BLIND REHABILITATION USER MANUAL

Version 5.0.29
August 2011

Department of Veterans Affairs
VistA Health System Design & Development

Revision History

Date	*Description*	*Author*
04/082004	Create draft	REDACTED
04/19/2004	Revised/added content	REDACTED
04/232004	Revised/added content	REDACTED
04/28/2004	V 0.4 – Revised content based on SQA feedback. Added Deceased Patient List Report	REDACTED
05/04/2004	V 0.5 – Revised content based on changes to v 0.1.5 of the prototype	REDACTED
05/05/2004	V 1.0 – Final approved by SQA	REDACTED
05/07/2004	V 1.1 – Changes based on V 0.1.6 of the prototype.	REDACTED
07/02/2004	V 1.2 – Changes based on V 0.1.11 of the prototype.	REDACTED
10/04/2004	Start 1.2 Revisions	REDACTED
01/03/2005	Start 1.3 Revisions	REDACTED
03/24/2005	Draft	REDACTED
04/11/2005	Start revisions from EVS review	REDACTED
08/2005	Complete revisions	REDACTED
09/2005	Updated document V5.0 to remove TIU document definitions.	REDACTED
09/30/2005	Updated document V5.0 to reflect current features.	REDACTED
03/2006	Revision 5.x.x.x	REDACTED
07/28/2006	Revision 5 – Updated document to reflect current changes.	REDACTED
11/15/2006	Updated document to V5.0.27.6	REDACTED
03/07/2007	The following changes have occurred since the 5.0.26.8 version of this document: **Page 8:** • On the Home or Welcome page, under User Notifications, New referrals and Deceased Patients can now be viewed by clicking on the link. **Page 25:**	REDACTED

	• New Administrator Menu feature, BR Institutions, displays a list of the names of existing Blind Rehabilitation Institutions, the Service Area, and if the Institution's Active status is set to 'Yes' or 'No.' **Page 28:** • New Administrator Menu feature, Logged In Users is used to display a list and count of all users logged into the system **Page 29:** • New Administrator Menu feature, Patient ICN Lookup is used to find a patient by Identification Control Number (ICN) **Page 37:** • New Administrator Menu report, Menu-Item List, provides a list of Menu Items **Page 38:** • New Administrator Menu report, Role-Menu Assignment, provides a list of the available menu items that have been assigned to each role **Page 45:** • At the Enter/Edit BR Patient: Basic Information screen, added the Tracked By field, which is used to select the person who is tracking this patient **Page 218:** • New Print Reports Menu report, added the BRC Pre-Admission by Priority Level report that provides a list of the requested Report Fields including an edit link to access Modify Referral and Note information. **Page 262:** • At the Waitlist Menu, added a BRC Current Waiting List report that provides a list of Referrals Waiting by Program Type and Status. **Page 264:** • New Waitlist Menu report, added the BRC Historical Waitlist report that provides a list of Waiting Referrals and the number of Waiting Referrals with or without details. **Page 266:** • New Waitlist Menu report, added the BRC Historical Waitlist By VISN report that provides a list of Waiting Referrals (by VISN) and the number of Waiting Referrals.	
08/23/2010	The following changes have occurred since the 5.0.27.6 version of this document: **Page 7:** • On the Login page the REFRESH button has been removed. The new login page screen shot is updated. **Page 24:**	REDACTED

	• Administrator Menu feature, BR Institutions New feature is added to Edit BR Institution page for display and validating against the active users attached to that institution. **Page 44:** • At the Enter/Edit BR Patient: Basic Information screen, the Tracked By field dropdown list modified to display the users with the roles VIST Coordinator, BROS and Low Vision. **Page 10 & 40:** • VIST Visits Menu item is added under the Enter/Edit Menu options. **Page 291:** • Page numbers are updated for Index.	

Table of Contents

Introduction

The Blind Rehab application provides enhanced tracking, and reporting, of the blind rehabilitation services provided to veterans by:

- Visual Impairment Service Teams (VIST)Coordinators
- Blind Rehabilitation Centers (BRCs)
- Blind Rehabilitation Outpatient Specialists (BROS)
- Visual Impairment Services Outpatient Rehabilitation (VISOR) Programs
- Visual Impairment Center to Optimize Remaining Sight (VICTORS)

Currently, there is no VistA software that meets the needs of the Blind Rehabilitation Centers or BROS and the VIST 4.0 package only monitors, tracks, and reports on a limited amount of data for the VIST.

The site-based VIST 4.0 package is being replaced with the re-hosted Blind Rehabilitation (BR) Version 5.0 application supporting the HealtheVet-VistA enterprise architecture. In addition to providing the base functionality of the BR 4.0 system, BR 5.0 provides a web-enabled GUI through which users can access enhanced capabilities intended for VIST Coordinators, new functionality for BROS, BRC personnel and waiting times and waiting list.

The Blind Rehabilitation 5.0 application provides entirely new functionality that encompasses and integrates all five segments of the Blind Rehabilitation Services including waiting times and waiting list.

NOTE: This user manual contains all options for the Blind Rehabilitation web application. Each individual user will see only the options for which he/she has permissions.

Benefits

- Complies with Health*e*Vet-VistA Architecture
- Complies with 508 regulations, using W3C standards
- Accessible web based application, via a web browser
- Supports the OI Single Sign-on initiative
- User authentication via role based permissions
- User friendly
- Seamless continuum of care
- Minimum user disruption
- Simplified data entry
- Better identification and treatment of veterans
- Consolidates data
- Enables system driven waiting times and waiting list tracking and reporting capabilities
- Enables users to receive comprehensive views of a patient's BR Services across institutions
- Facilitates data tracking and auditing capabilities
- Improves accountability
- Enhanced reporting features
- Provides Data Standardization which improves and provides consolidated data reporting
- Improved blind services tracking
- Enables Research and Provides Outcomes tracking and reporting capabilities
- Improves VHA organizational communication
- Transmits to the Health Data Repository

Enhanced Technology

- A single consolidated database and application will replace the current site-specific VIST 4.0 package
- Fulfills the congressional mandate on waiting times and waiting list calculations
- Electronic referral process to track patient applications for service
- Notifications feature to alert users of pending referrals
- Encounters/Progress Notes will be automatically created for assessments and field visits (PCE interface) in a future version.
- Nationwide centralization of Blind Rehabilitation services data to allow nationwide reporting
- Ad-hoc reporting capabilities
- Secure Web Access (128 Bit SSL) from any authorized VA workstation
- Improved technology using web browser access and improved data security, via the VHA intranet
- Uses modern system architecture which allows for faster system enhancements
- Enhancements will be rolled out to all users at the same time ensuring consistent data
- Allows ability to track BR patient care access across institutions
- Patients can be referred or transferred to other institutions if they move without having to recreate patient data
- Patient lookup using the Health*e*Vet Person Lookup Service (PSL) and Person Service Demographics (PSC)
- Standardized lookup tables using the Health*e*Vet Standard Data Service (SDS)
- Improved data integrity
- Minimize the maintenance and support required by IT support staff

VistA Software Requirements

Before the installation of Blind Rehabilitation 5, the following packages must be installed and fully patched.

Software	***Version***	***Required Patches***
Kernel	V. 8	XU*8*238 XU*8*265 XU*8*284 XU*8*309 XU*8*337 XU*8*361 XU*8*325 XU*8*343 XU*8*329 (Kernel Authentication & Authorization for J2EE WebLogic)
Kernel Toolkit	V. 7.3	XT*7.3*89 XT*7.3*67
VA FileMan	V. 22	
VistALink	V. 1.5.2.004	
RPC Broker	V. 1.1	
TIU	V. 1.0	
OERR	V. 3.0	
Registration	V. 5.3	DG*5.3*538 (Person Service Lookup) DG*5.3*615 (Person Service Lookup) DG*5.3*620 (Person Service Lookup) DG*5.3*557 (Patient Services)

Orientation

Recommended Users

The intended audience for Blind Rehabilitation 5.0 includes:

- Information Resource Management Systems (IRMS)
- Local Coordinators
- Visual Impairment Service Team (VIST) Coordinators
- Blind Rehabilitation Outpatient Specialist (BROS)
- Blind Rehabilitation Center Staff (BRC)

Related Manuals

- Blind Rehabilitation V. 5.0 Installation/Implementation Guide
- Blind Rehabilitation V. 5.0 Technical Manual and Security Guide
- Blind Rehabilitation V. 5.0 Release Notes
- Online Help is available from within the application

Documentation Retrieval

Retrieve the Blind Rehabilitation documentation from the [ANONYMOUS.SOFTWARE] directory at the sites listed below. The preferred method is to "FTP" the files from the "download.vista.med.va.gov" location. This location will automatically connect and allow the download process to execute from the first available FTP server to the appropriate directory on your system

OI Field Office	*FTP Address*
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED

You can also find documentation files for Blind Rehabilitation on the same OI Field Office [ANONYMOUS.SOFTWARE] directories.

File Name	***Description***	***Retrieval Format***
ANRV5_0CIG.PDF	* Blind Rehabilitation Centralized Server Installation/Implementation Guide	Binary
ANRV5_0VIG.PDF	** Blind Rehabilitation VistA Installation/Implementation Guide	Binary
ANRV5_0RN.PDF	Blind Rehabilitation Release Notes	Binary
ANRV5_0TM.PDF	Blind Rehabilitation Technical Manual/Security Guide	Binary

***** This Installation Guide is only for Centralized Servers, not to be used at the field VistA site.

****** This Installation/Implementation Guide is for field VistA sites.

VistA Intranet

Documentation for this product is available on the intranet at the following address:

http://www.va.gov/vdl/.

This address takes you to the VistA Documentation Library (VDL), which has a listing of all the clinical software manuals. Click on the Visit Impairment Service Team (VIST) link and it will take you to the Blind Rehab documentation.

The link below allows access to the Blind Rehabilitation home page:

http://vista.med.va.gov/clinicalspecialties/vist/index.htm

Standards

Keyboard key names appear in bold type exactly as they appear on a standard keyboard and are enclosed in brackets. For example, the enter key appears as **<Enter>**.

Launching the Software Application

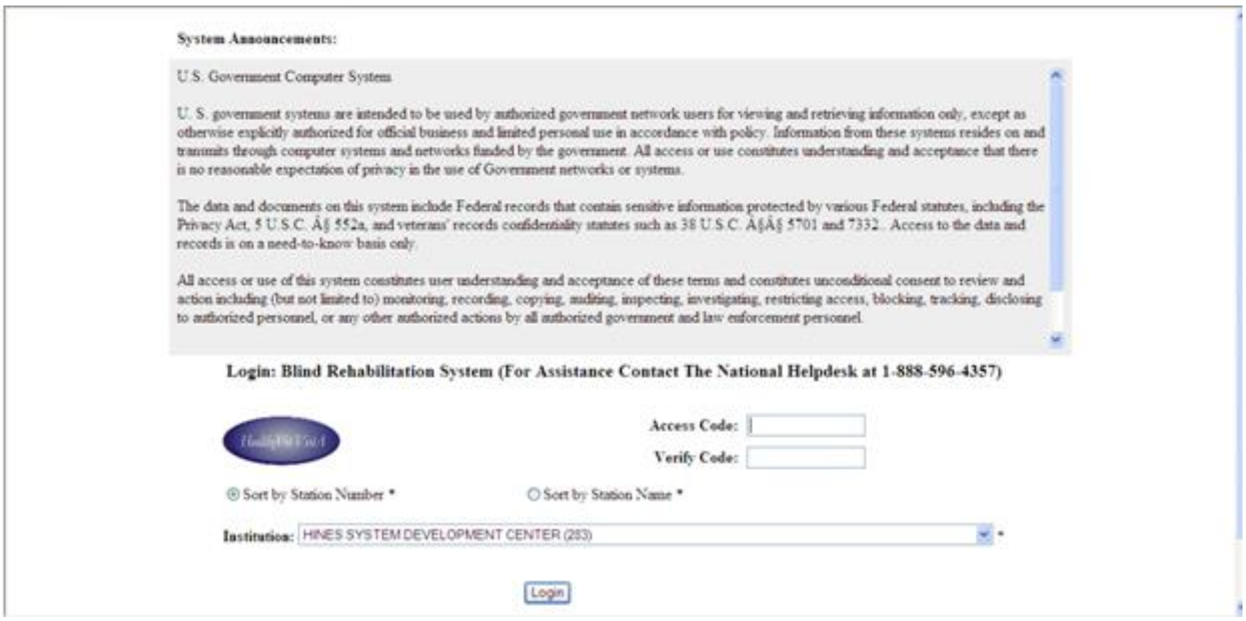
To launch Blind Rehabilitation 5.0 web application, click the following URL: or browse to https://vaww.blindrehab.med.va.gov.

NOTE: You can also add the BR Application web site (URL) to your Favorites list in your Internet Web Browser or create a shortcut on your desktop. To create a shortcut:

- Right click on your desktop, select New, Shortcut, and then follow the instructions that display in the Create Shortcut dialog box

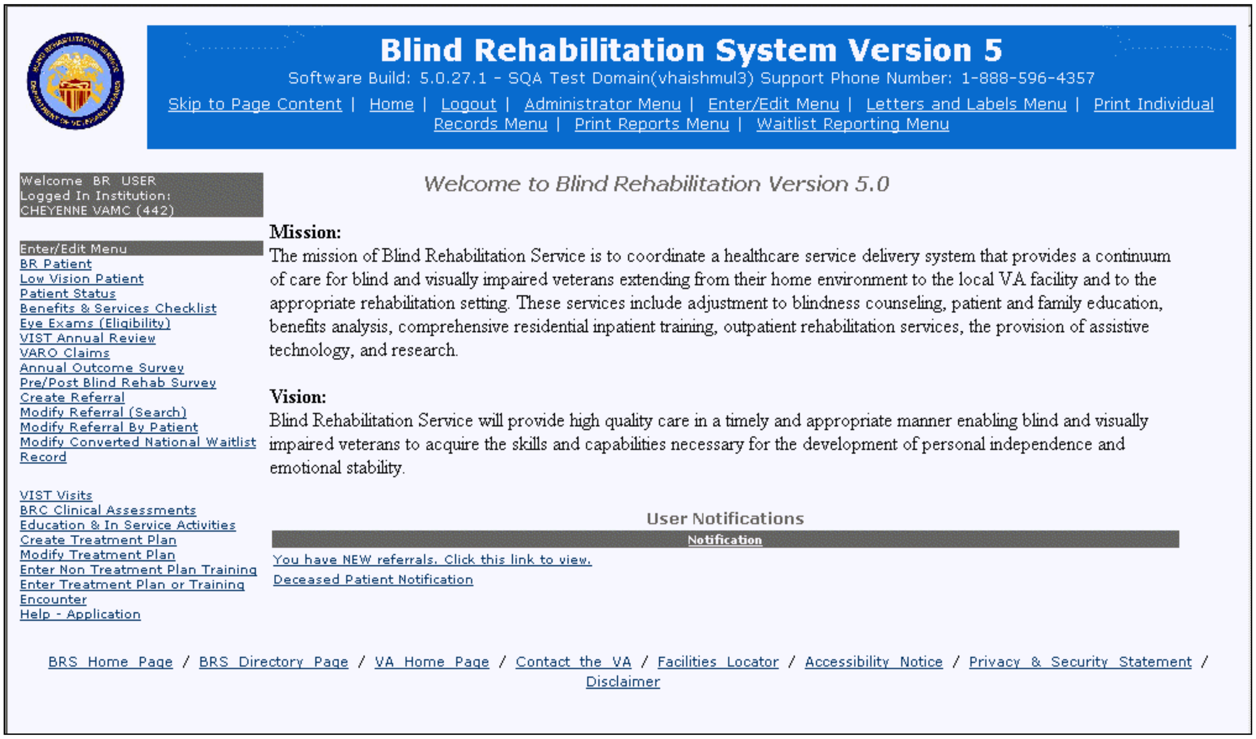
[1]Logging In

When you launch Blind Rehabilitation 5.0, the Login screen displays:



1. Enter the Access and Verify Codes.
2. Click the down arrow (to display the available list of Institutions), and then select the Institution.
3. Click **Login** to display the Welcome Page.

[1] BR 5.0.29 - REFRESH button has been removed on the LOGIN Page



Page Layout

The BR pages that display are divided into four major sections. The horizontal area at the top of the page displays links to other pages and menus. This area is the Header Menu. The vertical list of links located on the left side of the page is the Task Menu. The area that comprises the center of the page is the Content Area. Lastly, the Footer that displays on all of the pages provides additional links to other related Web sites. On the Home or Welcome page, under User Notifications, New referrals and Deceased Patients can be viewed by clicking on the link.

User Notification Page

Use this page to view and manage notifications sent to you. After viewing the notification, click the **Done** button to return to the home page or click the **Delete** button to remove this notification from your list. Notifications will remain in your list until you delete them.

Header Menu

The Header Menu assists you in navigating the BR application by displaying a different set of Task Menu options based on the selected Header Menu option. The options that display on your page will depend on the administrative permissions that have been assigned to you.

Skip to Page Content Menu Option

The Skip to Page Content menu option automatically places the cursor into the Content Area to allow screen readers to avoid reading all Header and Task Menu option links. This enables the screen reader to begin reading the first line of content on the page.

Home Menu Option

The Home menu option returns you to the BR Welcome page.

Administrator Menu Option

NOTE: System Administration is performed at the Centralized level. The Menu options in the Administrator Menu are not performed at the local facility. Only Central Administrators will have access to the Administrator Menu Options.

The Administrator Menu option displays the Task Menu options that are available to users assigned the Administrator permissions. The options that display in the Task Menu include:

- BR Staff
- Role Menu Access
- TIU Document Definitions
- BR Institutions
- Logging Level
- PSD Updater
- MPI Patient Registration
- Staff List By last Name
- Staff List By Institution
- Staff List By Role
- Role List By Description
- Institution List By Name
- Institution List By Service Area
- Visual Acuity discrepancy
- Patients not Registered with MPI

Enter/Edit Menu Option

WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

The Enter/Edit Options Menu is the default Task Menu. It displays the Task Menu options that are associated with entering and editing patient information. The options that display in the Task Menu include:

- Entering/Editing a BR Patient
- Entering/Editing a Low Vision Patient
- Entering/Editing a Patient’s Status
- Entering/Editing the Benefits & Services Checklist
- Entering/Editing Eye Exams (Eligibility)
- Entering/Editing the VIST Annual Review
- Entering/Editing the VARO Claims
- Entering/Editing the Annual Outcome Survey
- Entering/Editing the Pre/Post Blind Rehab Survey
- Creating a Referral
- Modifying a Referral

- Modifying a Referral By Patient
- Modifying a Converted National Waitlist Record
- VIST Visits
- Entering/Editing the BRC Clinical Assessment
- Entering/Editing Education & In Services Activities
- Creating a Treatment Plan
- Modifying a Treatment Plan
- Entering Non Treatment Plan Training
- Enter Treatment Plan or Training Encounter

Letter and Label Menu Option

The options that display in the Task Menu include:

- Entering/Editing Letters
- Print Letters
- Print Patient Mailing Labels

Print Individual Records Menu Option

The Print Individual Records Menu option displays the following Task Menu options:

- Patient Record
- Eye Exam (Eligibility) History
- VARO Claim History
- VIST Annual Review History
- Benefits & Services Checklist
- Referral History
- Treatment Plan
- Training History
- Annual Outcome Survey
- Pre/Post Blind Rehab Survey
- PCE Problem List

Print Reports Menu Option

The Print Reports Menu option displays the following Task Menu options:

- Additions to VIST Roster
- Deceased Patients List
- Inactive VIST Patient Roster
- Low Vision Patient Report
- Referral Roster by From Institution
- Referral Roster by To Institution
- Referral Schedule Report
- VARO Claims List
- VIST Roster List
- Education In Services Report
- VIST Roster Summary
- VIST Roster Summary By VISN
- BRC Workload Monthly Summary

- BRC Workload Monthly Summary By VISN
- BRC Workload Semi-Annual Summary
- BRC Workload Semi-Annual Summary By VISN
- BROS Workload Summary
- BROS Workload Summary By VISN
- VIST Roster Summary
- Print VIST Roster Sorts Menu
- Help – Application

Waitlist Reporting Menu Option

The Waitlist Reporting Menu option displays the following Task Menu options:

- Individual Waitlist Report
- BRC Waitlist Summary Report
- BRC Waitlist Summary By VISN Report
- BROS Waitlist Summary Report
- BROS Waitlist Summary By VISN Report
- VIST Waitlist Summary Report
- VIST Waitlist Summary By VISN Report
- Help - Application

Logout Menu Option

The Logout Menu option logs you off of the BR system.

Task Menu

The Task Menu displays vertically along the left margin of the page. Task Menu options display as links to a specific task (or screen). The specific Task Menu options that display, and from which you can make a selection, is controlled by the selected Header Menu.

When you click an option in the Task Menu, with the exception of the Help option, the Content Area will display the page that you will use to perform the selected task.

NOTE: The Help Task Menu option does not affect the Content Area, because the Online Help launches in a secondary browser.

Content Area

The Content Area displays to the right of the Task Menu and under the Header Menu. This area is the primary interface through which you can enter and view data related to the task that you select from the Task Menu.

NOTE: The Help Task Menu option does not affect the Content Area, because the Online Help launches in a secondary browser.

Footer

The Footer displays horizontally at the bottom of every page and provides a standard set of links to related Web sites.

Online Help

Access Online Help from the Task Menu or from the Help link displayed in the Content Area on some pages.

When you access Online Help from the Task Menu, it will open to the Introduction Help topic from which you can find the topic you want using the Contents, Index, or Search features.

When you access Online Help from the link in the Content Area of a page, it automatically opens to the Help topic associated with the current page.

Administrator Menu

<u>NOTE</u>: System Administration is performed at the Centralized level. The Menu options in the Administrator Menu are <u>not</u> performed at the local facility. Only Central Administrators will have access to the Administrator Menu Options.

The Administrator Menu option displays the Task Menu options that are available to users with Administrator permissions. The options that display in the Task Menu include:

- BR Staff
- Role Menu Access
- TIU Document Definitions
- BR Institutions
- Logging Level
- Logged In Users
- PSD Updater
- MPI Registration
- Patient ICN Lookup
- Patients not Registered with MPI
- Institution List By Name
- Institution List By Service Area
- Role List By Description
- Staff List By last Name
- Staff List By Institution
- Staff List By Role
- Menu Item List
- Role-Menu Assignment

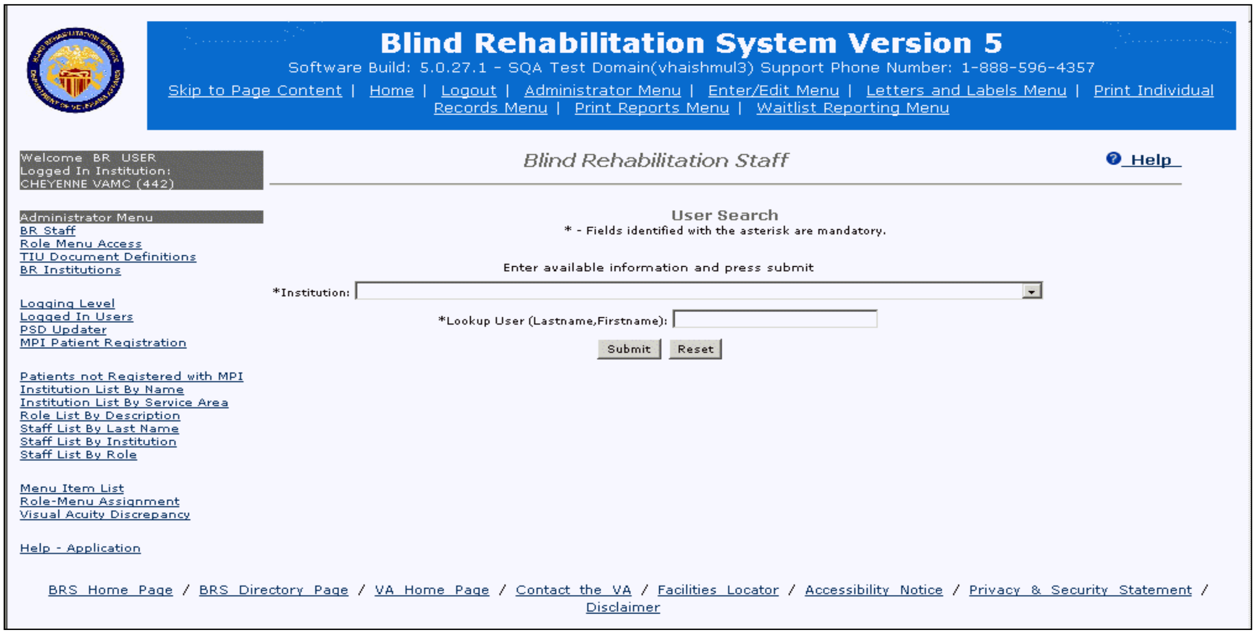
Entering/Editing BR Staff Member Information

The BR system allows users with the applicable permissions such as VIST supervisors and/or IRMs to enter and edit BR Staff member information. This information is used to track usage and control access to the BR application.

<u>NOTE</u>: An entry for must be present in the New Person file (#200) and/or the USR Class Membership file (#8930.3) before the staff members’ information can be entered in the BR system.

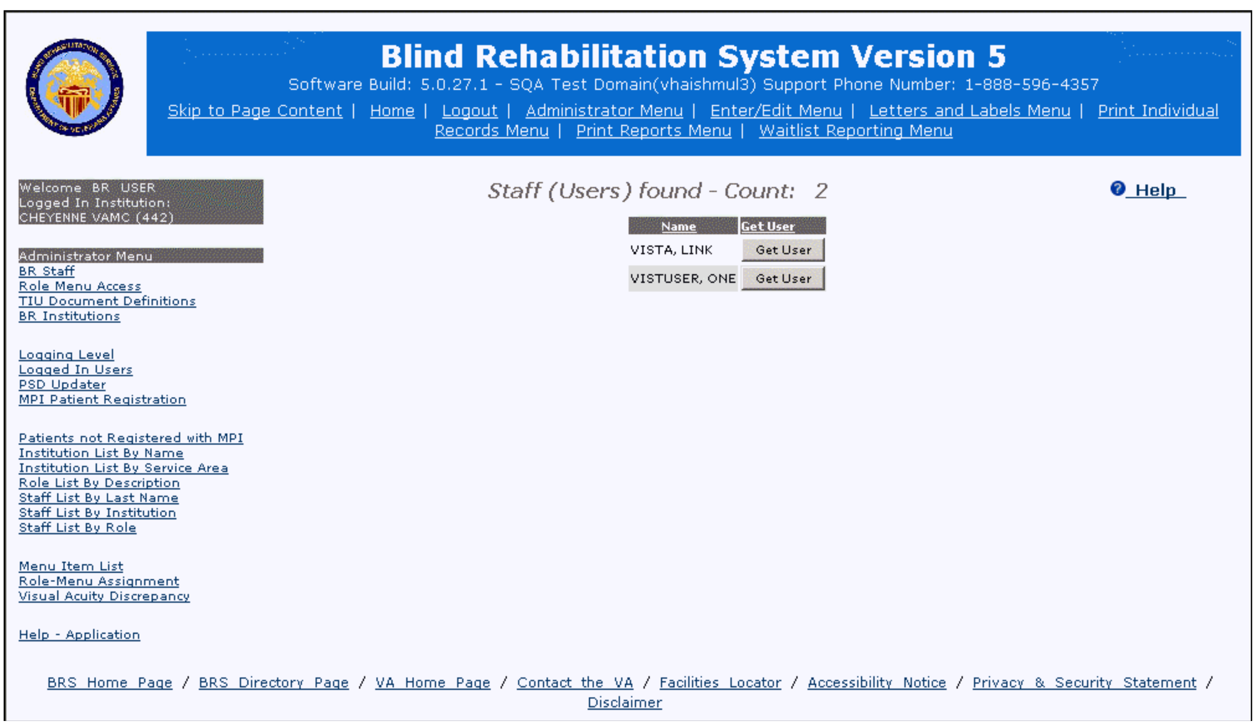
1. From the **Header Menu**, click the **Administrator Menu** option.

2. From the **Task Menu**, click the **BR Staff** link to display the Blind Rehabilitation Staff (User) Search screen in the Content Area.



3. Select the correct Institution from the drop-down list of **Institutions**, type at least the first three letters of the staff member's last name, or to narrow the search, type the last name and all or part of the first name in the field, and then click the **Submit** button. Partial entries must include at least the first three letters of the user's last name and will return all staff members whose names match the information entered. A message will display if no record is found. Click the **Reset** button to clear the fields.

The results of the search display alphabetically by last name.



4. Click the **Get User** button to select the user to enter/edit.

   The Staff Details – Edit Blind Rehabilitation Staff (User) screen displays.

The selected user's last name and first name are pre-populated in the fields provided along with any other previously entered information. If the selected user is already entered in the BR system, you can display any roles and institutions currently assigned to the user by clicking the **Roles** and **Institutions** buttons respectively.

5. Select the user's title from the **Title** drop-down list. The following options are available:
   - ADMINISTRATIVE
   - BLIND REHAB (BROS)
   - BLIND REHAB INSTRUCTORS
   - BLIND REHAB SPEC. (INTERN)
   - BLIND REHAB SPEC. (VIST COORDINATOR)
   - BLIND REHAB SPECIALIST (CHIEF/ASST.CHIEF)
   - CONSULTANT
   - IRM SUPPORT USER
   - LPN
   - MEDICAL SUPPORT ASST.
   - NURSING ASSISTANTS
   - OCCUPATIONAL THERAPIST
   - OPTOMETRIST
   - PHYSICIAN
   - PHYSICIAN ASST.
   - PROGRAM SUPPORT ASST.
   - PSYCHOLOGIST
   - RECREATION THERAPIST
   - REGISTERED NURSES
   - RESEARCH
   - SECRETARY
   - SOCIAL WORKER
   - SYSTEM ADMINISTRATOR
   - THERAPY ASST.
   - TRAINING SPECIALIST

6. Use the drop-down list provided to indicate whether the user is **Active** or **Inactive**.

7. Select the user's **FTE percentage** from the drop-down list provided. The following options are available:
   - 100%
   - 88%
   - 75%
   - 50%
   - 33%
   - 25%

- 0%

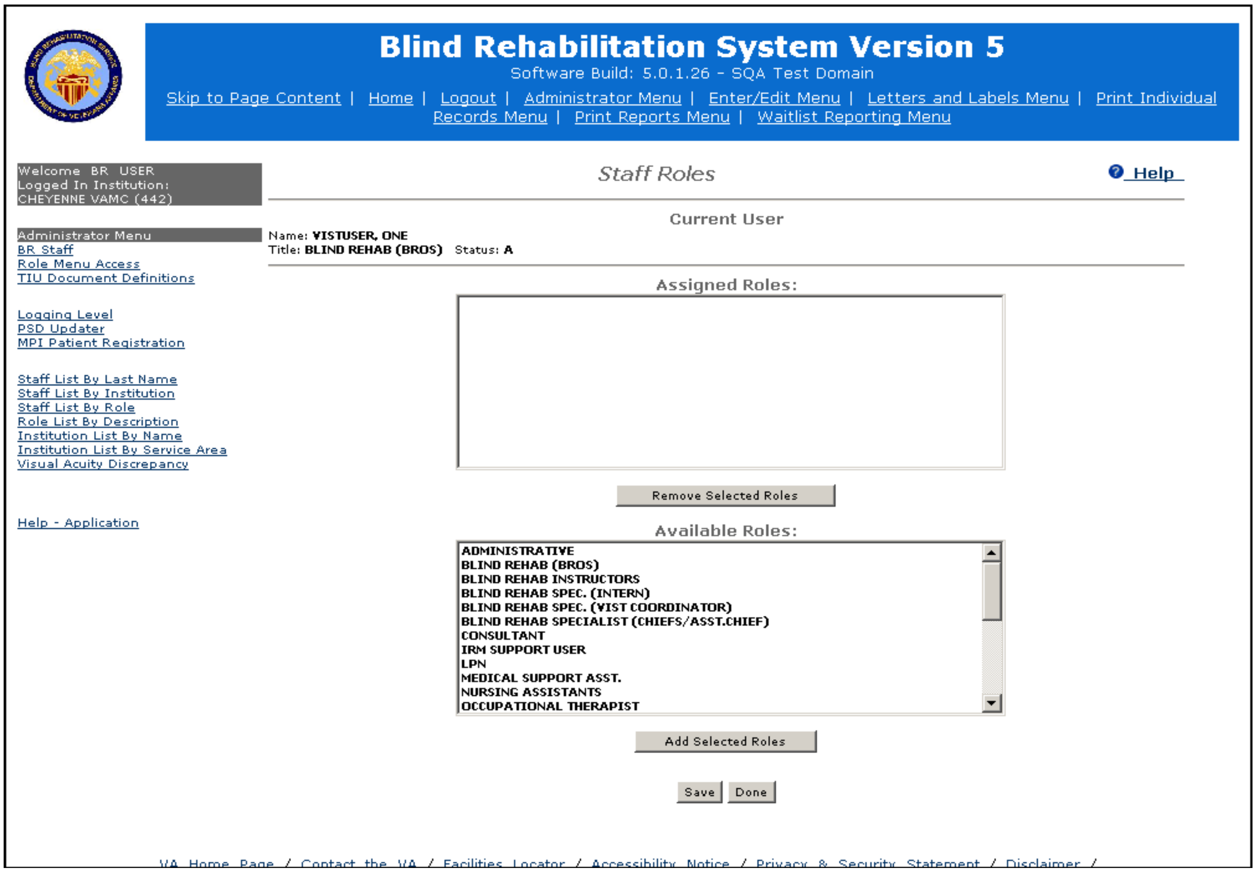
8. Type, or select from the pop-up calendar, the user's Activation Date, if applicable.

9. Type the user's Address, City, State, Zip Code, and Phone Number in the fields provided.

10. Type, or select from the pop-up calendar, the user's Deactivation Date, if applicable.

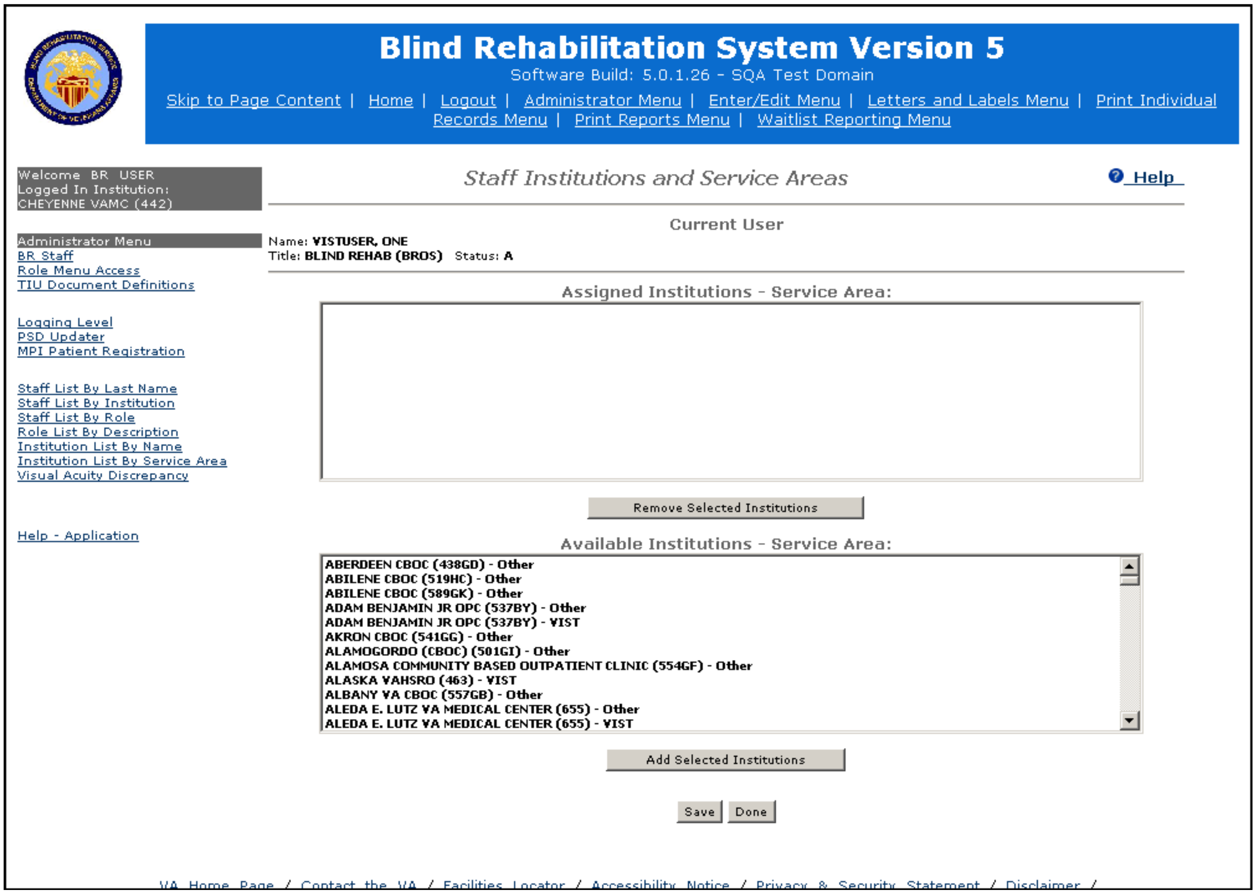
11. Click the **Save** button.

12. To assign a **Role** to the user, click the **Roles** button to display the Staff Roles screen:



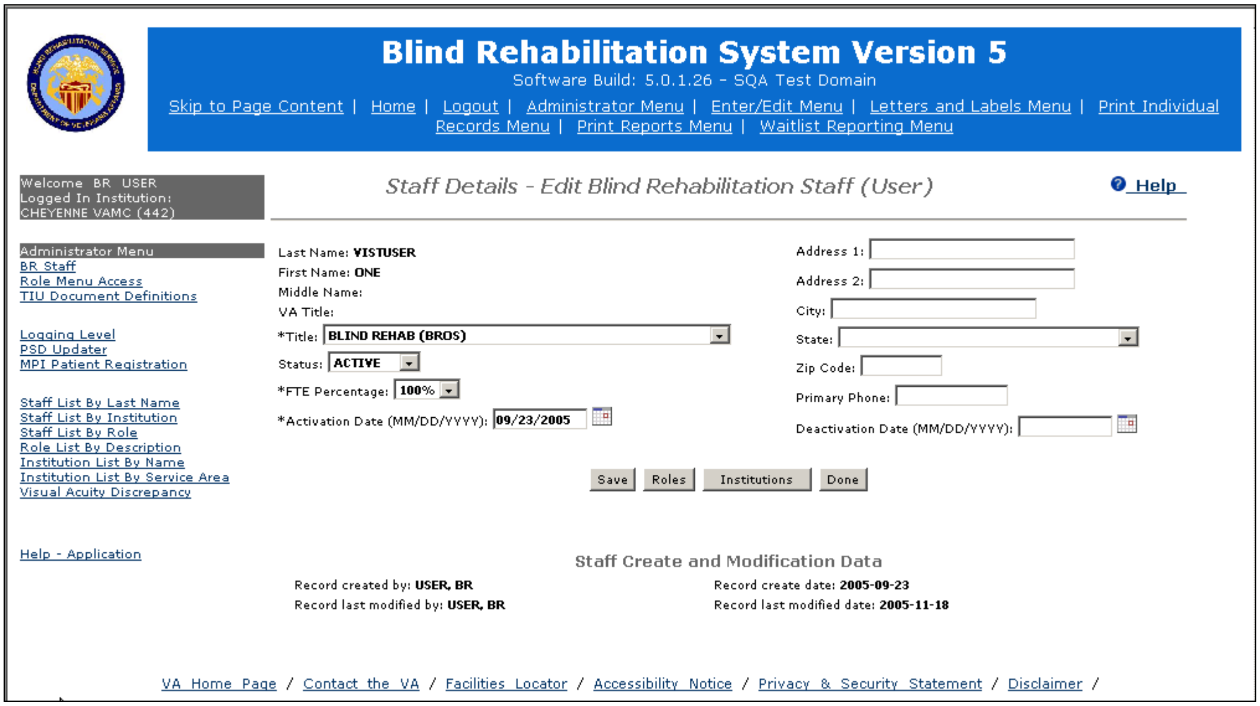
Select the role you want to assign to this user. Select multiple roles by holding the <**Ctrl**> key when you make the selections. When selection is complete, click the **Add Selected Roles** button below the Available Roles section. The assigned roles list in the Assigned Roles section. To remove an assigned role, first select, and then click the **Remove Selected Roles** button below the Assigned Roles section.

13. To assign an **Institution** to the user, click the **Institution** button to display the Staff Institutions and Service Areas screen:



Select the institution you want to assign to this user. Select multiple institutions by holding the <**Ctrl**> key when you make the selections. When selection is complete, click the **Add Selected Institutions** button below the Available Institutions – Service Area section. The assigned institutions list in the Assigned Institutions – Service Area section. To remove an assigned institution, first select, and then click the **Remove Selected Institutions** button below the Assigned Institutions – Service Area section.

14. Click the **Save** button to save your changes.

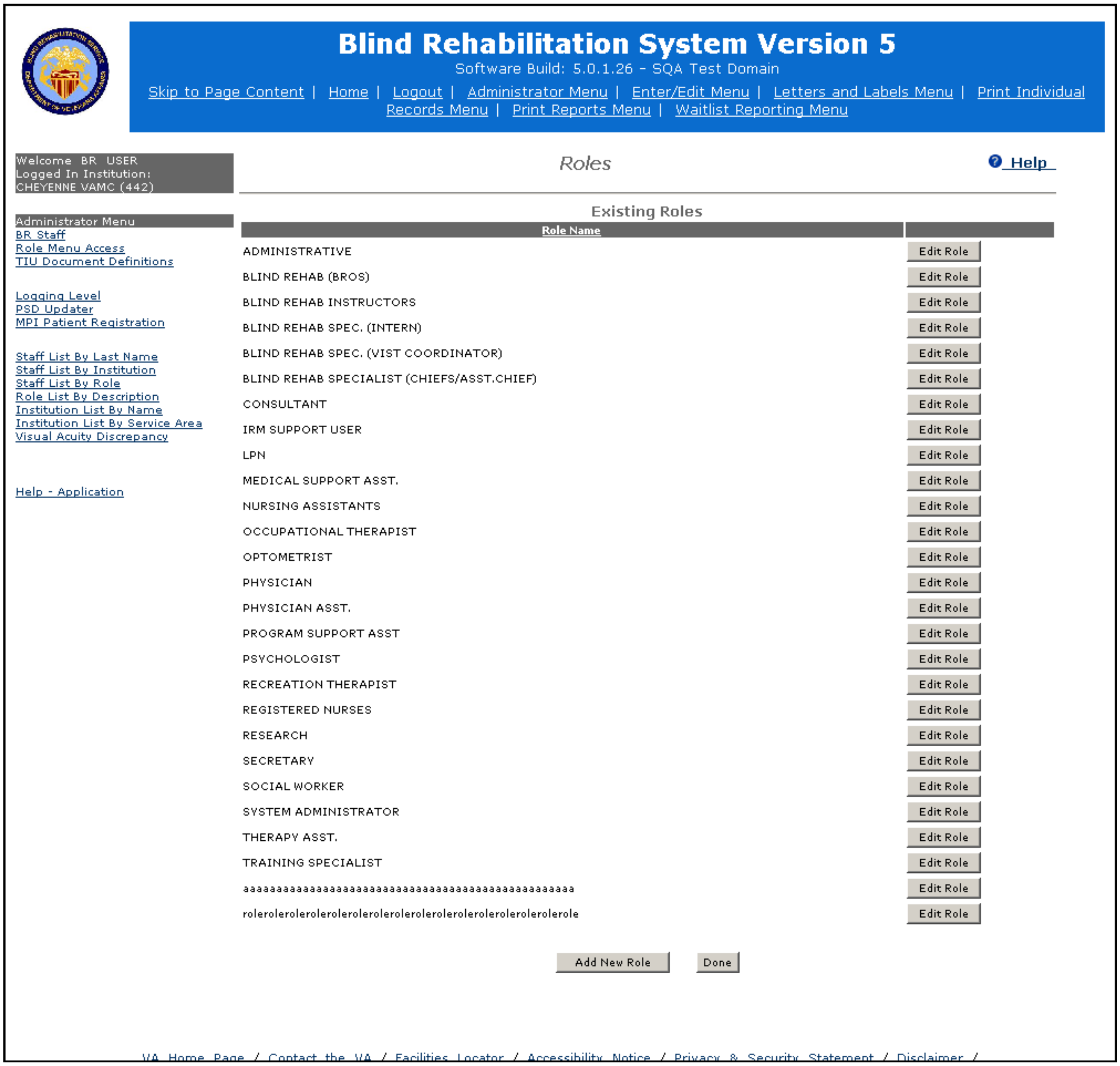


Information regarding the date when and by whom the user's record was created and/or modified displays in the Staff Create and Modification Data section at the bottom of the screen.

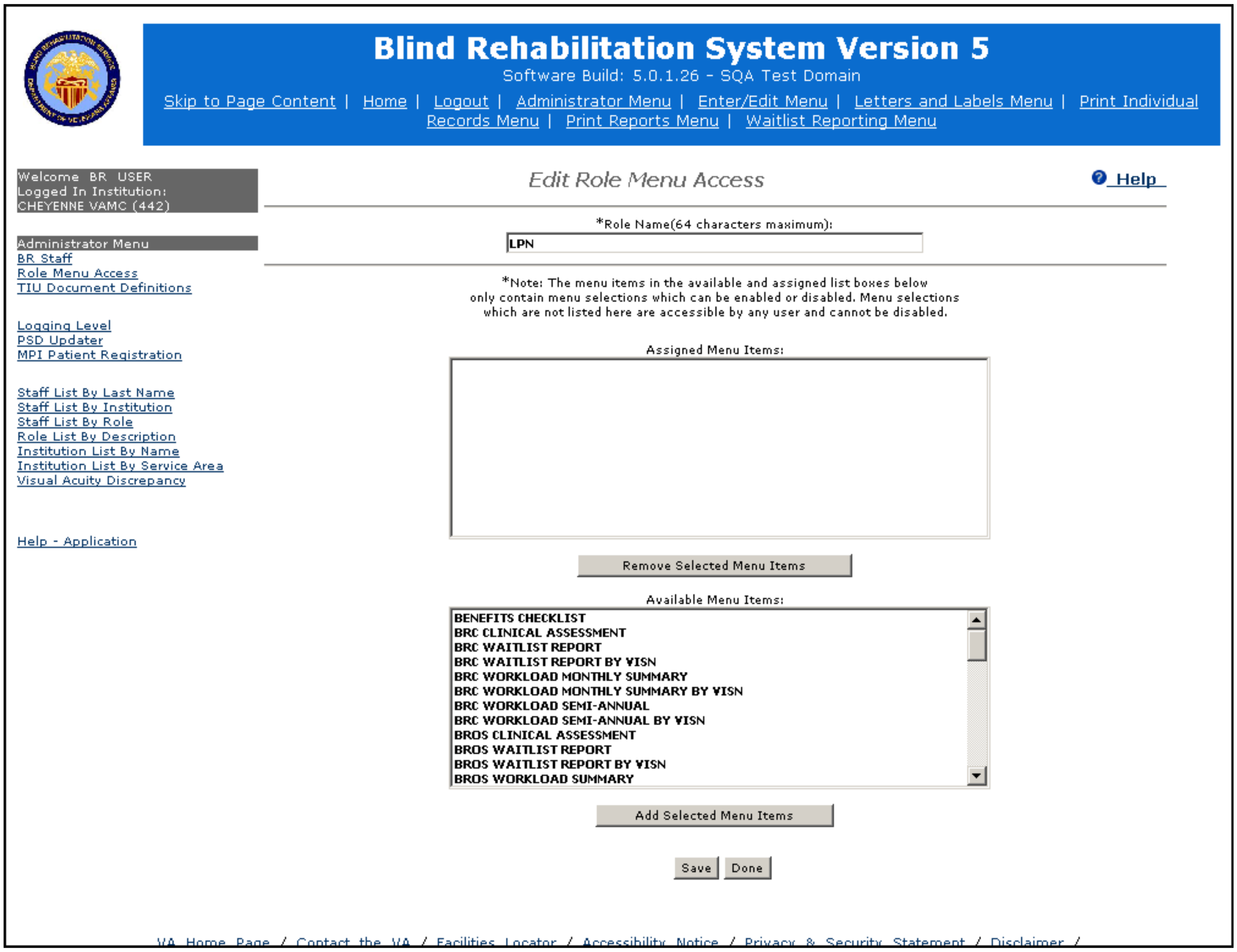
15. Click **Done** to return to the Welcome Page.

Enter/Edit Role Menu Access

Use the **Role Menu Access** to assign BR menu items to the different Roles.



1. To assign or modify the menu items assigned to a specific role, click the **Edit Role** button next to the role. This displays the Edit Role – Menu Access screen.



Select the menu items you want to assign to this role. Select multiple menu items by pressing and holding down the <**Ctrl**> key when you make the selections. When selection is complete, click the **Add Selected Menu Items** button below the Available Menu Items section. The assigned menu items list in the Assigned Menu Items section. To remove an assigned menu item, first select, and then click the **Remove Selected Menu Items** button below the Assigned Menu Items section.

2. Click the **Save** button to save your changes.

3. Click **Done** to return to the Welcome Page.

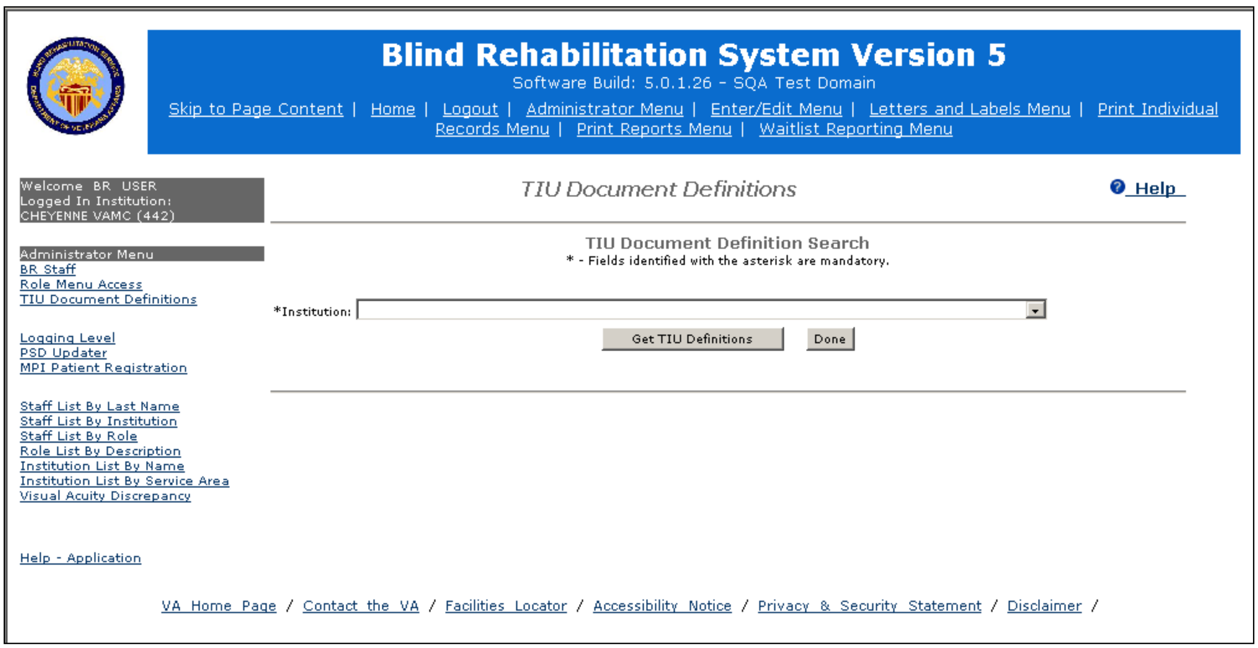
TIU Document Definitions

NOTE: This functionality is disabled and not available for current use; it will be accessible in a future release.

This menu option allows the Administrator to associate with or attach to a specific institution a Text Integration Utilities (TIU) document.

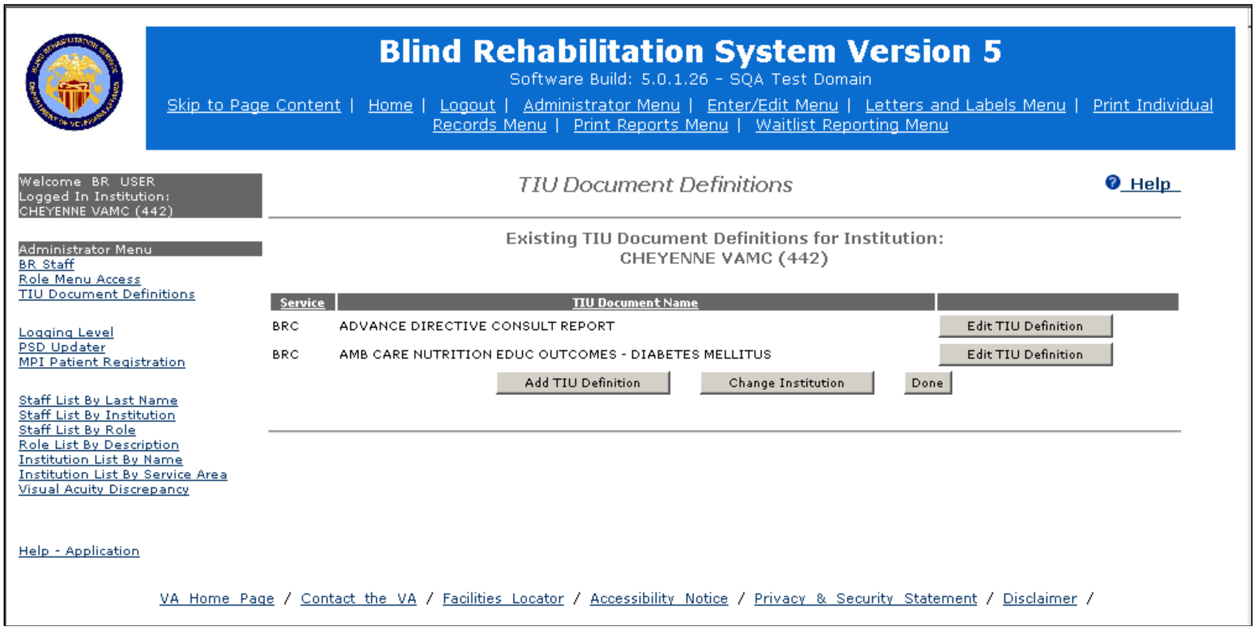
1. From the **Header Menu**, click the **Administrator Menu** option.

2. From the **Task Menu**, click the **TIU Document Definitions** link to display the TIU Document Definitions Search screen in the Content Area.



3. Select the correct Institution from the drop-down list of **Institution**s, and then click the **Get TIU Definitions** button.

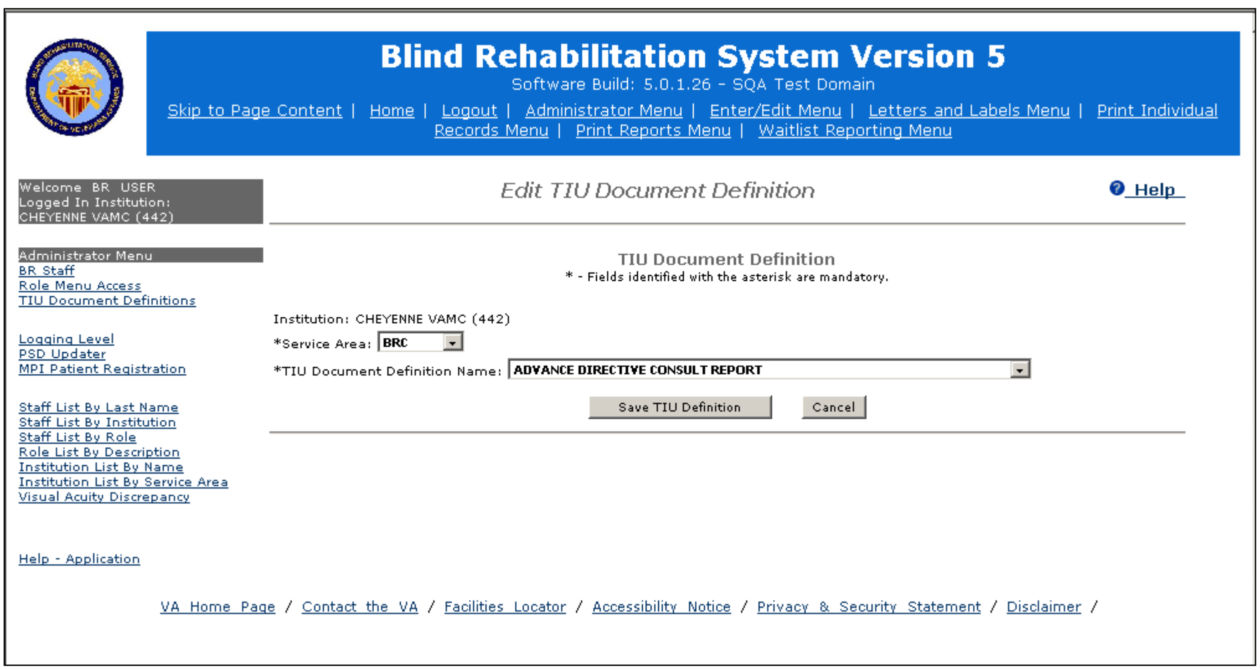
4. A list of the TIU Definitions attached to the selected Institution display:



This screen allows you to edit existing TIU documents and/or to add a new TIU Document.

Edit Existing TIU Definition

Click the **Edit TIU Definition** button next to the TIU Definition that you want to edit.



The Institution to which this TIU Document Definition is attached displays above the Service Area field.

1. Use the drop-down lists provided to indicate the **Service Area** field. The options are:

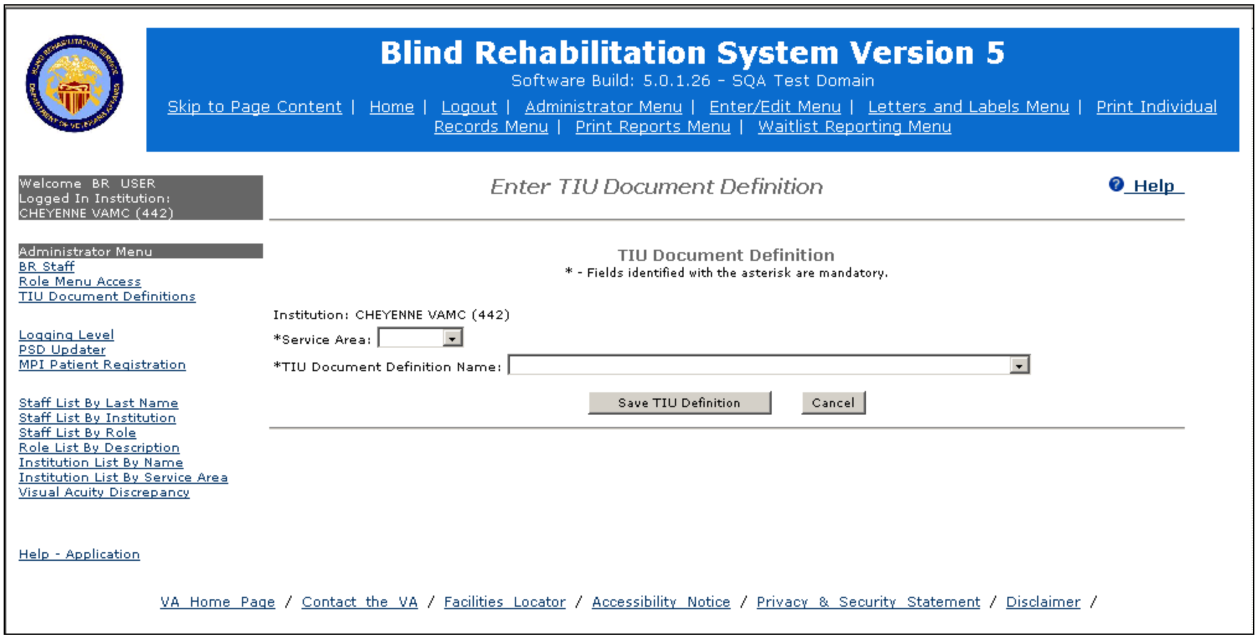
   VIST
   BRC
   BROS

VISOR
OTHER
VICTORS

2. Use the drop-down lists provided to select the **TIU document Definition Name** from the list provided. The contents of this list vary with the Service and Institution selected.
3. When complete, click the **Save TIU Definition** button.

Add TIU Definition

Click the **Add TIU Definition** button below the document names to display the Enter TIU Document Definition screen.



The Institution to which this TIU Document Definition is attached displays above the Service Area field.

1. Use the drop-down lists provided to indicate the **Service Area** field. The options are:

VIST
BRC
BROS
VISOR
OTHER
VICTORS

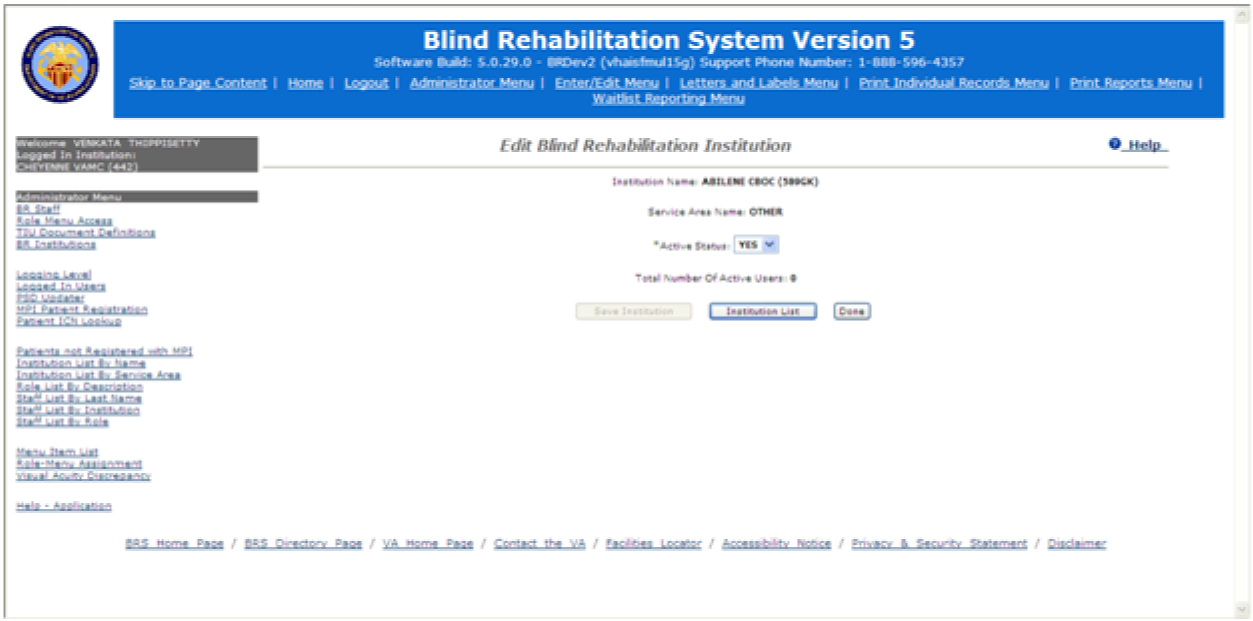
2. Use the drop-down lists provided to select the **TIU document Definition Name** from the list provided. The contents of this list vary with the Service and Institution selected.

3. When complete, click the **Save TIU Definition** button.

[2]BR Institutions

This feature displays a list of the names of existing Blind Rehabilitation Institutions, the Service Area, and if the Institution's Active status is set to 'Yes' or 'No.'

1. To change the Active Status for an existing institution, click the **Edit Institution** button for the desired institution. This displays the Institution Name, Service Area Name, the Active Status field and the total number of Active users with this Institution.



2. Select the drop-down arrow in the Active Status field to change the status. When complete, click the **Save Institution** button.

3. To display the list of Institutions, click the **Institution List** button. When finished, click the **Done** button to return to the Welcome Page.

[2] BR 5.0.29 - On Edit BR Institution, a new feature is added to display the number of active users attached to the Institution and the Institution cannot be inactivated when there is staff attached. This feature is going to help users to make decisions on inactivation/deactivation of the Institution when there are users attached to that institution. Before inactivating an institution, all the staff and patients associated with this institution need to be removed.

Logging Level

The BR application generates logging events while it runs. These can indicate error conditions, informational messages, or to debug helper output.

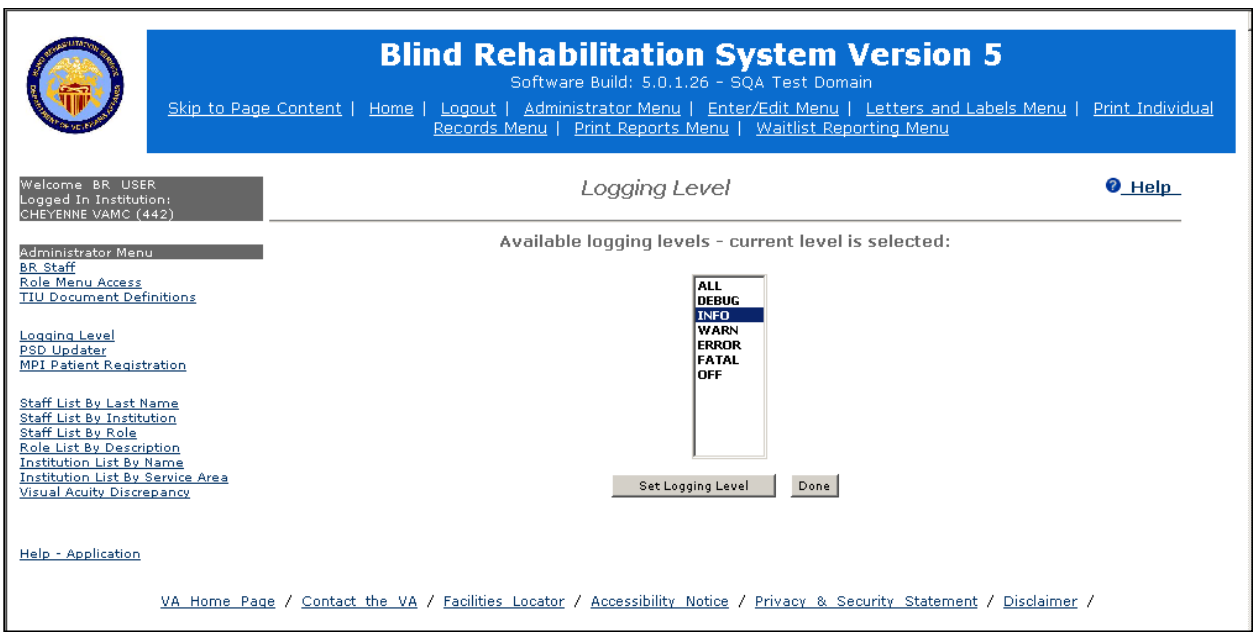
A logging event can be one of the following levels:

- ERROR
- WARN
- INFO - (Normal Mode)
- DEBUG

Although events of all types are being generated as the application runs, the logging level admin screen determines which level of events is actually saved into the log file.

1. From the **Header Menu**, click the **Administrator Menu** option.

2. From the **Task Menu**, click the **Logging Level** link to display the Logging Level screen in the Content Area.



If set to **ERROR**, only error events are saved.
If set to **WARN**, warn and error events are saved.
If set to **INFO**, info, warn and error events are saved.
If set to **DEBUG**, debug, info, warn and error events are saved.

The **ALL** setting is the same as debug for the current time.
The **OFF** setting turns off all log events.

DEBUG is a very verbose mode and should only be used to troubleshoot support issues, as it slows down the application. The normal mode in which to run should be **INFO**.

To change the Logging Level, select the new level, and then click the **Set Logging Level** button.

Click the **Done** button to return to the Welcome Page.

Logged In Users

Use this function to display a list and count of all users logged into the system.

This functionality also allows the System Administrator to forcibly log a user out.

1. From the **Header Menu**, click the **Administrator Menu** option.

   NOTE: The **Administrator Menu** option will display only if the Administrator Security key is assigned to you.

2. From the **Task Menu**, click **Logged In Users** to display the list of and the number of Logged In Users in the Content Area.

3. Select the **Logout** button next to a user to log the user out of the system.

4. Click **Done** to return to the Welcome Page.

PSD Updater

The PSD Updater manually runs the Person Service Demographics (PSD) update for all Blind Rehabilitation patients; it is used for troubleshooting the overnight PSD update process.

1. From the **Header Menu**, click the **Administrator Menu** option.

2. From the **Task Menu**, click the **PSD Updater** link to display the PSD Updater screen in the Content Area.

MPI Registration

Use MPI Registration to register Blind Rehabilitation patients with the Master Patient Index (MPI) after conversion from the VIST 4.0 system. May be used to re-register patients with MPI if necessary.

Patient ICN Lookup

This is an Administrative function used to find a patient by Identification Control Number (ICN).

1. From the **Header Menu**, click the **Administrator Menu** option.

   NOTE: The Administrator Menu option will display only if the Administrator Security key is assigned to you.

2. From the **Task Menu**, click Patient ICN Lookup to display the Patient ICN Lookup screen in the Content Area.

3. Enter the Patient ICN and click the **Search** button. The system displays the name of the patient who is assigned the entered ICN.

4. If a patient does not exist for the ICN, the following message displays:

   'Unable to find a patient with the specified ICN'

Administrator Reports

Patients not Registered with MPI

Use **Patients not Registered with MPI** to generate a list of Blind Rehabilitation patients that are not registered with the Master Patient Index (MPI).

1. From the **Header Menu**, click the **Administrator Menu** option.

2. From the **Task Menu**, click the **Patients not Registered with MPI** link to display the Patients not Registered with MPI – Report Criteria screen in the Content Area.

3. Select one or more or all of the **Institutions** from which you want to report. The available Institutions list alphabetically in ascending order.

4. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant

5. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

6. The Patients not Registered with MPI report displays (for each institution selected) the Last Name, First Name, SSN, and ICN of each patient not registered with MPI. To generate the report in Adobe Acrobat format for printing, click the Printer icon and follow the directions on the screen.

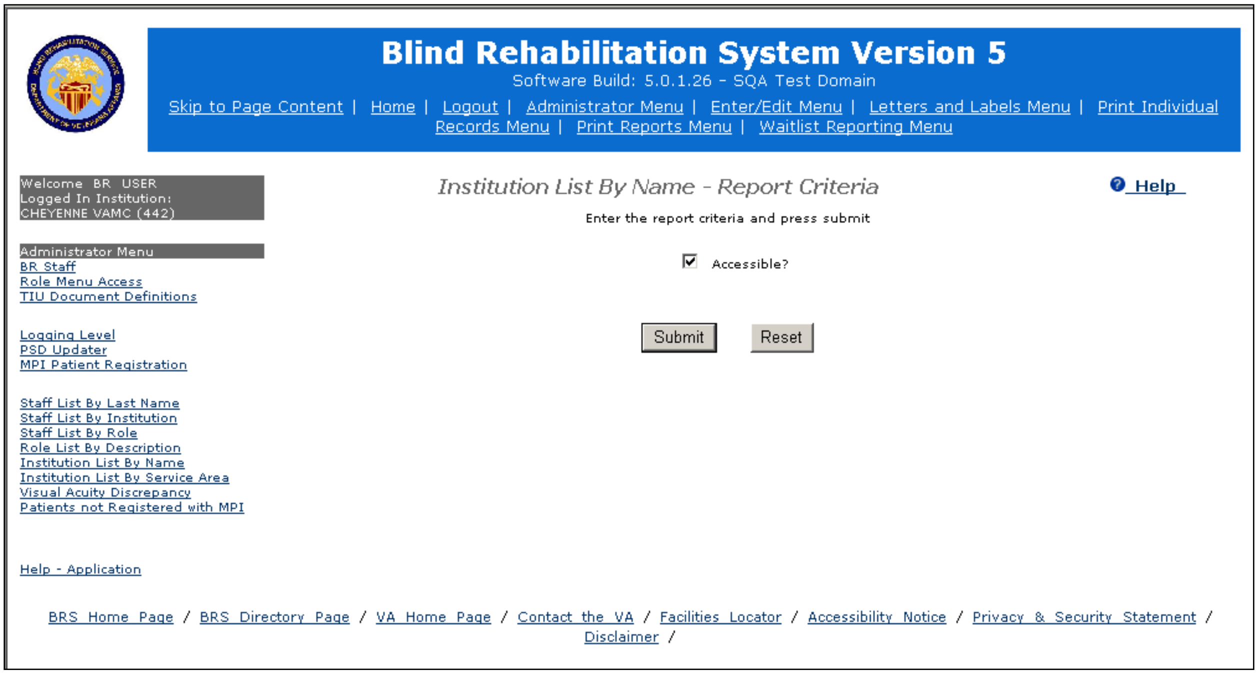
Institution List By Name

The **Institution List By Name** report provides a list of Staff members in alphabetical order by Role.

1. From the **Header Menu**, click the Administrator Menu option.

   <u>NOTE</u>: The Administrator Menu option will display only if the Administrator Security key is assigned to you.

2. From the **Task Menu**, click the **Institution List By Name** link to display the Institution List By Name - Report Criteria screen in the Content Area.



3. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant

4. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

5. The Institution List By Name report displays the Institution Name, Station Number, City, State, and VISN Name for each institution. To generate the report in Adobe Acrobat format for printing, click the Printer icon and follow the directions on the screen.

Institution List By Service Area

The **Institution List By Service Area** report provides a list of Staff members in alphabetical order by Role.

1. From the **Header Menu**, click the Administrator Menu option.

   NOTE: The Administrator Menu option will display only if the Administrator Security key is assigned to you.

2. From the **Task Menu**, click the **Institution List By Service Area** link to display the Institution List By Service Area - Report Criteria screen in the Content Area.

3. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant

4. Click the **Submit** button to generate the report, or click the **Rese**t button to clear the selected criteria and start over.

5. The Institution List By Service Area report displays the Institution Name, Station Number, City, State, and VISN Name for each institution by Service Area. To generate the report in Adobe Acrobat format for printing, click the Printer icon and follow the directions on the screen.

Role List By Description

The **Role List By Description** report provides a list of Staff members in alphabetical order by Role.

1. From the **Header Menu**, click the Administrator Menu option.

   NOTE: The Administrator Menu option will display only if the Administrator Security key is assigned to you.

2. From the **Task Menu**, click the **Role List By Description** link to display the Role List By Description - Report Criteria screen in the Content Area.

3. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant

4. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

5. The Role List By Description report displays the Role Description, Role Code, and Status for each role. To generate the report in Adobe Acrobat format for printing, click the Printer icon and follow the directions on the screen.

Staff List By Last Name

The **Staff List By Last Name** report provides a list of Staff members in alphabetical order by last name.

1. From the **Header Menu**, click the Administrator Menu option.

   NOTE: The Administrator Menu option will display only if the Administrator Security key is assigned to you.

2. From the **Task Menu**, click the **Staff List By Last Name** link to display the Staff List By Last Name - Report Criteria screen in the Content Area.

3. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

4. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

5. The Staff List By Last Name report displays the Last Name, First Name, Title, Status, Activation Date, Deactivation Date, City, and State for staff members. To generate the report in Adobe Acrobat format for printing, click the Printer icon and follow the directions on the screen.

Staff List By Institution

The **Staff List By Institution** report provides a list of staff members for each institution.

1. From the **Header Menu**, click the Administrator Menu option.

   <u>NOTE</u>: The Administrator Menu option will display only if the Administrator Security key is assigned to you.

2. From the **Task Menu**, click the **Staff List By Institution** link to display the Staff List By Institution - Report Criteria screen in the Content Area.

3. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

4. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

5. The Staff List By Institution report displays the Last Name, First Name, Title, Status, Activation Date, Deactivation Date, City, and State for staff members by Institution. To generate the report in Adobe Acrobat format for printing, click the Printer icon and follow the directions on the screen.

Staff List By Role

The **Staff List By Role** report provides a list of Staff members in alphabetical order by Role.

1. From the **Header Menu**, click the Administrator Menu option.

   NOTE: The Administrator Menu option will display only if the Administrator Security key is assigned to you.

2. From the **Task Menu**, click the **Staff List By Role** link to display the Staff List By Role **-** Report Criteria screen in the Content Area.

3. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant

4. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

5. The Staff List By Role report displays the Description, Code, and Status for each staff member by role. To generate the report in Adobe Acrobat format for printing, click the Printer icon and follow the directions on the screen.

Menu Item List

The Menu Item List report provides a list of Menu Items.

1. From the Header Menu, click the Administrator Menu option.

   NOTE: The Administrator Menu option will display only if the Administrator Security key is assigned to you.

2. From the Task Menu, click the Menu Item List link to display the Menu Item List - Report Criteria screen in the Content Area.

3. If applicable, place a check in the Accessible? checkbox field to indicate that you want the report 508 compliant.

4. Click the Submit button to generate the report, or click the Reset button to clear the selected criteria and start over.

5. The Menu Item List report displays the Menu Description. To generate the report in Adobe Acrobat format for printing, click the Printer icon and follow the directions on the screen.

Role-Menu Assignment

The Role-Menu Assignment report provides a list of the available menu items that have been assigned to each role. It is used to show what permissions are granted to a user if a role is assigned to them.

1. From the Header Menu, click the Administrator Menu option.

   <u>NOTE</u>: The Administrator Menu option will display only if the Administrator Security key is assigned to you.

2. From the Task Menu, click the Role-Menu Assignment link to display the Role-Menu Assignment - Report Criteria screen in the Content Area.

3. If applicable, place a check in the Accessible? checkbox field to indicate that you want the report 508 compliant.

4. Click the Submit button to generate the report, or click the Reset button to clear the selected criteria and start over.

5. The Role-Menu Assignment report displays the Role Description, Menu Description and the name of the Menu item. To generate the report in Adobe Acrobat format for printing, click the Printer icon and follow the directions on the screen.

Visual Acuity Discrepancy

Use Visual Acuity Discrepancy to identify patients with old acuity values that need to be updated with new values.

1. From the Header Menu, click the Administrator Menu option.
   NOTE: The Administrator Menu option will display only if the Administrator Security key is assigned to you.

2. From the Task Menu, click the Visual Acuity Discrepancy link to display the Visual Acuity & Visual Field Discrepancy – Report Criteria screen in the Content Area.

3. Select one or more or all of the Institutions from which you want to report. The available Institutions list alphabetically in ascending order.

4. Click the Submit button to generate the report, or click the Reset button to clear the selected criteria and start over.

5. The Visual Acuity & Visual Field Discrepancy report displays (for each institution selected). The report contains: Institution, Patient Name, SSN, Eye Exam Date, Date of Death, Visual Acuity: Legally Blind By Field Restriction – Left Eye, Legally Blind By Field Restriction – Right Eye, Visual Acuity Total , Visual Field:>20 Degrees – Left Eye, Visual Field Total, Visual Field: >20 Degrees – Right Eye, Visual Field Total. To generate the report in Adobe Acrobat format for printing, click the Printer icon and follow the directions on the screen.

Entering/Editing Patient Information

WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

Searching for and Selecting a Patient

You must select a patient prior to performing patient-related tasks. There are two types of patient searches in Blind Rehabilitation 5.0, the Health*e*Vet-VistA Patient Search and the BR Patient Search. The Health*e*Vet-VistA Patient Search looks in the VistA system (Patient File #2) using the Logged In institution.

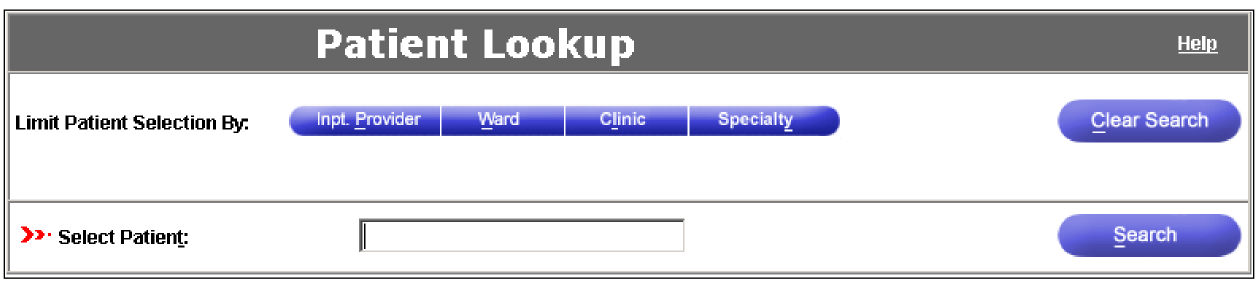
The Health*e*Vet-VistA Patient Search is used to select a patient that is in the VistA system but has not been added to the Blind Rehabilitation application. This search is utilized when selecting the **BR Patient** or **Low Vision Patient links** under the **Enter/Edit Menu**.

NOTE: If a user logs into the system and selects a task other than the **BR Patient** or **Low Vision Patient** Links under the **Enter/Edit Menu**, they will get the **BR Patient Search**, not the **Health*e*Vet-VistA Patient Search** and if they are searching for a patient that has not been added to the **Blind Rehabilitation application,** the patient will not display.

Health*e*Vet-VistA Patient Search

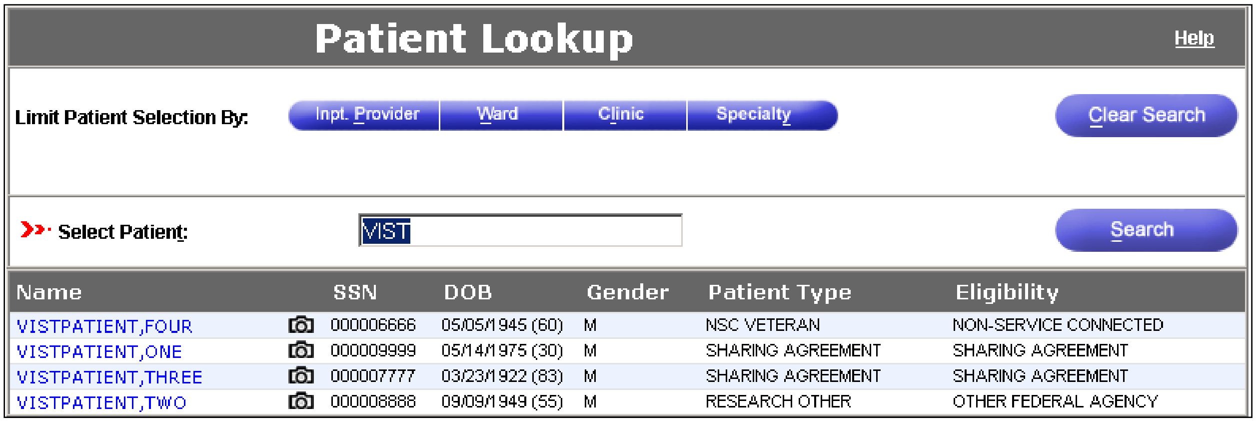
Select **BR Patient under the Enter/Edit Task Menu**. The **Health*e*Vet-VistA Patient Search** feature displays in the Content Area when a patient is not already selected and you select one of the following Enter/Edit Task Menu options:

- Entering/Editing a BR Patient
- Entering/Editing a Low Vision Patient



1. Type at least the first three letters of the patient's last name in the **Select Patient** field and click the **Search** button. A list of patients displays (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.

   At this point, the system is accessing existing VA patients that have not been added into the BR application. Users also have the ability to Search by Inpt Provider, Ward, Clinic, or Specialty.



2. Select the patient whose record you want to access by clicking on the patient's name.

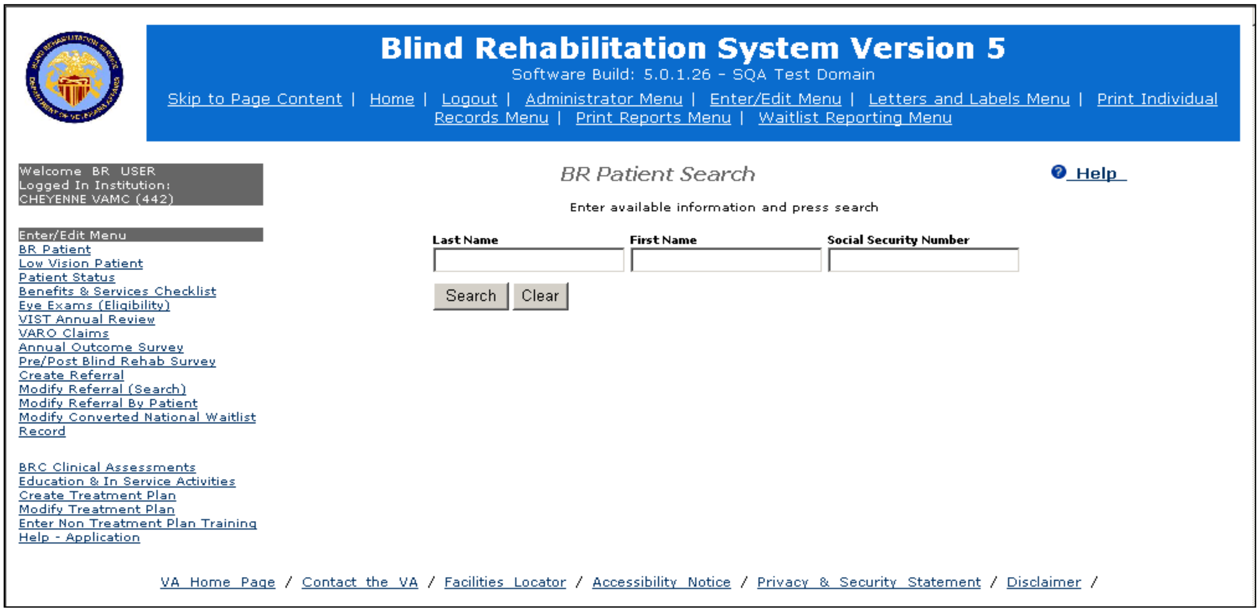
   After selecting your patient, the Patient Lookup Status Notification screen displays. If a patient has any CWAD's (Crisis Notes, Warning Notes, Allergies, and Directives), these warning messages will appear. There could be multiple notifications screens for you to navigate through, for example, Means Test, Deceased, and Sensitive patient, if applicable.

   The selected patient is maintained as the "Current Patient" throughout the subsequent tasks until you select another patient or log off. As you select subsequent tasks from the **Task Menu**, you are asked if you want to continue with the current patient, or select another patient.

The **BR Patient Search** feature displays in the **Content Area** when you select one of the Enter/Edit Task Menu options below. If a patient is already selected, that patient's information displays and you will be asked if you want to continue with the current patient or select a new patient.

NOTE: The patient you are searching for must exist in the Blind Rehabilitation system.

- Entering/Editing a Patient's Status
- Entering/Editing the Benefits & Services Checklist
- Entering/Editing Eye Exams (Eligibility)
- Entering/Editing the VIST Annual Review
- Entering/Editing the VARO Claims
- Entering/Editing the Annual Outcome Survey
- Entering/Editing the Pre/Post Blind Rehab Survey
- Creating a Referral
- Modifying a Referral
- Modifying a Referral By Patient
- Modifying a Converted National Waitlist Record
- VIST Visits
- Entering/Editing the BRC Clinical Assessment
- Entering/Editing Education & In Services Activities
- Creating a Treatment Plan
- Modifying a Treatment Plan
- Entering Non Treatment Plan Training
- Enter Treatment Plan or Training Encounter



3. Type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name. In addition to the previous search rules, to narrow your search, you can also enter all or part of the patient's first name. Enter the search data in the fields provided and click the **Search** button.

4. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.

5. From the Patients Found page, select the patient whose record you want to access by clicking the **Select** button next to the patient's name.

   The selected patient is maintained as the "Current Patient" throughout the subsequent tasks until you select another patient or log off. As you select subsequent tasks from the **Task Menu**, you are asked if you want to continue with the current patient, or select another patient.

Entering/Editing a BR Patient

WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

The BR application provides five (5) separate pages from which patient information can be entered or edited. Fields marked with an asterisk are required entries. An error message will display and the system will not progress to the next page unless a valid value is entered in a required field.

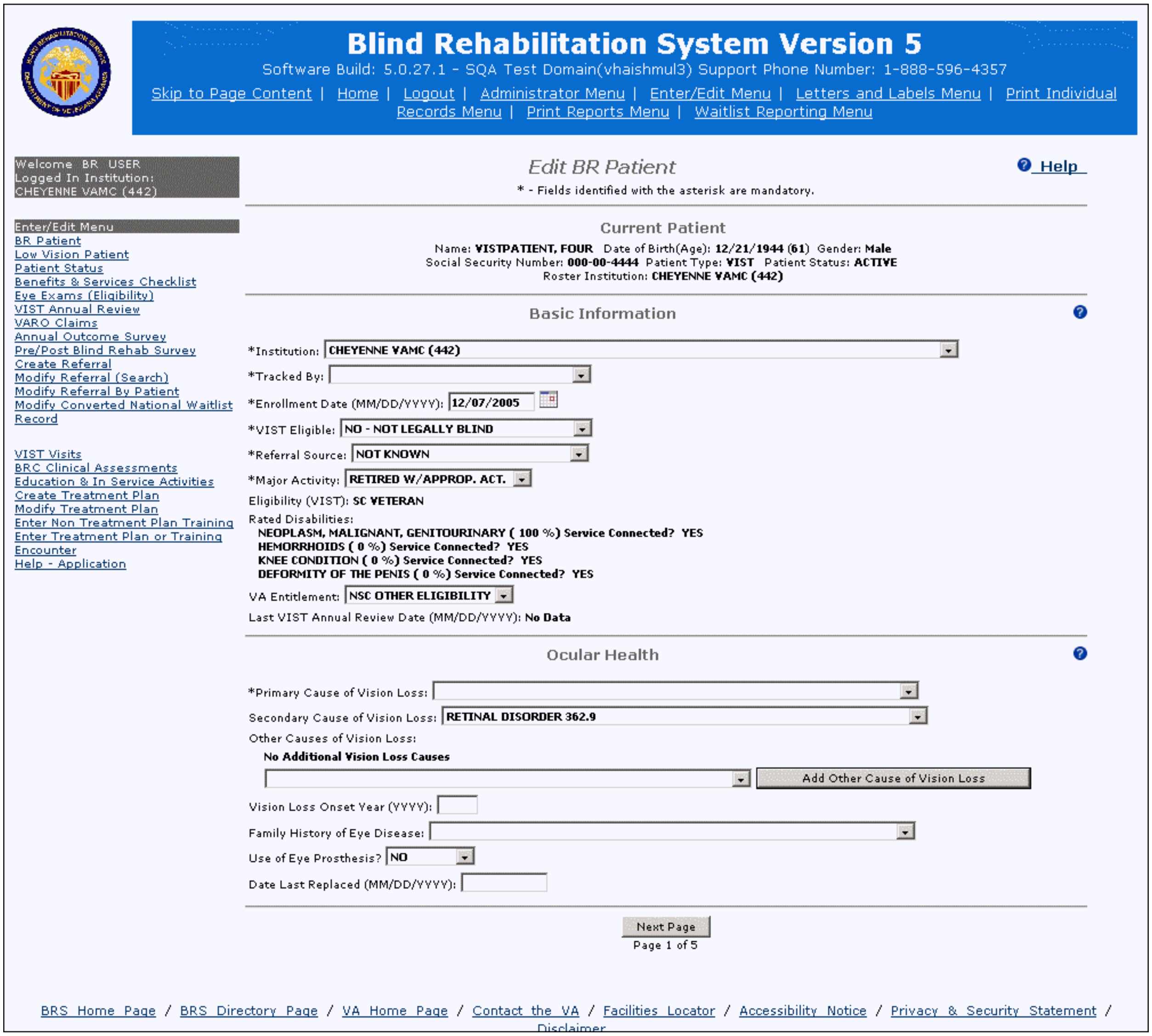
NOTE: Some fields are non-editable, display only. This means that the data in the field is defaulted by the system and it cannot be changed.

1. From the Enter/Edit Menu, click **BR Patient**. The **Health*e*Vet-VistA Patient Searc**h feature displays in the Content Area. Refer to "Searching for and Selecting a Patient" under "Entering/Editing Patient Information" for instructions on patient selection.

2. Page 1 of the 5 Enter/Edit BR Patient pages displays for the current patient. From these pages, you can enter and/or edit the selected patient's information.

   Page 1 of 5 has the following sections:

   - Basic Information
   - Ocular Health



Basic Information

1. From the **Institution** drop-down list, select the institution associated with the patient’s visit.

2. From the [3]**Tracked By** drop-down list, select the person who is tracking this patient (for example, to whom you want to send deceased patient notifications).

3. Type, or use the pop-up calendar to select the date on which the patient was enrolled as a BR patient.

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[3] BR 5.0.29 - Design changed for Tracked By field to display users with roles VIST Coordinator, BROS, Low Vision. This is used to select the person who is tracking this patient.

4. Select the patient's eligibility for services using the **VIST Eligible** drop-down list. The following options are available:
   - YES
   - NO – REVIEWED FOR BRC ATTENDANCE
   - NO – OTHER
   - NO – NOT LEGALLY BLIND
   - INACTIVE

5. Select the source from which the referral originated from the **Referral Source** drop-down list. The following options are available:
   - VA EYE CLINIC
   - NON – VA EYE CLINIC
   - STATE AGENCY
   - COMMUNITY AGENCY
   - VA STAFF
   - VETERANS SERVICE ORGANIZATION
   - FAMILY FRIEND
   - SELF
   - OTHER
   - Transfer from another VIST
   - VBA Printout
   - VBA Staff
   - Not known
   - DOD

6. From the **Major Activity** drop-down list, select the code that most closely corresponds to the patient's major activity. The following options are available:
   - EMP FOR PAY (The patient is employed for pay)
   - ENG IN TRN/SCHOOL (The patient is engaged in training or school program)
   - VOL WORK 10HRS/WK (The patient performs volunteer work at least 10 hours per week)
   - RETIRED W/APPROP. ACT. (The patient is retired and performs appropriate activities)
   - TOO ILL OR TOO DISABLED (The patient is too ill or too disabled to perform activities)
   - NO WELL DEFINED ACT. (The patient performs no well defined activities)
   - NOT KNOWN (Major activities are unknown)

   The status of the patient's eligibility displays in the **Eligibility (VIST)** field.

7. Select the category of eligibility as prescribed on the AMIS from the **VA Entitlement** drop-down list. The following options are available:
   - 0% ONLY
   - 10% SC THRU SMC
   - SC FOR BLINDNESS
   - NSC PENSION A&A/HB
   - NSC PENSION ONLY

- NSC OTHER ELIGIBILITY

If available, the date of the patient's last VIST Annual Review displays at the bottom of the Review section. You cannot edit his field.

Ocular Health

1. Use the drop-down lists provided to indicate the primary and, if applicable, the secondary cause of the patient's vision loss. This is a mandatory field. The following options are available:
   - APHAKIA 379.31
   - CATARACT 366.9
   - CEREBOVASCULAR 438.9
   - CHORIOID/RETINAL
   - CHORIORENTINITIS 363.20
   - CORNEAL DISEASE 371.00
   - DIABETIC RETINOPATHY (PROLIFERATIVE) 362.02/250.0
   - DIABETIC RETINOPATHY, BACKGROUND (NON-PROLIFERATIVE) 362.01/250.50
   - GLAUCOMA 365.9
   - HEMIANOPSIA; BILATERAL FIELD DEFECTS 368.46
   - HISTOPLASMOSIS 115.99
   - MACULAR DEGENERATION, WET, EXUDATIVE 362.52
   - MACULAR DEGENERATION, DRY, NONEXUDATIVE 362.51
   - MACULAR DISEASE NOS 362.50
   - NOT APPLICABLE
   - OPTIC ATROPHY 377.10
   - OPTIC NERVE 377.49
   - OTHER EYE DISORDERS 379.8
   - RETINAL DETATCHMENT
   - RETINAL DISORDER 362.9
   - RETINAL VASCULAR OCCLUSION
   - RETINITIS PIGMENTOSA 362.74
   - SOLAR BURNS
   - STARGARDTS 362.75
   - TRAUMA 950.9
   - UNKNOWN 377.9

2. If the patient has another cause of vision loss, select the other cause from the drop-down list provided, and then click the **Add Other Cause of Vision Loss** button to add the cause to the patient's record. Multiple causes can be added to the patient's record.

3. Type the onset year of the patient's vision loss in the field provided.

4. Use the drop-down list provided to select the value that best represents the patient's family history of eye disease. The following options are available:

- APHAKIA
- CATARACT
- CEREBOVASCULAR
- CHORIOID/RETINAL
- CHORIORENTINITIS
- CORNEAL DISEASE
- DIABETIC RETINOPATHY
- GLAUCOMA
- HISTOPLASMOSIS
- MACULAR DEGENERATION
- MACULAR DISEASE
- NOT APPLICABLE
- OPTIC ATROPHY
- OPTIC NERVE
- OTHER
- RETINAL DETATCHMENT
- RETINAL DISORDER
- RETINAL VASCULAR OCCLUSION
- RETINITIS PIGMENTOSA
- TRAUMA

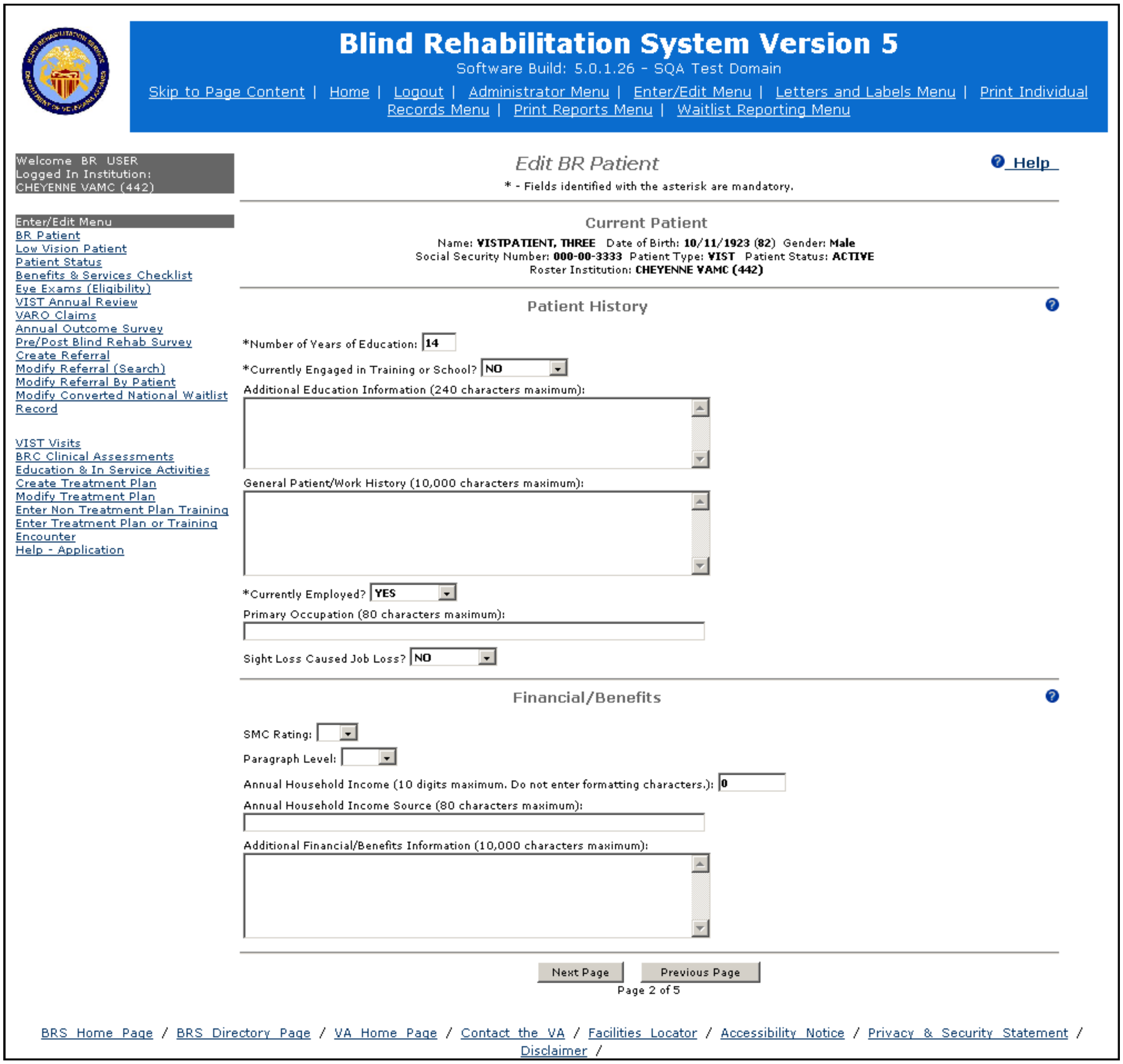
5. Use the drop-down list provided to indicate whether or not the patient uses eye prosthesis.

6. If the patient uses eye prosthesis, type or use the pop-up calendar to select the date on which the prosthesis was last replaced.

7. Click the **Next Page** button, or press and hold the **<Alt>** key and press the **<N>** key to advance to the next page.

   Page 2 of 5 displays the following sections:

   - Patient History
   - Financial/Benefits



Patient History

Use Patient History to capture relevant historic information about the patient.

1. Type the number of years of education the patient has completed.

2. From the drop-down list provided, indicate whether or not the patient is currently engaged in training or school. The following options are available:
   - YES
   - NO
   - UNKNOWN

3. Use the field provided to type the patient’s work history. The field can accommodate up to 300 characters.

4. Use the drop-down list to indicate the patient’s employment status. The following options are available:

   - YES
   - NO
   - UNKNOWN

5. Use the field provided to type the patient’s primary occupation. The field can accommodate up to 80 characters.

6. Use the drop-down list to indicate whether or not the patient’s sight loss caused the patient to lose his/her job. The following options are available:

   - YES
   - NO
   - UNKNOWN

Financial/Benefits

Use the fields provided to enter information about the patient’s finances and benefits.

1. Select the patient’s **SMC Rating** from the drop-down list. The following options are available:

   - K
   - L
   - M
   - N
   - O
   - P
   - R1
   - R2
   - S

2. The Paragraph Level is required when an SMC Rating value is selected. Select the patient’s **Paragraph Level** from the drop-down list provided. The following options are available:

   - L
   - L1/2
   - M
   - M1/2
   - N
   - N1/2

- O/P
- R1
- R2
- S

3. Type the patient’s annual household income in the field provided.

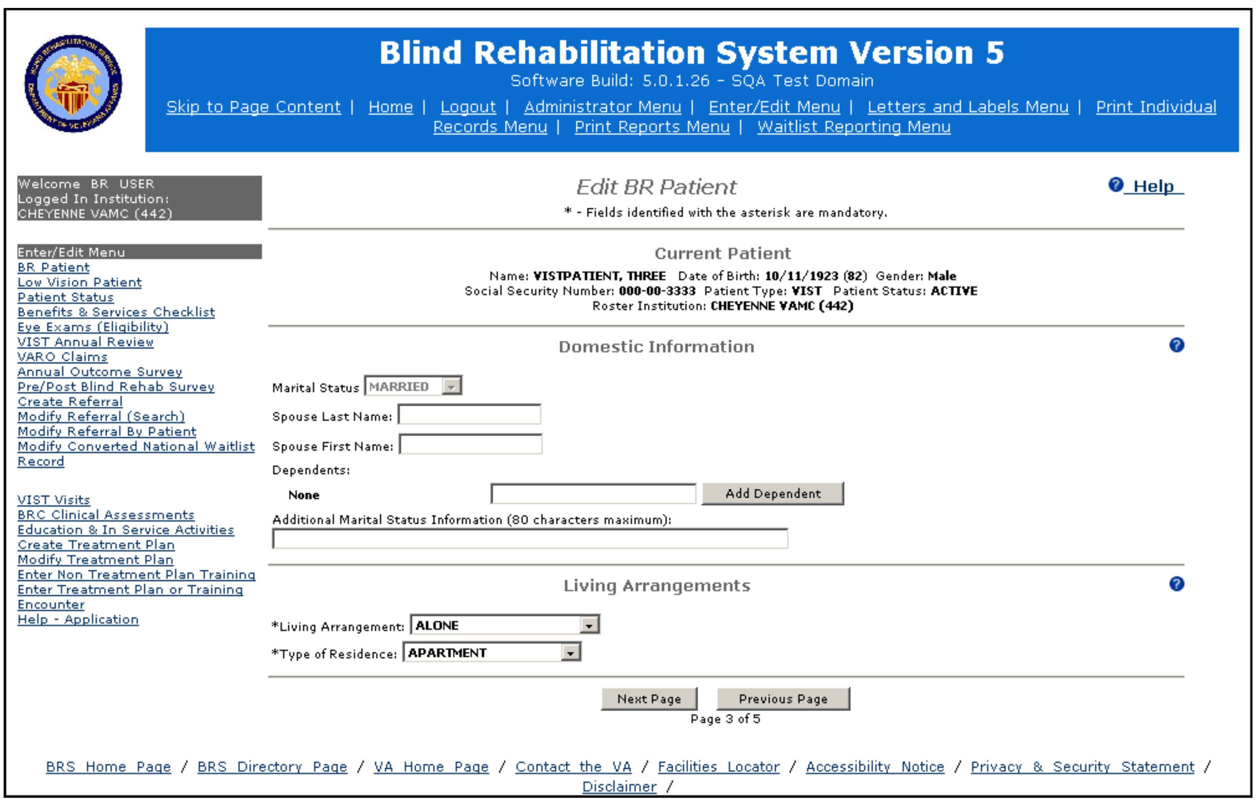
4. Type the source of the patient’s household income in the field provided.

5. Type additional information about the patient’s financial and benefits in the field provided.

6. Click the **Next Page** button, or press and hold the **<Alt>** key and press the **<N>** key to advance to the next page. Click the **Previous Page** button, or press and hold the **<Alt>** key and press the **<P>** key to return to the previous page.

Page 3 of 5 displays the following two sections:

- Domestic Information
- Living Arrangements



Domestic Information

1. The system displays the current patient’s marital status.

2. If applicable, the system displays spousal information for the current patient in the fields provided.

3. If applicable, type the names of the patient’s dependents in the fields provided, and then click the **Add Dependent** button to add the dependents to the patient’s record. Repeat this step as necessary to add all of the patient’s dependents.

4. Type any additional information regarding the patient’s marital status in the field provided. The field can accommodate up to 80 characters.

Living Arrangements

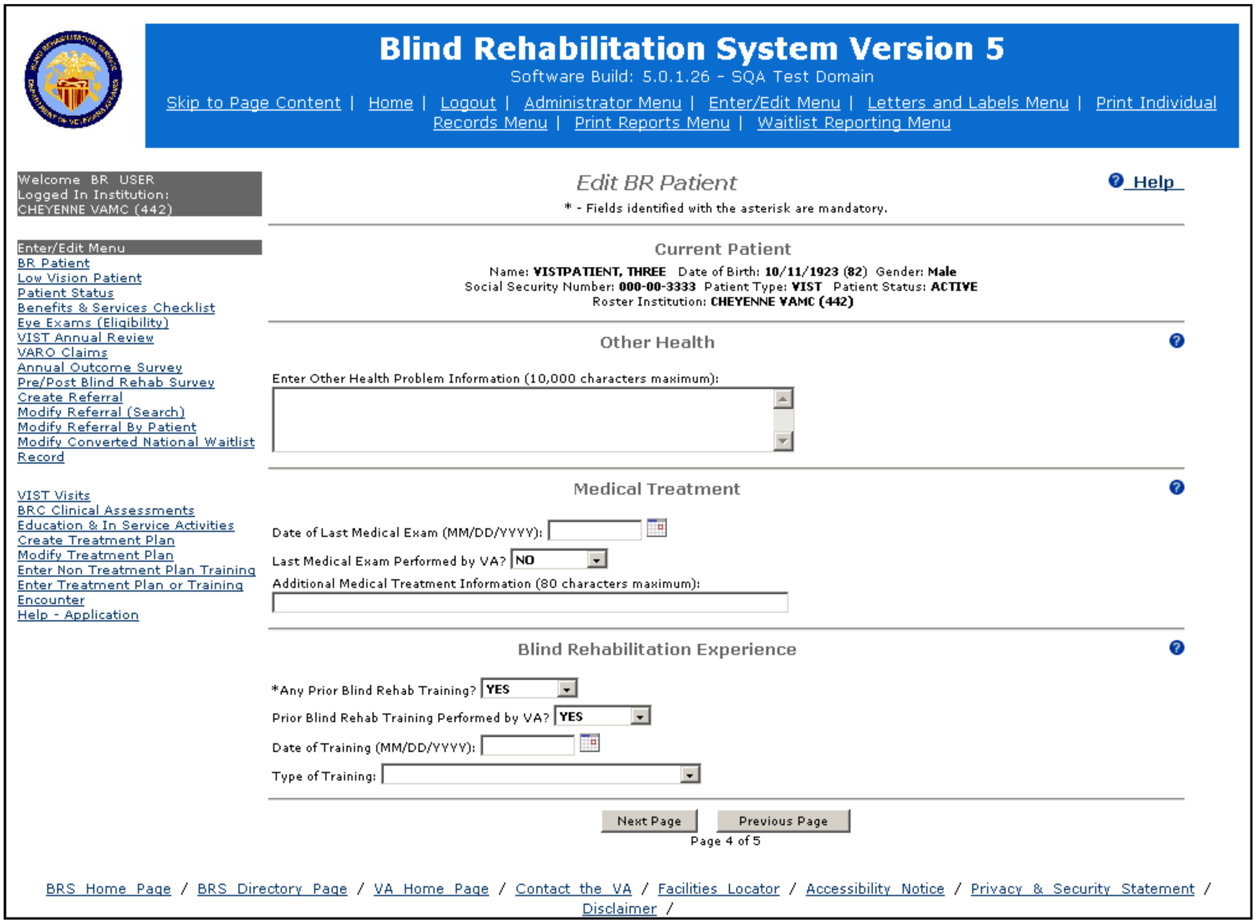
1. From the drop-down list provided, select the value that best represents the patient’s living arrangements. The following options are available:
   - ALONE
   - FAMILY
   - NURSING HOME
   - STATE VETERANS CENTER
   - UNKNOWN
   - LIVES WITH FRIEND
   - BOARD AND CARE
   - OTHER
   - SPOUSE ONLY

2. From the drop-down list provided, select the value that best represents the type of residence in which the patient lives. The following options are available:
   - HOUSE
   - APARTMENT
   - NURSING HOME
   - VA DOMICILLIARY
   - STATE VETERANS HOME
   - BOARD & CARE
   - HOMELESS
   - OTHER
   - NOT KNOWN

3. Click the **Next Page** button, or press and hold the **<Alt>** key and press the **<N>** key to advance to the next page. Click the **Previous Page** button, or press and hold the **<Alt>** key and press the **<P>** key to return to the previous page.

Page 4 of 5 displays the following sections:

- Other Health
- Medical Treatment
- Blind Rehabilitation Experience



Other Health

In the field provided, type information regarding other health problems the patient may have. The field can accommodate up to 320 characters.

Medical Treatment

1. Type, or use the pop-up calendar to select the date of the patient's last medical exam.

2. Use the drop-down list provided to indicate whether or not the VA provided the patient's previous training.

3. Type any additional medical information about the patient in the field provided. The field can accommodate up to 80 characters.

Blind Rehabilitation Experience

1. Use the drop-down list provided to indicate whether or not the patient has received any previous blind rehabilitation training. If Yes is selected the remaining fields will become active and editable.

2. If the patient has received previous blind rehabilitation training, use the drop-down list provided to indicate whether or not the VA provided the patient’s previous training.

3. Type, or use the pop-up calendar to select the date of the patient’s previous blind rehabilitation training.

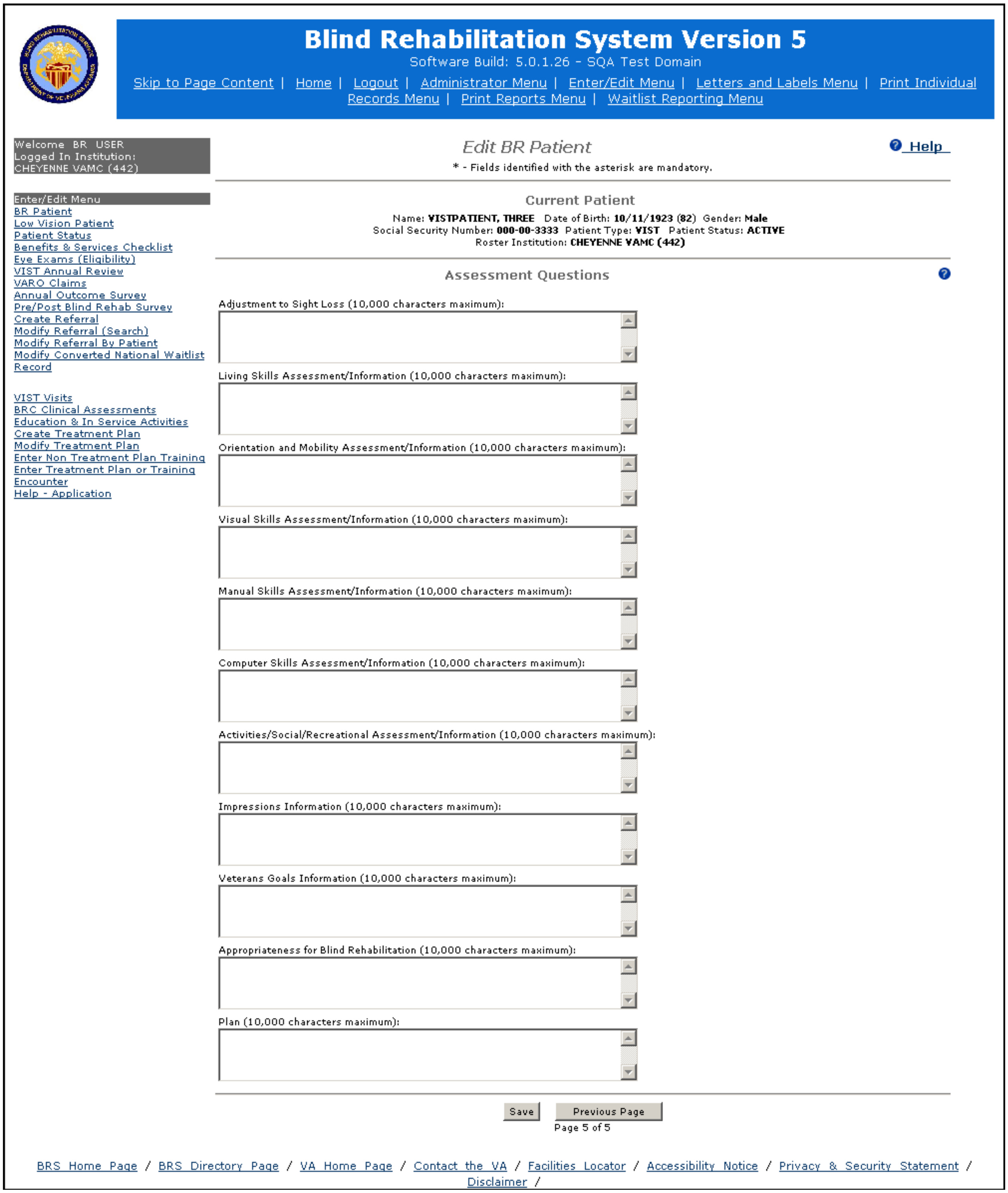
4. Use the drop-down list provided to select the type of Blind Rehabilitation training that the patient previously received. The following options are available:

   - BRC AUDIBLE DEVICES
   - BRC CAT – 1st EXP
   - BRC CAT – ADL TRN
   - BRC DUAL PROGRAM – 1st EXP
   - BRC DUAL PROGRAM – ADL TRN
   - BRC Other Programs – 1st EXP
   - BRC Other Programs – ADL TRN
   - BRC REGULAR PROGRAM – 1st EXP
   - BRC REGULAR PROGRAM – ADL TRN
   - BROS LOCAL TRAINING – 1st EXP
   - BROS LOCAL TRAINING – ADL TRN
   - NON-VA BLINDNESS AGENCY – 1ST EXP
   - NON-VA BLINDNESS AGENCY – ADL TRN
   - NON-VA LOCAL CAT – 1ST EXP
   - NON-VA LOCAL CAT – ADL TRN
   - VA OUTPATIENT LV CLINIC – 1ST EXP
   - VA OUTPATIENT LV CLINIC – ADL TRN
   - VISOR – 1ST EXP
   - VISOR – ADL TRN

   NOTE: EXP means Experience; ADL TRN means Additional Training.

5. Click the **Next Page** button, or press and hold the **<Alt>** key and press the **<N>** key to advance to the next page. Click the **Previous Page** button, or press and hold the **<Alt>** key and press the **<P>** key to return to the previous page.

Use page 5 of 5 to enter the information used to assess the patient's appropriateness for blind rehabilitation training.



6. Type the applicable responses to each of the assessment questions in the text fields provided. Each of these mandatory fields can accommodate 320 characters.

7. Click the **Previous Page** button, or press and hold the **<Alt>** key and press the **<P>** key to return to the previous page.

8. Click the **Save** button to save the information you entered. The message: **“Patient Successfully Saved”** displays.

9. Click the **Done** button to return to the Welcome Page.

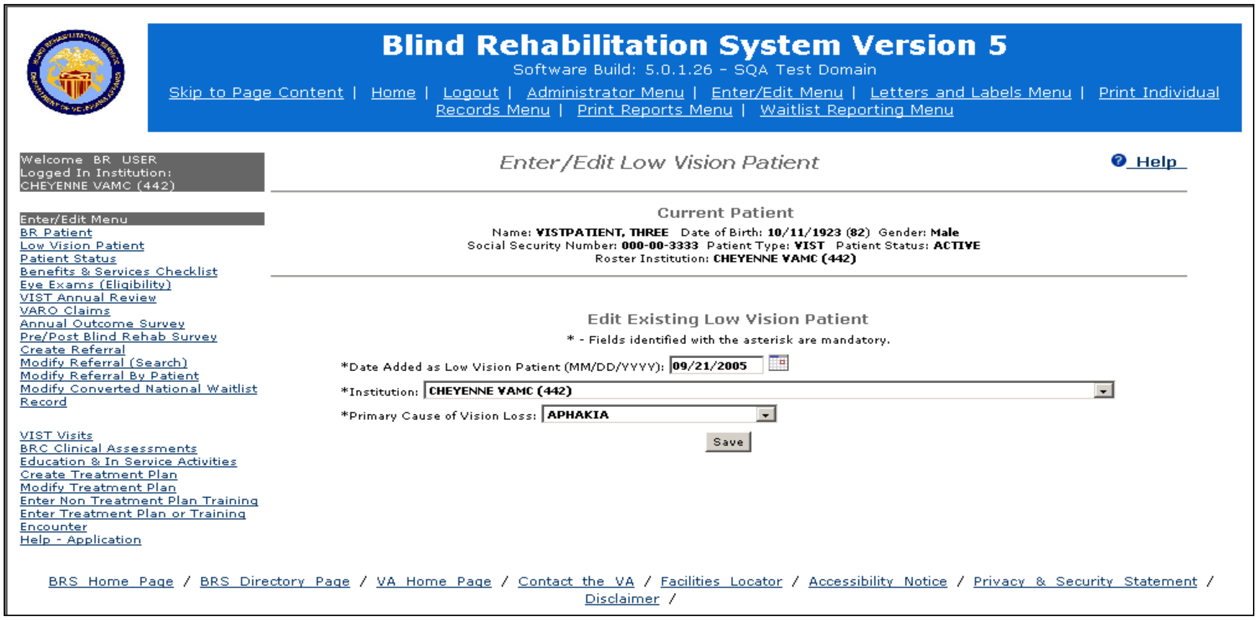
Entering/Editing a Low Vision Patient

WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

The Blind Rehabilitation Application provides the functionality to Maintain Low Vision Patients. Maintenance includes Enter, Edit, and Print capabilities. The Enter/Edit capabilities are part of the Clinicians (i.e. Ophthalmologists and Optometrists) Activities, while the Print Low Vision Patient Report is part of the general user activities.

1. From the **Enter/Edit Menu**, click **Low Vision Patient**. The Health*e*Vet-VistA Patient Search feature displays in the Content Area. Refer to "Searching for and Selecting a Patient" under "Entering/Editing Patient Information" for instructions on patient selection.

   The Enter/Edit Low Vision Patient page displays for the current patient:



2. Type, or select from the pop-up calendar the date the patient was added as a **Low Vision Patient**.

3. In the **Institution field**, click the down arrow and select the correct institution.

4. In the **Primary Cause of Vision Loss** field, click the down arrow and select the primary cause of vision loss.

5. Enter or edit the data in the fields, and then click the **Save** button to save the information you entered. The message: **"Patient Successfully Saved"** displays.

6. Click the **Done** button to return to the Welcome Page.

Entering/Editing a Patient's Status

WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

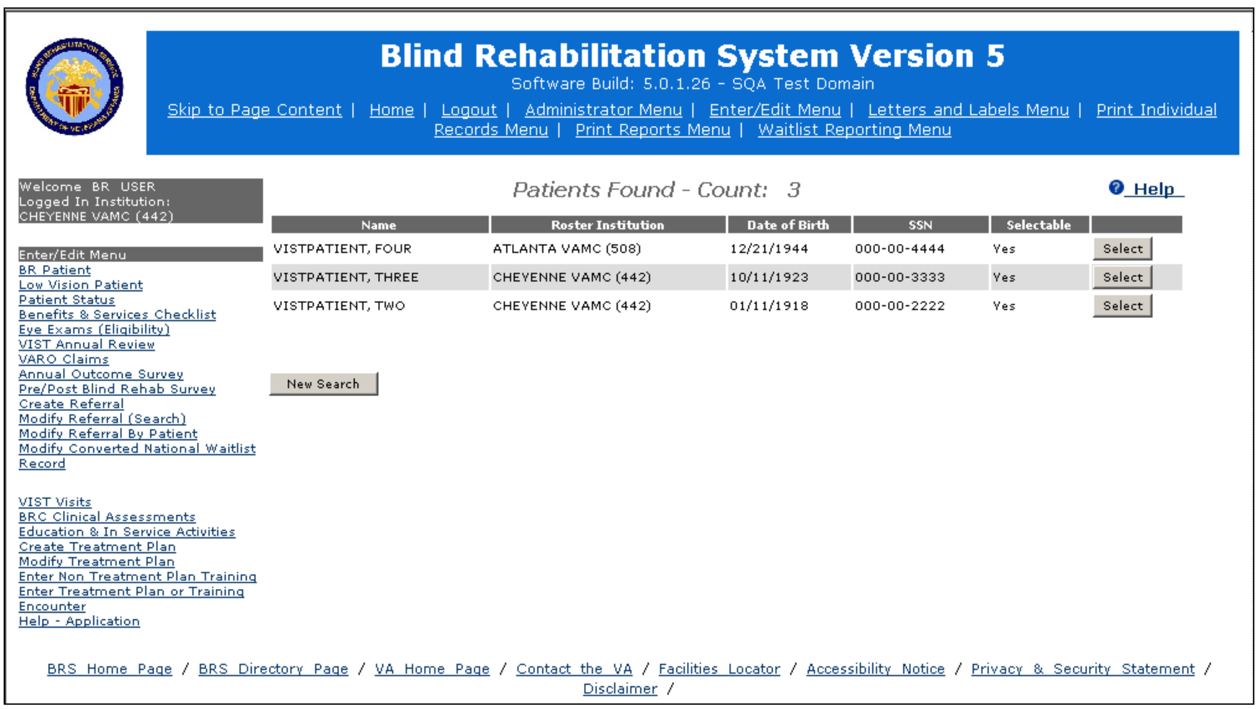
The Enter/Edit Patient Status page allows you to assign a status of Inactive to a patient. You can also reassign a status of Active to a patient.

1. From the Task Menu, click the **Patient Status** link.

   If a patient is already selected, you will be asked if you want to continue with the current patient or select another patient.

   To select another patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name. In addition to the previous search rules, to narrow your search, you can also enter all or part of the patient's first name. Enter the search data in the fields provided. and click the **Search** button.

2. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.

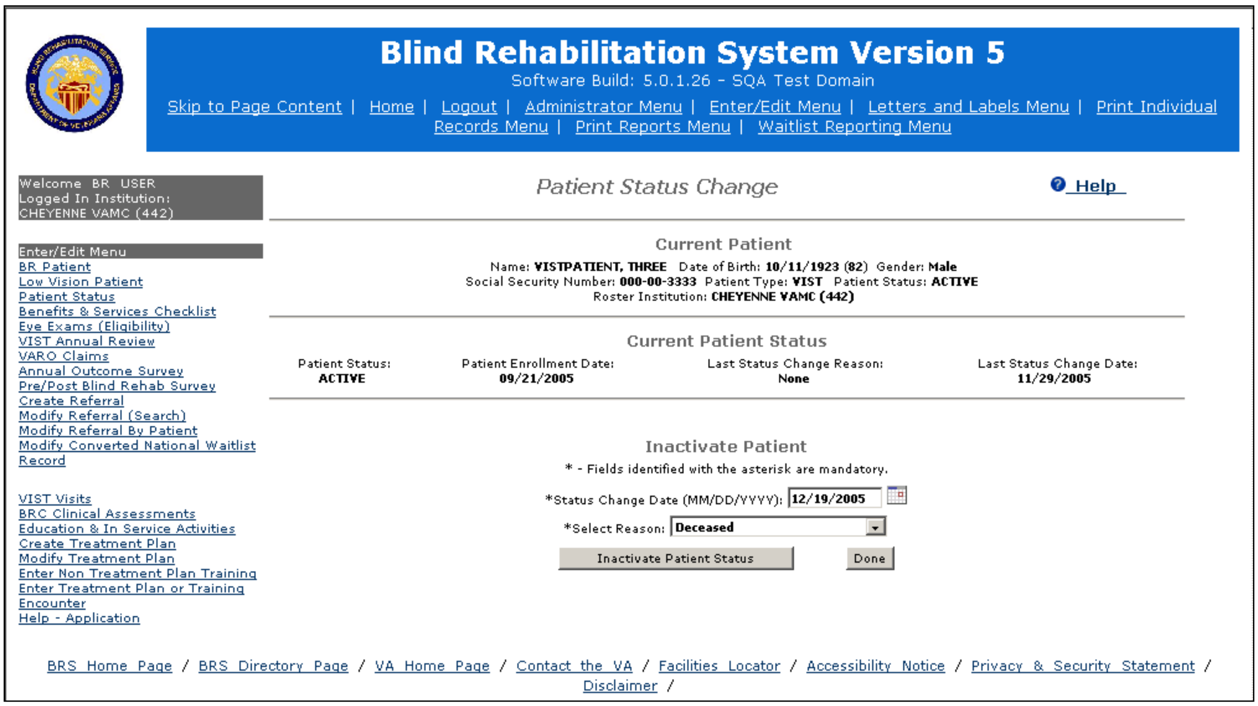


3. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** button next to the patient's name.

   The Patient Status page displays the following sections:

   - Current Patient information
   - Current Patient Status
   - Inactivate/Activate Patient

     NOTE: The patient's status can be Active or Inactive. If the patient's status is active, this section will allow you to inactive the patient. If the patient's status is inactive, this section will allow you to activate the patient.



Current Patient Status

The Current Patient status section displays the patient's status, either Active or Inactive, the date, and the reason the patient's status was changed to Inactive.

Changing a Patient's Status

If the current patient's status is "Active," you can change the patient's status to "Inactive." If the current patient's status is "Inactive," you can change the patient's status to "Active."

1. Type, or select from the pop-up calendar the effective date of the patient's change of status.

2. If you are changing the patient’s status from “Active” to “Inactive,” you will need to select one of the following reasons from the drop-down list provided:

   - Deceased
   - No longer legally blind
   - Relocation
   - Unable to locate

   NOTE: The Select Reason drop-down list does not display when changing a patient’s status from “Inactive” to “Active.”

3. Click the **Activate/Inactivate Patient Status** button to change the patient’s status

4. Click the **Done** button to return to the Welcome Page.

Entering/Editing the Benefits & Services Checklist

WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

Use Benefits & Services Checklist to enter the patient's current benefits. This includes VA, Non-VA, and Local benefits.

1. From the Enter/Edit Menu, click **Benefits & Services Checklist**.

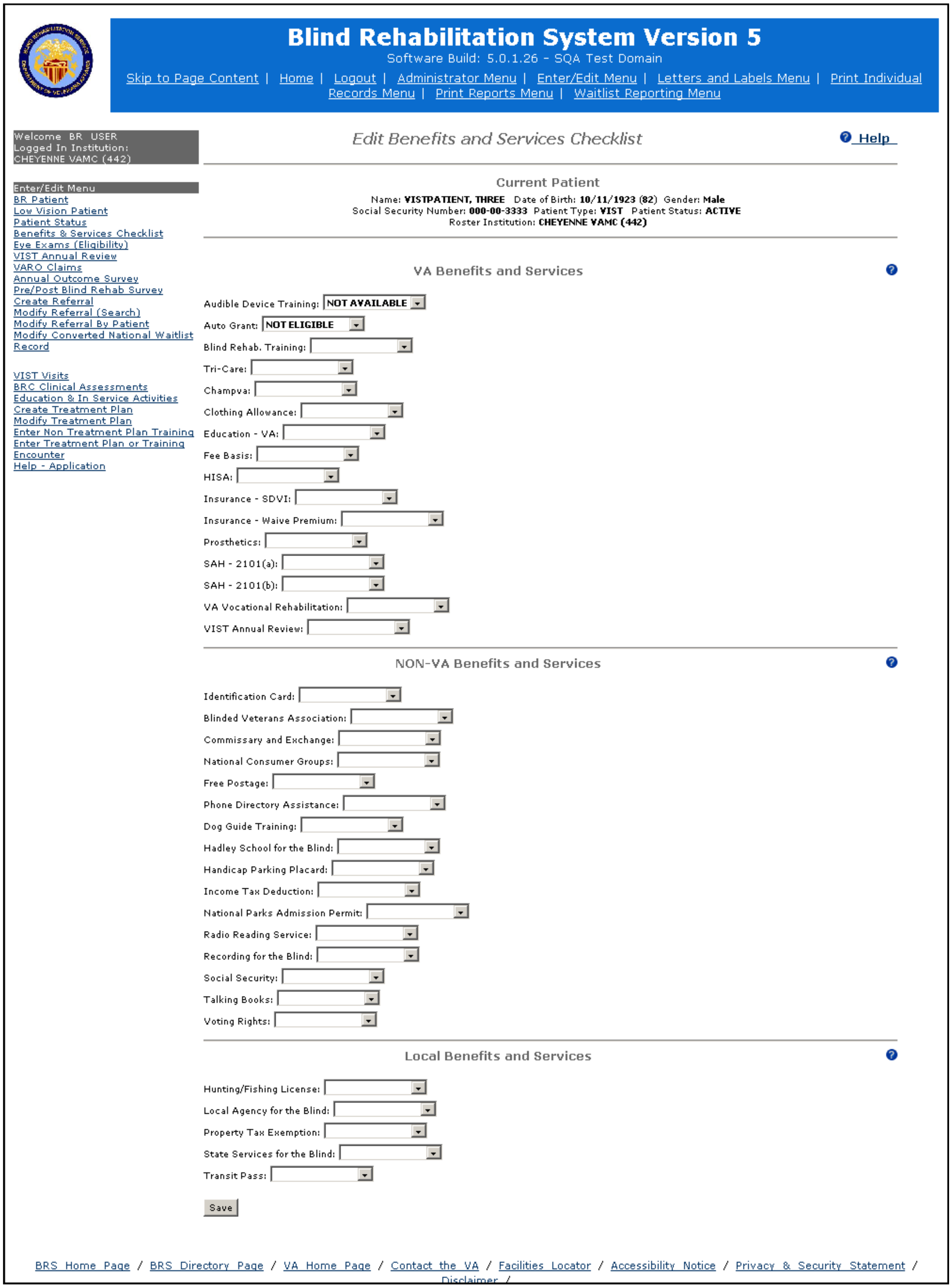
   If a patient is already selected, you are asked if you want to continue with the current patient or select another patient.

   To continue with the current patient, click **OK**.

   To select a different patient, To select another patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name. In addition to the previous search rules, to narrow your search, you can also enter all or part of the patient's first name. Enter the search data in the fields provided. and click the **Search** button.

2. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.

3. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** button next to the patient's name to display the Edit Benefits and Services Checklist screen. If you are editing for this patient, their current benefits default in the fields. The Current Patient information displays in the upper part of the screen.


Blind Rehabilitation System Version 5
Software Build: 5.0.1.26 - SQA Test Domain
Skip to Page Content | Home | Logout | Administrator Menu | Enter/Edit Menu | Letters and Labels Menu | Print Individual Records Menu | Print Reports Menu | Waitlist Reporting Menu
Welcome BR USER
Logged In Institution:
CHEYENNE VAMC (442)
Enter/Edit Menu
BR Patient
Low Vision Patient
Patient Status
Benefits & Services Checklist
Eye Exams (Eligibility)
VIST Annual Review
VARO Claims
Annual Outcome Survey
Pre/Post Blind Rehab Survey
Create Referral
Modify Referral (Search)
Modify Referral By Patient
Modify Converted National Waitlist Record
VIST Visits
BRC Clinical Assessments
Education & In Service Activities
Create Treatment Plan
Modify Treatment Plan
Enter Non Treatment Plan Training
Enter Treatment Plan or Training Encounter
Help - Application
Edit Benefits and Services Checklist
Help
Current Patient
Name: VISTPATIENT, THREE Date of Birth: 10/11/1923 (82) Gender: Male
Social Security Number: 000-00-3333 Patient Type: VIST Patient Status: ACTIVE
Roster Institution: CHEYENNE VAMC (442)
VA Benefits and Services
Audible Device Training: NOT AVAILABLE
Auto Grant: NOT ELIGIBLE
Blind Rehab. Training:
Tri-Care:
Champva:
Clothing Allowance:
Education - VA:
Fee Basis:
HISA:
Insurance - SDVI:
Insurance - Waive Premium:
Prosthetics:
SAH - 2101(a):
SAH - 2101(b):
VA Vocational Rehabilitation:
VIST Annual Review:
NON-VA Benefits and Services
Identification Card:
Blinded Veterans Association:
Commissary and Exchange:
National Consumer Groups:
Free Postage:
Phone Directory Assistance:
Dog Guide Training:
Hadley School for the Blind:
Handicap Parking Placard:
Income Tax Deduction:
National Parks Admission Permit:
Radio Reading Service:
Recording for the Blind:
Social Security:
Talking Books:
Voting Rights:
Local Benefits and Services
Hunting/Fishing License:
Local Agency for the Blind:
Property Tax Exemption:
State Services for the Blind:
Transit Pass:
Save
BRS Home Page / BRS Directory Page / VA Home Page / Contact the VA / Facilities Locator / Accessibility Notice / Privacy & Security Statement / Disclaimer /

There are three sections to this screen:

- VA Benefits and Services
- Non- VA Benefits and Services
- Local Benefits and Services

VA Benefits and Services

At each field, click the down arrow to display the drop-down list of choices. Each field in this section has the following choices from which to make a selection:

- DECLINED
- NOT AVAILABLE
- NOT ELIGIBLE
- PENDING
- YES

1. **Audible Device Training** allows you to note if the veteran has exercised his/her right to an Audible Device. From the drop-down list, select whether or not the veteran has used or is eligible for the Audible Device.

2. **Auto Grant** denotes if the veteran has exercised his/her right to an Auto Grant. From the drop-down list, select whether or not the veteran has used or is eligible for the Auto Grant.

3. **Blind Rehab Training** allows you to note if the veteran has attended or declined blind rehabilitation services. You may also indicate if the veteran has a pending application for blind rehab.

4. **Tri-care** allows you to indicate if the veteran/family is eligible for Tri-care. You may also indicate if an application is pending for Tri-care.

5. **CHAMPVA** allows you to indicate if the veteran/family is eligible for CHAMPVA. You can also indicate if an application is pending for CHAMPVA.

6. **Clothing Allowance** allows you to indicate if the veteran is eligible for the clothing allowance. You can also indicate if an application for the clothing allowance is pending approval by PSAS.

7. **Education –VA Response** allows you to indicate if the veteran/family has taken advantage of the Education benefit. You may also note if an application is pending.

8. **Fee Basis** indicates a veteran's eligibility for and status with Fee Basis services.

9. **HISA** indicates if the veteran has eligibility for and/or used the HISA grant.

10. **Insurance – SDVI** indicates if the veteran has insurance.

11. **Insurance – Waive Premium** indicates whether or not the veteran is eligible for and has applied for a waiver of the premiums for the SDVI Life Insurance.

12. **Prosthetics** describes if the veteran is eligible for prosthetic items.

13. **SAH- 801 (a)** is the structural alteration to housing program administered by the VARO. This field allows you to enter the veteran's use and eligibility for this grant.

14. **SAH – 801 (b)** is the structural alteration to housing program administered by the VARO. This field allows you to enter the veteran's use and eligibility for this grant.

15. **Vocational Rehabilitation** denotes if the veteran has participated in the VA vocational rehabilitation program.

16. **VIST Annual Review** allows you to enter information regarding the veteran's participation in the annual VIST review in your program.

Non-VA Benefits and Services

At each field, click the down arrow to display the drop-down list of choices. Each field in this section has the following choices from which to make a selection:

- DECLINED
- NOT AVAILABLE
- NOT ELIGIBLE
- PENDING
- YES

At each field, select the correct choice.

1. Identification Card

NOTE: The AFB form of identification is no longer available. Individuals should apply at their state motor vehicle offices for non-drivers identification cards that serve the same purpose and provide legal identification comparable to the sighted person's driver’s license.

2. **Blinded Veterans Association -** This is the Congressional chartered service organization established for blind veterans. Although originally established for SC veterans, over the years the BVA has amended its bylaws and now allows all NSC veterans with vision problems to join as equal members with a few significant exceptions including the necessity to be a SC veteran for blindness in order to stand for the offices of President and Vice President of the organization.

3. **Commissary and Exchange** – These are privileges granted to SC veterans rated 100%. A blind veteran may also select a sighted companion who will be admitted with a letter of proof by the eligible veteran.

4. **National Consumer Group -** These are the principal advocacy organizations of and for the blind. The American Council of the Blind, the National Federation of the Blind and the Guide Dog Users, Inc. are among the major organizations.
5. **Free Postage -** This is the provision by which a blind person may send large print, Braille and taped materials free of postage to a person requiring these media.

6. **Phone Directory Assistance -** This is the service available in most areas of the country enabling a blind customer to be waived of information charges on their residential phone. You must apply for this service with both your local and long distance carrier.

7. **Dog Guide Training -** There are approximately 16 schools across the country that provide selection of, matching with and training in the use of guide dogs for legally blind persons.

8. **Hadley School For The Blind -** This is an international correspondence school providing courses in many subject areas. Instructional materials are provided in Braille, large print and tape formats.

9. **Handicap Parking Placard -** This is a privilege granted to eligible disabled persons that will allow them to park in designated handicapped parking spaces or to park free of meter charges or to remain in time-restricted parking spaces beyond the posted limit with the display of the placard or with disabled license tags on the car. The disabled person may but does not need to be the driver, so a blind person may obtain disabled tags or the placard for use in a vehicle he/she owns or in which he/she rides.

10. **Income Tax Deduction -** This is a provision in the IRS code that enables a legally blind person to take an extra amount in deductions from their long form tax return. In the past, this was a full dependent's deduction but was reduced in the IRS reforms of 1993 and is currently approximately $600.

11. **National Parks Admission Permit -** This is a life-long permit a disabled person may obtain at any National park that will entitle them and any companions accompanying them in the same vehicle free admission to National parks.

12. **Radio Reading Service -** This is a service available in many parts of the country that provides materials such as the local paper and current publication read over a closed circuit radio receiver for which a special receiver must be obtained from the service.

13. **Recording For The Blind -** This is a service that provides text and professional materials recorded on tape.

14. **Social Security -** The Social Security Administration has several benefits that a blind person may be eligible for including SSI and SSDI. For blind persons receiving SSDI, the earning limit for gainful employment is higher than for other disabled persons; currently it is $1000 a month.

15. **Talking Books -** This is a service available from the National Library Service, Library of Congress that provides recorded books for persons unable to read regular print. The NLS program also provides books and magazines in Braille.

16. **Voting Rights -** A blind or visually impaired person has the right to be accompanied by the person of their choice into the voting booth to assist them in casting their vote. There are slight variations in some jurisdictions with respect to what forms of identification the escort must provide.

Local Benefits and Services

There are a variety of local programs, services and benefits from which a blind or visually impaired veteran may benefit. These vary widely throughout the country and it is important to be familiar with those in your area in order to provide blind veterans the greatest array of services.

At each local program, benefit and/or service field, click the down arrow to display the drop-down list of choices. Each field in this section has the following choices from which to make a selection:

- DECLINED
- NOT AVAILABLE
- NOT ELIGIBLE
- PENDING
- YES

When all data is selected, click the **Save** button. The system displays the following message:

"Benefits & Services Checklist successfully saved"

Click the **Done** button to return to the Welcome Page.

Entering/Editing Eye Exams (Eligibility)

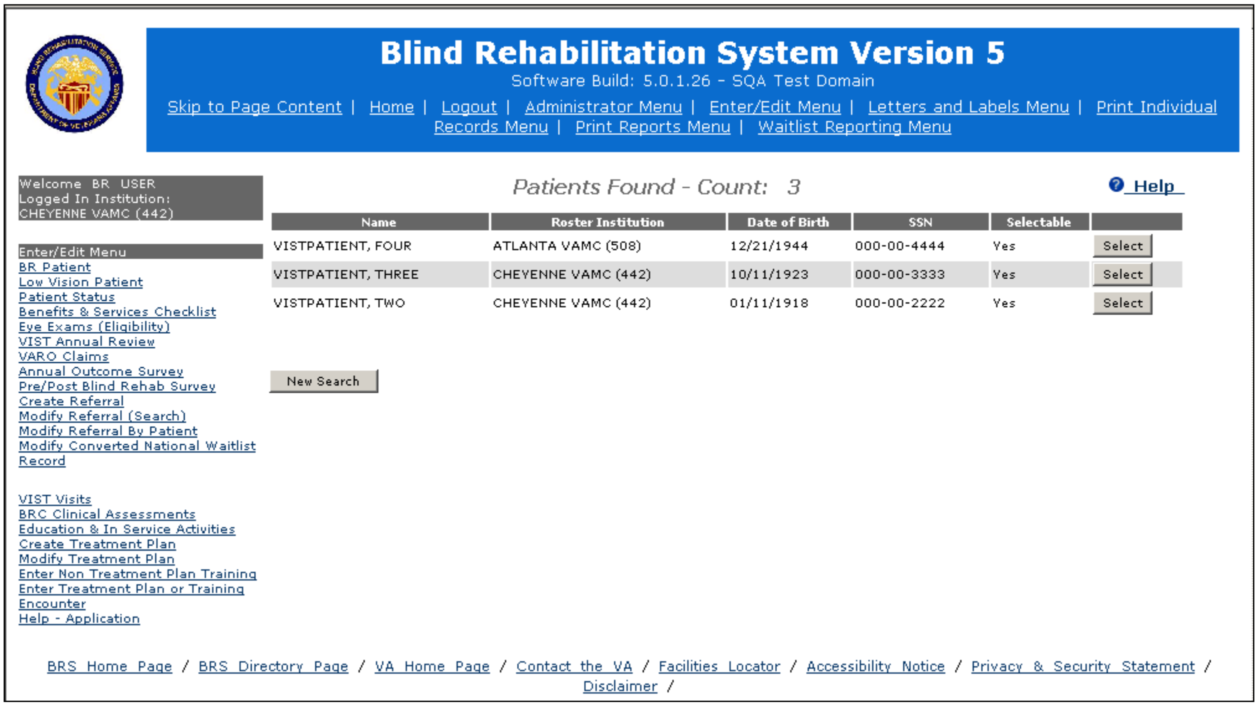
WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

1. From the Task Menu, click the **Eye Exams (for Eligibility)** link.

   If a patient is already selected, you will be asked if you want to continue with the current patient or select another patient.

2. Type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

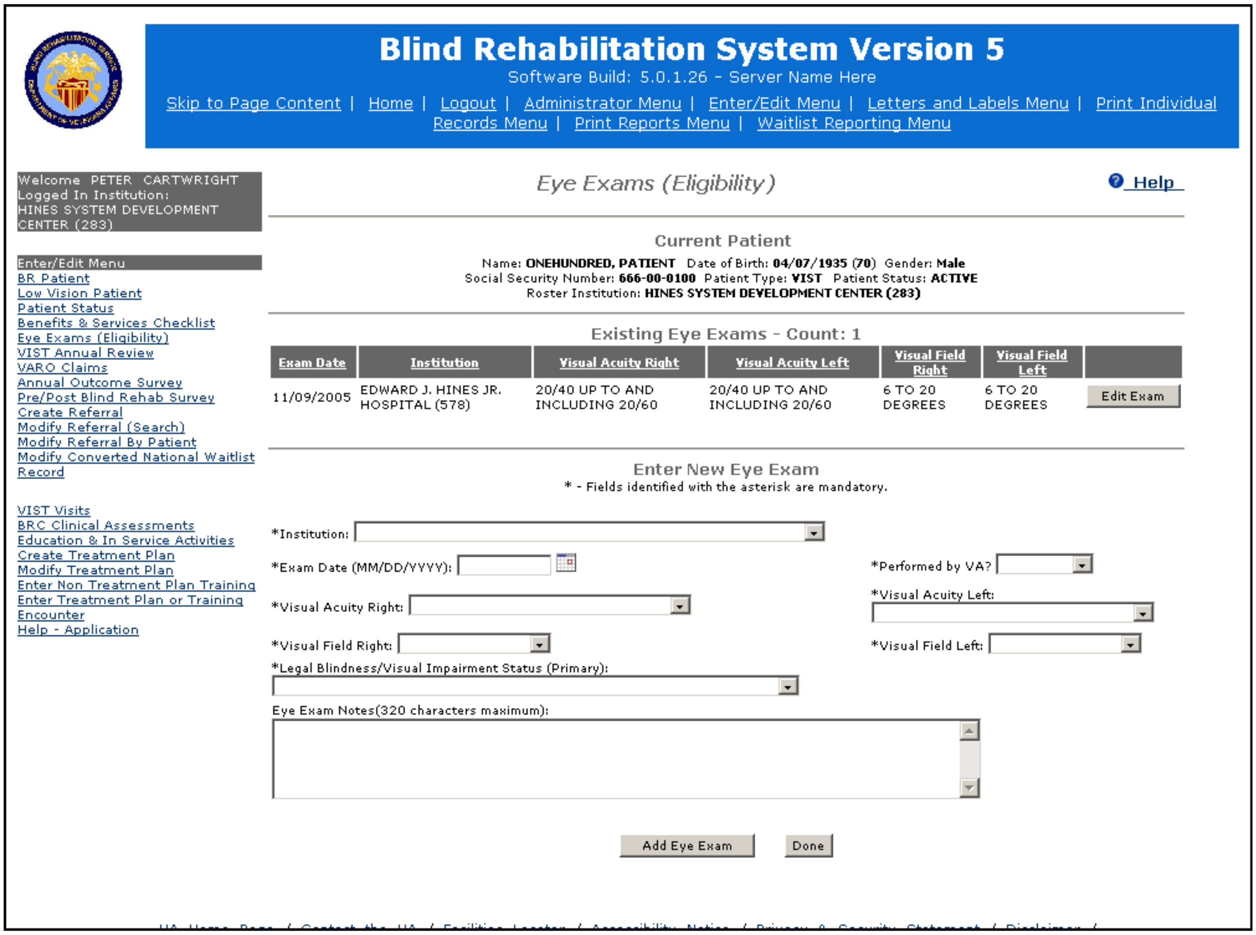
3. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



4. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** button next to the patient's name.

   The Eye Exams (Eligibility) page displays. The Eye Exams (Eligibility) page allows you to view and enter information about the patient's eye exams. The page displays the following sections:

   - Current Patient information
   - Existing Eye Exams
   - Enter New Eye Exam



Existing Eye Exams

This section displays the results of the patient's previous eye exams. The results list chronologically in ascending order. You can select an existing eye exam to edit by clicking the **Edit Exam** button located to the right of the existing exam.

NOTE: The procedure to edit an exam is the same as the procedure to enter a new eye exam.

Enter New Eye Exam

This section allows you to enter eye exam information for the selected patient.

1. From the drop-down list provided, select the **Institution** in which the exam occurred.
2. Type, or select from the pop-up calendar, the date of the patient's eye exam.
3. In the **Performed by VA?** field, select the correct option. Choices are NO, YES, or UNKNOWN.
4. Use the drop-down lists provided to select the **visual acuity** for the patient's right and left eyes. The following options are available:
    - NO LIGHT PERCEPTION

- LIGHT PERCEPTION ONLY / HAND MOTION
- 1/200 UP TO AND INCLUDING 5/200
- 6/200 UP TO AND INCLUDING 20/200
- 20/70 UP TO AND INCLUDING 20/190
- 20/40 UP TO AND INCLUDING 20/60
- 20/30 OR BETTER
- UNKNOWN

5. Use the drop-down lists provided to select the **field of vision** for the patient's right and left eyes. The following options are available:
    - 5 DEGREES OR LESS
    - 6 TO 20 DEGREES
    - 21 TO 30 DEGREES
    - >30 DEGREES
    - NOT APPLICABLE
    - UNKNOWN

6. Use the drop-down lists provided to select the **Legal Blindness/Visual Impairment Status (Primary)**. The following options are available:
    - Field < or = 10 degrees or 20/500-20/1000
    - Field < or = 20 degrees or 20/200-20/400
    - Field < or = 5 degrees or HM at < or = 10' or count fingers < 3' or 20/1000
    - Impairment level not further specified, blindness, one eye
    - Legal blindness (general U.S. definition)
    - Near normal, 20/30-20/70 unspec. Visual disturbance
    - Normal vision; 20/25 or better; unspec. Disorder of refraction or accommodation
    - Not legal blindness; 20/70-20/160
    - One eye: total impairment; other eye: near normal vision
    - One eye: total impairment; other eye: not specified
    - Orthoptic Training
    - Totally blind, NLP or LPO

7. Type any relevant notes in the text box provided.

8. Click the **Add Eye Exam** button to add the claim to the list of existing eye exams.

9. Repeat steps 1 through 7 until all exams are entered, and then click the **Done** button to return to the Welcome Page.

Entering/Editing the VIST Annual Review

WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

The VIST Annual Reviews page allows you to view and enter information about the patient's annual VIST reviews. Each patient is contacted annually to check his or her status and to ensure that further care, if needed, is provided. VIST Annual Review information is used for reporting purposes.

1. From the Task Menu, click **VIST Annual Review**.

   If a patient is already selected, you will be asked if you want to continue with the current patient or select another patient.

2. Type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

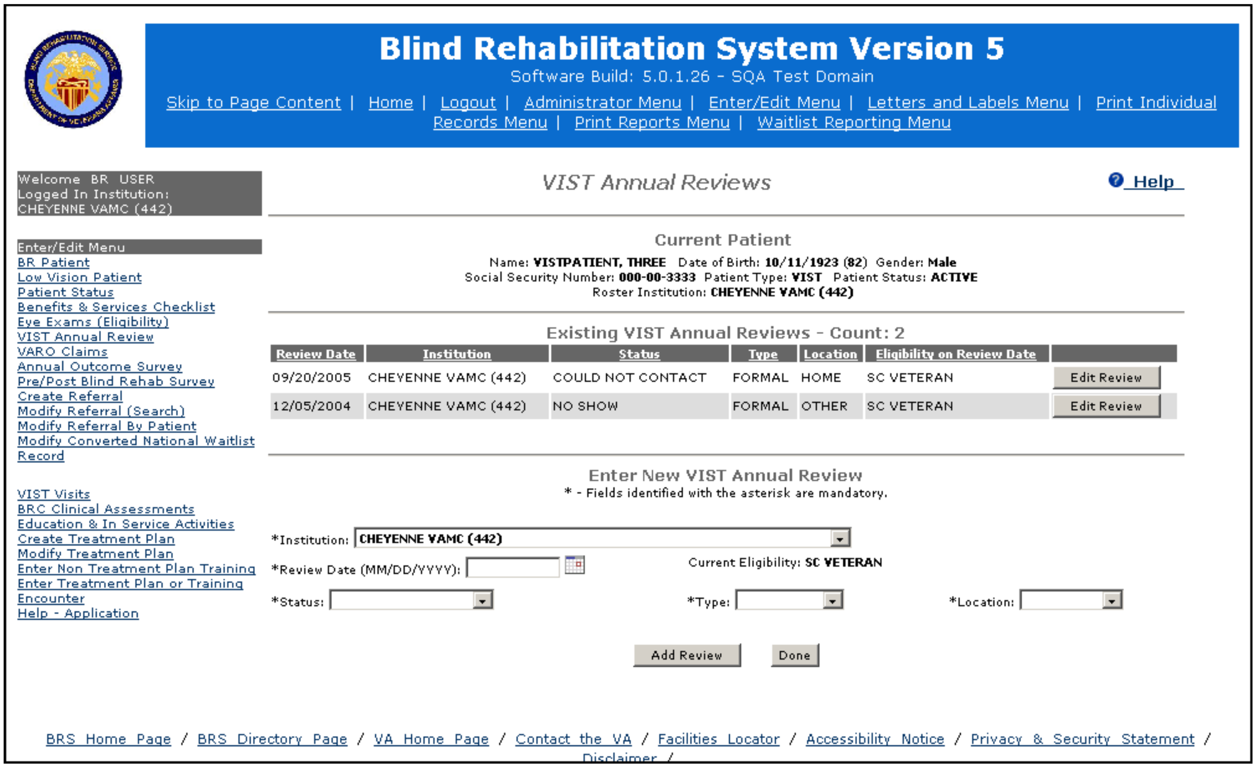
3. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.

4. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** button next to the patient's name.

The VIST Annual Review page displays for the current patient.

The VIST Annual Reviews page displays the following sections:

- Current Patient information
- Existing VIST Annual Reviews
- Enter New VIST Annual Review



Existing VIST Annual Reviews

This section displays information about the patient's previous VIST annual reviews. The reviews list chronologically in ascending order. You can select an existing Annual Review to edit by clicking the **Edit Review** button located to the right of the existing review.

NOTE: The procedure to edit a review is the same as the procedure to enter a new VIST Annual Review.

Enter New VIST Annual Review

1. Select the **Institution** in which the review occurred from the drop-down list provided.

2. Type, or use the pop-up calendar to select the date of the VIST review.

3. Select the status of the patient's review using the **Status of Review** drop-down list. This field is mandatory when a review date is entered. The following options are available:
   - COMPLETE
   - DECLINED
   - NO SHOW
   - COULD NOT CONTACT

4. Select the **type** of the patient's review using the **Type of Review** drop-down list. This field is mandatory when a review date is entered. The following options are available:
   - FORMAL – The patient is brought into the facility and has all required procedures performed during the course of one day.
   - COMPONENT – The required procedures are performed over the course of several days.

5. Select the **location** where the VIST review was performed. The following options are available:
   - HOME
   - OFFICE
   - TELEPHONE
   - OTHER

6. Click the **Add Review** button to add the review to the list of existing VIST Annual Reviews.

7. Click the **Done** button to return to the Welcome Page.

Entering/Editing the VARO Claims

WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

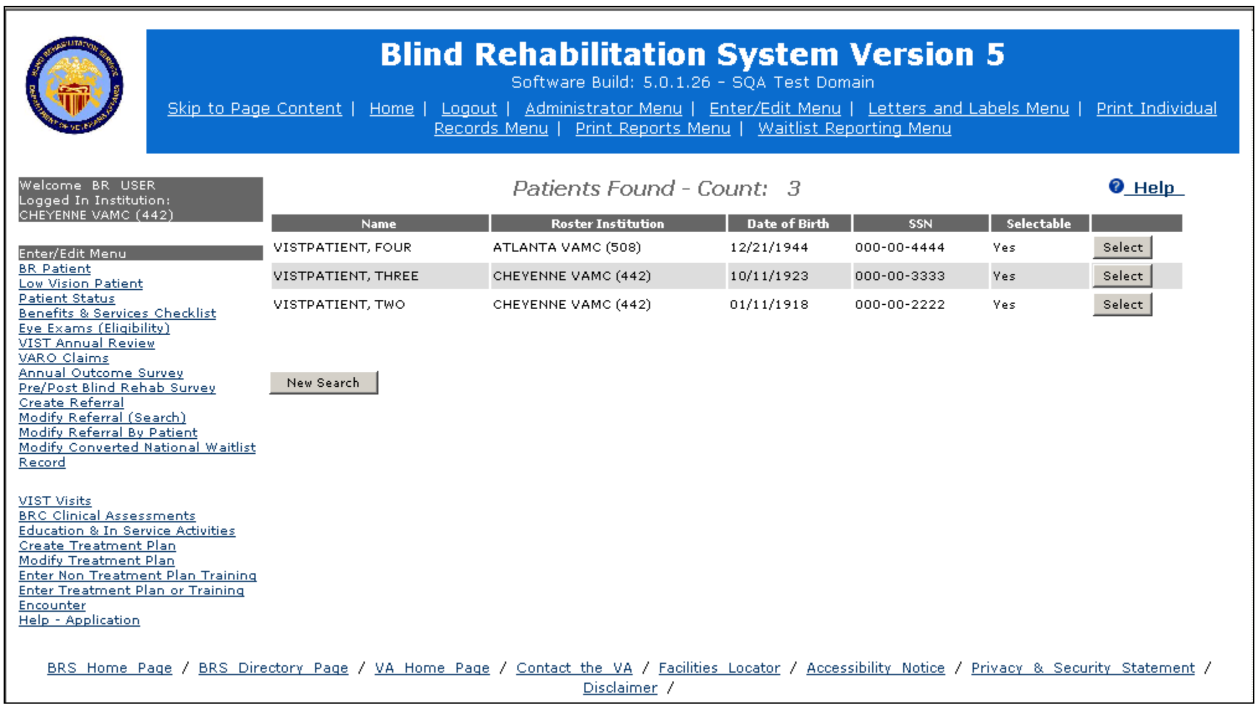
The Enter/Edit VARO (pronounced, 'vee-ay-are-oe') Claims page allows you to enter or edit a patient's VARO claim(s).

1. From the **Task Menu**, click the **VARO Claims** link.

   If a patient is already selected, you will be asked if you want to continue with the current patient or select another patient.

2. Type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

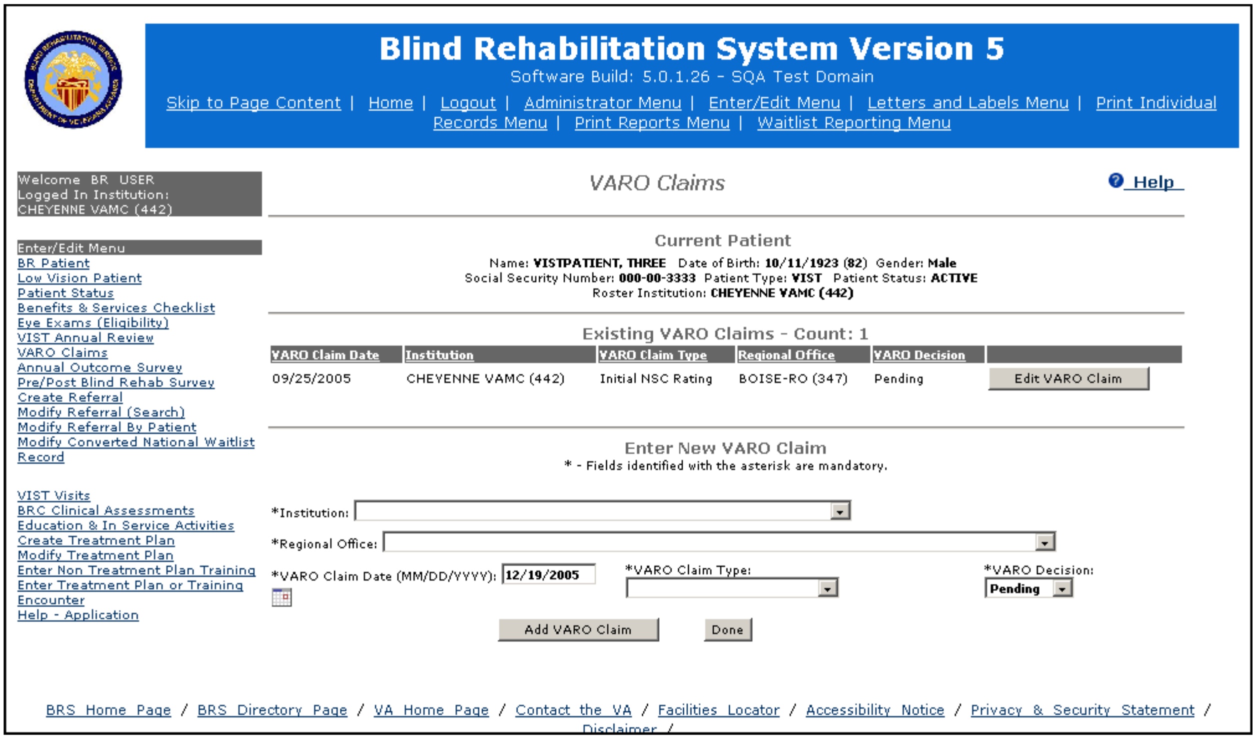
3. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



4. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** button next to the patient's name.

The VARO Claims page displays the following two sections:

- Current Patient information
- Existing VARO Claims
- Enter New VARO Claims



Existing VARO Claims

This section displays information about the patient's previous VARO Claims. The reviews list chronologically in ascending order. You can select an existing VARO Claim to edit by clicking the **Edit VARO Claim** button located to the right of the claim.

NOTE: The procedure to edit a claim is the same as the procedure to enter a claim.

Enter New VARO Claim

1. Type, or use the pop-up calendar to select the date of the review.

2. Select the **Institution** from the drop-down list provided.

3. Select the claim type from the **VARO Claim Type** drop-down list. You can select from the following options:
   - A&A/HB (Improved Pension)
   - Increase SC Rating
   - Initial NSC Rating
   - Initial SC Rating
   - Other
   - Switch to Improved Pension

4. Select the applicable **Regional Office** from the drop-down list provided.

5. Select one of the following options from the **VARO Decision** drop-down list:
   - Accepted
   - Denied
   - Pending

6. Click the **Add VARO Claim** button to add the claim to the list of existing VARO claims

7. Repeat steps 1 through 6 until all claims are entered, and then click the **Done** button to return to the Welcome Page.

Entering/Editing the Annual Outcome Survey

WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

Use the **Annual Outcome Survey** to enter, edit, and/or print the patient's current outcome survey information. If you are editing an existing Annual Outcome Survey, the fields will default to the existing information. The following sections are contained on 7 pages within this menu option:

- Other Health Problems
- Living Skills
- Orientation and Mobility
- Visual Skills
- Manual Skills
- Computer Access Training
- Blind Rehabilitation Experience

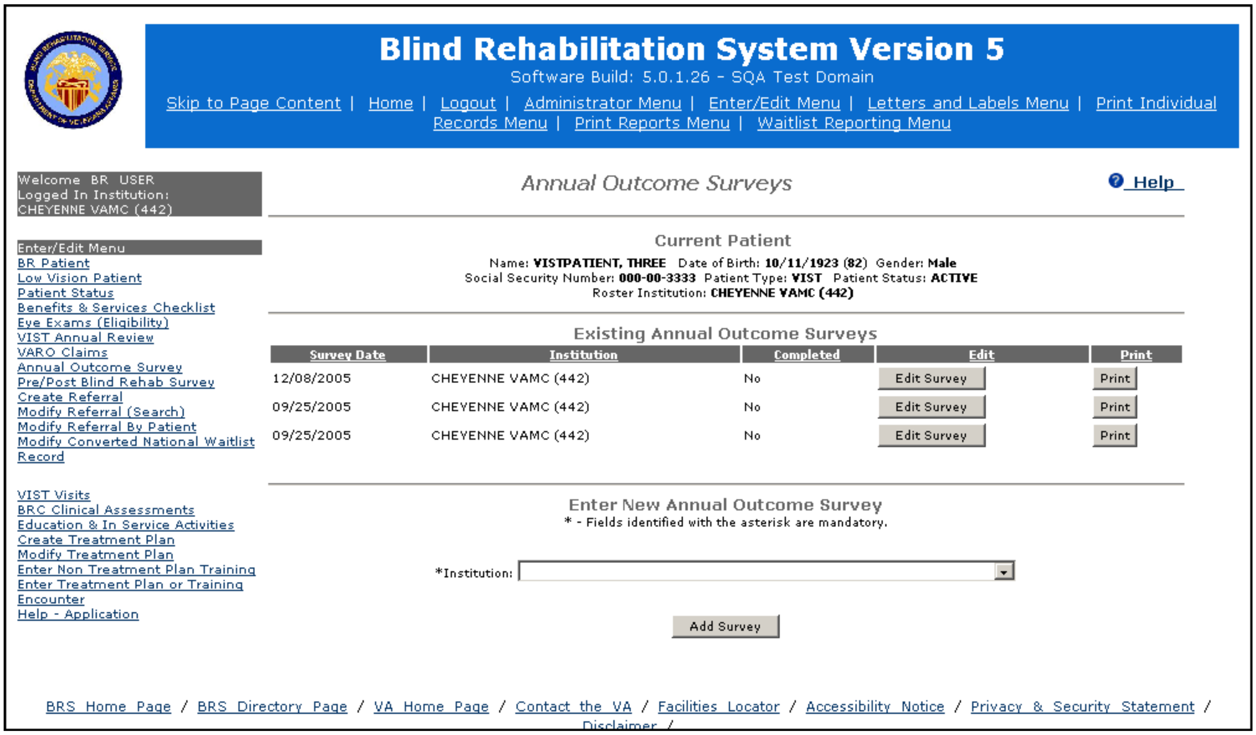
1. From the Enter/Edit Menu, click **Annual Outcome Survey**. If a patient is already selected, you are asked if you want to continue with the current patient or select another patient. To continue with the current patient, click **OK**.

2. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

3. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.

4. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** button next to the patient's name to display the Annual Outcome Survey screen. The Current Patient information section contains the Name, Date of Birth, Social Security Number, Patient Type, and Patient Status.

   If this is the first outcome survey for this patient, 'No existing Annual Outcome Surveys for this patient' displays under Survey Date.

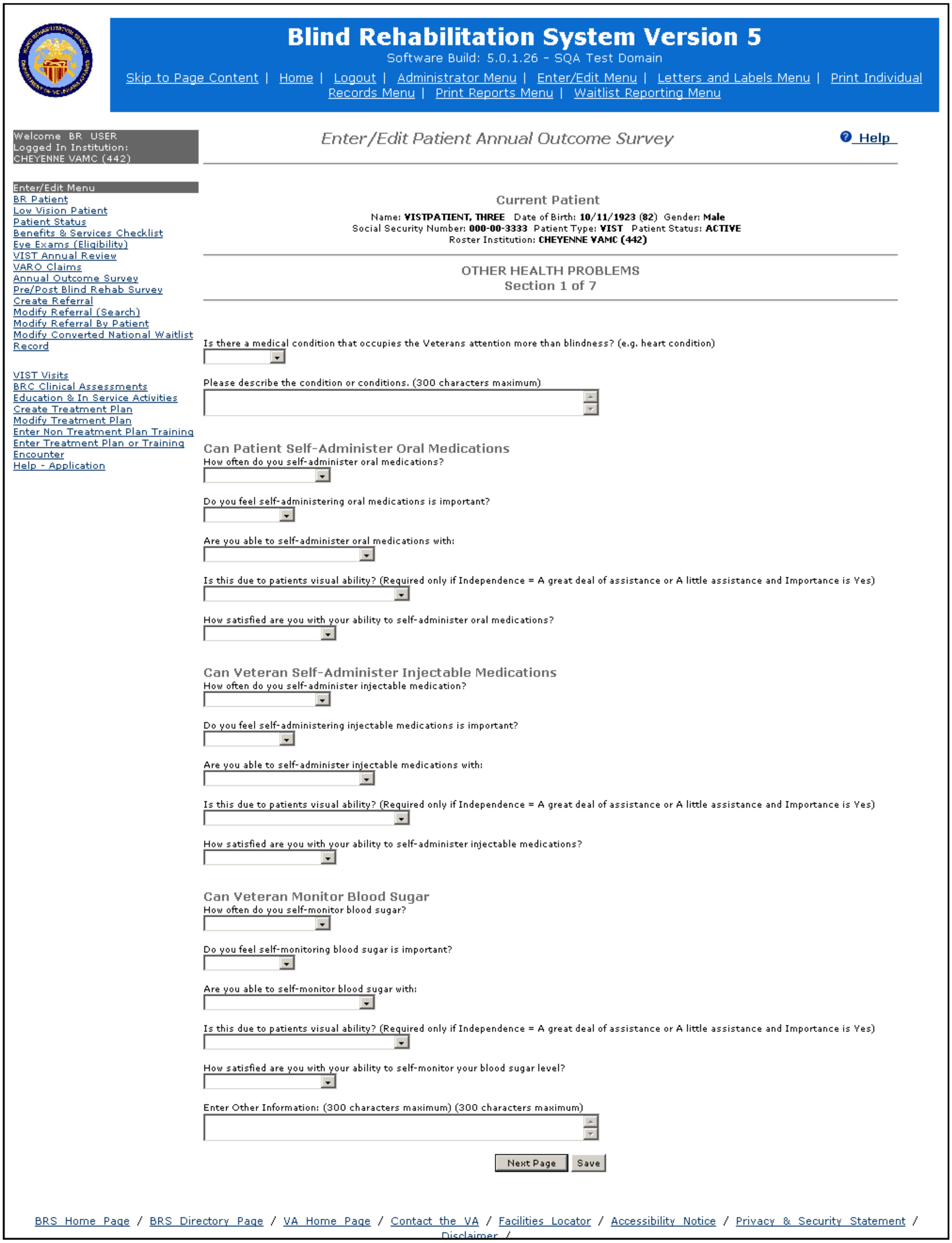


5. If you are editing for this patient, their current information defaults in the fields and the **Edit Review** button displays in the Edit column. Click the **Edit Review** button to display current annual review information.

Other Health Problems

If this is the first outcome survey for this patient, select the Institution in the Institution field, and then click the **Add Survey** button. Page 1 of the 7 Annual Outcome Survey pages is for entering **Other Health Problems**.

Enter the Patient's Response to Other Health Problems:


Blind Rehabilitation System Version 5

Software Build: 5.0.1.26 - SQA Test Domain

Skip to Page Content | Home | Logout | Administrator Menu | Enter/Edit Menu | Letters and Labels Menu | Print Individual Records Menu | Print Reports Menu | Waitlist Reporting Menu

Welcome BR USER
Logged In Institution:
CHEYENNE VAMC (442)

Enter/Edit Patient Annual Outcome Survey

Help

Enter/Edit Menu
- BR Patient
- Low Vision Patient
- Patient Status
- Benefits & Services Checklist
- Eye Exams (Eligibility)
- VIST Annual Review
- VARO Claims
- Annual Outcome Survey
- Pre/Post Blind Rehab Survey
- Create Referral
- Modify Referral (Search)
- Modify Referral By Patient
- Modify Converted National Waitlist Record

- VIST Visits
- BRC Clinical Assessments
- Education & In Service Activities
- Create Treatment Plan
- Modify Treatment Plan
- Enter Non Treatment Plan Training
- Enter Treatment Plan or Training Encounter
- Help - Application

Current Patient

Name: **VISTPATIENT, THREE** Date of Birth: **10/11/1923 (82)** Gender: **Male**
Social Security Number: **000-00-3333** Patient Type: **VIST** Patient Status: **ACTIVE**
Roster Institution: **CHEYENNE VAMC (442)**

OTHER HEALTH PROBLEMS
Section 1 of 7

Is there a medical condition that occupies the Veterans attention more than blindness? (e.g. heart condition)

Please describe the condition or conditions. (300 characters maximum)

Can Patient Self-Administer Oral Medications

How often do you self-administer oral medications?

Do you feel self-administering oral medications is important?

Are you able to self-administer oral medications with:

Is this due to patients visual ability? (Required only if Independence = A great deal of assistance or A little assistance and Importance is Yes)

How satisfied are you with your ability to self-administer oral medications?

Can Veteran Self-Administer Injectable Medications

How often do you self-administer injectable medication?

Do you feel self-administering injectable medications is important?

Are you able to self-administer injectable medications with:

Is this due to patients visual ability? (Required only if Independence = A great deal of assistance or A little assistance and Importance is Yes)

How satisfied are you with your ability to self-administer injectable medications?

Can Veteran Monitor Blood Sugar

How often do you self-monitor blood sugar?

Do you feel self-monitoring blood sugar is important?

Are you able to self-monitor blood sugar with:

Is this due to patients visual ability? (Required only if Independence = A great deal of assistance or A little assistance and Importance is Yes)

How satisfied are you with your ability to self-monitor your blood sugar level?

Enter Other Information: (300 characters maximum) (300 characters maximum)

Next Page | Save

BRS Home Page / BRS Directory Page / VA Home Page / Contact the VA / Facilities Locator / Accessibility Notice / Privacy & Security Statement / Disclaimer /

1. Is there a medical condition that occupies the Veteran’s attention more than blindness? (e.g. heart condition) If yes, please describe the condition or conditions. Options include:
    - No Response
    - No
    - Yes

If yes, enter the Description in the next field.

Can Patient Self-Administer Oral Medications

1. How often do you self-administer oral medications? Options include:
    - No Response
    - N/A
      If you select N/A (Not Applicable), the remaining questions associated with the Task: Can Patient Self Administer Oral Medications do not require input. You do not have to answer the remaining questions in this section and you may go to the next section (page).
    - About every 6 months
    - About once a month
    - About once a week
    - On a daily basis

2. Do you feel self-administering oral medications is important? Options include:
    - No Response
    - Not Important
    - Is Important

3. Are you able to self-administer oral medications with: Options include:
    - No Response
    - A great deal of assistance
    - A little assistance
    - No assistance, or independently

You need to answer the next question only if the response to the previous question equals ‘A great deal of assistance’ or ‘A little assistance.’

4. Is this due to patient's visual ability? Options include:
    - No Response
    - Due to visual ability
    - Due to factors other than visual ability

5. How satisfied are you with your ability to self-administer oral medications? Options include:
   - No Response
   - Completely dissatisfied
   - Dissatisfied
   - Satisfied
   - Completely satisfied

Can Veteran Self –Administer Injectable Medications

1. How often do you self-administer injectable medication? Options include:

   - No Response
   - N/A
     If you select N/A (Not Applicable), the remaining questions associated with the Task: 'Can Patient Self Administer Oral Medications' do not require input and you may go to the next section (page).

   - About every 6 months
   - About once a month
   - About once a week
   - On a daily basis

2. Do you feel self-administering injectable medications is important? Options include:

   - No Response
   - Not Important
   - Is Important

3. Are you able to self-administer injectable medications with: Options include:

   - No Response
   - A great deal of assistance
   - A little assistance
   - No assistance, or independently

You need to answer the next question only if the response to the previous question equals 'A great deal of assistance' or 'A little assistance' and Importance is 'Is Important.'

4. Is this due to patient's visual ability? Options include:

   - No Response
   - Due to visual ability
   - Due to factors other than visual ability

5. How satisfied are you with your ability to self-administer injectable medications? Options include:

   - No Response
   - Completely dissatisfied

- Dissatisfied
- Satisfied
- Completely satisfied

Can Veteran Monitor Blood Sugar

1. How often do you self-monitor blood sugar? Options include:
    - No Response
    - N/A
      If you select N/A (Not Applicable), the remaining questions associated with the Task: 'How often do you self-monitor blood sugar?' do not require input. You do not have to answer the remaining questions in this section and can go to the next section (page).
    - About every 6 months
    - About once a month
    - About once a week
    - On a daily basis

2. Do you feel self-monitoring blood sugar is important? Options include:
    - No Response
    - Not Important
    - Is Important

3. Are you able to self-monitor your blood sugar with: Options include:
    - No Response
    - A great deal of assistance
    - A little assistance
    - No assistance, or independently

You need to answer the next question only if the response to the previous question equals 'A great deal of assistance' or 'A little assistance' and Importance is 'Is Important.'

4. Is this due to patient's visual ability? Options include:
    - No Response
    - Due to visual ability
    - Due to factors other than visual ability

5. How satisfied are you with your ability to self-monitor your blood sugar level? Options include:
    - No Response
    - Completely dissatisfied
    - Dissatisfied
    - Satisfied
    - Completely satisfied

The next field is for entering other pertinent information.

6. Enter Other Information.

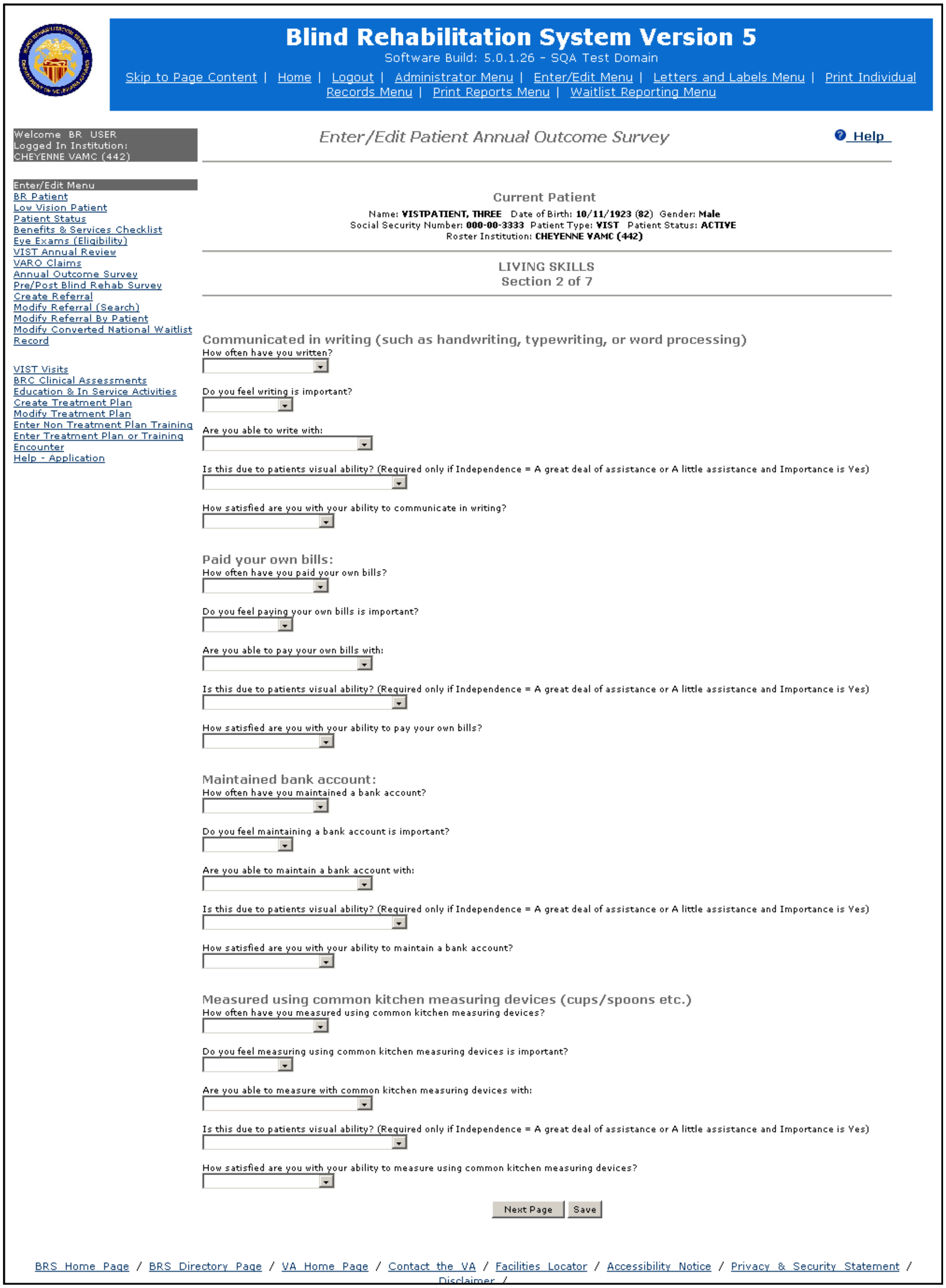
To continue entering information, click the **Next Page** button to display the next page.

If you have completed entering information, click the **Save** button. The system displays the following message:

“Survey successfully saved”

Click the **Done** button to return to the Welcome Page.

Living Skills



Communicated in writing (such as handwriting, typewriting, or word processing)

1. How often have you written? Options include:
   - No Response
   - N/A
     If you select N/A, the remaining questions associated with the Task: 'Communicated in writing (such as handwriting, typewriting, or word processing)' do not require input and you can move on to the next section (page).
   - About every 6 months
   - About once a month
   - About once a week
   - On a daily basis

2. Do you feel writing is important? Options include:
   - No Response
   - Not Important
   - Is Important

3. Are you able to write with: Options include:
   - No Response
   - A great deal of assistance
   - A little assistance
   - No assistance, or independently

You need to answer the next question only if the response to the previous question equals 'A great deal of assistance' or 'A little assistance' and Importance is 'Is Important.'

Is this due to patient's visual ability? Options include:

- No Response
- Due to visual ability
- Due to factors other than visual ability

4. How satisfied are you with your ability to communicate in writing? Options include:
   - No Response
   - Completely dissatisfied
   - Dissatisfied
   - Satisfied
   - Completely satisfied

Paid your own bills:

1. How often have you paid your own bills? Options include:
    - No Response
    - N/A
      If you select N/A, the remaining questions associated with the Task: 'Paid your own bills,' do not require input and you can move on to the next section (page).
    - About every 6 months
    - About once a month
    - About once a week
    - On a daily basis

2. Do you feel paying your own bills is important? Options include:
    - No Response
    - Not Important
    - Is Important

3. Are you able to pay your own bills with: Options include:
    - No Response
    - A great deal of assistance
    - A little assistance
    - No assistance, or independently

You need to answer the next question only if the response to the previous question equals 'A great deal of assistance' or 'A little assistance' and Importance is 'Is Important.'

4. Is this due to patient's visual ability? Options include:
    - No Response
    - Due to visual ability
    - Due to factors other than visual ability
5. How satisfied are you with your ability to pay your own bills? Options include:
    - No Response
    - Completely dissatisfied
    - Dissatisfied
    - Satisfied
    - Completely satisfied

Maintained a Bank Account:

1. How often have you maintained a bank account? Options include:
    - No Response
    - N/A
      If you select N/A, the remaining questions associated with the Task: ‘Maintained a Bank Account:’ do not require input and you can move on to the next section (page).
    - About every 6 months
    - About once a month
    - About once a week

2. Do you feel maintaining a bank account is important? Options include:
    - No Response
    - Not Important
    - Is Important

3. Are you able to maintain a bank account with: Options include:
    - No Response
    - A great deal of assistance
    - A little assistance
    - No assistance, or independently

You need to answer the next question only if the response to the previous question equals ‘A great deal of assistance’ or ‘A little assistance’ and Importance is ‘Is Important.’

4. Is this due to patient's visual ability? Options include:
    - No Response
    - Due to visual ability
    - Due to factors other than visual ability

5. How satisfied are you with your ability to maintain a bank account? Options include:
    - No Response
    - Completely dissatisfied
    - Dissatisfied
    - Satisfied
    - Completely satisfied

Measured using common kitchen measuring devices (cups/spoons etc.):

1. How often have you measured using common kitchen measuring devices? Options include:
    - No Response
    - N/A
      If you select N/A, the remaining questions associated with the Task: ‘Measured using common kitchen measuring devices (cups/spoons etc.)’ do not require input and you can move on to the next section (page).
    - About every 6 months
    - About once a month
    - About once a week
    - On a daily basis

2. Do you feel measuring using common kitchen measuring devices is important? Options include:
    - No Response
    - Not Important
    - Is Important

3. Are you able to measure with common kitchen measuring devices with: Options include:
    - No Response
    - A great deal of assistance
    - A little assistance
    - No assistance, or independently

You need to answer the next question only if the response to the previous question equals ‘A great deal of assistance’ or ‘A little assistance’ and Importance is ‘Is Important.’

4. Is this due to patient's visual ability? Options include:
    - No Response
    - Due to visual ability
    - Due to factors other than visual ability

5. How satisfied are you with your ability to measure using common kitchen measuring devices? Options include:
    - No Response
    - Completely dissatisfied
    - Dissatisfied
    - Satisfied
    - Completely satisfied

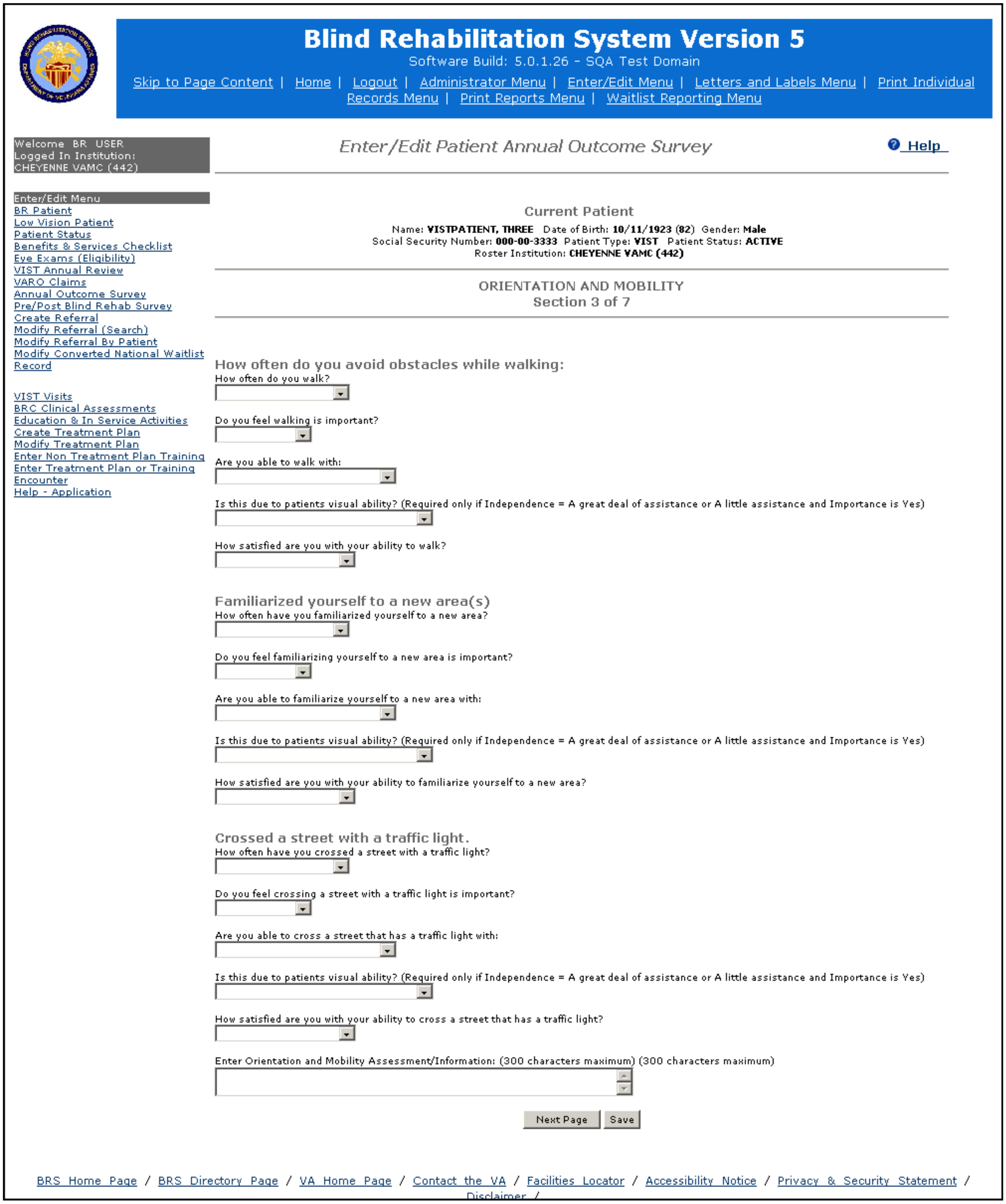
To continue entering information, click the **Next Page** button to display the next page.

If you have completed entering information, click the **Save** button. The system displays the following message:

“Survey successfully saved”

Click the **Done** button to return to the Welcome Page.

Orientation and Mobility



How often do you avoid obstacles while walking:

1. How often do you walk? Options include:

- No Response
- N/A
  If you select N/A, the remaining questions associated with the Task: ‘How often do you avoid obstacles while walking’ do not require input and you can move on to the next section (page).
- About every 6 months
- About once a month
- About once a week
- On a daily basis

2. Do you feel walking is important? Options include:

   - No Response
   - Not Important
   - Is Important

3. Are you able to walk with: Options include:

   - No Response
   - A great deal of assistance
   - A little assistance
   - No assistance, or independently

You need to answer the next question only if the response to the previous question equals ‘A great deal of assistance’ or ‘A little assistance’ and Importance is ‘Is Important.’

4. Is this due to patient's visual ability? Options include:

   - No Response
   - Due to visual ability
   - Due to factors other than visual ability

5. How satisfied are you with your ability to walk? Options include:

   - No Response
   - Completely dissatisfied
   - Dissatisfied
   - Satisfied
   - Completely satisfied

Familiarized yourself to a new area(s)

1. How often have you familiarized yourself to a new area? Options include:
    - No Response
    - N/A
      If you select N/A, the remaining questions associated with the Task: ‘Familiarized yourself to a new area(s)’ do not require input and you can move on to the next section.
    - About every 6 months
    - About once a month
    - About once a week
    - On a daily basis

2. Do you feel familiarizing yourself to a new area is important? Options include:
    - No Response
    - Not Important
    - Is Important

3. Are you able to familiarize yourself to a new area with: Options include:
    - No Response
    - A great deal of assistance
    - A little assistance
    - No assistance, or independently

You need to answer the next question only if the response to the previous question equals ‘A great deal of assistance’ or ‘A little assistance’ and Importance is ‘Is Important.’

4. Is this due to patient's visual ability? Options include:
    - No Response
    - Due to visual ability
    - Due to factors other than visual ability

5. How satisfied are you with your ability to familiarize yourself to a new area? Options include:
    - No Response
    - Completely dissatisfied
    - Dissatisfied
    - Satisfied
    - Completely satisfied

Crossed a street with a traffic light.

1. How often have you crossed a street with a traffic light? Options include:
   - No Response
   - N/A
     If you select N/A, the remaining questions associated with the Task: ‘Crossed a street with a traffic light’ do not require input and you can move on to the next section.
   - About every 6 months
   - About once a month
   - About once a week
   - On a daily basis

2. Do you feel crossing a street with a traffic light is important? Options include:
   - No Response
   - Not Important
   - Is Important

3. Are you able to cross a street that has a traffic light with: Options include:
   - No Response
   - A great deal of assistance
   - A little assistance
   - No assistance, or independently

You need to answer the next question only if the response to the previous question equals ‘A great deal of assistance’ or ‘A little assistance’ and Importance is ‘Is Important.’

4. Is this due to patient's visual ability? Options include:
   - No Response
   - Due to visual ability
   - Due to factors other than visual ability

5. How satisfied are you with your ability to cross a street that has a traffic light? Options include:
   - No Response
   - Completely dissatisfied
   - Dissatisfied
   - Satisfied
   - Completely satisfied

The next field is for entering other pertinent information.

6. Enter Orientation and Mobility Assessment/Information.

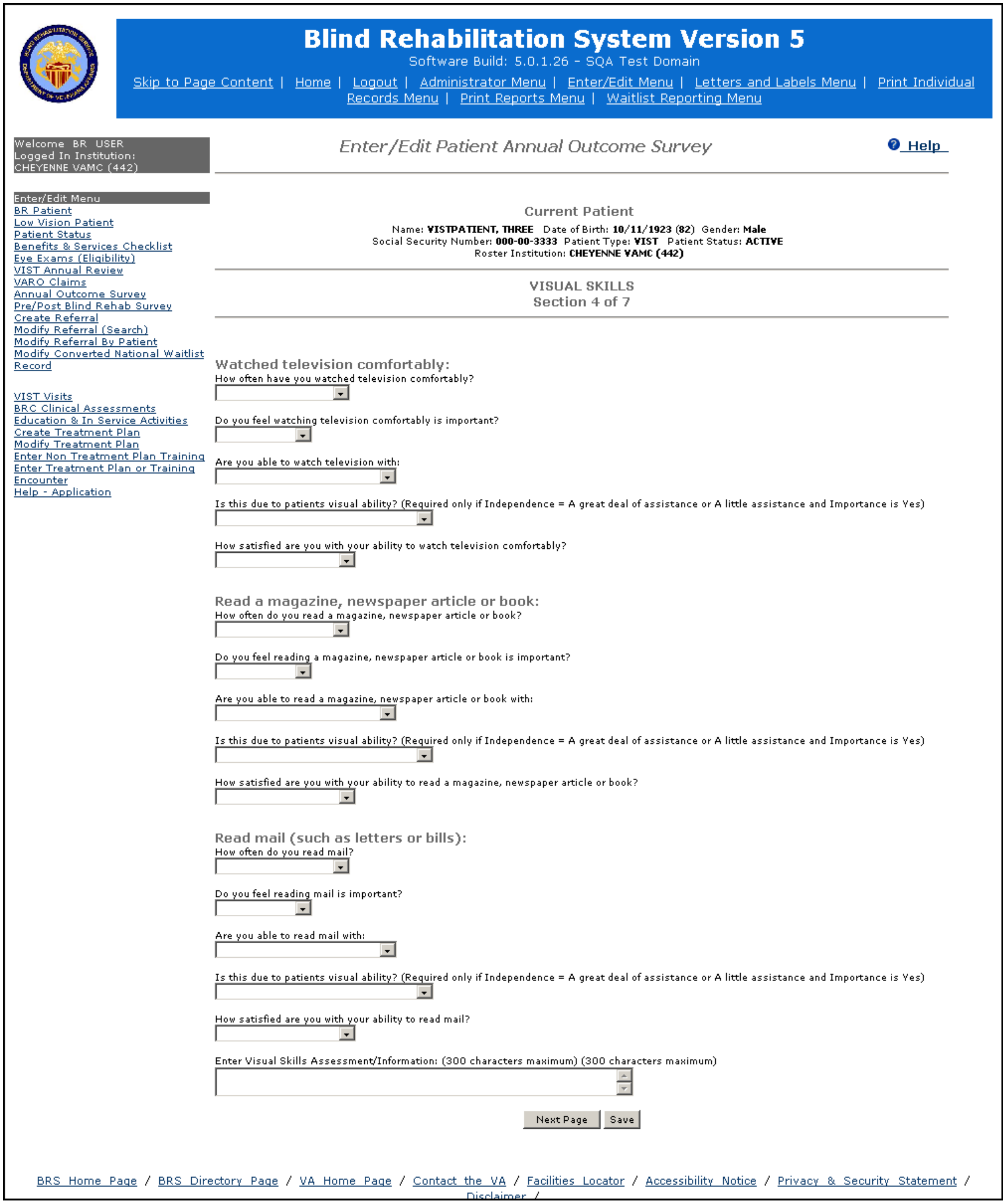
To continue entering information, click the **Next Page** button to display the next page.

If you have completed entering information, click the **Save** button. The system displays the following message:

“Survey successfully saved”

Click the **Done** button to return to the Welcome Page.

Visual Skills



Blind Rehabilitation System Version 5

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Welcome BR USER
Logged In Institution:
CHEYENNE VAMC (442)

Enter/Edit Menu
BR Patient
Low Vision Patient
Patient Status
Benefits & Services Checklist
Eye Exams (Eligibility)
VIST Annual Review
VARO Claims
Annual Outcome Survey
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Create Referral
Modify Referral (Search)
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VIST Visits
BRC Clinical Assessments
Education & In Service Activities
Create Treatment Plan
Modify Treatment Plan
Enter Non Treatment Plan Training
Enter Treatment Plan or Training Encounter
Help - Application

Enter/Edit Patient Annual Outcome Survey

Help

Current Patient

Name: **VISTPATIENT, THREE** Date of Birth: **10/11/1923 (82)** Gender: **Male**
Social Security Number: **000-00-3333** Patient Type: **VIST** Patient Status: **ACTIVE**
Roster Institution: **CHEYENNE VAMC (442)**

VISUAL SKILLS
Section 4 of 7

Watched television comfortably:
How often have you watched television comfortably?
Do you feel watching television comfortably is important?
Are you able to watch television with:
Is this due to patients visual ability? (Required only if Independence = A great deal of assistance or A little assistance and Importance is Yes)
How satisfied are you with your ability to watch television comfortably?

Read a magazine, newspaper article or book:
How often do you read a magazine, newspaper article or book?
Do you feel reading a magazine, newspaper article or book is important?
Are you able to read a magazine, newspaper article or book with:
Is this due to patients visual ability? (Required only if Independence = A great deal of assistance or A little assistance and Importance is Yes)
How satisfied are you with your ability to read a magazine, newspaper article or book?

Read mail (such as letters or bills):
How often do you read mail?
Do you feel reading mail is important?
Are you able to read mail with:
Is this due to patients visual ability? (Required only if Independence = A great deal of assistance or A little assistance and Importance is Yes)
How satisfied are you with your ability to read mail?

Enter Visual Skills Assessment/Information: (300 characters maximum) (300 characters maximum)

Next Page | Save

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Watched television comfortably:

1. How often have you watched television comfortably? Options include:
    - No Response
    - N/A
      If you select N/A, the remaining questions associated with the Task: 'Watched television comfortably' do not require input and you can move on to the next section (page).
    - About every 6 months
    - About once a month
    - About once a week
    - On a daily basis

2. Do you feel that watching television comfortably is important? Options include:
    - No Response
    - Not Important
    - Is Important

3. Are you able to watch television with: Options include:
    - No Response
    - A great deal of assistance
    - A little assistance
    - No assistance, or independently

You need to answer the next question only if the response to the previous question equals 'A great deal of assistance' or 'A little assistance' and Importance is 'Is Important.'

4. Is this due to patient's visual ability? Options include:
    - No Response
    - Due to visual ability
    - Due to factors other than visual ability

5. How satisfied are you with your ability to watch television comfortably? Options include:
    - No Response
    - Completely dissatisfied
    - Dissatisfied
    - Satisfied
    - Completely satisfied

Read a magazine, newspaper article or book:

1. How often do you read a magazine, newspaper article, or book? Options include:
    - No Response
    - N/A
      If you select N/A, the remaining questions associated with the Task: ‘Read a magazine, newspaper article, or book’ do not require input and you can move on to the next section (page).
    - About every 6 months
    - About once a month
    - About once a week
    - On a daily basis

2. Do you feel reading a magazine, newspaper article or book is important? Options include:
    - No Response
    - Not Important
    - Is Important

3. Are you able to read a magazine, newspaper, article, or book with: Options include:
    - No Response
    - A great deal of assistance
    - A little assistance
    - No assistance, or independently

You need to answer the next question only if the response to the previous question equals ‘A great deal of assistance’ or ‘A little assistance’ and Importance is ‘Is Important.’

4. Is this due to patient's visual ability? Options include:
    - No Response
    - Due to visual ability
    - Due to factors other than visual ability

5. How satisfied are you with your ability to read a magazine, newspaper article or book? Options include:
    - No Response
    - Completely dissatisfied
    - Dissatisfied
    - Satisfied
    - Completely satisfied

Read mail (such as letters or bills):

1. How often have you read mail? Options include:
   - No Response
   - N/A
     If you select N/A, the remaining questions associated with the Task: 'Read Mail (such as letters or bills)' do not require input and you can move on to the next section (page).
   - About every 6 months
   - About once a month
   - About once a week
   - On a daily basis

2. Do you feel reading mail is important? Options include:
   - No Response
   - Not Important
   - Is Important

3. Are you able to read mail with: Options include:
   - No Response
   - A great deal of assistance
   - A little assistance
   - No assistance, or independently

You need to answer the next question only if the response to the previous question equals 'A great deal of assistance' or 'A little assistance' and Importance is 'Is Important.'

4. Is this due to patient's visual ability? Options include:
   - No Response
   - Due to visual ability
   - Due to factors other than visual ability

5. How satisfied are you with your ability to read mail? Options include:
   - No Response
   - Completely dissatisfied
   - Dissatisfied
   - Satisfied
   - Completely satisfied

The next field is for entering other pertinent information.

6. Enter Visual skills Assessment/Information.

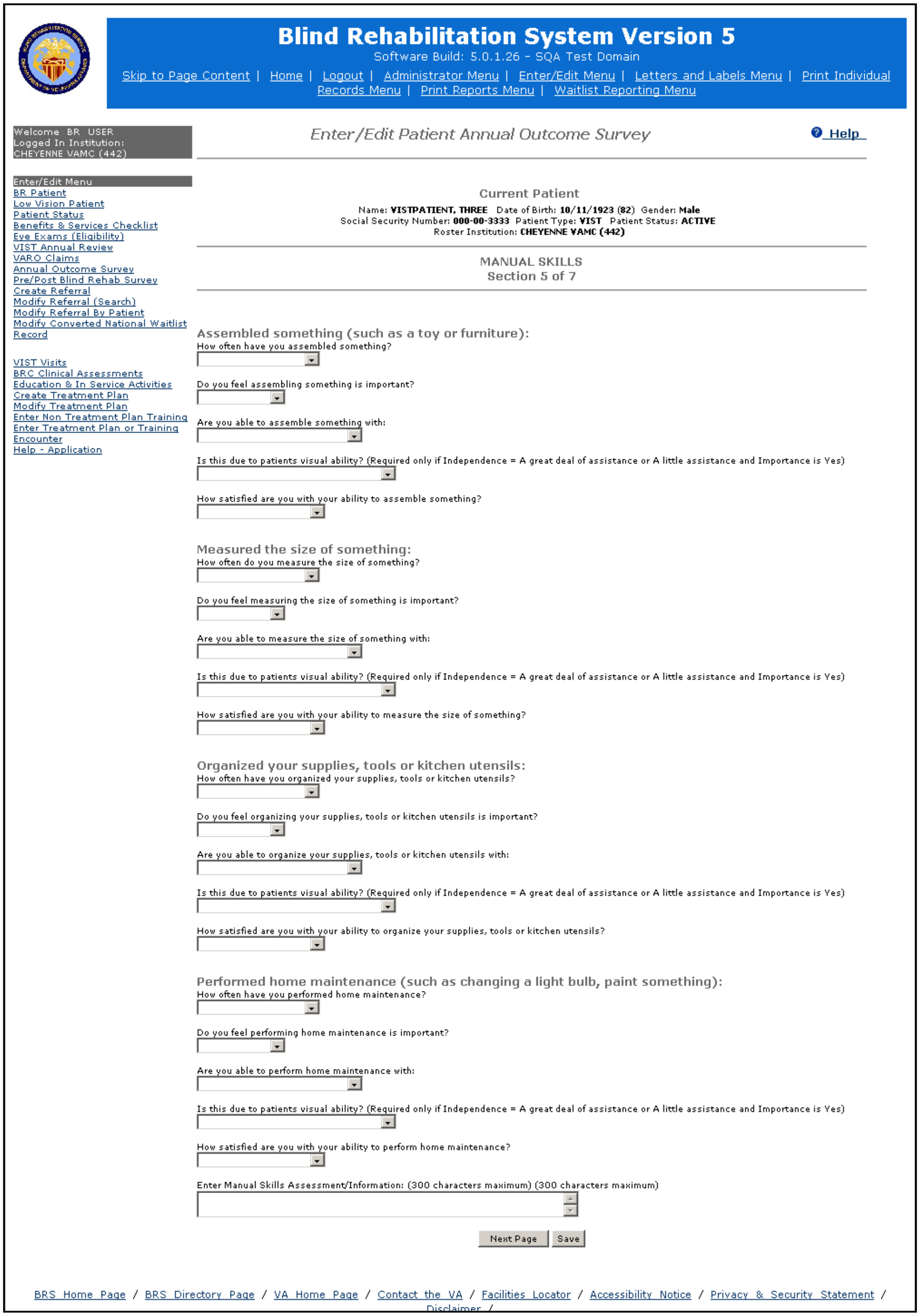
To continue entering information, click the **Next Page** button to display the next page.

If you have completed entering information, click the **Save** button. The system displays the following message:

“Survey successfully saved”

Click the **Done** button to return to the Welcome Page.

Manual Skills



Assembled something (such as a toy or furniture):

1. How often have you assembled something? Options include:

- No Response
- N/A
  If you select N/A, the remaining questions associated with the Task: ‘Assembled something (such as a toy or furniture’ do not require input and you can move on to the next section (page).
- About every 6 months
- About once a month
- About once a week
- On a daily basis

2. Do you feel assembling something is important? Options include:
   - No Response
   - Not Important
   - Is Important

3. Are you able to assemble something with: Options include:
   - No Response
   - A great deal of assistance
   - A little assistance
   - No assistance, or independently

You need to answer the next question only if the response to the previous question equals ‘A great deal of assistance’ or ‘A little assistance’ and Importance is ‘Is Important.’

4. Is this due to patient's visual ability? Options include:
   - No Response
   - Due to visual ability
   - Due to factors other than visual ability

5. How satisfied are you with your ability to assemble something? Options include:
   - No Response
   - Completely dissatisfied
   - Dissatisfied
   - Satisfied
   - Completely satisfied

Measured the size of something:

1. How often do you measure the size of something? Options include:
    - No Response
    - N/A
      If you select N/A, the remaining questions associated with the Task: ‘Measured the size of something’ do not require input and you can move on to the next section (page).
    - About every 6 months
    - About once a month
    - About once a week
    - On a daily basis

2. Do you feel measuring the size of something is important? Options include:
    - No Response
    - Not Important
    - Is Important

3. Are you able to measure the size of something with: Options include:
    - No Response
    - A great deal of assistance
    - A little assistance
    - No assistance, or independently

You need to answer the next question only if the response to the previous question equals ‘A great deal of assistance’ or ‘A little assistance’ and Importance is ‘Is Important.’

4. Is this due to patient's visual ability? Options include:
    - No Response
    - Due to visual ability
    - Due to factors other than visual ability

5. How satisfied are you with your ability to measure the size of something? Options include:
    - No Response
    - Completely dissatisfied
    - Dissatisfied
    - Satisfied
    - Completely satisfied

Organized your supplies, tools, or kitchen utensils:

1. How often have you organized your supplies, tools, or kitchen utensils? Options include:
   - No Response
   - N/A
     If you select N/A, the remaining questions associated with the Task: 'Organized your supplies, tools, or kitchen utensils' do not require input and you can move on to the next section (page).
   - About every 6 months
   - About once a month
   - About once a week
   - On a daily basis

2. Do you feel organizing your supplies, tools, or kitchen utensils is important? Options include:
   - No Response
   - Not Important
   - Is Important

3. Are you able to organize your supplies, tools or kitchen utensils with: Options include:
   - No Response
   - A great deal of assistance
   - A little assistance
   - No assistance, or independently

You need to answer the next question only if the response to the previous question equals 'A great deal of assistance' or 'A little assistance' and Importance is 'Is Important.'

4. Is this due to patient's visual ability? Options include:
   - No Response
   - Due to visual ability
   - Due to factors other than visual ability

5. How satisfied are you with your ability to organize your supplies, tools, or kitchen utensils? Options include:
   - No Response
   - Completely dissatisfied
   - Dissatisfied
   - Satisfied
   - Completely satisfied

Performed home maintenance (such as changing a light bulb, paint something):

1. How often have you performed home maintenance? Options include:
    - No Response
    - N/A
      If you select N/A, the remaining questions associated with the Task: 'Performed home maintenance such as changing a light bulb, paint something)' do not require input and you can move on to the next section (page).
    - About every 6 months
    - About once a month
    - About once a week
    - On a daily basis

2. Do you feel performing home maintenance is important? Options include:
    - No Response
    - Not Important
    - Is Important

3. Are you able to perform home maintenance with: Options include:
    - No Response
    - A great deal of assistance
    - A little assistance
    - No assistance, or independently

You need to answer the next question only if the response to the previous question equals 'A great deal of assistance' or 'A little assistance' and Importance is 'Is Important.'

4. Is this due to patient's visual ability? Options include:
    - No Response
    - Due to visual ability
    - Due to factors other than visual ability

5. How satisfied are you with your ability to perform home maintenance? Options include:
    - No Response
    - Completely dissatisfied
    - Dissatisfied
    - Satisfied
    - Completely satisfied

The next field is for entering other pertinent information.

6. Enter Manual Skills Assessment/Information.

To continue entering information, click the **Next Page** button to display the next page.

If you have completed entering information, click the **Save** button. The system displays the following message:

"Survey successfully saved"

Click the **Done** button to return to the Welcome Page.

Computer Access Training

Used the Internet:

How often have you used the internet?

1. How often do you measure the size of something? Options include:

- No Response
- N/A
  If you select N/A, the remaining questions associated with the Task: ‘Used the Internet’ do not require input and you can move on to the next section (page).
- About every 6 months
- About once a month
- About once a week
- On a daily basis

2. Do you feel using the internet is important? Options include:
    - No Response
    - Not Important
    - Is Important

3. Are you able to use the internet with: Options include:
    - No Response
    - A great deal of assistance
    - A little assistance
    - No assistance, or independently

You need to answer the next question only if the response to the previous question equals 'A great deal of assistance' or 'A little assistance' and Importance is 'Is Important.'

4. Is this due to patient's visual ability? Options include:
    - No Response
    - Due to visual ability
    - Due to factors other than visual ability

5. How satisfied are you with your ability to use the Internet? Options include:
    - No Response
    - Completely dissatisfied
    - Dissatisfied
    - Satisfied
    - Completely satisfied

Used e-mail:

How often have you used e-mail?

1. How often do you measure the size of something? Options include:
    - No Response
    - N/A
      If you select N/A, the remaining questions associated with the Task: 'Used email' do not require input and you can move on to the next section (page).
    - About every 6 months
    - About once a month
    - About once a week
    - On a daily basis

2. Do you feel using e-mail is important? Options include:

   - No Response
   - Not Important
   - Is Important

3. Are you able to use e-mail with: Options include:

   - No Response
   - A great deal of assistance
   - A little assistance
   - No assistance, or independently

You need to answer the next question only if the response to the previous question equals ‘A great deal of assistance’ or ‘A little assistance’ and Importance is ‘Is Important.’

4. Is this due to patient's visual ability? Options include:

   - No Response
   - Due to visual ability
   - Due to factors other than visual ability

5. How satisfied are you with your ability to use the Internet? Options include:

   - No Response
   - Completely dissatisfied
   - Dissatisfied
   - Satisfied
   - Completely satisfied

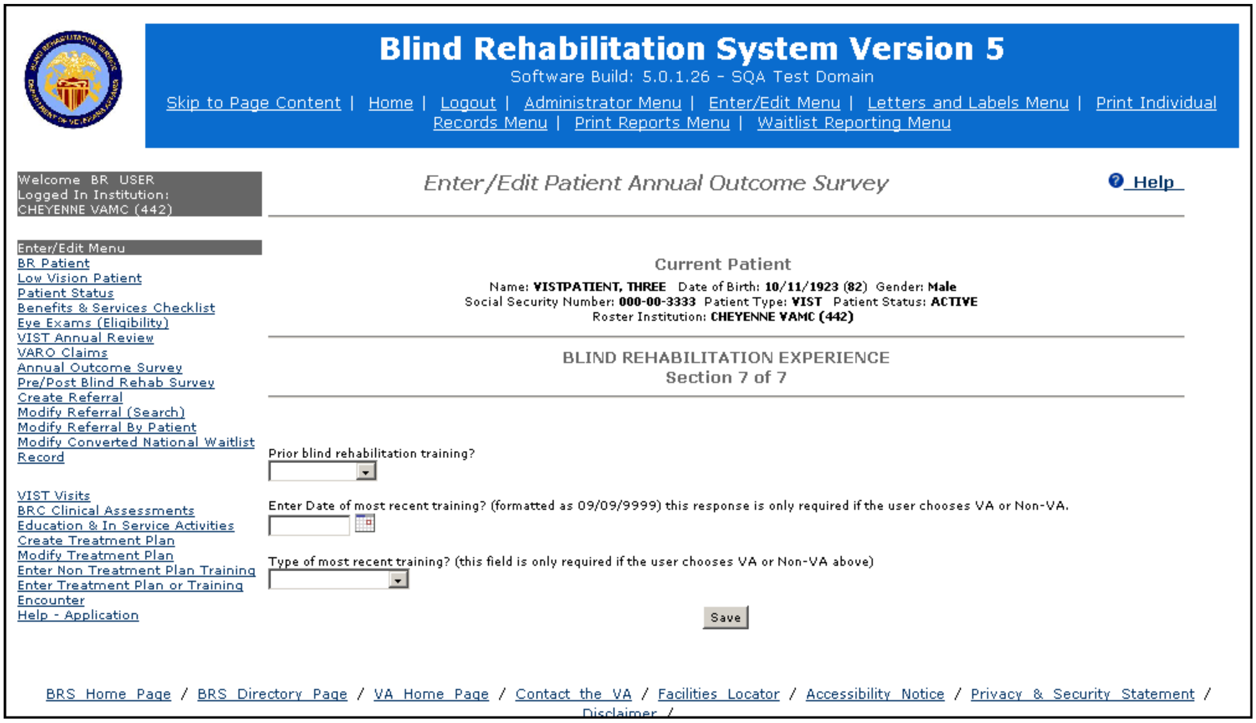
To continue entering information, click the **Next Page** button to display the next page.

If you have completed entering information, click the **Save** button. The system displays the following message:

“Survey successfully saved”

Click the **Done** button to return to the Welcome Page.

Blind Rehabilitation Experience



1. Prior blind rehabilitation training? Options include:

   - No Response
   - VA
   - Non-VA
   - None

2. Enter Date of most recent training? (formatted as 09/09/9999). This field is required if you select VA or Non VA above.

3. Type of most recent training? This field is required if you select VA or Non VA above. Options include:

   - No Response
   - Regular inpatient
   - CAT
   - Dual
   - Outpatient

Click the **Save** button, the system displays the following message:

"Survey successfully saved"

Click the **Done** button to return to the Welcome Page.

Entering/Editing the Pre/Post Blind Rehab Survey

WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

Use the **Pre/Post Blind Rehab Survey** to enter the information obtained from a patient at a given point in time. It addresses a patient's physical abilities at a given point in time. These questions compare a patient's abilities before (pre-rehab) and after (post-rehab) rehabilitation services are provided. The following sections are contained on 5 pages within this menu option:

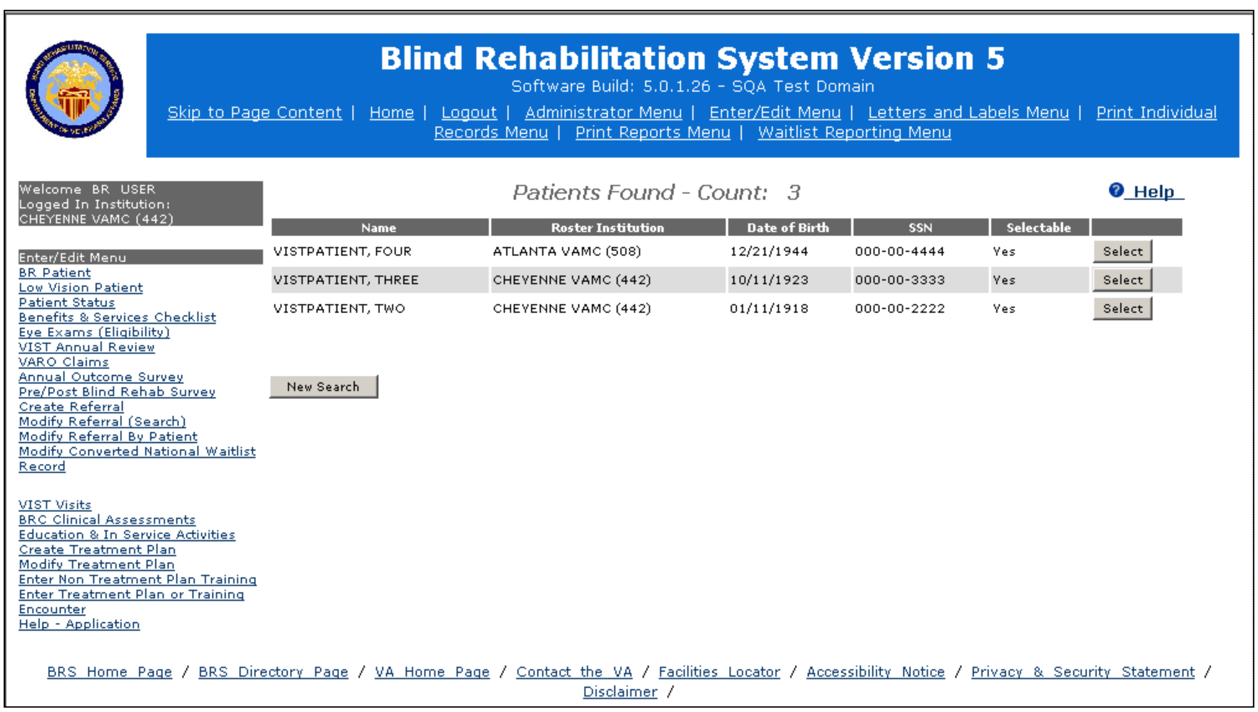
- Living Skills
- Orientation and Mobility
- Visual Skills
- Manual Skills
- Computer Access Skills

1. From the Enter/Edit Menu, click **Pre/Post Blind Rehab Survey**. If a patient is already selected, you are asked if you want to continue with the current patient or select another patient.

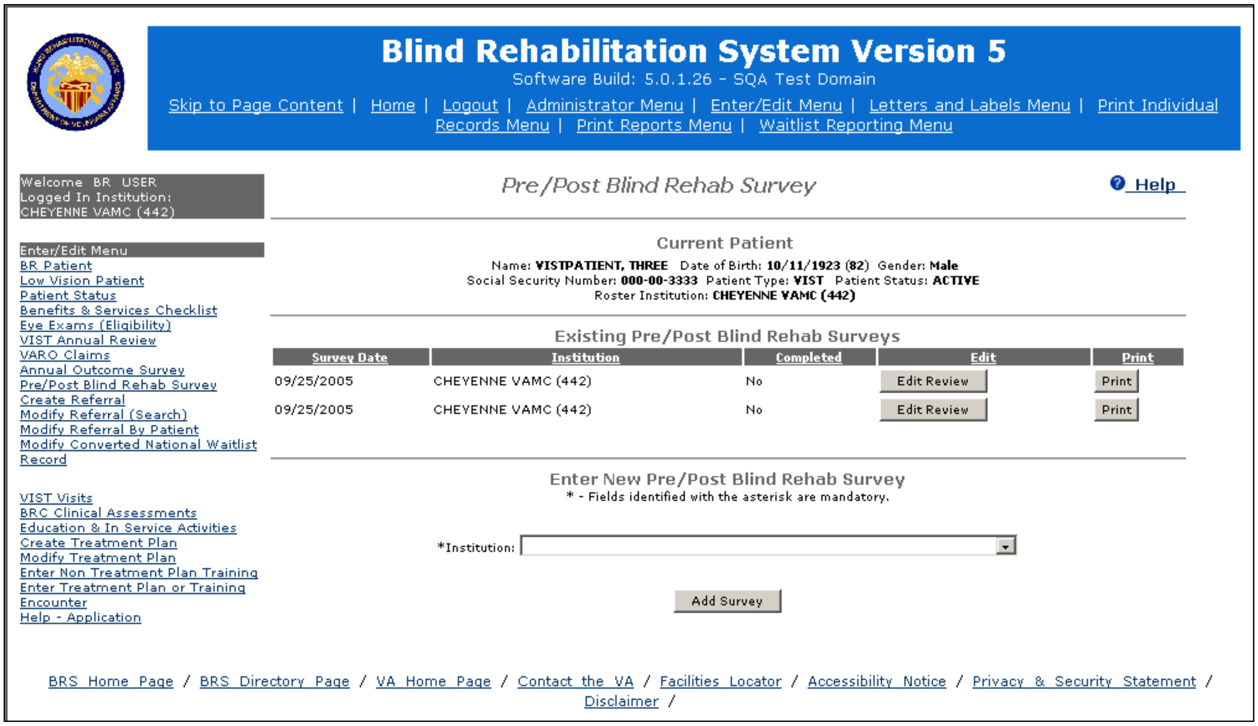
   To continue with the current patient, click **OK**.

2. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

3. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



4. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** button next to the patient's name to display the Pre/Post Blind Rehab Survey screen. The Current Patient information displays in the upper part of the screen.



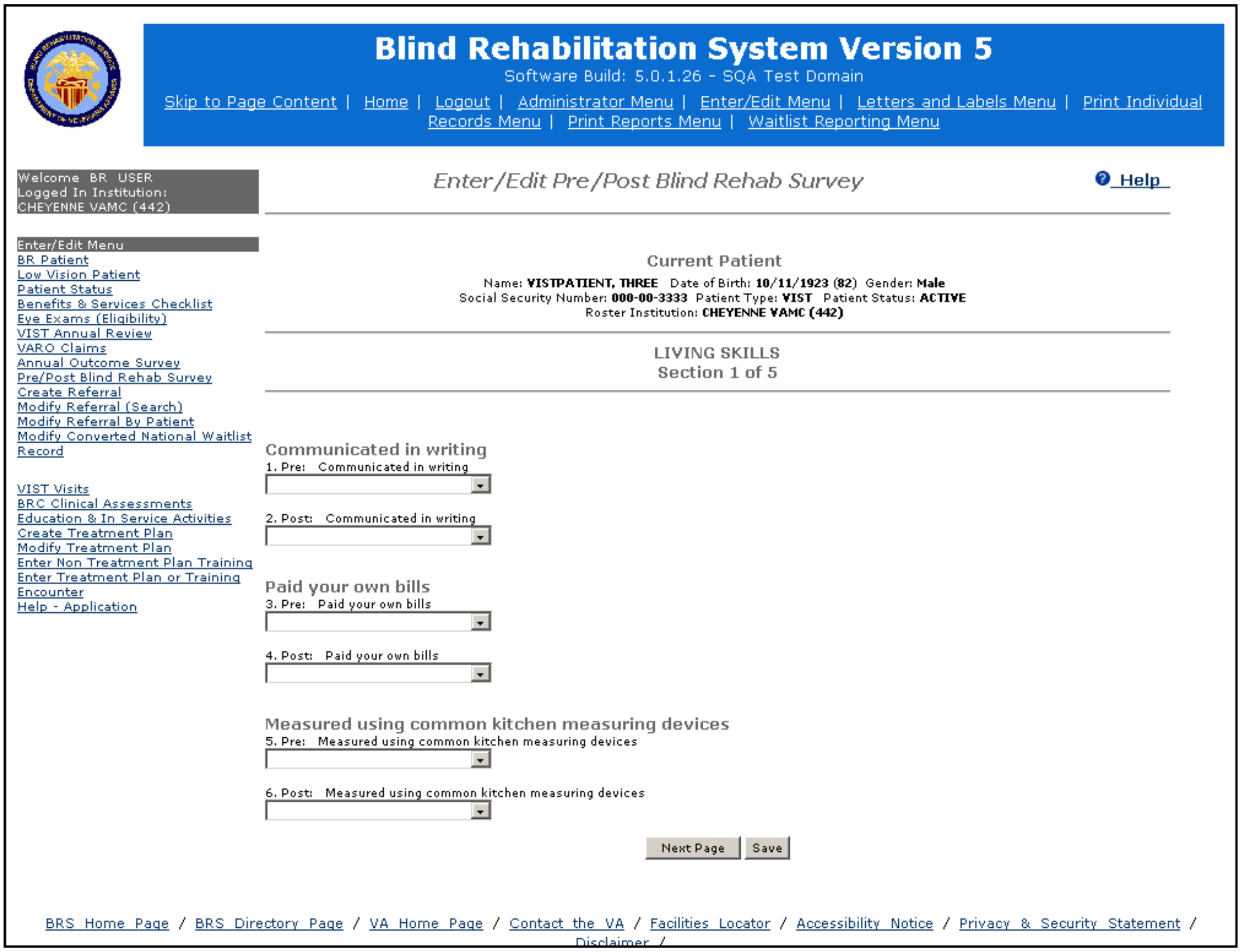
The Current Patient information section contains the Name, Date of Birth, Social Security Number, Patient Type, and Patient Status.

5. If this is the first pre/post blind rehab survey for this patient, 'No existing Pre Post Blind Rehab Survey for this patient' displays under Survey Date. If there are existing surveys for this patient, they will display.

6. Click the **Print** button to print an existing Pre/Post Blind Rehab Survey.

7. If you are entering a new survey, select the **Institution** from the Institution field drop-down list, and then click the **Add Survey** button. The Living Skills page displays.

Living Skills



Enter the Patient’s Response to each Pre and Post Living Skill for:

Communicating in Writing

1. Pre: Answer will be based on one of the following:

- No Response
- a great deal of assistance
- a little assistance
- no assistance, or independently

2. Post: Answer will be based on one of the following:

6. No Response
7. a great deal of assistance
8. a little assistance
9. no assistance, or independently

Paid your own bills

3. Pre: Answer will be based on one of the following:
    - No Response
    - a great deal of assistance
    - a little assistance
    - no assistance, or independently

4. Post: Answer will be based on one of the following:
    - No Response
    - a great deal of assistance
    - a little assistance
    - no assistance, or independently

Measured using common kitchen measuring devices

5. Pre: Answer will be based on one of the following:
    - No Response
    - a great deal of assistance
    - a little assistance
    - no assistance, or independently

6. Post: Answer will be based on one of the following:
    - No Response
    - a great deal of assistance
    - a little assistance
    - no assistance, or independently

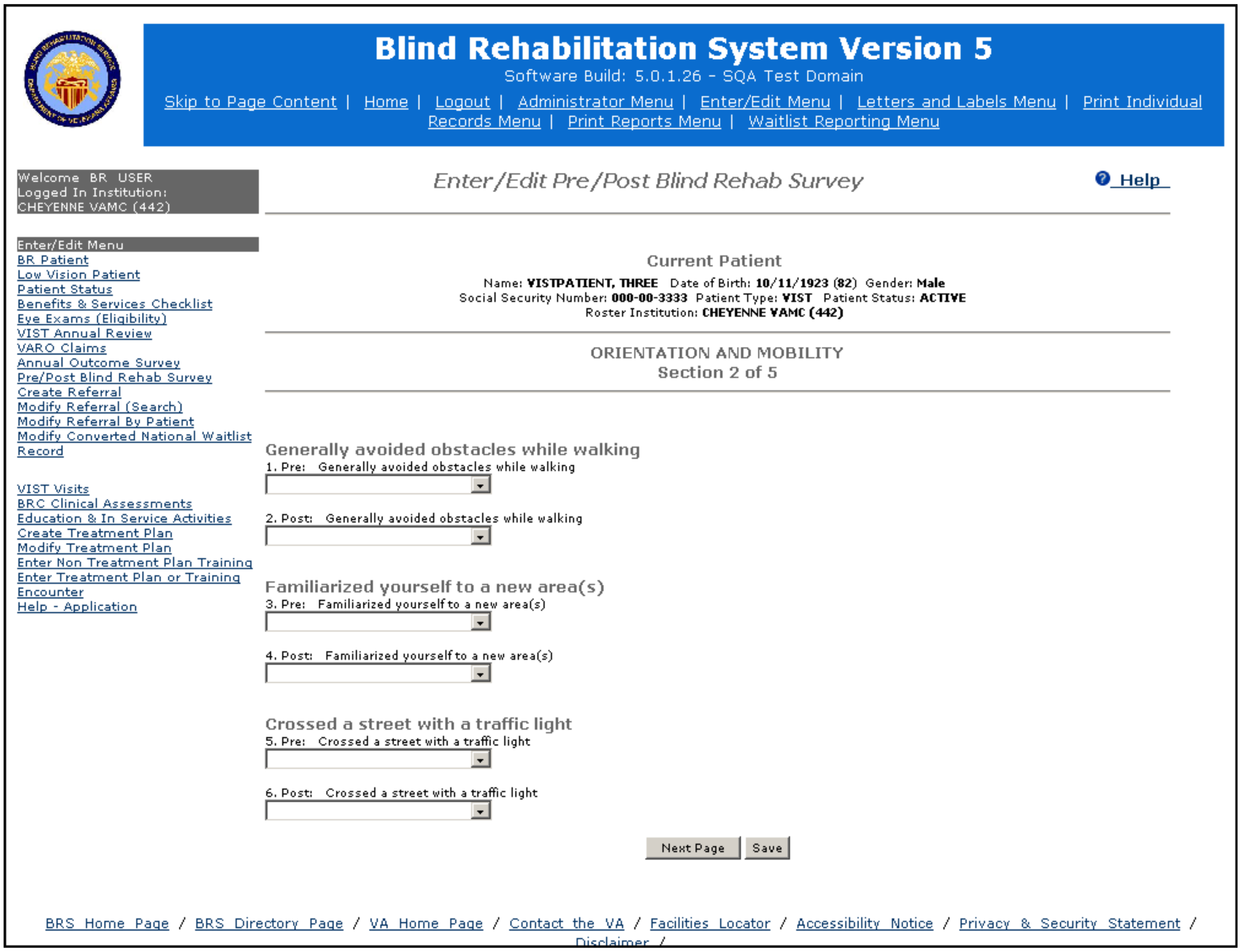
To continue entering information, click the **Next Page** button to display the next page.

If you have completed entering information, click the **Save** button. The system displays the following message:

"Survey successfully saved"

Click the **Done** button to return to the Welcome Page.

Orientation and Mobility



Enter the Patient's Response to each Pre and Post Orientation and Mobility question.

Before your blind rehabilitation experience how independently could you generally avoid obstacles while walking:

Generally avoided obstacles while walking?

1. Pre: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

2. Post: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

Familiarized yourself to a new area(s)

3. Pre: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

4. Post: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

Crossed a street with a traffic light

5. Pre: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

6. Post: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

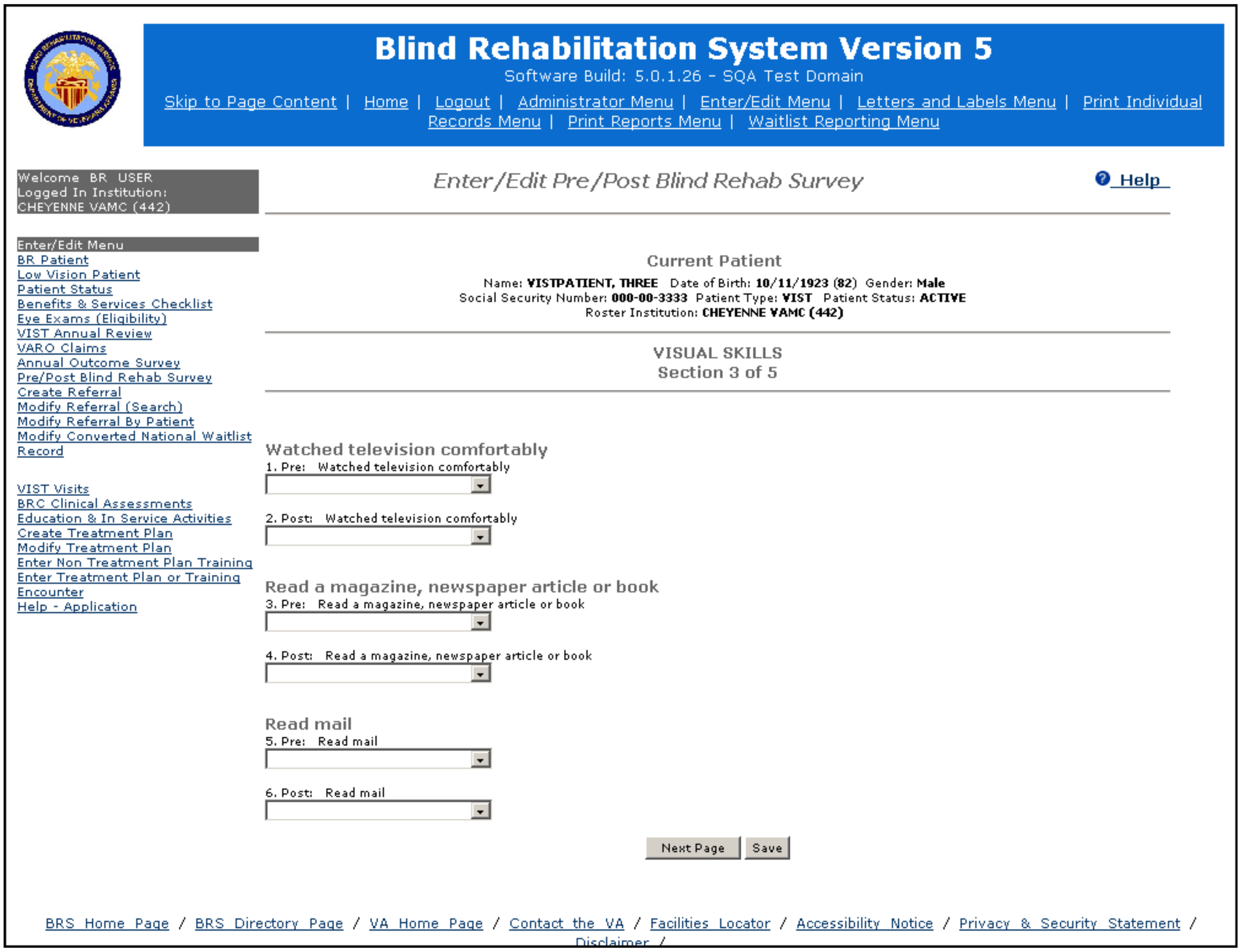
To continue entering information, click the **Next Page** button to display the next page.

If you have completed entering information, click the **Save** button. The system displays the following message:

"Survey successfully saved"

Click the **Done** button to return to the Welcome Page.

Visual Skills



Enter the Patient's Response to each Pre and Post Visual skills question.

Watched television comfortably

1. Pre: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

2. Post: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

Read a magazine, newspaper article or book

3. Pre: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

4. Post: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

Read mail

5. Pre: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

6. Post: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

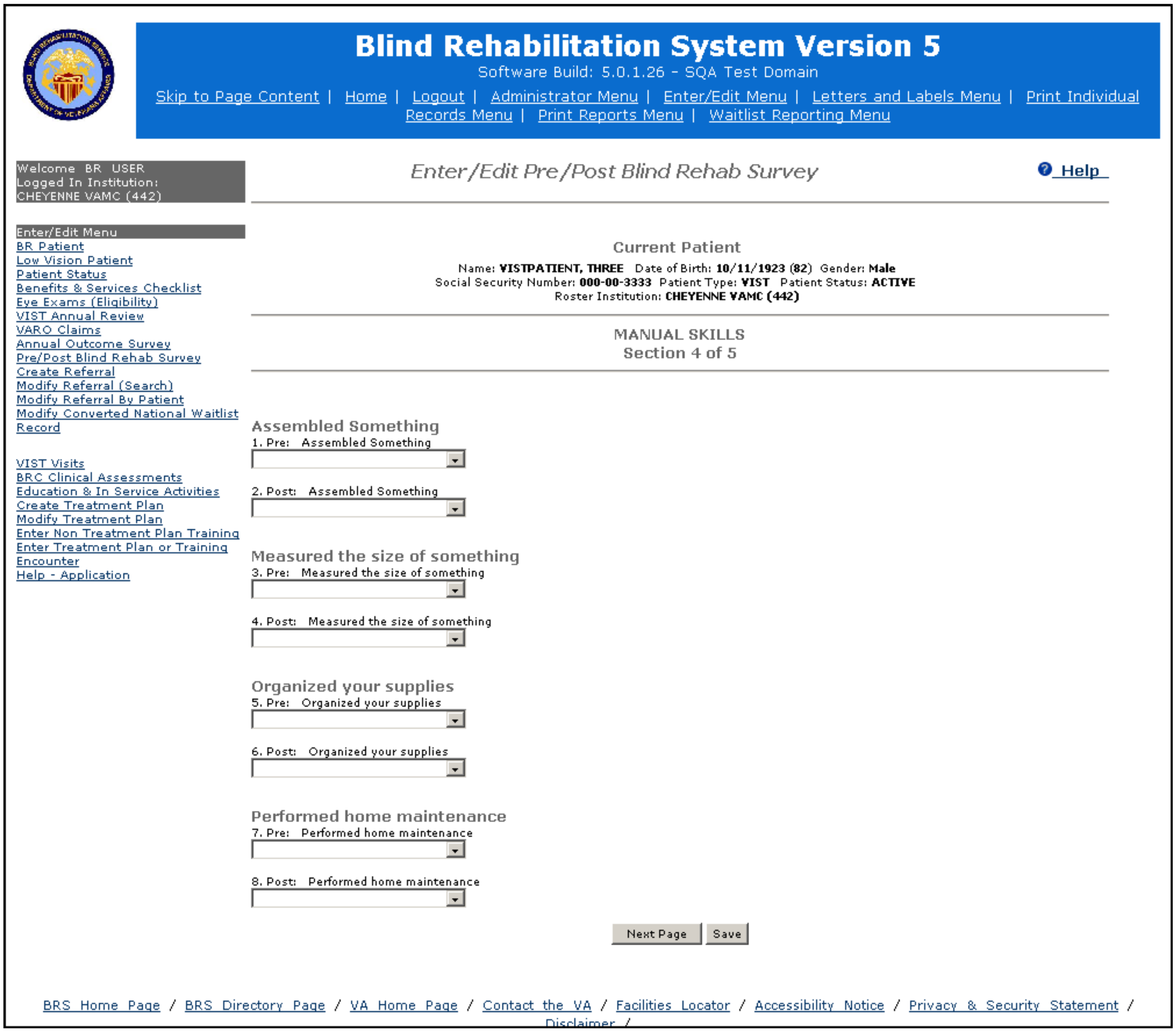
To continue entering information, click the **Next Page** button to display the next page.

If you have completed entering information, click the **Save** button. The system displays the following message:

"Survey successfully saved"

Click the **Done** button to return to the Welcome Page.

Manual Skills



Enter the Patient's Response to each Pre and Post Manual skills question.

Assembled Something

1. Pre: Answer will be based on one of the following:

   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

2. Post: Answer will be based on one of the following:

- No Response
- a great deal of assistance
- a little assistance
- no assistance, or independently

Measured the size of something

3. Pre: Answer will be based on one of the following:

- No Response
- a great deal of assistance
- a little assistance
- no assistance, or independently

4. Post: Answer will be based on one of the following:

- No Response
- a great deal of assistance
- a little assistance
- no assistance, or independently

Organized your supplies

5. Pre: Answer will be based on one of the following:

- No Response
- a great deal of assistance
- a little assistance
- no assistance, or independently

6. Post: Answer will be based on one of the following:

- No Response
- a great deal of assistance
- a little assistance
- no assistance, or independently

Performed home maintenance

7. Pre: Answer will be based on one of the following:

- No Response
- a great deal of assistance
- a little assistance
- no assistance, or independently

8. Post: Answer will be based on one of the following:
    - No Response
    - a great deal of assistance
    - a little assistance
    - no assistance, or independently

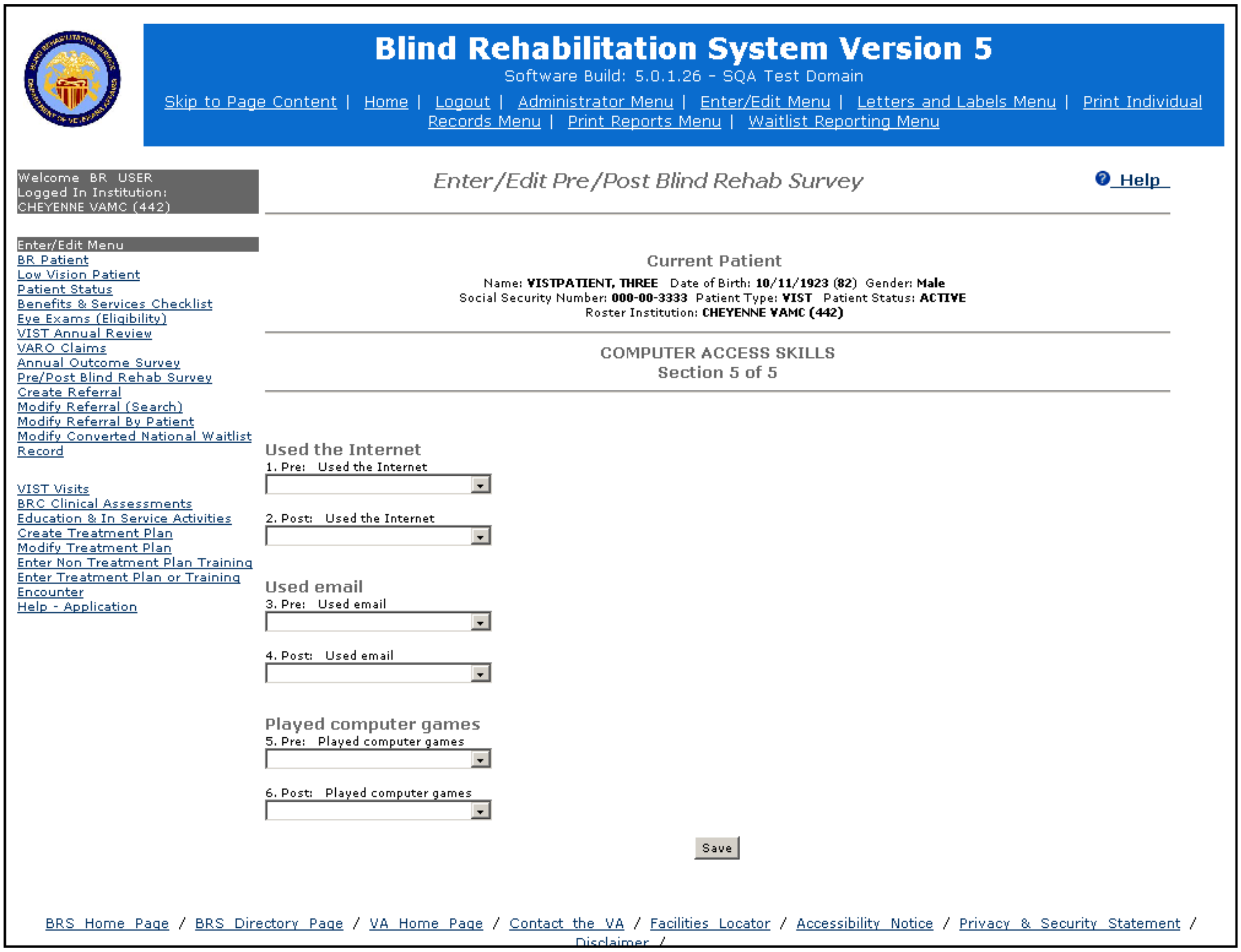
To continue entering information, click the **Next Page** button to display the next page.

If you have completed entering information, click the **Save** button. The system displays the following message:

"Survey successfully saved"

Click the **Done** button to return to the Welcome Page.

Computer Access Skills



Used the Internet

1. Pre: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

2. Post: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

Used email

3. Pre: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

4. Post: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

Played computer games

5. Pre: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

6. Post: Answer will be based on one of the following:
   - No Response
   - a great deal of assistance
   - a little assistance
   - no assistance, or independently

Click the **Save** button, the system displays the following message:

“Survey successfully saved”

Click the **Done** button to return to the Welcome Page.

Creating a Referral

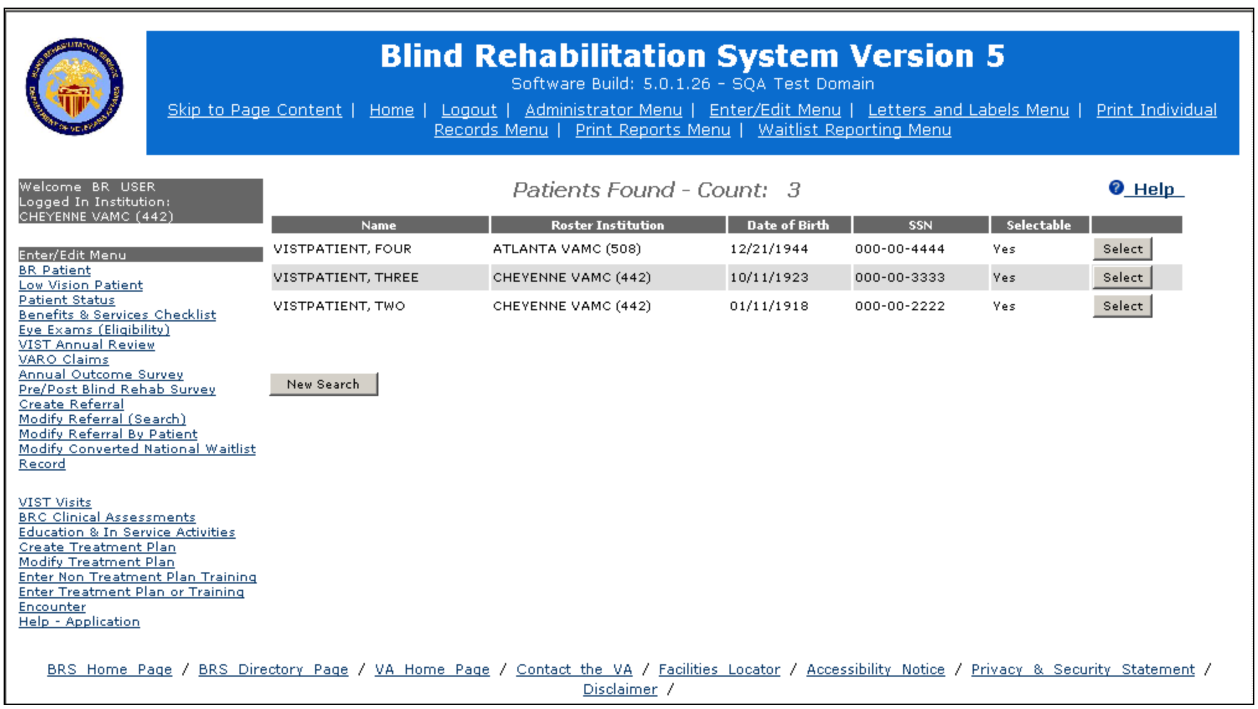
WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

The Blind Rehabilitation (BR) application provides the functionality necessary to enter all referrals. In addition, the BR application will provide historical referral information. As referrals are updated, the users will be able to review the history to see the status and number of referrals over time for a given patient

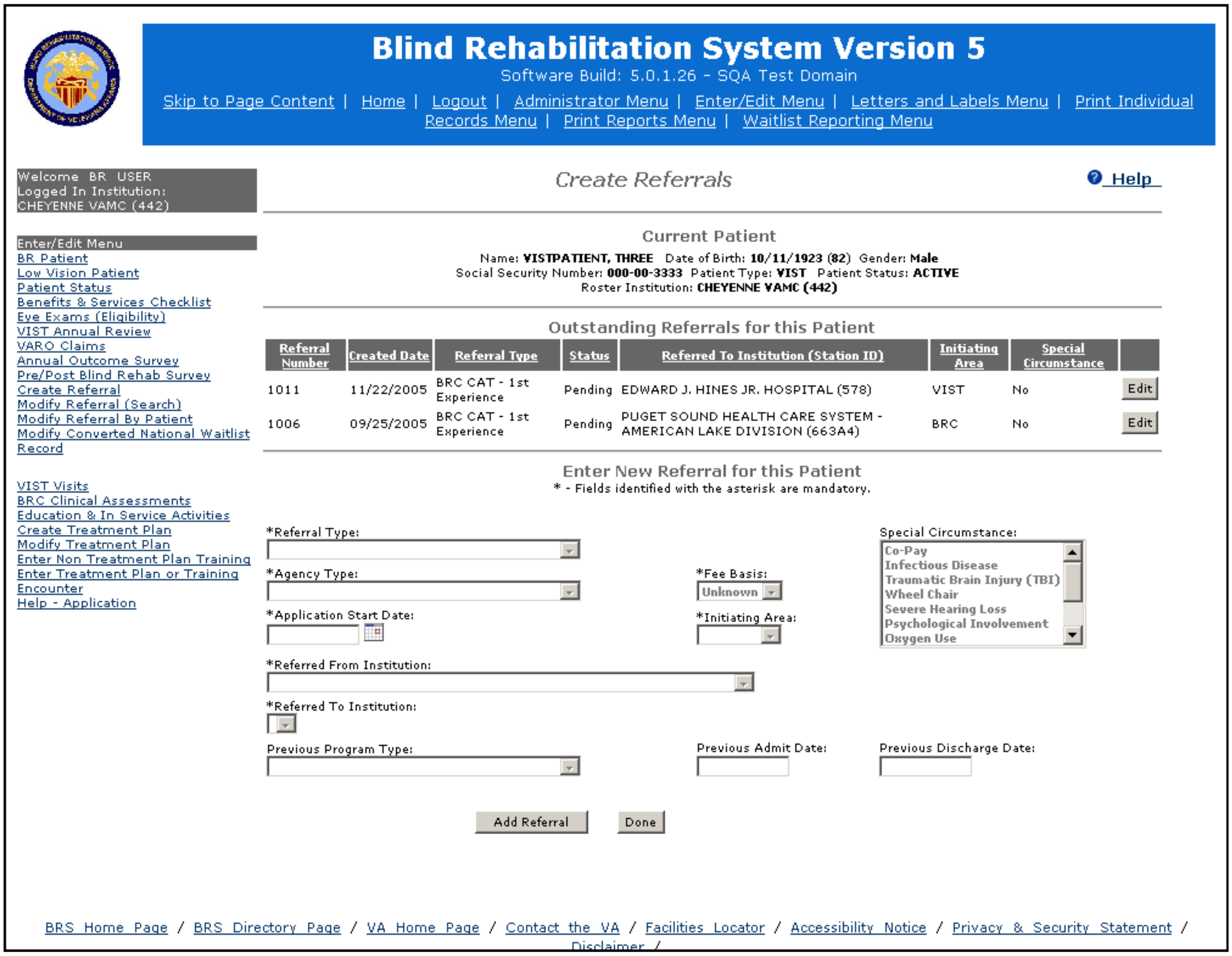
1. From the Enter/Edit Menu, click **Create Referral**. If a patient is already selected, you are asked if you want to continue with the current patient or select another patient. To continue with the current patient, click **OK**.

2. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

3. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



4. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** button next to the patient's name to display the Create Referrals screen. The Current Patient information section contains the Name, Date of Birth, Social Security Number, Patient Type, and Patient Status.



If this is the first referral for this patient, 'No existing referrals for this patient' displays under the Current Patient information. Otherwise, there is a list of outstanding referrals (available for editing) above the Enter New Referral for this Patient section.

a. To edit an existing referral, click the **Edit** button to display the current information. You can enter a new Status and Status Change Reason.

b. When editing is complete, click **Save**. The referral is complete and can no longer be modified.

NOTE: Some fields are non-editable, display only. This means that the data in the field is defaulted by the system and it cannot be changed.

5. Use the following fields to enter a new referral for this patient:

Referral Type:

From the drop-down list, select the type of referral made. Options include:

- BRC Regular Program – 1st EXP
- BRC Regular Program – ADL TRN
- BRC CAT – 1st EXP
- BRC CAT – ADL TRN

- BRC Other Programs – 1st EXP
- BRC Other Programs – ADL TRN
- BRC Dual Program – 1st EXP
- BRC Dual Program – ADL TRN
- BRC Audible Devices
- BROS Prep
- BROS Local
- BROS Follow-up
- VA Outpatient LV Clinic – 1st EXP
- VA Outpatient LV Clinic – ADL TRN
- VISOR – 1st EXP
- VISOR – ADL TRN
- Non-VA Blindness Agency – 1st EXP
- Non-VA Blindness Agency – ADL TRN
- Non-VA Local CAT – 1st EXP
- Non-VA Local CAT – ADL TRN
- VIST Coordinator

NOTE: EXP means Experience; ADL TRN means Additional Training.

Agency Type:

This is a conditional field that will display only if the selection of the 'Type of Referral' field is *Non-VA Blindness Agency, Non-VA Local CAT.*

From the drop-down list, select the type of agency. Options include:

- Benefits/Services
- Residential Program
- Individual Training
- Dog Guide School
- Community Based Independent Living Services
- CAT Training
- Other

Fee Basis:

This field will display only if all Non-VA Blindness Agency option is selected for the 'Type of Referral' field. From the drop-down list, select the **Fee Basi**s. Options include:

- Yes
- No
- Unknown

Application Date:

Enter the date for which the application is started or click the calendar and select the date. The system defaults to the current date. Once entered, the date becomes a non-editable field.

Initiating Area:

From the drop-down list, select the **area initiating** the referral. Options include:

- VIST
- BRC
- BROS
- OTHER

Special Circumstances:

If the patient requires special accommodations, select a **special circumstance** from the drop-down list. Options include:

- Co-Pay
- Infectious Disease
- Traumatic Brain Injury (TBI)
- Wheel Chair
- Severe Hearing Loss
- Psychological Involvement
- Oxygen Use
- Dialysis
- Colostomy
- Diabetes Type II
- Diabetes Type I

Referred From Institution:

From the drop-down list, select the **institution** that initiated the referral. If there is a selection at the 'Referral To Institution' option, a cancellation can only be made to an existing referral with a pending status or submit an incomplete referral.

Referred To Institution:

From the drop-down list, select the **institution** associated with where the patient will be receiving services. Options include those institutions that offer the services specified by the referral type specified. The list will be restricted to only those institutions offering the selected referral type.

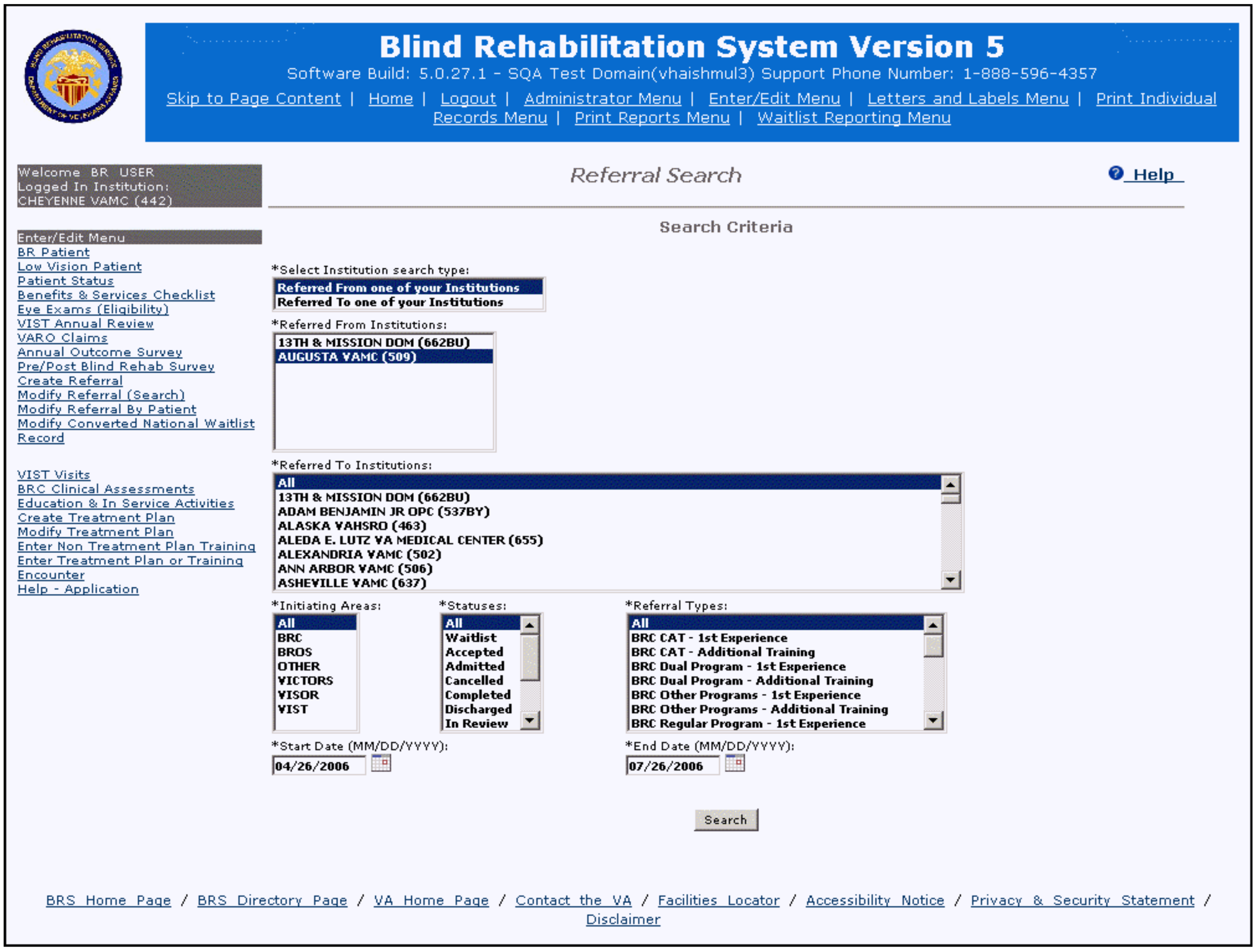
6. Enter data in all of the required fields, and then click **Add Referral** to save the data. Click **Done** to return to the Welcome Page.

Modifying a Referral (Search)

WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

This Blind Rehabilitation (BR) application menu option provides the functionality necessary to edit and update existing referrals or to cancel inactive referrals.

1. From the Enter/Edit Menu, click **Modify Referral (Search)** to display the Referral Search screen.



2. Use the following fields to search for, and then modify a referral:

   Select Institution Search Type:

   Select one of the following search types:

   Referred From one of your Institutions

   Use this type to search for referrals *from* your institution. Selecting this search type causes the option list in the Referred From Institutions field below to display the institutions from which that referral may have been sent. Use the Referred To Institutions field to select all of the institutions to which that referral may have been sent or you can select a specific institution to which that referral may have been sent.

Referred To one of your Institutions

Use this type to search for referrals *to* your institutions. Selecting this search type causes the option list in the Referred To Institutions field below to display the institutions to which that referral may have been sent. Use the Referred From Institutions field to select all of the institutions from which that referral may have been sent or you can select a specific institution from which that referral may have been sent.

Referred From Institutions:

Select the institution that initiated the referral. Default value is all. If the user selects the referral to option, the user will only be able to cancel an existing referral with a pending status or submit an incomplete referral.

Referred To Institutions:

Select the **institution** to which the referral was sent. The user will select this option to finish processing a referral. This will also be the option to finish referrals they initiated (For example, To resolve referrals to outside agency. This would be a case where the same person initiating would resolve. The Referral From & To Institutions would be the same in this situation.)

Initiating Areas:

Select the **area initiating** the referral. Options include:

- VIST
- BRC
- BROS

Statuses:

Select one or more **referral statuses**. Options include:

- Pending
- Accepted
- Offered
- Scheduled
- Complete
- Cancelled
- Withdrawn

Referral Types

Select all, one, or several **referral types**. Options include:

- All
- BRC Regular Program – 1st EXP
- BRC Regular Program – ADL TRN
- BRC CAT – 1st EXP
- BRC CAT – ADL TRN
- BRC Other Programs – 1st EXP
- BRC Other Programs – ADL TRN
- BRC Dual Program – 1st EXP
- BRC Dual Program – ADL TRN
- BRC Audible Devices
- BROS Local Training – 1st EXP
- BROS Local Training ADL TRN
- VA Outpatient LV Clinic – 1st EXP

- VA Outpatient LV Clinic – ADL TRN
- VISOR – 1st EXP
- VISOR – ADL TRN
- Non-VA Blindness Agency – 1st EXP
- Non-VA Blindness Agency – ADL TRN
- Non-VA Local CAT – 1st EXP
- Non-VA Local CAT – ADL TRN
- Not accepted for BR Training.
- Other VIST Coordinator

NOTE: EXP means Experience; ADL TRN means Additional Training.

Start Date (MM/DD/YYYY)
Enter the Start Date (MM/DD/YYYY) for the referral or click the icon next to the field and select from a calendar.

End Date (MM/DD/YYYY)
Enter the End Date (MM/DD/YYYY) for the referral or click the icon next to the field and select from a calendar.

3. Select data in the fields, and then click the **Search** button.

The system displays a list of appropriate referrals from which the user may select for editing. The list contains the Created Date, Patient Name, Priority Level, Referral Type, Status, Days Since Referral Received, and Referred to Institution (Station ID). The list can be resorted (in ascending or descending order) by column heading; just select the column by which you want to sort the list.

NOTE: If the referral is finished the following message displays: ***'This referral is finished and cannot be modified'***

New Status:
Select the appropriate status. Choices for Non-BRC referrals include:

- In Review
- Accepted
- Offered
- Scheduled
- Completed
- Cancelled
- Withdrawn

Choices for BRC Referrals include:

- In Review
- Accepted
- Offered
- Scheduled
- Discharged
- Cancelled
- Withdrawn

Status Definitions

Select **In Review** if you are in the process of reviewing the referral to determine acceptance.

Select **Accepted** if the referral has been approved. This means the application review process is completed and the application is approved.

Select **Offered** if the patient has been offered a date of service.

If Offered Status is selected, select the Offer Accepted value of Yes if the patient accepts the date of service offered. Select a value of No if the patient does not accept the date of service offered. This date must be on or after the 'Referral Date.' Once you enter data in this field, it becomes a non-editable field.

If the **Offered Accepted** is **Yes**, the system automatically sets the referral to a Scheduled Status for the current date.

If the **Offered** date is <u>not</u> accepted, additional dates of service may be offered. This is only available if the patient does not accept the first admission offer. Enter the additional service dates the patient is offered. This date must be on or after the 'Referral Date'. Once you enter data in this field, it becomes a non-editable field.

Once the **Offered** date is accepted, the system automatically sets the status to Scheduled for the current date.

For a Non-BRC Referral: Select **Completed** Status, after the patient receives the services.

For a BRC Referral: The system sets the Admission Status automatically when the date the patient is admitted into the BRC for training is received from MAS. This field automatically updates if/when the patient is admitted to the MAS system.

<u>NOTE</u>: If the system is unable to determine the Admission Date, a notification is sent to the appropriate institution for the user to select the admission date from a list of available dates pulled from MAS.

For a BRC Referral: The system sets the Discharge Status automatically when the date the patient is discharged from the BRC after completing the training is received from MAS. A discharge date is <u>not</u> allowed without an admission date. The discharge date cannot be before the admission date. This field automatically updates if/when the patient is discharged within the MAS system.

<u>NOTE</u>: If the system is unable to determine the Discharge Date, a notification is sent to the appropriate institution for the user to select the discharge date from a list of available dates pulled from MAS.

Select **Cancelled** status if the BRC denies services to the patient. You must also select the appropriate reason. Once the Cancelled status is selected, the referral remains in a cancelled status and is not editable. Options include:

- Medical Unstable
- Visual Status
- Psychological Status
- Personal Status
- Not Eligible for VA Care
- Deceased
- Referred to VIST

- Referred to BROS

Select **Withdrawn** status if the patient declines to receive services. You must also select the appropriate reason. Once the Withdrawn status is selected, the referral remains in a cancelled status and is not editable. Choices for Status Change Reasons include:

- Medical Unstable
- Visual Status
- Psychological Status
- Personal Status
- Not Eligible for VA Care
- Deceased
- Referred to VIST
- Referred to BROS

4. Enter data in the fields and click **Save**. To select another Referral, click **Return to Referral List.** To add a note to the referral, click **Add Note.** The system will display an Existing Notes box and a New Note box which is interactive so you can enter a new note. When complete, click **Save Note.** To cancel, click **Cancel Note.** Click **Done** to return to the Welcome page.

Modifying a Referral By Patient

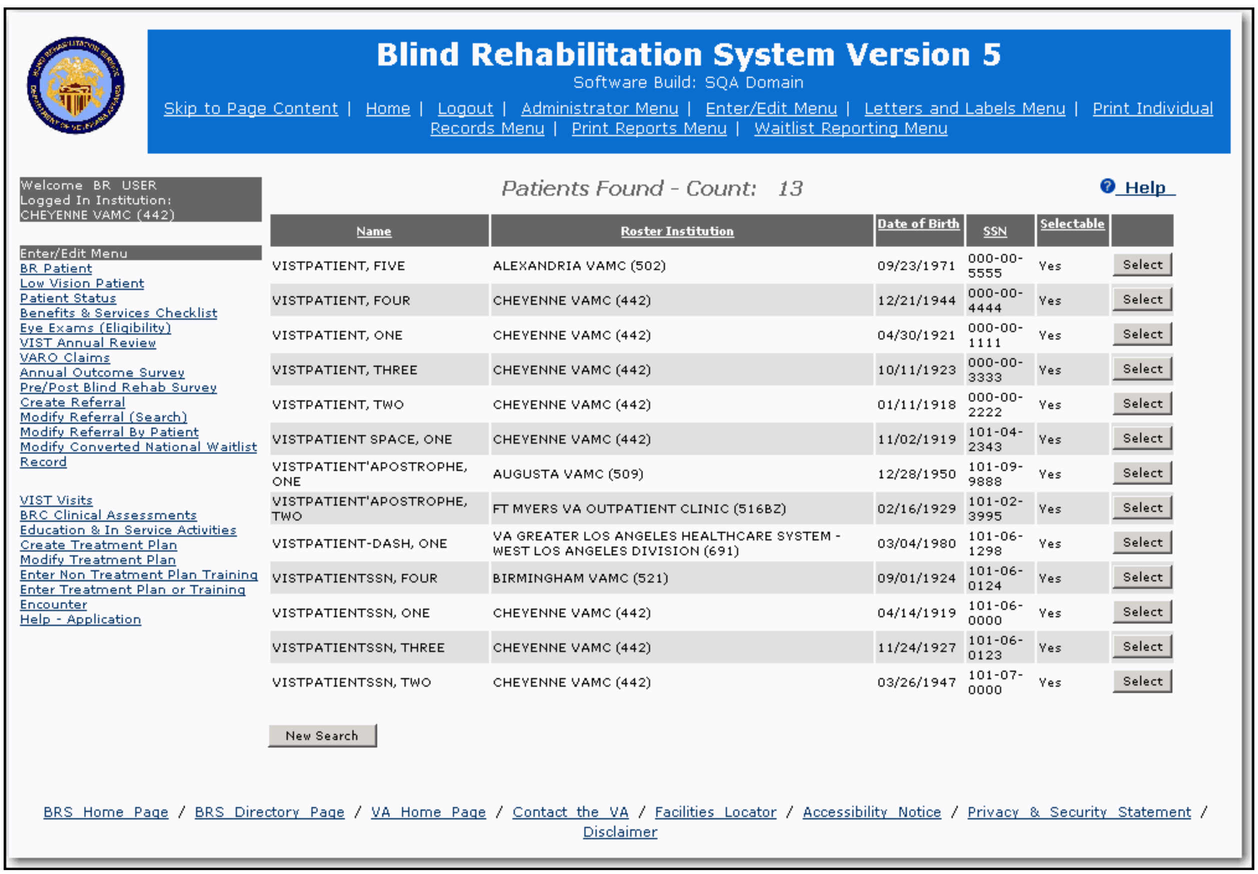
WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

The Blind Rehabilitation (BR) application provides the functionality necessary to modify/update existing referrals for a specific patient. In addition, the BR application will provide historical referral information. As referrals are updated, the users will be able to review the history to see the status and number of referrals over time for a given patient

1. From the Enter/Edit Menu, click **Modify Referral By Patient**. If a patient is already selected, you are asked if you want to continue with the current patient or select another patient. To continue with the current patient, click **OK**.

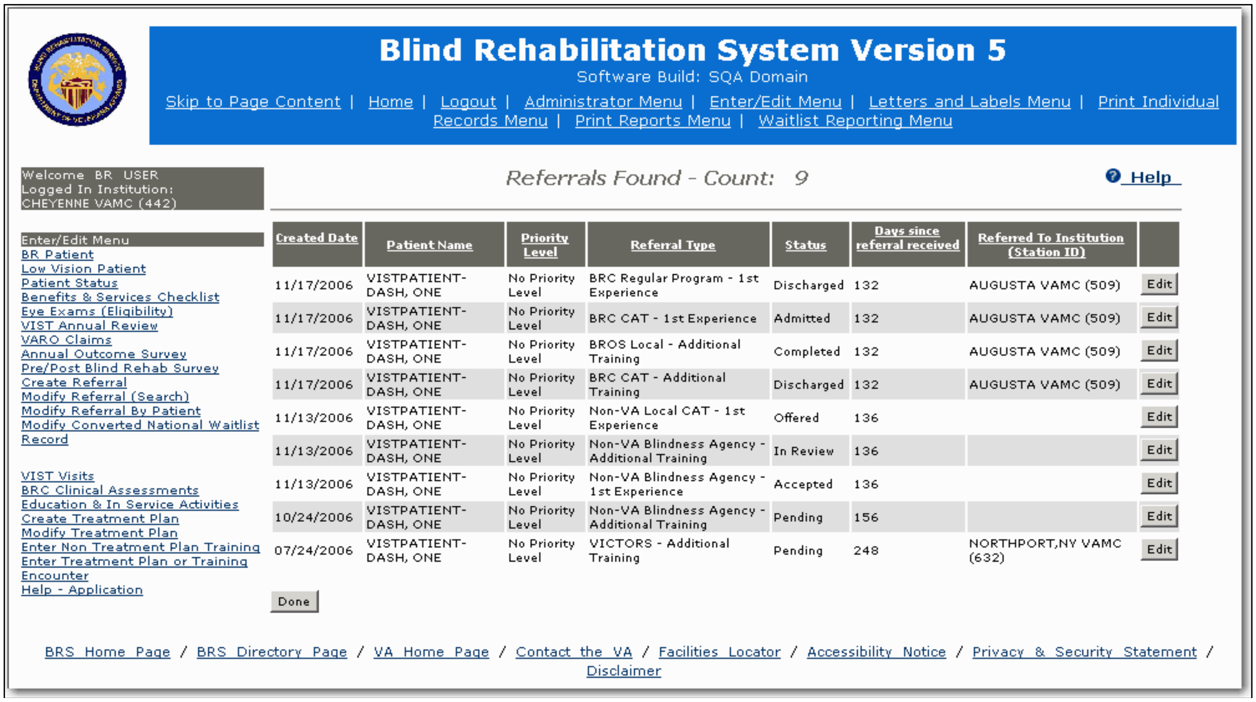
2. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

3. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



4. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** button next to the patient's name.

   The system displays a list of referrals from which you can select, and then modify the referral status. The list contains the Referral Number, Created Date, Patient Name, Referral Type, Status, Referred to Institution (Station ID), Initiating Area, and Special Consideration.



Blind Rehabilitation System Version 5

Software Build: SQA Domain

Skip to Page Content | Home | Logout | Administrator Menu | Enter/Edit Menu | Letters and Labels Menu | Print Individual Records Menu | Print Reports Menu | Waitlist Reporting Menu

Welcome BR USER
Logged In Institution:
CHEYENNE VAMC (442)

Referrals Found - Count: 9

Help

Enter/Edit Menu
BR Patient
Low Vision Patient
Patient Status
Benefits & Services Checklist
Eye Exams (Eligibility)
VIST Annual Review
VARO Claims
Annual Outcome Survey
Pre/Post Blind Rehab Survey
Create Referral
Modify Referral (Search)
Modify Referral By Patient
Modify Converted National Waitlist Record
VIST Visits
BRC Clinical Assessments
Education & In Service Activities
Create Treatment Plan
Modify Treatment Plan
Enter Non Treatment Plan Training
Enter Treatment Plan or Training Encounter
Help - Application

Created Date	Patient Name	Priority Level	Referral Type	Status	Days since referral received	Referred To Institution (Station ID)	
11/17/2006	VISTPATIENT-DASH, ONE	No Priority Level	BRC Regular Program - 1st Experience	Discharged	132	AUGUSTA VAMC (509)	Edit
11/17/2006	VISTPATIENT-DASH, ONE	No Priority Level	BRC CAT - 1st Experience	Admitted	132	AUGUSTA VAMC (509)	Edit
11/17/2006	VISTPATIENT-DASH, ONE	No Priority Level	BROS Local - Additional Training	Completed	132	AUGUSTA VAMC (509)	Edit
11/17/2006	VISTPATIENT-DASH, ONE	No Priority Level	BRC CAT - Additional Training	Discharged	132	AUGUSTA VAMC (509)	Edit
11/13/2006	VISTPATIENT-DASH, ONE	No Priority Level	Non-VA Local CAT - 1st Experience	Offered	136		Edit
11/13/2006	VISTPATIENT-DASH, ONE	No Priority Level	Non-VA Blindness Agency - Additional Training	In Review	136		Edit
11/13/2006	VISTPATIENT-DASH, ONE	No Priority Level	Non-VA Blindness Agency - 1st Experience	Accepted	136		Edit
10/24/2006	VISTPATIENT-DASH, ONE	No Priority Level	Non-VA Blindness Agency - Additional Training	Pending	156		Edit
07/24/2006	VISTPATIENT-DASH, ONE	No Priority Level	VICTORS - Additional Training	Pending	248	NORTHPORT,NY VAMC (632)	Edit

Done

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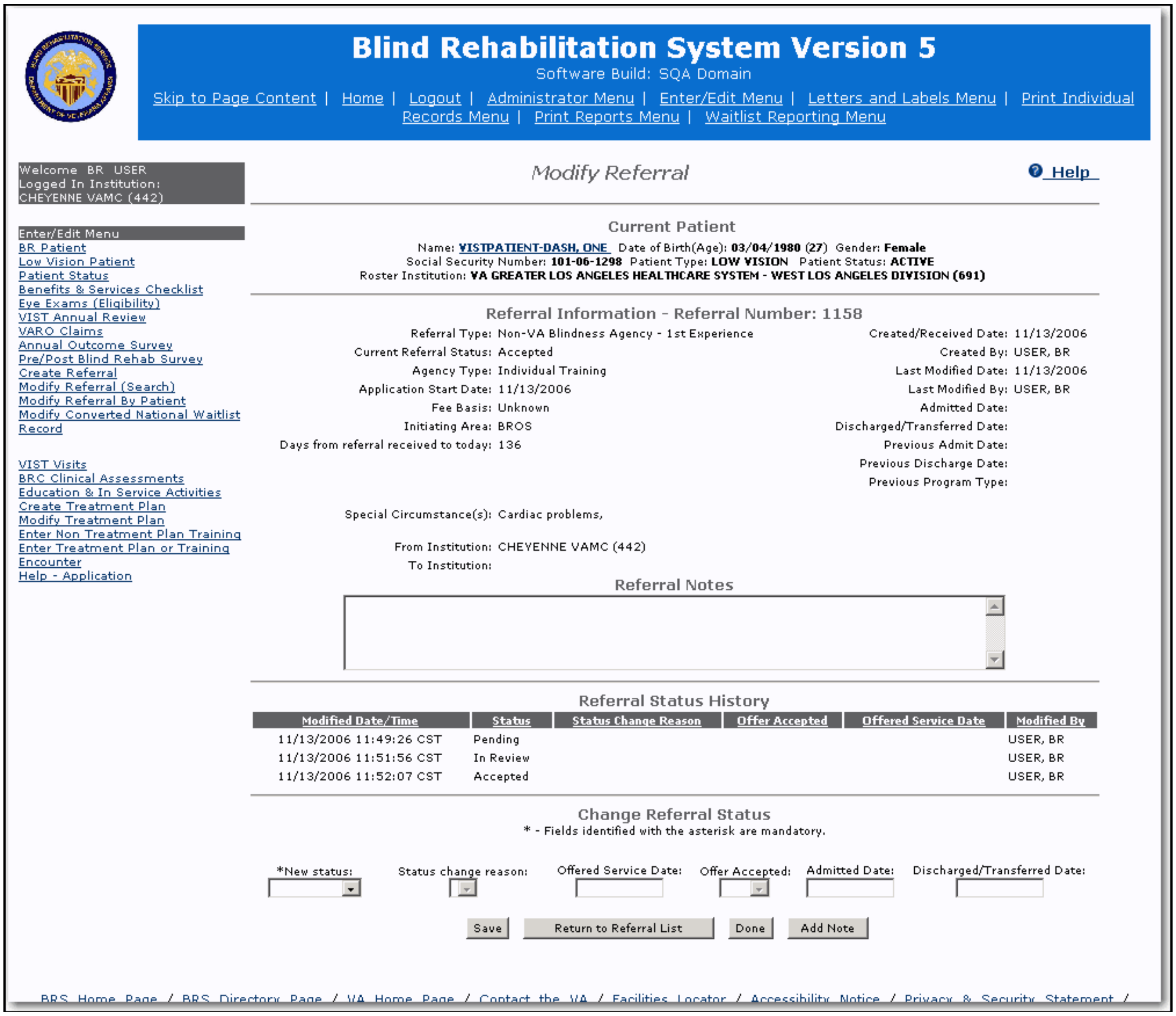
5. To edit the status of a specific referral, click the **Edit** button to display the edit screen with details of the referral. Details include referral information, referral number, and the referral status history.



The following fields display for editing:

New Status:

Select the appropriate status. Choices for Non-BRC referrals include:

- In Review
- Accepted
- Offered
- Scheduled
- Completed
- Cancelled
- Withdrawn
- In Training

Choices for BRC Referrals include:

- In Review
- Accepted
- Offered

- Scheduled
- Discharged
- Cancelled
- Withdrawn

Status Definitions

Select **In Review** if you are in the process of reviewing the referral to determine acceptance.

Select **Accepted** if the referral has been approved. This means the application review process is completed and the application is approved.

Select **Offered** if the patient has been offered a date of service.

If Offered Status is selected, select the Offer Accepted value of Yes if the patient accepts the date of service offered. Select a value of No if the patient does not accept the date of service offered. This date must be on or after the 'Referral Date.' Once you enter data in this field, it becomes a non-editable field.

If the **Offered Accepted** is **Yes**, the system automatically sets the referral to a Scheduled Status for the current date.

If the **Offered** date is <u>not</u> accepted, additional dates of service may be offered. This is only available if the patient does not accept the first admission offer. Enter the additional service dates the patient is offered. This date must be on or after the 'Referral Date'. Once you enter data in this field, it becomes a non-editable field.

Once the **Offered** date is accepted, the system automatically sets the status to Scheduled for the current date.

For a Non-BRC Referral: Select **Completed** Status, after the patient receives the services.

For a BRC Referral: The system sets the Admission Status automatically when the date the patient is admitted into the BRC for training is received from MAS. This field automatically updates if/when the patient is admitted to the MAS system.

<u>NOTE</u>: If the system is unable to determine the Admission Date, a notification is sent to the appropriate institution for the user to select the admission date from a list of available dates pulled from MAS.

For a BRC Referral: The system sets the Discharge Status automatically when the date the patient is discharged from the BRC after completing the training is received from MAS. A discharge date is <u>not</u> allowed without an admission date. The discharge date cannot be before the admission date. This field automatically updates if/when the patient is discharged within the MAS system.

<u>NOTE</u>: If the system is unable to determine the Discharge Date, a notification is sent to the appropriate institution for the user to select the discharge date from a list of available dates pulled from MAS.

Select **Cancelled** status if the BRC denies services to the patient. You must also select the appropriate reason. Once the Cancelled status is selected, the referral remains in a cancelled status and is not editable. Options include:

- Medical Unstable
- Visual Status

- Psychological Status
- Personal Status
- Not Eligible for VA Care
- Deceased
- Referred to VIST
- Referred to BROS

Select **Withdrawn** status if the patient declines to receive services. You must also select the appropriate reason. Once the Withdrawn status is selected, the referral remains in a cancelled status and is not editable. Choices for Status Change Reasons include:

- Medical Unstable
- Visual Status
- Psychological Status
- Personal Status
- Not Eligible for VA Care
- Deceased
- Referred to VIST
- Referred to BROS

6. Enter data in the fields and click Save. To add a note to the referral, click **Add Note**. The system will display an Existing Notes box (if there are existing notes) and a New Note box which is interactive so you can enter a new note. When complete, click **Save Note**. To cancel, click **Cancel.** To select another Referral, click **Return to Referral List**. Click **Done** to return to the Welcome page.

Modifying a Converted National Waitlist Record

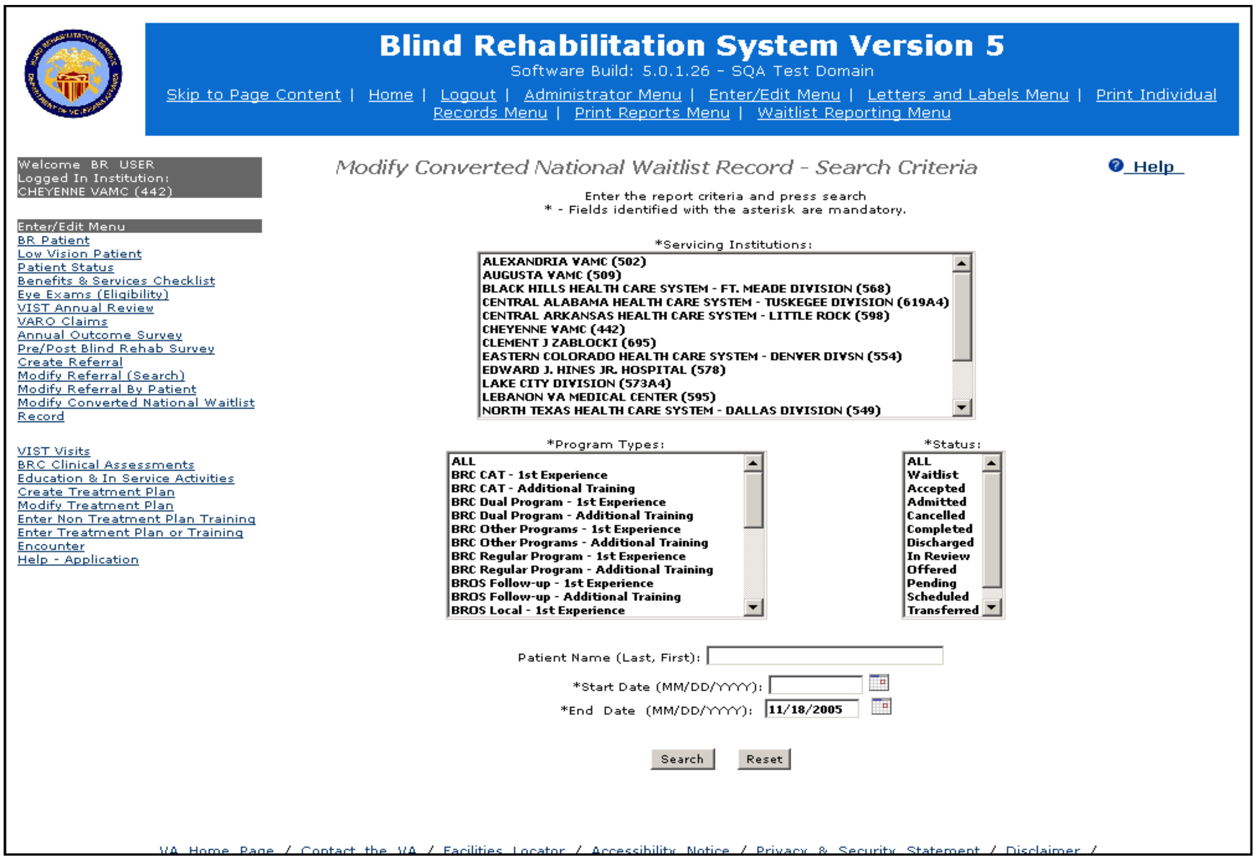
WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

The Blind Rehabilitation (BR) application provides the functionality necessary to update the status of the converted National Waitlist Records. This is necessary because once Blind Rehabilitation 5.0 is implemented to all of the appropriate institutions; the National Waitlist Database will no longer allow record updates. Therefore, waitlist records will be moved forward using "Referral Statuses" until the waitlist record reaches a final status. Progression of the waitlist record status is as follows below:

1. Pending
2. In Review
3. Accepted
4. Offered
5. Scheduled
6. Admitted
7. Discharged

NOTE: Withdrawn and Cancelled statuses may occur at any point in the status progression.

1. From the Enter/Edit Menu, click **Modify Converted National Waitlist Record** to display the Modify Converted National Waitlist Record - Search Criteria screen.



2. Select one or more or all of the **Servicing Institutions**. The institutions list alphabetically in ascending order by name.
3. Select the **Program Type**. The following options are available:
    - ALL
    - BRC CAT – 1st Experience
    - BRC CAT – Additional Training
    - BRC Dual Program – 1st Experience
    - BRC Dual Program – Additional Training
    - BRC Other Programs – 1st Experience
    - BRC Other Programs – Additional Training
    - BRC Regular Program – 1st Experience
    - BRC Regular Program – Additional Training
    - BROS Follow-up – 1st Experience
    - BROS Follow-up – Additional Training
    - BROS Local – 1st Experience
    - BROS Local – Additional Training
    - BROS Prep – 1st Experience
    - BROS Prep – Additional Training
    - Non-VA Blindness Agency – 1st Experience
    - Non-VA Blindness Agency – Additional Training
    - Non-VA Local CAT – 1st Expérience
    - Non-VA Local CAT – Additional Training
    - VA Audible Devices
    - VA Outpatient LV Clinic – 1st Experience
    - VA Outpatient LV clinic – Additional Training
    - VICTORS – 1st Experience
    - VICTORS – Additional Training
    - VISOR – 1st Experience
    - VISOR – Additional Training
    - VIST Coordinator
4. Select the **Status**. The following options are available:
    - ALL
    - Waitlist
    - Accepted
    - Admitted
    - Cancelled
    - Completed
    - Discharged
    - In Review
    - Offered
    - Pending
    - Scheduled
    - Transferred
    - Withdrawn

NOTE: In an effort to simplify the selection when trying to identify specific National Waitlist Records, selecting Waitlist causes the program to select automatically the appropriate statuses (Pending, In Review, and Accepted) that identify individuals on the waitlist based on the records with these statuses.

5. Start Date (MM/DD/YYYY)
   Enter the Start Date (MM/DD/YYYY) for the National Waitlist Record or click the icon next to the field and select from a calendar.

6. End Date (MM/DD/YYYY)
   Enter the End Date (MM/DD/YYYY) for the National Waitlist Record or click the icon next to the field and select from a calendar.

7. Select data in the fields, and then click the Search button.

The system displays a list of appropriate waitlist records from which you can select, and then modify the National Waitlist Record status. The list contains the Created Date, Patient Name, Program Type, Status, and Referred to Institution (Station ID) for each waitlist record.

Status:

- Select the appropriate status. Choices available depend on the current status.

Status Definitions

In an effort to simplify the selection when trying to identify specific Waitlist related information, selecting **Waitlist** causes the program to automatically select the appropriate statuses (Pending, In Review, and Accepted) that identify individuals on the waitlist based on the waitlist records with these statuses.

Select **In Review** if you are in the process of reviewing the National Waitlist Record to determine acceptance.

Select **Accepted** if the National Waitlist Record has been approved. This means the application review process is completed and the application is approved.

Select **Offered** if the patient has been offered a date of service.

If Offered Status is selected, select the Offer Accepted value of 'Yes' if the patient accepts the date of service offered. Select a value of 'No' if the patient does not accept the date of service offered. This date must be on or after the 'Start Date.' Once you enter data in this field, it becomes a non-editable field.

If the **Offered Accepted** is **Yes**, the system automatically sets the National Waitlist Record to a Scheduled Status for the current date.

If the **Offered** date is not accepted, additional dates of service may be offered. This is only available if the patient does not accept the first admission offer. Enter the additional service dates the patient is offered. This date must be on or after the 'Start Date'. Once you enter data in this field, it becomes a non-editable field.

Once the **Offered** date is accepted, the system automatically sets the status to **Scheduled** for the current date.

For a BRC Record: The user sets the Admission Status to the date the patient is admitted into the BRC for training.

For a BRC Record: The user sets the Discharge Status to the date the patient is discharged from the BRC after completing the training. The discharge date cannot be before the admission date.

Select **Cancelled** status if the BRC denies services to the patient. You must also select the appropriate reason. Once the Cancelled status is selected, the National Waitlist Record remains in a cancelled status and is not editable. Choices for Status Change Reasons include:

- Medical Unstable
- Visual Status
- Psychological Status
- Personal Status
- Not Eligible for VA Care
- Deceased
- Referred to VIST
- Referred to BROS

Select **Withdrawn** status if the patient declines to receive services. You must also select the appropriate reason. Once the Withdrawn status is selected, the National Waitlist Record remains in a withdrawn status and is not editable. Choices for Status Change Reasons include:

- Medical Unstable
- Visual Status
- Psychological Status
- Personal Status
- Not Eligible for VA Care
- Deceased
- Referred to VIST
- Referred to BROS

Other fields that require data will depend on the status that you select. Enter data in the appropriate fields and click **Save**. Click **Done** to return to the Welcome page.

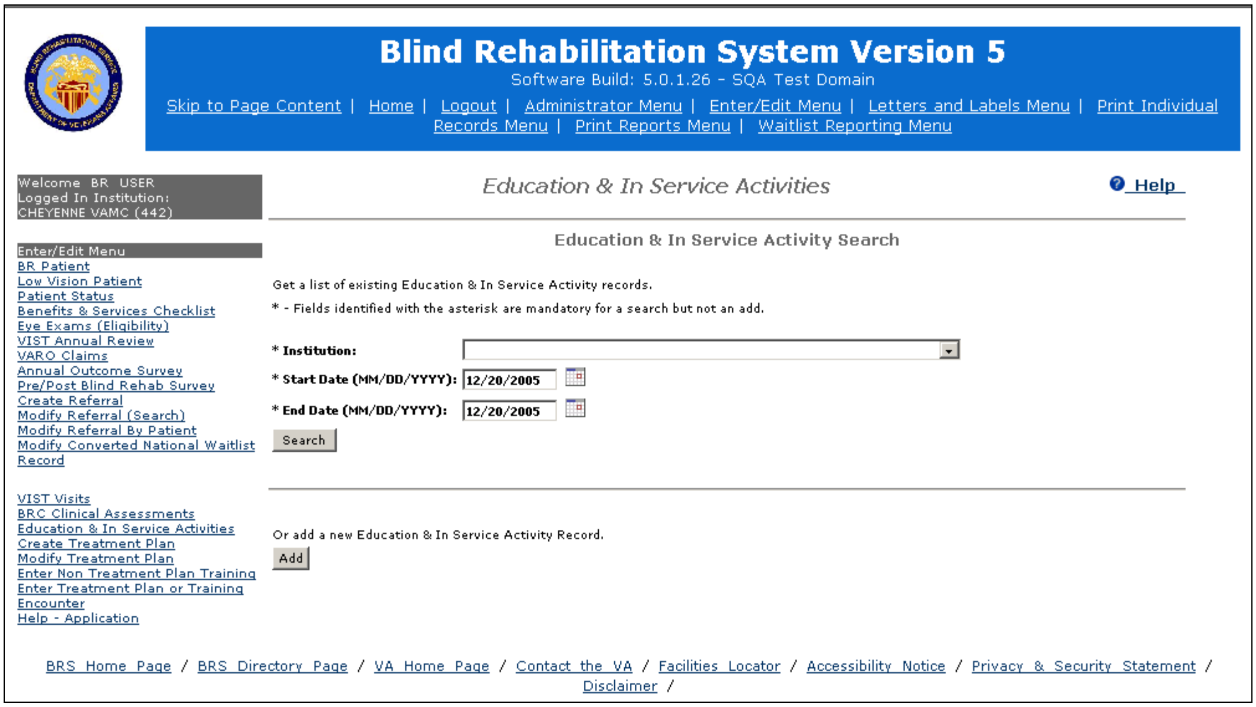
Entering/Editing Education & In Service Activities

WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

This functionality allows the user to obtain a list of records for existing Education & In Service programs and to record the aspects related to Education and In-Service programs.

1. From the **Enter/Edit Menu**, click **Education & in Service**.

   The Education In Service Activity Search screen displays:



2. To search for existing Education & in Service records, enter data in the following fields:

   Institution:

   Click the down arrow to select the **institution** for which you are searching for Education & In Service records.

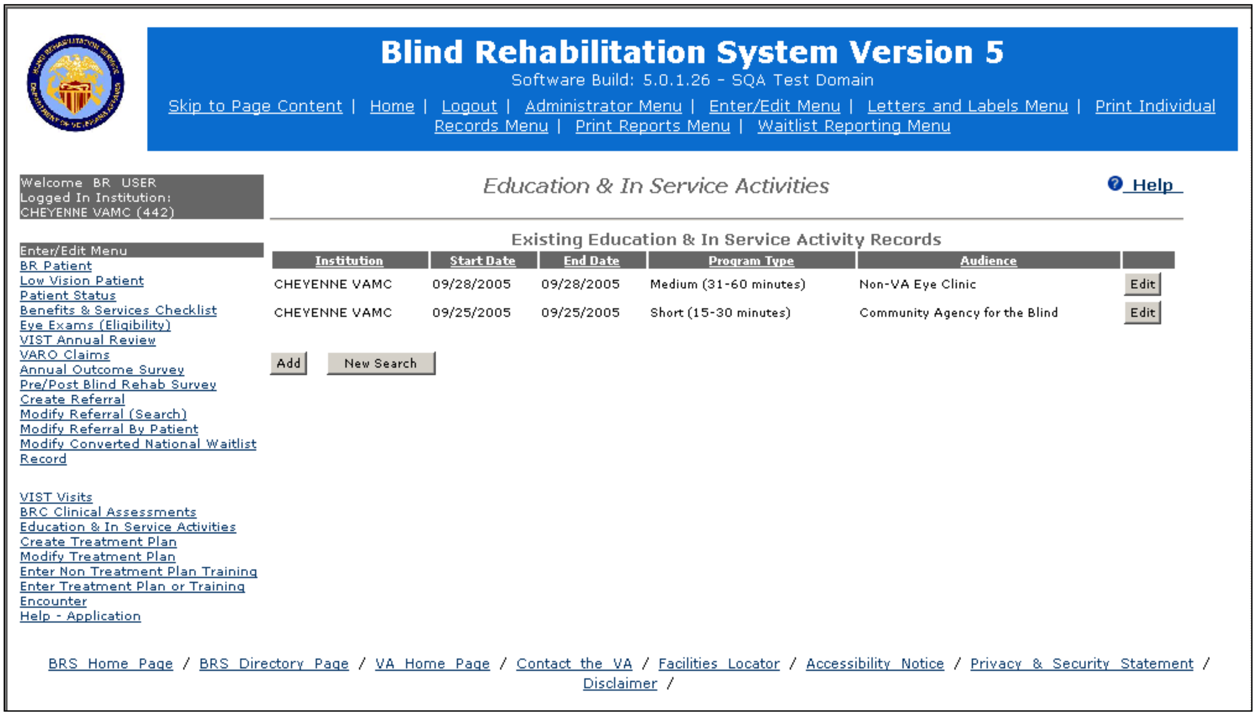
   Start Date:

   Enter the **start date** (MM/DD/YYYY) or click the icon next to the field and select from a calendar.

   End Date:

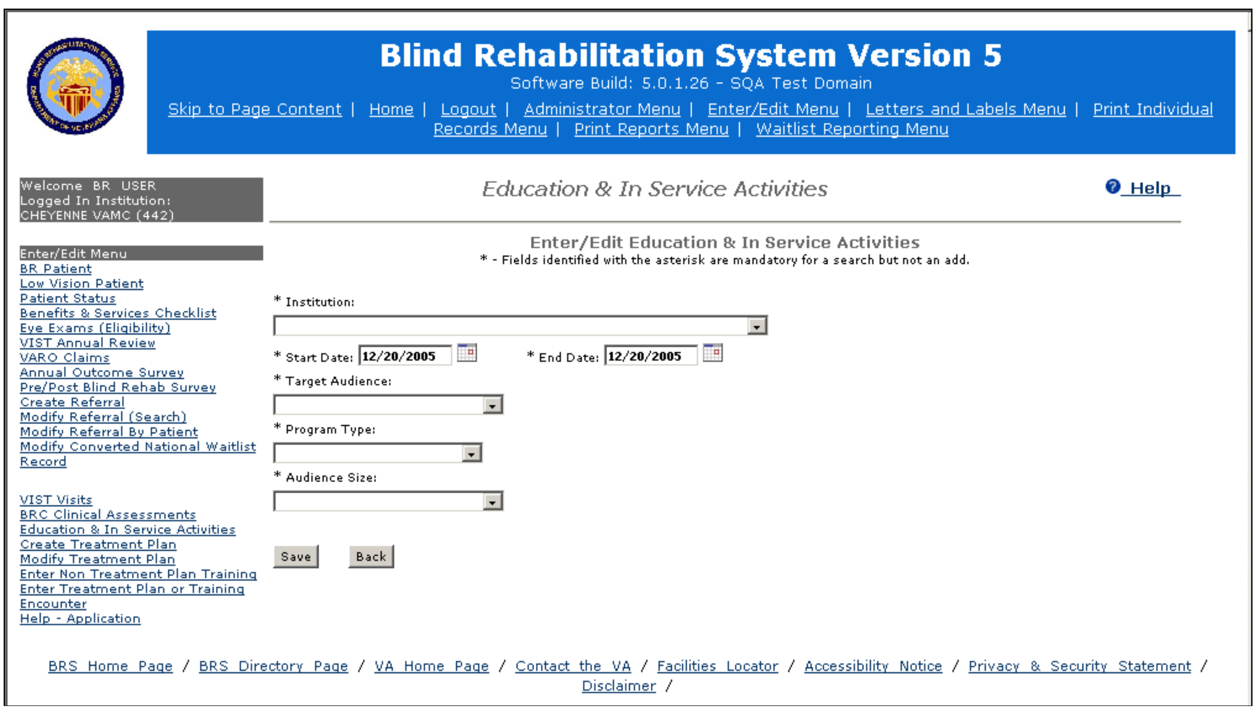
   Enter the **end date** (MM/DD/YYYY) or click the icon next to the field and select from a calendar.

3. Enter data in the fields and click the **Search** button to display the list of records for the selected institution:



4. To edit a record, click the **Edit** button next to the record to display the Enter/Edit Education & In Service screen for that record.

   To add a new record, click the **Add** button. The Enter/Edit Education In Service Activities screen displays:



Use the following fields to enter a new record or to edit an existing record:

Institution:

Click the down arrow to select the **institution** for which you are searching for Education & In Service records.

Start Date: (MM/DD/YYYY)

Enter the **start date** for the program or click the icon next to the field and select from a calendar.

End Date: (MM/DD/YYYY)

Enter the **end date** for the program or click the icon next to the field and select from a calendar.

Target Audience:

Select one of the following options to describe the **target audience**:

- Community Agency for the Blind
- Non-VA Eye Clinic
- State Agency for the Blind
- VBA Staff
- Veterans Service Organization
- VHA Staff
- Nursing Home/Group Home
- Other

Program Type:

Select one of the following options to describe the type of program:

- Short (15-30 minutes)
- Medium (31-60 minutes)
- Long (More than 60 minutes)

Audience Size:

Select one of the following options to describe the audience size:

- One Person
- Small Group (2-8 People)
- Medium Group (9-19 People)
- Large Group (20 or more People)

5. Click the **Back** button to return to the Main Screen.
6. Enter data in the fields and click the **Save** button. The system displays the message:

   "Education & In Service Activities successfully saved"

7. Click the **Done** button to return to the Welcome Page.

Create Treatment Plan

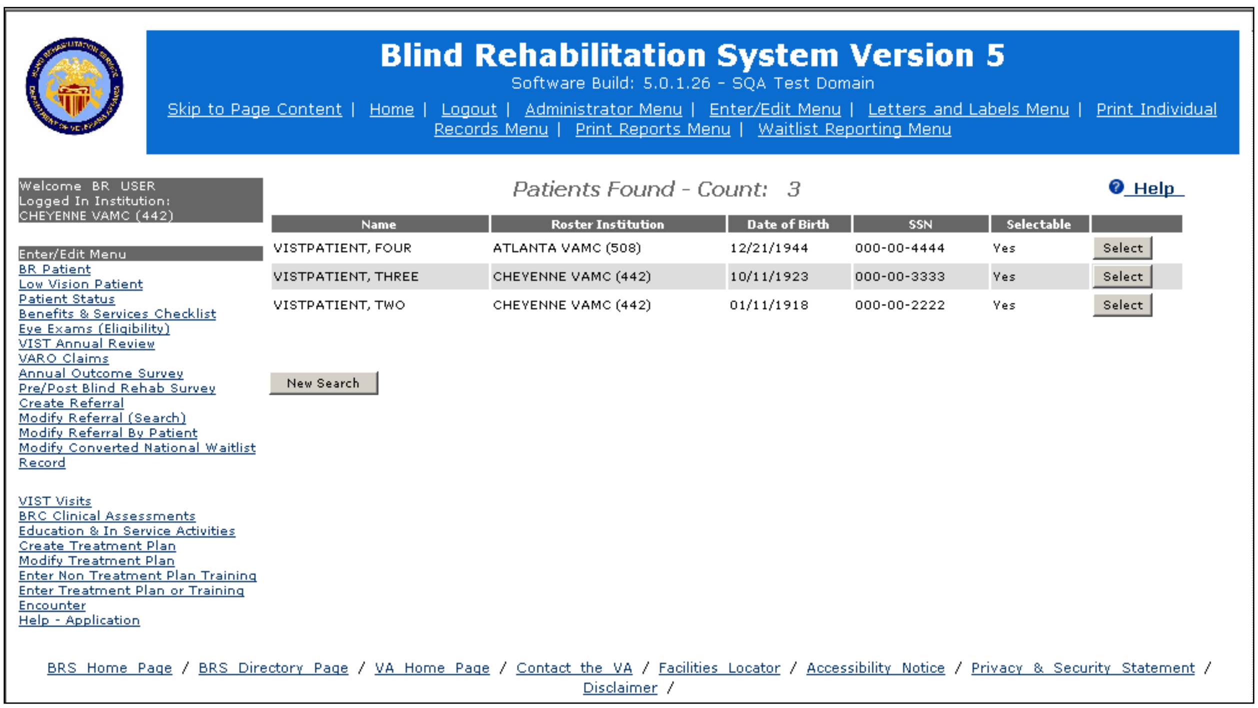
WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

Use this menu option to create a Treatment Plan for the patient.

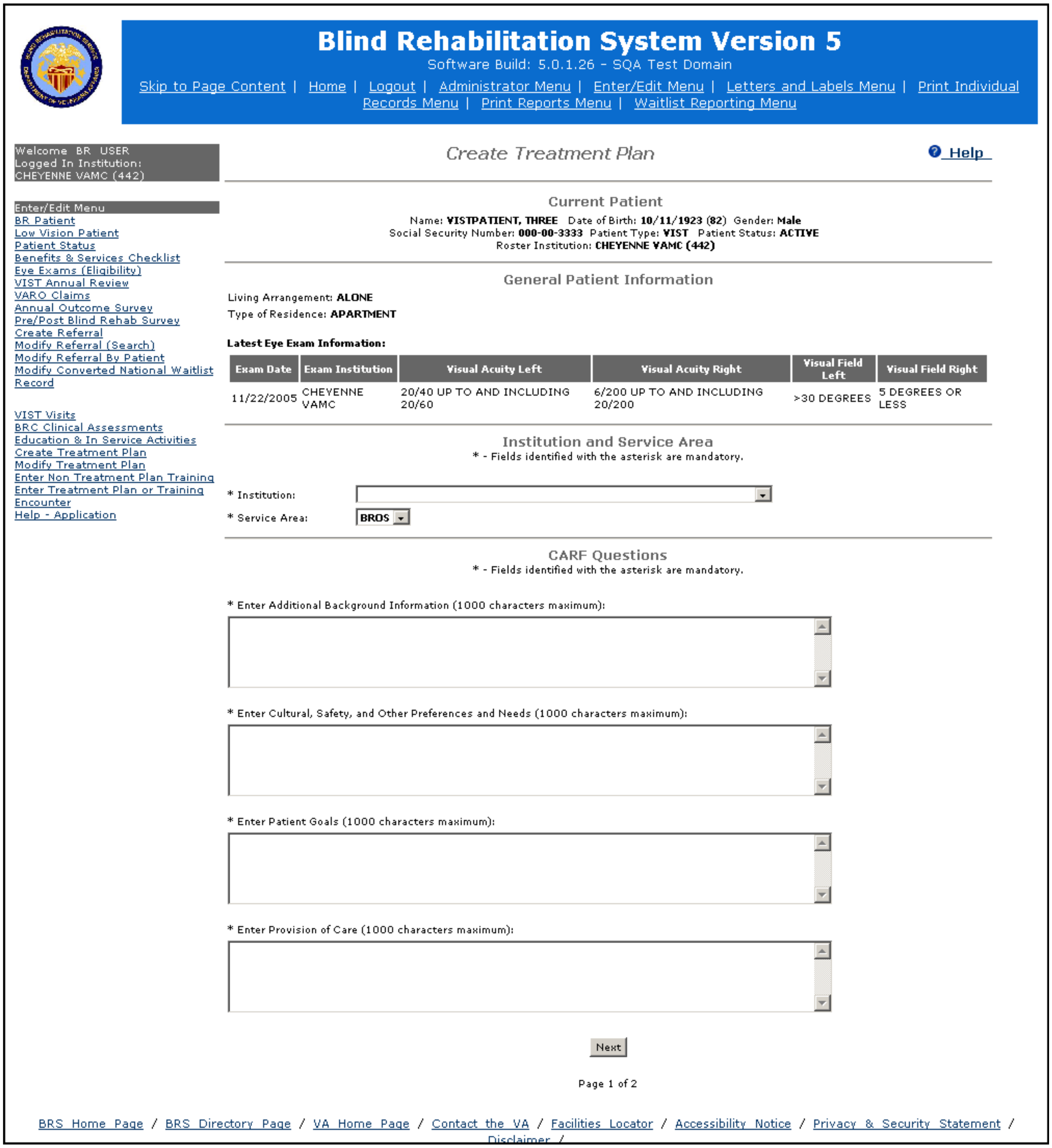
1. From the **Enter/Edit Menu**, click **Create Treatment Plan**. If a patient is already selected, you are asked if you want to continue with the current patient or select another patient. To continue with the current patient, click **OK**.

2. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

3. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



4. From the Patients Found page, select the patient whose record you want to access by clicking the **Select** button next to the patient's name. This displays the Create Treatment Plan screen.



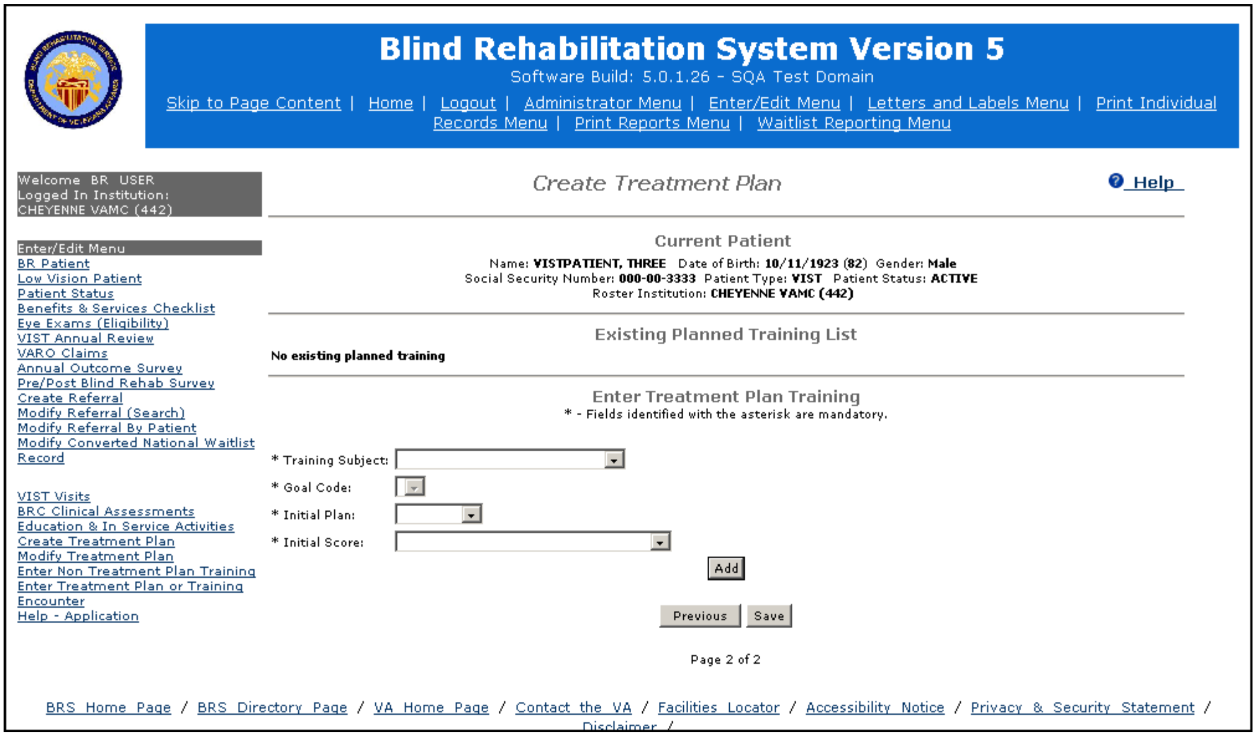
Current Patient Information and General Patient Information sections display at the top of the screen.

5. Under the Institution and Service Area section, enter data in the **Institution** and **Service Area** fields by clicking the down arrow and selecting the appropriate option from the list.

6. Enter data at each of the CARF (Commission on the Accreditation of Rehabilitative Facilities) Questions.

7. When data entry is complete, click the **Next** button to display the next page.

If there is an existing Training List, it displays under the Planned Training List Section and you have the option of editing or removing the planned training.



8. Click the **Remove** button to delete an existing Treatment Plan. Click the **Edit** button to revise an existing Treatment Plan. Modify the data in the fields, and then click **OK.**

9. To create a new Treatment Plan, enter data in the following fields:

Training Subject:

Select the appropriate training subject from the following options:

- Living Skills
- Manual Skills
- Orientation and Mobility
- Low Vision/Visual
- Computer Access Training (CAT)
- Counseling
- Treatment Planning
- VIST
- Health and Nursing
- Placement
- Leisure Skills

Goal Code:

Select the appropriate goal from the following options:

Bathe without help	Groom without help
Dress without help	Eat without help or embarrassment
Pouring a cup of coffee or tea	Tell time
Dial a telephone	Turn on and adjust the television
Sign your name on a form	Write notes and letters
Take notes on tape	Listen to magazines and books on tape
Use an electronic note taker	Typing
Braille	Money identification
Pay bills by check or money order	Maintain checkbook register
Set up automated bill payment	Use an OCR scanner to read mail
Make a bed	Straighten up or clean a room
Do the laundry	Label and identify clothing
Iron clothes	Sew on a button
Get around the kitchen safely	Organize your kitchen and find things
Fix a sandwich or other cold meal	Warm up food in a microwave oven
Plan weekly menu and grocery list	Follow a recipe
Identify food item	Open cans safely
Cook a meal in a microwave oven	Cook a meal in a conventional oven
Use countertop appliances safely	Clean up in the kitchen

Initial Plan:

Select the appropriate **initial plan** from the following options:

- New skill
- Continue
- BRC
- Resolved
- Dropped

Initial Score:

Select the appropriate **initial score** from the following options:

- 1 - Cannot Perform Task
- 2 - Needs Lots of Assistance
- 3 - Needs Some Assistance
- 4 - Independence In All Circumstances
- 5 - Individual In All Circumstances

Enter data in the fields and click **Add**. You return to the Main screen to add another treatment, if desired.

When all treatment plans are entered, click **Save**. The system displays the message:

"Treatment Plan successfully saved"

Click **Done** to return to the Welcome Page.

Modify Treatment Plan

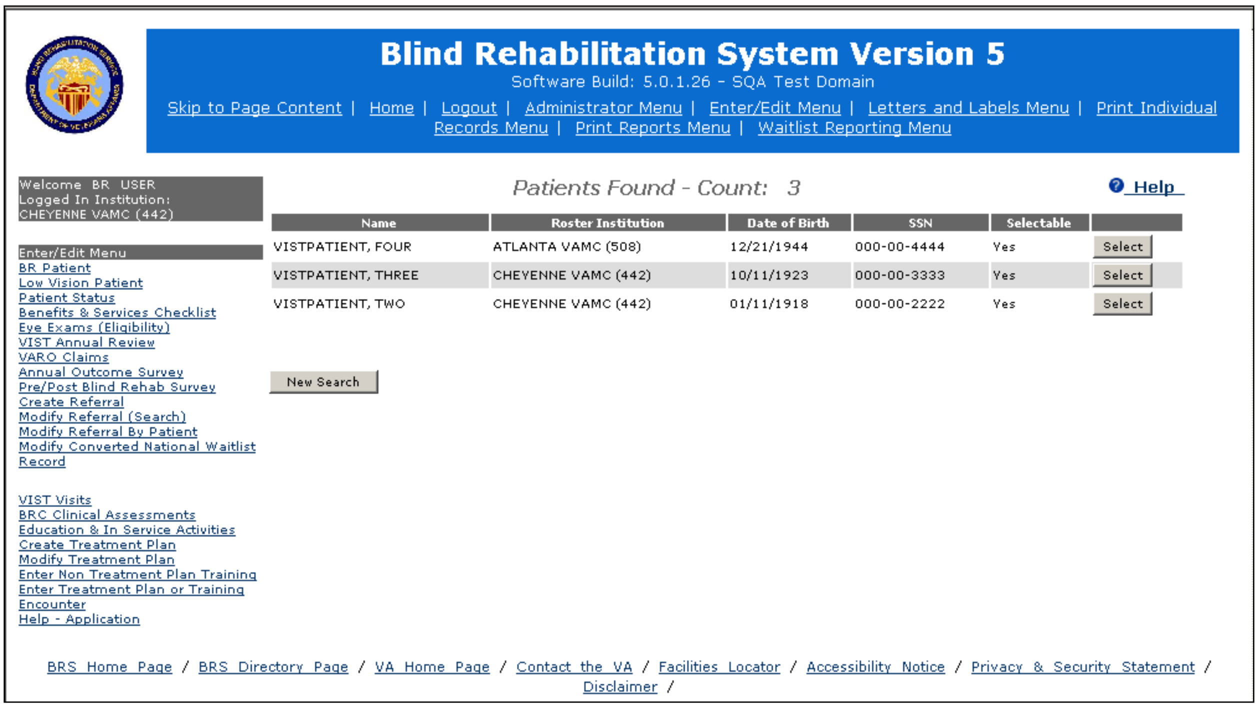
WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

Use this menu option to modify an existing Treatment Plan for a specific patient.

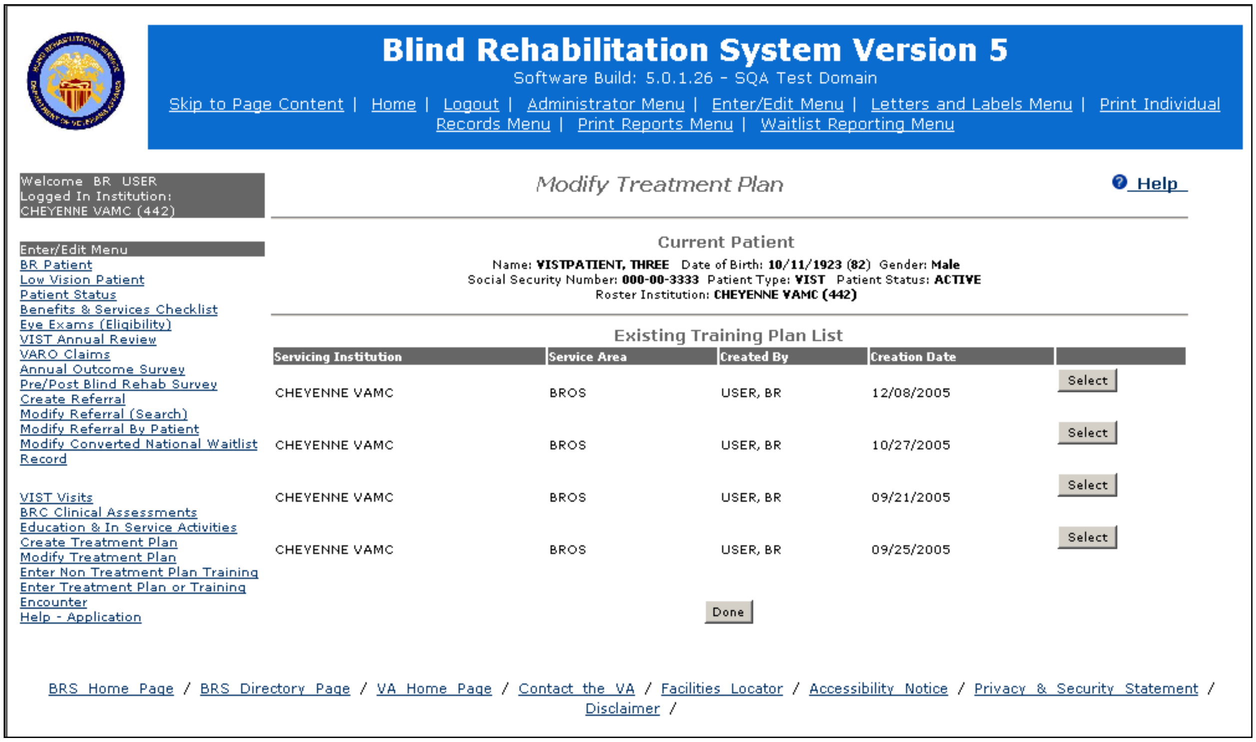
1. From the **Enter/Edit Menu**, click **Modify Treatment Plan**. If a patient is already selected, you are asked if you want to continue with the current patient or select another patient. To continue with the current patient, click **OK**.

2. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

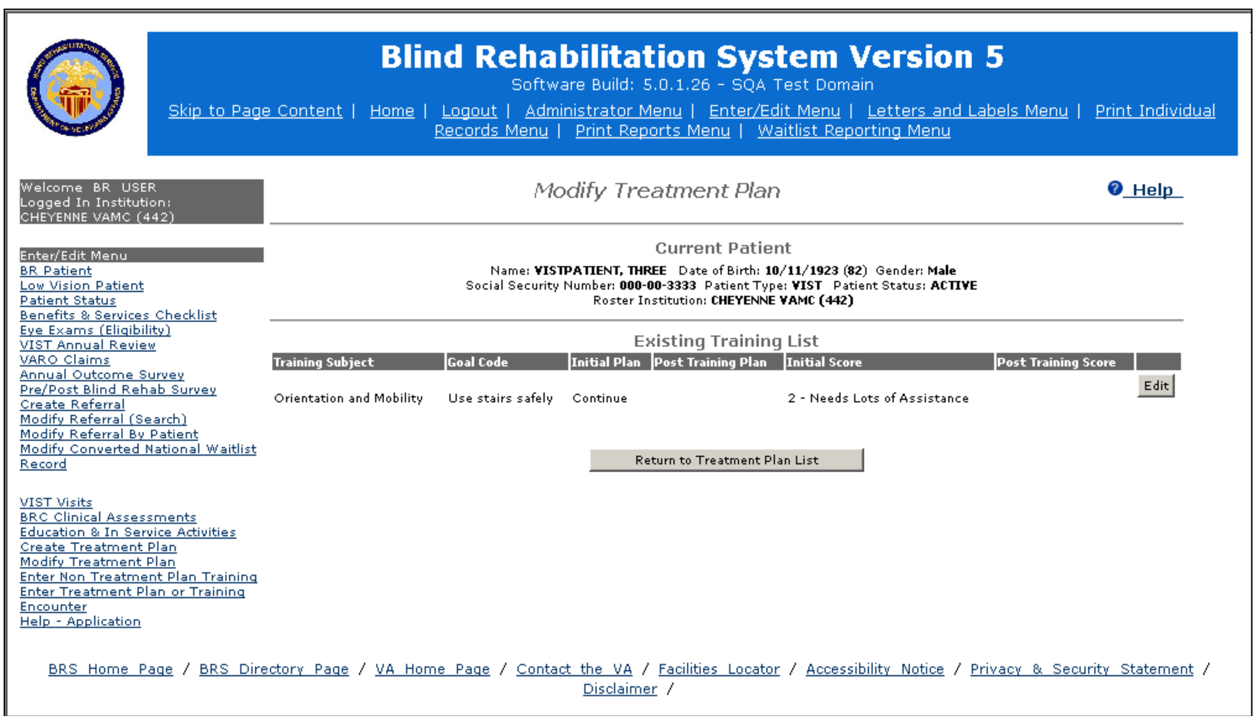
3. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria.



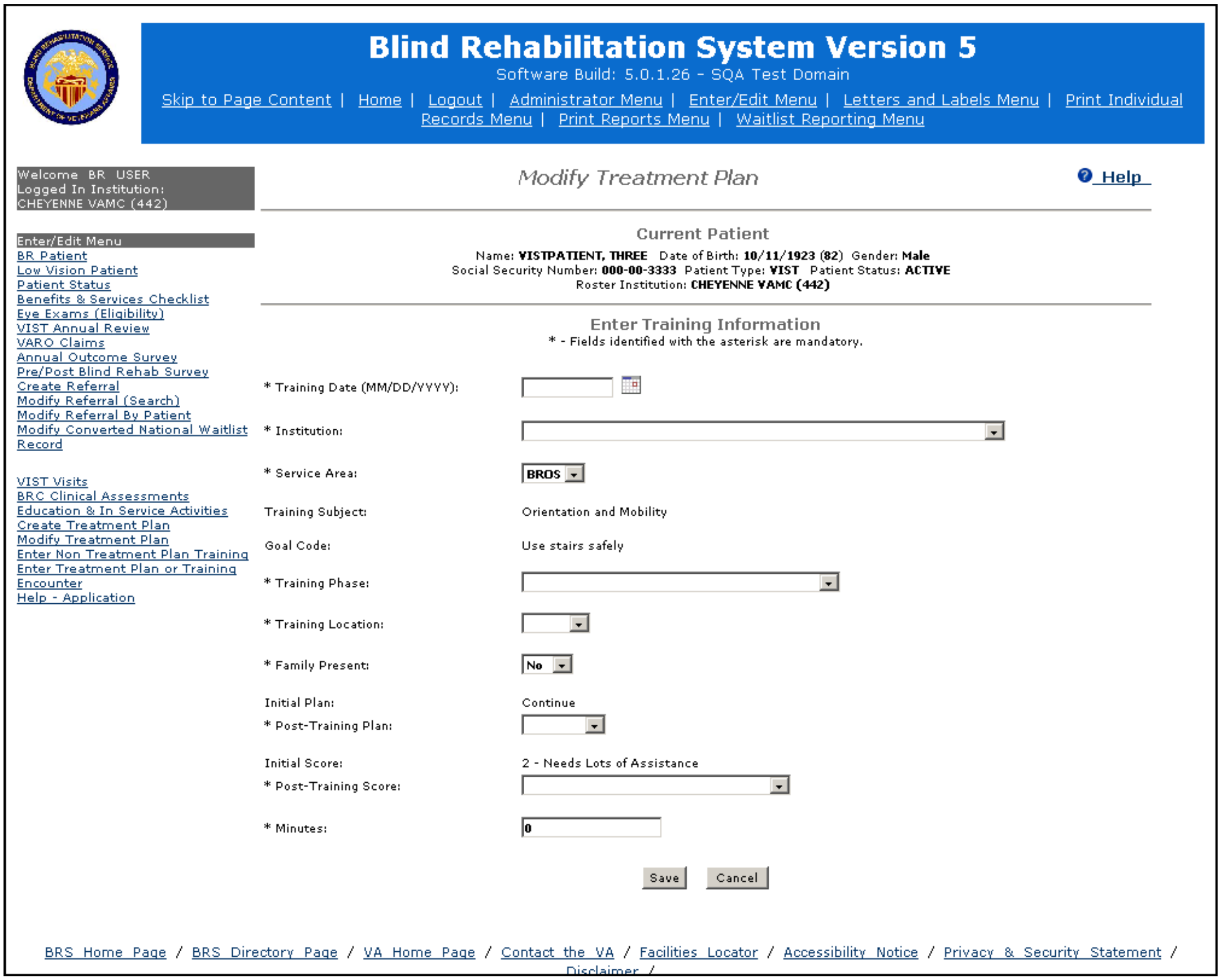
4. From the Patients Found page, select the patient whose record you want to access by clicking the **Select** button next to the patient's name. This displays the Modify Treatment Plan screen. The Current Patient information section contains the Name, Date of Birth, Social Security Number, Patient Type, and Patient Status.



5. The patients' Existing Assessment List entries display as separate line items. To edit an Assessment List item, click the **Select** button next to the item. The Existing Training List displays.



6. If it is available to edit, an **Edit** button displays next to the item, click this button to modify the Treatment Plan. The Enter Training Information fields display for modification of the data. To return to the Assessment List, click the **Return to Assessment List** button.



7. Modify the data in the following fields:
   Training Date (MM/DD/YYYY)
      Enter the **Training Date** (MM/DD/YYYY) or click the calendar icon to select the date.

   Use the drop-down arrow at each of the next fields to display, and then select the correct data.
   Institution:
      Select the correct **Institution** from the list of available Institutions.

   Service Area:
      Select either **BRC** or **BROS** as the correct **Service Area**.

Training Phase:

Select the correct **Training Phase** from the following options:

- Prep
- Inpatient
- Follow-up – No Treatment Plan
- Component or Remediation - No Treatment Plan
- Remediation
- Local

Training Location:

Select the correct **Training Location** from the following options:

- Home
- Phone
- Other
- Work
- BRC
- VA
- School

Family Present:

This field defaults to “No,” click the drop-down arrow to select “Yes.”

- Yes
- No

Plan

Post Training:

Select the **Post Training** plan from the following options:

- New Skill
- Continue
- BRC
- Resolved
- Dropped

Score

Post Training:

Select the **Post Training** score from the following options:

- Cannot Perform Task
- Needs Lots of Assistance
- Needs Some Assistance
- Independence In All Circumstances
- Individual In All Circumstances

Minutes:

Enter the number of minutes the patient used for the training.

8. Enter data in the fields and click **Save** or **Cancel** to exit the screen with no changes. You return to the Existing Training Plan List.
9. Click **Done** to return to the Welcome Page.

Enter Non Treatment Plan Training

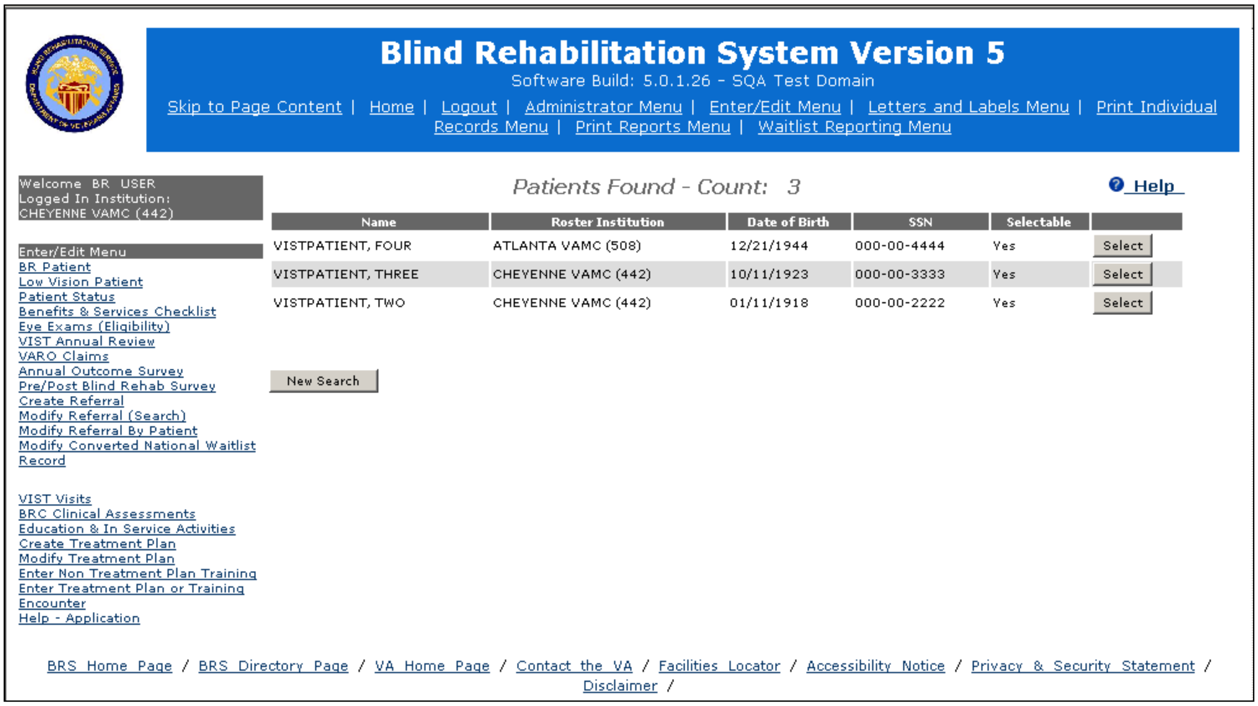
WARNING: Do not use the Browser Back button in the Enter/Edit functions of the application. This will cause an error and previously entered information will be lost.

Use to enter non-treatment plan training for a patient.

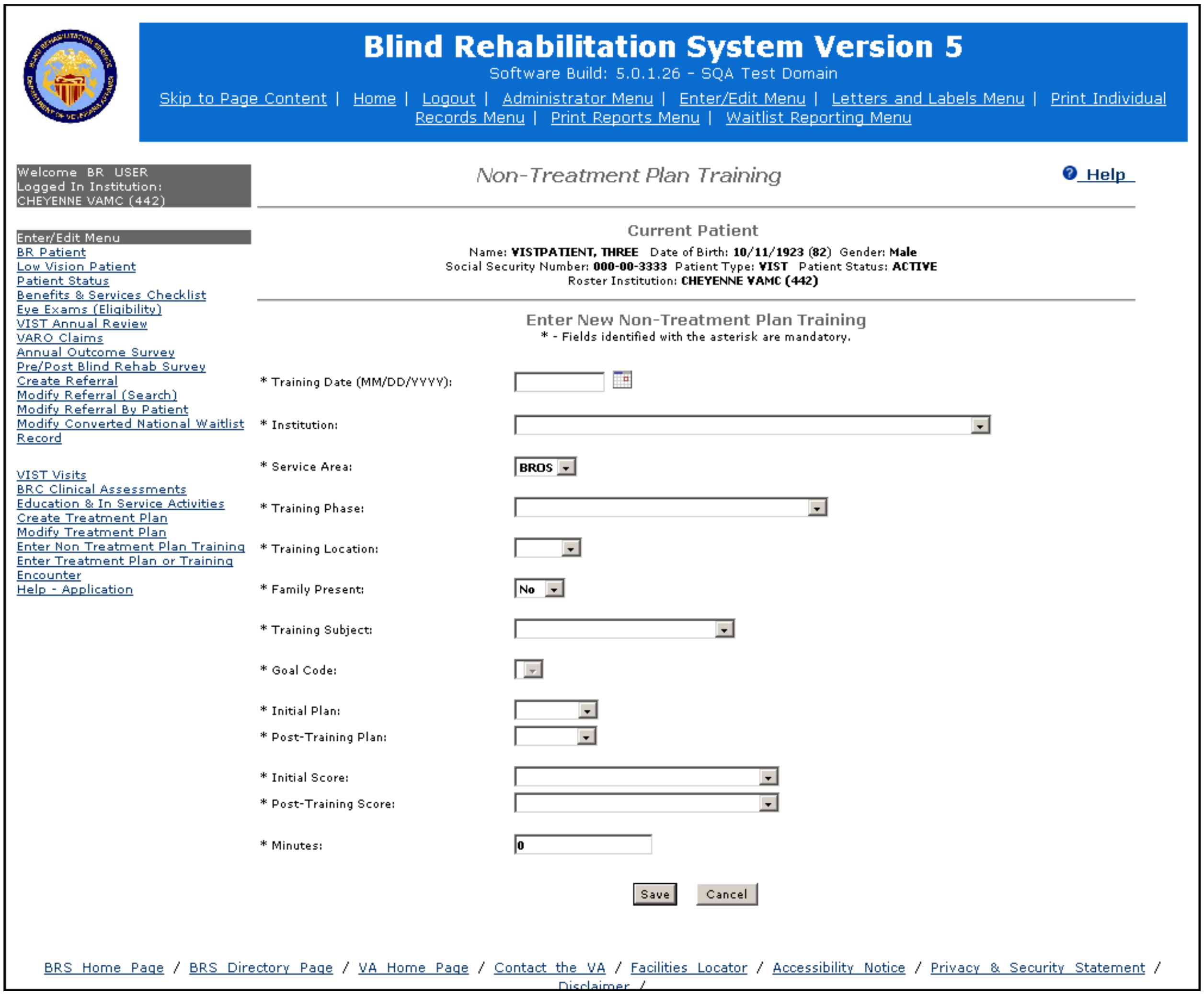
1. From the **Enter/Edit Menu**, click **Non Treatment Plan Training**. If a patient is already selected, you are asked if you want to continue with the current patient or select another patient. To continue with the current patient, click **OK**.

2. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

3. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria.



4. From the Patients Found page, select the patient whose record you want to access by clicking the **Select** button next to the patient's name. This displays the Enter New Non Treatment Plan Training screen. The Current Patient information section contains the Name, Date of Birth, Social Security Number, Patient Type, and Patient Status.



5. Enter the training plan data in the following fields:
   Training Date (MM/DD/YYYY)
   Enter the **Training Date** (MM/DD/YYYY) or click the calendar icon to select the date.

   Use the drop-down arrow at each of the next fields to display, and then select the correct data.
   Institution:
   Select the correct **Institution** from the list of available Institutions.

   Service Area:
   Select either **BRC** or **BROS** as the correct **Service Area**.

   Training Phase:
   Select the correct **Training Phase** from the following options:
   - Prep
   - Inpatient
   - Follow-up – No Treatment Plan
   - Component or Remediation - No Treatment Plan
   - Remediation
   - Local

Training Location:

Select the correct **Training Location** from the following options:

- Home
- Phone
- Other
- Work
- BRC
- VA
- School

Family Present:

This field defaults to "No," click the drop-down arrow to select "Yes."

- Yes
- No

Training Subject:

Select the correct **Training Subject** from the following options:

- Living Skills
- Manual Skills
- Orientation and Mobility
- Low Vision/Visual Skills
- Computer Access Training
- Counseling
- Treatment Planning
- VIST
- Health and Nursing
- Placement

Goal Code:

The **Goal Code** that displays depends on the selection in the **Training Subject** field. Select the appropriate goal from the following options:

Bathe without help	Groom without help
Dress without help	Eat without help or embarrassment
Pouring a cup of coffee or tea	Tell time
Dial a telephone	Turn on and adjust the television
Sign your name on a form	Write notes and letters
Take notes on tape	Listen to magazines and books on tape
Use an electronic note taker	Typing
Braille	Money identification
Pay bills by check or money order	Maintain checkbook register
Set up automated bill payment	Use an OCR scanner to read mail
Make a bed	Straighten up or clean a room
Do the laundry	Label and identify clothing
Iron clothes	Sew on a button
Get around the kitchen safely	Organize your kitchen and find things
Fix a sandwich or other cold meal	Warm up food in a microwave oven
Plan weekly menu and grocery list	Follow a recipe
Identify food item	Open cans safely
Cook a meal in a microwave oven	Cook a meal in a conventional oven
Use countertop appliances safely	Clean up in the kitchen

Plan

Initial:

Select the **Initial** plan from the following options:

- New Skill
- Continue
- BRC
- Resolved
- Dropped

Post Training:

Select the **Post Training** plan from the following options:

- New Skill
- Continue
- BRC
- Resolved
- Dropped

Score

Initial:

Select the **Initial** score from the following options:

- Cannot Perform Task
- Needs Lots of Assistance
- Needs Some Assistance
- Independence In All Circumstances
- Individual In All Circumstances

Post Training:

Select the **Post Training** score from the following options:

- Cannot Perform Task
- Needs Lots of Assistance
- Needs Some Assistance
- Independence In All Circumstances
- Individual In All Circumstances

Minutes:

Enter the number of minutes the patient used for the training.

6. Click **Cancel** to exit the screen with no changes and return to the Main screen.

7. When all treatment plans are entered, click **Save**. The system displays the message:

   "Training successfully saved"

8. Click **Done** to return to the Welcome Page.

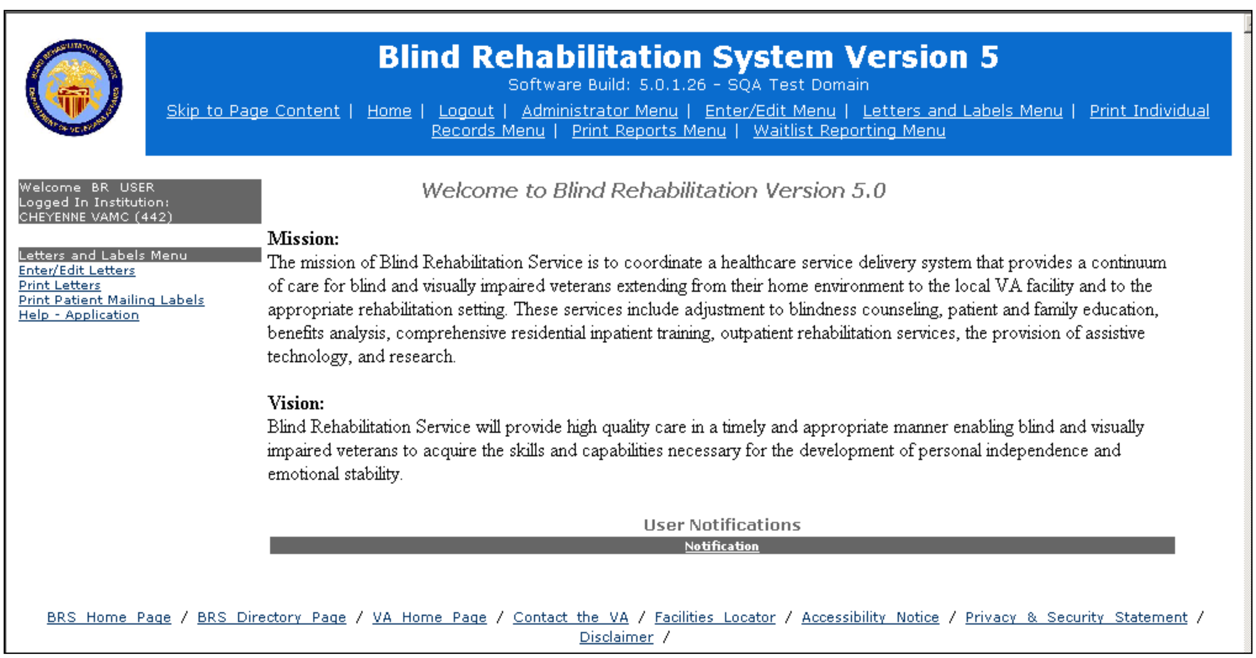
Editing and Printing Letters and Labels

This menu option allows you to edit and print letters and mailing labels as necessary for patients. There are five letter templates:

BRC Application Letter	This is a cover letter for a Blind Rehabilitation Center (BRC) Application packet. This letter requires editing and is printed for a particular veteran.
BRC Follow-up Letter	This is a questionnaire sent to the veteran following blind rehabilitation training. It is used to assist the center or clinic in following-up on the veteran.
Claim Letter	This is a cover letter to a VARO when filing a claim on behalf of a veteran. This letter is printed for a particular veteran.
Invitation for VIST Review	This is an invitation for blinded veterans to notify that they would like to participate in a rehab review. This letter satisfies the requirements of M-2, Part XXIII and is printed as a mass mailing.
IRS Exemption Letter	Use this letter for any other purpose needed by VIST.

NOTE: You can also create your own template from the available data fields.

From the Header Menu, click the Letters and Labels Menu to display the Welcome Page and the Letters and Labels menu options in the Task section.



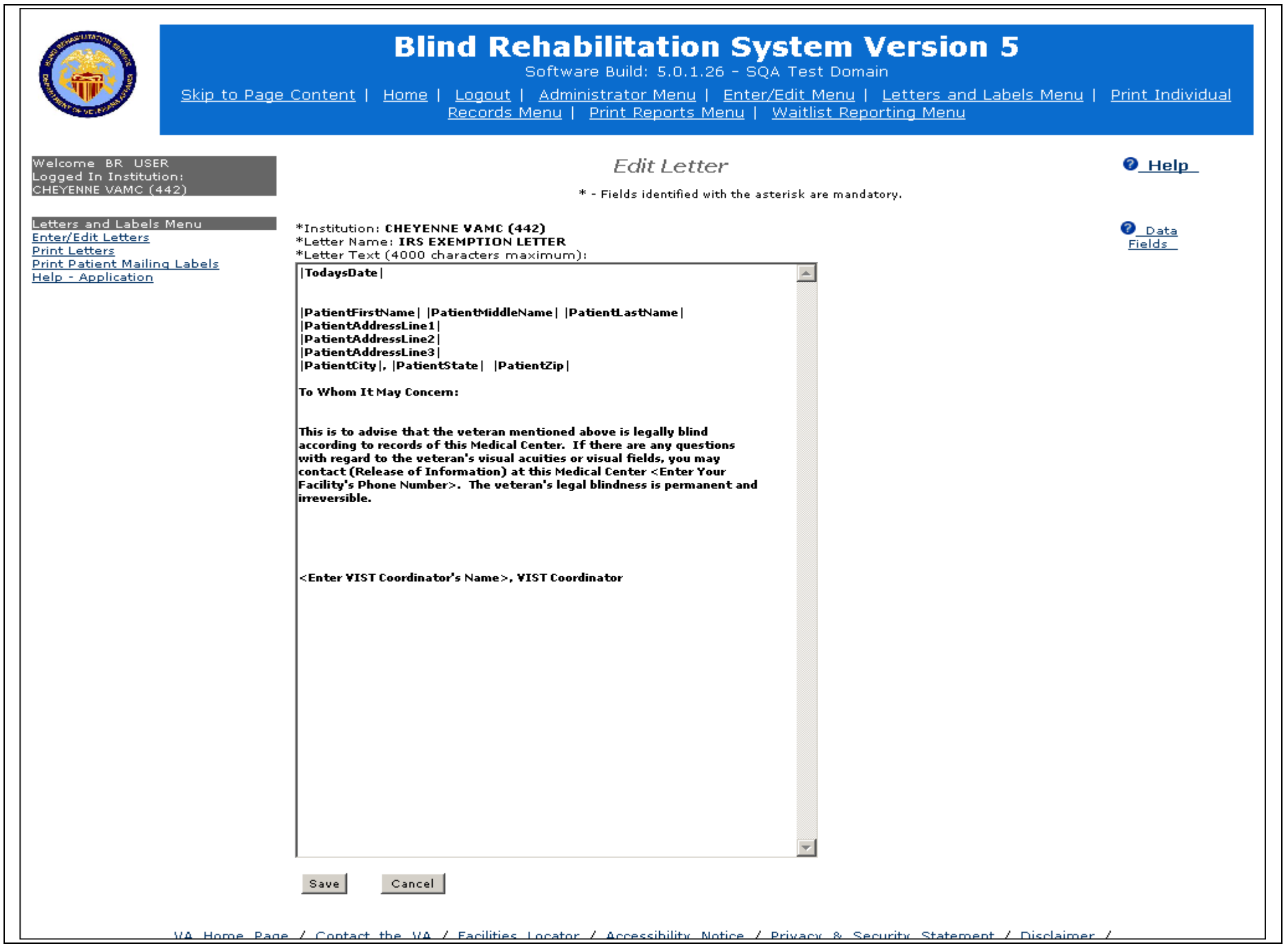
Entering/Editing a Letter

1. Click **Enter/Edit Letters** to display the Letters Search Criteria.

2. Select the **Institution**, and then click **Search** to display the list of existing letters for that Institution.

Editing an Existing Letter

1. To edit an existing letter, click the **Edit** button next to the letter you want to edit. The letter displays for editing.



2. The data within the less than **(<)** and greater than **(>)** signs has to be replaced with data that you enter. For example:

|TodaysDate|

|PatientFirstName| |PatientMiddleName| |PatientLastName|
|PatientAddressLine1|
|PatientAddressLine2|
|PatientAddressLine3|
|PatientCity|, |PatientState|, |PatientZip|

Becomes:

December 07, 2005

Three VISTpatient
123 Anystreet
Anycity, Anystate, 12345

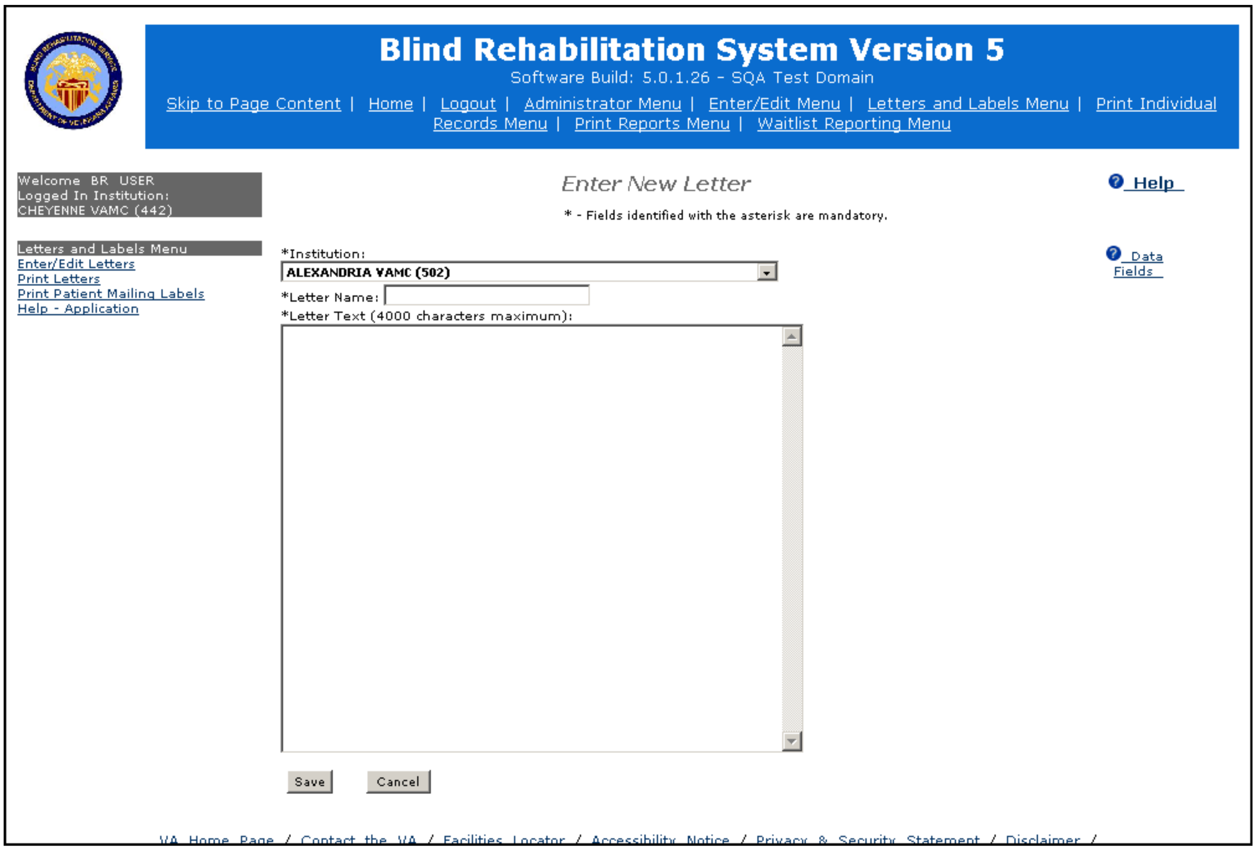
Delete the directions (including the less than **(<)** and greater than **(>)** signs) and type in your specific data.

3. When complete, click **Save**. The list of letters displays. To print the letter, refer to Printing a Letter later in this section.

NOTE: When you edit a letter, the text you enter remains until you edit the letter again.

Entering a New Letter

1. From the Letters screen, click the **Add Letter** button to display the Enter New Letter screen.



2. Enter the letter name in the Letter Name field.

3. Copy and paste any needed data fields from the list of Available Data Fields.

4. Enter the text of the letter.

5. When complete, click **Save**. The Letters screen displays the list of existing letters, including the letter you just created.

NOTE: When you create a letter, the text you enter remains until you edit the letter again.

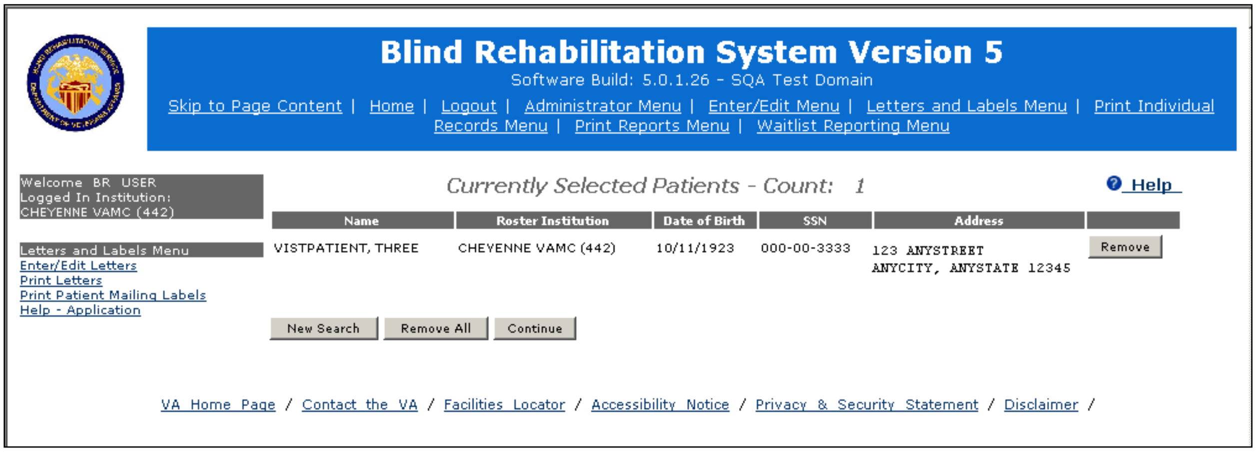
6. Click **Done** to return to the Welcome Page. To print the letter, refer to Printing a Letter later in this section.

Printing a Letter

1. From the Letters screen, click the **Print** button. The Letters – Select Patient Criteria screen displays.

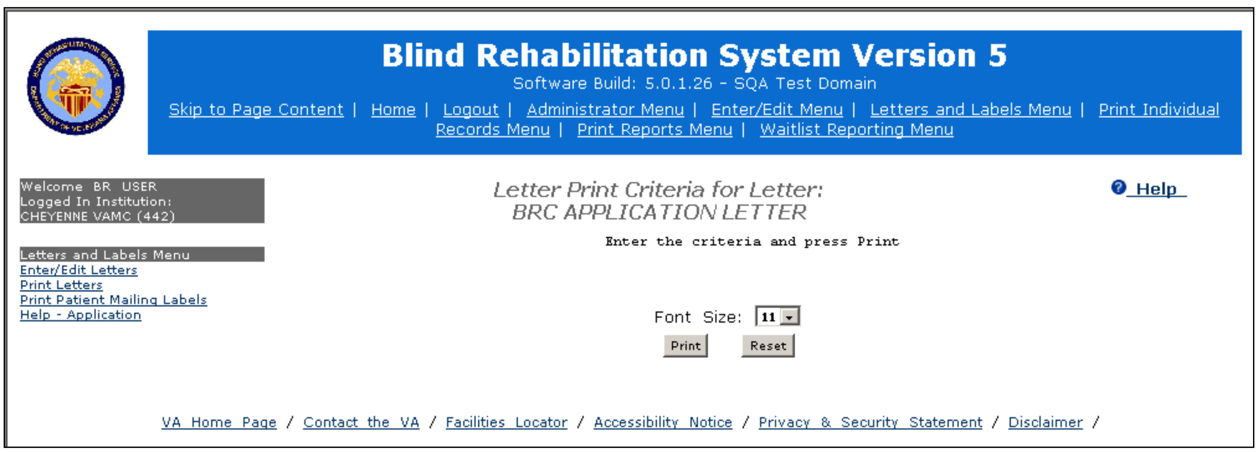
2. Use the **Select Patients Method** field to display (and edit) a list of currently selected patients or to load from a roster for the specific selected Institution. If your Select Patients Method is to 'LOAD PATIENT LIST FROM ROSTER,' the list of available institutions displays for you to choose one or more institutions from which to select patients.

   <u>NOTE</u>: To select multiple institutions, hold the <**Ctrl**> key down while making the selections.



3. After you display a list of patients, you have the option to remove any patient to which you do not want to send the letter by clicking the **Remove** button next to the patient's name.

4. When the list is complete, click the **Continue** button to display the Letter Print Criteria for Letter: screen. The name of the letter you are printing also displays.



5. Enter the desired font size and click the **Print** button. If you have changed the size of the font, you can click the **Reset** button to return to the default font.

6. The letter displays on the screen. To print the letter, use the appropriate printing option available.

Printing a BR Letter

1. Click **Print BR Letter**s to display the Letters Search Criteria screen.

2. Select the Institution, and then click the **Search** button to display the list of existing letters for that Institution.

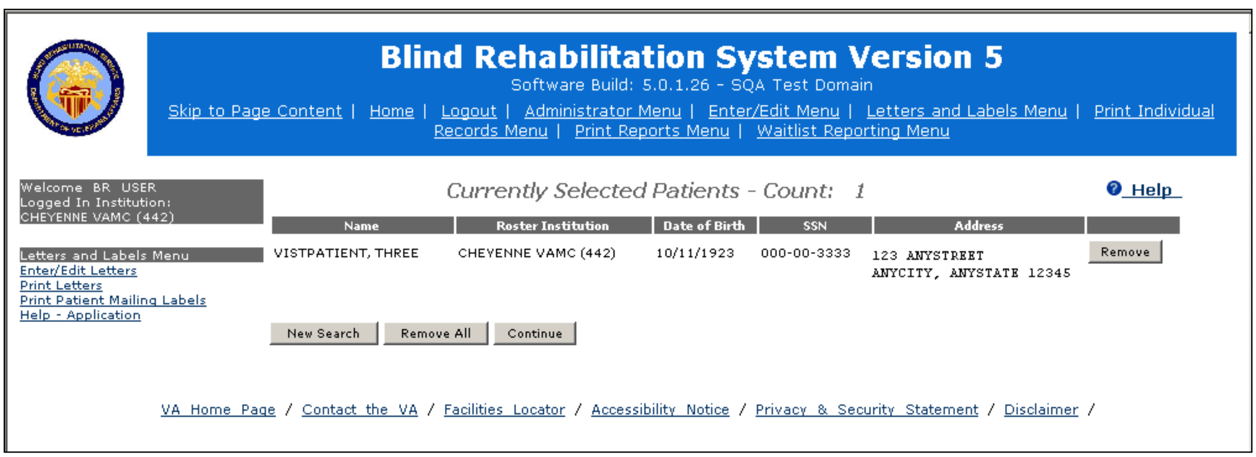
3. Click the **Print** button next to the specific letter you want to print. The Letters – Select Patient Criteria screen displays.

4. Use the **Select Patients Method** field to display (and edit) a list of currently selected patients or to load from the roster for the specific selected Institution.

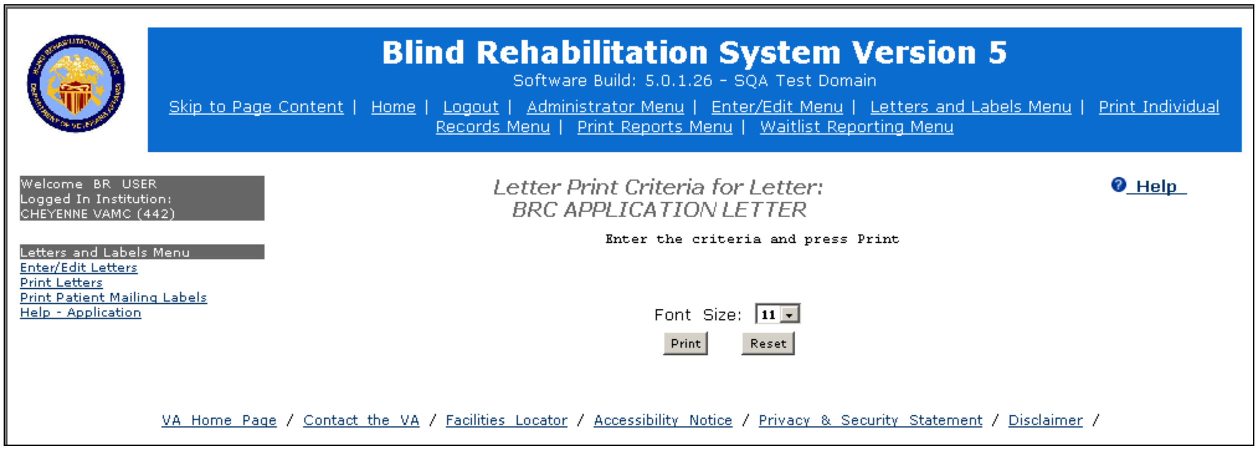
5. If your Select Patients Method is to 'LOAD PATIENT LIST FROM ROSTER,' the list of available institutions displays for you to choose one or more institutions from which to select patients.

   NOTE: To select multiple institutions, hold the <**Ctrl**> key down while making the selections.

6. Next, you have the option to remove any patient to which you do not want to send the letter by clicking the **Remove** button next to the patient's name.



7. When the list is complete, click the **Continue** button to display the Letter Print Criteria for Letter: screen. The name of the letter you are printing also displays.



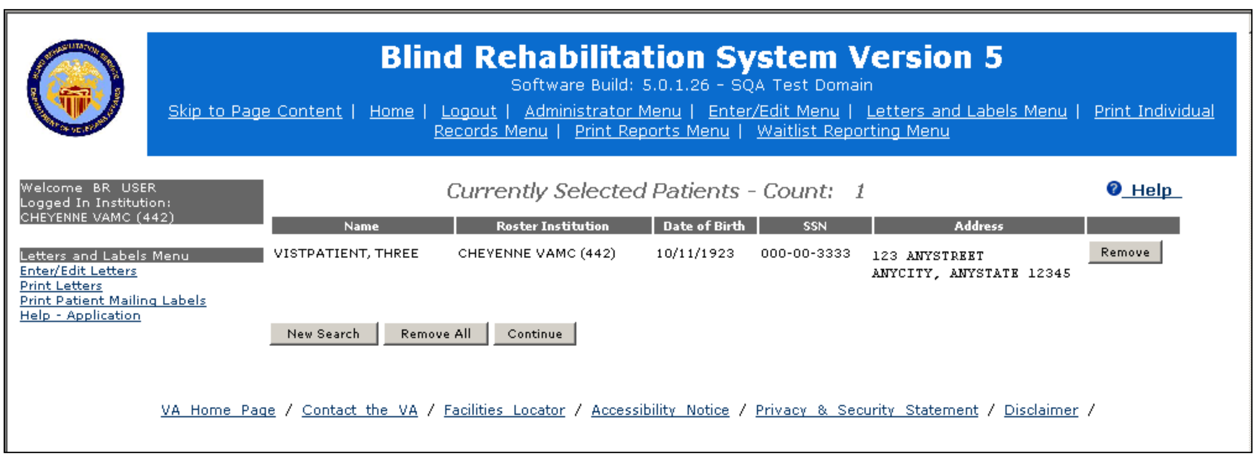
8. Enter the desired font size and click the **Print** button. If you change the size of the font, you can click the **Reset** button to return to the default font.

9. The letter displays on the screen. To print the letter, use the appropriate printing option available.

Printing Patient Mailing Labels

1. From the **Task Menu**, click Print **Patient Mailing Labels** to display the Patient Mailing Labels - Select Patient Criteria screen.

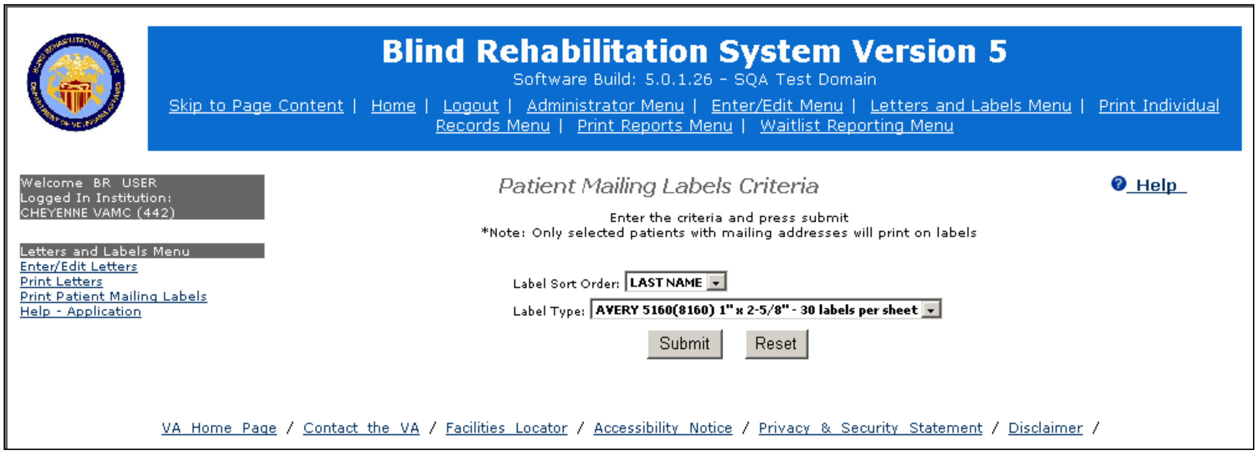
2. Select the Institution, and then click **Submit** to display the list of existing Patients for that Institution.



Use the **Select Patients Method** field to display (and edit) a list of currently selected patients or to load from the roster for the specific selected Institution.

After you display a list of patients, you have the option to remove any patient to which you do not want to send the letter by clicking the **Remove** button next to the patient's name.

When the list is complete, click the **Continue** button to display the Patient Mailing Labels Criteria screen.

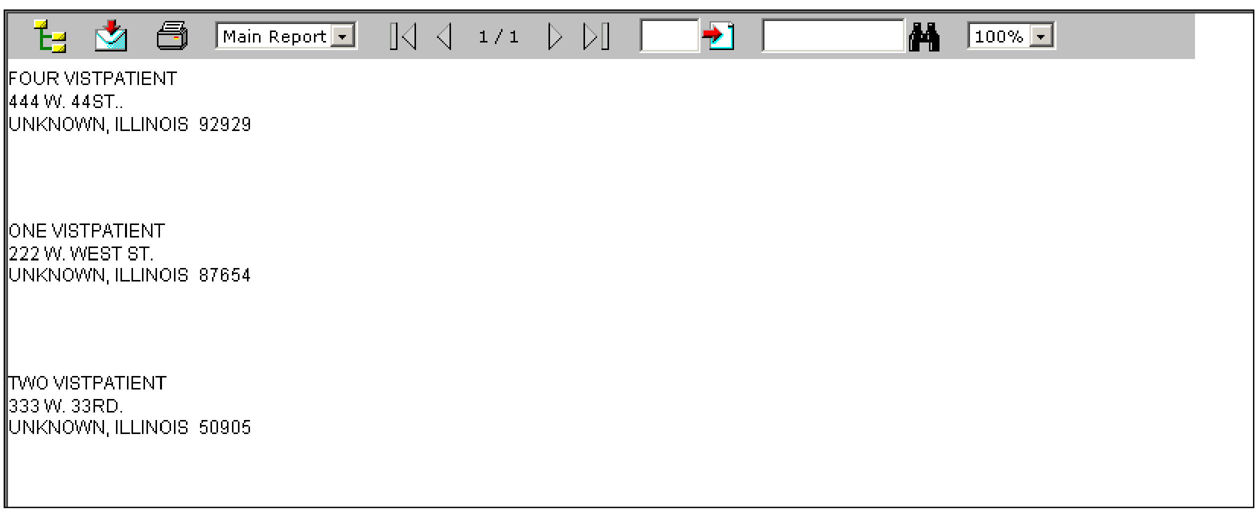


This screen contains the **Label Sort Order** and the **Label Type fields**:

Label Sort Order:
: Click the down arrow to specify the sorting order of the patient list. The options are LAST NAME (default setting), CITY, COUNTY, and STATE.

Label Type:
: Use this field to determine the size of the label. You can print 30 (default setting) or 14 labels per sheet.

3. Click the **Submit** button to generate the labels.



4. To generate the labels in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.

Printing Individual Records

These menu options contain the functionality to print the individual records for a specific patient.

Printing a Patient Record

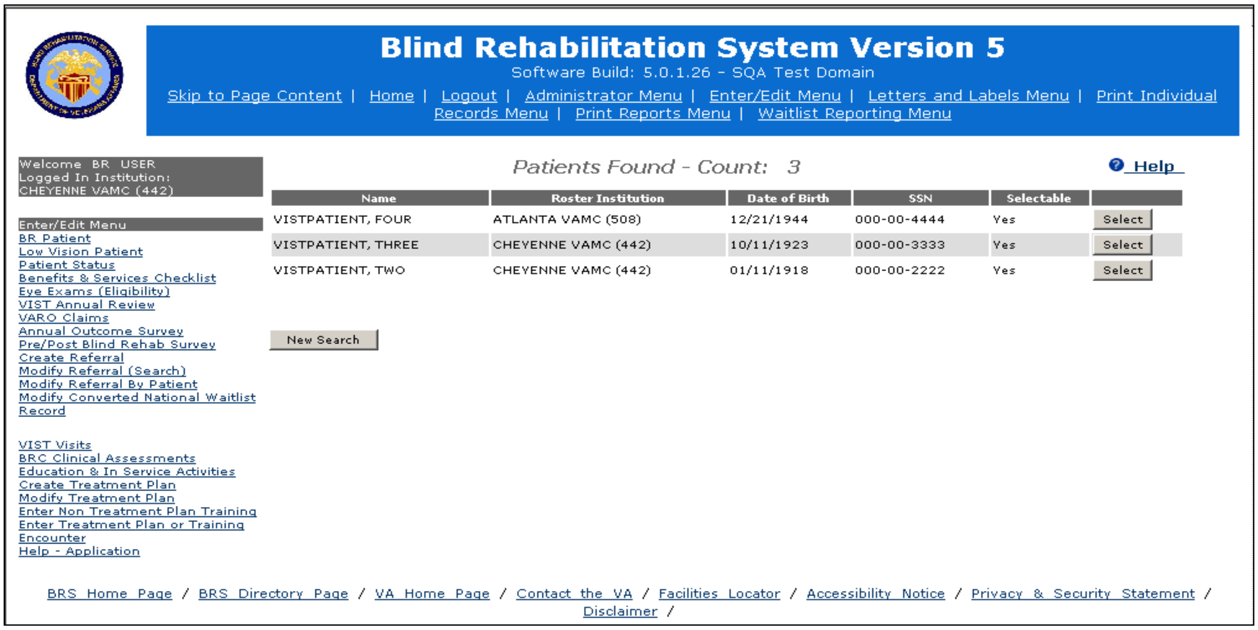
Use this menu option to print the record for a specific patient.

1. From the Header Menu, click the **Print Individual Patient Records Menu** option.

2. From the Task menu, click the **Patient Record** menu option. If a current patient is already selected, you will be asked if you want to continue with the current patient or select another patient. Click the **OK** button to continue with the current patient.

3. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

4. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



5. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** Button next to the patient's name. The Patient Record for the selected patient displays. To print the Patient Record, use the appropriate printing option available. Click the **Home** button to return to the Welcome Page.

Home

PATIENT RECORD
Printed:July 26, 2006 2:17 PM CDT

VISUAL IMPAIRMENT SERVICES TEAM REPORT
Institution: ALEXANDRIA VAMC (502)
Tracked By: BROSUSER, ONE
Date Last Modified: 07/13/2006

Patient: VISTPATIENT, FIVE
SSN: 000-00-5555
Address: 3214 BASIN ST
RIVER CITY, DC 12345
Home Telephone: 382 460 0836
Work Telephone: 355 650 8750

Gender: Male
Date of Birth: 09/23/1971
Age: 34
Race: No Data
Period of Service: OTHER OR NONE
Priority Level:

VISUAL IMPAIRMENT STATUS:

VIST Eligible: NO - NOT LEGALLY BLIND
Date of Enrollment: 07/06/2006

New Case Referral Source: DOD
VIST Status: ACTIVE

PATIENT HISTORY:

Education:
Number of Years of Education: 0
Currently Engaged in Training or School:NO
Additional Education Information:

Work History:
Currently Employed: NO
Primary Occupation:
Did sight loss cause veteran to lose job: NO
Work History:

Financial/Benefits:
Service Connected Percentage: 0%
Rated Disabilities:
SMC Rating:
Annual Household Income/Source: $0/
Additional Financial/Benefits:

Marital Information:
Marital Status: MARRIED
Spouse Name:

Number of dependent children: 0
Additional Marital Status Information:

Domestic Activity:
Living Arrangements: ALONE
Type of Residence: BOARD AND CARE

Ocular Health:
Institution of Last Eye Exam: CHEYENNE VAMC (442)
Date of last eye exam: 07/02/2006
Primary Cause of Vision Loss: RETINAL DISORDER 362.9
Secondary Cause of Vision Loss: RETINITIS PIGMENTOSA 362.74
Other Cause(s) of Vision Loss:
None
Visual Acuity (Best Corrected):
Left Eye: 1/200 UP TO AND INCLUDING 5/200
Right Eye: LIGHT PERCEPTION ONLY /HAND MOTION
Visual Field:
Left Eye: 21 TO 30 DEGREES
Right Eye: >30 DEGREES
Onset of Vision Loss (Year): 0
Family History of Eye Disease:
Eye Prosthesis: NO - Date Last Replaced:

Other Health Problems:

Medical Treatment:
Date of last medical exam: - Performed by VA: NO
Problem List:(No data):

Additional Medical Treatment Information:

BLIND REHABILITATION EXPERIENCE:
Any prior blind rehab training: YES - Performed by VA:
Date of training:
Type of Training:

ASSESSMENT:

Date of Last VIST Annual Review:

ADJUSTMENT TO SIGHT LOSS:

LIVING SKILLS:

ORIENTATION & MOBILITY SKILLS:

COMPUTER SKILLS:

VISUAL SKILLS:

MANUAL SKILLS:

SOCIAL/RECREATIONAL:

IMPRESSIONS:

VETERAN GOALS:

APPROPRIATENESS FOR BLIND REHABILITATION:

PLAN:

Printing an Eye Exam (Eligibility) History

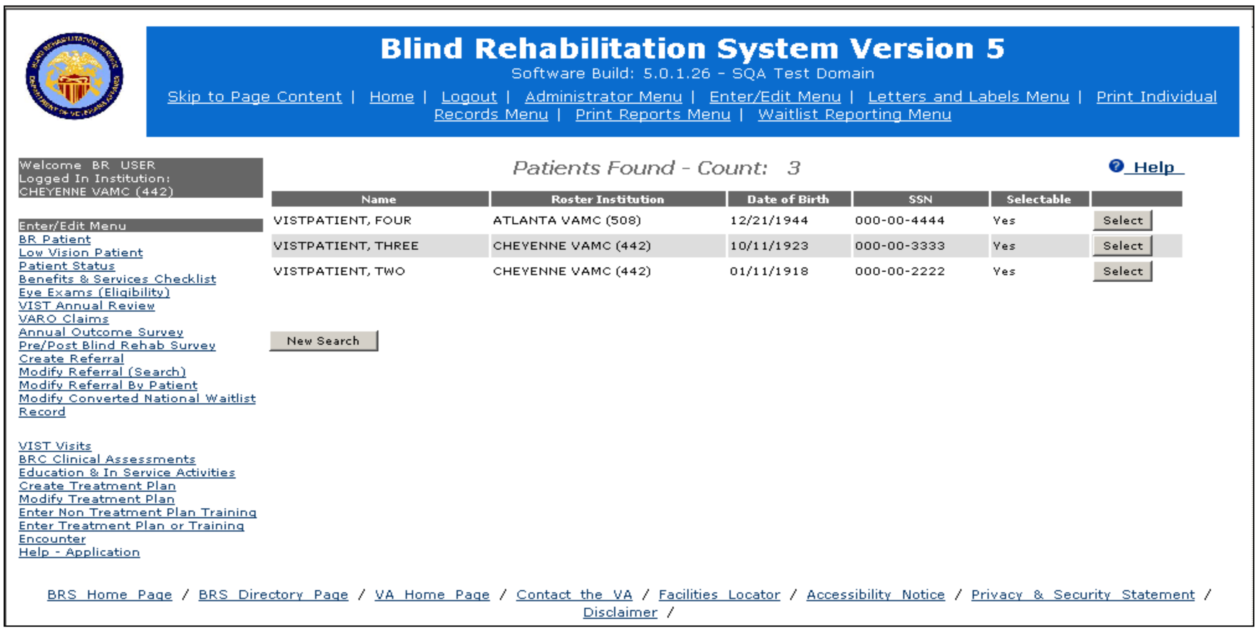
Use this menu option to print the patient's eye exam (eligibility) history record.

1. From the **Header Menu**, click the **Print Individual Patient Records** Menu option.

2. From the **Task menu**, click the **Eye Exam (Eligibility) History** menu option. If a current patient is already selected, you will be asked if you want to continue with the current patient or select another patient. Click the **OK** button to continue with the current patient.

3. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

4. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



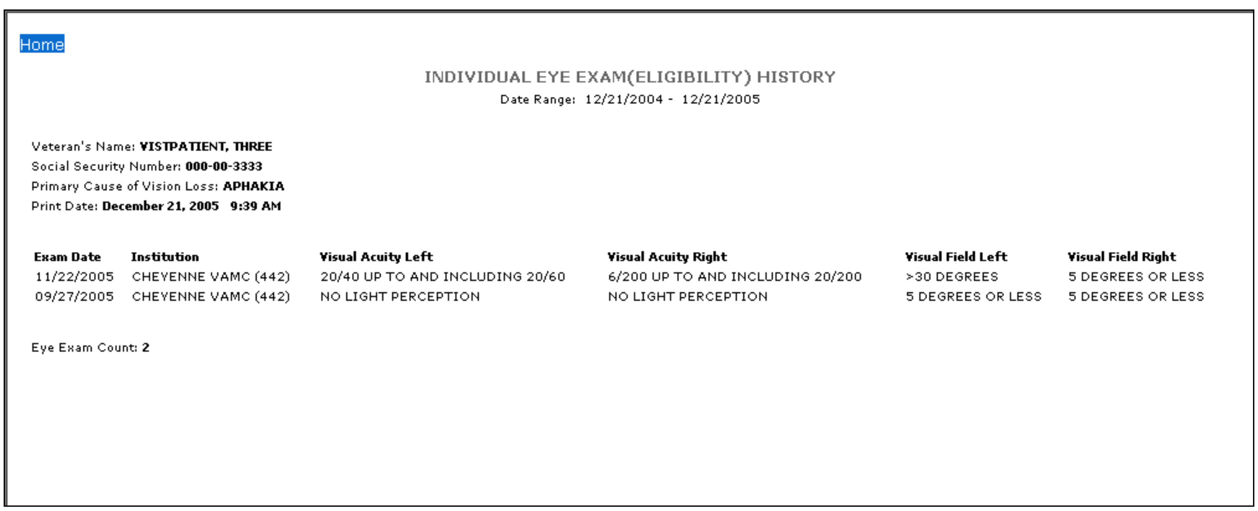
5. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** Button next to the patient's name. The Individual Eye (Eligibility) History - Report Criteria screen displays. The Current Patient information displays in the upper part of the screen.

6. Enter the **Start Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

7. Enter the **End Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

8. If applicable, place a check in the **Use Printer Friendly Page** checkbox field to indicate that you want the record 508 compliant.

9. Click **Submit** to display the **Eye Exam History** for the selected patient or click the **Reset** button to clear the selected criteria and start over. To print the record, use the appropriate printing option available. Click the **Home** button to return to the Welcome Page.



Printing a VARO Claim History

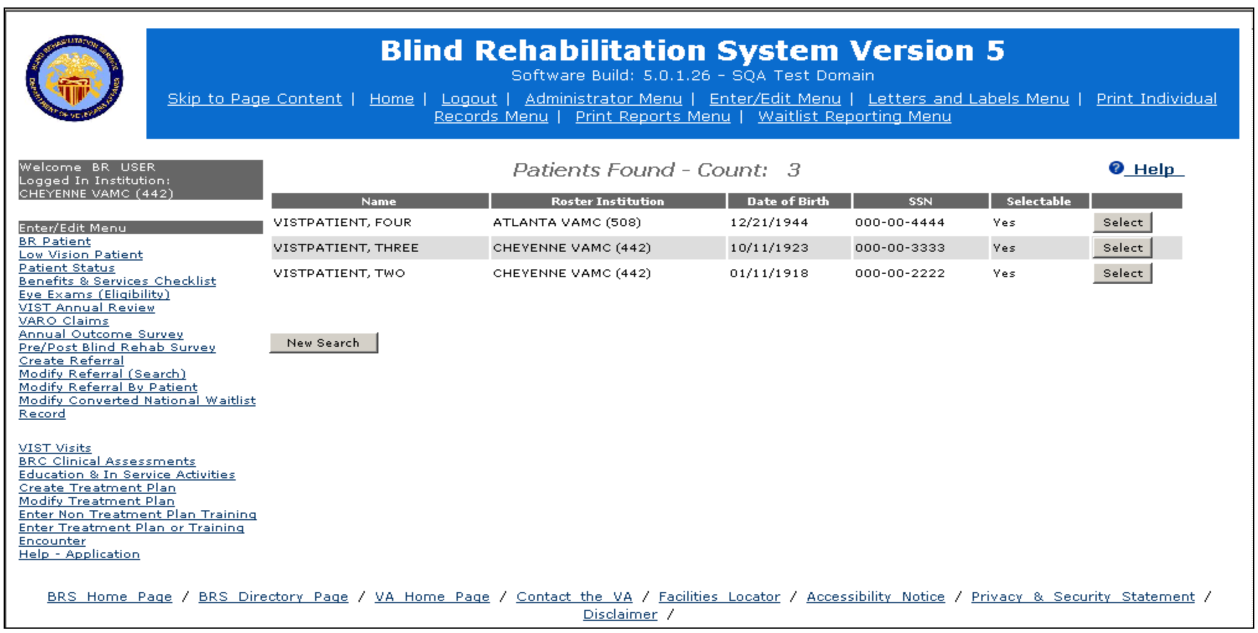
Use this menu option to print the patient's VARO Claim History record.

1. From the **Header Menu**, click the **Print Individual Patient Records** Menu option.

2. From the **Task menu**, click the **VARO Claim History** menu option. If a current patient is already selected, you will be asked if you want to continue with the current patient or select another patient. Click the OK button to continue with the current patient.

3. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

4. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



5. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** Button next to the patient's name. The Individual VARO Claim History - Report Criteria screen displays. The Current Patient information displays in the upper part of the screen.

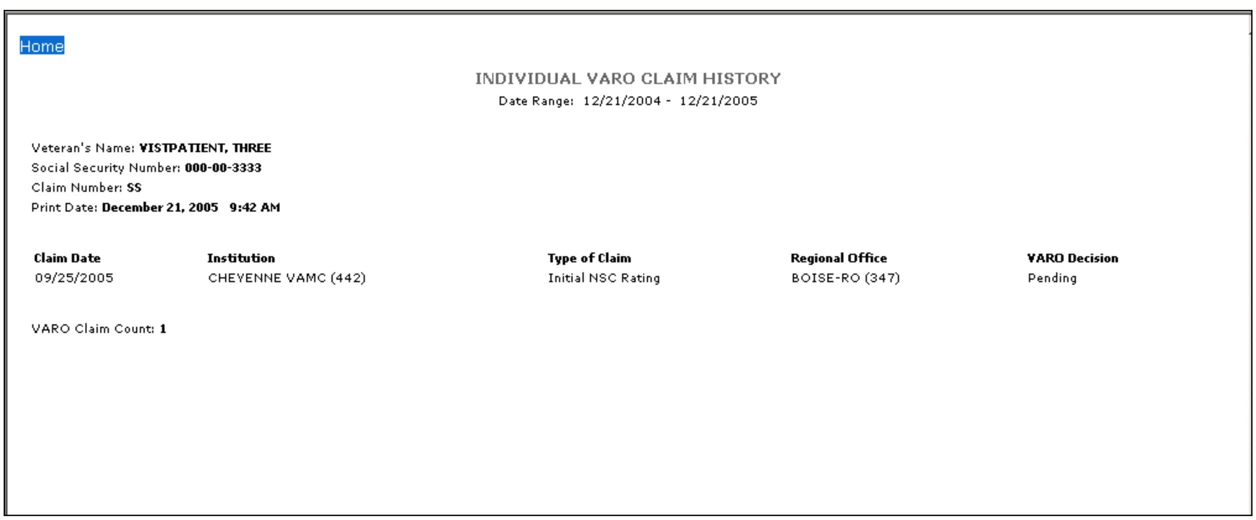
6. Enter the **Start Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

7. Enter the **End Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

8. If applicable, place a check in the **Use Printer Friendly Page** checkbox field to indicate that you want the record 508 compliant.

9. Click **Submit** to display the **Individual VARO**

10. **Claim History** for the selected patient or click the **Reset** button to clear the selected criteria and start over. To print the record, use the appropriate printing option available. Click the **Home** button to return to the Welcome Page.



Printing a VIST Annual Review History

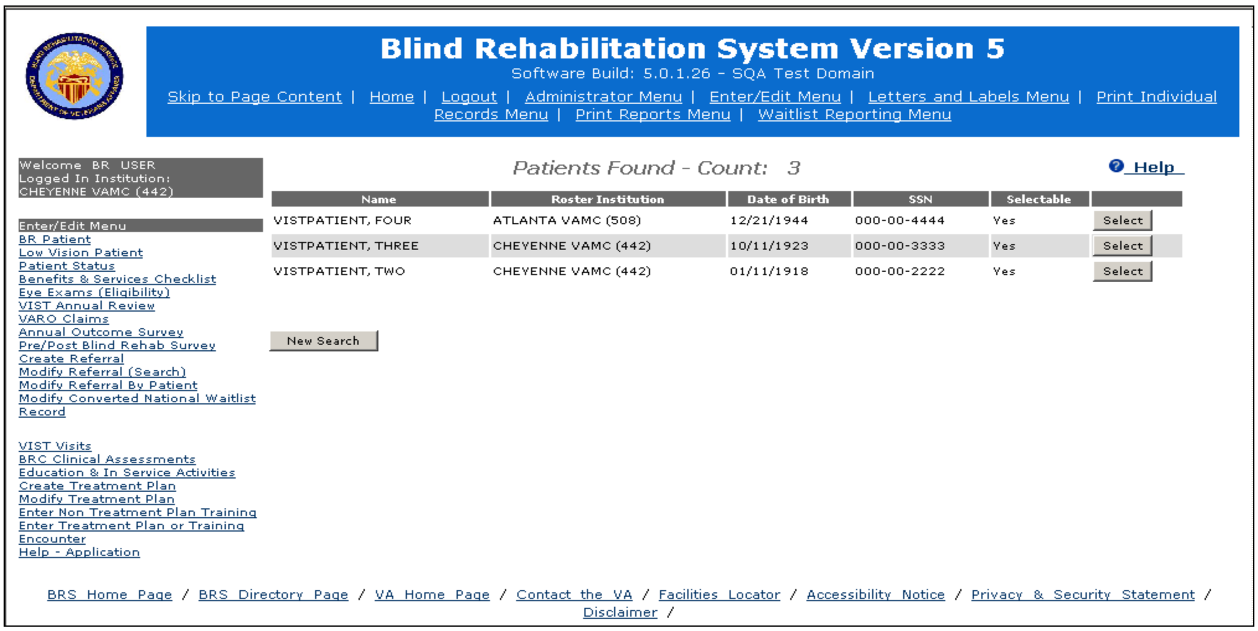
Use this menu option to print the patient's VIST Annual Review History record.

1. From the **Header Menu**, click the **Print Individual Records** Menu option.

2. From the **Task menu**, click the **VIST Annual Review History** menu option. If a current patient is already selected, you will be asked if you want to continue with the current patient or select another patient. Click the **OK** button to continue with the current patient.

3. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

4. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



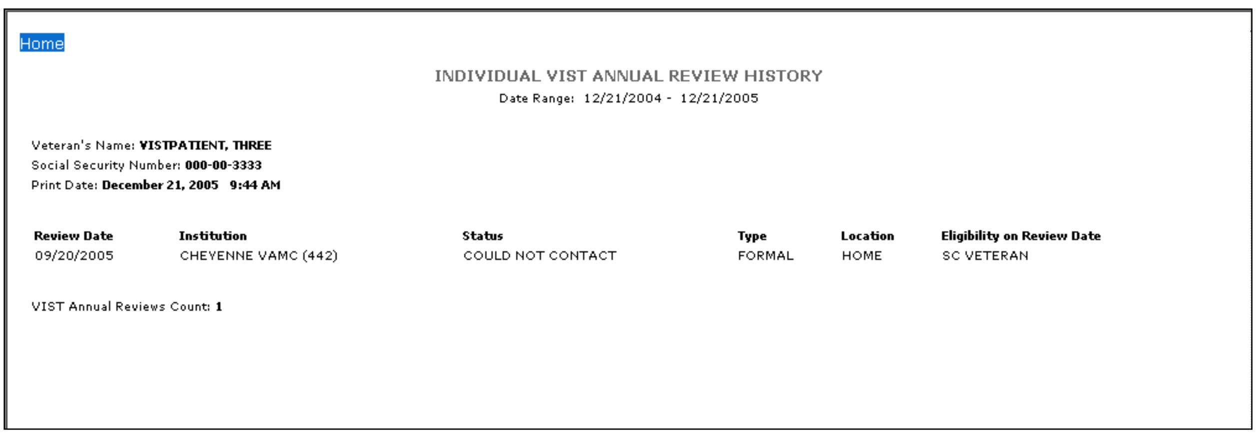
5. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** Button next to the patient's name. The VIST Annual Review History - Report Criteria screen displays. The Current Patient information displays in the upper part of the screen.

6. Enter the **Start Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

7. Enter the **End Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

8. If applicable, place a check in the **Use Printer Friendly Page** checkbox field to indicate that you want the record 508 compliant.

9. Click **Submit** to display the **VIST Annual Review History** for the selected patient or click the **Reset** button to clear the selected criteria and start over. To print the record, use the appropriate printing option available. Click the **Home** button to return to the Welcome Page.



Printing a Benefits & Services Checklist

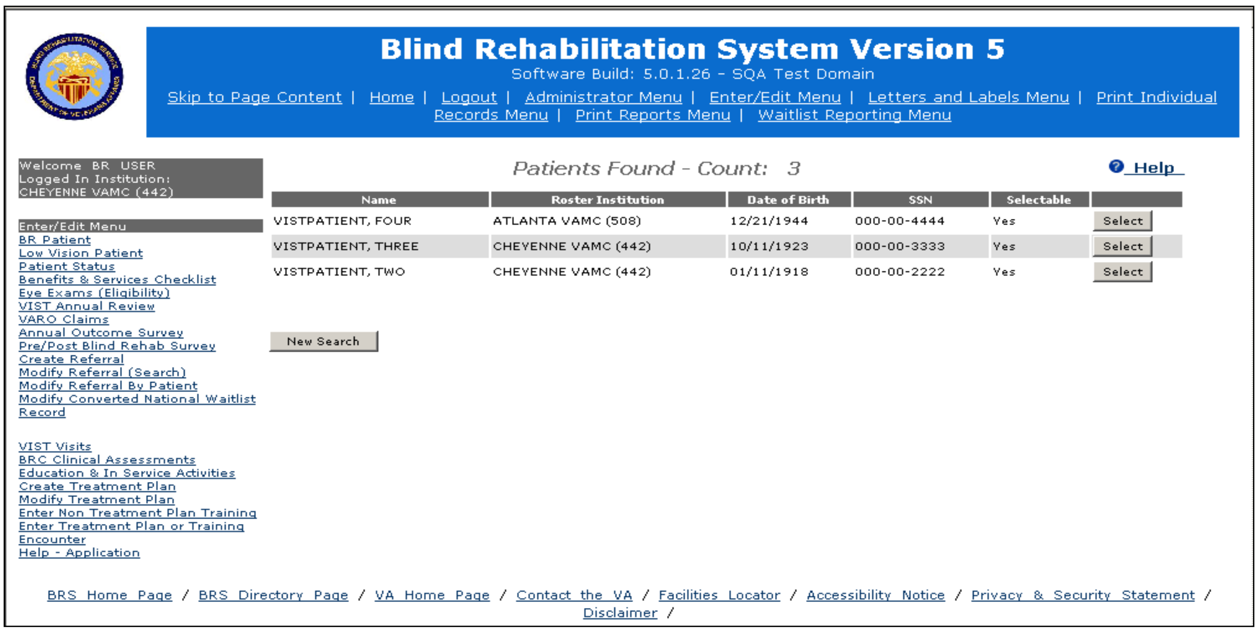
Use this menu option to print the patient's Benefits & Services Checklist record.

1. From the **Header Menu**, click the **Print Individual Patient Records** Menu option.

2. From the **Task menu**, click the **Benefits & Services Checklist** menu option. If a current patient is already selected, you will be asked if you want to continue with the current patient or select another patient. Click the **OK** button to continue with the current patient.

3. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

4. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



5. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** Button next to the patient's name. The Individual Benefits & Services Checklist displays for the selected patient. To print the record, use the appropriate printing option available. Click the **Home** button to return to the Welcome Page.

Home

INDIVIDUAL BENEFITS & SERVICES CHECKLIST

Veteran's Name: **VISTPATIENT, THREE**
Last VIST Review Date: **09/20/2005**
Social Security Number: **000-00-3333**
Print Date: **December 21, 2005   9:45 AM**

VA Benefits and Services

Audible Device Training: **NOT AVAILABLE**
Auto Grant: **NOT ELIGIBLE**
Blind Rehab. Training: **None**
Tri-Care: **None**
Champva: **None**
Clothing Allowance: **None**
Education - VA: **None**
Fee Basis: **None**
HISA: **None**
Insurance - SDVI: **None**
Insurance - Waive Premium: **None**
Prosthetics: **None**
SAH - 2101(a): **None**
SAH - 2101(b): **None**
VA Vocational Rehabilitation: **None**
VIST Annual Review: **None**

NON-VA Benefits and Services

Identification Card: **None**
Blinded Veterans Association: **None**
Commissary and Exchange: **None**
National Consumer Groups: **None**
Free Postage: **None**
Phone Directory Assistance: **None**
Dog Guide Training: **None**
Hadley School for the Blind: **None**
Handicap Parking Placard: **None**
Income Tax Deduction: **None**
National Parks Admission Permit: **None**
Radio Reading Service: **None**
Recording for the Blind: **None**
Social Security: **None**
Talking Books: **None**
Voting Rights: **None**

Local Benefits and Services

Hunting/Fishing License: **None**
Local Agency for the Blind: **None**
Property Tax Exemption: **None**
State Services for the Blind: **None**
Transit Pass: **None**

Printing a Referral History

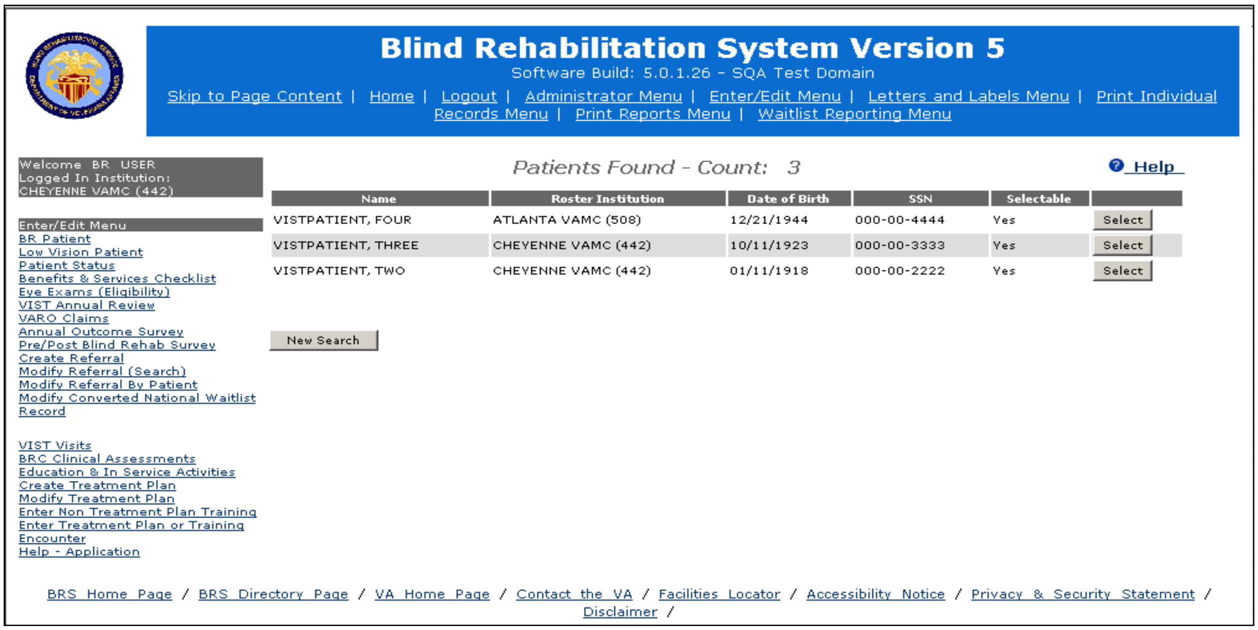
Use this menu option to print the patient's Referral History record.

1. From the **Header Menu**, click the **Print Individual Patient Records** Menu option.

2. From the **Task menu**, click the **Referral History** menu option. If a current patient is already selected, you will be asked if you want to continue with the current patient or select another patient. Click the **OK** button to continue with the current patient.

3. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

4. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



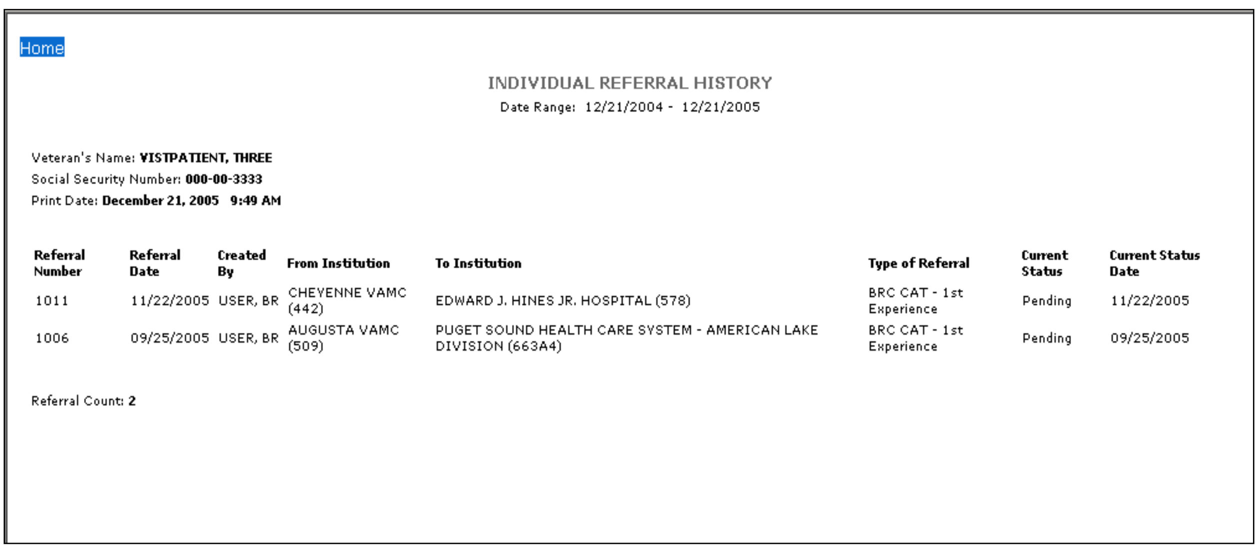
5. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** Button next to the patient's name. The Individual Referral History - Report Criteria screen displays. The Current Patient information displays in the upper part of the screen.

6. Enter the **Start Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

7. Enter the **End Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

8. If applicable, place a check in the **Use Printer Friendly Page** checkbox field to indicate that you want the record 508 compliant.

9. Click **Submit** to display the **Individual Referral History** for the selected patient or click the **Reset** button to clear the selected criteria and start over. To print the record, use the appropriate printing option available. Click the **Home** button to return to the Welcome Page.


Home

INDIVIDUAL REFERRAL HISTORY

Date Range: 12/21/2004 - 12/21/2005

Veteran's Name: **VISTPATIENT, THREE**
Social Security Number: **000-00-3333**
Print Date: **December 21, 2005 9:49 AM**

Referral Number	Referral Date	Created By	From Institution	To Institution	Type of Referral	Current Status	Current Status Date
1011	11/22/2005	USER, BR	CHEYENNE VAMC (442)	EDWARD J. HINES JR. HOSPITAL (578)	BRC CAT - 1st Experience	Pending	11/22/2005
1006	09/25/2005	USER, BR	AUGUSTA VAMC (509)	PUGET SOUND HEALTH CARE SYSTEM - AMERICAN LAKE DIVISION (663A4)	BRC CAT - 1st Experience	Pending	09/25/2005

Referral Count: **2**

Printing a Treatment Plan

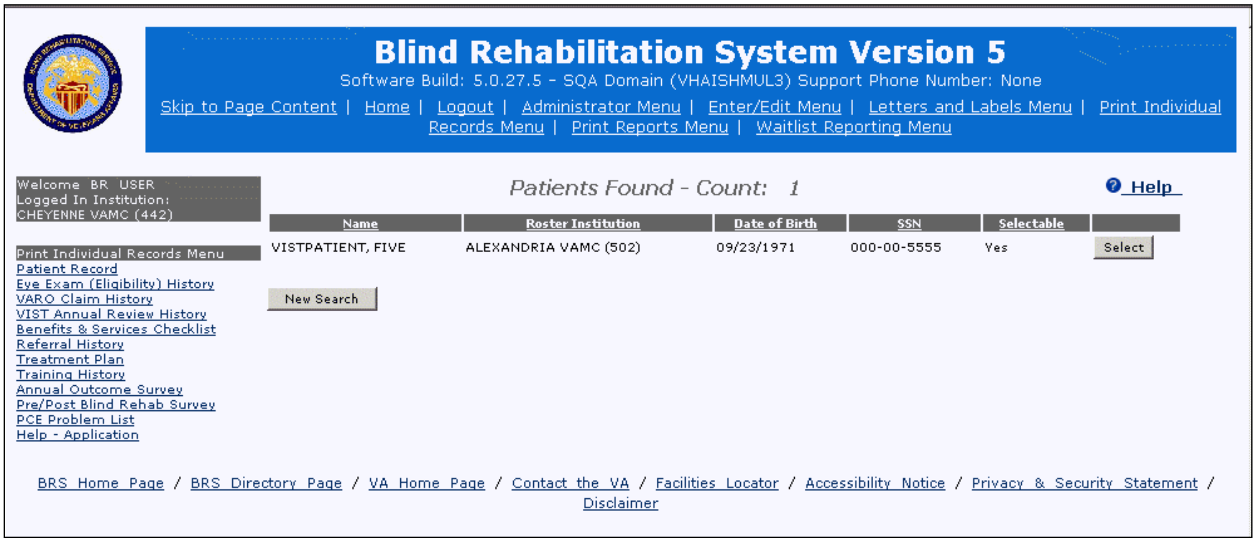
Use this menu option to print the patient's **Treatment Plan Record**.

1. From the **Header Menu**, click the **Print Individual Patient Records** Menu option.

2. From the **Task menu**, click the **Treatment Plan** menu option. If a current patient is already selected, you will be asked if you want to continue with the current patient or select another patient. Click the **OK** button to continue with the current patient.

3. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

4. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



5. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** Button next to the patient's name. The Individual Treatment Plan - Report Criteria screen displays. The Current Patient information displays in the upper part of the screen.

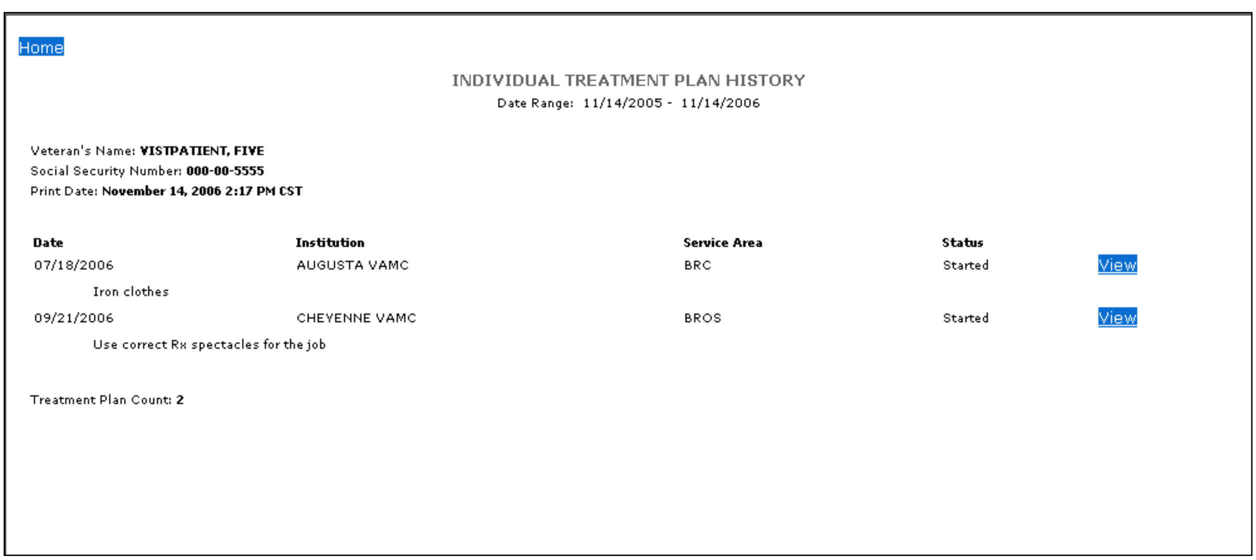
6. Enter the **Start Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

7. Enter the **End Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

8. If applicable, place a check in the **Use Printer Friendly Page** checkbox field to indicate that you want the record 508 compliant.

9. Click **Submit** to display the **Individual Treatment Plan History** for the selected patient or click the **Reset** button to clear the selected criteria and start over.

10. To view details of the report, click the **View** Button. After viewing details, use the **Back** button to return to the main record. To print the record, use the appropriate printing option available. Click the **Home** button to return to the Welcome Page.



Back

INDIVIDUAL TREATMENT PLAN DETAIL

PATIENT INFORMATION:

Veteran's Name: **VISTPATIENT, FIVE**
Social Security Number: **000-00-5555**
Address:
3214 BASIN ST
RIVER CITY, DC
12345
Phone: **382 460 0836**
Date of Birth: **09/23/1971**
Age: **35**
Gender: **Male**
Race:

Home Institution: **ALEXANDRIA VAMC**
Living Situation: **ALONE**
Residence: **BOARD AND CARE**

Print Date: **November 14, 2006 2:18 PM CST**

Major Activity: **ENG IN TRN/SCHOOL**
Financial Income: **UNKNOWN SOURCE - UNKNOWN AMOUNT**
Years of Education: **0**

Previous Blind Rehabilitation: **Yes**
Previous Blind Rehabilitation at VA: **Unknown**
Primary Eye Diagnosis: **RETINAL DISORDER 362.9**
Visual Acuity:
Left: **1/200 UP TO AND INCLUDING 5/200**
Right: **LIGHT PERCEPTION ONLY /HAND MOTION**
Visual Field:
Left: **6 TO 20 DEGREES**
Right: **21 TO 30 DEGREES**
Other Health Issues:

ASSESSMENT INFORMATION:

Institution: **AUGUSTA VAMC**
Service Area: **BRC**

CARF QUESTIONS:

Background:
test

Cultural, Safety and Other Preferences and Needs:
test

Patient Goals:
test

Provision of Care:
test

TRAINING SUMMARY:

Training Phase	Goals	Hours
Prep	0	0.00
Inpatient	0	0.00
Follow-up - No Treatment Plan	0	0.00
Component or Remediation - No Treatment Plan	0	0.00
Remediation	0	0.00
Local	0	0.00

Training Subject	Inpatient Hours	Outpatient Hours
Living Skills	0.00	0.00
Manual Skills	0.00	0.00
Orientation and Mobility	0.00	0.00
Low Vision/Visual Skills	0.00	0.00
Computer Access Training (CAT)	0.00	0.00
Counseling	0.00	0.00
Treatment Planning	0.00	0.00
VIST	0.00	0.00
Health and Nursing	0.00	0.00
Placement	0.00	0.00
Leisure Skills	0.00	0.00

Visits with family present: **0**

COMPLETED TRAINING:

INCOMPLETE TRAINING:

Living Skills

Goal	Initial Score	Initial Plan
Iron clothes	1	New Skill

LEGEND:

Scoring System:	Plan Codes:
1 - Cannot perform task	**New Skill** - Item is a new skill
2 - Needs lots of assistance	**Continue** - BROS training is on-going
3 - Needs some assistance	**BRC** - Item referred to the Blind Rehab Center
4 - Independent in some circumstances	**Resolved** - BROS training completed for this item
5 - Independent in all circumstances	**Dropped** - Further training will not be effective

Printing a Training History

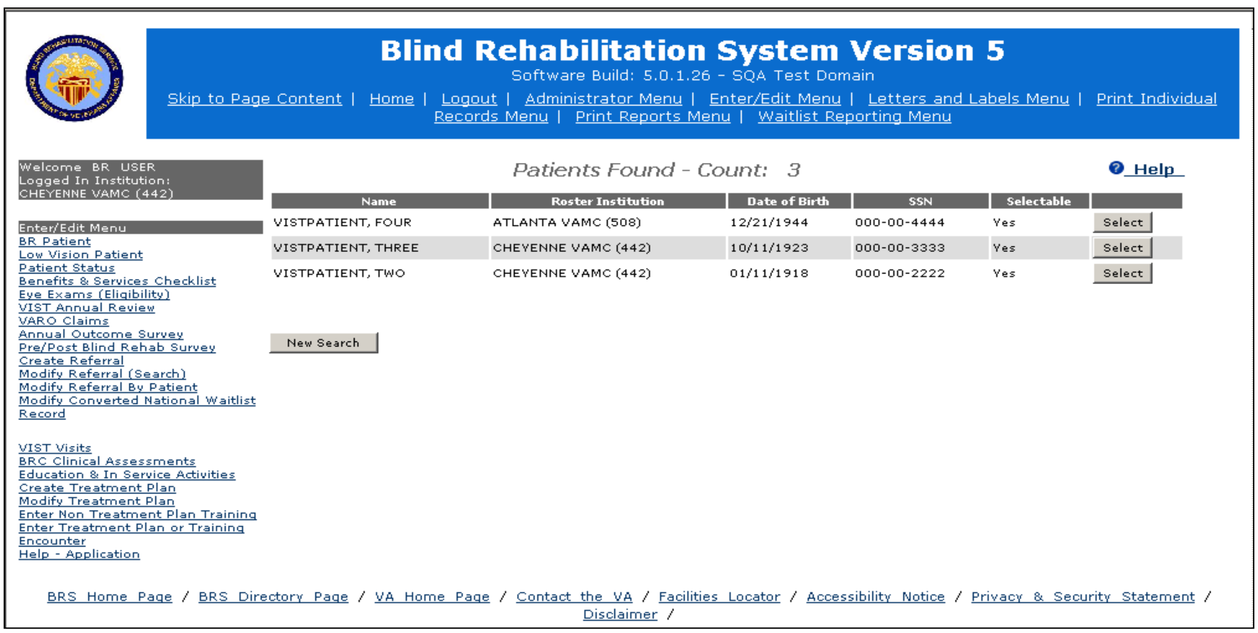
Use this menu option to print the patient's **Training History** record.

1. From the **Header Menu**, click the **Print Individual Patient Records** Menu option.

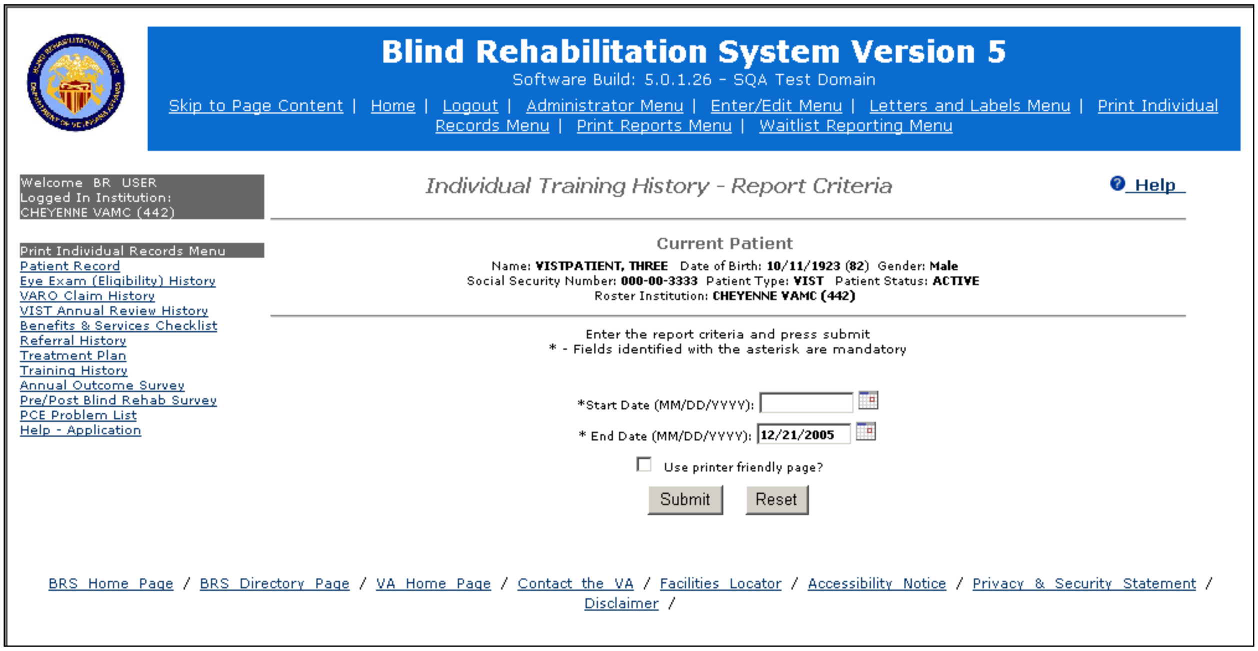
2. From the **Task menu**, click the **Training History** menu option. If a current patient is already selected, you will be asked if you want to continue with the current patient or select another patient. Click the **OK** button to continue with the current patient.

3. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

4. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



5. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** Button next to the patient's name. The Individual Training History - Report Criteria screen displays. The Current Patient information displays in the upper part of the screen.

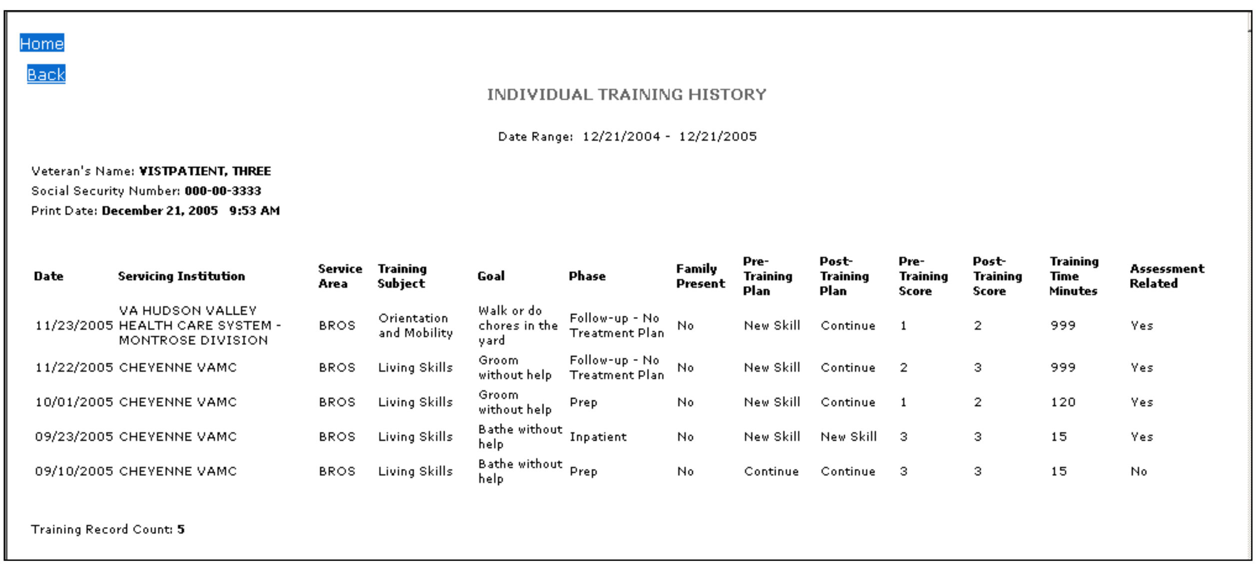


6. Enter the **Start Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

7. Enter the **End Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

8. If applicable, place a check in the **Use Printer Friendly Page** checkbox field to indicate that you want the record 508 compliant.

9. Click **Submit** to display the **Individual Training History** for the selected patient or click the **Reset** button to clear the selected criteria and start over. To print the record, use the appropriate printing option available. Click the **Back** button to display the Treatment Plan History for this patient. Click the **Home** button to return to the Welcome Page.



Date	Servicing Institution	Service Area	Training Subject	Goal	Phase	Family Present	Pre-Training Plan	Post-Training Plan	Pre-Training Score	Post-Training Score	Training Time Minutes	Assessment Related
11/23/2005	VA HUDSON VALLEY HEALTH CARE SYSTEM - MONTROSE DIVISION	BROS	Orientation and Mobility	Walk or do chores in the yard	Follow-up - No Treatment Plan	No	New Skill	Continue	1	2	999	Yes
11/22/2005	CHEYENNE VAMC	BROS	Living Skills	Groom without help	Follow-up - No Treatment Plan	No	New Skill	Continue	2	3	999	Yes
10/01/2005	CHEYENNE VAMC	BROS	Living Skills	Groom without help	Prep	No	New Skill	Continue	1	2	120	Yes
09/23/2005	CHEYENNE VAMC	BROS	Living Skills	Bathe without help	Inpatient	No	New Skill	New Skill	3	3	15	Yes
09/10/2005	CHEYENNE VAMC	BROS	Living Skills	Bathe without help	Prep	No	Continue	Continue	3	3	15	No

Printing an Annual Outcome Survey

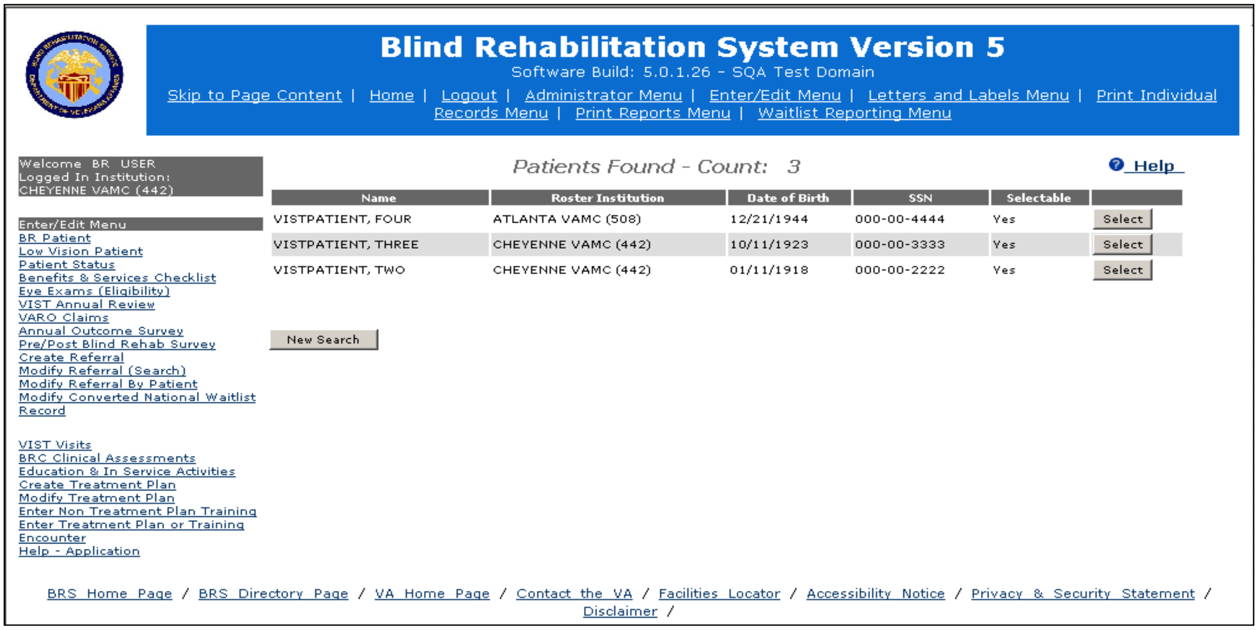
Use this menu option to print the patient's **Annual Outcome Survey** record.

1. From the **Header Menu**, click the **Print Individual Patient Records** Menu option.

2. From the **Task menu**, click the **Annual Outcome Survey** menu option. If a current patient is already selected, you will be asked if you want to continue with the current patient or select another patient. Click the **OK** button to continue with the current patient.

3. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

4. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



5. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** Button next to the patient's name. The Individual Annual Outcome Survey - Report Criteria screen displays. The Current Patient information displays in the upper part of the screen.

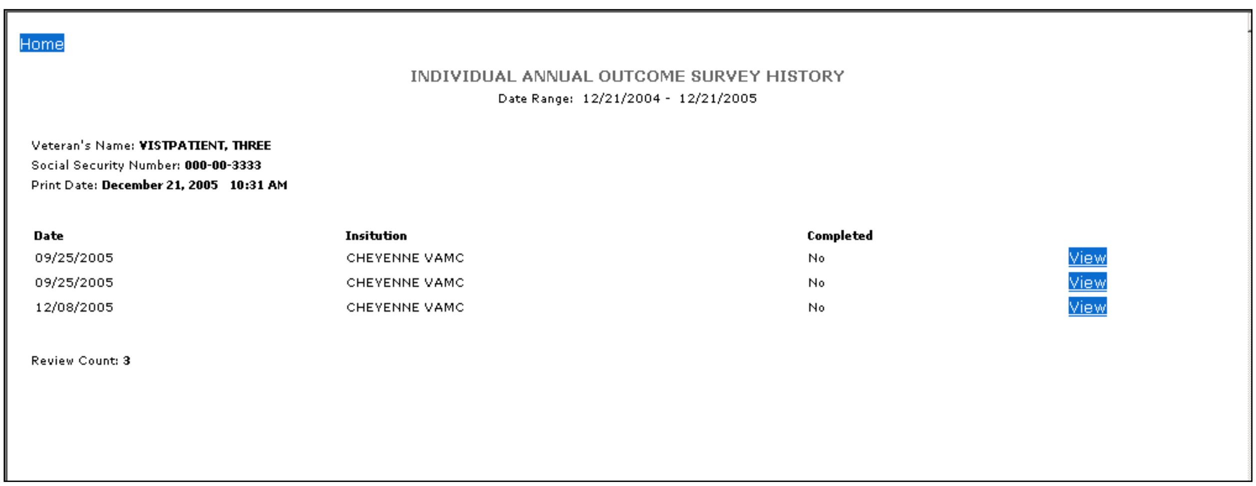
6. Enter the **Start Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

7. Enter the **End Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

8. If applicable, place a check in the **Use Printer Friendly Page** checkbox field to indicate that you want the record 508 compliant.

9. Click **Submit** to display the **Individual Annual Outcome Survey History** for the selected patient or click the **Reset** button to clear the selected criteria and start over.

10. To view details of the report, click the **View** Button. After viewing details, use the **Back** button to return to the main record. To print the record, use the appropriate printing option available. Click the **Home** button to return to the Welcome Page.



Printing a Pre/Post Blind Rehab Survey

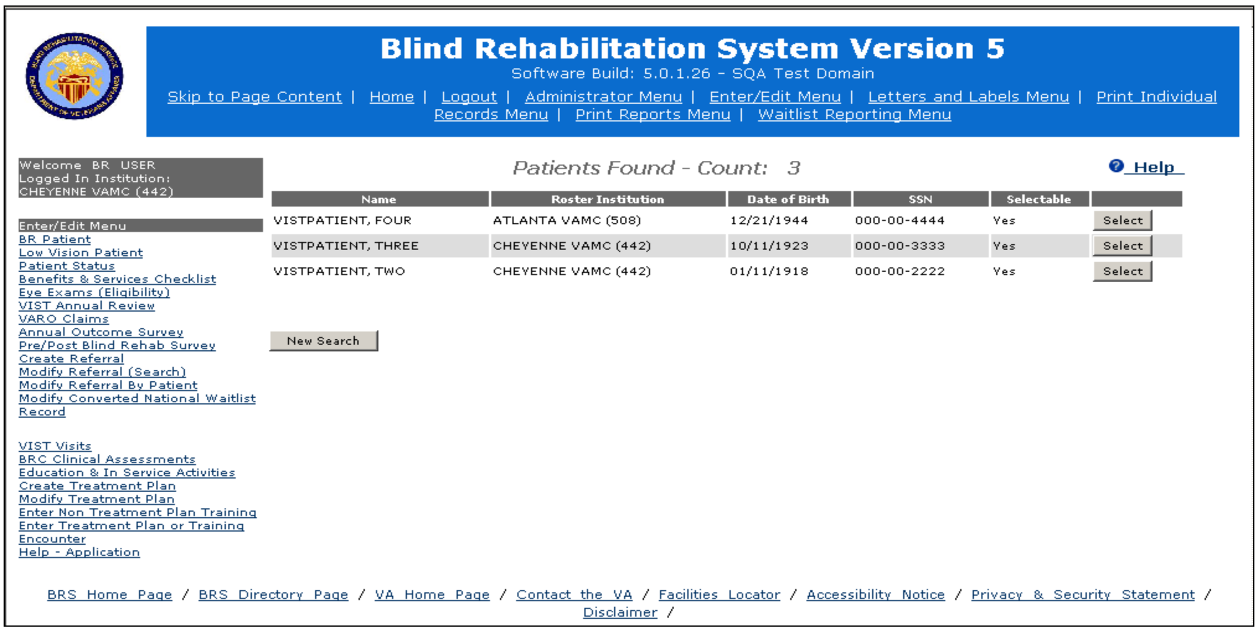
Use this menu option to print the patient's **Pre/Post Blind Rehab Survey** record.

1. From the **Header Menu**, click the **Print Individual Patient Records** Menu option.

2. From the **Task menu**, click the **Pre/Post Blind Rehab Survey** menu option. If a current patient is already selected, you will be asked if you want to continue with the current patient or select another patient. Click the **OK** button to continue with the current patient.

3. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

4. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.



5. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** Button next to the patient's name. The Individual Pre/Post Blind Rehab Survey - Report Criteria screen displays. The Current Patient information displays in the upper part of the screen.

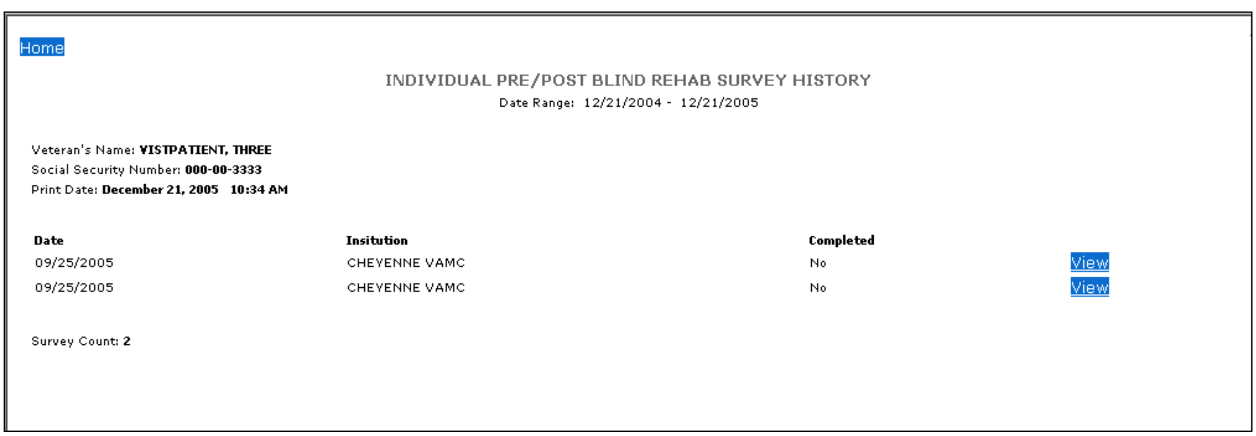
6. Enter the **Start Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

7. Enter the **End Date** (MM/DD/YYYY) for the record or click the calendar icon to select the date.

8. If applicable, place a check in the **Use Printer Friendly Page** checkbox field to indicate that you want the record 508 compliant.

9. Click **Submit** to display the **Individual Patient Blind Rehabilitation Review History** for the selected patient or click the **Reset** button to clear the selected criteria and start over.

10. To view details of the report, click the **View** Button. After viewing details, use the **Back** button to return to the main record. To print the record, use the appropriate printing option available. Click the **Home** button to return to the Welcome Page.



Printing a PCE Problem List

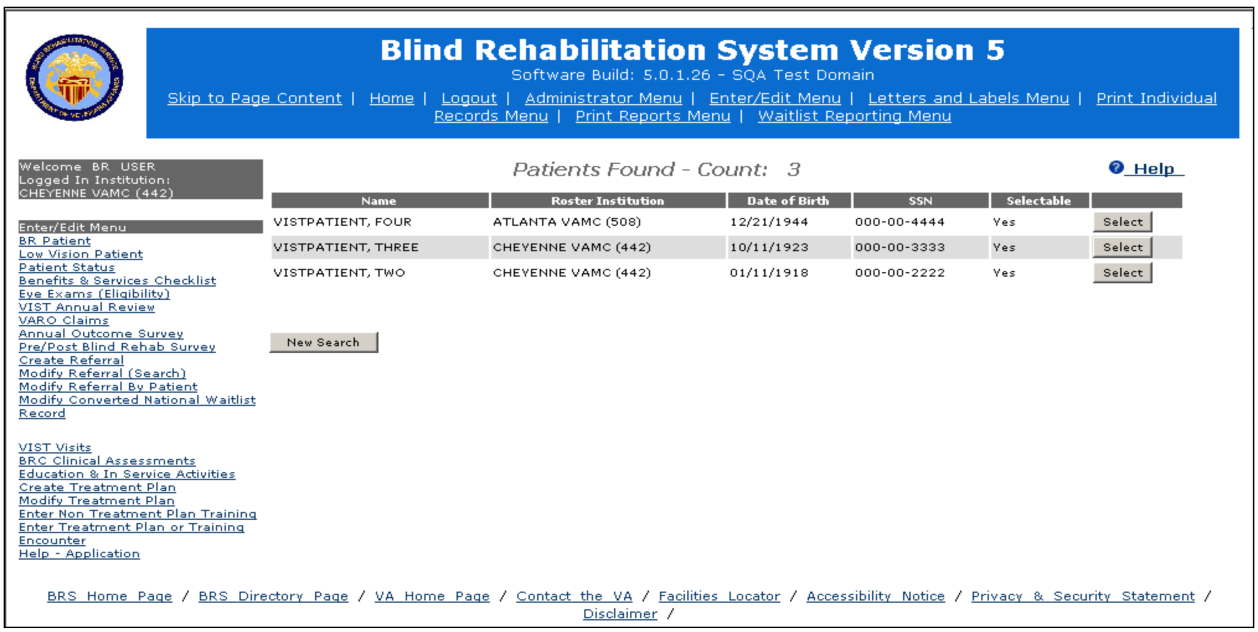
Use this menu option to print the **Patient Care Encounter (PCE)** file.

1. From the **Header Menu**, click the **Print Individual Patient Records** Menu option.

2. From the **Task menu**, click the **PCE Problem List** menu option. If a current patient is already selected, you will be asked if you want to continue with the current patient or select another patient. Click the **OK** button to continue with the current patient.

3. To select a different patient, type the patient's nine digit Social Security Number (SSN), or the first letter of the patient's last name and the last four digits of the patient's SSN, or the first three letters of the patient's last name in the fields provided and click the **Search** button.

4. The Patients Found page displays with a list of patients (in ascending alphabetical order) who match the search criteria. The patients' records display as separate line items.

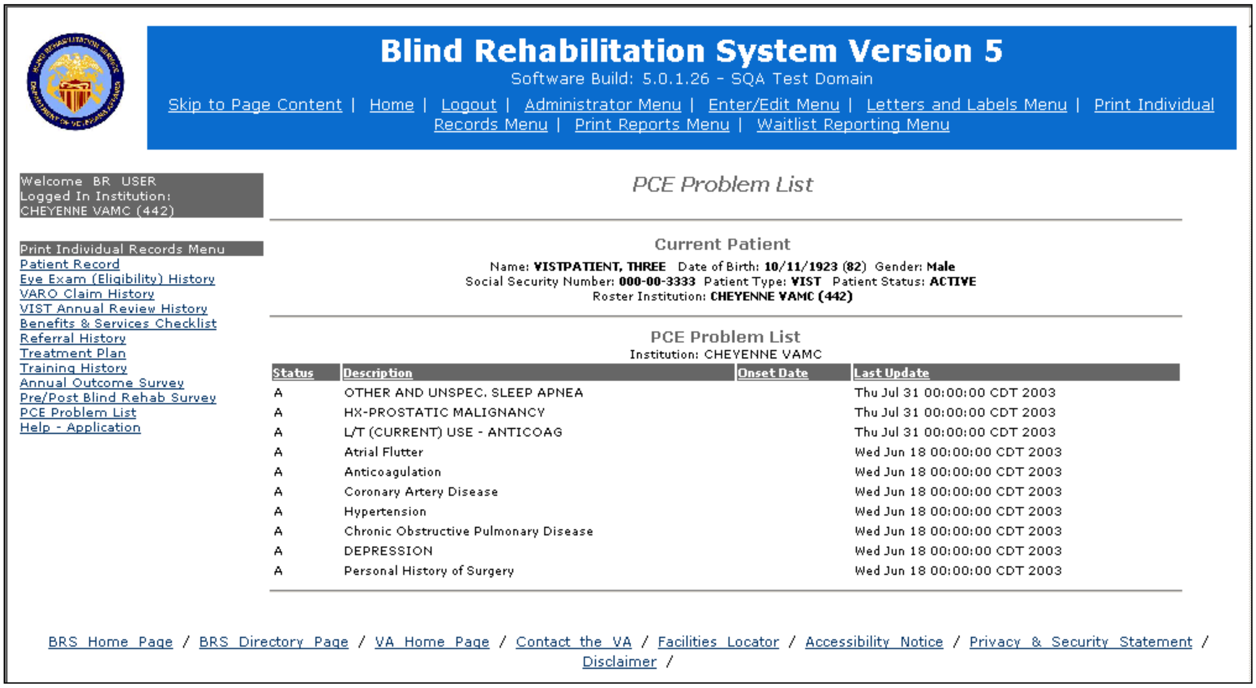


5. From the Patients Found page, select the patient whose record you want to access by clicking on the **Select** Button next to the patient's name. The PCE Problem List screen displays. The Current Patient information displays in the upper part of the screen.

6. Click the down arrow and select the **institution** from the list that displays.

7. Click the down arrow and select the **status**. Options are:
   - All
   - Active
   - Inactive

8. Enter data in the fields and click **Submit**. The **PCE Problem List** for the selected patient displays. To print the record, use the appropriate printing option available.


Blind Rehabilitation System Version 5
Software Build: 5.0.1.26 - SQA Test Domain
Skip to Page Content | Home | Logout | Administrator Menu | Enter/Edit Menu | Letters and Labels Menu | Print Individual Records Menu | Print Reports Menu | Waitlist Reporting Menu

Welcome BR USER
Logged In Institution:
CHEYENNE VAMC (442)

Print Individual Records Menu
Patient Record
Eye Exam (Eligibility) History
VARO Claim History
VIST Annual Review History
Benefits & Services Checklist
Referral History
Treatment Plan
Training History
Annual Outcome Survey
Pre/Post Blind Rehab Survey
PCE Problem List
Help - Application

PCE Problem List

Current Patient
Name: **VISTPATIENT, THREE** Date of Birth: **10/11/1923 (82)** Gender: **Male**
Social Security Number: **000-00-3333** Patient Type: **VIST** Patient Status: **ACTIVE**
Roster Institution: **CHEYENNE VAMC (442)**

PCE Problem List
Institution: CHEYENNE VAMC

Status	Description	Onset Date	Last Update
A	OTHER AND UNSPEC. SLEEP APNEA		Thu Jul 31 00:00:00 CDT 2003
A	HX-PROSTATIC MALIGNANCY		Thu Jul 31 00:00:00 CDT 2003
A	L/T (CURRENT) USE - ANTICOAG		Thu Jul 31 00:00:00 CDT 2003
A	Atrial Flutter		Wed Jun 18 00:00:00 CDT 2003
A	Anticoagulation		Wed Jun 18 00:00:00 CDT 2003
A	Coronary Artery Disease		Wed Jun 18 00:00:00 CDT 2003
A	Hypertension		Wed Jun 18 00:00:00 CDT 2003
A	Chronic Obstructive Pulmonary Disease		Wed Jun 18 00:00:00 CDT 2003
A	DEPRESSION		Wed Jun 18 00:00:00 CDT 2003
A	Personal History of Surgery		Wed Jun 18 00:00:00 CDT 2003

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Printing Reports

The Blind Rehabilitation application offers reporting capability that is easy to use. This feature has numerous report options.

1. From the Header Menu, click the **Print Reports Menu** option.

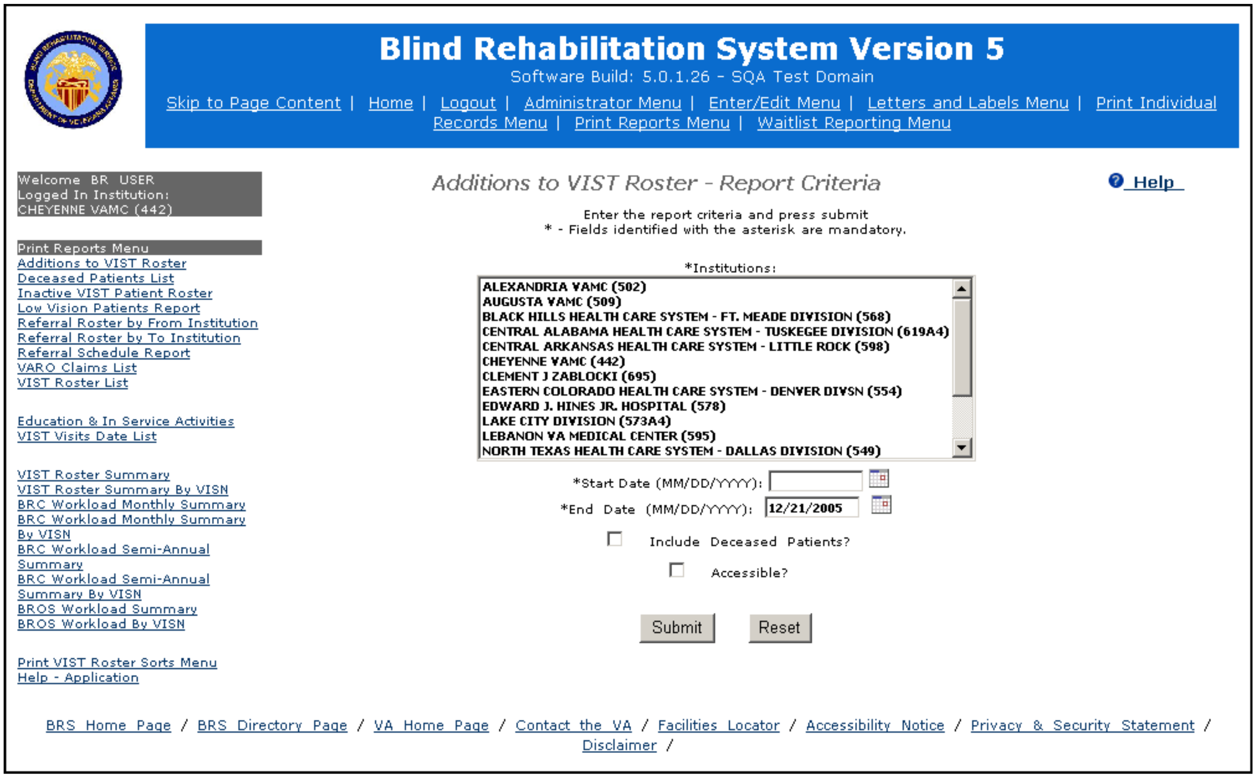
2. From the list of available reports displayed in the **Task Menu**, select the report you want to run.

3. The criteria selection page for the selected report will display in the **Content Area**.

   Because each report has unique reporting criteria, each BR report will have a unique page from which you can select the criteria and parameters and generate the report. Descriptions of each of the available BR reports are provided in the following sections.

Printing an Additions to VIST Roster Report

The Additions to VIST Roster report provides a list of patients added to the VIST Roster during the specified report period.



1. Select one or more or all of the **Institutions** from which you want to report. The Institutions list alphabetically in ascending order.

2. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

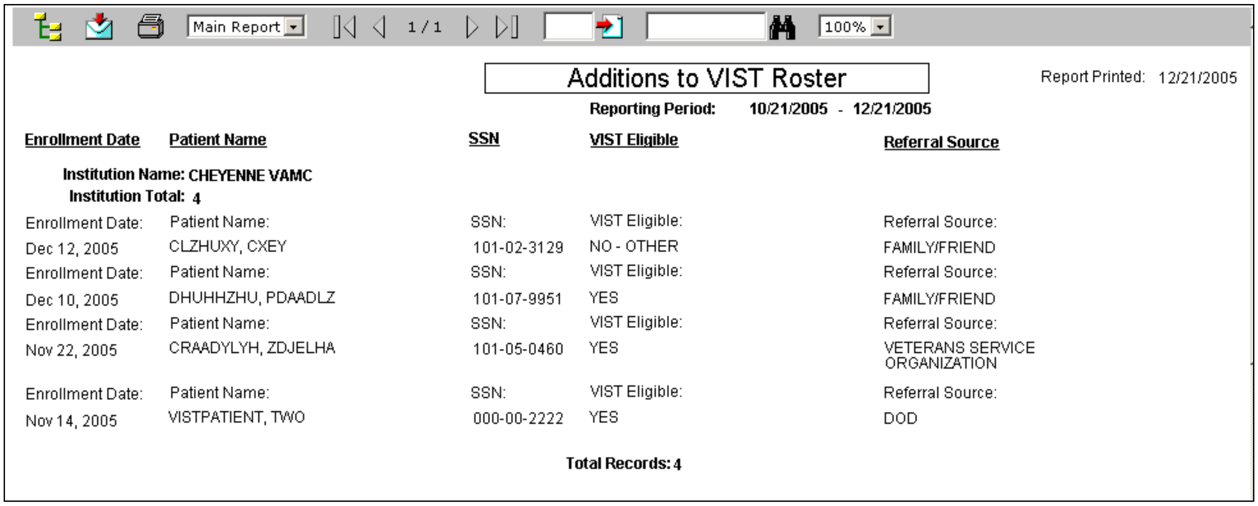
3. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

4. If applicable, place a check in the **Include Deceased Patients** checkbox to include deceased patients that have been added to the VIST Roster.

5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

6. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The Additions to VIST Roster report displays the enrollment date, patient name, SSN, VIST Eligibility, referral source, and if applicable, the date of death of patients by institution. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Main Report 1 / 1 100%

Additions to VIST Roster

Report Printed: 12/21/2005

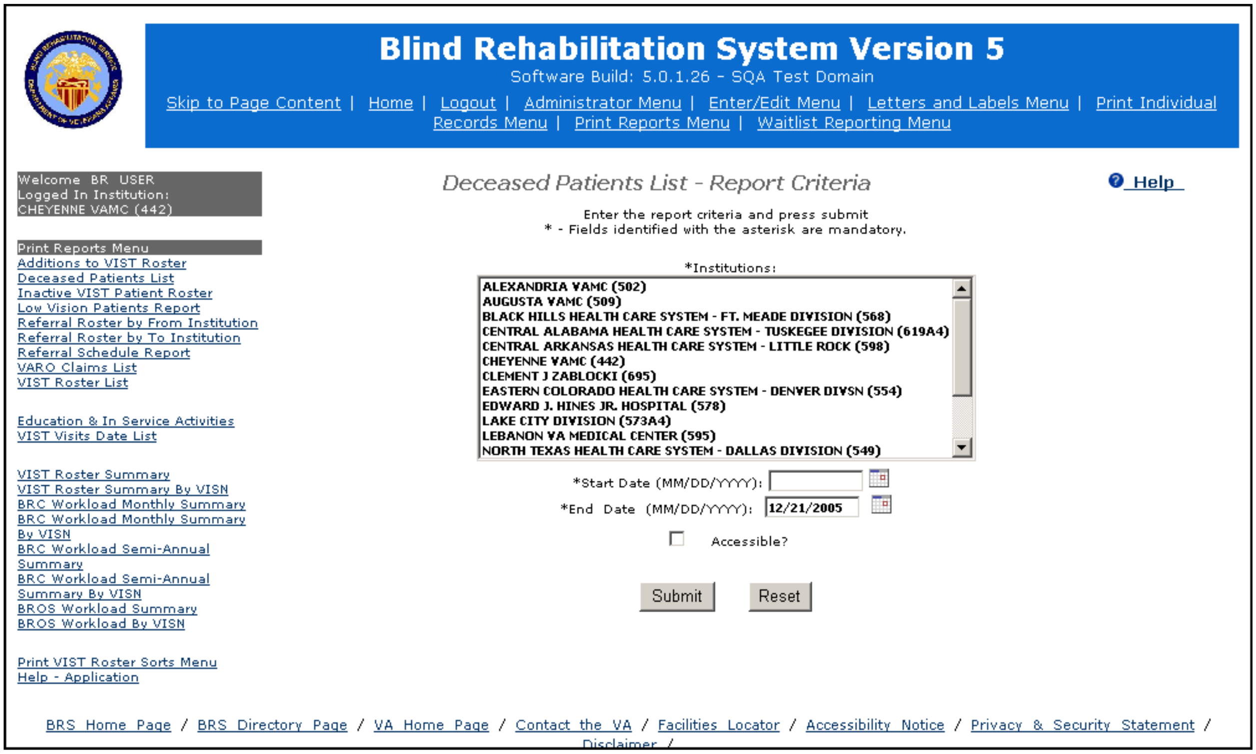
Reporting Period: 10/21/2005 - 12/21/2005

Enrollment Date	Patient Name	SSN	VIST Eligible	Referral Source
Institution Name: CHEYENNE VAMC				
Institution Total: 4				
Enrollment Date:	Patient Name:	SSN:	VIST Eligible:	Referral Source:
Dec 12, 2005	CLZHUXY, CXEY	101-02-3129	NO - OTHER	FAMILY/FRIEND
Enrollment Date:	Patient Name:	SSN:	VIST Eligible:	Referral Source:
Dec 10, 2005	DHUHHZHU, PDAADLZ	101-07-9951	YES	FAMILY/FRIEND
Enrollment Date:	Patient Name:	SSN:	VIST Eligible:	Referral Source:
Nov 22, 2005	CRAADYLYH, ZDJELHA	101-05-0460	YES	VETERANS SERVICE ORGANIZATION
Enrollment Date:	Patient Name:	SSN:	VIST Eligible:	Referral Source:
Nov 14, 2005	VISTPATIENT, TWO	000-00-2222	YES	DOD

Total Records: 4

Printing a Deceased Patients List Report

The Deceased Patients List report provides a list of patients who have died since the last time the report was run. The BR Patients are updated with deceased dates appropriately.



1. Select one or more or all of the **Institutions** from which you want to report for deceased patients. The institutions list alphabetically in ascending order by name.

2. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

3. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

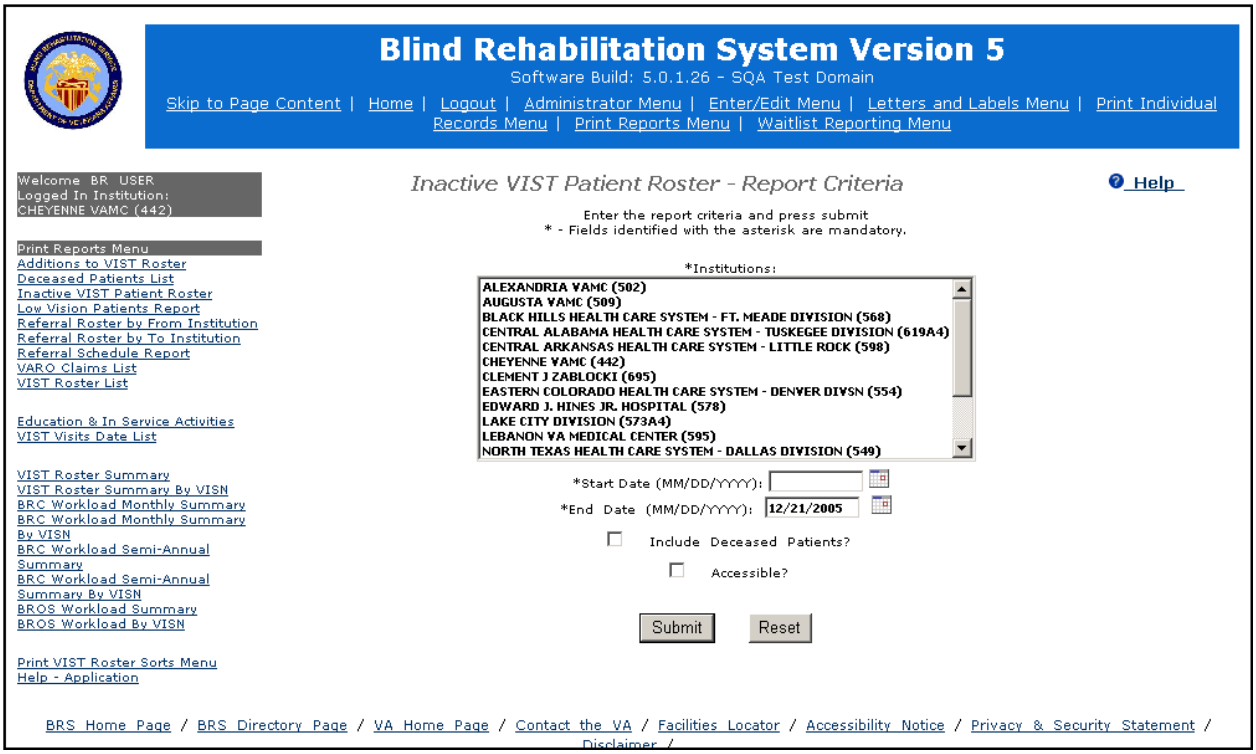
4. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

5. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

The Deceased Patient List report displays the Patient Name, SSNs, and Date of Death of deceased patients. The report displays subtotals of deceased patients by each selected institution and a total for all institutions. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.

Printing an Inactive VIST Patient Roster Report

The Inactive VIST Patient Roster report provides a list of patients that have been assigned an "Inactive" status.



1. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

2. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

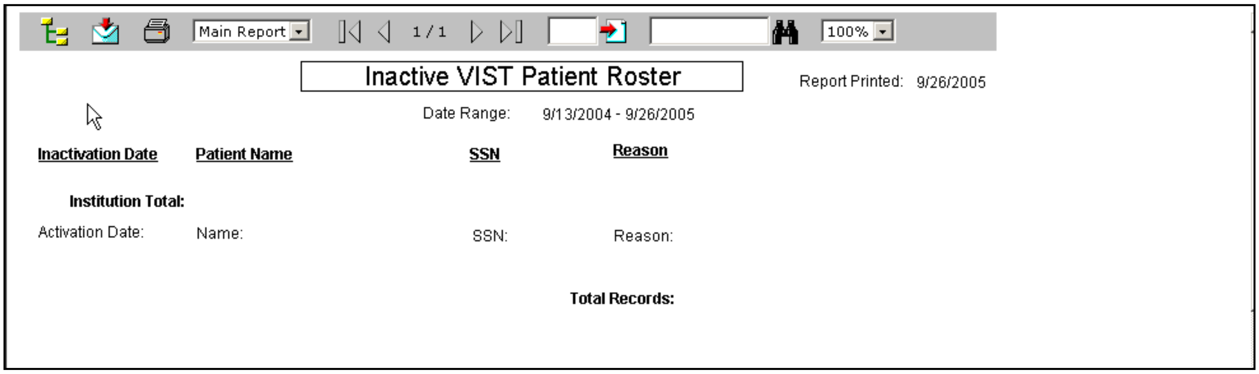
3. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

4. If applicable, place a check in the Include **Deceased Patients** checkbox to include deceased patients on the report.

5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

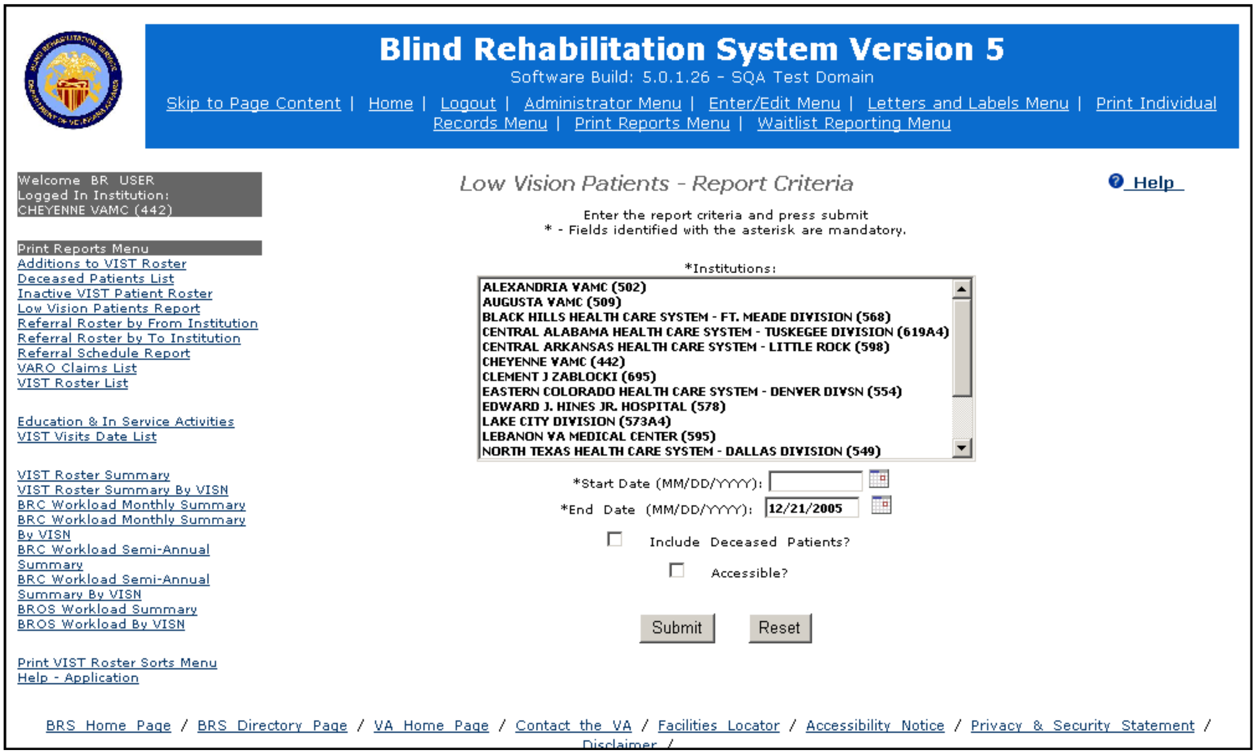
6. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

The Inactive VIST Patient Roster report displays the Inactivation Date, Patient Name, SSN, Reason for inactivation, and if applicable, the Date of Death. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Printing a Low Vision Patient Report

The Low Vision Patient report provides a list of patients diagnosed as having low vision.



1. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

2. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

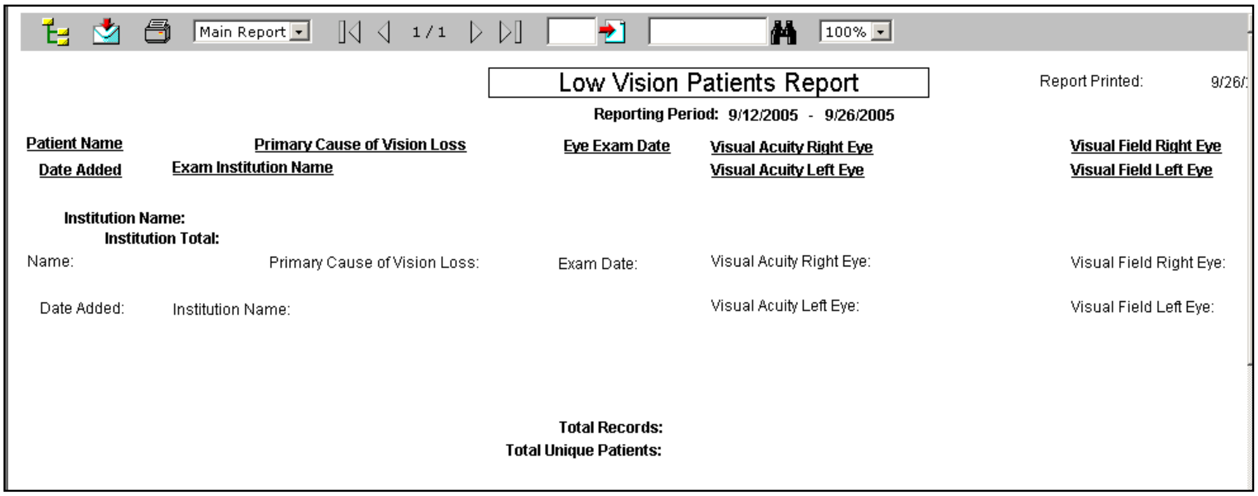
3. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

4. If applicable, place a check in the Include **Deceased Patients** checkbox to include deceased patients on the report.

5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

6. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

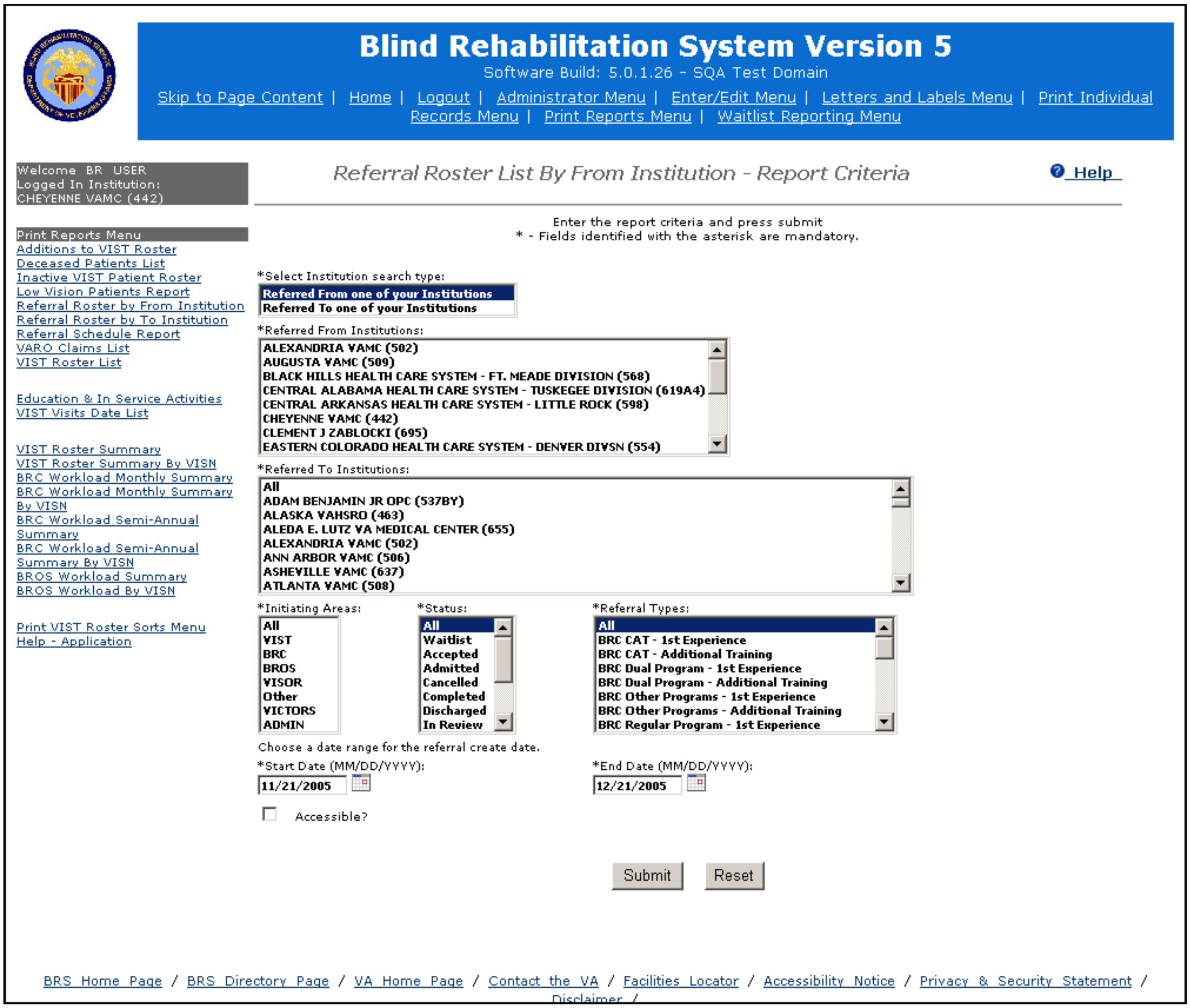
   The Low Vision Patient report displays the Patient Name, Primary Cause of Vision Loss, Eye Exam Date, Visual Acuity Right/Left Eye, Date Added (patient), Visual Field Right/Left Eye, and if applicable, Date of Death. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Printing a Referral Roster By From Institution

This menu option provides you with a printout of referrals for blind rehabilitation based on the date of referral. You have the choice of how far back in time (i.e., one day, one month, one year, two years, etc.) from which to retrieve information for the report results.

1. From the Print Reports Menu, click Referral Roster by From Institution to display the Referral Roster List – Report Criteria screen.



2. Use the following fields to search for a referral:

   Select Institution Search Type:

   Select one of the following search types:

   Referred From one of your Institutions

   Use this type to search for **referrals *from*** your institution. Selecting this search type causes the option list in the Referred From Institutions field below to display the institutions from which that referral may have been sent. Use the Referred To Institutions field to select all of the institutions to which that referral may have been sent or you can select a specific institution to which that referral may have been sent.

   Referred To one of your Institutions

   Use this type to search for **referrals *to*** your institutions. Selecting this search type causes the option list in the Referred To Institutions field below to display the institutions to which that referral may have been sent. Use the Referred From Institutions field to select all of the institutions from which that referral may have been sent or you can select a specific institution from which that referral may have been sent.

   Referred From Institutions:

   Select the **institution**(s) that initiated the referral.

   Referred To Institutions:

   Select the **institution**(s) to which the referral is sent.

   Initiating Areas:

   Select the area initiating the referral. Options include:

   - All
   - BRC
   - BROS
   - OTHER
   - VICTORS
   - VISOR
   - VIST

   Statuses:

   Select one or more referral statuses. Options include:

   - All
   - Waitlist
   - Accepted
   - Admitted
   - Cancelled
   - Completed
   - Discharged
   - In Review
   - In Training
   - Offered
   - Pending
   - Scheduled
   - Transferred
   - Withdrawn

<u>NOTE</u>: In an effort to simplify the selection when trying to identify specific Waitlist related information, selecting **Waitlist** causes the program to automatically select the appropriate statuses (Pending, In Review, and Accepted) that identify individuals on the waitlist based on the waitlist records with these statuses.

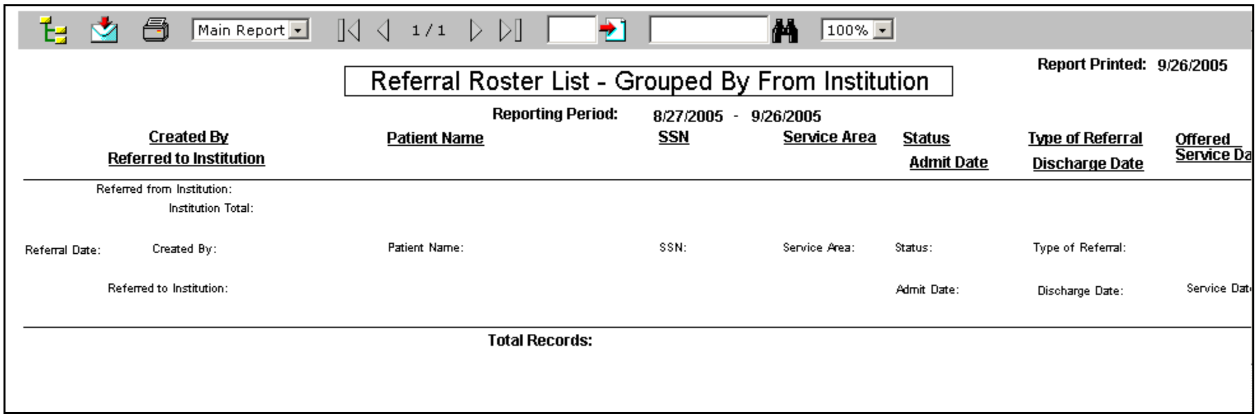
Referral Types

Select all, one, or several **referral types**. Options include:

- All
- BRC CAT – 1st Experience
- BRC CAT – Additional Training
- BRC Dual Program – 1st Experience
- BRC Dual Program – Additional Training
- BRC Other Programs – 1st Experience
- BRC Other Programs – Additional Training
- BRC Regular Program – 1st Experience
- BRC Regular Program – Additional Training
- BROS Follow-up – 1st Experience
- BROS Follow-up – Additional Training
- BROS Local – 1st Experience
- BROS Local – Additional Training
- BROS Prep – 1st Experience
- BROS Prep – Additional Training
- Non-VA Blindness Agency – 1st Experience
- Non-VA Blindness Agency – Additional Training
- Non-VA Local CAT – 1st Experience
- Non-VA Local CAT – Additional Training
- VA Audible Devices
- VA Outpatient LV Clinic – 1st Experience
- VA Outpatient LV Clinic – Additional Training
- VICTORS – 1st Experience
- VICTORS – Additional Training
- VISOR – 1st Experience
- VISOR – Additional Training
- VIST Coordinator

3. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).
4. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.
5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.
6. Select data in the fields, and then click the **Submit** button.

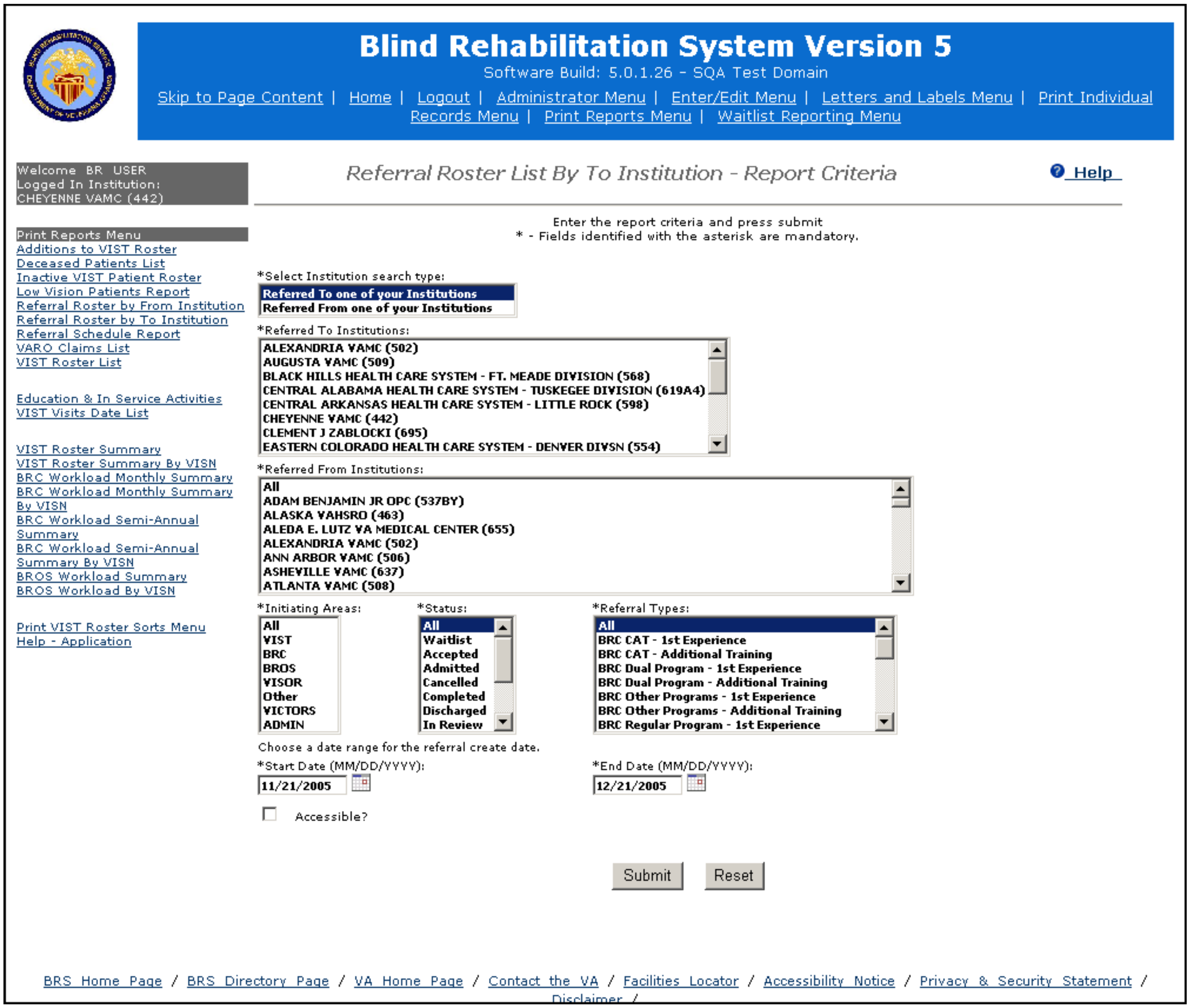
The report displays the list of referrals. The list contains the Referral Number, Created Date, Patient Name, Referral Type, Status, Referred to Institution (Station ID), Initiating Area, and Special Consideration. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Printing a Referral Roster By To Institution

This menu option provides you with a printout of referrals for blind rehabilitation based on the date of referral. You have the choice of how far back in time (i.e., one day, one month, one year, two years, etc.) from which to retrieve information for the report results.

1. From the Print Reports Menu, click **Referral Roster by To Institution** to display the Referral Roster List – Report Criteria screen.



2. Use the following fields to search for a referral:

   Select Institution Search Type:

      Select one of the following search types:

         Referred From one of your Institutions

            Use this type to search for **referrals *from*** your institution. Selecting this search type causes the option list in the Referred From Institutions field below to display the institutions from which that referral may have been sent. Use the Referred To Institutions field to select all of the institutions to which that referral may have been sent or you can select a specific institution to which that referral may have been sent.

         Referred To one of your Institutions

            Use this type to search for **referrals *to*** your institutions. Selecting this search type causes the option list in the Referred To Institutions field below to display the institutions to which that referral may have been sent. Use the Referred From Institutions field to select all of the institutions from which that referral may have been sent or you can select a specific institution from which that referral may have been sent.

   Referred From Institutions:

      Select the **institution(**s) that initiated the referral.

   Referred To Institutions:

      Select the **institution**(s) to which the referral is sent.

   Initiating Areas:

      Select the area initiating the referral. Options include:

      - All
      - Waitlist
      - Accepted
      - Admitted
      - Cancelled
      - Completed
      - Discharged
      - In Review
      - In Training
      - Offered
      - Pending
      - Scheduled
      - Transferred
      - Withdrawn

Statuses:

Select one or more **referral statuses**. Options include:

- All
- Waitlist
- Discharged
- Offered
- In Review
- Completed
- Admitted
- Accepted
- Withdrawn
- Cancelled
- Scheduled
- Pending

NOTE: In an effort to simplify the selection when trying to identify specific Waitlist related information, selecting **Waitlist** causes the program to automatically select the appropriate statuses (Pending, In Review, and Accepted) that identify individuals on the waitlist based on the waitlist records with these statuses.

Referral Types

Select all, one, or several **referral types**. Options include:

- All
- BRC CAT – 1st Experience
- BRC CAT – Additional Training
- BRC Dual Program – 1st Experience
- BRC Dual Program – Additional Training
- BRC Other Programs – 1st Experience
- BRC Other Programs – Additional Training
- BRC Regular Program – 1st Experience
- BRC Regular Program – Additional Training
- BROS Follow-up – 1st Experience
- BROS Follow-up – Additional Training
- BROS Local – 1st Experience
- BROS Local – Additional Training
- BROS Prep – 1st Experience
- BROS Prep – Additional Training
- Non-VA Blindness Agency – 1st Experience
- Non-VA Blindness Agency – Additional Training
- Non-VA Local CAT – 1st Experience
- Non-VA Local CAT – Additional Training
- VA Audible Devices
- VA Outpatient LV Clinic – 1st Experience
- VA Outpatient LV Clinic – Additional Training
- VICTORS – 1st Experience
- VICTORS – Additional Training
- VISOR – 1st Experience
- VISOR – Additional Training

- VIST Coordinator

NOTE: EXP means Experience; ADL TRN means Additional Training.

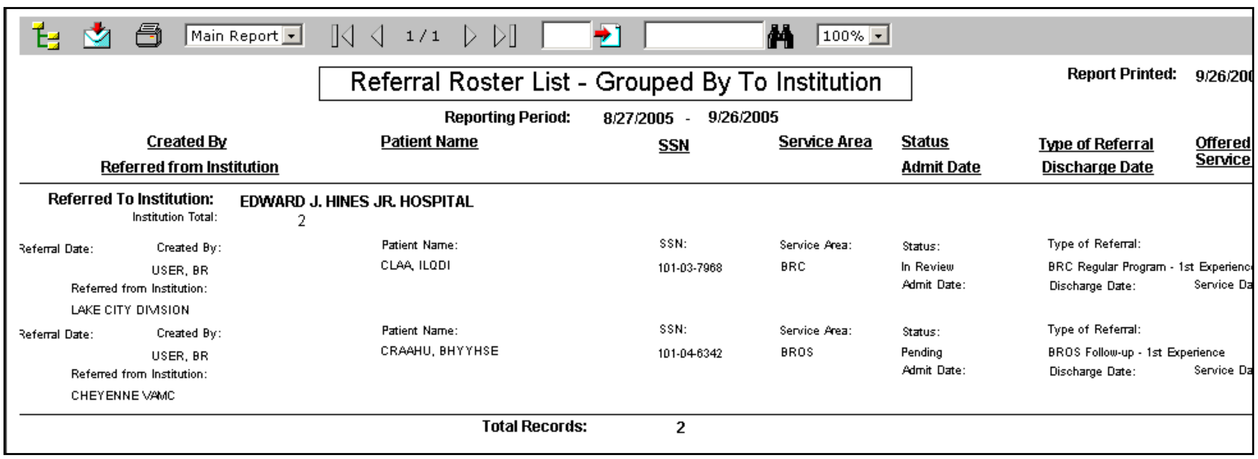
3. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

4. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

- Select data in the fields, and then click the **Submit** button.

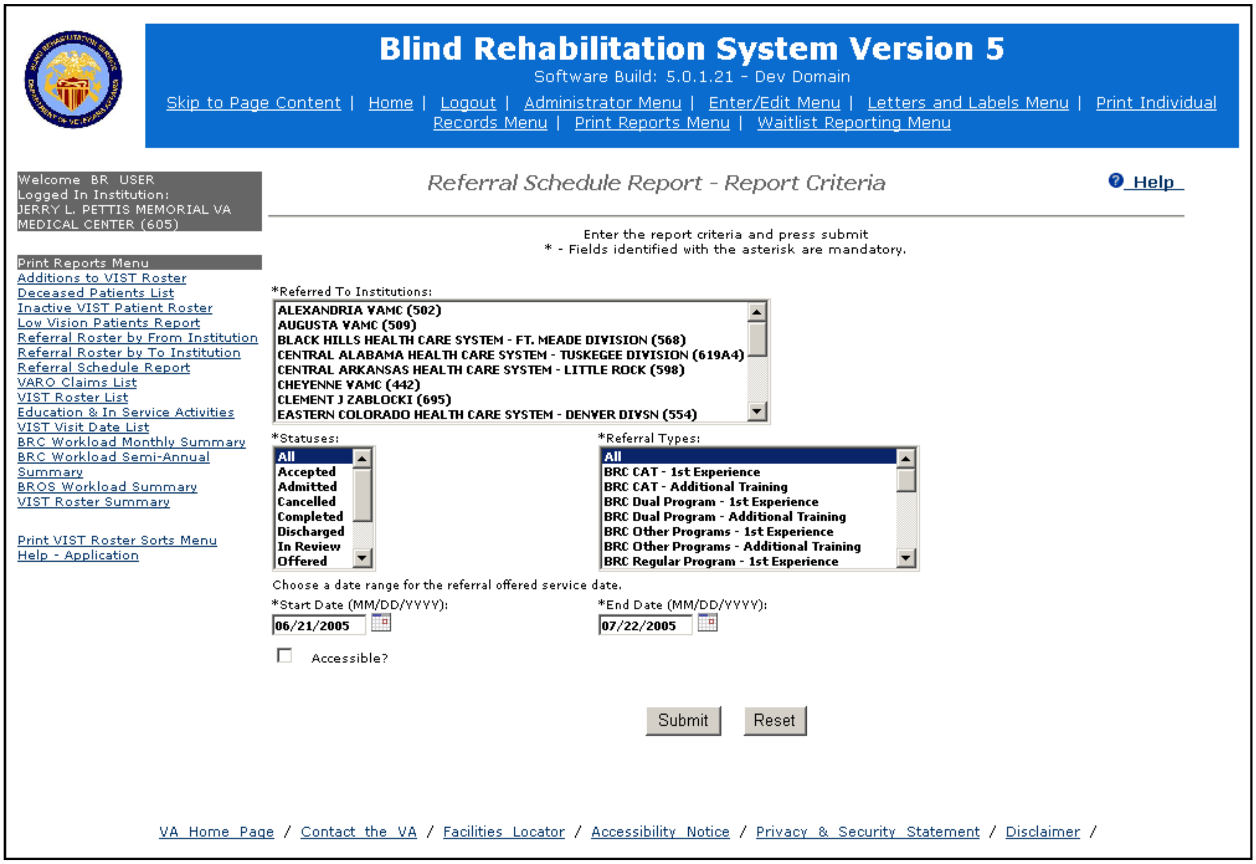
The report displays the list of referrals. The list contains the Referral Number, Created Date, Patient Name, Referral Type, Status, Referred to Institution (Station ID), Initiating Area, and Special Consideration. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Printing a Referral Schedule Report

This menu option provides you with a printout of referrals for blind rehabilitation based on the referral schedule. You have the choice of how far back in time (i.e., one day, one month, one year, two years, etc.) from which to retrieve information for the report results.

1. From the Print Reports Menu, click **Referral Schedule Report** to display the Referral Schedule Report– Report Criteria screen.



2. Use the following fields to search for a referral:

   Referred To Institutions:

   Select the **institution**(s) that you want to include in the report.

Statuses:

Select one or more referral statuses. Options include:

- All
- Scheduled
- Admitted
- Cancelled
- Completed
- Discharged
- In Training
- Completed
- Transferred
- Withdrawn

Referral Types

Select all, one, or several **referral types**. Options include:

- All
- BRC CAT – 1st Experience
- BRC CAT – Additional Training
- BRC Dual Program – 1st Experience
- BRC Dual Program – Additional Training
- BRC Other Programs – 1st Experience
- BRC Other Programs – Additional Training
- BRC Regular Program – 1st Experience
- BRC Regular Program – Additional Training
- BROS Follow-up – 1st Experience
- BROS Follow-up – Additional Training
- BROS Local – 1st Experience
- BROS Local – Additional Training
- BROS Prep – 1st Experience
- BROS Prep – Additional Training
- Non-VA Blindness Agency – 1st Experience
- Non-VA Blindness Agency – Additional Training
- Non-VA Local CAT – 1st Experience
- Non-VA Local CAT – Additional Training
- VA Audible Devices
- VA Outpatient LV Clinic – 1st Experience
- VA Outpatient LV Clinic – Additional Training
- VICTORS – 1st Experience
- VICTORS – Additional Training
- VISOR – 1st Experience
- VISOR – Additional Training
- VIST Coordinator

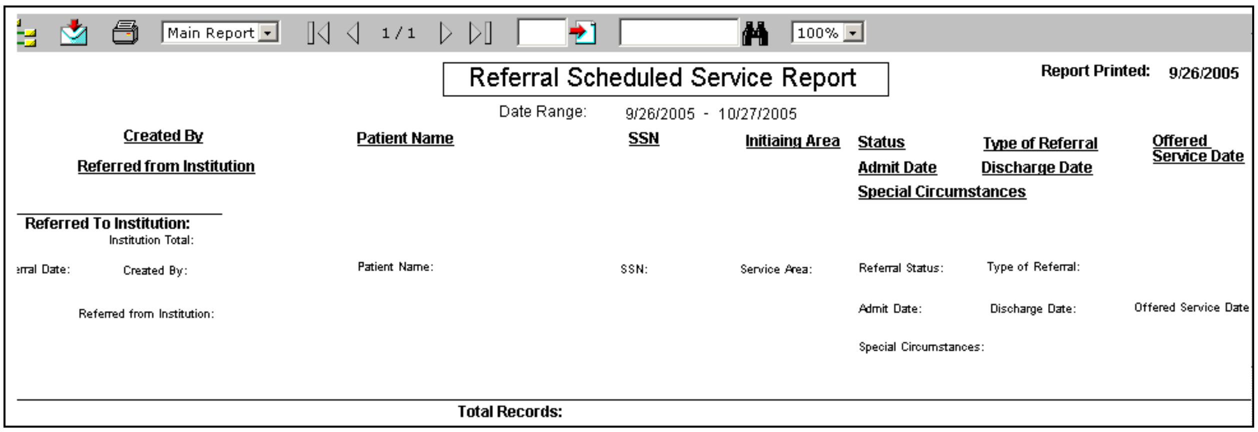
3. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

4. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

6. Select data in the fields, and then click the **Submit** button.

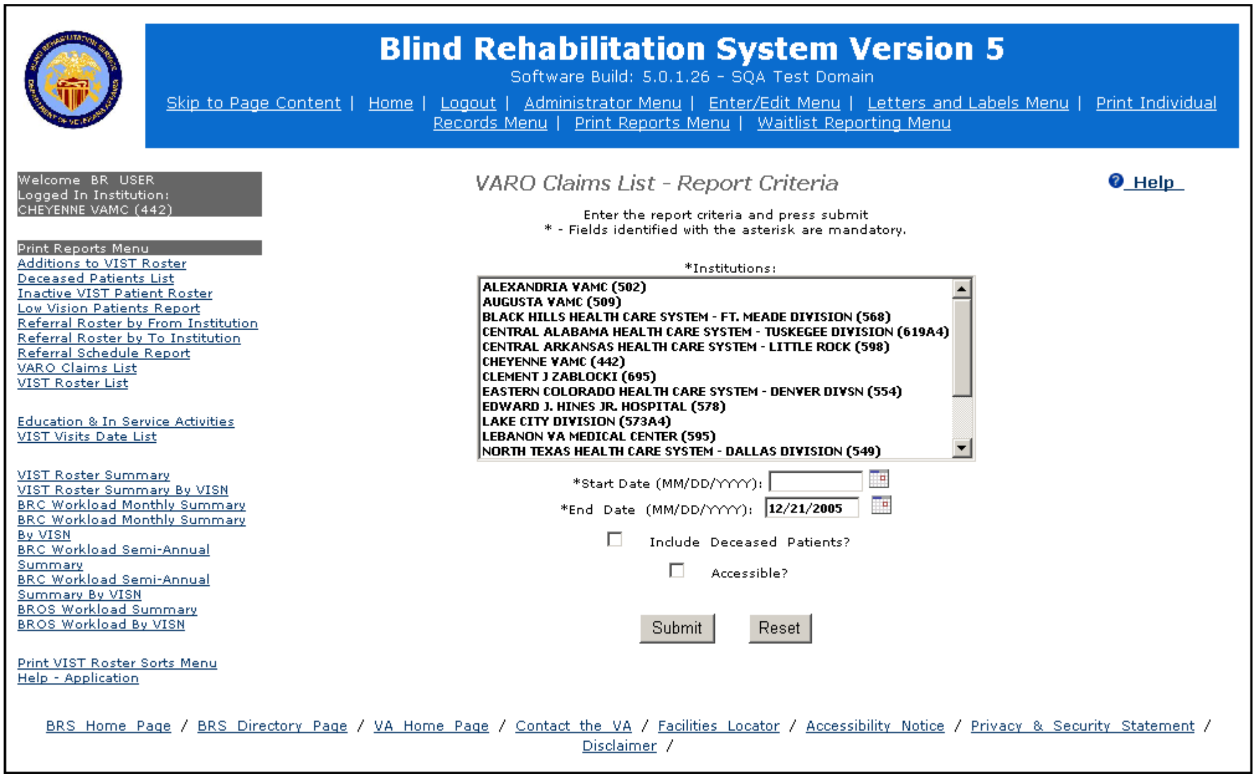
The report displays the schedule. The list contains the Referral Date, Created By, Patient Name, SSN, Initiating Area, Status, Referral Type, Referred from Institution (Station ID), Admit/Discharge/Offered Service Dates, and Special Circumstances. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Printing a VARO Claims List Report

The VARO Claim List report provides a list of patients with VARO claims.

1. From the Print Reports Menu, click **VARO Claims List** to display the VARO Claim List – Report Criteria screen.



2. Select one or more or all of the **institutions** for which you want to report. The institutions list alphabetically in ascending order by name.

3. Enter the **Start Date** (MM/DD/YYYY) or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

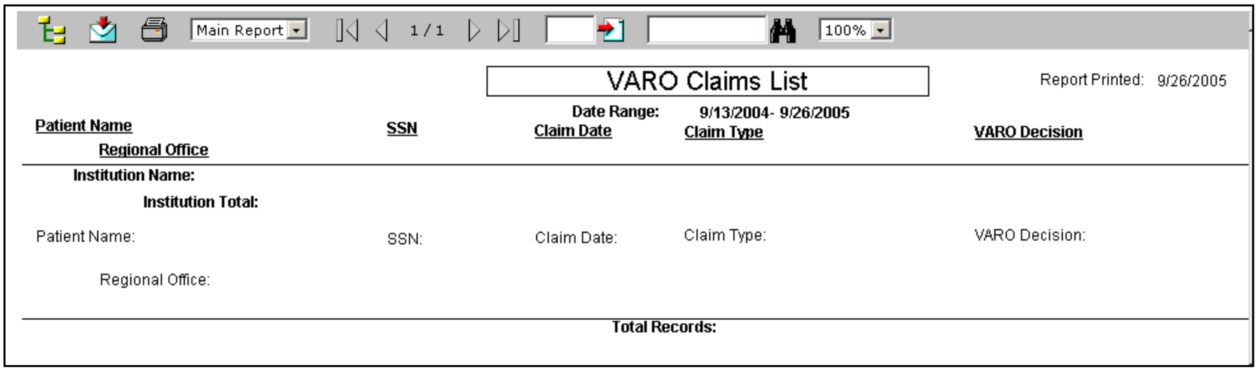
4. Enter the **End Date** (MM/DD/YYYY) or click the icon next to the field and select from a calendar. This date will usually be the current date.

5. If applicable, place a check in the Include **Deceased Patients** checkbox to include deceased patients that have been added to the VIST Roster.

6. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

7. Click the **Submi**t button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

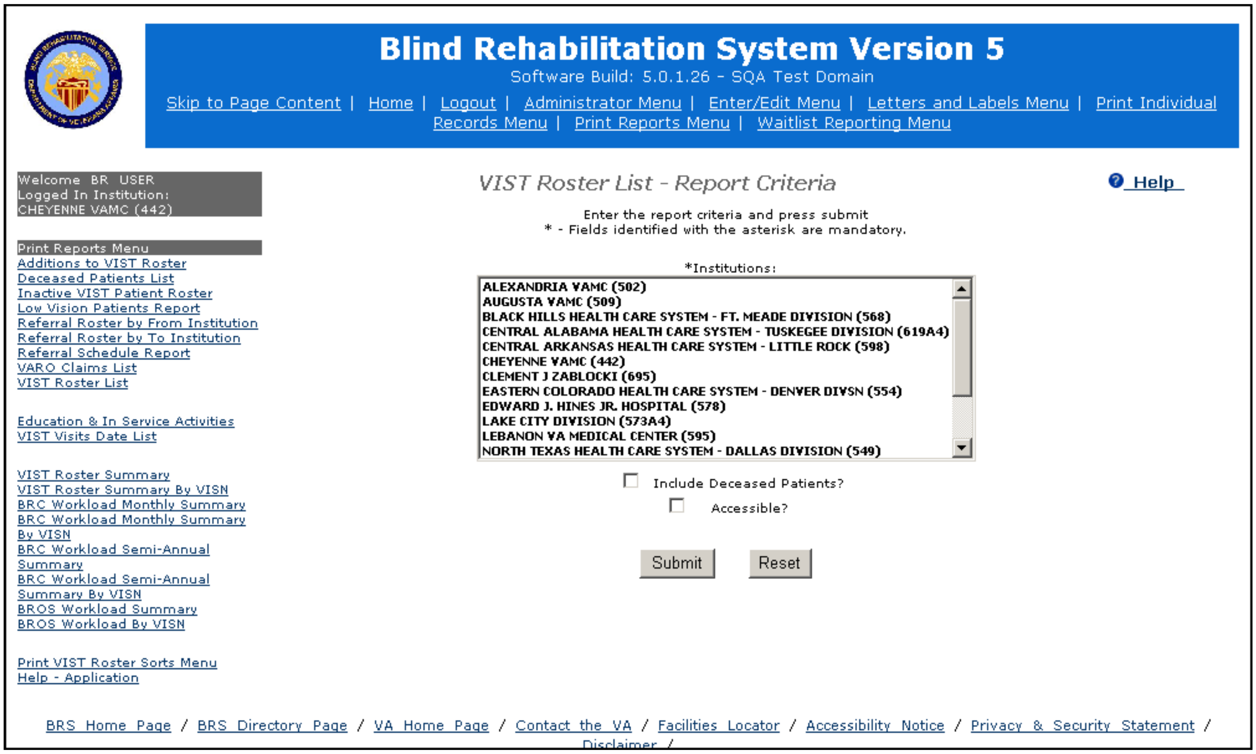
   The VARO Claim List report displays Patient Name, SSN, Claim Date, Claim Type, Regional Office, VARO Decision, and if applicable, the Date of Death. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Printing a VIST Roster List Report

The VIST Roster List report provides a list of patients currently included on the VIST Roster. The VIST Roster is updated daily.

1. From the Print Reports Menu, click **VIST Roster List** to display the VIST Claim List – Report Criteria screen.



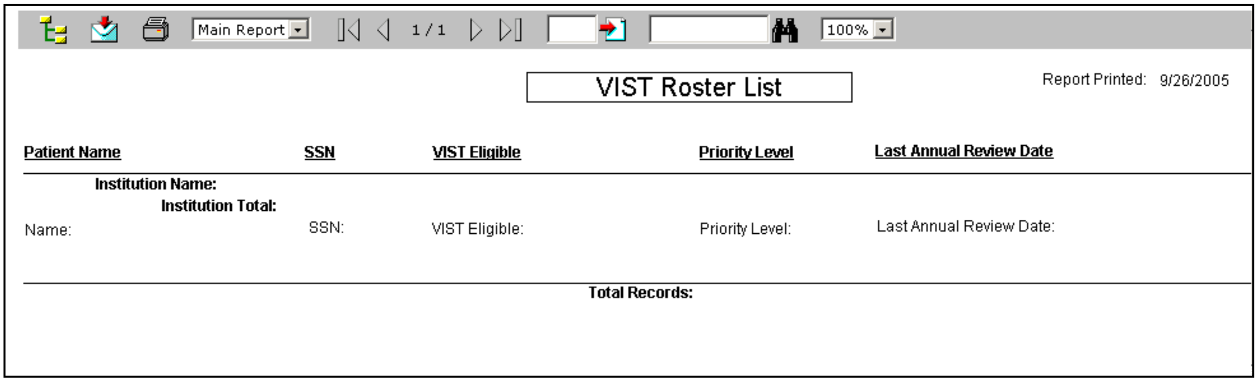
2. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

3. If applicable, place a check in the **Include Deceased Patient**s checkbox to include deceased patients that have been added to the VIST Roster.

4. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

5. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

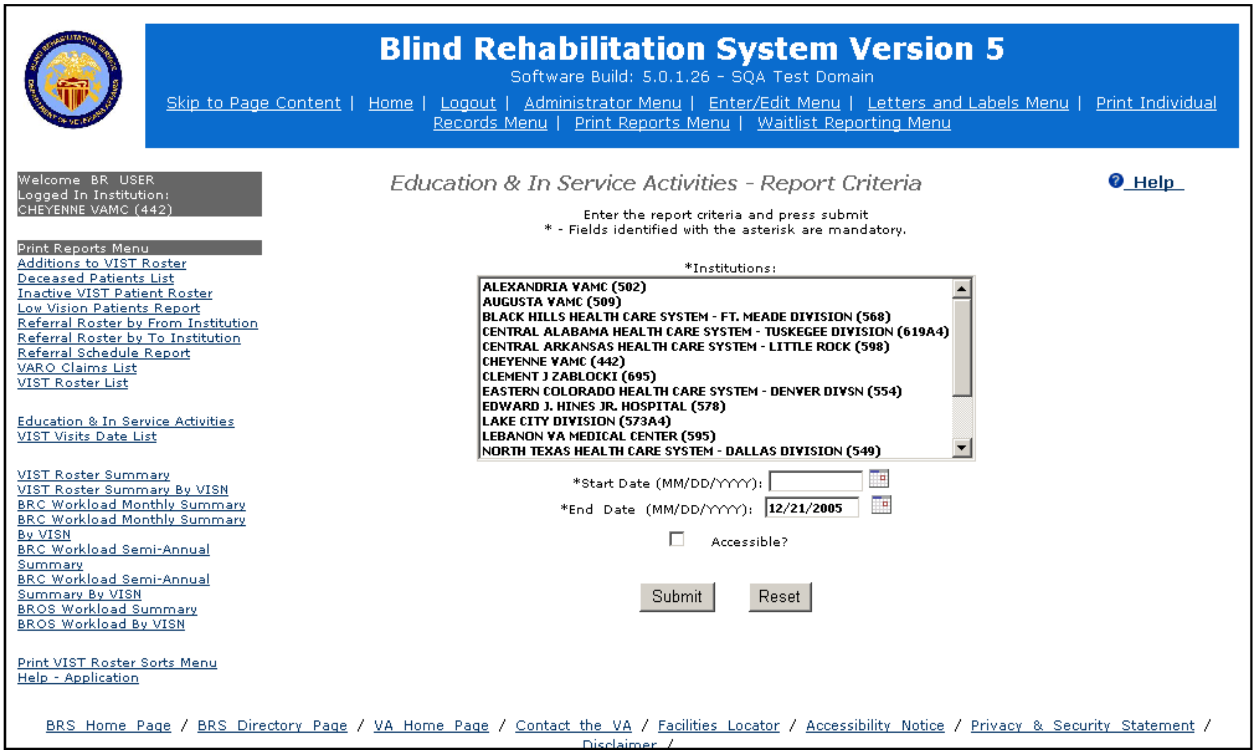
The report displays the Patient Name, SSN, VIST Eligibility, Priority Level, Last Annual Review Date, and if applicable, the Date of Death. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Printing an Education & In Services Report

The Education In Services Report provides all Education and In-Service Activities that occurred within the chosen dates. The report sorts by date.

1. From the Print Reports Menu, click **Education & In Services Report** to display the Education In Service – Report Criteria screen.



2. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

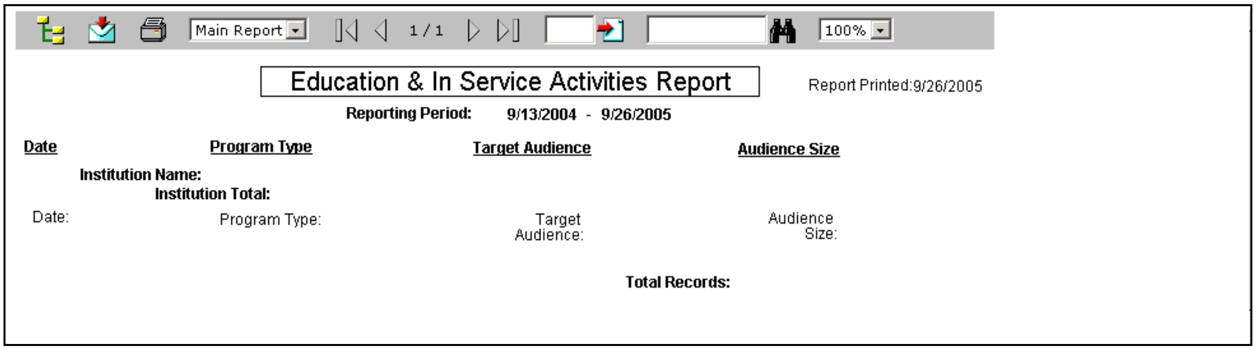
3. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

4. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

6. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

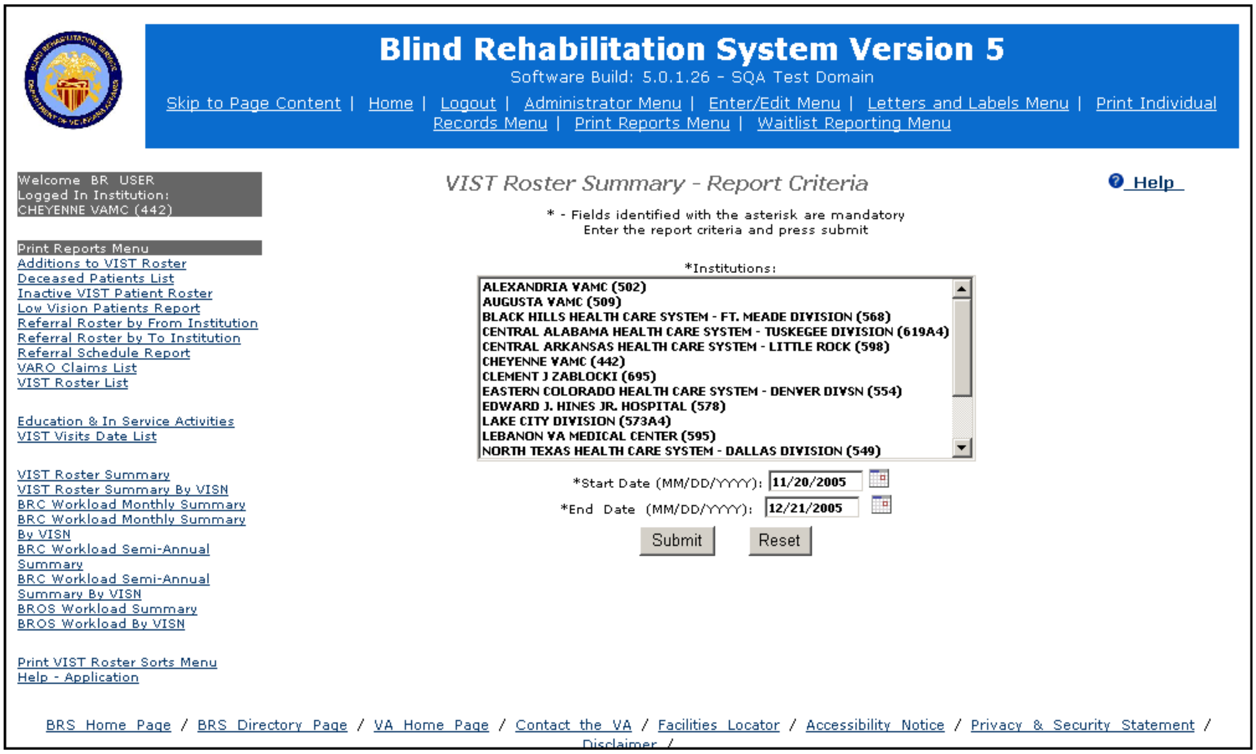
The report displays the Date, Program Type, Target Audience, Audience Size, by institution. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Printing a VIST Roster Summary

The VIST Roster Summary Report provides all VIST Roster summary information that occurred within the chosen dates. The report sorts by date.

1. From the Print Reports Menu, click VIST Roster Summary to display the VIST Roster Summary – Report Criteria screen.



2. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

3. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

4. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

5. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The report displays for each selected applicable institution. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.

Main Report 1 / 1+ 100%

VIST Roster Summary Report

Report Printed: 9/26/2005

Reporting Period: 8/26/2005 - 09/26/2005

Institution: **CHEYENNE VAMC**

Visually Impaired (Blind Rehab Patient)

NO Entry for Visually Impaired Status:	0
INACTIVE :	0
NO - NOT LEGALLY BLIND :	0
NO - OTHER:	0
NO - REVIEWED FOR BRC ATTENDANCE:	0
YES:	1
Total:	**1**

Age Group

Under 25:	0
25 -34:	0
35 -44:	1
45 -54:	0
55 -64:	0
65 -74:	0
75 84:	0
85 and over:	0
Not Known:	0
Total:	**1**

Referral Source

NO RFERRAL SOURCE:	0
COMMUNITY AGENCY:	1
DOD:	0
FAMILY/FRIEND:	0
NON-VA EYE CLINIC:	0
NOT KNOWN:	0
OTHER:	0
SELF:	0
STATE AGENCY:	0
TRANSFER FROM ANOTHER VIST:	0
VA EYE CLINIC:	0
VA STAFF:	0
VBA PRINTOUT:	0
VBA STAFF:	0
VETERANS SERVICE ORGANIZATION:	0
Total:	**1**

VIST Roster Caseload Changes

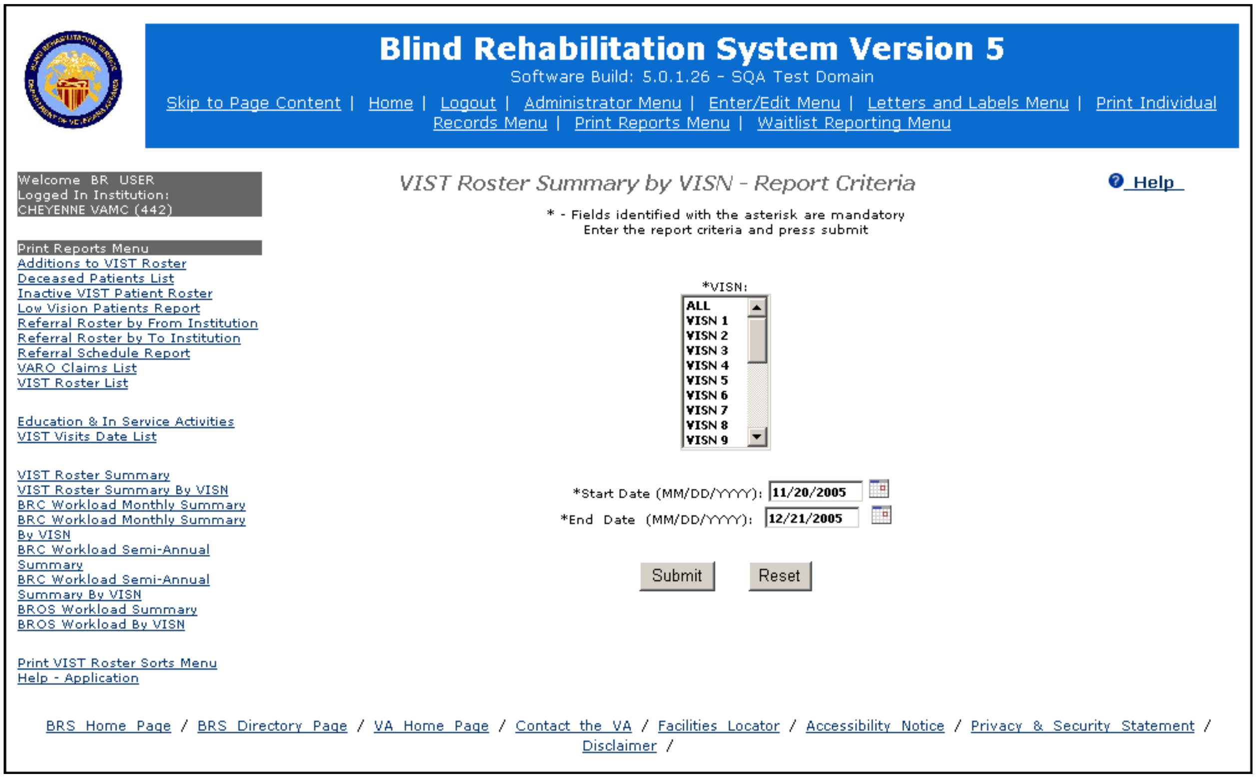
INACTIVATIONS from VIST Roster

Deceased:	1
No longer legally blind:	0
Relocation:	0
Unable to locate:	0
Total Inactivations:	**1**
Total Additions:	**1**
Net Change:	**0**

Printing a VIST Roster Summary By VISN

The VIST Roster Summary Report By VISN (Veterans Integrated Service Network) provides all VIST Roster summary information that occurred within the chosen dates for the selected VISN(s). The report sorts by date.

1. From the Print Reports Menu, click VIST Roster Summary By VISN to display the VIST Roster Summary by VISN – Report Criteria screen.



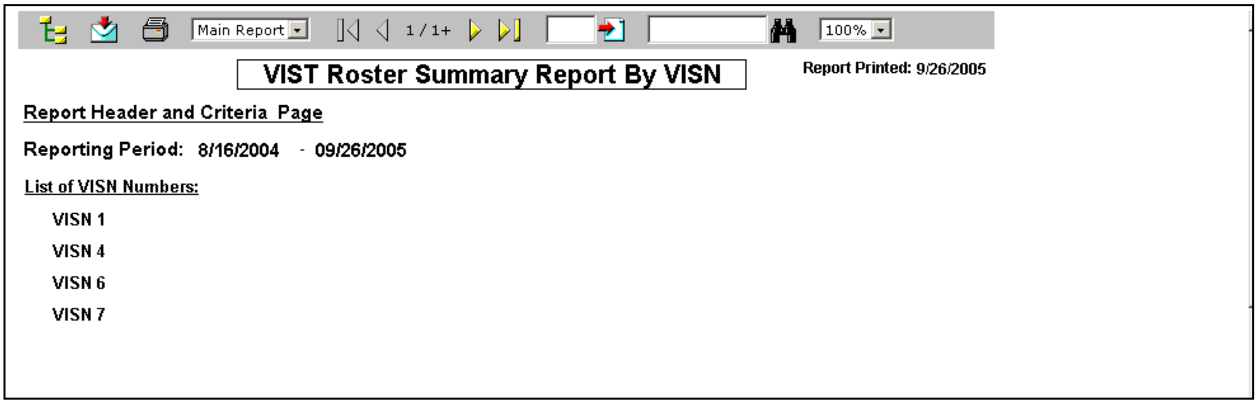
2. Select one or more or all of the **VISN(s)** from which you want to report. They list in ascending order.

3. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

4. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

5. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

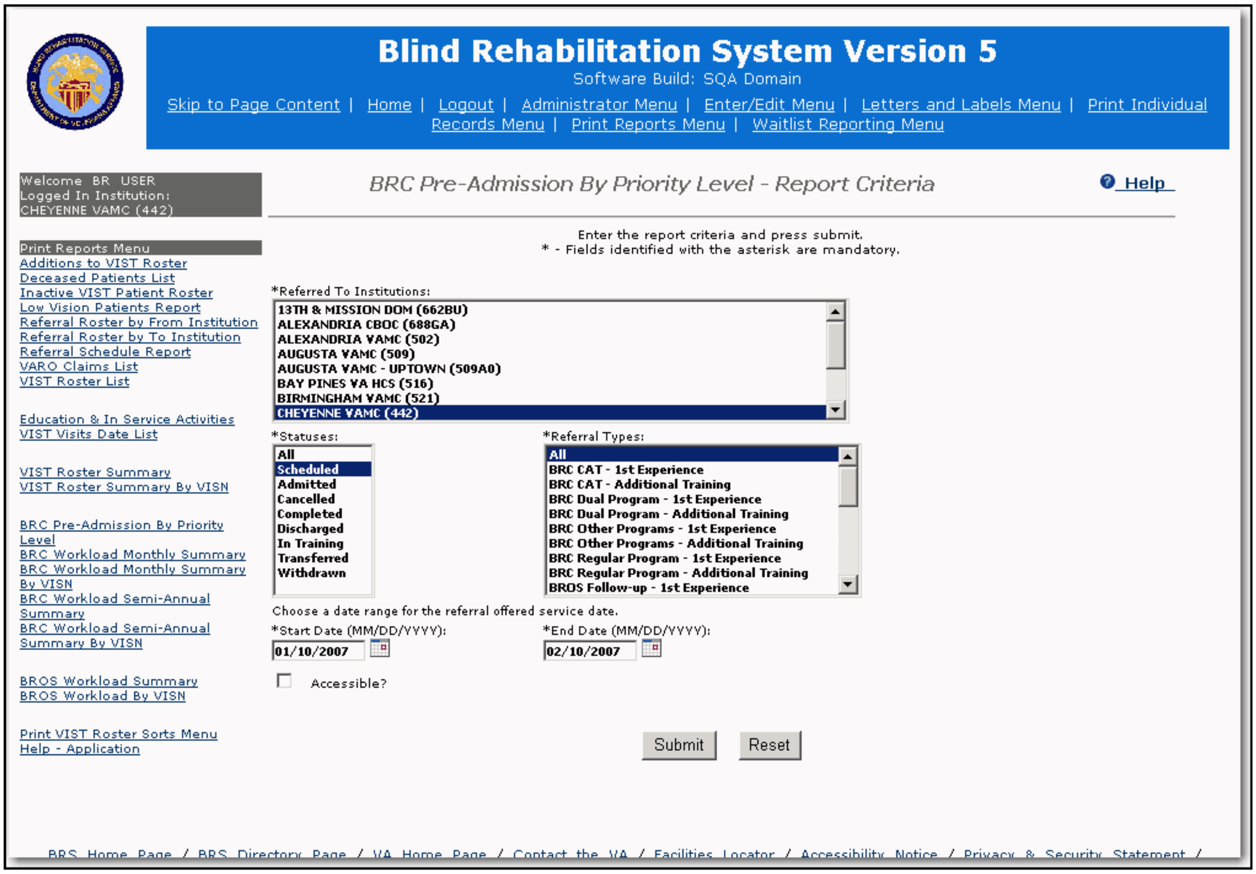
   The VIST Roster Summary By VISN report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Printing a BRC Pre-Admissions by Priority Level

This menu option provides a list of the requested Report Fields including an edit link to access Modify Referral and Note information.

1. From the Print Reports Menu, click **BRC Pre-Admissions Report** to display the BRC Pre-Admission Report – Report Criteria screen.



2. Use the following fields to search for pre-admissions:

   Referred To Institutions:

   Select the **referred to institution**(s) that you want to include in the report.

Statuses:

Select one or more pre-admission statuses. Options include:

- All
- Scheduled
- Admitted
- Cancelled
- Completed
- Discharged
- In Training
- Transferred
- Withdrawn

Referral Types:

Select all, one, or several **referral types**. Options include:

- All
- BRC CAT – 1st Experience
- BRC CAT – Additional Training
- BRC Dual Program – 1st Experience
- BRC Dual Program – Additional Training
- BRC Other Programs – 1st Experience
- BRC Other Programs – Additional Training
- BRC Regular Program – 1st Experience
- BRC Regular Program – Additional Training
- BROS Follow-up – 1st Experience
- BROS Follow-up – Additional Training
- BROS Local – 1st Experience
- BROS Local – Additional Training
- BROS Prep – 1st Experience
- BROS Prep – Additional Training
- Non-VA Blindness Agency – 1st Experience
- Non-VA Blindness Agency – Additional Training
- Non-VA Local CAT – 1st Experience
- Non-VA Local CAT – Additional Training
- VA Audible Devices
- VA Outpatient LV Clinic – 1st Experience
- VA Outpatient LV Clinic – Additional Training
- VICTORS – 1st Experience
- VICTORS – Additional Training
- VISOR – 1st Experience
- VISOR – Additional Training
- VIST Coordinator

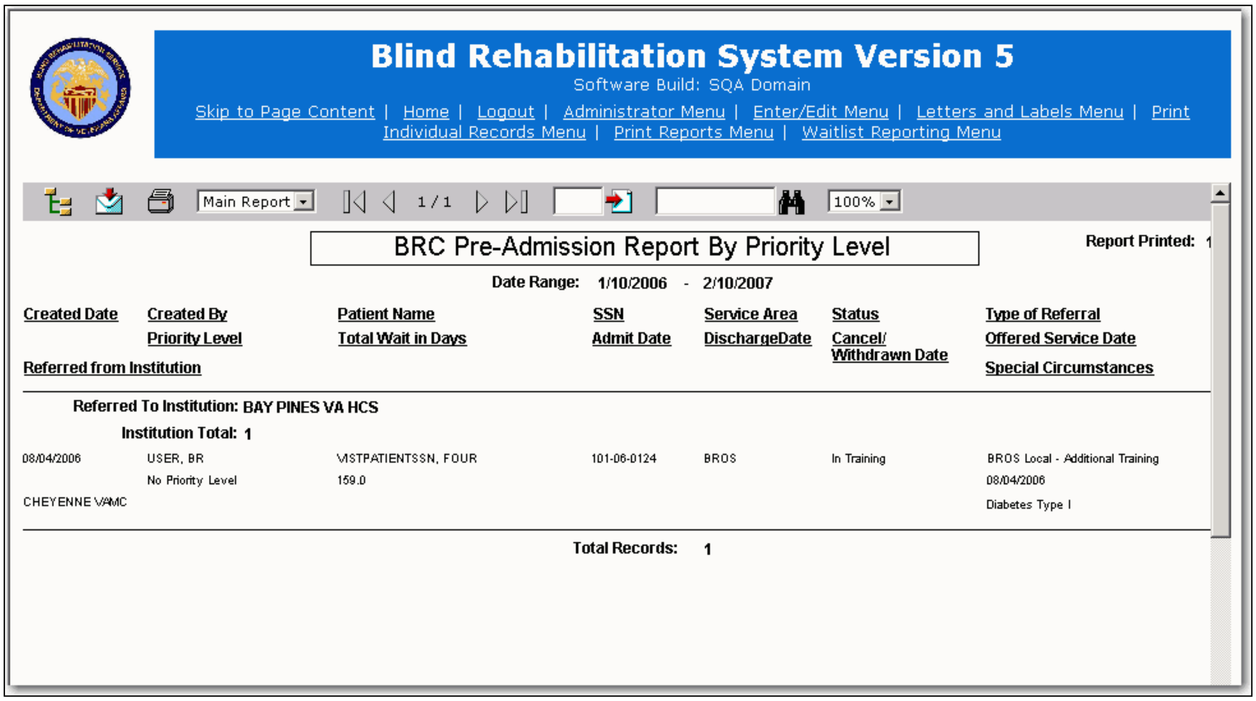
3. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

4. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

6. Select data in the fields, and then click the **Submit** button. To clear the fields, click the **Reset** button.

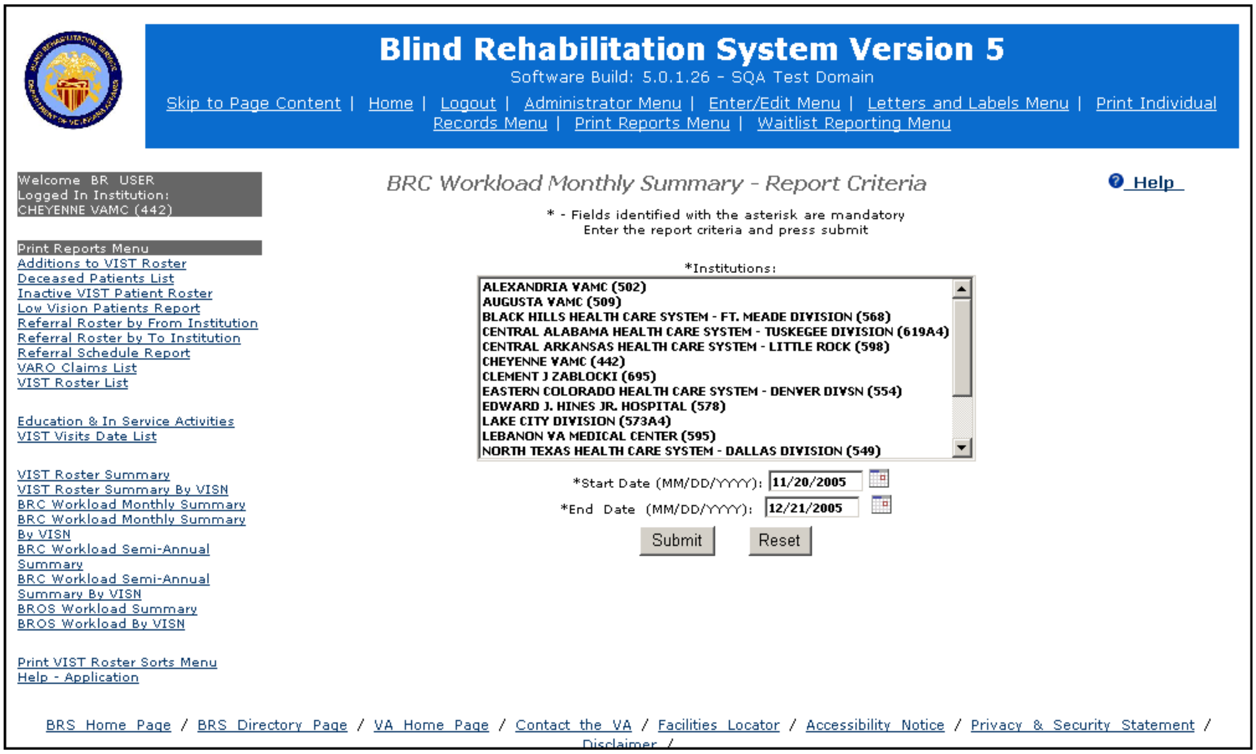
The report displays the list of pre-admissions sorted by Date Received, and then Priority. It contains the Created Date, Created By, Patient Name, SSN, Service Area, Status, Referral Type, Priority Level, Total Wait in Days, Admit Date, Discharge Date, Cancel/Withdrawn Date, Offered Service Date, Referred from Institution, and Special Circumstances. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Printing a BRC Workload Monthly Summary

The BRC Workload Monthly Summary Report provides all workload information that occurred within the chosen dates. The report sorts by date.

1. From the Print Reports Menu, click BRC Workload Monthly Summary to display the BRC Workload Monthly Summary – Report Criteria screen.



2. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

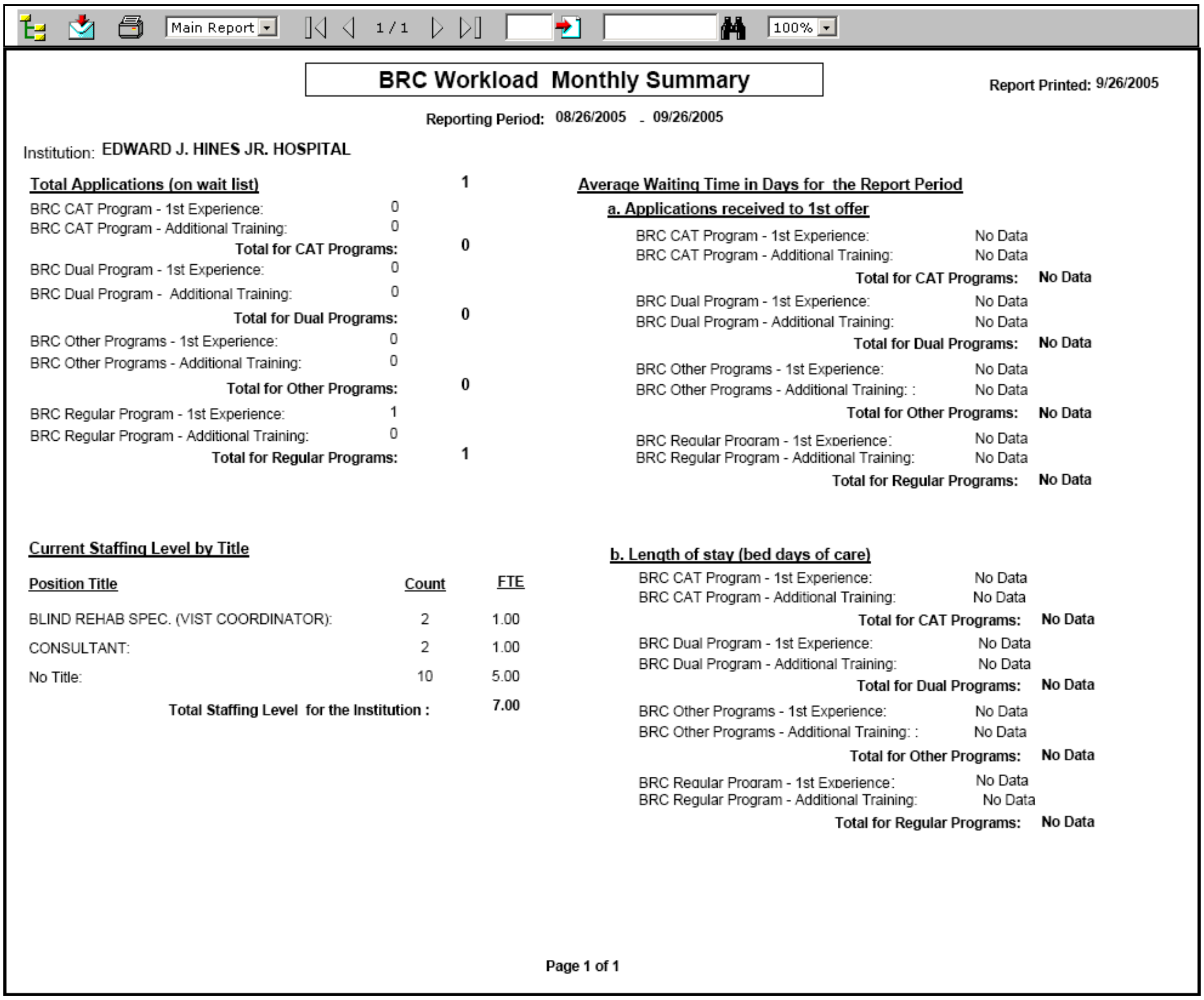
3. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

4. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

6. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The BRC Workload Monthly Summary report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Main Report 1 / 1 100%

BRC Workload Monthly Summary

Report Printed: 9/26/2005

Reporting Period: 08/26/2005 - 09/26/2005

Institution: EDWARD J. HINES JR. HOSPITAL

Total Applications (on wait list)		1
BRC CAT Program - 1st Experience:	0	
BRC CAT Program - Additional Training:	0	
Total for CAT Programs:		**0**
BRC Dual Program - 1st Experience:	0	
BRC Dual Program - Additional Training:	0	
Total for Dual Programs:		**0**
BRC Other Programs - 1st Experience:	0	
BRC Other Programs - Additional Training:	0	
Total for Other Programs:		**0**
BRC Regular Program - 1st Experience:	1	
BRC Regular Program - Additional Training:	0	
Total for Regular Programs:		**1**

Current Staffing Level by Title

Position Title	Count	FTE
BLIND REHAB SPEC. (VIST COORDINATOR):	2	1.00
CONSULTANT:	2	1.00
No Title:	10	5.00
Total Staffing Level for the Institution :		**7.00**

Average Waiting Time in Days for the Report Period

a. Applications received to 1st offer

BRC CAT Program - 1st Experience:	No Data	
BRC CAT Program - Additional Training:	No Data	
Total for CAT Programs:		**No Data**
BRC Dual Program - 1st Experience:	No Data	
BRC Dual Program - Additional Training:	No Data	
Total for Dual Programs:		**No Data**
BRC Other Programs - 1st Experience:	No Data	
BRC Other Programs - Additional Training: :	No Data	
Total for Other Programs:		**No Data**
BRC Regular Program - 1st Experience:	No Data	
BRC Regular Program - Additional Training:	No Data	
Total for Regular Programs:		**No Data**

b. Length of stay (bed days of care)

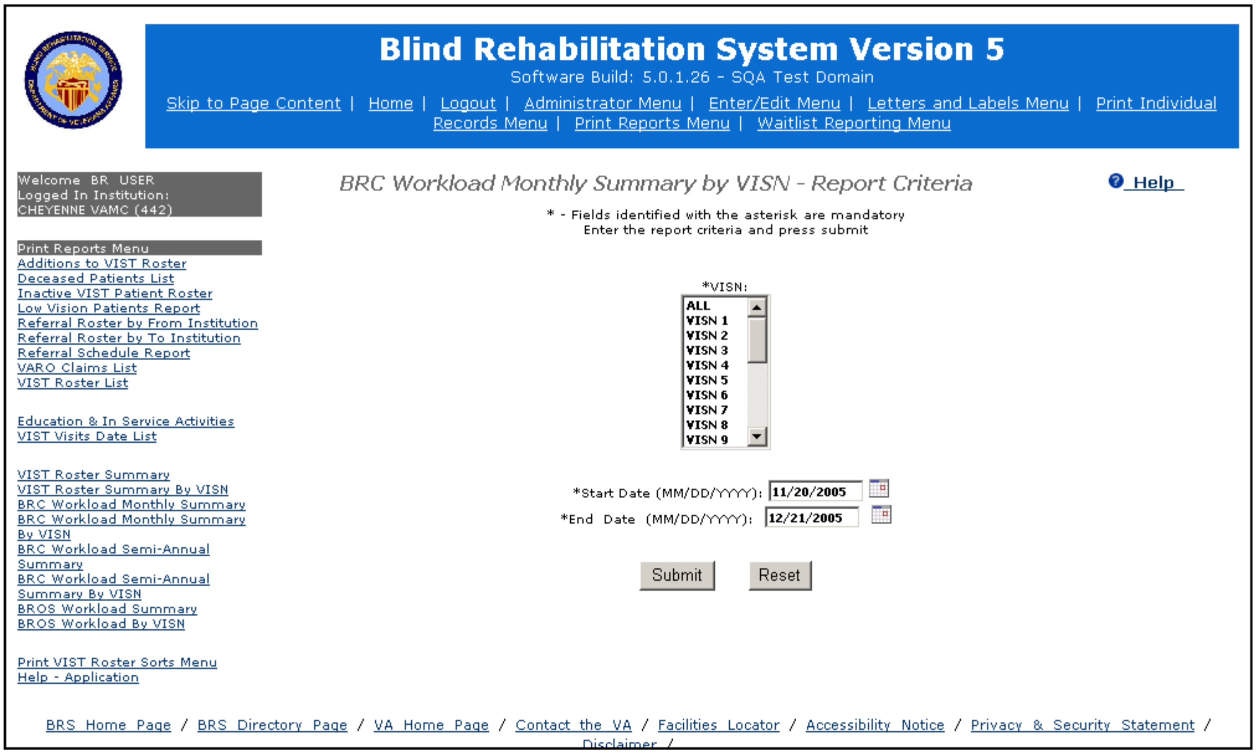
BRC CAT Program - 1st Experience:	No Data	
BRC CAT Program - Additional Training:	No Data	
Total for CAT Programs:		**No Data**
BRC Dual Program - 1st Experience:	No Data	
BRC Dual Program - Additional Training:	No Data	
Total for Dual Programs:		**No Data**
BRC Other Programs - 1st Experience:	No Data	
BRC Other Programs - Additional Training: :	No Data	
Total for Other Programs:		**No Data**
BRC Regular Program - 1st Experience:	No Data	
BRC Regular Program - Additional Training:	No Data	
Total for Regular Programs:		**No Data**

Page 1 of 1

Printing a BRC Workload Monthly Summary By VISN

The BRC Workload Monthly Summary By VISN (Veterans Integrated Service Network) Report provides all workload information that occurred within the chosen dates. The report sorts by date.

1. From the Print Reports Menu, click BRC Workload Monthly Summary By VISN to display the BRC Workload Monthly Summary by VISN – Report Criteria screen.



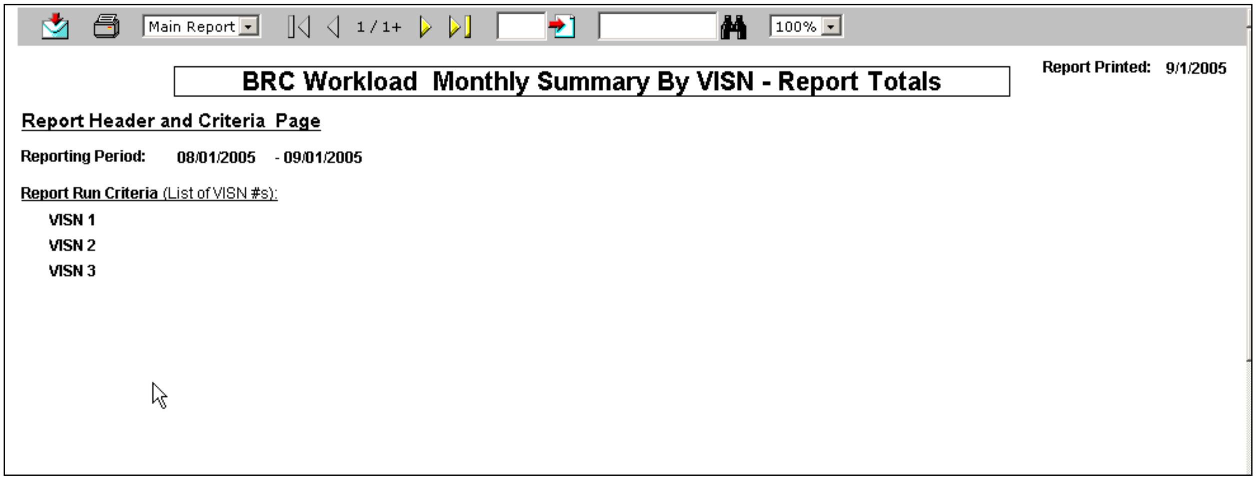
2. Select one or more or all of the **VISN(s)** from which you want to report. They list in ascending order.

3. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

4. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

5. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The BRC Workload Monthly Summary By VISN report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Main Report 1 / 1+ 100%

BRC Workload Monthly Summary By VISN - Report Totals

Report Printed: 9/1/2005

Report Header and Criteria Page

Reporting Period: 08/01/2005 - 09/01/2005

Report Run Criteria (List of VISN #s):

VISN 1

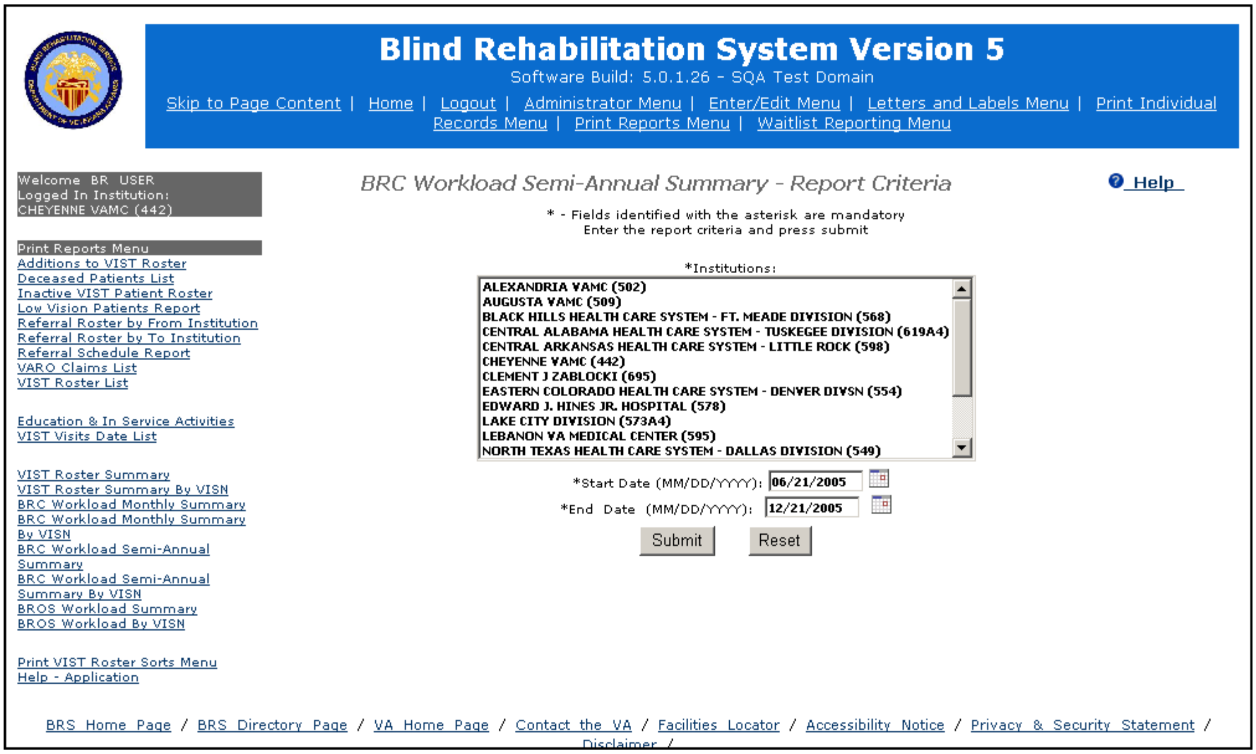
VISN 2

VISN 3

BRC Workload Semi Annual Summary

The BRC Workload Semi Annual Summary Report provides all workload information that occurred within the chosen dates. The report sorts by date.

1. From the Print Reports Menu, click BRC Work Load Semi Annual Summary to display the BRC Workload Semi Annual Summary – Report Criteria screen.



2. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

3. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

4. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

5. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The report displays the total discharges by program for each selected applicable institution. It also displays the average age for the reporting period. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.

Main Report 1 / 1 100%

BRC Workload Semi-Annual Summary

Report Printed: 9/26/2005

Reporting Period: 08/27/2005 - 09/26/2005

Institution: EDWARD J. HINES JR. HOSPITAL

Total Discharges By Programs:

BRC CAT Program - 1st Experience:
BRC CAT Program - Additional Training:
Total for the CAT Programs:
BRC Dual Program - 1st Experience:
BRC Dual Program - Additional Training:
Total for Dual Programs:
BRC Other Programs - 1st Experience:
BRC Other Programs - Additional Training:
Total for Other Programs:
BRC Regular Program - 1st Experience:
BRC Regular Program - Additional Training:
Total for Regular Programs:

Average length of stay for Patients discharged during the report period:

a. All Patients

BRC CAT - 1st Experience:	No Data	
BRC CAT - Additional Training:	No Data	
Total Average for CAT Programs:		**No Data**
BRC Dual Program - 1st Experience:	No Data	
BRC Dual Program - Additional Training:	No Data	
Total Average for Dual Programs:		**No Data**
BRC Other Programs - 1st Experience:	No Data	
BRC Other Programs - Additional Training:	No Data	
Total Average for Other Programs:		**No Data**
BRC Regular Program - 1st Experience:	No Data	
BRC Regular Program - Additional Training:	No Data	
Total Average for Regular Programs:		**No Data**

b. Patients who have Completed BROS Services (Within 1 year from the Report End Date)

BRC CAT - 1st Experience:	No Data	
BRC CAT - Additional Training:	No Data	
Total Average for CAT Programs:		**No Data**
BRC Dual Program - 1st Experience:	No Data	
BRC Dual Program - Additional Training:	No Data	
Total Average for Dual Programs:		**No Data**
BRC Other Programs - 1st Experience:	No Data	
BRC Other Programs - Additional Training:	No Data	
Total Average for Other Programs:		**No Data**
BRC Regular Program - 1st Experience:	No Data	
BRC Regular Program - Additional Training:	No Data	
Total Average for Regular Programs:		**No Data**

c. Patients with no BROS Services (Within 1 year from the Report End Date)

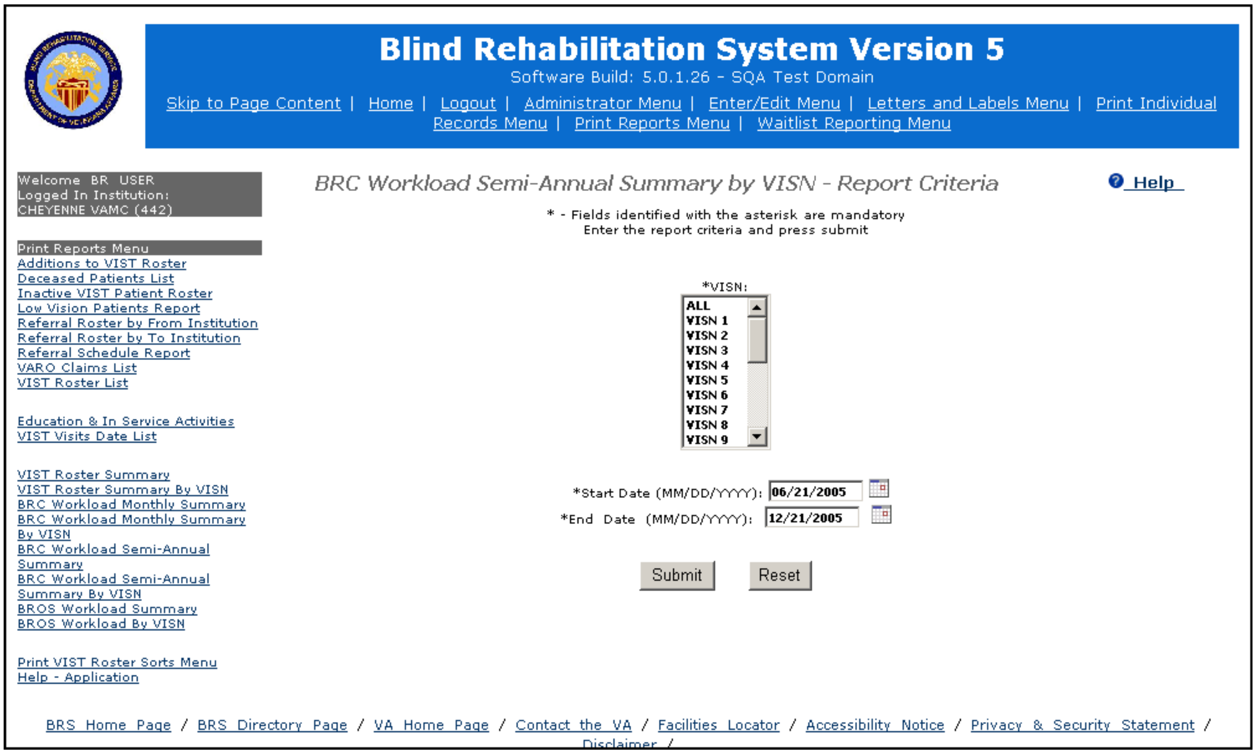
BRC CAT - 1st Experience:	No Data	
BRC CAT - Additional Training:	No Data	
Total Average for CAT Programs:		**No Data**
BRC Dual Program - 1st Experience:	No Data	
BRC Dual Program - Additional Training:	No Data	
Total Average for Dual Programs:		**No Data**
BRC Other Programs - 1st Experience:	No Data	
BRC Other Programs - Additional Training:	No Data	
Total Average for Other Programs:		**No Data**
BRC Regular Program - 1st Experience:	No Data	
BRC Regular Program - Additional Training:	No Data	
Total Average for Regular Programs:		**No Data**

Page 1 of 4

BRC Workload Semi Annual Summary By VISN

The BRC Workload Semi Annual Summary By VISN (Veterans Integrated Service Network) Report provides all workload information that occurred within the chosen dates. The report sorts by date.

1. From the Print Reports Menu, click BRC Work Load Semi Annual Summary By VISN to display the BRC Workload Semi Annual Summary by VISN – Report Criteria screen.



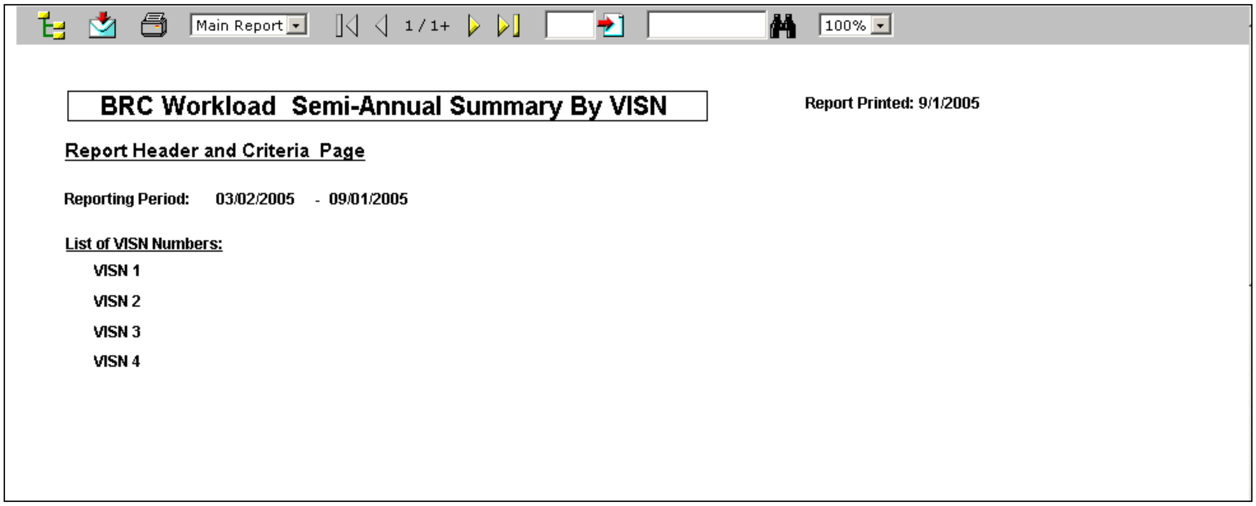
2. Select one or more or all of the **VISN(s)** from which you want to report. They list in ascending order.

3. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

4. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

5. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

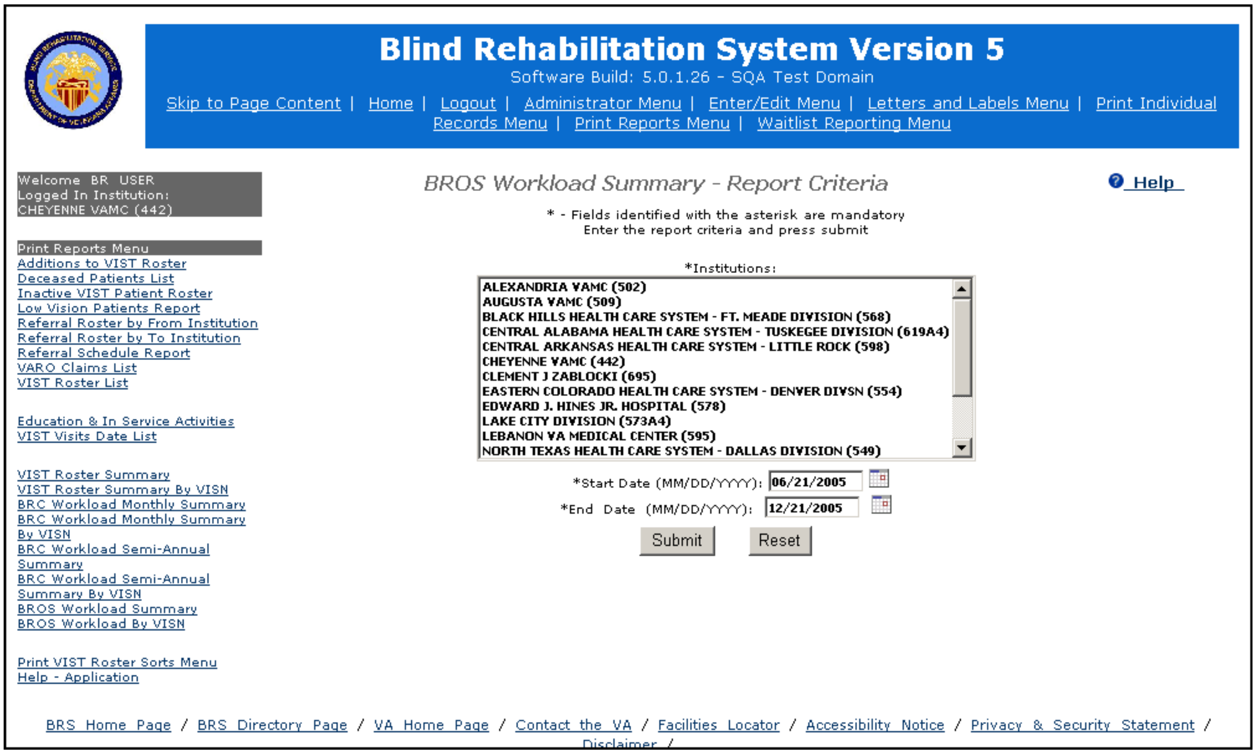
The report displays the total discharges by program. It also displays the average age for the reporting period. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



BROS Workload Summary

The BROS Workload Summary Report provides all workload summary information that occurred within the chosen dates. The report sorts by date.

1. From the Print Reports Menu, click BROS Workload Summary to display the BROS Workload Summary – Report Criteria screen.



2. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

3. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

4. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

5. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The report displays the total referrals for each selected applicable institution. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.

Main Report 1 / 1 100%

BROS Workload Summary Report

Report Printed: 9/26/2005

Reporting Period: 03/27/2005 - 09/26/2005

Institution: EDWARD J. HINES JR. HOSPITAL

CASELOAD STATISTICS

a. Total Number of BROS Referrals

	Initiated	Completed
BROS Follow-up - 1st Experience:	1	0
BROS Follow-up - Additional Training :	0	0
BROS Local - 1st Experience:	0	0
BROS Local - Additional Training:	0	0
BROS Prep - 1st Experience:	0	0
BROS Prep - Additional Training:	0	0
Total for the report period:	**1**	**0**

BRC Referrals to BROS

	Initiated	Completed
BROS Follow-up - 1st Experience:		
BROS Follow-up - Additional Training:		
BROS Local - 1st Experience:		
BROS Local - Additional Training:		
BROS Prep - 1st Experience:		
BROS Prep - Additional Training:		
Total for the report period:		

BRC Referrals that have been cancelled with a reason of Referred to BROS

Total for the report period:

b. BROS Referrals to BRC

	Initiated	Discharged
BRC CAT - 1st Experience:		
BRC CAT - Additional Training:		
BRC Dual Program - 1st Experience:		
BRC Dual Program - Additional Training:		
BRC Other Program - 1st Experience:		
BRC Other Program - Additional Training:		
BRC Regular Program - 1st Experience:		
BRC Regular Program - Additional Training:		
Total for the report period:		

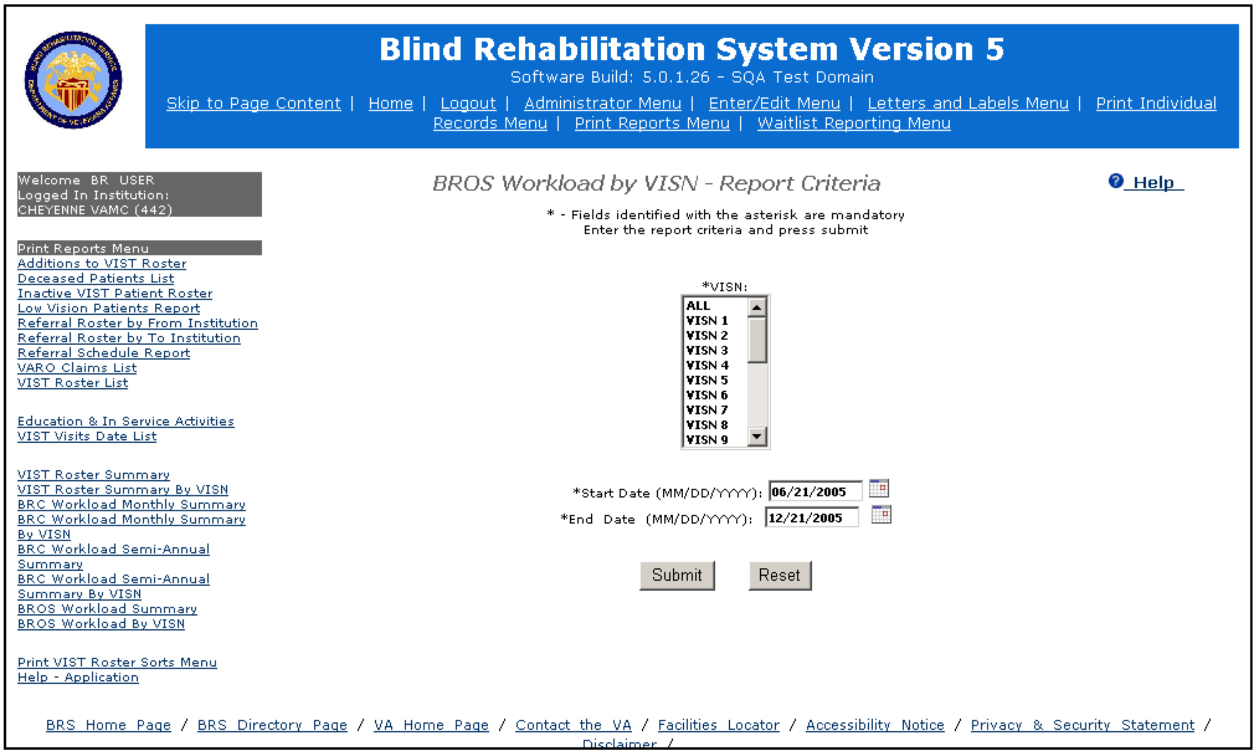
BRC Inpatient Statistics for Previous BROS Patients

Patients who have completed BRC & BROS Training:	**0**
BRC Admissions:	
BRC Discharges:	
Average Length of Stay at BRC (in Days):	

BROS Workload By VISN

The BROS Workload By VISN Report provides all workload summary information that occurred within the chosen dates. The report sorts by date.

1. From the Print Reports Menu, click BROS Workload by VISN to display the BROS Workload by VISN – Report Criteria screen.



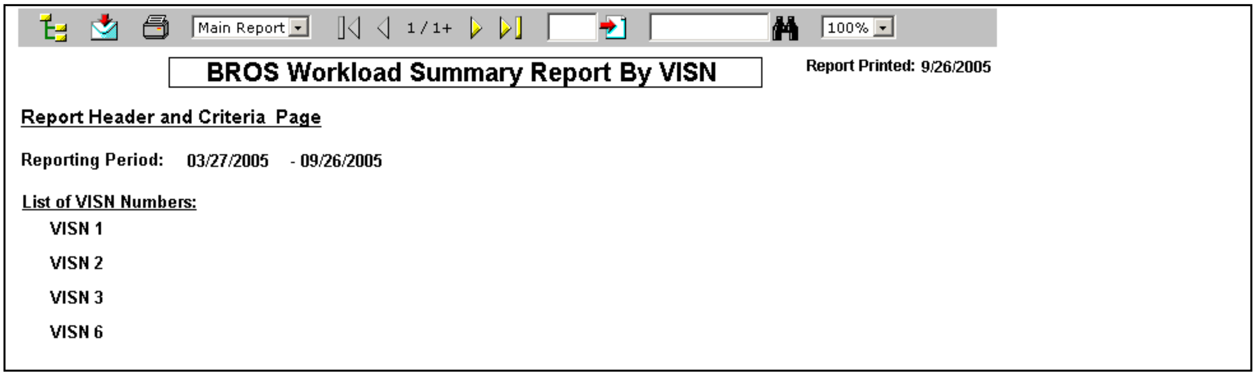
2. Select one or more or all of the **Institutions** from which you want to report. The institutions list in ascending order.

3. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

4. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

5. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The BROS Workload Summary report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Print VIST Roster Sorts Menu

This menu option displays a menu of sort options. Use to select the sort criteria for the VIST Roster before you generate each report. Each of these menu options generates a VIST Roster sorted by the specific option you select.

1. From the Print Reports Menu, select the **Print VIST Roster Sorts Menu** to display the following sort menu options:

   Sort By Residence State
   Sort By County
   Sort By City
   Sort By Zip
   Sort By Month of Birth
   Sort By Age
   Sort Address/Phone
   Sort By Primary Cause of Vision Loss
   Sort By Period of Service
   Sort By Referral source
   Sort By eye Exam Notes

Sort By Residence State

1. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

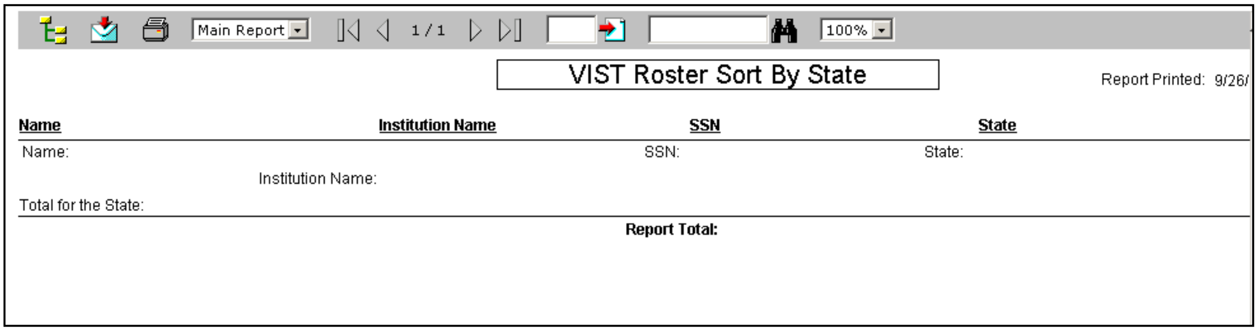
2. In the States field, select the appropriate State.

3. If applicable, place a check in the **Include Deceased Patients** checkbox to include deceased patients that have been added to the VIST Roster.

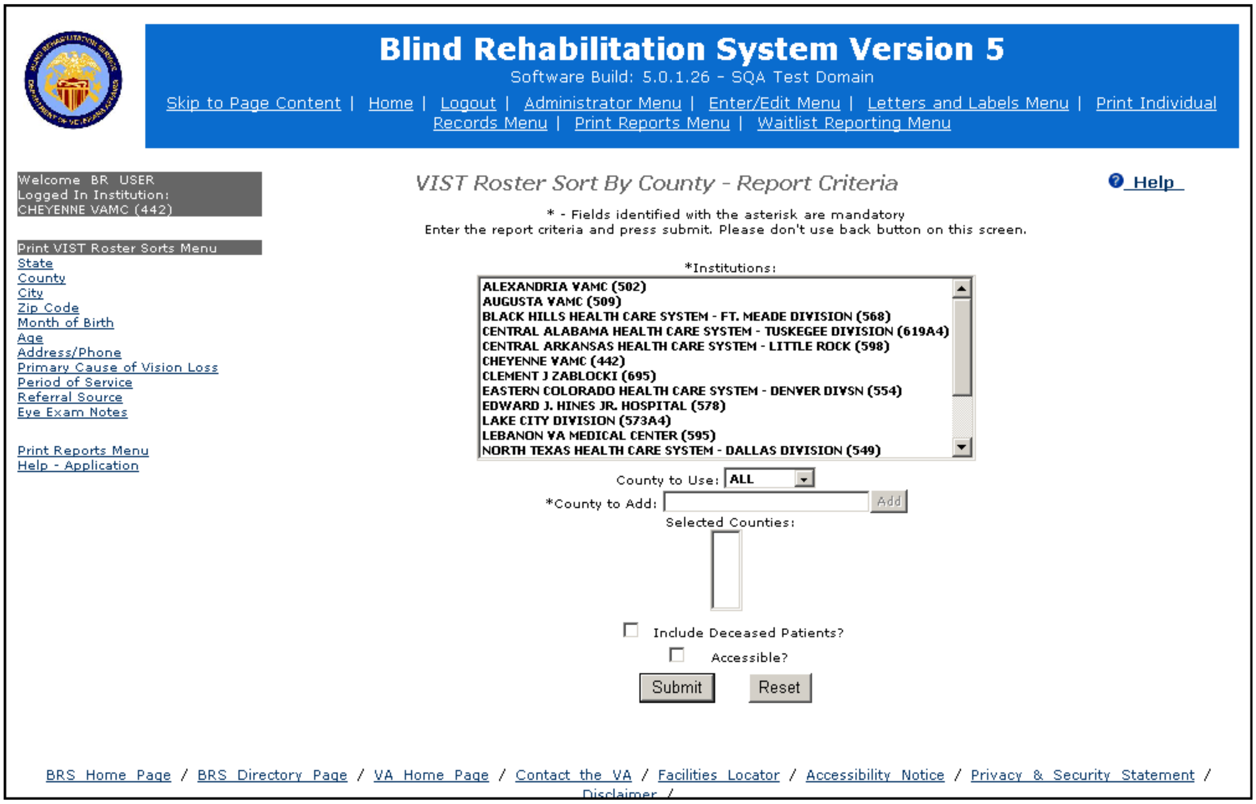
4. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

5. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The Sort by State report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Sort By County



1. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

2. In the **County to Use** field, select ALL or SELECTED.
   - If you choose ALL, when you click **Submit** to generate the report the Selected Counties field defaults to ALL.
   - If you choose SELECTED, the County to Add field becomes available to use and you must enter the Counties:

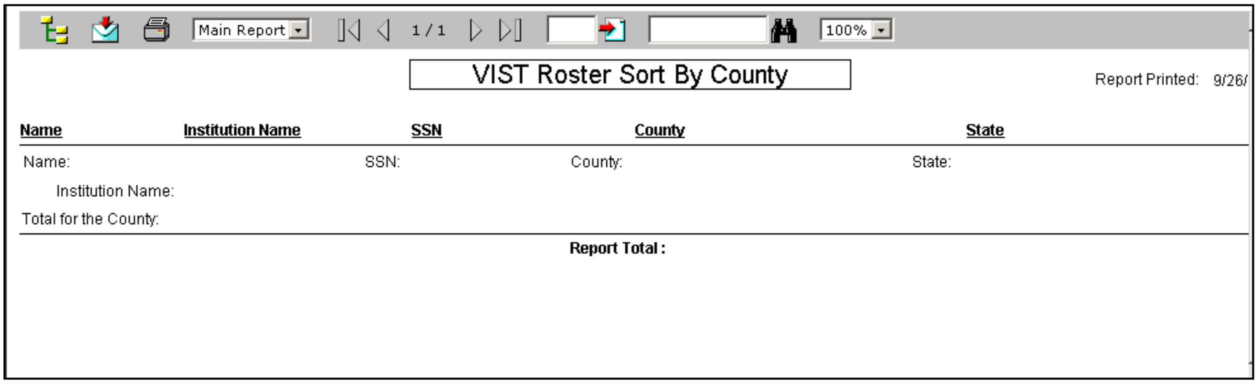
3. Enter the desired County in the **County to Add** field, and then click **ADD**. This will add the County to the Selected Counties field and make it available for selection when running the report.

4. If applicable, place a check in the **Include Deceased Patient**s checkbox to include deceased patients that have been added to the VIST Roster.

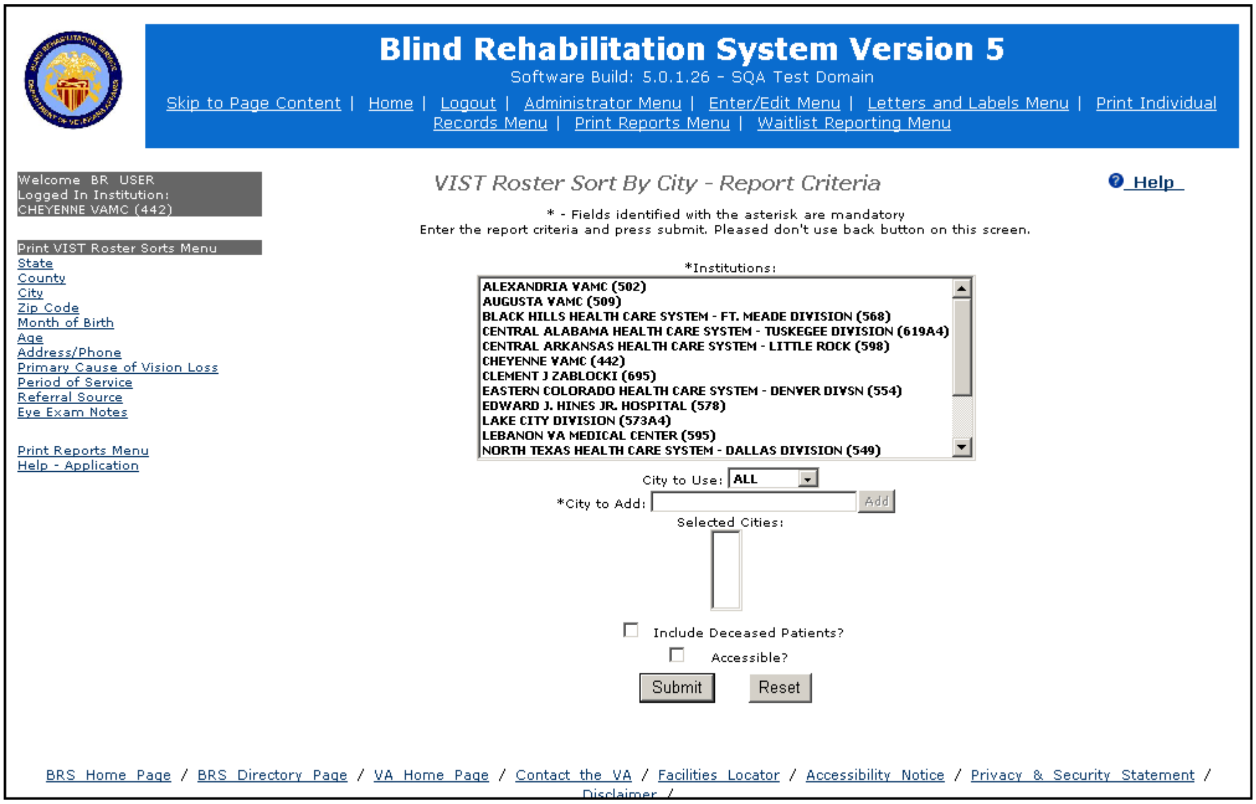
5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

6. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The Sort by County report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Sort By City



1. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

2. In the **City to Use** field, select All or SELECTED.
   - If you choose ALL, when you click **Submit** to generate the report, the Selected Cities field defaults to ALL.
   - If you choose SELECTED, the City to Add field becomes available to use and you must enter the Cities:

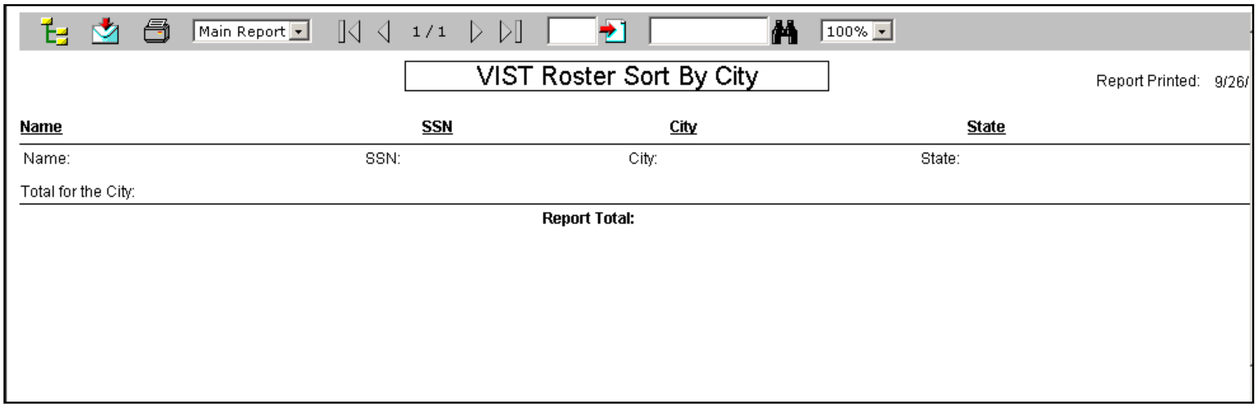
3. Enter the desired City in the **City to Add** field, and then click **ADD**. This will add the City to the Selected City field and make it available for selection when running the report.

4. If applicable, place a check in the **Include Deceased Patient**s checkbox to include deceased patients that have been added to the VIST Roster.

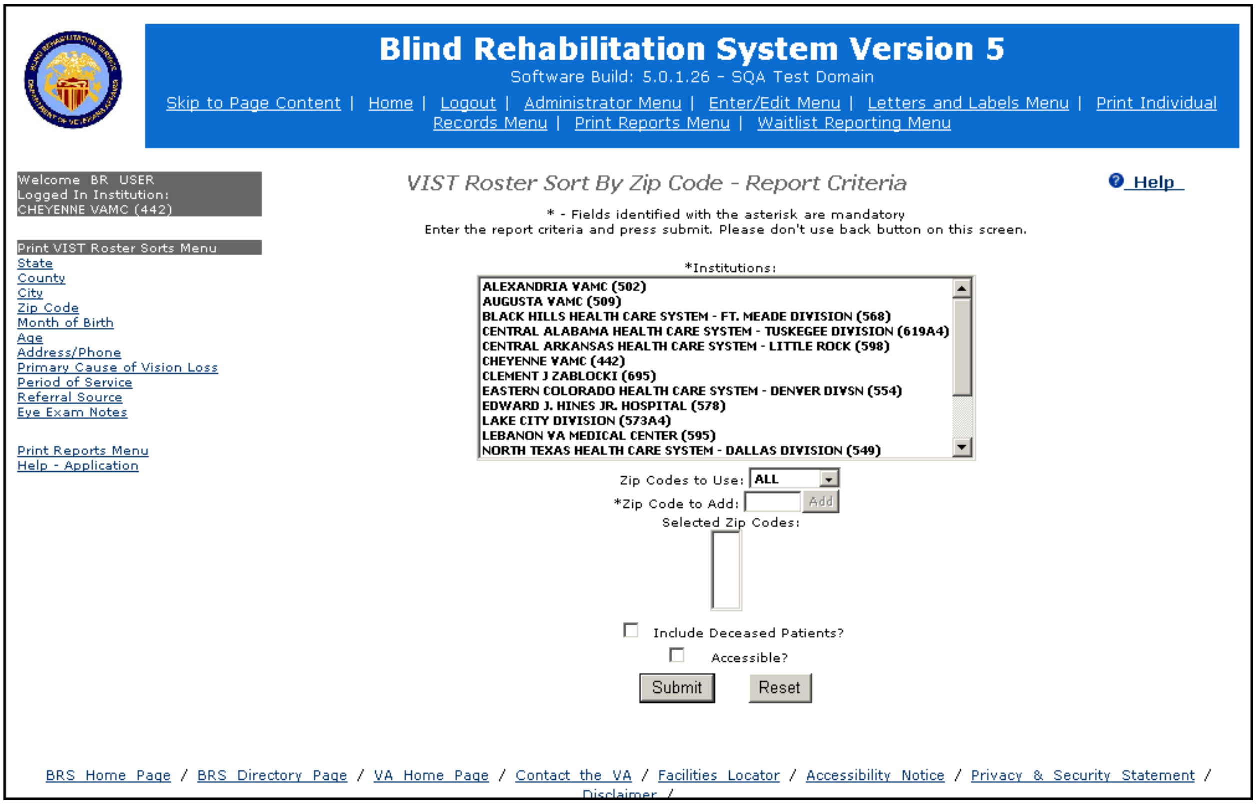
5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

6. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The Sort by City report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Sort By Zip



1. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

2. In the **Zip Codes to Use** field, select All or SELECTED.

   - If you choose ALL, when you click **Submit** to generate the report, the Selected Zipcodes field defaults to ALL.
   - If you choose SELECTED, the Zipcode to Add field becomes available to use and you must enter the zip codes:

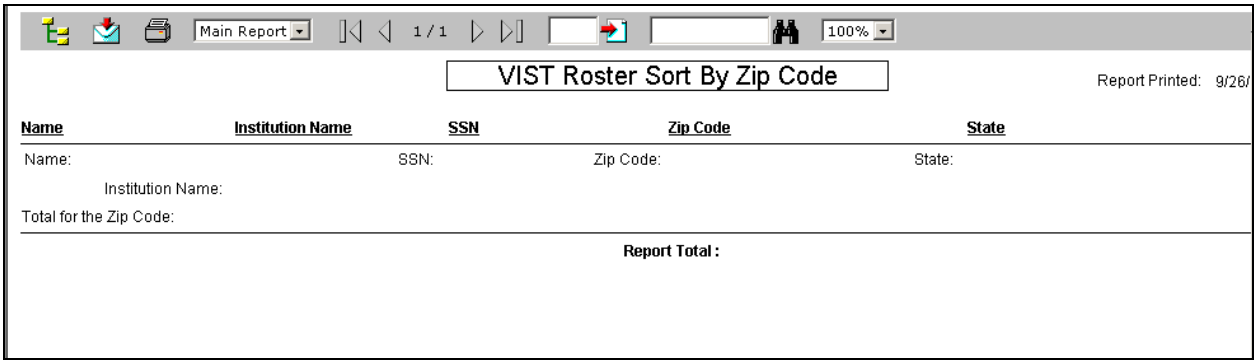
3. Enter the desired zip code in the **Zipcode to Add** field, and then click **ADD**. This will add the Zip code to the Selected Zipcode field and make it available for selection when running the report.

4. If applicable, place a check in the **Include Deceased Patient**s checkbox to include deceased patients that have been added to the VIST Roster.

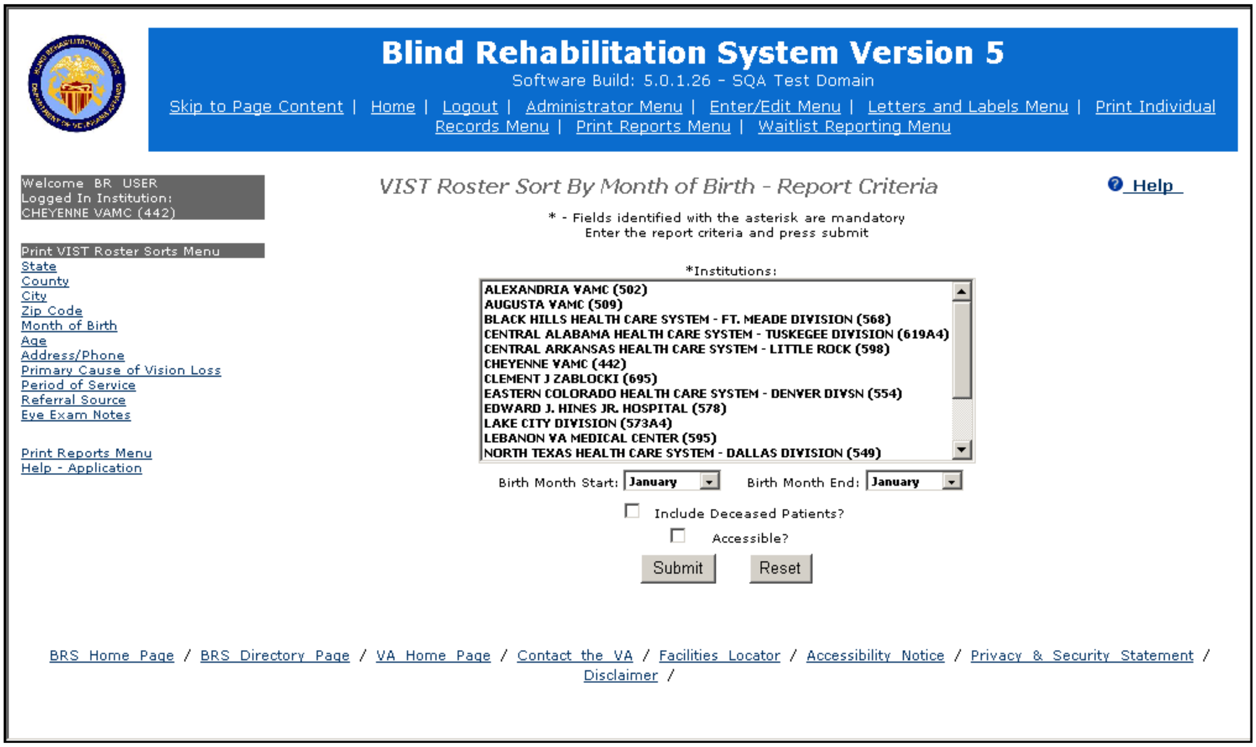
5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

6. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The Sort by Zip Code report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Sort By Month of Birth



1. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

2. Click the down arrow to select the starting month in the **Birth Month Start** field.

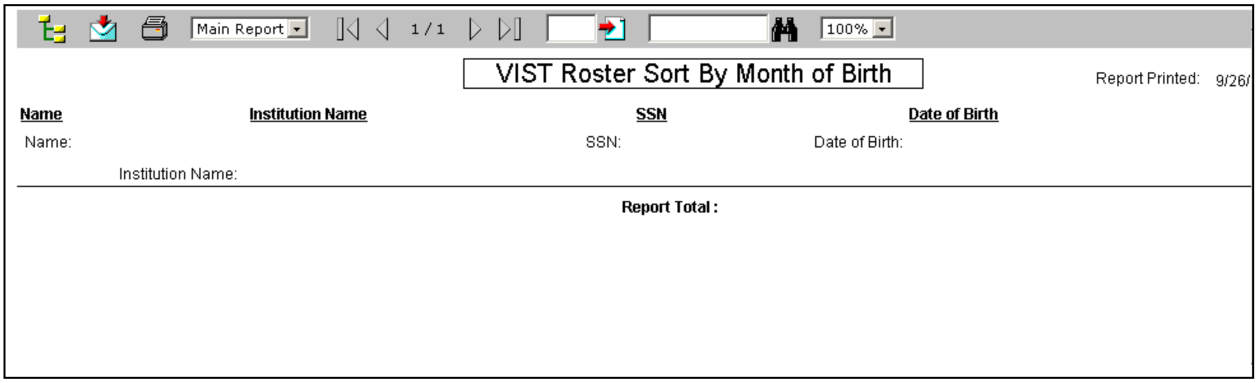
3. Click the down arrow to select the ending month in the **Birth Month End** field.

4. If applicable, place a check in the **Include Deceased Patient**s checkbox to include deceased patients that have been added to the VIST Roster.

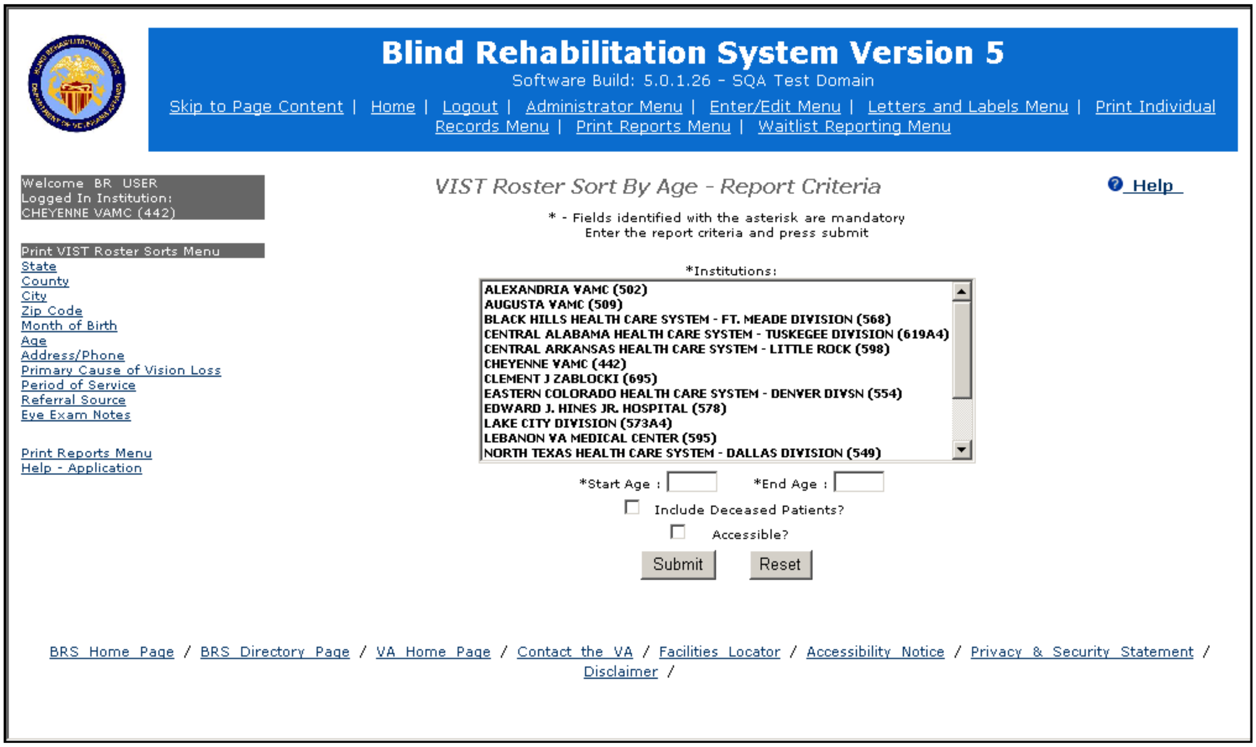
5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

6. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The Sort by Month of Birth report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Sort By Age



1. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

2. Click the down arrow to select the start age in the **Start Age** field.

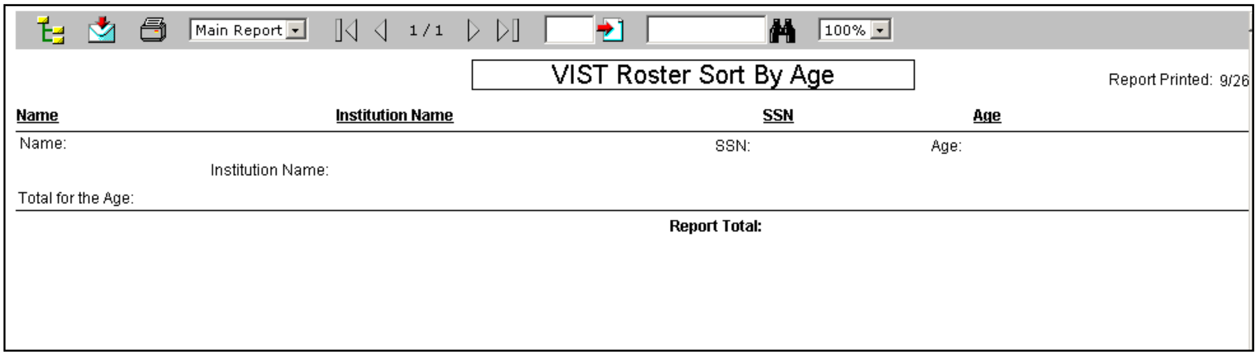
3. Click the down arrow to select the end age in the **End Age** field.

4. If applicable, place a check in the **Include Deceased Patient**s checkbox to include deceased patients that have been added to the VIST Roster.

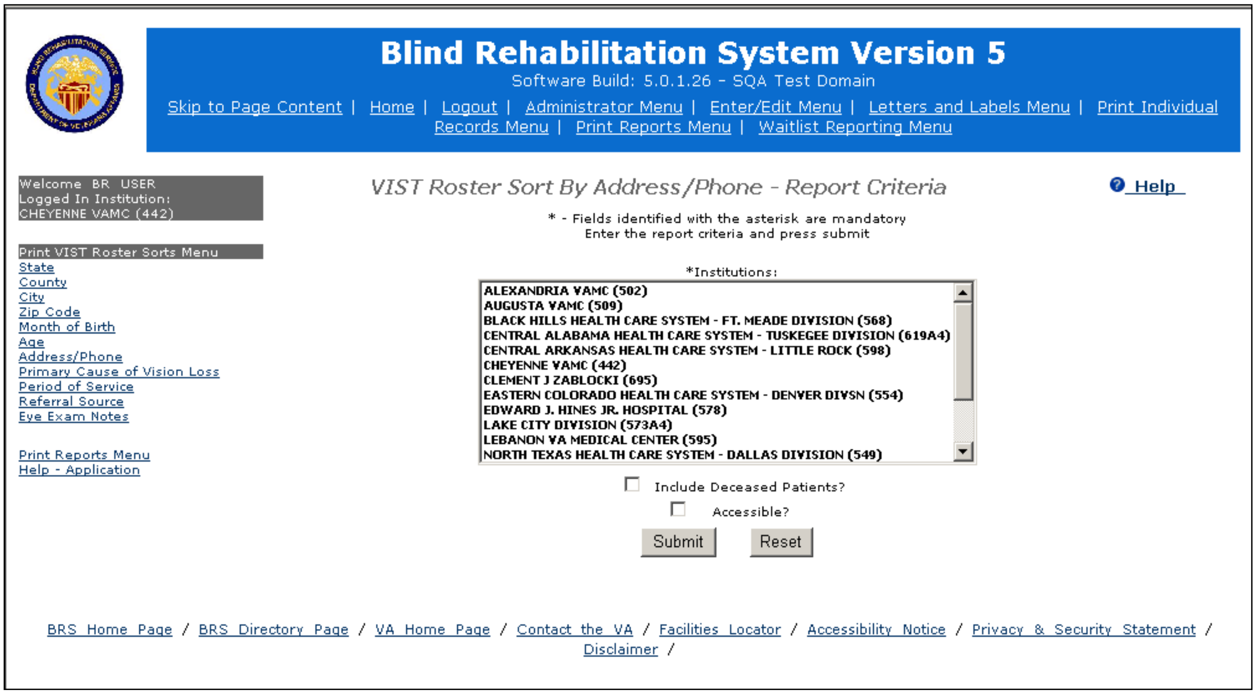
5. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

6. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The Sort by Age report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Sort By Address/Phone



1. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

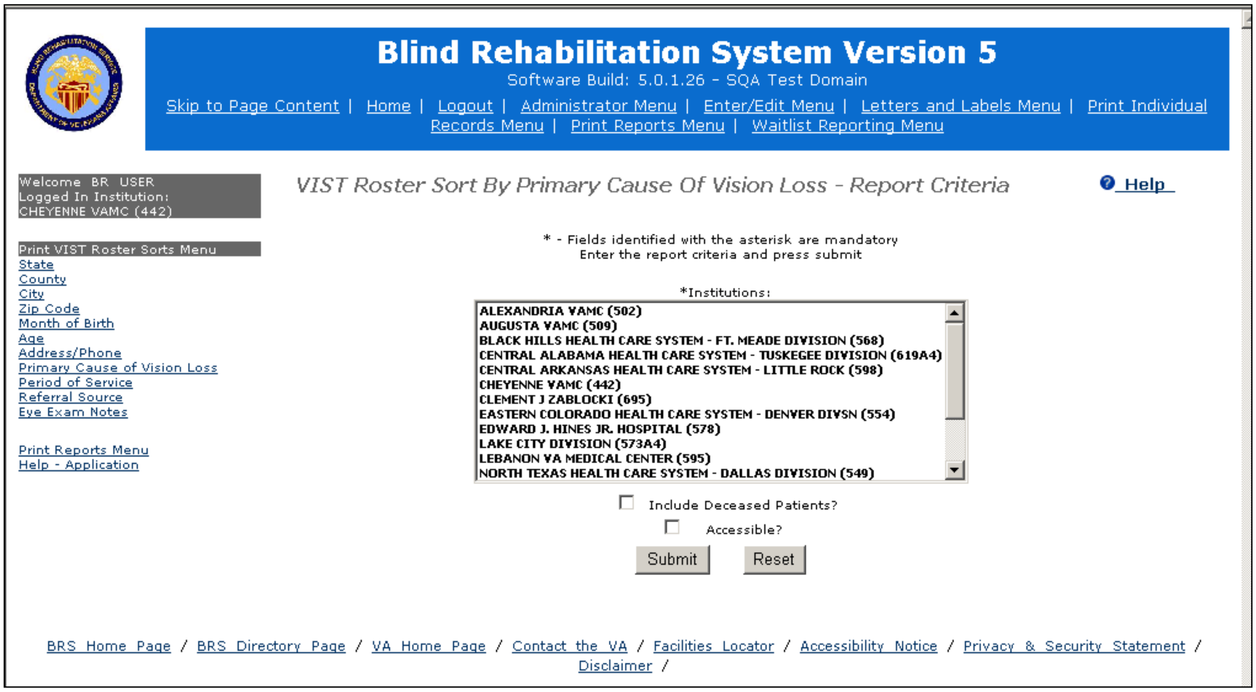
2. If applicable, place a check in the **Include Deceased Patient**s checkbox to include deceased patients that have been added to the VIST Roster.

3. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

4. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The Sort by Address/Phone report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.

Sort By Primary Cause of Vision Loss



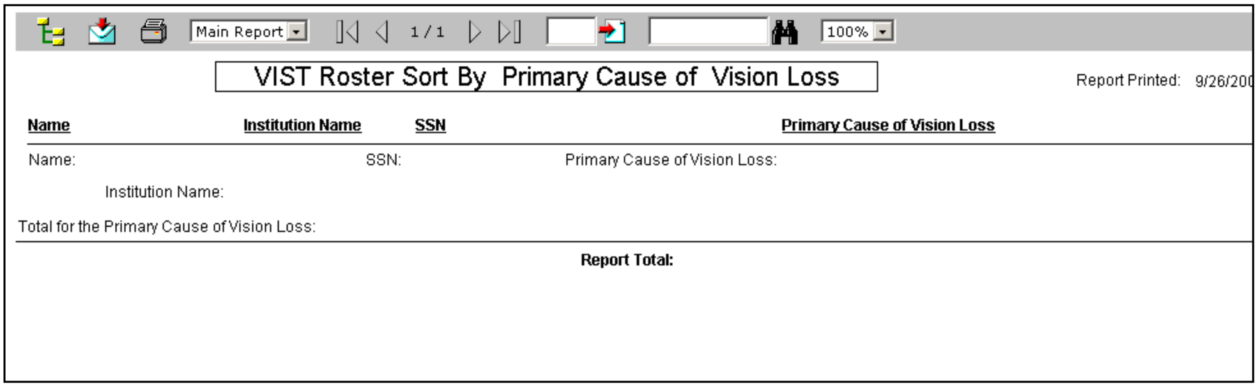
1. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

2. If applicable, place a check in the **Include Deceased Patient**s checkbox to include deceased patients that have been added to the VIST Roster.

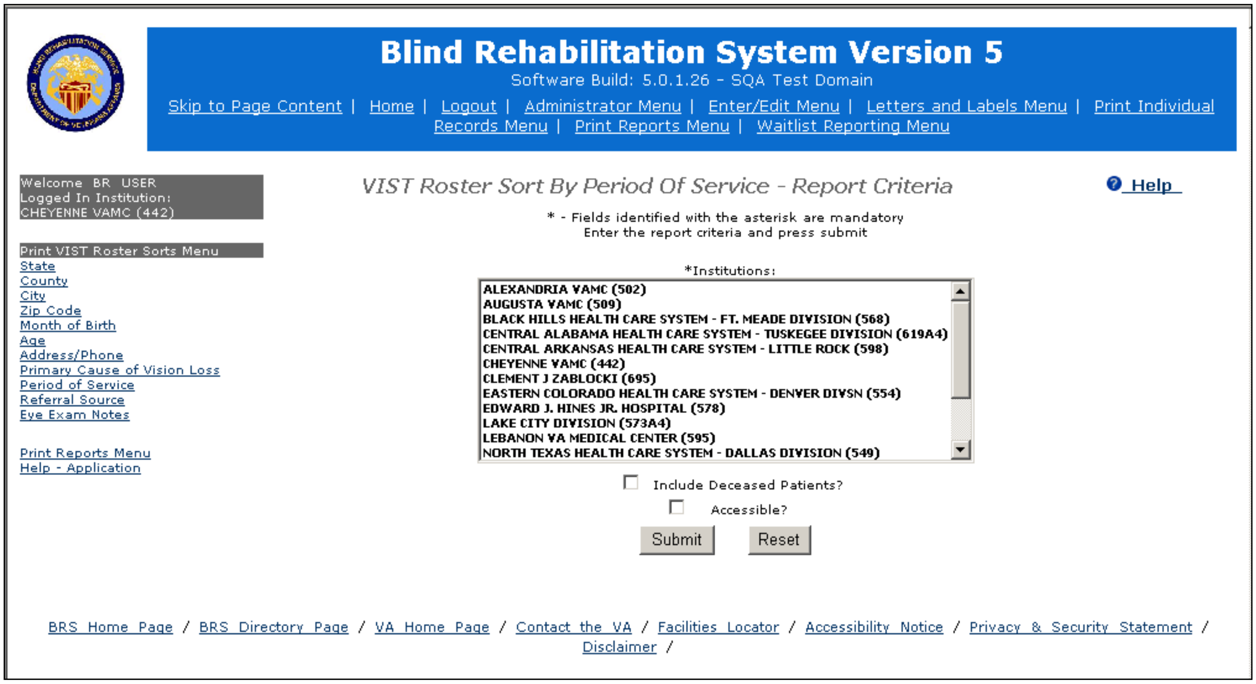
3. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

4. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The Sort by Primary Cause of Vision Loss report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Sort By Period of Service



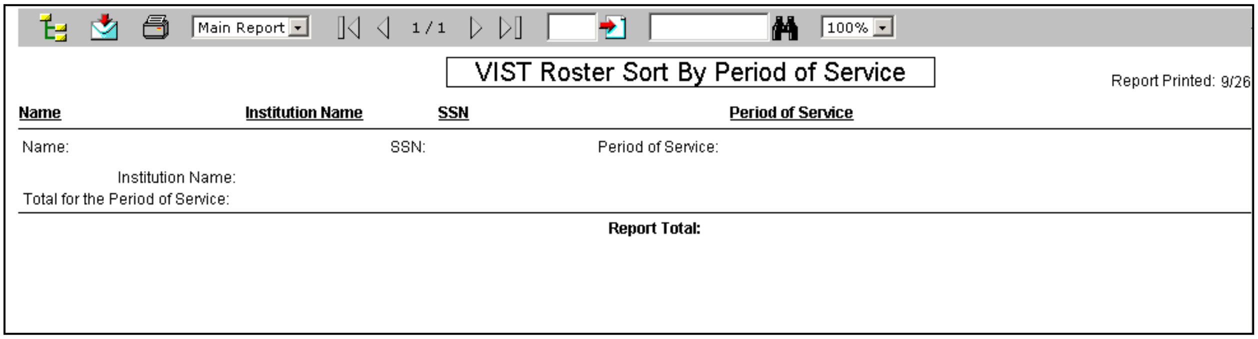
1. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

2. If applicable, place a check in the **Include Deceased Patient**s checkbox to include deceased patients that have been added to the VIST Roster.

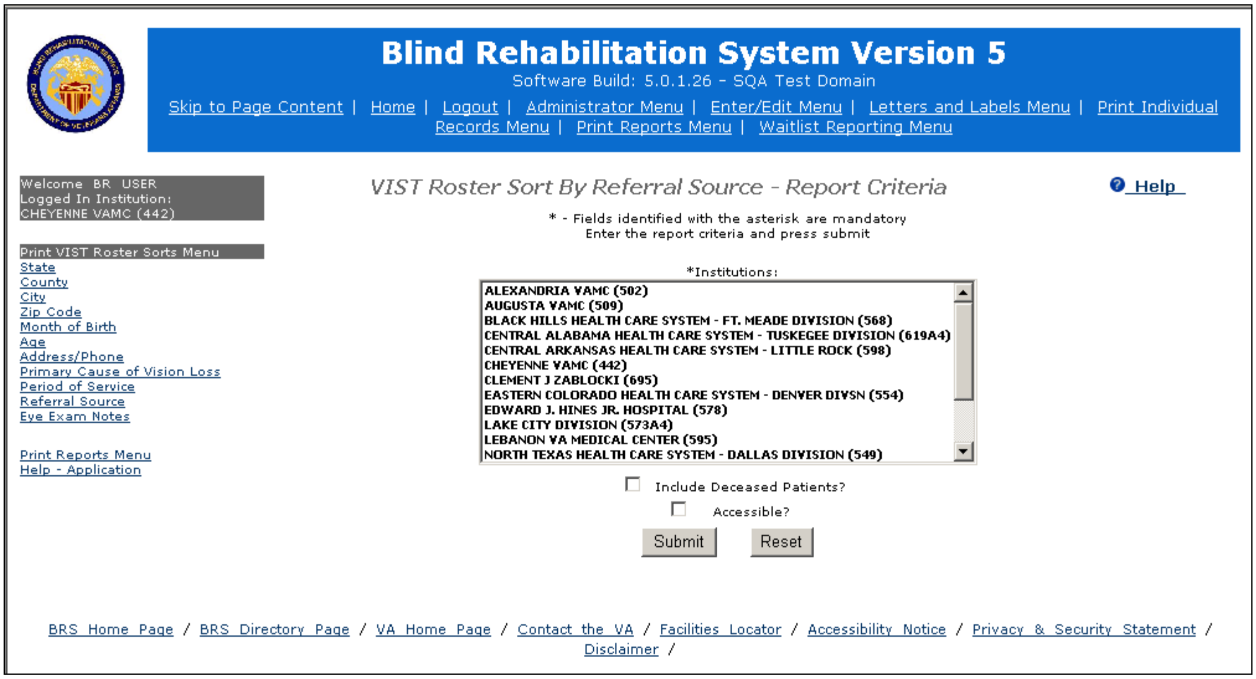
3. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

4. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The Sort by Period of Service report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Sort By Referral Source



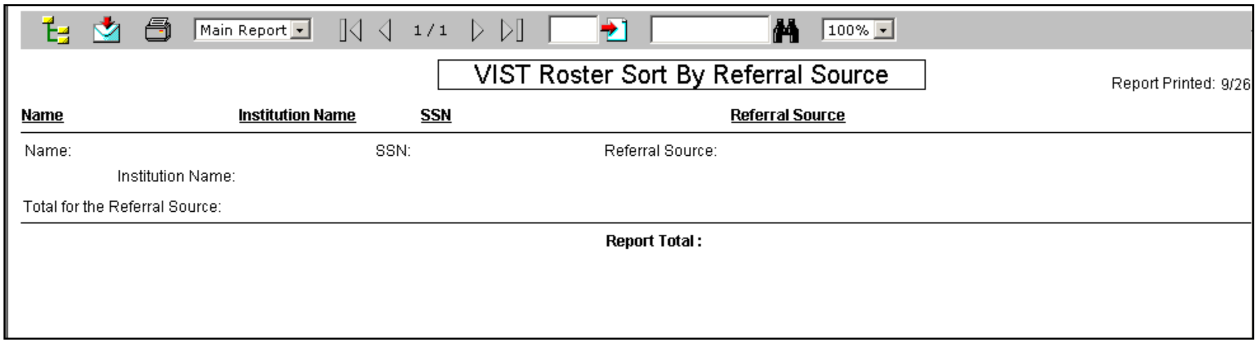
1. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

2. If applicable, place a check in the **Include Deceased Patient**s checkbox to include deceased patients that have been added to the VIST Roster.

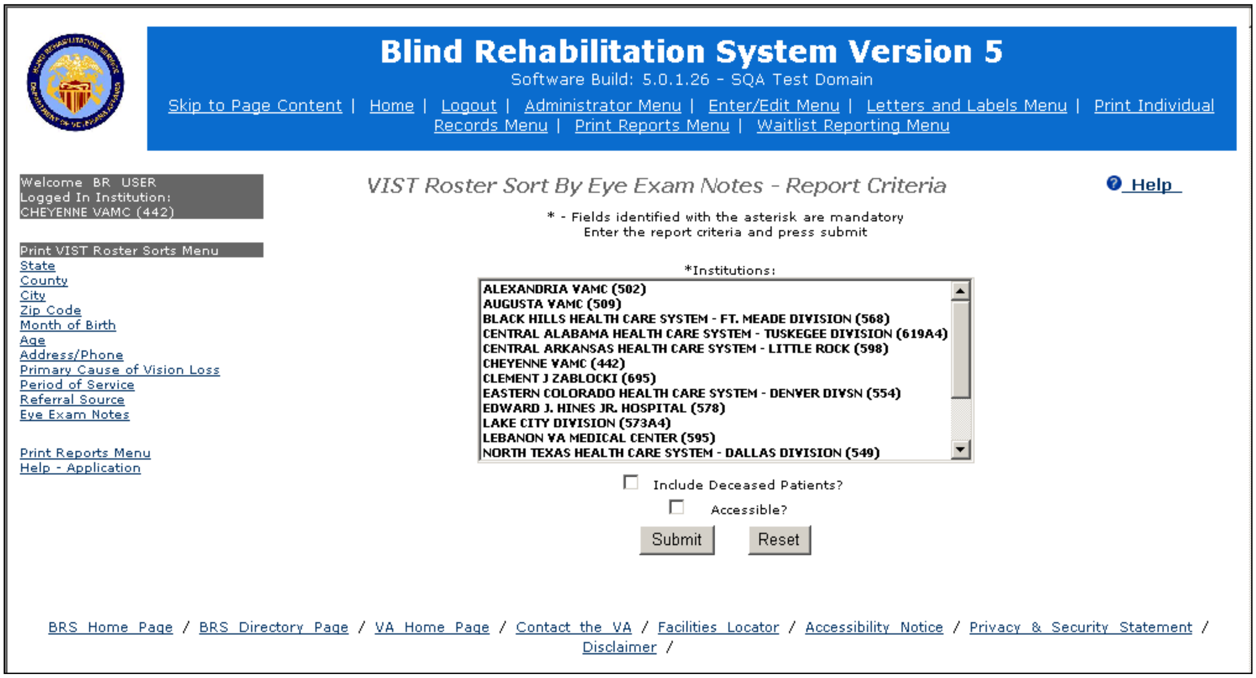
3. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

4. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The Sort by Referral Source report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Sort By Eye Exam Notes



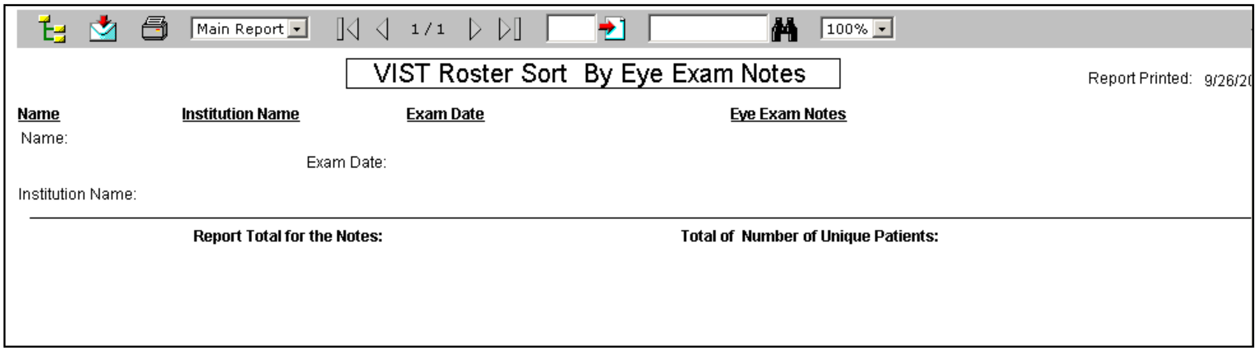
1. Select one or more or all of the **Institutions** from which you want to report. The institutions list alphabetically in ascending order by name.

2. If applicable, place a check in the **Include Deceased Patient**s checkbox to include deceased patients that have been added to the VIST Roster.

3. If applicable, place a check in the **Accessible?** checkbox field to indicate that you want the report 508 compliant.

4. Click the **Submit** button to generate the report, or click the **Reset** button to clear the selected criteria and start over.

   The Sort by Eye Exam Notes report displays. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.

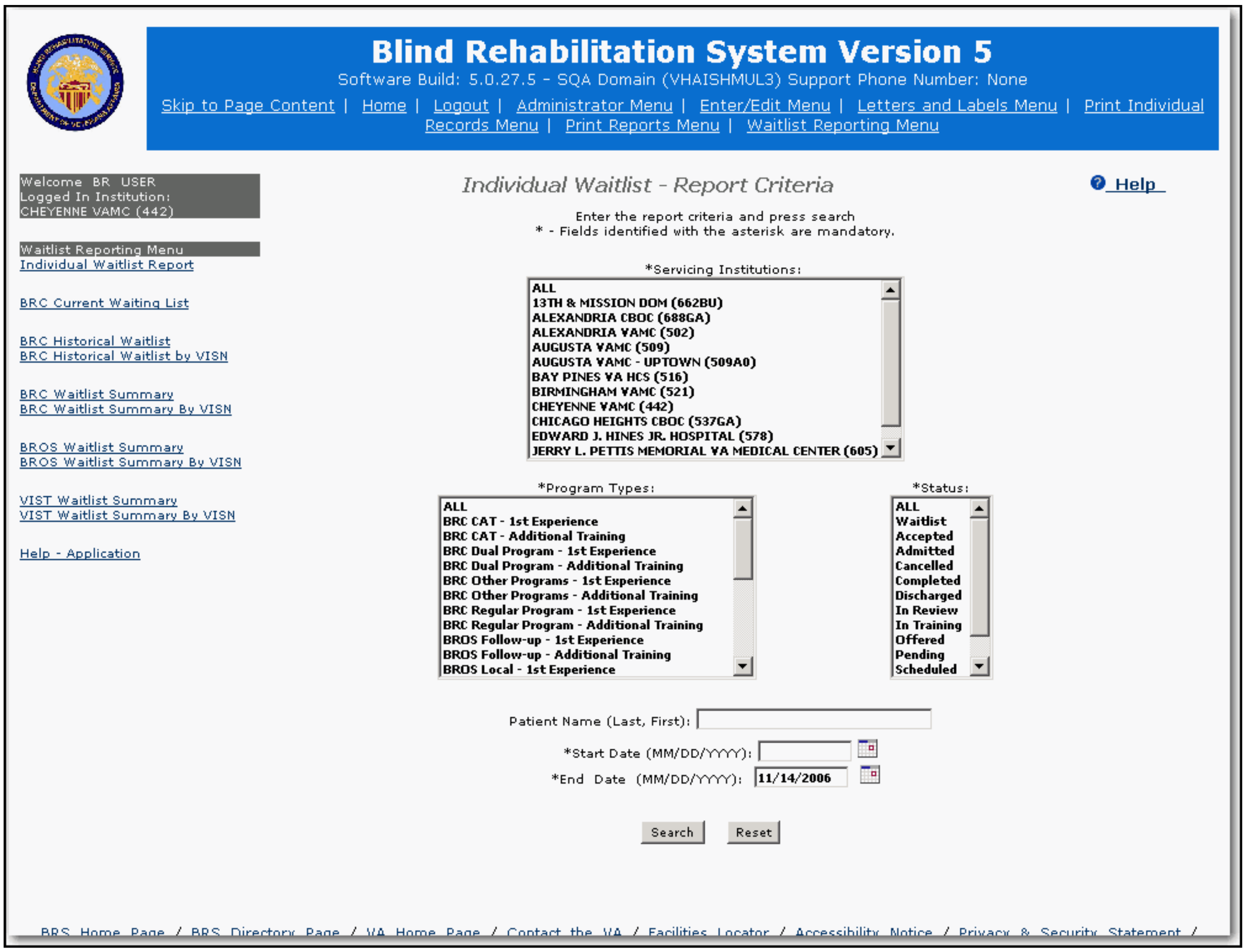


Waitlist Reporting

The Blind Rehabilitation application provides the ability to obtain appropriate Waitlist reports. These reports allow the user to track the time a patient must wait from request through admission and/or receipt of care.

Individual Waitlist Report

1. From the Waitlist Reporting Menu, click **Individual Waitlist Report** to display the Individual Waitlist – Report Criteria screen.



Enter the Report Criteria:

2. Select one or more or all of the **Servicing Institutions**. The institutions list alphabetically in ascending order by name.

3. Select the **Program Type**. The following options are available:

   - ALL
   - BRC CAT – 1st Experience
   - BRC CAT – Additional Training
   - BRC Dual Program – 1st Experience
   - BRC Dual Program – Additional Training
   - BRC Other Programs – 1st Experience
   - BRC Other Programs – Additional Training
   - BRC Regular Program – 1st Experience
   - BRC Regular Program – Additional Training
   - BROS Follow-up – 1st Experience
   - BROS Follow-up – Additional Training
   - BROS Local – 1st Experience
   - BROS Local – Additional Training
   - BROS Prep – 1st Experience
   - BROS Prep – Additional Training
   - Non-VA Blindness Agency – 1st Experience
   - Non-VA Blindness Agency – Additional Training
   - Non-VA Local CAT – 1st Experience
   - Non-VA Local CAT – Additional Training
   - VA Audible Devices
   - VA Outpatient LV Clinic – 1st Experience
   - VA Outpatient LV clinic – Additional Training
   - VICTORS – 1st Experience
   - VICTORS – Additional Training
   - VISOR – 1st Experience
   - VISOR – Additional Training
   - VIST Coordinator

4. Select the **Status**. The following options are available:

   - ALL
   - Waitlist
   - Accepted
   - Admitted
   - Cancelled
   - Completed
   - Discharged
   - In Review
   - Offered
   - Pending
   - Scheduled
   - Transferred
   - Withdrawn

NOTE: In an effort to simplify the selection when trying to identify specific Waitlist related information, selecting **Waitlist** causes the program to automatically select the appropriate statuses (Pending, In Review, and Accepted) that identify individuals on the waitlist based on the waitlist records with these statuses.In the **Patient's Name** field, enter the name of the patient for whom you want the Waitlist Report. If you leave this field blank, all existing Waitlist Reports will display.

5. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

6. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.

7. Click the **Search** button to display the list of available Waitlist Records. To clear all options, click the **Reset** button.

8. Select the desired patient record to display the Individual Waitlist Report. A sample report is below:

   To print the Individual Waitlist report, use the appropriate printing option available. Click the **Home** button to return to the Welcome Page.

Home

Individual Waitlist Report November 14, 2006 3:08 PM CST

Servicing Institution: CONNECTICUT HEALTH CARE SYSTEM - WEST HAVEN DIVISION (689)
Referring Institution: CHEYENNE VAMC (442)

Patient: VISTPATIENT, FIVE
Application Status: Admitted
Program Type: BRC CAT - Additional Training
Cancelled/Withdrawn Reason:
Special Circumstance(s):

Referral Number: 1034
Previous Program Type:

Date Application Received: 07/07/2006
Date Application Started: 07/07/2006
Date Review Complete: 07/19/2006
Date First Offered Service: 07/18/2006
Date Scheduled: 07/18/2006
Date Admitted: 07/18/2006
Date Discharged/Transferred:
Date Previous Admit:
Date Previous Discharge:

Days Application Received to Review Complete: 12
Days Application Received to First Offer: 11
Days Application Start to First Offer: 11
Days Reviewed to First Offer: -1
Days First Offer to Admit: 0
Days Application Received to Admit: 11
Days Application Started to Discharge/Transfer:
Days Total Since Last Discharge:
Total Length of Stay:

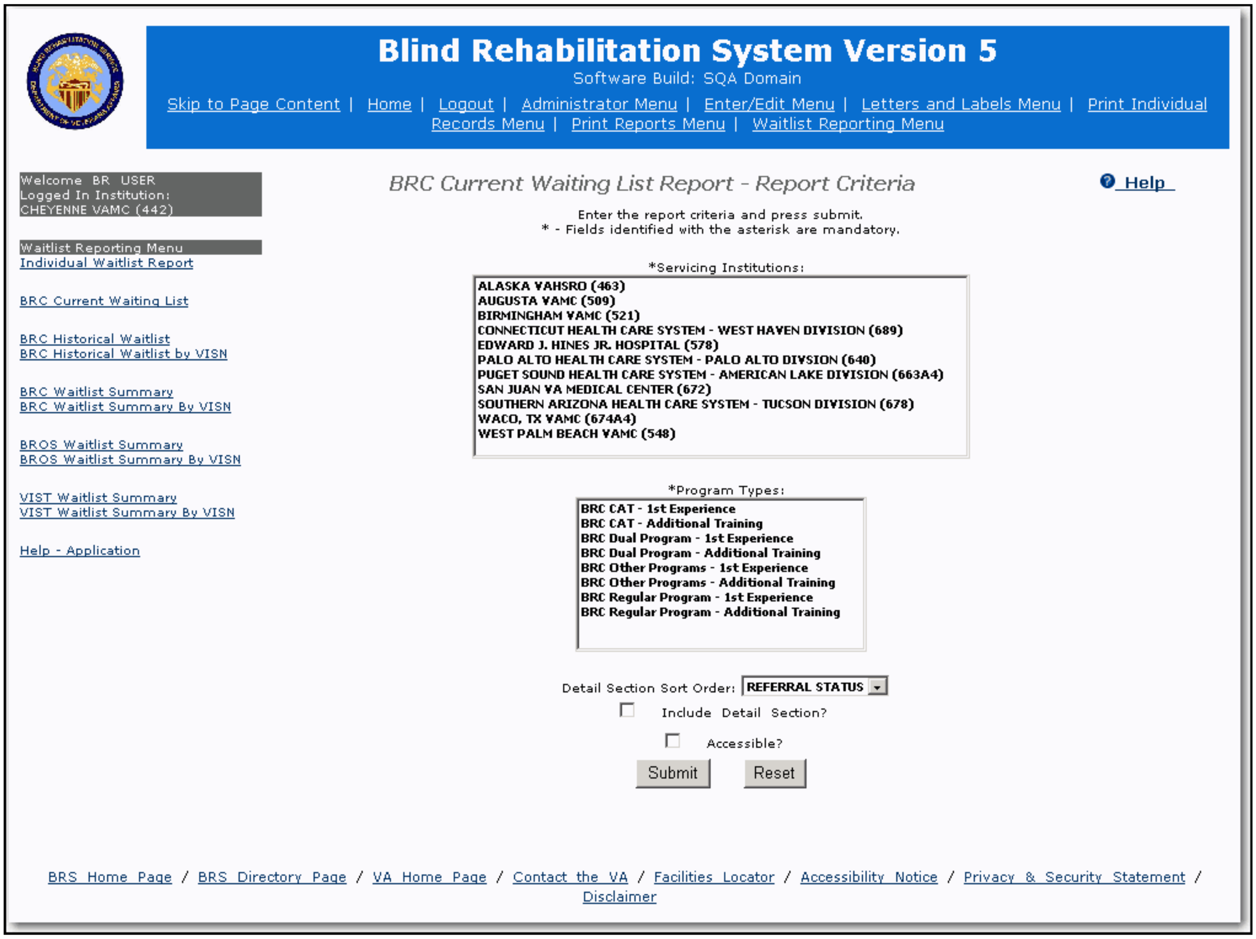
Date Created: 07/07/2006
Created By: USER, BR

Date Last Modified: 07/19/2006
Last Modified By: USER, BR

BRC Current Waiting List Report

The Current Waiting List Report provides a list of Referrals Waiting by Program Type and Status.

1. From the Waitlist Reporting Menu, click Current Waiting List Report to display the Current Waiting List - Report Criteria screen.



Enter the Report Criteria:

2. Select one or more or all of the Servicing Institutions. The institutions list alphabetically in ascending order by name.

3. Select the Program Type. Options include:

   - BRC CAT – 1st Experience
   - BRC CAT – Additional Training
   - BRC Dual Program – 1st Experience
   - BRC Dual Program – Additional Training
   - BRC Other Programs – 1st Experience
   - BRC Other Programs – Additional Training
   - BRC Regular Program – 1st Experience
   - BRC Regular Program – Additional Training

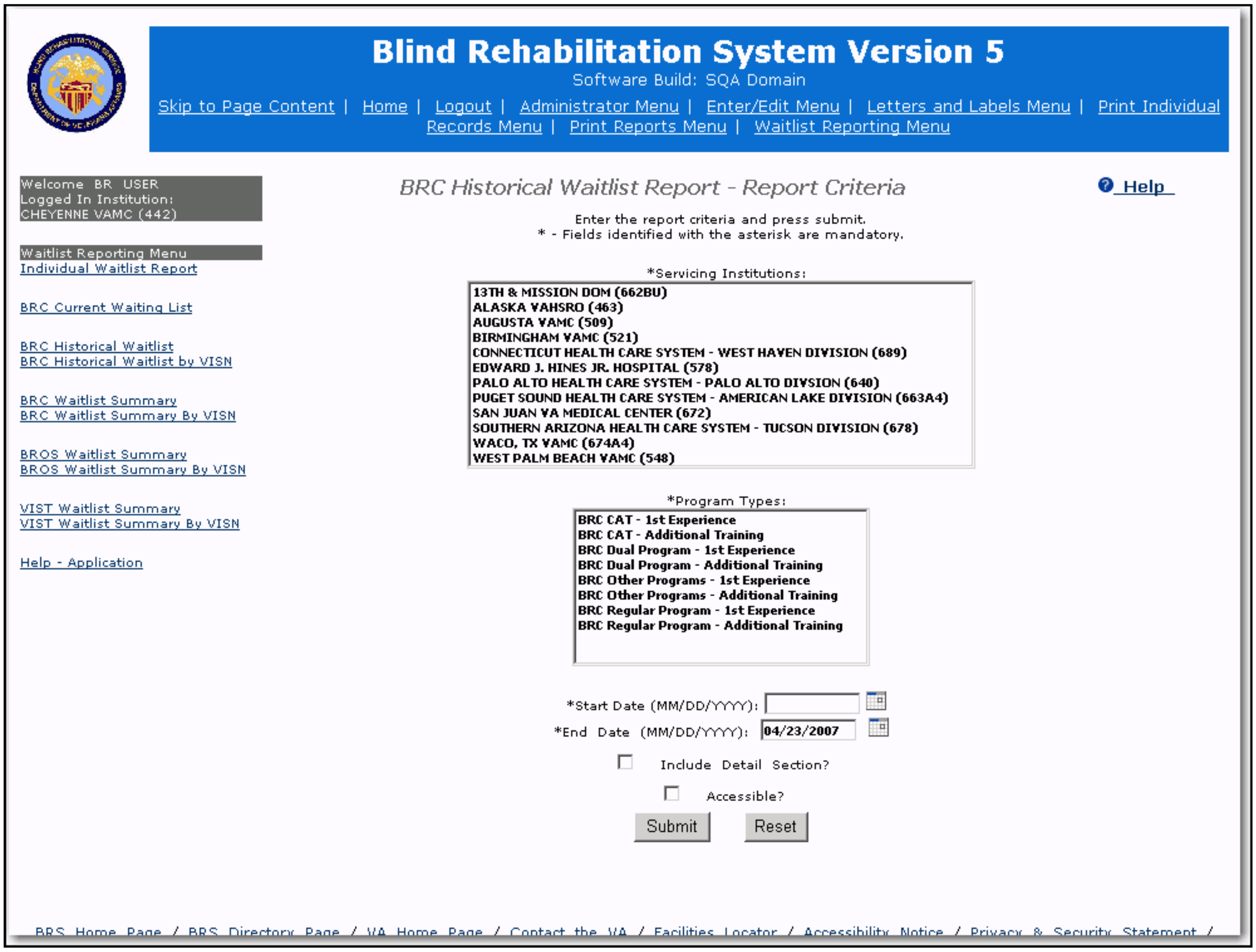
4. Enter the Start Date (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).
5. Enter the End Date (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.
6. To have a detail section in the report, click the box next to Include Detail Section.
7. Click **Submit** to generate the report. To clear the fields, click **Reset**.

   To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.

BRC Historical Waitlist

The BRC Historical Waitlist Report provides a list of Waiting Referrals and the number of Waiting Referrals with or without details.

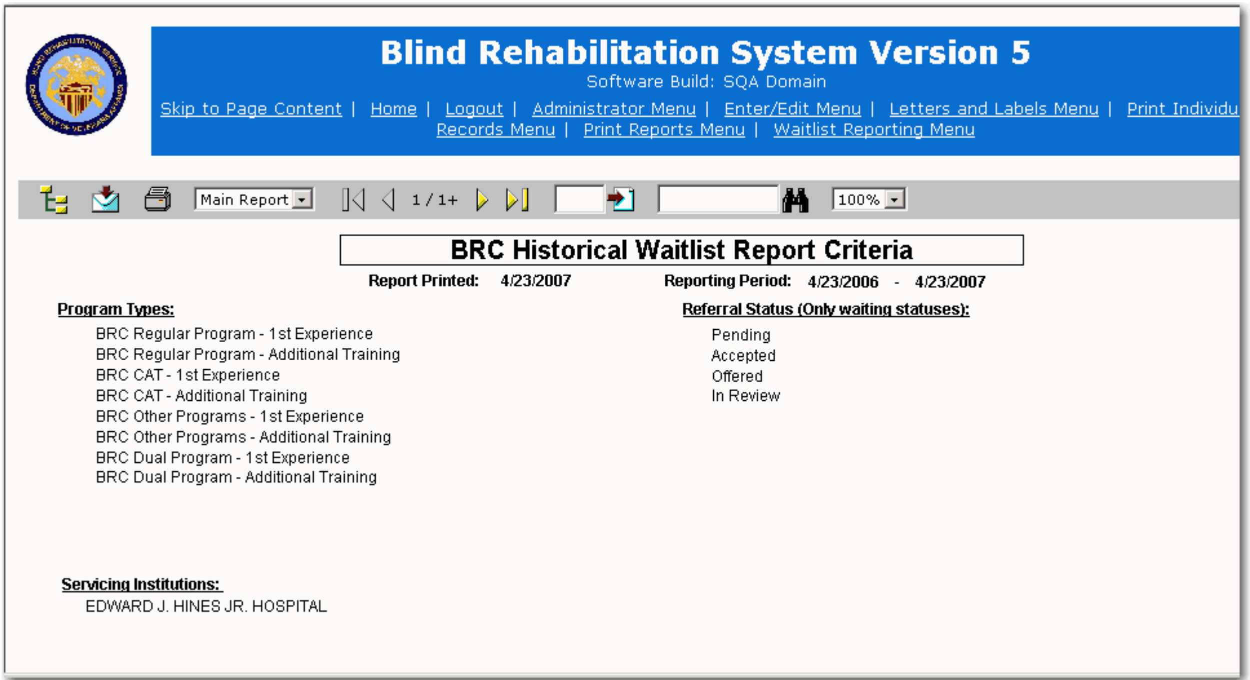
From the Waitlist Reporting Menu, click BRC Historical Waitlist Report to display the BRC Historical Waitlist Report - Report Criteria screen.



Enter the Report Criteria:

1. Select one or more or all of the Servicing Institutions. The institutions list alphabetically in ascending order by name.
2. Select the Program Type. Options include:
    - BRC CAT – 1st Experience
    - BRC CAT – Additional Training
    - BRC Dual Program – 1st Experience
    - BRC Dual Program – Additional Training
    - BRC Other Programs – 1st Experience
    - BRC Other Programs – Additional Training
    - BRC Regular Program – 1st Experience
    - BRC Regular Program – Additional Training

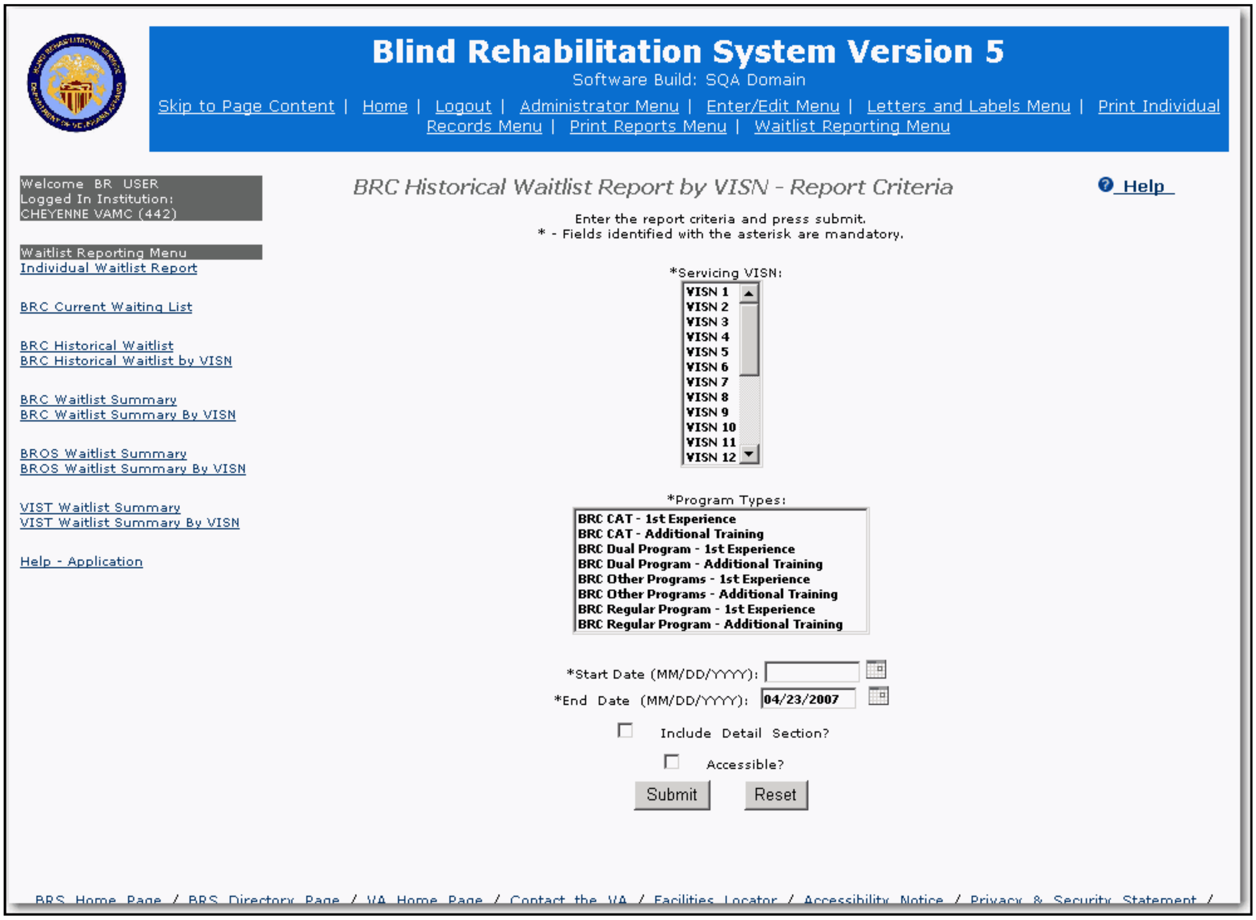
3. Enter the Start Date (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).
4. Enter the End Date (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.
5. To have a detail section in the report, click the box in the Include Detail Section? field.
6. If applicable, place a check in the Accessible? checkbox field to indicate that you want the report 508 compliant.
7. Click **Submit** to generate the report. To clear the fields, click **Reset**.
8. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



BRC Historical Waitlist By VISN

The BRC Historical Waitlist Report by VISN provides a list of Waiting Referrals (by VISN) and the number of Waiting Referrals.

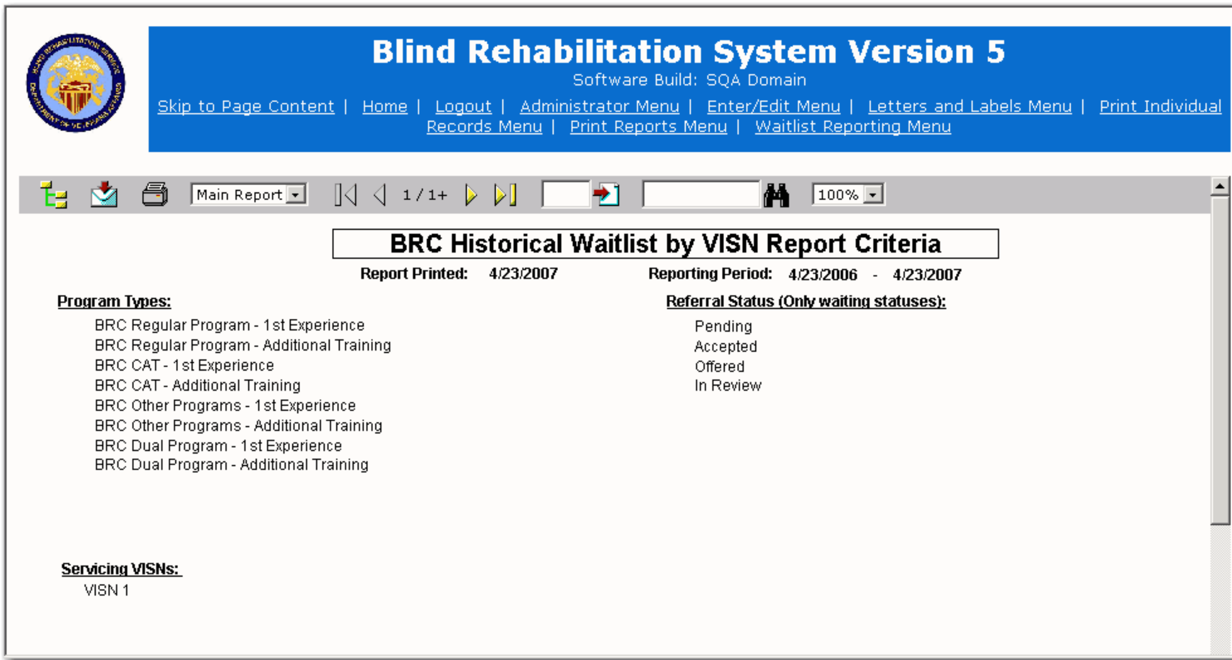
From the Waitlist Reporting Menu, click BRC Historical Waitlist Report by VISN to display the BRC Historical Waitlist Report by VISN - Report Criteria screen.



Enter the Report Criteria:

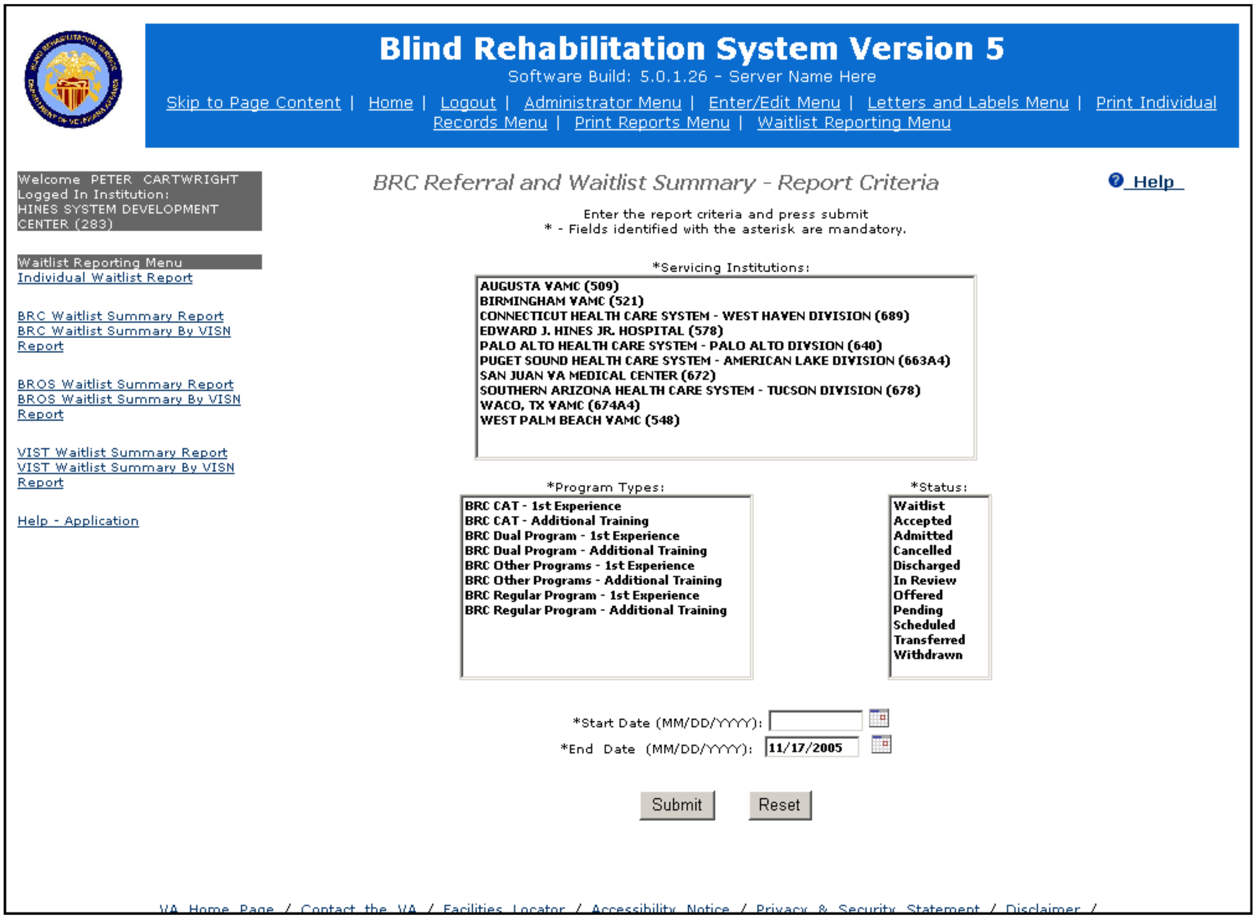
1. Select one or more or all of the VISN(s). They list in ascending order.
2. Select one or more or all of the Servicing Institutions. The institutions list alphabetically in ascending order by name.
3. Select the Program Type. Options include:
    - BRC CAT – 1st Experience
    - BRC CAT – Additional Training
    - BRC Dual Program – 1st Experience
    - BRC Dual Program – Additional Training
    - BRC Other Programs – 1st Experience
    - BRC Other Programs – Additional Training
    - BRC Regular Program – 1st Experience
    - BRC Regular Program – Additional Training

4. Enter the Start Date (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).
5. Enter the End Date (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date.
6. To have a detail section in the report, click on the box in the Include Detail Section? field.
7. If applicable, place a check in the Accessible? checkbox field to indicate that you want the report 508 compliant.
8. Click **Submit** to generate the report. To clear the fields, click **Reset**.
9. To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



BRC Waitlist Summary Report

1. From the Waitlist Reporting Menu, click **BRC Waitlist Summary Report** to display the BRC Referral and Waitlist Summary – Report Criteria screen.



Enter the Report Criteria:

2. Select one or more or all of the **Servicing Institutions**. The institutions list alphabetically in ascending order by name.

3. Select the **Program Type**. The following options are available:

   - BRC CAT – 1st Experience
   - BRC CAT – Additional Training
   - BRC Dual Program – 1st Experience
   - BRC Dual Program – Additional Training
   - BRC Other Programs – 1st Experience
   - BRC Other Programs – Additional Training
   - BRC Regular Program – 1st Experience
   - BRC Regular Program – Additional Training

4. Select the **Status**. The following options are available:

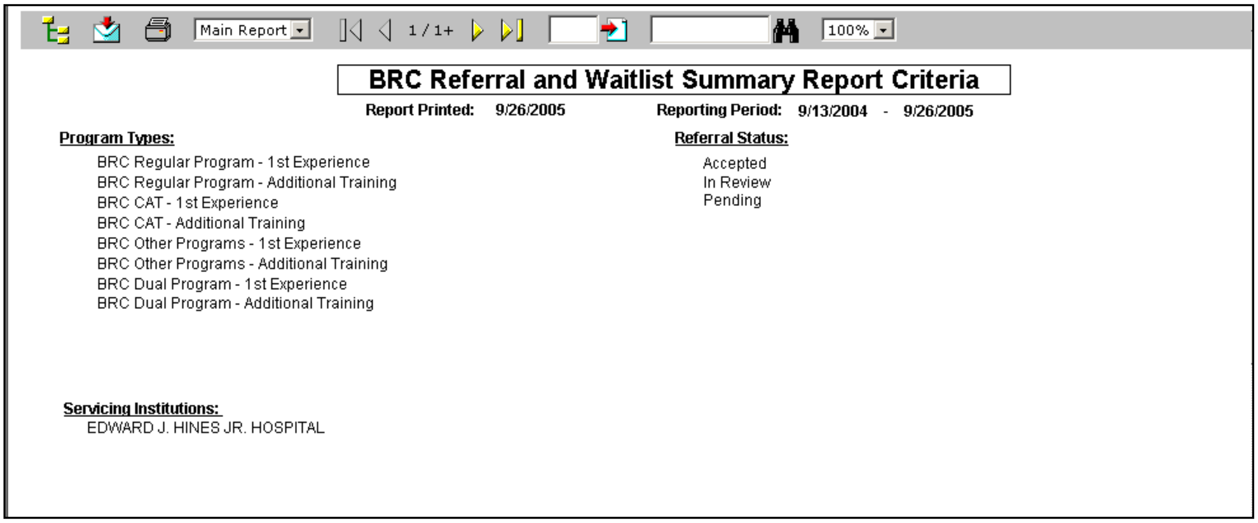
   - Waitlist
   - Accepted
   - Admitted
   - Cancelled
   - Discharged
   - In Review
   - Offered
   - Pending
   - Scheduled
   - Transferred
   - Withdrawn

   NOTE: In an effort to simplify the selection when trying to identify specific Waitlist related information, selecting **Waitlist** causes the program to automatically select the appropriate statuses (Pending, In Review, and Accepted) that identify individuals on the waitlist based on the waitlist records with these statuses.

5. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

6. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date. A sample report is below.

   To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



BRC Referral and Waitlist Summary Report Criteria

Report Printed: 9/26/2005 **Reporting Period:** 9/13/2004 - 9/26/2005

Program Types:

BRC Regular Program - 1st Experience
BRC Regular Program - Additional Training
BRC CAT - 1st Experience
BRC CAT - Additional Training
BRC Other Programs - 1st Experience
BRC Other Programs - Additional Training
BRC Dual Program - 1st Experience
BRC Dual Program - Additional Training

Referral Status:

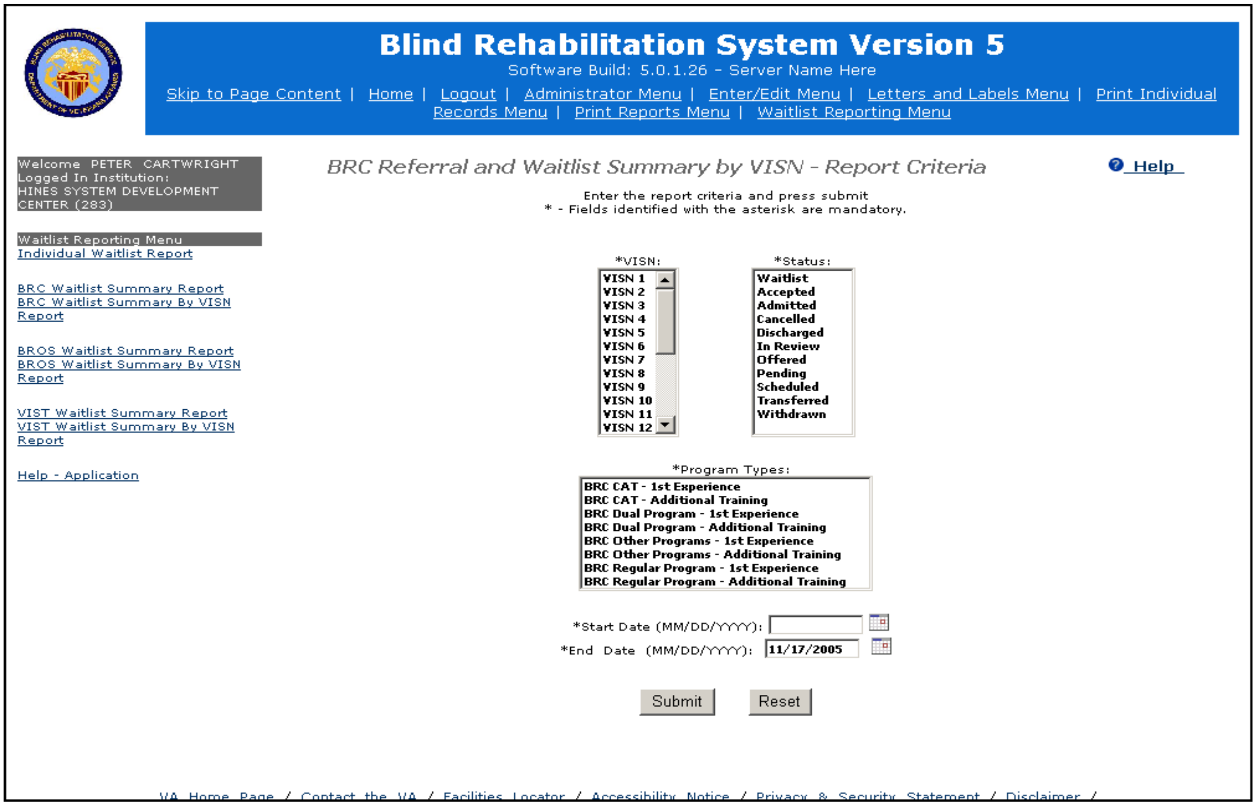
Accepted
In Review
Pending

Servicing Institutions:

EDWARD J. HINES JR. HOSPITAL

BRC Waitlist Summary Report By VISN

1. From the Waitlist Reporting Menu, click **BRC Waitlist Summary Report By VISN** (Veterans Integrated Service Network) to display the BRC Referral and Waitlist Summary by VISN – Report Criteria screen.



Enter the Report Criteria:

2. Select one or more or all of the **VISN(s)**. They list in ascending order.

3. Select the **Status**. The following options are available:

   - Waitlist
   - Accepted
   - Admitted
   - Cancelled
   - Discharged
   - In Review
   - Offered
   - Pending
   - Scheduled
   - Transferred
   - Withdrawn

   NOTE: In an effort to simplify the selection when trying to identify specific Waitlist related information, selecting **Waitlist** causes the program to automatically select the appropriate statuses

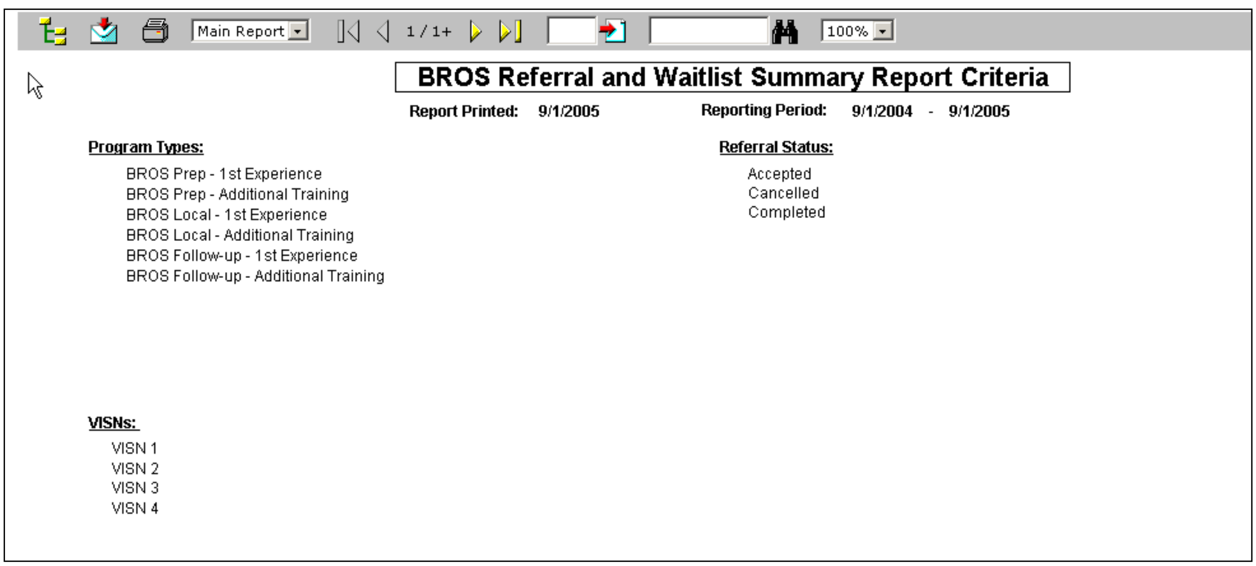
(Pending, In Review, and Accepted) that identify individuals on the waitlist based on the waitlist records with these statuses.

4. Select the **Program Type**. The following options are available:
   - BRC CAT – 1st Experience
   - BRC CAT – Additional Training
   - BRC Dual Program – 1st Experience
   - BRC Dual Program – Additional Training
   - BRC Other Programs – 1st Experience
   - BRC Other Programs – Additional Training
   - BRC Regular Program – 1st Experience
   - BRC Regular Program – Additional Training

5. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

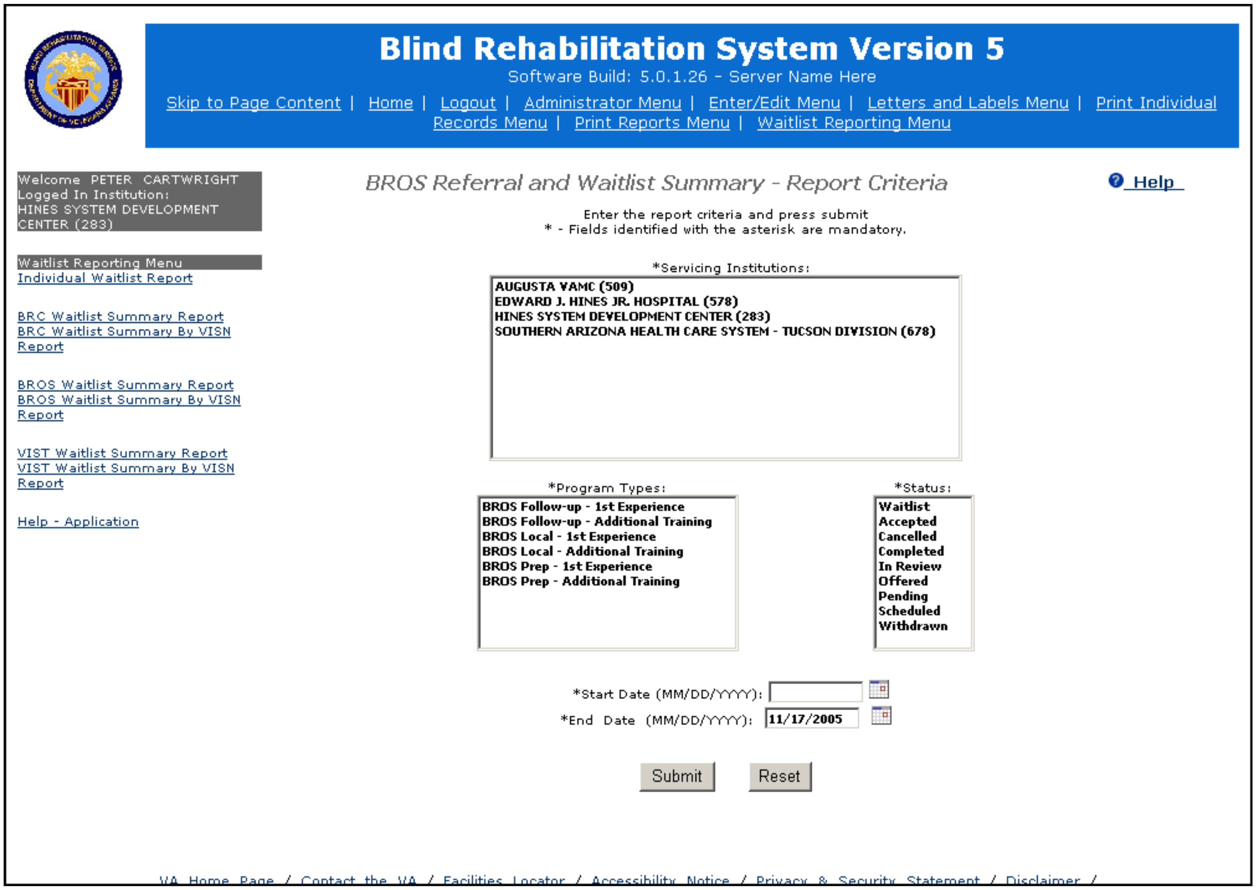
6. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date. A sample report is below.

   To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



BROS Waitlist Summary Report

1. From the Waitlist Reporting Menu, click **BROS Waitlist Summary Report** to display the BROS Referral and Waitlist Summary – Report Criteria screen.



Enter the Report Criteria:

2. Select one or more or all of the **Servicing Institutions**. The institutions list alphabetically in ascending order by name.

3. Select the **Program Type**. The following options are available:

- BROS Follow-up – 1st Experience
- BROS Follow-up – Additional Training
- BROS Local – 1st Experience
- BROS Local – Additional Training
- BROS Prep – 1st Experience
- BROS Prep – Additional Training

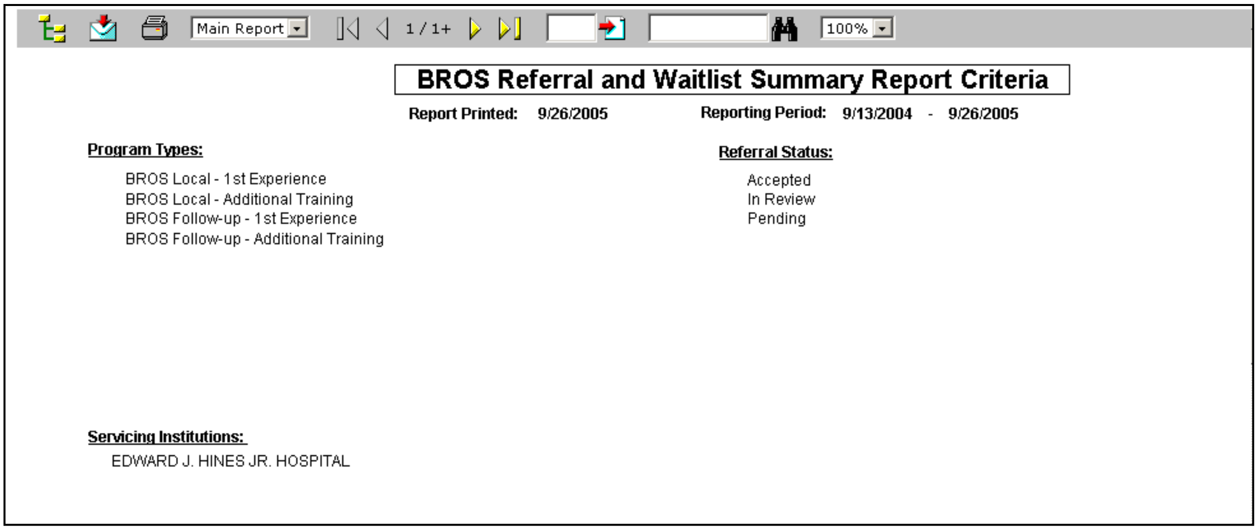
4. Select the **Status**. The following options are available:
    - Waitlist
    - Accepted
    - Cancelled
    - Completed
    - In Review
    - Offered
    - Pending
    - Scheduled
    - Withdrawn

    NOTE: In an effort to simplify the selection when trying to identify specific Waitlist related information, selecting **Waitlist** causes the program to automatically select the appropriate statuses (Pending, In Review, and Accepted) that identify individuals on the waitlist based on the waitlist records with these statuses.

5. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

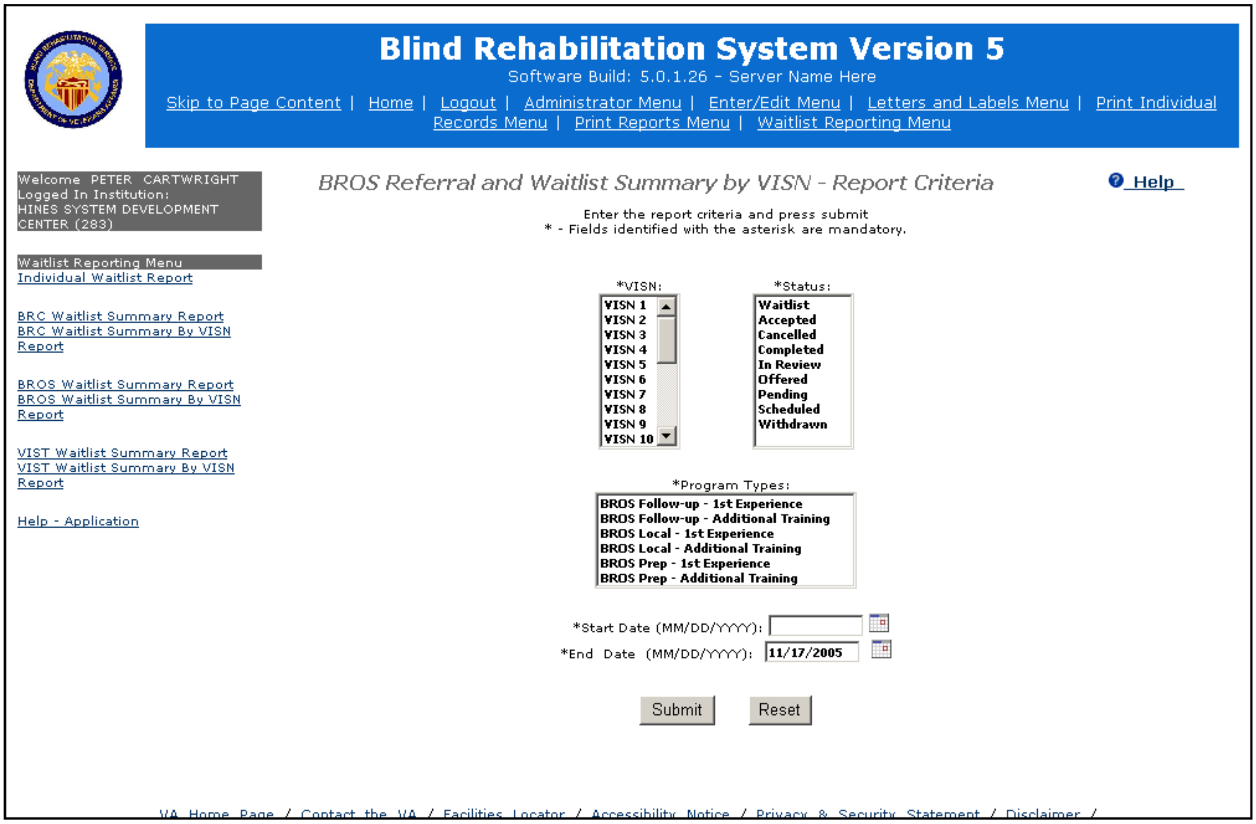
6. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date. A sample report is below.

    To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



BROS Waitlist Summary Report By VISN

1. From the Waitlist Reporting Menu, click **BROS Waitlist Summary Report By VISN** (Veterans Integrated Service Network) to display the BROS Referral and Waitlist Summary by VISN – Report Criteria screen.



Enter the Report Criteria:

2. Select one or more or all of the **VISN(s)**. They list in ascending order.

3. Select the **Status**. The following options are available:

- Waitlist
- Accepted
- Cancelled
- Completed
- In Review
- Offered
- Pending
- Scheduled
- Withdrawn

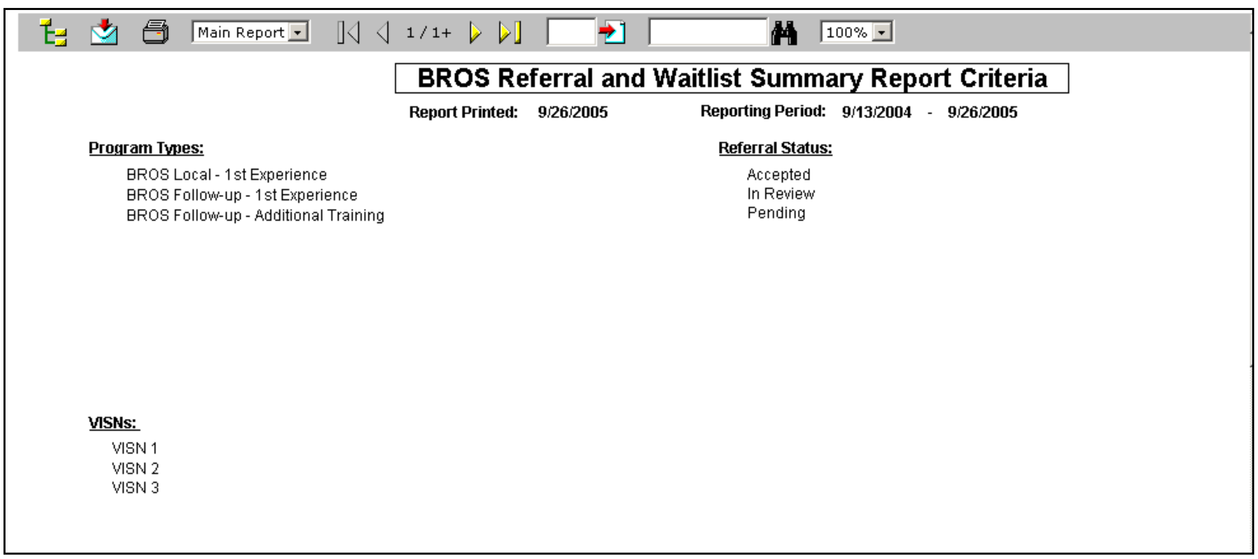
NOTE: In an effort to simplify the selection when trying to identify specific Waitlist related information, selecting **Waitlist** causes the program to automatically select the appropriate statuses (Pending, In Review, and Accepted) that identify individuals on the waitlist based on the waitlist records with these statuses.

4. Select the **Program Type**. The following options are available:
   - BROS Follow-up – 1st Experience
   - BROS Follow-up – Additional Training
   - BROS Local – 1st Experience
   - BROS Local – Additional Training
   - BROS Prep – 1st Experience
   - BROS Prep – Additional Training

5. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

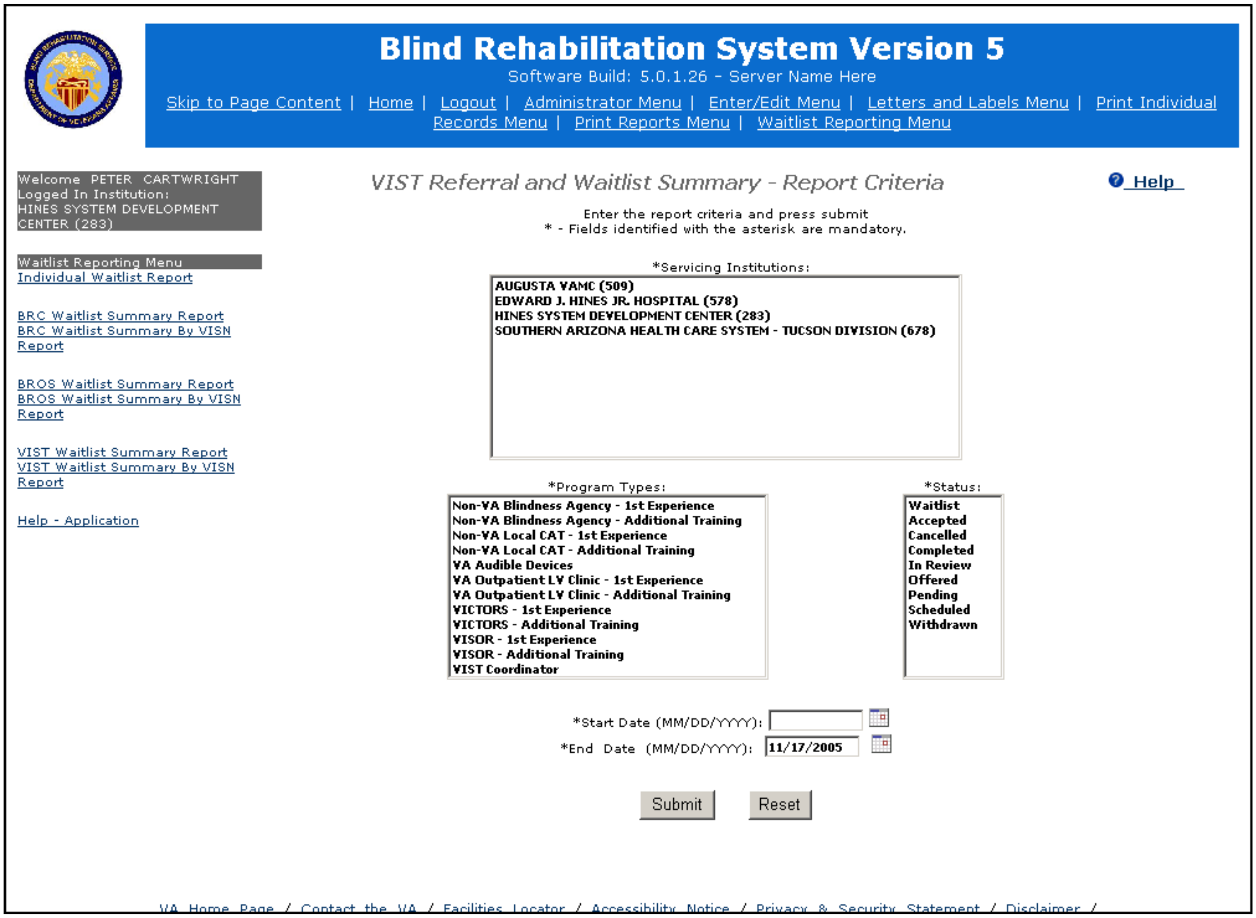
6. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date. A sample report is below.

   To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



VIST Waitlist Summary Report

1. From the Waitlist Reporting Menu, click **VIST Waitlist Summary Report** to display the VIST Referral and Waitlist Summary – Report Criteria screen.



Enter the Report Criteria:

2. Select one or more or all of the **Servicing Institutions**. The institutions list alphabetically in ascending order by name.

3. Select the **Program Type**. The following options are available:

   - Non-VA Blindness Agency – 1st Experience
   - Non-VA Blindness Agency – Additional Training
   - Non-VA Local CAT – 1st Experience
   - Non-VA Local CAT – Additional Training
   - VA Audible Devices
   - VA Outpatient LV Clinic – 1st Experience
   - VA Outpatient LV clinic – Additional Training
   - VICTORS – 1st Experience
   - VICTORS – Additional Training
   - VISOR – 1st Experience

- VISOR – Additional Training
- VIST Coordinator

4. Select the **Status**. The following options are available:

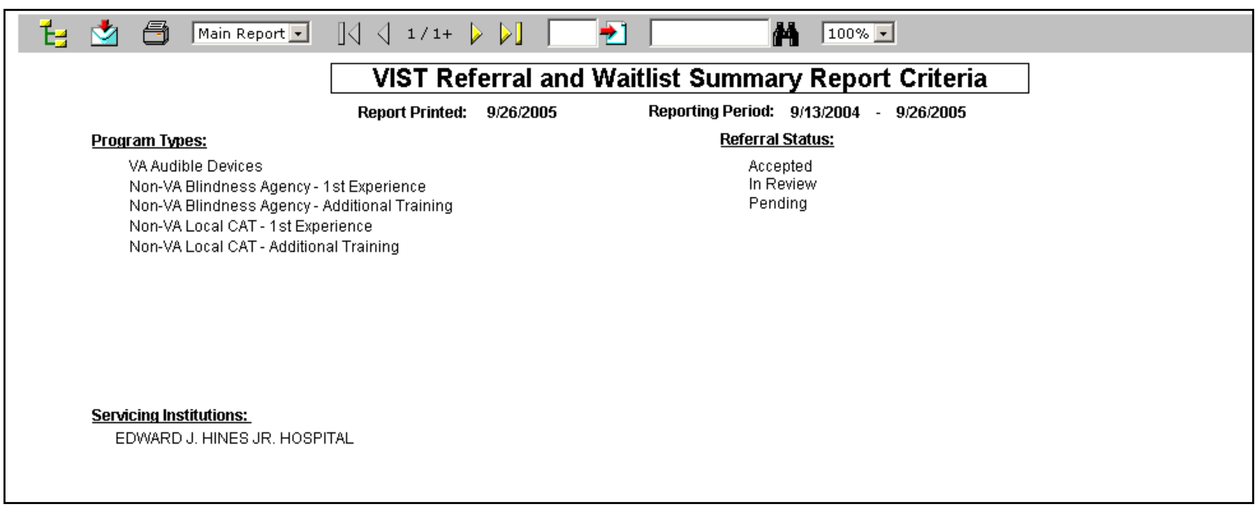
   - Waitlist
   - Accepted
   - Cancelled
   - Completed
   - In Review
   - Offered
   - Pending
   - Scheduled
   - Withdrawn

   NOTE: In an effort to simplify the selection when trying to identify specific Waitlist related information, selecting **Waitlist** causes the program to automatically select the appropriate statuses (Pending, In Review, and Accepted) that identify individuals on the waitlist based on the waitlist records with these statuses.

5. Enter the **Start Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

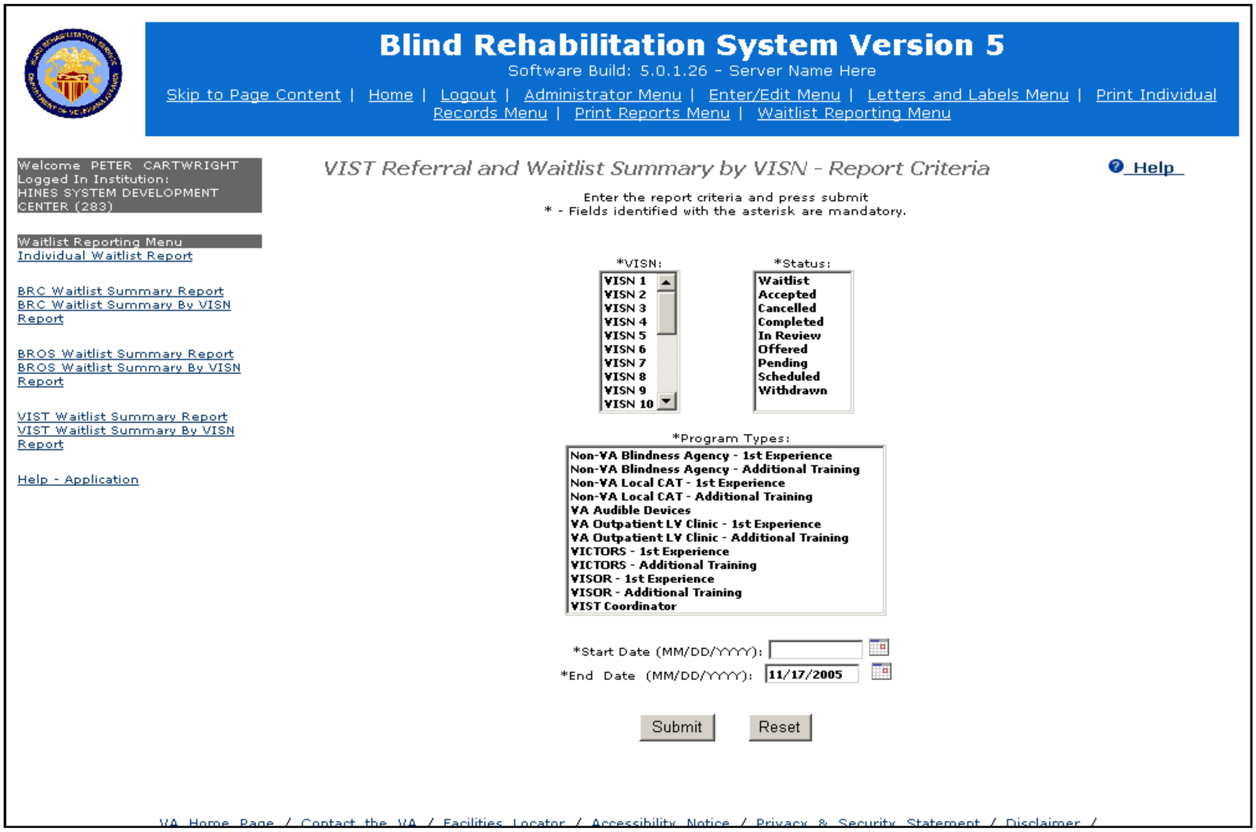
6. Enter the **End Date** (MM/DD/YYYY) for the report or click the icon next to the field and select from a calendar. This date will usually be the current date. A sample report is below.

   To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



VIST Waitlist Summary Report By VISN

1. From the Waitlist Reporting Menu, click **VIST Waitlist Summary Report By VISN** (Veterans Integrated Service Network) to display the VIST Referral and Waitlist Summary by VISN – Report Criteria screen.



Enter the Report Criteria:

2. Select one or more or all of the **VISN(s)**. They list in ascending order.

3. Select the **Status**. The following options are available:

- Accepted
- Cancelled
- Completed
- In Review
- Offered
- Pending
- Scheduled
- Withdrawn

NOTE: In an effort to simplify the selection when trying to identify specific Waitlist related information, selecting **Waitlist** causes the program to automatically select the appropriate statuses

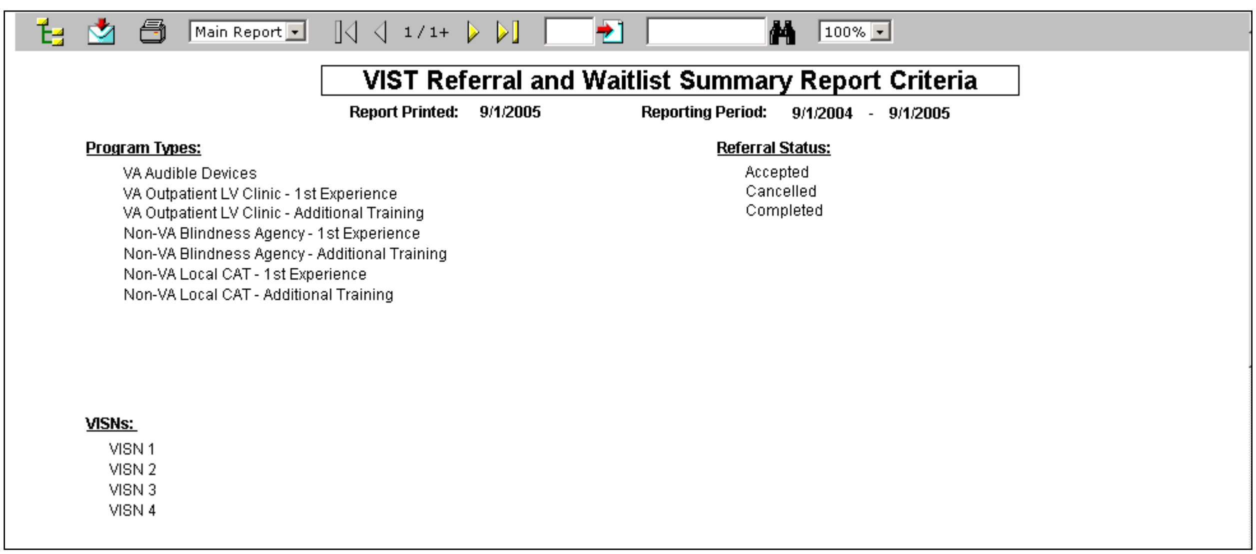
(Pending, In Review, and Accepted) that identify individuals on the waitlist based on the waitlist records with these statuses.

4. Select the **Program Type**. The following options are available:
   - Non-VA Blindness Agency – 1st Experience
   - Non-VA Blindness Agency – Additional Training
   - Non-VA Local CAT – 1st Experience
   - Non-VA Local CAT – Additional Training
   - VA Audible Devices
   - VA Outpatient LV Clinic – 1st Experience
   - VA Outpatient LV clinic – Additional Training
   - VICTORS – 1st Experience
   - VICTORS – Additional Training
   - VISOR – 1st Experience
   - VISOR – Additional Training
   - VIST Coordinator

5. Enter the **Start Date (MM/DD/YYYY)** for the report or click the icon next to the field and select from a calendar. This date will determine how far back the system will search for patients in the selected institution(s).

6. Enter the **End Date (MM/DD/YYYY)** for the report or click the icon next to the field and select from a calendar. This date will usually be the current date. A sample report is below.

   To generate the report in Adobe Acrobat format for printing, click the **Printer** icon and follow the directions on the screen.



Main Report

1 / 1+

100%

VIST Referral and Waitlist Summary Report Criteria

Report Printed: 9/1/2005 Reporting Period: 9/1/2004 - 9/1/2005

Program Types:

VA Audible Devices
VA Outpatient LV Clinic - 1st Experience
VA Outpatient LV Clinic - Additional Training
Non-VA Blindness Agency - 1st Experience
Non-VA Blindness Agency - Additional Training
Non-VA Local CAT - 1st Experience
Non-VA Local CAT - Additional Training

Referral Status:

Accepted
Cancelled
Completed

VISNs:

VISN 1
VISN 2
VISN 3
VISN 4

Addendum A - Internet Explorer Keyboard Shortcuts

You can use shortcut keys to view and explore Web pages, use the Address bar, work with favorites, and edit.

Viewing and Exploring Web Pages

Press this	To do this
F1	Display the Internet Explorer Help, or when in a dialog box, display context help on an item
F11	Toggle between Full Screen and regular view of the browser window
TAB	Move forward through the items on a Web page, the Address bar, and the Links bar
SHIFT+TAB	Move back through the items on a Web page, the Address bar, and the Links bar
ALT+HOME	Go to your Home page
ALT+RIGHT ARROW	Go to the next page
ALT+LEFT ARROW or BACKSPACE	Go to the previous page
SHIFT+F10	Display a shortcut menu for a link
CTRL+TAB or F6	Move forward between frames
SHIFT+CTRL+TAB	Move back between frames
UP ARROW	Scroll toward the beginning of a document
DOWN ARROW	Scroll toward the end of a document
PAGE UP	Scroll toward the beginning of a document in larger increments
PAGE DOWN	Scroll toward the end of a document in larger increments
HOME	Move to the beginning of a document
END	Move to the end of a document
CTRL+F	Find on this page
F5 or CTRL+R	Refresh the current Web page only if the time stamp for the Web version and your locally stored version are different
CTRL+F5	Refresh the current Web page, even if the time stamp for the Web version and your locally stored version are the same
ESC	Stop downloading a page
CTRL+O or CTRL+L	Go to a new location
CTRL+N	Open a new window
CTRL+W	Close the current window
CTRL+S	Save the current page
CTRL+P	Print the current page or active frame
ENTER	Activate a selected link
CTRL+E	Open Search in Explorer bar
CTRL+I	Open Favorites in Explorer bar
CTRL+H	Open History in Explorer bar
CTRL+click	In History or Favorites bars, open multiple folders

Using the Address Bar

Press this	To do this
ALT+D	Select the text in the Address bar
F4	Display the Address bar history

CTRL+LEFT ARROW	When in the Address bar, move the cursor left to the next logical break (. or /)
CTRL+RIGHT ARROW	When in the Address bar, move the cursor right to the next logical break (. or /)
CTRL+ENTER	Add "www." To the beginning and ".com" to the end of the text typed in the Address bar
UP ARROW	Move forward through the list of AutoComplete matches
DOWN ARROW	Move back through the list of AutoComplete matches

Working with Favorites

Press this	To do this
CTRL+D	Add the current page to your favorites
CTRL+B	Open the Organize Favorites dialog box
ALT+UP ARROW	Move selected item up in the Favorites list in the Organize Favorites dialog box
ALT+DOWN ARROW	Move selected item down in the Favorites list in the Organize Favorites dialog box

Editing

Press this	To do this
CTRL+X	Remove the selected items and copy them to the Clipboard
CTRL+C	Copy the selected items to the Clipboard
CTRL+V	Insert the contents of the Clipboard at the selected location
CTRL+A	Select all items on the current Web page

Glossary/Acronym List

Term/Acronym	*Description*
AAA	(Veteran Health Administration) Authentication, Authorization and Accountability Standards
AAIP	Authentication and Authorization Infrastructure Program
ADPAC	Automated Data Processing Application Coordinator
AMIS	Automated Management Information System
API	Application Program Interface
Audit Trail	A history of the changes made to a record including old data, new data, and the name of the user who made the change. Record of access and modifications
BCMA	A VistA software application that validates medications against active orders before the medication is given to the patient.
BR	Blind Rehabilitation Project
Blind Rehabilitation Center (BRC)	A residential inpatient program that provides comprehensive adjustment to blindness training and serves as a resource to a catchments area usually comprised of multiple Veterans Integrated Service Networks (VISN).
BRC Application Letter	This is a cover letter for a Blind Rehabilitation Center (BRC) Application packet. This letter requires editing and is used to print for individual veterans.
BRC Follow-up Letter	This is a questionnaire sent to the veteran following blind rehabilitation training. It is used to assist the center or clinic in following-up on the veteran.
Blind Rehabilitation Outpatient Specialist (BROS)	Blind Rehabilitation instructors possessing advanced technical knowledge and competencies in at least two Blind Rehabilitation disciplines at the journeyman level.[2]

Term/Acronym	***Description***
CAT	Computer Access Training
CARF	Commission on the Accreditation of Rehabilitative Facilities
CCOW	Clinical Context Object Work Group
CCOW Term Telnet	An application (written in Delphi) which is RPCBroker aware and capable of CCOW with CCOW, which can be used to access the Roll and Scroll environment, such as List Manager, in VistA.
CCOW Timing Program	A program, written in Delphi that tests the amount of time for Remote Procedure Calls to be processed by the server.
CHISS	Common Health Information Security Services
C&P	Compensation & Pension
Claim Letter	This is a cover letter to a Veterans Administration Regional Office (VARO) when filing a claim on behalf of a VIST veteran. This letter is used to print for individual veterans.
Computerized Patient Record System (CPRS)	A clinical record system, which integrates many VistA packages to provide a common entry and data retrieval point for clinicians and other hospital personnel. (CPRS). CPRS is a Veterans Health Information Systems and Technology Architecture (VistA) software application that enables clinicians, nurses, clerks, and others to enter, review, and continuously update all information connected with patients.
CPRS/CCR	Computerized Patient Record System/Computerized Clinical Reminder Module
CPRS/VS	Computerized Patient Record System/Vital Signs Module
Common Procedure Terminology (CPT)	A method for coding procedures performed on a patient, for billing purposes.
Context Vault	Data store that houses user sign-on credentials in a CCOW user context.
DaIS	Development and Infrastructure Support

Term/Acronym	*Description*
DBIA	Data Base Integration Agreement
DELPHI	A Rapid Application Development (RAD) system/application developed by Borland International, Inc. Delphi is similar to Visual Basic from Microsoft, but whereas Visual Basic is based on the BASIC programming language, Delphi is based on Pascal.
Division	The subunit under institute has 5-6 digits/letter division ID and less than a 35 character name
Encounter	A contact between a patient and a provider who has the primary responsibility of assessing and treating the patient. A patient may have multiple encounters per visit. Outpatient encounters include scheduled appointments and walk-in unscheduled visits. A clinician's telephone communications with a patient may be represented by a separate visit entry. If the patient is seen in an outpatient clinic while an inpatient, this is treated as a separate encounter.
EJB	Enterprise Java Bean
Episode of Care	An interval of care by a health care facility or provider for a specific medical problem or condition. It may be continuous or it may consist of a series of intervals marked by one or more brief separations from care, and can also identify the sequence of care (e.g., emergency, inpatient, outpatient), thus serving as one measure of health care provided.
FSOD	Functional Status Outcomes Database
Graphical User Interface (GUI)	A type of display format that enables users to choose commands, initiate programs, and other options by selecting pictorial representations (icons) via a mouse or a keyboard.
HCFA	Health Care Financing Administration
HCPCS	HCFA Common Procedure Coding System
HFS	Host File Server is a system (WinNT/Dec Alpha) file access mechanism that enables the M software (server software) to access the system-level files.

Term/Acronym	*Description*
Healthe*V*et-Vist*A*	The Healthe*V*et-VistA architecture will be a services-based architecture. Applications will be constructed in tiers with distinct user interface, middle and data tiers. Two types of services will exist, core services (infrastructure and data) and application services (a single logical authoritative source of data).
HIPPA	Health Insurance Portability and Accountability Act of 1996. Also referred to as, HIPAA.
HL7	Health Level Seven
HSD&D	Health System/applications Design & Development
HSM	Hospital-supplied self medication
HTTP	Hyper Text Transfer Protocol
HTTPS	Secured HTTP protocol
ICN	Identification Control Number
ICD9	International Classification of Diseases 9th Edition
IE	Internet Explorer
IDL	Iterative Development Lifecycle
IEN	Internal Entry Number
IMDQ	Identity Management Data Quality
Independent Verification and Validation (IV&V)	The IV&V team supports the HSD&D mission by promoting standardization, improving software release quality and effectiveness of healthcare delivery through planned and controlled evaluation, testing, and integration of healthcare information systems. Visit the http://vista.med.va.gov/ivv/ site for additional information..

Term/Acronym	*Description*
Inpatient Visit	The admission of a patient to a VAMC and any clinically significant change related to treatment of that patient. For example, a treating specialty change is clinically significant, whereas a bed switch is not. The clinically significant visits created throughout the inpatient stay would be related to the inpatient admission visit. If the patient is seen in an outpatient clinic while an inpatient, this is treated as a separate encounter.
Institution	A major hospital with subdivisions, usually has a name < 30 letters and a three-digit division ID
Invitation for VIST Review	This is an invitation to blinded veterans from VIST, offering a health evaluation. Veterans may accept or deny the invitation. This letter satisfies the requirements of M-2, Part XXIII and is meant to be printed as a mass mailing.
IRM	Information Resources Management
IRS Exemption Letter	This letter advises the Internal Revenue Service of legally blind status of veterans. This letter requires editing and is to be printed for individual veterans.
ISO	Information Security Officer
ISSRA	Interim Security Services for Rehosted Applications
Iterative Development	The technique used to deliver the functionality of a system in a successive series of releases of increasing completeness. Each iteration is focused on defining, analyzing, designing, building, and testing a set of requirements.
IV	Intravenous
J2EE	The Java 2 Platform, Enterprise Edition (J2EE) is an environment for developing and deploying enterprise applications. The J2EE platform consists of a set of services, APIs, and protocols that provide the functionality for developing multi-tiered, Web-based applications.
JAAS	Java Authentication and Authorization Service. For more information refer to the JAAS Web site at the following address: http://java.sun.com/products/jaas/index-14.html

Term/Acronym	***Description***
JAVA	Java is a programming language. It can be used to complete applications that may run on a single computer or be distributed among servers and clients in a network.
JDBC	Java Database Connection
JCAHO	Joint Commission on the Accreditation of Health Care Organizations
JSP	Java Server Page
Kernel	Set of VistA software routines that function as an intermediary between the host operating system/application and the VistA application packages such as Laboratory, Pharmacy, IFCAP, etc. The Kernel provides a standard and consistent user and programmer interface between application packages and the underlying M implementation.
Kiosk	Public workstations shared by multiple users.
List Manager	A VistA software product that creates a framework for user actions. List Manager is part of the VistA software infrastructure.
LOINC	Logical Observation Identifier Names and Codes
MAH	Medication Administration History
MAS	Medical Administration Service
MH Assistant	Mental Health Assistant
MST	Military Sexual Trauma
MTAS	Middle Tier WebLogic Application Server
MVC	Model View Controller
NOIS	National Online Information System
NVS	National VistA Support

Term/Acronym	Description
OCS	VA Office of Cyber Security
OID	Oracle Internet Directory
ORACLE	Oracle is a relational database that supports the Structured Query Language (SQL), now an industry standard.
ORACLE 9iAS	Oracle 9i Application Server
O-R	Object-Relational
PCE	Patient Care Encounter
PIMS	Patient Information Management System
PIR	Patient Incident Review File
PLU	Patient Lookup
PRN	Pro Re Nata, Latin meaning “as needed”
Prototype	An initial working model as proof of concept of a product or new version of an existing product.
Provider	The entity that furnishes health care to consumers. An individual or defined group of individuals who provide a defined unit of health care services (defined = codable) to one or more individuals at a single session.
PTF	Patient Treatment File (PTF) at AAC
Registration	Registration File
RDBMS	Relational Database Management System
RN	Registered Nurse
ROES	Remote Order Entry System

Term/Acronym	***Description***
SAS	SAS is a company that provides data analysis, data mining, and data storage
ScreenMan	VA FileMan utility that provides a screen-oriented interface for editing and displaying data
SDD	Software Design Document
SQA	Software Quality Assurance
SRS	Software Requirements Specifications
SSL	Secure Socket Layer
SSO	Single Sign On
TCP/IP	Transmission Control Protocol/Internet Protocol
Thin-client	A simple client program, which relies on most of the function of the system being in the server, usually the Web browser in a Web domain
TIU	Text Integration Utility
User	Stands for an Administrator, a Clinician, or a Researcher
VA	Department of Veterans Affairs
VA FileMan	VistA database management system.
VAMC	Department of Veterans Affairs Medical Centers
VARO	Veterans Administration Regional Office
VHA	Veterans Health Administration
VISN	Veterans Integrated Service Network

Term/Acronym	***Description***
VIST	Visual Impairment Service Team
VistA	Veterans Health Information Systems and Technology Architecture
VistA MailMan	VistA electronic mail system

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