

Manual M-6, DM&S Program Evaluation

(Veterans Administration, Department of Medicine and Surgery Manual)

Part II, Evaluation Criteria

Chapter 22, Fiscal Program

(Paragraphs 22.01 through 22.07)

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DEPARTMENT OF MEDICINE AND SURGERY MANUAL

PART II
M-6

DM&S PROGRAM EVALUATION



PART TWO
EVALUATION CRITERIA

WASHINGTON 25, D. C.

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a. Manuals

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CHAPTER 22. FISCAL PROGRAM

22.01 GENERAL

[The Director, Budget Service, DM&S, Central Office, is responsible for conducting a general review of the financial management program at field stations. This includes scheduled and special-purpose visits to the field to determine the contribution of financial management to the effectiveness of the station mission.]

22.02 MAJOR ELEMENTS FOR CONSIDERATION

- a. Budget.
- b. Accounting.
- c. Fiscal Division program management.
- [d. Staff Support.]

22.03 CRITERIA FOR EVALUATION

It would be neither practical nor appropriate to give equal time to evaluation of each of the areas of inquiry identified in the subsequent paragraphs of this chapter. The extent and detail of the review are matters for judgment of the individual conducting such reviews. Familiarity with the station program, the implications of financial management data available, and observations and findings are all influencing factors.

22.04 BUDGET

Areas of Review:

- a. Budget responsibilities have been properly delegated, and are carried out satisfactorily by the station officials concerned.
 - (1) Operating officials submit their budget requirements and are responsible for [operation within established cost ceilings.]
 - (2) The Fiscal Officer [has been designated as Budget Officer] and is responsible for coordinating and reviewing all budget submissions, for submitting his recommendations to the Assistant Director or Budget and Planning Committee, and for carrying out the technical processes of budget administration. He performs in all these areas effectively.
 - (3) Management officials are responsible for making major budgetary decisions.
 - (4) [The Budget Officer allocates cost ceiling to control points and is responsible for audit of control point records.]
- b. The financial plan presents a balanced program and an equitable distribution of funds in the major program areas.
- c. To the extent possible, major M&R projects [and equipment purchases are accomplished] during the early part of the fiscal year, and preliminary plans are made sufficiently in advance to permit the projects to go forward when funds become available.
- d. Budgeted plans (workloads, employment, costs) [are realistic in terms of] actual operations for the current as well as prior years.
- e. The station is able to operate within budget limitations during the current quarter and for the balance of the fiscal year. There are no unreported major deficiencies.

22.05 ACCOUNTING

Areas of Review:

- a. Local accounting reports and analyses are meaningful and prepared on a timely basis.
- b. Cost control officials receive reports which permit comparison of operating costs with budgeted plans. Reports are timely to permit any required adjustments.
- c. Local cost projections and estimates, such as salary requirement estimates, are sufficiently accurate for use in making sound management decisions.
- d. Special cost studies and analyses are made to point out significant trends and deviations from plans.
- e. Review of local accounting reports and discussions with management and operating officials indicate that Fiscal personnel are endeavoring to make the accounting system work for management and program officials, rather than merely doing what is required by directives.

22.06 FISCAL DIVISION PROGRAM MANAGEMENT

Areas of Review:

- a. Management is satisfied with the services provided by the Fiscal Division to patients, the public, and the hospital staff.
- b. The Fiscal Division is properly organized for most effective and efficient accomplishment of functions.
- c. The Fiscal Division staffing is consistent with workload; there is no evidence of either overstaffing or understaffing.
- d. [(Deleted by change 13.)]
- e. [(Deleted by change 13.)]
- f. A formalized self-evaluation program is conducted by the Fiscal Division. Adequate records are maintained showing findings and actions taken to accomplish improvements and correct deficiencies.
- g. Effective techniques and appropriate criteria are used in the conduct of systematic review of fiscal activities as required by DM&S Supplement MP-1, part I, chapter 3.
- h. The Fiscal Officer fosters sound management practices in the Fiscal Division. He holds adequate periodic staff meetings, carries on a satisfactory on-the-job training program, and guides and stimulates the career development of fiscal employees.
- i. All fiscal employees in GS-7 positions or higher have filed applications under the VA Career Development program. []
- j. All significant deficiencies in the technical aspects of the Fiscal Division previously reported as a result of audits or surveys have been corrected. []

22.07 STAFF SUPPORT

Areas of Review:

- a. The Fiscal Officer is accepted and functions effectively as a member of the Director's top management staff.
- b. The Fiscal Officer provides active and efficient leadership in the field of financial management.
- c. The Fiscal Officer is responsible for providing analyses of program accomplishments in financial terms to assist management in planning and decision making.]

October 24, 1966

Part II, "Evaluation Criteria," VA Department of Medicine and Surgery Manual M-6, "DM&S Program Evaluation," is changed as indicated below:

NOTE: In addition to minor editorial changes, updating Contents and station nomenclature; eliminating references to Area Medical Offices, where appropriate, and substituting Special Assistants for Field Operations, specific changes include:

a. Paragraph 15.24d(2). Revised to delete inpatient and CBOC program plans under Speech Pathology.

b. Paragraph 15.25b(2). Revised to include type of funding support under Research.

c. Paragraphs 22.01 through 22.06. Revised to define responsibility for review of the fiscal program in DM&S and to furnish revised criteria for use in evaluating that program.

chgy 17 ✓ Page vi, "CONTENTS--Continued": Under "15.03" delete "15.04 Statistical Data
- - - 15-1".

chgy 15 ✓ Page ix, "CONTENTS. . .Continued": Under "22.06" add "22.07 Staff Support- - -
22-2".

✓ Pages 1-1 and 1-2: Remove these pages and substitute pages 1-1 and 1-2 attached. (Par. 1.01a changed as directed by change 10; pars. 1.01f and 1.04c changed.)

✓ Page 2-1, paragraph 2.01, lines 8 and 9: After "station; (2)" delete "Area Medical Office staff; and (3)".

✓ Page 5-1, paragraph 5.01, lines 3 through 5: After "Pharmacy Service." delete "Referral to the provisions . . . context of patient care."

✓ Page 8-4, paragraph 8.09c, line 1: After "reports to" delete "Area Medical Office and".

Page 12-1, paragraph 12.01c

✓ Line 3: After "available in" delete "the Area Medical" and insert "Central".

✓ Lines 5 and 6: After "responsible" delete "Area Medical Office staff member" and insert "Central Office program director".

✓ Pages 15-1 and 15-2, paragraph 15.04: Delete this paragraph.

✓ Pages 15-7 and 15-8: Remove these pages and substitute pages 15-7 and 15-8 attached. ("NOTE" under par. 15.20k changed; pars. 15.24d(2) and 15.25b(2) changed.)

✓ Pages 17-1 and 17-2: Remove these pages and substitute pages 17-1 and 17-2 attached. (Pars. 17.01b, 17.02b, 17.03a, 17.04 c through e, and 17.05c changed; par. 17.05d deleted.)

✓ Page 20-5, paragraph 20.08c, line 7: After "control" change comma to a period and delete "and success reported to the Area Medical Director."

✓ Pages 22-1 and 22-2: Remove these pages and substitute pages 22-1 and 22-2 attached. (Pars. 22.01, 22.04, and 22.06 changed; pars. 22.02d, 22.04a(4) 22.07 added.)

✓ Page 25-1, paragraph 25.03a, lines 3 and 4: After "the station." delete "Whenever practicable, these . . . initiation of the visit. Otherwise," and capitalize "the".

October 24, 1966

M-6, Part II
Change 13

✓ Page 26-5, paragraph 26.07e, line 3: After "visiting stations--" delete "Area Office staff" and insert "staff of the Special Assistants for Field Operations".

H. Martin Engle
H. MARTIN ENGLE, M.D.
Chief Medical Director

Distribution: RPC: 1057
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April 20, 1965

Part II, "Evaluation Criteria," VA Department of Medicine and Surgery Manual M-6, "DM&S Program Evaluation," is changed as indicated below:

NOTE: The purpose of this change is to reflect changes in the organization and responsibilities of DM&S elements, and to furnish revised criteria for use in evaluating certain programs.

ch 16
✓ Pages iii and iv: Remove these pages and substitute pages iii and iv attached. (Contents brought up to date.)

ch 17
✓ Page vii: Delete "Section VI" and paragraphs "15.21" through "15.25".

ch 15
✓ Pages ix and x: Remove these pages and substitute pages ix and x attached. (Chs. 27 and 28 added.)

✓ Page 1-1, paragraph 1.01

Subparagraph a, lines 1 and 2: Delete "recurring technical".

Subparagraph f

Line 1: Delete "certain of the" and insert "Central Office program officials and".

Line 2: Delete ", and others . . . Director." and insert a period.

✓ Page 1-3, paragraph 1.06b, line 2: Delete "recurring technical".

✓ Page 4-1, paragraph 4.01a, line 1: Delete "Area Medical Office".

✓ Pages 9-1 through 9-4: Remove these pages and substitute pages 9-1 through 9-6 attached. (Ch. 9 revised.)

✓ Page 20-1, paragraph 20.02

Subparagraph f: Delete "f. Laundry operations."

Subparagraph l: Delete "Quarters . . . rates" and insert "personnel quarters".

✓ Page 20-4, paragraph 20.04d(5): Delete "Work orders" and insert "Requests for engineering work, engineering work orders, and labor job time cards".

✓ Pages 20-5 and 20-6: Remove these pages and substitute pages 20-5 and 20-6 attached. (Par. 20.08j added; par. 20.10 a and d changed; par. 20.09 deleted as directed by change 9.)

✓ Page 20-8

Paragraph 20.15, title: Delete "QUARTERS RENTAL AND UTILITY RATES" and insert "PERSONNEL QUARTERS".

Under subparagraph ^e ~~b~~ add: "d. Limitations on expenditures for maintenance, repair, and minor improvements to housekeeping quarters are complied with."

✓ Pages 22-1 through 22-3: Remove these pages and substitute pages 22-1 and 22-2 attached. (Ch. 22 revised.)

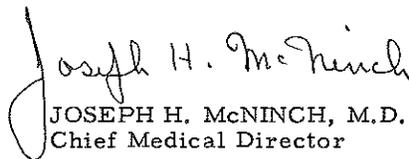
✓ Pages 23-1 and 23-2: Remove these pages and substitute 23-1 and 23-2 attached. (Pars. 23.01 through 23.03 and 23.04h changed.)

**M-6, Part II
Change 10**

April 20, 1965

✓ Page 27-1: Insert this page attached. (The addition of ch. 27 is a cross-reference of the criterion for the DM&S Personnel Service.)

✓ Pages 28-1 through 28-6: Insert these pages attached. (Ch. 28, "Audiology and Speech Pathology," added.)


JOSEPH H. McNINCH, M.D.
Chief Medical Director

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Department of Medicine and Surgery
Veterans Administration
Washington 25, D. C.

10E
M-6, Part II
Change 4

October 19, 1961

Part II, "Evaluation Criteria," VA Department of Medicine and Surgery Manual M-6, "DM&S Program Evaluation," is changed as indicated below:

NOTE: The purpose of this change is to furnish criteria for evaluation of the Fiscal and Supply programs.

chg 7 — Page ix: Insert page ix attached. (Contents brought up to date).

Pages 22-1 through 23-7: Insert these pages attached. (Chs. 22 and 23 added.)


WILLIAM S. MIDDLETON, M. D.
Chief Medical Director

Distribution:

Same as DM&S Manual M-6, Part II.

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REMARKS

I am returning the attached material with the request that we inform facilities requesting copies of VA Manual M6, Part 2, that the manual will not be reprinted and that Health Care Review Service is working on the developing of a consolidated policy statement to replace M6, Part 2, and similar requirements relating to review of facility activities.

Also, facilities requesting copies of M6, Part 2, as a response to Internal Audit recommendations, should inform Internal Audit staff of the developmental activity of Health Care Review Service in regard to review policy.

FROM  JOHN MULHEARN, Chief, Quality Assurance Division, Health Care Review Service (174)	DATE 11-7-77 TEL. EXT. 275-0301
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