causes and Resolutions

User Interface	Error	Cause	Resolution	Notes
VAP Login Screen	User does not have permissions.	This is caused when the username, passed from SSOi, is not mapped to the VAP user access list.	If you have existing permissions, contact the Help Desk for support. If you do not have access yet, contact your local Community Care Coordinator to submit a request for access.	
VAP Patient Search Screen	SSN is required. Last Name is required. First Name is required.	The SSN, Last Name, and First Name fields must be filled before pressing the Search button. Any or all of these errors can occur depending on which fields were filled in and which were not.	The SSN, Last Name, and First Name fields must all be filled in before pressing the Search button.	
VAP Patient Search Screen	SSN is not valid.	The SSN field needs to contain nine (9) numeric characters. This error occurs if less than nine (9) numeric characters or any non-numeric characters are entered.	The SSN field must contain exactly nine (9) numeric and no other characters before pressing the Search button. (The Last Name and First Name fields must also be populated.)	

User Interface	Error	Cause	Resolution	Notes
VAP Patient Search Screen	Last Name is not valid. First Name is not valid.	The Last Name and First Name fields must contain alphabetic characters only. Some special characters, such as periods and apostrophes, are allowed. Either or both of these errors can occur depending on which fields were filled incorrectly.	The Last Name and First Name fields must contain only alphabetic characters before pressing the Search button. (Some special characters are allowed, such as periods and apostrophes.)	The team needs to determine the entire list of special characters allowed.
Revoke eHealth Exchange Screen	Patient Signature Date must be after the date the authorization was signed.	This message occurs when you choose the "Revoked" option on the Revoke eHealth Exchange screen if the patient signature date entered is earlier than the date the authorization was originally signed.	The Patient Signature Date field on the Revoke eHealth Exchange screen must be filled with a date later than the date the authorization was originally signed if you choose "Revoked" as the reason.	

User Interface	Error	Cause	Resolution	Notes
Revoke or Terminate eHealth Exchange Organization Restriction Screen	Patient Signature Date must be after the date the authorization was signed.	This message occurs when you choose the "Revoked" option on the Revoke or Terminate eHealth Exchange Organization Restriction screen if the patient signature date entered is earlier than the date the restrictions were originally signed.	The Patient Signature Date field on the Revoke or Terminate eHealth Exchange Organization Restriction screen must be filled with a date later than the date the restrictions were originally signed if you choose "Revoked" as the reason.	
Revoke SSA Screen	Patient Signature Date must be after the date the authorization was signed.	This message occurs when you choose the "Revoked" option on the Revoke SSA screen if the patient signature date entered is earlier than the date the authorization was originally signed.	The Patient Signature Date field on the Revoke SSA screen must be filled with a date later than the date the authorization was originally signed if you choose "Revoked" as the reason.	
Batch Announce Patients Screen	End Date must be a later date than Start Date.	This message occurs when the start date entered is later than the end date entered.	The start date entered must occur before the end date entered or be the same date as the end date.	

User Interface	Error	Cause	Resolution	Notes
Batch Announce Patients Screen	Start Date is not a valid date. End Date is not a valid date.	This message occurs when the dates entered in the Start Date and/or End Date fields are not valid dates or are not in the proper format (mm/dd/yyyy). Either or both of these errors can occur depending on which fields were filled incorrectly.	The start and end dates entered must be valid dates and must be in the format: mm/dd/yyyy.	
Batch Announce Patients Screen	Organization is required.	This message occurs when no organizations were moved to the "Organizations to whom you want to announce patients" box.	You must select at least one organization from the "All Organizations" list box to announce and move it to the "Organizations to whom you want to announce patients" list box.	
Manage Batches Screen (Search)	End Date must be a later date than Start Date.	This message occurs when the start date entered is later than the end date entered.	The start date entered must occur before the end date entered or be the same date as the end date.	

User Interface	Error	Cause	Resolution	Notes
Manage Batches Screen (Search)	Start Date is not a valid date. End Date is not a valid date.	This message occurs when the dates entered in the Start Date and/or End Date fields are not valid dates or are not in the proper format (mm/dd/yyyy). Either or both of these errors can occur depending on which fields were filled incorrectly.	The start and end dates entered must be valid dates and must be in the format: mm/dd/yyyy.	
Disclosures Summary Report Screen (Search)	End Date must be a later date than Start Date.	This message occurs when the start date entered is later than the end date entered.	The start date entered must occur before the end date entered or be the same date as the end date.	
Disclosures Summary Report Screen (Search)	Start Date is not a valid date. End Date is not a valid date.	This message occurs when the dates entered in the Start Date and/or End Date fields are not valid dates or are not in the proper format (mm/dd/yyyy). Either or both of these errors can occur depending on which fields were filled incorrectly.	The start and end dates entered must be valid dates and must be in the format: mm/dd/yyyy.	

User Interface	Error	Cause	Resolution	Notes
Received eHealth Exchange Documents Summary Report Screen (Search)	End Date must be a later date than Start Date.	This message occurs when the start date entered is later than the end date entered.	The start date entered must occur before the end date entered or be the same date as the end date.	
Received eHealth Exchange Documents Summary Report Screen (Search)	Start Date is not a valid date. End Date is not a valid date.	This message occurs when the dates entered in the Start Date and/or End Date fields are not valid dates or are not in the proper format (mm/dd/yyyy). Either or both of these errors can occur depending on which fields were filled incorrectly.	The start and end dates entered must be valid dates and must be in the format: mm/dd/yyyy.	
Consent Directive Summary Report Screen (Search)	End Date must be a later date than Start Date.	This message occurs when the start date entered is later than the end date entered.	The start date entered must occur before the end date entered or be the same date as the end date.	

User Interface	Error	Cause	Resolution	Notes
Consent Directive Summary Report Screen (Search)	Start Date is not a valid date. End Date is not a valid date.	This message occurs when the dates entered in the Start Date and/or End Date fields are not valid dates or are not in the proper format (mm/dd/yyyy). Either or both of these errors can occur depending on which fields were filled incorrectly.	The start and end dates entered must be valid dates and must be in the format: mm/dd/yyyy.	
Accounting of Disclosures Report Screen (Search)	End Date must be a later date than Start Date.	This message occurs when the start date entered is later than the end date entered.	The start date entered must occur before the end date entered or be the same date as the end date.	
Accounting of Disclosures Report Screen (Search)	Start Date is not a valid date. End Date is not a valid date.	This message occurs when the dates entered in the Start Date and/or End Date fields are not valid dates or are not in the proper format (mm/dd/yyyy). Either or both of these errors can occur depending on which fields were filled incorrectly.	The start and end dates entered must be valid dates and must be in the format: mm/dd/yyyy.	

User Interface	Error	Cause	Resolution	Notes
Accounting of Disclosures Report Screen (Search)	SSN is not valid.	The SSN field needs to contain nine (9) numeric characters. This error occurs if less than nine (9) numeric characters or any non-numeric characters are entered.	The SSN field must contain exactly nine (9) numeric and no other characters before pressing the Search button. (The Last Name and First Name fields must also be filled.)	
Received eHealth Exchange Documents Report Screen (Search)	End Date must be a later date than Start Date.	This message occurs when the start date entered is later than the end date entered.	The start date entered must occur before the end date entered or be the same date as the end date.	
Received eHealth Exchange Documents Report Screen (Search)	Start Date is not a valid date. End Date is not a valid date.	This message occurs when the dates entered in the Start Date and/or End Date fields are not valid dates or are not in the proper format (mm/dd/yyyy). Either or both of these errors can occur depending on which fields were filled incorrectly.	The start and end dates entered must be valid dates and must be in the format: mm/dd/yyyy.	

User Interface	Error	Cause	Resolution	Notes
Received eHealth Exchange Documents Report Screen (Search)	SSN is not valid.	The SSN field needs to contain nine (9) numeric characters. This error occurs if less than nine (9) numeric characters or any non-numeric characters are entered.	The SSN field must contain exactly nine (9) numeric and no other characters before pressing the Search button. (The Last Name and First Name fields must also be filled.)	
Consent Directive Detailed Report Screen (Search)	End Date must be a later date than Start Date.	This message occurs when the start date entered is later than the end date entered.	The start date entered must occur before the end date entered or be the same date as the end date.	
Consent Directive Detailed Report Screen (Search)	Start Date is not a valid date. End Date is not a valid date.	This message occurs when the dates entered in the Start Date and/or End Date fields are not valid dates or are not in the proper format (mm/dd/yyyy). Either or both of these errors can occur depending on which fields were filled incorrectly.	The start and end dates entered must be valid dates and must be in the format: mm/dd/yyyy.	

User Interface	Error	Cause	Resolution	Notes
Consent Directive Detailed Report Screen (Search)	SSN is not valid.	The SSN field needs to contain nine (9) numeric characters. This error occurs if less than nine (9) numeric characters or any non-numeric characters are entered.	The SSN field must contain exactly nine (9) numeric and no other characters before pressing the Search button. (The Last Name and First Name fields must also be filled.)	
Patient Discovery Audit Report Screen (Search)	End Date must be a later date than Start Date.	This message occurs when the start date entered is later than the end date entered.	The start date entered must occur before the end date entered or be the same date as the end date.	
Patient Discovery Audit Report Screen (Search)	Start Date is not a valid date. End Date is not a valid date.	This message occurs when the dates entered in the Start Date and/or End Date fields are not valid dates or are not in the proper format (mm/dd/yyyy). Either or both of these errors can occur depending on which fields were filled incorrectly.	The start and end dates entered must be valid dates and must be in the format: mm/dd/yyyy.	

6. Acronyms and Abbreviations

The table below lists the acronyms used in this User Guide.

Table 6: Acronyms

Term	Definition
508	Section 508 Accessibility
AITC	Austin Information Technology Center
CSV	Comma-Separated Values
DoD	Department of Defense
ESR	Enrollment System Redesign
HC IdM	Healthcare Identity Management
HIE	Health Information Exchange
HITSP	Healthcare Information Technology Standards Panel
ICN	Integration Control Number (Vista)
ID	Identifier or Identification
MVI	Master Veteran Index
PDF	Portable Document Format
PII	Personally Identifiable Information
POC	Point of Contact
ROI	Release of Information
SSA	Social Security Administration
SSN	Social Security Number
TSPR	Technical Service Project Repository
UG	User Guide
UI	User Interface
URL	Uniform Resource Locator
VA	Department of Veterans Affairs
VAP	Veterans Authorizations and Preferences
VHA	Veterans Health Administration
VistA	Veterans Health Information Systems and Technology Architecture
VLER	Virtual Lifetime Electronic Record
WWW	World Wide Web
XML	Extensible Markup Language

7. Appendix

7.1. Appendix A: Definitions

The table below lists definitions for terms used in this User Guide.

Table 7: Definitions

Term	Definition
Authorized	The patient has expressed authorization for inclusion in the health information exchange and allowed all of his or her data to be shared.
Clinician	Clinicians interact with the VAP system indirectly through the eHealth Exchange Gateway and Adapter applications when requesting information for a Veteran who has authorized record sharing. When the clinician (or clinical system) makes a request for information through the VA eHealth Exchange Gateway, an inquiry is made to the VAP to determine whether the request should be fulfilled or denied. If the request is fulfilled, a report containing the patient's health summary data is returned to the clinical system (and the clinician).
Consent Directive	A Consent Directive as the record of a healthcare consumer's privacy policy that grants or withholds consent for one or more principals (identified entity or role) performing one or more operations (e.g., access, amend, collect, delete, disclose, or use) for purposes, such as health status evaluation by third parties, operations, payment, public health, quality measures, research, treatment; or marketing or under certain conditions (e.g., unconscious a specified time period or in an emergency).
Release of Information (ROI)	ROI is the disclosure of individually-identifiable health information to carry out treatment, payment, or health care operations.
Restricted	The patient has expressed authorization for provider or organizational exclusions in the health data to be shared.
Revoked	The patient has elected, either by not submitting a required authorization or by revoking a previously submitted authorization, not to participate in the health information exchange.
ROI Administrator	ROI Administrators use the VAP system through a Web portal to support administration of user access and roles within the system. The Administrators generate Batch Announcements in addition to all tasks supported by the ROI Operator and ROI Reporter roles. These users see the Patient Search screen when they log into the application.
ROI Operator	ROI Operators use the VAP system through a Web portal to support searching for patients and authorizing, restricting, or revoking sharing of patient health record data with the network of partners and communities participating in the eHealth Exchange in addition to all tasks supported by the ROI Reporter role. These users see the Patient Search screen when they log into the application.
ROI Reporter	ROI Reporters use the VAP system through a Web portal to run detailed and summary reports. These users see the Consent Directive Summary Report screen when they log into the application.

Term	Definition
ROI Tester	ROI Testers use the VAP system through a Web portal to view the XML code and perform other functions required for testing in addition to all tasks supported by the ROI Administrator, ROI Operator, and ROI Reporter roles. This role is only available to the developers and select VA personnel and other authorized users who do testing. These users see the Patient Search screen when they log into the application.
Section 508 Accessibility	Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic and information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who are not individuals with disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.
Veteran	Veterans interact with the VAP system through the eBenefits portal. The portal allows them to electronically file a Consent Directive to share their VA data with the partners and communities participating in the eHealth Exchange. The portal allows the Veterans to control when their data is shared and with which communities or partners their data is shared.

7.2. Appendix B: Changing the File Type Associated with a Document

If a report does not display properly when the link is clicked, you may need to modify the program associated with opening the .txt file.

1. From the **Start** button, click **My Computer**.
2. Select **Tools** and click **Folder Options** (Figure 172).



Figure 172: Folder Options

3. Click on the **File Types** tab and scroll down to the file type extension details to change, in this case **TXT** (Figure 173).

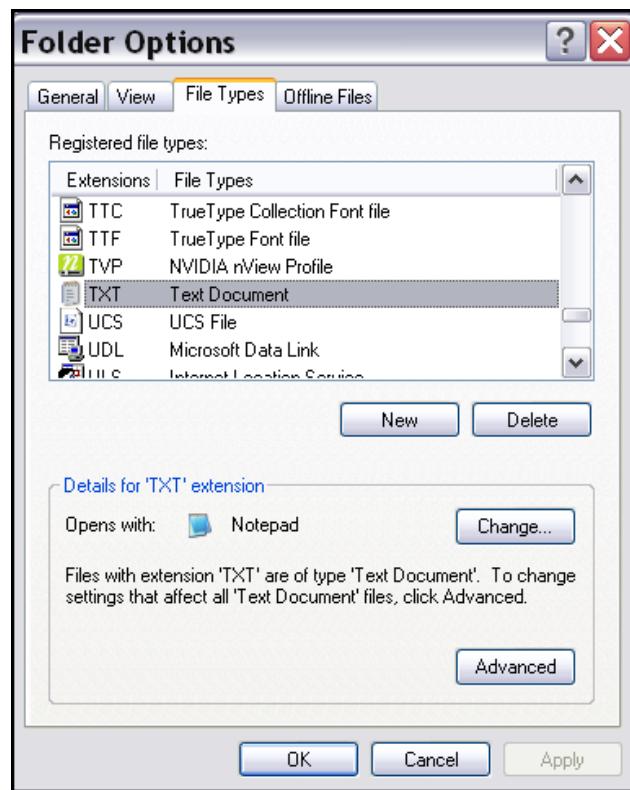


Figure 173: File Types

4. Click the **Change** button.
5. In the Open With window click **Notepad** or **WordPad** (Figure 174).

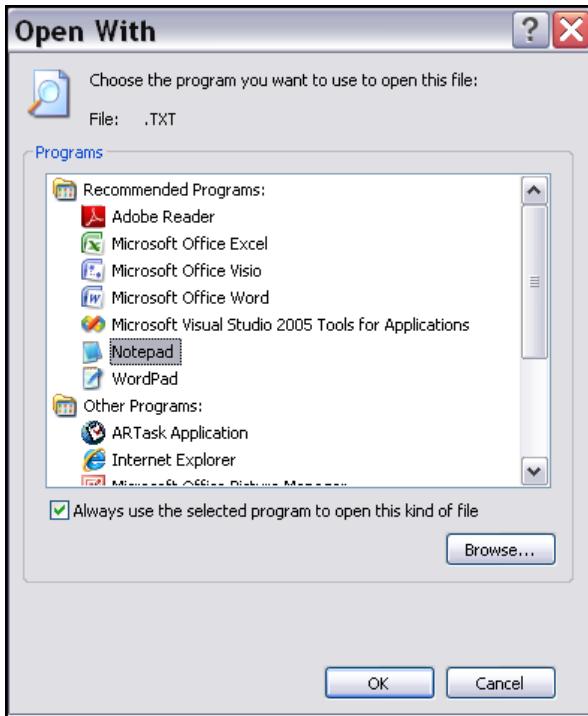


Figure 174: Open With Dialog Box

6. Make sure to check the box for **Always use the selected program to open this kind of file**, then click **OK**.

7.3. Appendix C: Batch Announce

Announcements are notifications for exchanging Veteran Identifier information with partner systems thereby facilitating subsequent health-information exchange between VA and its partners. These identifiers once exchanged are also termed correlations.

The key actors involved with announcements are:

- **VA's CONNECT Gateway/ eHealth Exchange Adapter** – Handles all messaging and communication pertinent to announcements.
- **MVI** – A VA repository that reconciles multiple identifiers for a patient including, VistA facility level identifiers and partner correlations, with an enterprise-wide unique identifier. The eHealth Exchange Adapter collaborates with the MVI during announcements.
- **VAP** – Provisions a GUI capability for VA staff to initiate announcements

Note: The announcements are not actually performed by VAP. VAP captures announcement subject (patient) and target (partner) information and defers to the eHealth Exchange Adapter to carry out the announcement.

- **Partner Systems** – Front-ended by the CONNECT Gateway/equivalent thereof; these systems share their identifiers for the patient with the VA if certain demographic traits match across the two systems

Announcements may be:

- **Patient-Centric** – Announcements to all organizations for a given patient
- **Organization-Centric** – Announcements for all opted-in patients to one or more organization(s)

Batch announcements are organization-centric announcements. They are high volume announcements and are performed infrequently. The main drivers for batch announcements are scenarios such as those listed below:

- A partner has recently on-boarded with the VA and correlations needs to be established for the first time
- VA and/or its partners has modified Veteran identifiers and they need to be re-correlated

7.3.1. Challenges

The complexity of batch announcements stems from a dependency on a multitude of systems and a high magnitude of volume, presenting the following challenges:

- A. Announcements could span numerous days and weeks
- Availability of all the dependent systems for the entire duration of the announcements needs to be ensured
- Maintenance patches, system upgrades on one or more of the dependent systems need to be factored in
- Existing restrictions on when announcements can be performed. For example, MVI stipulates that high volume batch announcements can only be performed during off-hours and weekends

7.3.2. Batch Announce Steps

To overcome challenges described above, the following steps should be performed:

1. Perform analysis to determine the scope of the announcements, split them across multiple batches, and establish a schedule for these batches.
2. Coordinate with all stakeholders and dependent systems based on the schedule, modifications to the schedule if needed, and eventual execution of the batches.

7.3.2.1. Analysis

Scope of the announcements needs to be determined. The following questions could help establish the scope:

- To how many partners are the announcements targeted?
- How many opted-in patients are being announced?

Veteran Authorization and Preferences

- Should all opted-in patients be announced?
- Should all patients opted-in within a certain time frame be announced?

Answers to these questions can be provided by the Business via a Service Request submitted to the eHealth Exchange Adapter/Legacy VAP team (see Section 7.3.2.2).

Once the scope is determined, the candidate patients for announcement are distributed across numerous batches based on opt-in date ranges for those patients, thereby establishing a submission schedule. Important considerations for sizing a batch are the following:

- Batches cannot run beyond stipulated durations
 - MVI has off-hour batch announce execution stipulations

An empirical observation: announcements for 1000 opted-in patients took roughly 2.5 hours to complete (approximately 7 announcements/minute) during announcements to CHIC Minnesota. The duration could vary from partner to partner.

7.3.2.2. Coordination and Execution

These are to be performed by Business, IdM, eHealth Exchange Adapter/Legacy VAP, and Partner Integration.

Business roles and responsibilities:

1. Submit a Service Request (SR) to the IdM team requesting that they manually de-correlate the Correlations within the MVI. De-correlation may or may not be required, but coordination with the MVI is still required with details about the announcements – scope, duration et.al.
2. *Email the VA EPMO (Sam Hamilton) with the information listed below.

Note: Contact the Product Support group, April Scott and James Hartlin for latest partner name and OID information.)

- a. Full Name of Partner
- b. Partner OID
- c. Date Authorizations (Opt-Ins) began that resulted in correlations with that Partner
- d. List of Date ranges and number of patients opted in
- e. Date Announces can start (Partner systems available)
- f. Expected number of correlations.

***Note:** Use this step until a formal Service Request (SR) process is in place.

IdM roles and responsibilities:

1. Go through the approval process with the SR received from Business.
2. Develop a script to unlink the correlations (if applicable).
3. Schedule the date/time on the AITC Calendar for running the script.
4. Run the script.

Veteran Authorization and Preferences

- Notify the Business when completed.

Product Development Team:

- Submit a Help Desk Request by calling the National Service Desk 1-888-596-4357.

eHealth Exchange Adapter/Legacy VAP:

- Perform analysis.
- Create a schedule/plan.
- Run batches in the Production system.
- Monitor all batches for Announce errors.
- Validate and document successes and errors.
- Evaluate and document correlation count.
- Validate correlations count against expected correlation count.
- Provide a report of the batch announce results to the business.

7.3.3. Story Description

- Event: Batch Announce (Figure 175)
- Actor: eHealth Exchange Adapter/Legacy VAP Team

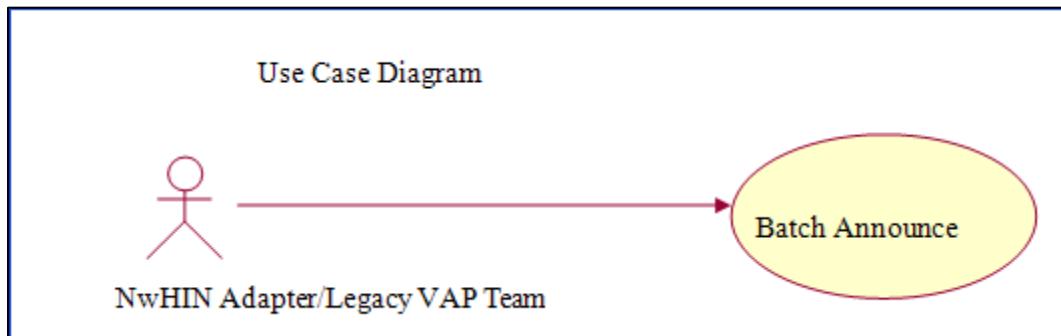


Figure 175: Batch Announce Use Case Diagram

7.3.4. Conversation/Narrative

The Business will email the VA EPMO with a table provided as a rough indicator as to the scope of the batch announcements. The table will indicate the number of patients that were opted-in for the site in question and the date ranges of opt-ins. Each line item could perhaps constitute a batch.

Then VAP team can utilize the Consent Directive Summary Report and evaluate the number of opt-ins for the business-specified date ranges. If the number of opt-ins is large, the likelihood of the batch executing for a long time is very high. It must then be determined if the batches need to be split up further to satisfy stipulated execution time constraints (for instance, by MVI).

Note: The Consent Directive report does not show counts of opt-ins grouped by the patient's preferred facility (as provided by the business). Instead, it shows a count of patients (potentially belonging to other facilities as well) opted-in by various facilities. In other words, the summary reports generated by entering in the Business-provided date ranges will not necessarily reflect counts identical to what the Business provided; however, it helps with sizing the batch.

In summary, to establish a schedule of batches, the eHealth Exchange Adapter/Legacy VAP team should:

- Start with the information provided by the Business
- Establish scope of announcements using the Consent Directive Report

7.3.5. Analysis Steps and Process

1. Log into the Legacy VAP system.
2. Access the Consent Directive Summary Report (Figure 176).
 - a. Enter an end-date (date specified by the business in a table, as part of the SR): for example 01/05/2015.

Consent Directive Summary Report

Search Criteria

Fill in the fields below to narrow your search. All dates will be included if Start Date and End Date are left blank.

Start Date	02/06/2017	
End Date	03/06/2017	
Authenticating Facilities	ALL	Select...
Entered By		Select ALL
Patient Types	Real Patients	
Search		

Figure 176: Example of a Consent Directive Summary Report Search Criteria Screen

3. Generate the CD report by clicking the **Search** button.

Authenticating Facility	eHealth Exchange Authorizations	eHealth Exchange Revocations	eHealth Exchange Restrictions	eHealth Exchange Restriction Revocations	SSA Authorizations	SSA Revocations
Aberdeen VA Clinic	3	3	9	8	0	0
Abilene VA Clinic	0	0	1	1	0	0
ALEXANDRIA VA Medical Center	0	0	3	3	0	0
Atlantic County VA Clinic	0	0	1	0	0	0
El Paso VA Clinic	0	0	2	2	0	0
Total:	3	3	16	14	0	0

Figure 177: Example of a Consent Directive Summary Report Screen

4. The generated report shows the patients opted-in during this duration.
5. Pick the next row from the Business-specified table, i.e., date range and repeat the steps until all the rows in the business specified table are accounted for.

6. Once the announcements are tabulated, they can be submitted per schedule and the results are tabulated as shown.
7. Based on the approved schedule of announcements, complete the Batch Announces and verify results generated show the number of patient announced and correlated.
8. Provide the Business with a report of the findings.

7.3.6. Acceptance Criteria/Compliance

Acceptance criteria will be a table of batches that will be performed to announce the patients in the specified date range for the site in question.

The batches are performed according to the approved schedule and demonstrate the number of patients correlated in the date range. A report of the findings will be delivered to the Business.

7.4. Appendix D: Tool Tips and User Friendly Error Messages

7.4.1. Tool Tips (Hover Overs)

VAP provides tooltips throughout the system entry fields and reports. The user hovers the pointer over an item and a tooltip may appear. A tooltip is a small hover pop-up box that appears on screen containing information regarding the field hovered over. Figure 178 through Figure 181 display a number of screenshots taken from the Disclosures Summary Report tooltips. Within Release 3.1.0, several changes were made related to 508 compliance, including modification of all tooltips across the application. These were revised to ensure that any assistive technology or screen readers used on the VAP application pages can read the tooltip prompts and provide the same information to visually-impaired users using the VAP application as the prompts provide to sighted users.

The screenshot shows the 'Disclosures Summary Report' search criteria section. It includes fields for Disclosure Source (set to 'Exchange'), Start Date (set to '04/08/2018'), End Date (set to '05/08/2018'), Patient Preferred Facility (set to 'ALL'), Organization (set to 'ALL'), and Patient Types (set to 'Real Patients'). A tooltip for the 'Start Date' field is displayed, stating: 'Enter the date in MM/DD/YYYY format. Do not enter date in 'Start Date' or 'End Date' field to search for all dates.'

Figure 178: Tooltip (Hover Over) - Start/End Date

When the user hovers over **Start Date** or **End Date** (Figure 178), a tooltip appears with the following message, “Enter the date in MM/DD/YYYY format. Do not enter date in ‘Start Date’ or ‘End Date’ field to search for all dates.”

The screenshot shows the 'Disclosures Summary Report' page. At the top left is the U.S. Department of Veterans Affairs logo and the VAP (Veterans Authorization & Preferences) logo. The top right features navigation links: Patient Search, Summary Reports, Detailed Reports, Admin, Resources, and a welcome message for 'vap-user'. Below the header is a search criteria section titled 'Search Criteria'. It includes fields for Disclosure Source (set to 'Exchange'), Start Date ('04/08/2018'), End Date ('05/08/2018'), Patient Preferred Facility (a dropdown menu with 'ALL' selected), Organization ('ALL'), and Patient Types ('Real Patients'). A 'Search' button is at the bottom right of the criteria section. A tooltip is visible over the 'Patient Preferred Facility' dropdown, stating: 'This field filters the report by patient's preferred facility. If not explicitly set, the field defaults to the location associated with the user's VA user ID.'

Figure 179: Tooltip (Hover Over) – Patient Preferred Facility

This screenshot shows the same 'Disclosures Summary Report' page after a search has been performed. The 'Search Results' section displays a table with three columns: 'eHealth Exchange Organization', 'Patient Preferred Facility', and 'Patient Preferred Facility Station ID'. The table contains data for two organizations: 'Department of Defense' and 'Kaiser Permanente'. Under 'Patient Preferred Facility', 'Another VA Facility Name' is listed for the DoD and 'Some VA Facility Name' for Kaiser. Under 'Patient Preferred Facility Station ID', '999' is listed for the DoD and '25' for Kaiser. A 'Total:' row shows '53' for both organizations. A 'Export to Excel' link is located at the top right of the results table. A tooltip is visible over the 'Patient Preferred Facility Station ID' column header, stating: 'This column displays the facility id of the preferred facility.'

eHealth Exchange Organization	Patient Preferred Facility	Patient Preferred Facility Station ID
Department of Defense	Another VA Facility Name	999
Kaiser Permanente	Some VA Facility Name	25
Total:		53

Figure 180: Tooltip (Hover Over) – Patient Preferred Facility Station ID

Tooltips are also provided with report headers. In Figure 180, the column header Patient Preferred Facility Station ID is hovered over as a box appears with the following message, “This column displays the facility ID of the preferred facility.”

The screenshot shows the 'Delayed Consent Detail Report' search interface. On the left, there's a search criteria section with fields for SSN(s), Last Name, First Name, Authenticating Facilities (set to 'ALL'), and Entered By. To the right, there are filters for Reason(s) for Delay (checkboxes for ALL, Form not signed, Form content altered, Demographic changes, Privacy Officer review, Signature verification, and Power of Attorney not on file, with 'ALL' checked), Days Since Delayed (dropdown set to 'ALL'), Consent Type (dropdown set to 'ALL'), and Patient Types (dropdown set to 'Real Patients'). At the bottom right are 'Schedule' and 'Search' buttons.

SSN(s)
(Enter one or more SSN's, with no hyphens, separated by commas)
This field filters the resultant report by SSN. One or multiple SSNs, separated by commas, with no hyphens may be entered. Each SSN must be nine (9) numbers long. System defaults to blank field to search for all SSNs.

Figure 181: Tooltip (Hover Over) – SSN

The system provides tooltips for reports. This includes filter/search entry pages and report headers.

7.4.2. User Friendly Error Messages

The VAP application provides error-message handling for display of user friendly errors. Instead of seeing code errors a standard error message is displayed to the user. For example, an error could be displayed when system connection is unavailable or when system timeout occurs. Error messages may appear when a connection with eHealth Exchange, Master Veterans Index (MVI), or Direct is unavailable. If this error is repeatedly seen, please call the VA Help Desk for assistance. These errors can also be seen for when a page does not exist.

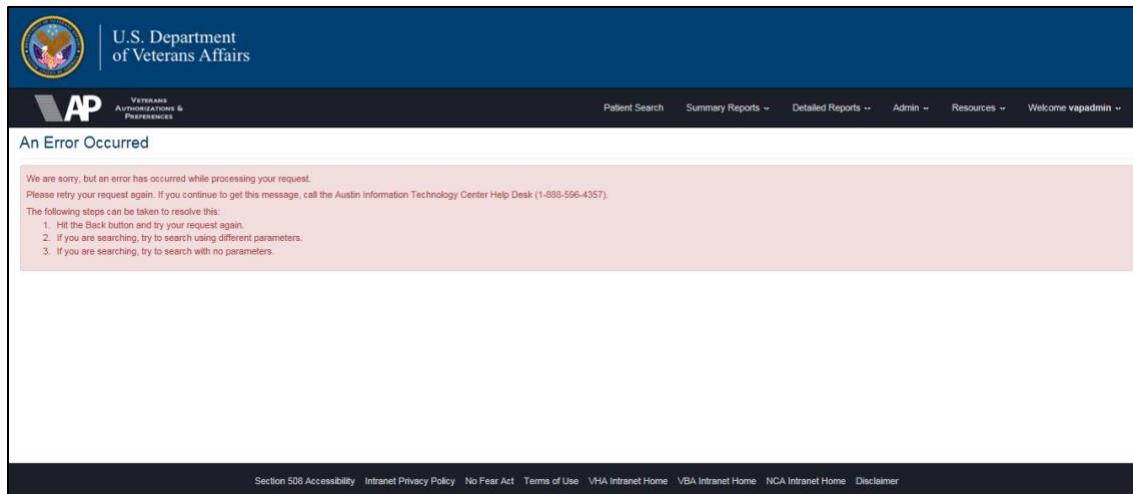


Figure 182: Error Message