## Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/25/2005</td>
<td>Revised as per EVS review.</td>
</tr>
</tbody>
</table>
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Notice of Service Name Change

Pursuant to Department of Veterans Affairs (VA) Veterans Health Administration (VHA) Directive 10-95-031, Nutrition and Food Service (N&FS) will be the official nomenclature used as the new service name for Dietetic Service in VHA central office and at VA healthcare facilities. Therefore, all supporting documentation and customer education materials will use the Nutrition and Food Service nomenclature in place of the former Dietetics Service in all contexts. The change aligns this program more closely with the nomenclature recognized by national accrediting bodies, professional organizations, and other healthcare agencies.

Introduction

The Nutrition & Food Service (N&FS) Outpatient Meals Version 5.5 software combines the existing inpatient functionality in the Dietetics V. 5.0 software with an additional module that provides the capability of entering, tracking, and reporting outpatient meals.

- Provides electronic order entry of meals to authorized outpatients when they are kept over mealtimes.
- Enables electronic order entry of meals for other authorized users such as residents, without compensation employees and volunteers.
- Facilitates and tracks the number of meals for each Enhanced Sharing Agreement (selling of meal services), such as the Salvation Army or a Meals-on-Wheels program.
- Provides tracking, reporting and projection features currently for Inpatients that will also include Outpatients.
- Provides the ability to request, authorize, print, cancel, and view status of Outpatient Special Meals.
- Provides the ability to request and print Guest Meals.
- Provides the ability to request Recurring Meals for a regularly scheduled outpatient including a patient profile, meal status, early/late trays, tube feeding, and additional orders.
- Creates new reports and modifications of some existing Nutrition options to include Outpatient data.
Recommended Users

Preparing your site for the installation and implementation of Nutrition and Food Service Outpatient Meals v.5.5 helps to ensure a smooth integration. This installation guide is designed to help you do just that. It includes detailed information such as system requirements; installation time estimates and instructions; and procedures that will get you up and running quickly with Nutrition and Food Service Outpatient Meals v.5.5.

Target Audience

We have developed this guide for the following individuals, who are responsible for installing, supporting, maintaining, and testing this package.

- Information Resources Management (IRM)
- Clinical Application Coordinator (CAC) – called Applications Package Coordinator (ADPAC) at some sites
- Enterprise VistA Support (EVS)
- Software Quality Assurance (SQA)

Orientation

**Pre-installation Information** section provides information needed beforehand to install FH5_5.KID.

**Installation Instructions** section contains instructions and examples of FH5_5.KID installation process.

**Implementation Instructions** provides directions for implementing FH5_5.KID.

Software and Manual Retrieval

The following software and documentation files are exported as part of this software.

<table>
<thead>
<tr>
<th>File Name</th>
<th>Contents</th>
<th>Retrieval Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>FH5_5.KID</td>
<td>KIDS Build</td>
<td>ASCII</td>
</tr>
<tr>
<td>FH5_5IG.PDF</td>
<td>Installation Guide</td>
<td>BINARY</td>
</tr>
<tr>
<td>FH5_5RN.PDF</td>
<td>Release Notes</td>
<td>BINARY</td>
</tr>
<tr>
<td>FH5_5TM.PDF</td>
<td>Technical Manual</td>
<td>BINARY</td>
</tr>
<tr>
<td>FH5_5UM.PDF</td>
<td>User Manual</td>
<td>BINARY</td>
</tr>
<tr>
<td>FH5_5ADP.PDF</td>
<td>ADPAC/Manager User</td>
<td>BINARY</td>
</tr>
</tbody>
</table>
The software files are available on the following OI Field Offices' directories. Use the following FTP address to connect to the first available FTP server:
download.vista.med.va.gov

<table>
<thead>
<tr>
<th>OIFO</th>
<th>FTP Address</th>
<th>Directory</th>
</tr>
</thead>
<tbody>
<tr>
<td>REDACTED</td>
<td>REDACTED</td>
<td>REDACTED</td>
</tr>
<tr>
<td>REDACTED</td>
<td>REDACTED</td>
<td>REDACTED</td>
</tr>
<tr>
<td>REDACTED</td>
<td>REDACTED</td>
<td>REDACTED</td>
</tr>
</tbody>
</table>

VistA Intranet

Online Documentation for this product will be 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 Nutrition and Food Service link and it will take you to the Nutrition and Food Service Outpatient Meals v.5.5 documentation.

Related Manuals

- Nutrition and Food Service Outpatient Meals v.5.5 Release Notes
- Nutrition and Food Service Outpatient Meals v.5.5 Technical Manual and Security Guide
- Nutrition and Food Service Outpatient Meals v.5.5 Installation/Implementation Guide
- Nutrition and Food Service Outpatient Meals v.5.5 User Manual
- Nutrition and Food Service Outpatient Meals v.5.5 ADPAC/Manager Guide

You can also access the Nutrition and Food Service Outpatient Meals v.5.5 home page by using the following address:
REDACTED
Screen Displays

Before installing Outpatient Meals V. 5.5, review this section to learn the many conventions used throughout this guide.

- **Keyboard Responses**: Keys provided in boldface, within the copy, help you quickly identify what to press on your keyboard to perform an action. For example, when you see enter in the copy, press this key on your keyboard.
- **Screen Captures**: Provide “shaded” examples of what you will see on your computer screen, and possible user responses. The computer dialogue appears in Courier font.
- **Notes**: Provided within the steps, describe exceptions or special cases about the information presented. They reflect the experience of our staff, developers, and testers.

**Note**: This boxed element highlights special details about the current topic.

- **Other Names**: File and field names, and Security keys provided in uppercase. For example, you may select a patient's name from the PATIENT file (#2).
- **Menu Options**: Provided in italics. For example, you may establish Electronic Signatures Codes using the Kernel Electronic Signature code Edit [XUSESIG] option.
Pre-Installation Information

Preparing your site for the installation and implementation of Nutrition and Food Service Outpatient Meals v.5.5 helps to ensure a smooth integration. This Installation Guide is designed to help you do just that. It includes detailed information such as system requirements; installation time estimates and instructions; and procedures that will get you up and running quickly with Nutrition and Food Service Outpatient Meals V. 5.5.

Target Audience

We have developed this guide for the following individuals, who are responsible for installing, supporting, maintaining, and testing this package.

- Development Engineering
- Information Resources Management (IRM)
- Clinical Application Coordinator (CAC) – called Applications Package Coordinator (ADPAC) at some sites
- Enterprise VistA Support (EVS)
- Software Quality Assurance (SQA)

Test Sites

The Nutrition and Food Service Outpatient Meals v.5.5 software was tested at the following sites:

<table>
<thead>
<tr>
<th>Test Sites</th>
<th>Alpha</th>
<th>Beta</th>
</tr>
</thead>
<tbody>
<tr>
<td>REDACTED</td>
<td>✖</td>
<td>✖</td>
</tr>
<tr>
<td>REDACTED</td>
<td>✖</td>
<td>✖</td>
</tr>
<tr>
<td>REDACTED</td>
<td>✖</td>
<td>✖</td>
</tr>
<tr>
<td>REDACTED</td>
<td>✖</td>
<td>✖</td>
</tr>
<tr>
<td>REDACTED</td>
<td>✖</td>
<td>✖</td>
</tr>
<tr>
<td>REDACTED</td>
<td>✖</td>
<td>✖</td>
</tr>
<tr>
<td>REDACTED</td>
<td>✖</td>
<td>✖</td>
</tr>
</tbody>
</table>

Hardware and Operating Systems Requirements

Nutrition and Food Service Outpatient Meals v.5.5 software runs on the standard hardware platforms used by the Department of Veterans Affairs Healthcare facilities. These systems consist of Alpha Clusters running VMS (version 7.2-1 minimum) and DSM (version 7.2.1 VA1) or an Alpha 1000A running Windows NT (service pack 6) and Cache M operating system (version 3.2.31.1)

System Performance Capacity

There are no significant changes in the performance capacity of the VistA operating system once the Nutrition and Food Service Outpatient Meals v.5.5 software is installed and after the registry has been
created. The software should not create any appreciable global growth or network transmission problems. There are no memory constraints.

**Software Installation Time**

The estimated installation time is less than three hours during off peak hours.

**Backup Routines**

It is highly recommended that a backup of the transport global be performed before installing the software.

**Name Space**

The Nutrition and Food Service Outpatient Meals v.5.5 software name space is FH.

**VistA Software Requirements**

Before installing Nutrition and Food Service Outpatient Meals v.5.5, make sure that your system includes the following Department of Veterans Affairs (VA) software packages and versions (those listed or higher).

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Minimum Version Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergy Tracking System</td>
<td>4.0</td>
</tr>
<tr>
<td>CPRS</td>
<td>3.0</td>
</tr>
<tr>
<td>Kernel</td>
<td>8.0</td>
</tr>
<tr>
<td>Nutrition and Food Service</td>
<td>5.0</td>
</tr>
<tr>
<td>PIMS</td>
<td>5.3</td>
</tr>
<tr>
<td>VA FileMan</td>
<td>22.0</td>
</tr>
<tr>
<td>MailMan</td>
<td>8.0</td>
</tr>
<tr>
<td>Consult Tracking</td>
<td>3.0</td>
</tr>
<tr>
<td>Dietetics</td>
<td>5.0</td>
</tr>
</tbody>
</table>

**Required Patches**

Before the installation of Nutrition and Food Service Outpatient Meals v.5.5, the following patches **must** be installed.

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Patches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition and Food Service</td>
<td>FH<em>5</em>41</td>
</tr>
</tbody>
</table>

Patch (v)\textbf{FH*5*41} must be installed before `Nutrition and Food Service v.5.5.`
Pre-Installation Instructions

- You should install the Nutrition and Food Service Outpatient Meals v.5.5 during **off peak** hours when there are fewer users are on the system. This build should be installed when the Nutrition users are off the system.
- Installation of this software takes less than **three** hours to install, depending on the number of records in NUTRITION PERSON file (#115) that need to be converted. The build contains a post-init routine which converts the NAME field (#.01) of file (#115) from a pointer to PATIENT file (#2) to a free text field that is used to point to either file (#2), or NEW PERSON file (#200).
- Nutrition options do **not** need to be disabled during the installation of this build.
- If the FH* routines are mapped at your site, remember to disable mapping before installing the build and to re-enable it when you are finished.
- Nutrition and Food Service Outpatient Meals v.5.5 uses the Kernel Installation and Distribution System (KIDS). For further instructions on using KIDS, please refer to the Kernel V. 8.0 Systems Manual.
- Use the Install Package(s) option when prompted for INSTALL NAME select the package: **DIETETICS 5.5**.
- Select Installation Option: **1 Load a Distribution**
- Enter a Host File: **FH5_5.KID**

Load and Install Patch FH5_5.KID

From the Kernel Installation and Distribution Systems (KIDS) menu, select the Installation menu [XPD INSTALLATION MENU]:

```
Edits and Distribution ...
Utilities ...
Installation ...
```

Select Kernel Installation & Distribution System Option: Installation

Load the distribution to the transport global.

This build should be installed when the NUTRITION users are off the system. No NUTRITION options need to be disabled during the installation of this build.

When installed into an account for the first time, this build could take 1-3 hours to install, depending on the number of records in file #115, NUTRITION PERSON. The build contains a post-init routine that converts the .01 field of file #115 from a pointer to file #2 PATIENT to a free text field that is used to store a variable pointer to either file #2 or file #200 NEW PERSON.

If the FH* routines are mapped at your site, remember to disable mapping before installing the build and to re-enable it when you are finished.
From the Kernel Installation and Distribution System Menu, select the Installation menu. Use the Load a Distribution option. When prompted for a Host File, enter the host file named **FH5_5.KID**. You may need to indicate the full path to the directory containing this file.

Sites may optionally use any or all of the following KIDS menu options:

- Verify Checksums in Transport Global
- Print Transport Global
- Compare Transport Global to Current System
- Backup a Transport Global

Use the Install Package(s) option, and when prompted for INSTALL NAME, select the package: **DIETETICS 5.5**.

The following messages may appear and are normal:

```
Checking Install for Package DIETETICS 5.5
Install Questions for DIETETICS 5.5
Incoming Files:
111 DIETS
Note: You already have the 'DIETS' File.
111.1 DIET PATTERNS
Note: You already have the 'DIET PATTERNS' File.
112 FOOD NUTRIENTS
Note: You already have the 'FOOD NUTRIENTS' File.
112.2 DRI VALUES
Note: You already have the 'DRI VALUES' File.
112.6 USER MENU
Note: You already have the 'USER MENU' File.
113 INGREDIENT
Note: You already have the 'INGREDIENT' File.
113.1 STORAGE LOCATION
Note: You already have the 'STORAGE LOCATION' File.
113.2 FH VENDOR
Note: You already have the 'FH VENDOR' File.
114 RECIPE
Note: You already have the 'RECIPE' File.
114.1 RECIPE CATEGORY
Note: You already have the 'RECIPE CATEGORY' File.
114.2 PREPARATION AREA
Note: You already have the 'PREPARATION AREA' File.
114.3 SERVING UTENSIL
Note: You already have the 'SERVING UTENSIL' File.
```
114.4 EQUIPMENT
Note: You already have the 'EQUIPMENT' File.

115 NUTRITION PERSON
* BUT YOU ALREADY HAVE 'DIETETICS PATIENT' AS FILE #115!
Shall I write over your DIETETICS PATIENT File? YES//

115.2 FOOD PREFERENCES
Note: You already have the 'FOOD PREFERENCES' File.

115.3 NUTRITION CLASSIFICATION
Note: You already have the 'NUTRITION CLASSIFICATION' File.

115.4 NUTRITION STATUS
Note: You already have the 'NUTRITION STATUS' File.

115.5 DIETETIC NUTRITION PLAN
Note: You already have the 'DIETETIC NUTRITION PLAN' File.

115.6 ENCOUNTER TYPES
Note: You already have the 'ENCOUNTER TYPES' File.

115.7 DIETETIC ENCOUNTERS
Note: You already have the 'DIETETIC ENCOUNTERS' File.

116 MENU CYCLE
Note: You already have the 'MENU CYCLE' File.

116.1 MEAL
Note: You already have the 'MEAL' File.

116.2 PRODUCTION DIET
Note: You already have the 'PRODUCTION DIET' File.

116.3 HOLIDAY MEALS
Note: You already have the 'HOLIDAY MEALS' File.

117 MEALS SERVED
Note: You already have the 'MEALS SERVED' File.

117.1 STAFFING DATA
Note: You already have the 'STAFFING DATA' File.

117.2 DIETETIC COST OF MEALS
Note: You already have the 'DIETETIC COST OF MEALS' File.

117.3 ANNUAL REPORT
Note: You already have the 'ANNUAL REPORT' File.

117.4 DIETETIC REPORT CATEGORIES
Note: You already have the 'DIETETIC REPORT CATEGORIES' File.

118 SUPPLEMENTAL FEEDINGS
Note: You already have the 'SUPPLEMENTAL FEEDINGS' File.

118.1 SUPPLEMENTAL FEEDING MENU
Note: You already have the 'SUPPLEMENTAL FEEDING MENU' File.

118.2 TUBEFEEDING
Note: You already have the 'TUBEFEEDING' File.

118.3 STANDING ORDERS
Note: You already have the 'STANDING ORDERS' File.
119 DIETITIAN TICKLER FILE  
Note: You already have the 'DIETITIAN TICKLER FILE' File.

119.1 UNITS  
Note: You already have the 'UNITS' File.

119.4 ISOLATION/PRECAUTION TYPE  
Note: You already have the 'ISOLATION/PRECAUTION TYPE' File.

119.5 DIETETIC CONSULTS  
Note: You already have the 'DIETETIC CONSULTS' File.

119.6 NUTRITION LOCATION  
* BUT YOU ALREADY HAVE 'DIETETICS WARD' AS FILE #199.6!  
Shall I write over your DIETETICS WARD File? YES//

119.71 PRODUCTION FACILITY  
Note: You already have the 'PRODUCTION FACILITY' File.

119.72 SERVICE POINT  
Note: You already have the 'SERVICE POINT' File.

119.73 COMMUNICATION OFFICE  
Note: You already have the 'COMMUNICATION OFFICE' File.

119.74 SUPPLEMENTAL FEEDING SITE  
Note: You already have the 'SUPPLEMENTAL FEEDING SITE' File.

119.8 NUTRITION EVENTS  
* BUT YOU ALREADY HAVE 'DIETETICS EVENTS' AS FILE #199.8!  
Shall I write over your DIETETICS EVENTS File? YES//

119.9 FH SITE PARAMETERS  
Note: You already have the 'FH SITE PARAMETERS' File.

The following is the recommended response to installation questions:

Want KIDS to Rebuild Menu Trees Upon Completion of Install? YES//

Enter YES

Want KIDS to INHIBIT LOGONs during the install? YES//

Enter NO

Want to DISABLE Scheduled Options, Menu Options, and Protocols? YES//

Enter NO

The following is an example of how the installation may appear:

Install Started for DIETETICS 5.5:  
Mar 01, 2005@12:57:55

Build Distribution Date: Feb 02, 2005

Installing Routines:  
Mar 01, 2005@12:58
Running Pre-Install Routine: ^FH55PRE

Installing Data Dictionaries:
   Mar 01, 2005@12:58:06

Installing PACKAGE COMPONENTS:

Installing BULLETIN

Installing SECURITY KEY

Installing PRINT TEMPLATE

Installing INPUT TEMPLATE

Installing PROTOCOL
   Located in the FH (DIETETICS) namespace.
   Located in the FH (DIETETICS) namespace.
   Located in the FH (DIETETICS) namespace.
   Located in the FH (DIETETICS) namespace.
   Located in the FH (DIETETICS) namespace.
   Located in the FH (DIETETICS) namespace.
   Located in the FH (DIETETICS) namespace.
   Located in the FH (DIETETICS) namespace.
   Located in the FH (DIETETICS) namespace.
   Located in the FH (DIETETICS) namespace.

Installing OPTION
   Mar 01, 2005@12:58:30

Running Post-Install Routine: ^FH55PST...........................
................................................................
Updating Routine file...

Updating KIDS files...

DIETETICS 5.5 Installed.
   Mar 01, 2005@13:00:27

Install Message sent #27829
Call MENU rebuild

Starting Menu Rebuild: Mar 01, 2005@13:00:29
Collecting primary menus in the New Person file...
Primary menus found in the New Person file

<table>
<thead>
<tr>
<th>OPTION NAME</th>
<th>MENU TEXT</th>
<th># OF USERS</th>
<th>LAST USED</th>
<th>LAST BUILT</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVE</td>
<td>Systems Manager Menu</td>
<td>71</td>
<td>08/16/04</td>
<td>08/10/04</td>
</tr>
<tr>
<td>XUCORE</td>
<td>Core Applications</td>
<td>1</td>
<td>02/20/94</td>
<td>08/10/04</td>
</tr>
<tr>
<td>LRMENU</td>
<td>Laboratory DHCP Menu</td>
<td>1</td>
<td>09/30/95</td>
<td>08/10/04</td>
</tr>
<tr>
<td>LR GET</td>
<td>Phlebotomy menu</td>
<td>1</td>
<td>08/03/95</td>
<td>08/10/04</td>
</tr>
<tr>
<td>LRWARDM</td>
<td>Ward lab menu</td>
<td>1</td>
<td>06/21/93</td>
<td>08/10/04</td>
</tr>
<tr>
<td>FSO MANAGER</td>
<td>Outpatient Pharmacy Manager</td>
<td>1</td>
<td>02/26/98</td>
<td>08/10/04</td>
</tr>
<tr>
<td>XMUSER</td>
<td>MailMan Menu</td>
<td>4</td>
<td></td>
<td>08/10/04</td>
</tr>
<tr>
<td>RA OVERALL</td>
<td>Rad/Nuc Med Total System</td>
<td>4</td>
<td>01/31/03</td>
<td>08/10/04</td>
</tr>
<tr>
<td>SROMENU</td>
<td>Surgery Menu</td>
<td>1</td>
<td></td>
<td>08/10/04</td>
</tr>
<tr>
<td>ORMGR</td>
<td>CPRS Manager Menu</td>
<td>1</td>
<td></td>
<td>08/10/04</td>
</tr>
<tr>
<td>PSJU MGR</td>
<td>Unit Dose Medications</td>
<td>1</td>
<td>07/15/93</td>
<td>08/10/04</td>
</tr>
<tr>
<td>A4A0 TRNG COOR MENU</td>
<td>ISC4 Trng Coordinator Menu</td>
<td>1</td>
<td>08/13/93</td>
<td>08/10/04</td>
</tr>
<tr>
<td>IMR MENU (MANAGEMENT)</td>
<td>Immunology Study Manage...</td>
<td>1</td>
<td></td>
<td>08/10/04</td>
</tr>
<tr>
<td>OR MAIN MENU CLINICIAN</td>
<td>Clinician Menu</td>
<td>3</td>
<td>04/02/98</td>
<td>08/10/04</td>
</tr>
<tr>
<td>IB MANAGER MENU</td>
<td>Integrated Billing Master...</td>
<td>1</td>
<td></td>
<td>08/10/04</td>
</tr>
<tr>
<td>RMPR OFFICIAL</td>
<td>Prosthetic Official's Menu</td>
<td>1</td>
<td>10/28/03</td>
<td>08/10/04</td>
</tr>
<tr>
<td>EEO COUNSELORS MENU</td>
<td>Counselor's Menu</td>
<td>4</td>
<td>08/22/96</td>
<td>08/10/04</td>
</tr>
<tr>
<td>FSW WORKLOAD REPORTING</td>
<td>Customer Service Workload...</td>
<td>1</td>
<td>11/06/95</td>
<td>08/10/04</td>
</tr>
<tr>
<td>PRCZ OVERALL</td>
<td>Overall IFCAP Menu For Tr...</td>
<td>3</td>
<td>08/18/04</td>
<td>08/10/04</td>
</tr>
<tr>
<td>ZZMJB</td>
<td>MIKE'S PRIMARY MENU</td>
<td>2</td>
<td>03/19/98</td>
<td>08/10/04</td>
</tr>
<tr>
<td>ACVSAM</td>
<td>SAM'S MENU</td>
<td>1</td>
<td>07/18/02</td>
<td>08/10/04</td>
</tr>
</tbody>
</table>

Building secondary menu trees....
Merging.... done.
Menu Rebuild Complete: Aug 18, 2004@11:06

100% Complete

Install Completed

1 Load a Distribution
2 Verify Checksums in Transport Global
3 Print Transport Global
4 Compare Transport Global to Current System
5 Backup a Transport Global
6 Install Package(s)
   Restart Install of Package(s)
   Unload a Distribution
Select Installation Option:
Routines and Checksums

The D CHECK^XTSUMBLD option determines the current checksum of selected routine(s). The checksum of the routine is determined as follows:

1. Any comment line with a single semicolon is presumed to be followed by comments. Only the line tag will be included.
2. Line 2 will be excluded from the count.
3. The total value of the routine is determined by taking and multiplying the ASCII value of each character by its position on the line being checked.

Select one of the following:
- P Package
- B Build

Build from: Build

This will check the routines from a BUILD file.
The following routines are included in Nutrition and Food Service Outpatient Meals v.5.5.

<table>
<thead>
<tr>
<th>Routine</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>FH</td>
<td>2393060</td>
</tr>
<tr>
<td>FHADM2</td>
<td>5099639</td>
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Nutrition and Food Service Outpatient Meals Installation/Implementation Guide v.5.5
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Implementation

Site Parameters

Prior to using the new Nutrition and Food Service Outpatient Meals v.5.5 software there are some site parameters that need to be set up to allow the system to function properly. In addition, outpatient locations should be set up in the Nutrition Locations file (#119.6 - formerly Dietetic Ward file).

Note: At any field you can type "??" to get more details or a list of available choices, for example at Outpatient Meals Diet1 it would show a list of all the available Diets to select from.

To set the system site parameters, use the Modify Site Parameters option.

1. Select the Dietetics Management Option: System Management. The following options appear:
   - DF: Create Dietetic File entry for all Inpatients
   - DL: Update Patient Dietetic Location
   - FP: Check File Pointers
   - PD: Purge Dietetic Data
   - RD: Recode Diets for all Inpatients
   - RI: Check Integrity of Routines
   - SP: Modify Site Parameters

2. Select the System Management Option: Modify Site Parameters by entering SP.

3. Select a printer for printing labels
   
   Select LABEL PRINTERS: HPLASERJET6-LABEL//
   LABEL PRINTERS: HPLASERJET6-LABEL//
   SIZE OF LABELS: 2-5/8 x 1 (Laser labels - 30 labels per sheet)//

4. Indicate whether it is a multidivisional site. The default is NO.
   MULTIDIVISIONAL SITE?: NO//

5. Enter a diet from the Diets file (#111) for each of the five fields that follow. You can enter up to 5 diets only; one in each field. Enter the diet name or enter ?? for a list of diets to choose from. These will be the only outpatient diets that are selectable for VA-outpatient locations with the OUTPATIENT MEAL DIET1 as the default outpatient diet. Non-VA outpatient locations will be able to order any diet from the Diets file.
   
   OUTPATIENT MEALS DIET1: 
   OUTPATIENT MEALS DIET2: 
   OUTPATIENT MEALS DIET3: 
   OUTPATIENT MEALS DIET4: 
   OUTPATIENT MEALS DIET5: 

6. Enter users who can authorize special meals. You can enter up to 5 users; one user in each field that follows. Enter a user’s name or enter ?? for a list of users from the NEW PERSON file (#200).
   
   AUTHORIZER 1: 
   AUTHORIZER 2: 
   AUTHORIZER 3:
7. Enter YES or NO at the class type field if you serve these types of meals at your facility.

EMPLOYEE CLASS:
PAID CLASS:
OOD CLASS:
VOLUNTEER CLASS:
GRATUITOUS CLASS:

8. Enter a dollar amount for each class type of meals that you serve at your facility. If you do not serve a particular type of meal, leave that charge-related field blank.

EMPLOYEE BREAKFAST CHARGE:
EMPLOYEE NOON CHARGE:
EMPLOYEE EVENING CHARGE:
PAID BREAKFAST CHARGE:
PAID NOON CHARGE:
PAID EVENING CHARGE:
OOD BREAKFAST CHARGE:
OOD NOON CHARGE:
OOD EVENING MEAL:
VOLUNTEER BREAKFAST CHARGE:
VOLUNTEER NOON CHARGE:
VOLUNTEER EVENING CHARGE:
GRATUITOUS BREAKFAST CHARGE:
GRATUITOUS NOON CHARGE:
GRATUITOUS EVENING CHARGE:

9. Enter YES or NO to indicate a tray ticket and whether there is a heading on the bottom of the ticket. The default is YES.

WILL YOU USE TRAY TICKETS?: YES/
HEADING ON BOTTOM OF TICKET?: YES/

Outpatient Locations

Outpatient locations are set up in the Nutrition Locations file (#119.6 - formerly Dietetic Ward file).

To set the outpatient locations, use the Enter/Edit Nutrition Locations option.

1. Select Dietetics Management Option: Dietetic Facilities. The following options appear:

   CE  Enter/Edit Communication Offices
   FE  Enter/Edit Production Facilities
   NE  Enter/Edit Supplemental Fdg. Sites
   SE  Enter/Edit Service Points
   SL  List Production/Service/Communication Facilities
   SP  Modify Site Parameters
   WE  Enter/Edit Nutrition Locations
   WL  List Nutrition Locations

2. Select Dietetic Facilities Option: Enter/Edit Nutrition Locations by entering WE.
3. Select WARD or OUTPATIENT for the type of location you wish to create.

WARD or OUTPATIENT LOCATION: OUTPATIENT

4. Enter the name of the Nutrition Location. As with previous versions of the software, this can be the name you want to use for Nutrition and Food Service purposes.

Select Dietetic Facilities Option: WE Enter/Edit Nutrition Locations
Select WARD or OUTPATIENT Location: Outpatient Location
Select NUTRITION LOCATION NAME: SBK TESTING LOCATION
Are you adding 'SBK TESTING LOCATION' as a new NUTRITION LOCATION (the 34TH)? No/

5. Enter YES, and the following appears:

NUTRITION LOCATION NAME: SBK TESTING LOCATION Replace

6. If desired, enter an associated Hospital Location from file #44. It is not required to link every Nutrition Location to an associated Hospital Location. However, for VA-inpatient and VA-outpatient locations, an associated Hospital Location is needed. You can associate multiple Hospital Locations with a Nutrition Location.

ASSOCIATED HOSPITAL LOCATION:

7. Enter YES

8. Enter the Tray Service Point. Type ?? to select from list of service points to choose from. If this field is populated, then the next field displays.

TRAY FORECAST %:

9. TRAY FORECAST %. This is the percentage of patients on the ward typically receiving tray service.

10. Enter the Cafeteria Service Point. Type ?? to select from list of service points to choose from. If this field is populated, then the next field displays.

CAFETERIA FORECAST %:

12. Enter the Dining Room Tray Service. Enter YES or NO for whether this location will use dining room tray service. If this field is set to YES, then the next field displays.

DINING ROOM FORECAST %:

14. Enter the Communication Office: Enter the Communication Office you want to link this location to, or enter ?? for list of Communication Offices.
15. Enter the Max # of Days.

**Note:** This field is optional. If used, it will be set to the maximum number of days ahead a recurring meal plan can be ordered; that is, if this field is set to 365, then when ordering a recurring meal, it cannot be ordered past one year from the ordering date. If the field is left NULL, then a default of 999 days is assumed. This field will be checked upon entering the FROM/TO dates in the order/Edit Outpatient Meals option.

16. Enter the Number of Days for Review.

**Note:** This field will be used for the Outpatient Meals Print Meal Plan Expiration List option. It may be set to a number of days, which will be used for review by the Max # of Days option; that is, if this field is set to 7, then when the Print Meal Plan Expiration List option is run, it will check for recurring meal plans that will be expiring within the next 7 days.

17. Enter the Non-VA Facility. Choose from YES (Y) or NO (N).

**Note:** This will be an optional YES/NO field that may be set when setting up new outpatient locations. If the field is set to YES, the Order/Edit Recurring Meal option will use this flag to allow selection of up to 5 diets from any diet in the Diets (#111) file. If the field is blank or set to NO, then the Order/Edit option will only allow selection of 1 diet from the 5 allowable diets set up in the site parameters.

18. Enter the Inpatient/Outpatient. Enter O for Outpatient Locations.

19. Enter the Print Order. Enter a numeric for the print order value.

20. Select Bulk Nourishments

The following fields are optional.

- # DAYS TO REVIEW NPO:
- # DAYS TO REVIEW TF:
- # DAYS TO REVIEW SF:
- # DAYS FOR STATUS AFTER ADMIT:
- # DAYS TO REVIEW STATUS I:
- # DAYS TO REVIEW STATUS II:
- # DAYS TO REVIEW STATUS III:
- # DAYS TO REVIEW STATUS IV:
- CAFETERIA ON TRAY TICKET:
- INACTIVE?:
## Glossary

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<tr>
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<th>Description</th>
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<tr>
<td>API</td>
<td>Application Programmer Interface</td>
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<tr>
<td>CPRS</td>
<td>Computerized Patient Record System</td>
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<tr>
<td>DFN</td>
<td>File Number—the local/facility patient record number (patient file internal entry number)</td>
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<tr>
<td>FDA</td>
<td>Food and Drug Administration</td>
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<tr>
<td>GUI</td>
<td>Graphical User Interface</td>
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<tr>
<td>HL7</td>
<td>Health Level 7</td>
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<tr>
<td>ICN</td>
<td>Integration Control Number, or national VA patient record number</td>
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<td>Information Management Group</td>
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<td>HSD&amp;D</td>
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<td>Officer of the Day</td>
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<td>Office of Information National Training and Education Office</td>
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<td>Patient Treatment File—refers to the VistA Inpatient File in the Local Registry Report, under “Reason Added”</td>
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