VA Eye Injury Data Store (VA EIDS)
User Guide

Department of Veterans Affairs
Office of Information and Technology (OI&T)

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1. Introduction

The Department of Veterans Affairs (VA) established the VA Eye Injury Data Store (VA EIDS) (formerly called the Military Eye Injury Registry, or MEVIR) in 2012 to transfer Veteran eye injury data into the Defense and Veterans Eye Injury and Vision Registry (DVEIVR). DVEIVR was developed by the Department of Defense (DoD) as the first ocular registry designed to be shared by the VA and DoD.

The VA EIDS is currently the primary data source of ocular and related data for Veterans of Operation Enduring Freedom, Operation Iraqi Freedom and Operation New Dawn (OEF/OIF/OND) being treated in VA medical and rehabilitation facilities. The VA EIDS collects and analyzes information from the Corporate Data Warehouse (CDW), including clinical data regarding ocular and related diagnoses, medical and surgical interventions, other treatments, rehabilitation, and restoration outcomes.

The VA EIDS enhancements effort provides improvements to better support the harmonization of data between VA and DoD and to enhance data entry by data abstractors. The system improvements ensure that the same data format is used by DoD and VA. The improvements also support eligibility determinations in relevant encounters, add new data fields (e.g., low vision and blind rehabilitation care), automate data transmission on a regular schedule, add the ability to filter records and create reports, and support accuracy in system reporting. The enhancements will also allow the DoD/VA Vision Center of Excellence (VCE) to develop initiatives to improve visual readiness, enhance treatments and outcomes, guide research, establish guidelines for care, and inform policy.

1.1. Purpose

The purpose of this user guide is to familiarize users with the features and navigational elements of the enhanced VA EIDS application.

1.1.1. Assumptions

The enhanced VA EIDS allows access by authenticated users on the Compensation and Pension Record Interchange (CAPRI) system, consisting of data abstractors, medical professionals (aka quality reviewers), subject matter experts (SMEs) and database administrators (DBAs). The intended users are assumed to have an educational level sufficient for daily duties and activities, with moderate to low technical expertise. The design of the enhancements will be user friendly per business owner input while still conforming to the Converged Registries Solution (CRS) framework and Veterans Health Administration (VHA) Office of Information & Technology (OI&T) standards, and will not warrant any additional technical acumen.

The intended users of the enhanced VA EIDS are described in the table below.

Table 1: User Access Levels

Intended User(s)	System Proficiency	Background / Experience	Technical Support / Maint Expertise	Access Privileges
Data Abstractors	Varies	High	Low	Varies

Intended User(s)	System Proficiency	Background / Experience	Technical Support / Maint Expertise	Access Privileges
Medical Professionals (Quality Reviewers)	Varies	High	Low	Varies
Subject Matter Experts	Varies	High	Low	Varies
Database Administrators	High	High	High	Full

1.1.2. Coordination

The organizations that require coordination for VA EIDS include the Registries Sustainment team and the Austin Information Technology Center (AITC).

Security measures are upheld by AITC. The schedule of coordination activities is the timeframe of the VA EIDS enhancements warranty and VA EIDS sustainment activities.

1.1.3. References and Resources

The formal documentation for the enhanced VA EIDS is located in the Technical Service Project Repository (TSPR) project notebook:

REDACTED

1.2. National Service Desk and Organizational Contacts

Help desk services are provided by the National Service Desk (NSD).

Calls to the NSD should state that the user is working with the Converged Registries Solution and the VA Eye Injury Data Store. The NSD will then direct the trouble ticket to AITC, who will use established procedures to direct the problem to the CRS sustainment team.

2. System Summary

The user interface for the enhanced VA EIDS is a standard Web interface that provides optimized data abstraction and reporting tools with a variety of filtering and sorting capabilities, including the following features:

- VA EIDS My Tasks Dashboard
- VA EIDS Referrals
- VA EIDS Reporting Tools
- VA EIDS Administration

These features are described in detail in this User Guide.

2.1. System Configuration

The enhanced VA EIDS Registry, residing on the CRS platform, consists of three system environments: Development (Dev), Pre-Production (Pre-Prod, including Staging and SQA) and Production (Prod). These environments are located at AITC, whose system administrators and IT specialists, service, administer, and maintain the hardware and software.

The figure below describes the VA Wide Area Network (WAN) Infrastructure.

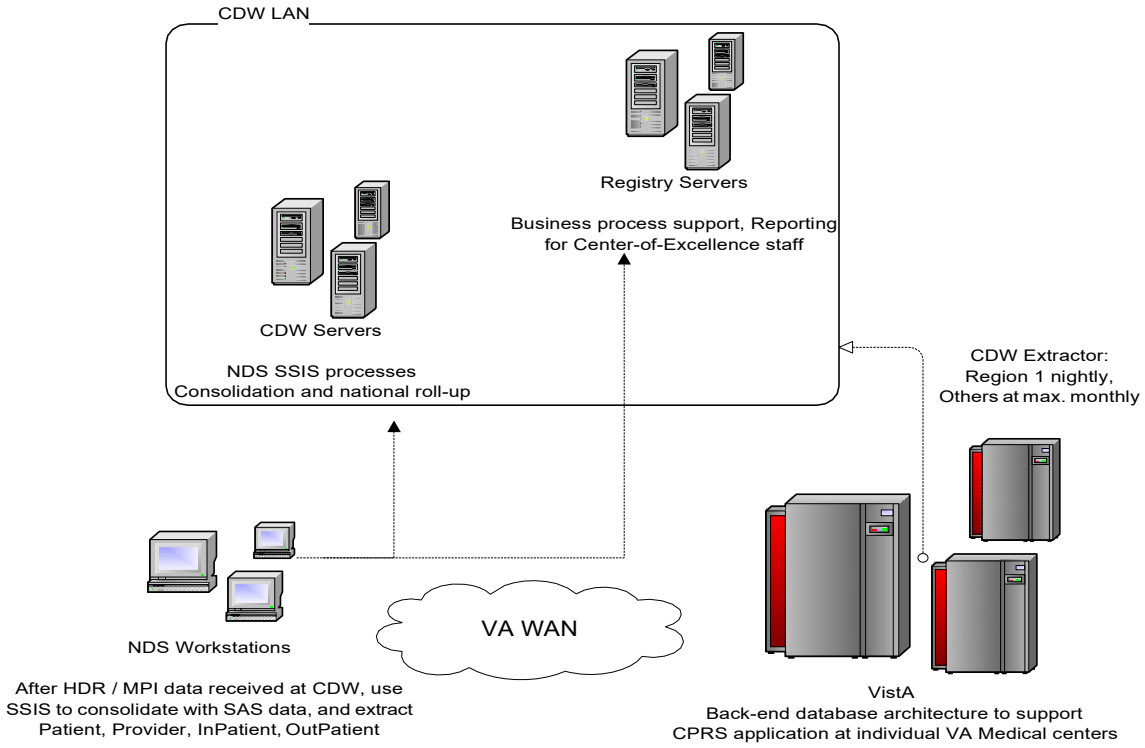

Figure 1: WAN Infrastructure

2.2. Data Flows

The figure below shows the VA EIDS business process and data flow.

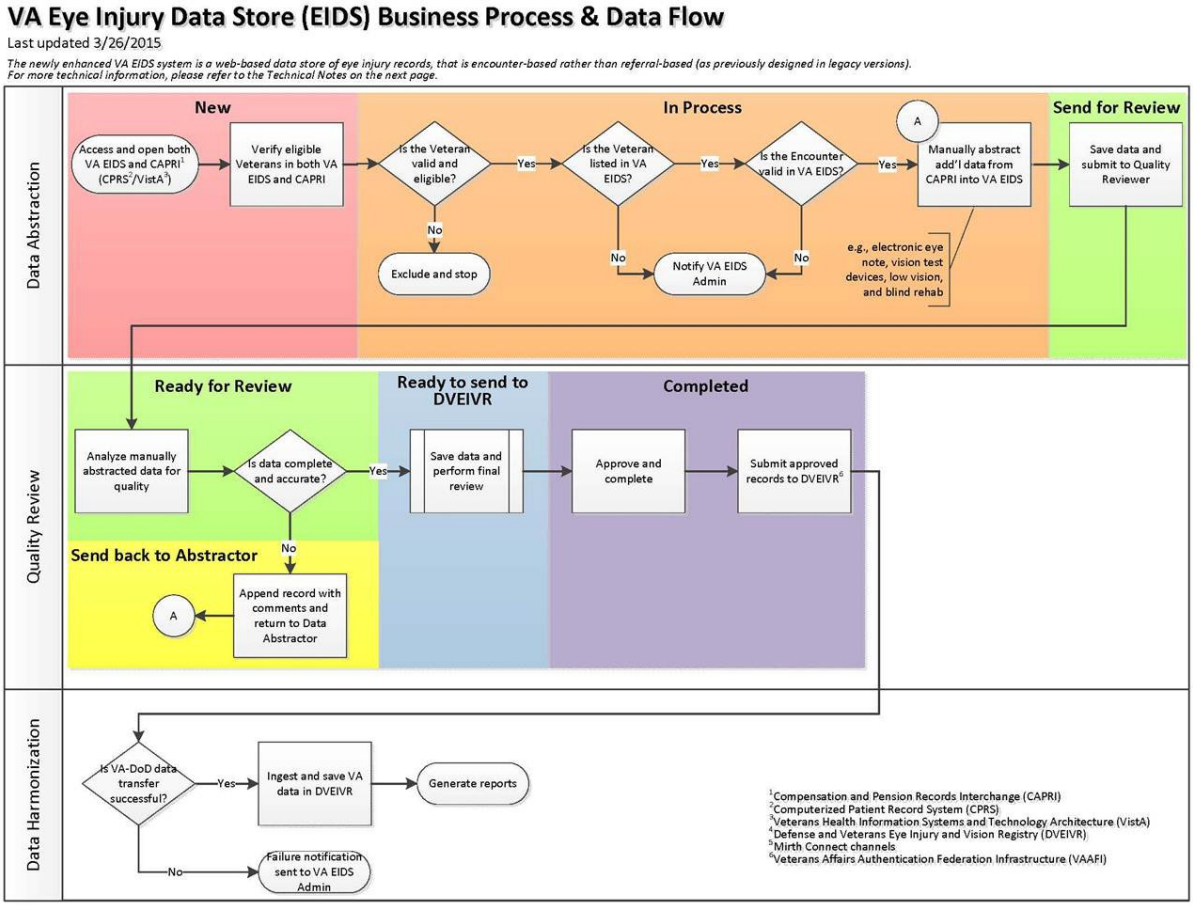

Figure 2: VA EIDS Business Process & Data Flow

2.3. User Access Levels

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Intended User(s)	System Proficiency	Background / Experience	Technical Support / Maint Expertise	Access Privileges
Data Abstractors	Varies	High	Low	Varies
Medical Professionals (Quality Reviewers)	Varies	High	Low	Varies
Subject Matter Experts	Varies	High	Low	Varies
Database Administrator	High	High	High	Full

CRS further provides for the following three layers of access:

- **Enterprise Access**: To be granted to users requiring reports and information on an enterprise level. Enterprise access will also include access to the VISN local levels.
- **VISN Access**: To be granted to users requiring reports and information on a VISN-specific level. The access will be restricted to reports and information from that user's assigned VISN. VISN level access will also include local level functionality for sites within the VISN.
- **Local Level**: To be granted to users requiring reports and information on a local level. Users with local access will be restricted to reports and information for their assigned location. Local users will not have access to VISN or enterprise reports or information. Local level is the most restrictive level of access.

2.4. Continuity of Operation

Continuity of operations in the event of an emergency, disaster, or accident is handled by AITC procedures.

3. Getting Started

3.1. Logging On

VA EIDS is a Web-based intranet registry that allows access to authenticated users on the CRS architectural platform. No separate login procedure is required once the user has been given access to the VA EIDS intranet site application.

VA EIDS requires Internet Explorer (IE) versions 6.0 or higher.

3.2. System Menu

The main system menu is found at the top of the VA EIDS landing page (My Tasks).

3.3. Navigation

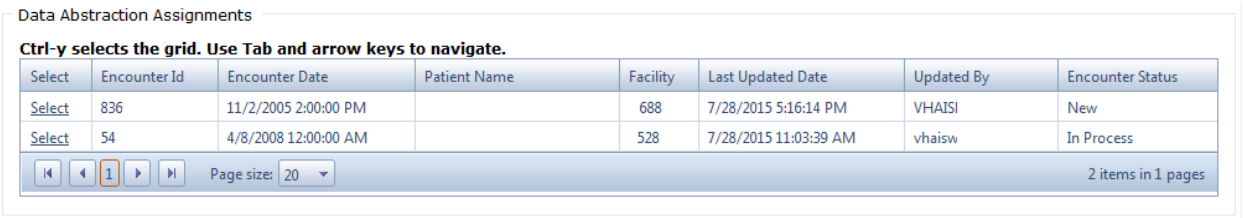
As a Web-based application, VA EIDS provides easy browser-based navigation between tabs and pages.

- To navigate directly to a top-level page from any other location, click the corresponding menu link at the top of the page.

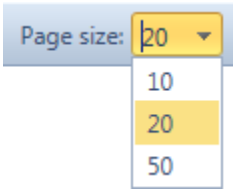
Navigation is also aided by the breadcrumb trail at the top of each view. Click the desired link to navigate to that level.

Clicking the browser Back and Next buttons will navigate back and forth between the previous and next page.

VA EIDS also provides easy grid navigation using the mouse or keyboard.



- Press Ctrl+Y to select the grid, and press the Tab or arrow keys to navigate between items.
- Click the Previous and Next buttons to go back and forth between pages sequentially, or click the desired page number to open it.
- Click the First and Last buttons to jump to the first or last page.
- To set the number of rows to display on one page, make the selection from the **Page Size** list:



- A grid can be sorted by column in ascending or descending order by clicking the column.

3.4. Changing User ID and Password

As a Web-based VA intranet registry application, users log in with their VA network credentials. User IDs and passwords are not administered by VA EIDS, and thus no specific procedures for changing the User IDs and passwords are required.

3.5. Exit System

- To exit the system, simply close the browser window.

3.6. Caveats and Exceptions

N/A

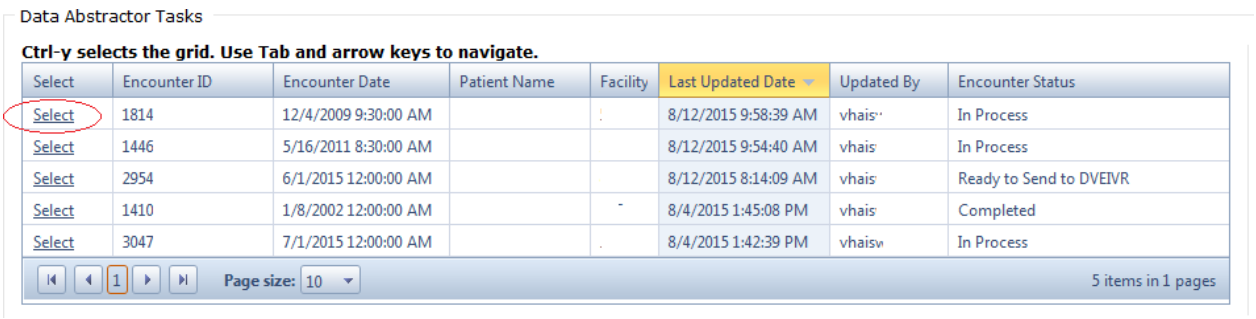
4. Data Abstractor Views

VA EIDS users with the role of Data Abstractor have the ability to search for and update assigned encounters, create new encounters, and submit encounters for review. These operations are outlined in this section.

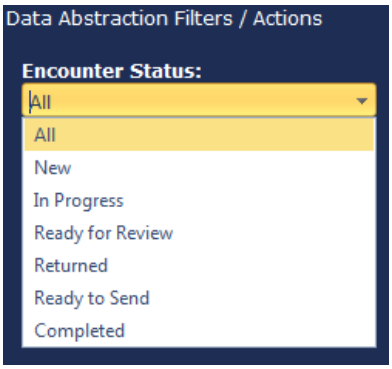
4.1. My Tasks

The My Tasks page is the landing page for VA EIDS. This page allows the data abstractor to view currently assigned tasks and to filter them by status.

Data Abstractor Tasks: This grid shows the current list of encounters assigned to the data abstractor.



To filter the list of encounters: Select the desired status from the Encounter Status list (default setting = All). The status fields are as follows:



- **New**: A newly assigned, unprocessed record.
- **In Progress**: A record that is currently being processed and is not yet ready for review.
- **Ready for Review**: A record that has been submitted for review and is now read only. This signifies that the record has been moved to the quality reviewer's queue and cannot be edited by the data abstractor.
- **Returned**: A record that has been returned by the quality

reviewer with comments. The data abstractor will then go back into the record, address the comments, and re-submit for review.

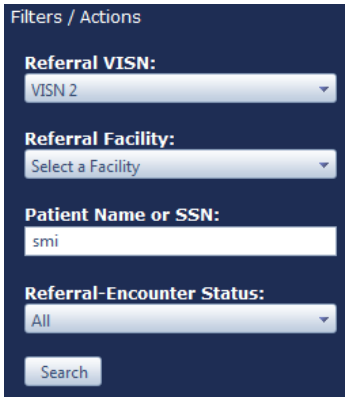
- **Ready to Send**: A read-only record that has been reviewed and approved, and put into the queue for transmission to DVEIVR.
- **Completed**: A read-only record that has been transferred to DVEIVR.

4.2. Finding/Opening an Encounter

To open and update an encounter that has already been assigned, click the corresponding **Select** link in the Data Abstractor Tasks grid.

-Or-

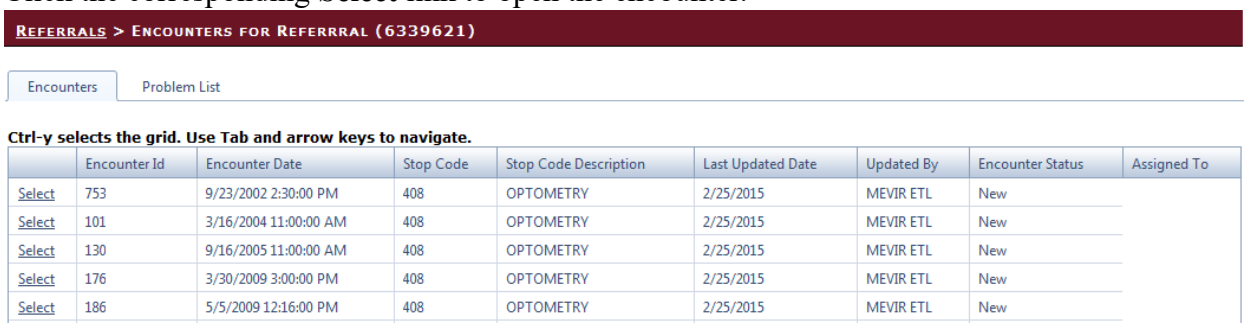
If the encounter hasn't been assigned yet, search for it as follows:



1. Click **Referrals** in the main menu.
2. Apply the corresponding filters:
   - VISN: Select the VISN from the drop-down list.
   - Facility: Select the Facility from the drop-down list.
   - Patient Name or SSN: Type all or part of the name of the patient or their Social Security number.
   - Status: Select the status from the drop-down list.
3. Click **Search**. The grid will display the list of matching patients.

Select	Referral Id	Referral STS Id	Referral Date	SSN	Patient Name	Station Number	Visn Name	Total Encounter Count
Select	636	11	2/19/2015 3:58:03 PM		AARON,		9	3
Select	1	11	6/15/2011 1:56:36 PM		AARON,		9	1
Select	124	11	7/22/2015 3:13:21 PM		AARON,		9	12

4. Click the corresponding **Select** link to open the Encounters for Referral page for that patient. This view displays two tabs: Encounters and Problem List.
   - The Encounters grid displays the list of all encounters recorded for the patient, while the Problem List is a read-only list of health issues recorded for the patient.
   - If the encounter is a new, unassigned record, the **Assigned To** field will be blank.
5. Click the corresponding **Select** link to open the encounter.

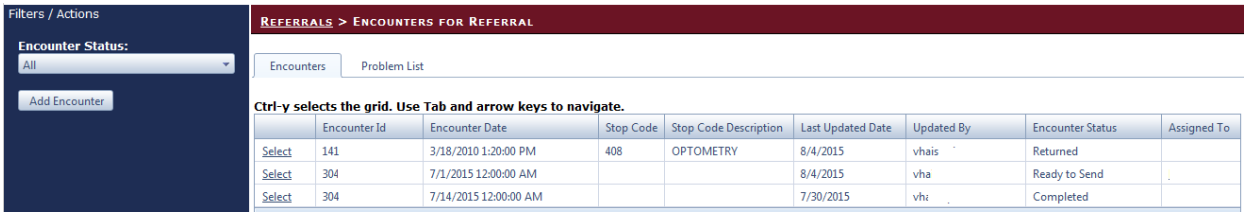


	Encounter Id	Encounter Date	Stop Code	Stop Code Description	Last Updated Date	Updated By	Encounter Status	Assigned To
Select	753	9/23/2002 2:30:00 PM	408	OPTOMETRY	2/25/2015	MEVIR ETL	New	
Select	101	3/16/2004 11:00:00 AM	408	OPTOMETRY	2/25/2015	MEVIR ETL	New	
Select	130	9/16/2005 11:00:00 AM	408	OPTOMETRY	2/25/2015	MEVIR ETL	New	
Select	176	3/30/2009 3:00:00 PM	408	OPTOMETRY	2/25/2015	MEVIR ETL	New	
Select	186	5/5/2009 12:16:00 PM	408	OPTOMETRY	2/25/2015	MEVIR ETL	New	

NOTE: Once an encounter is saved, it becomes assigned to the data abstractor who saved it, and the encounter will be added to the list of tasks on the My Tasks page.

4.3. Adding a New Encounter

The Encounters for Referral page described on the previous page also allows users to add a new encounter for the current patient.

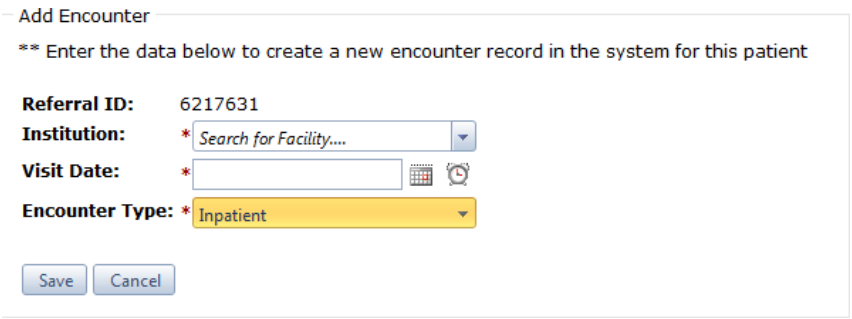


To add an encounter

1. Click **Add Encounter** on the Filters/Actions menu.
2. Complete the following fields:
   - **Referral ID**: This ID is used by the VA EIDS application and is automatically assigned.
   - **Institution** (required): Select the VISN and Facility from the drop-down list.
   - **Visit Date** (required): Enter the date of the encounter, in M/D/YYYY format, followed by the time (standard or military). The date can be spelled out, but it will revert to numerical format. Military time will revert to standard.

     -Or-

     Use the Date and Time pickers to select the date and time.
   - **Encounter Type** (required): Select the visit type, Outpatient or Inpatient.

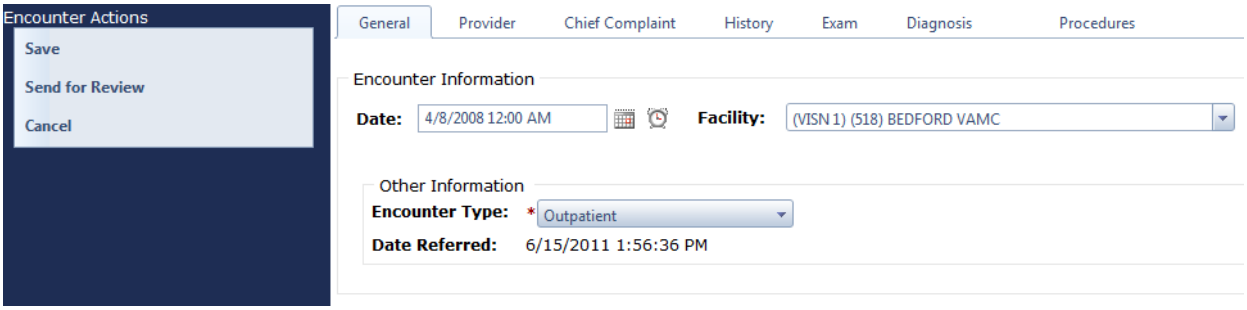


3. Click **Save** to save the changes, or **Cancel** to exit without saving.

4.4. Updating an Encounter

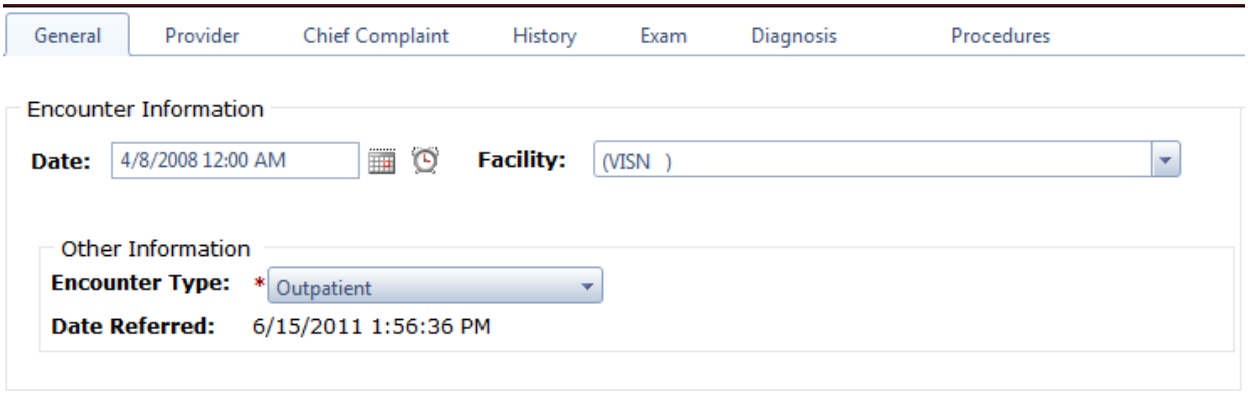
Upon opening an encounter, the record will display seven (7) tabbed pages, while the Encounter Actions menu allows the data abstractor to Save or Cancel any changes made to the record. The menu also allows the data abstractor to submit an updated record for review.

Note: Updates must be saved by clicking the **Save** button on the Encounter Actions menu before navigating to a new tab.



4.4.1. General Tab

The General tab provides general information about the date of the encounter, as well as the facility, outpatient/inpatient status, and the original referral date.



To edit General information

1. Set the following fields:
   - **Date**: Enter the date of the encounter, in M/D/YYYY format, followed by the time (standard or military). The date can be spelled out, but it will revert to numerical format. Military time will revert to standard.

     -Or-

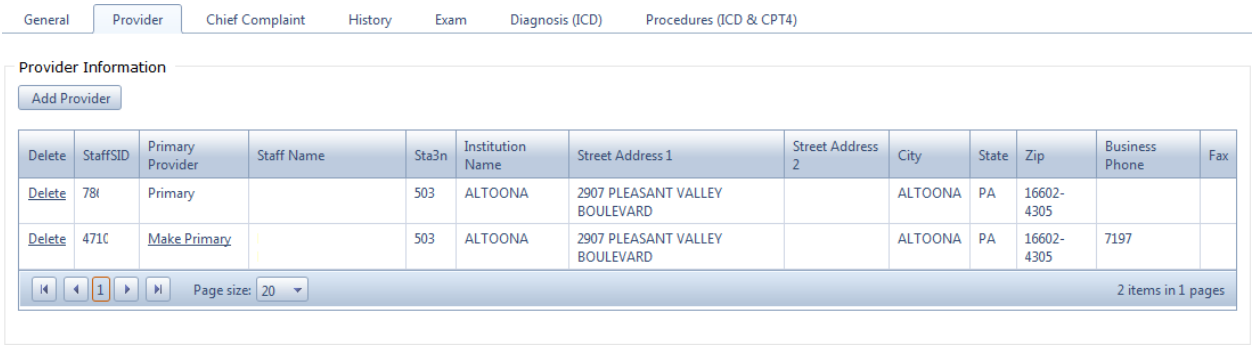
     Use the Date and Time pickers to select the date and time.
   - **Facility**: Select the facility from the drop-down list.

- **Encounter Type** (required): Select the visit type, Outpatient (default setting) or Inpatient from the drop-down list.

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

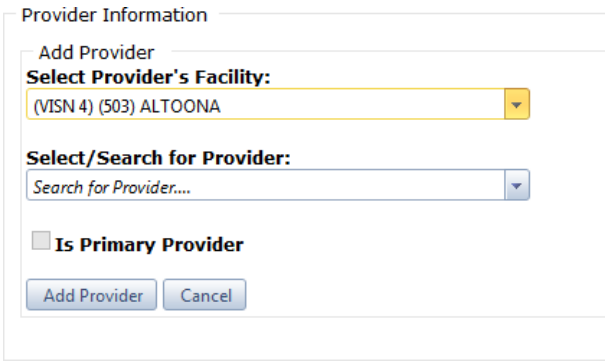
4.4.2. Provider Tab

The Provider tab allows the data abstractor to add or remove providers, and to designate a provider as the Primary.



To add a Provider

1. Click **Add Provider**. This will open the Provider Information page.



2. Set the following fields:
   - **Facility**: Select the facility from the drop-down list.
   - **Provider**: Select the provider from the drop-down list, or type all or part of the provider's name in the text box to bring up matches.
   - **Is Primary Provider**: Select the check box to designate this provider as the primary provider. The check box will not be selectable if another provider has already been designated as the primary.
3. Click **Add Provider** to save the provider information, or click **Cancel** to return to the Provider Information page with no changes.

To remove a provider

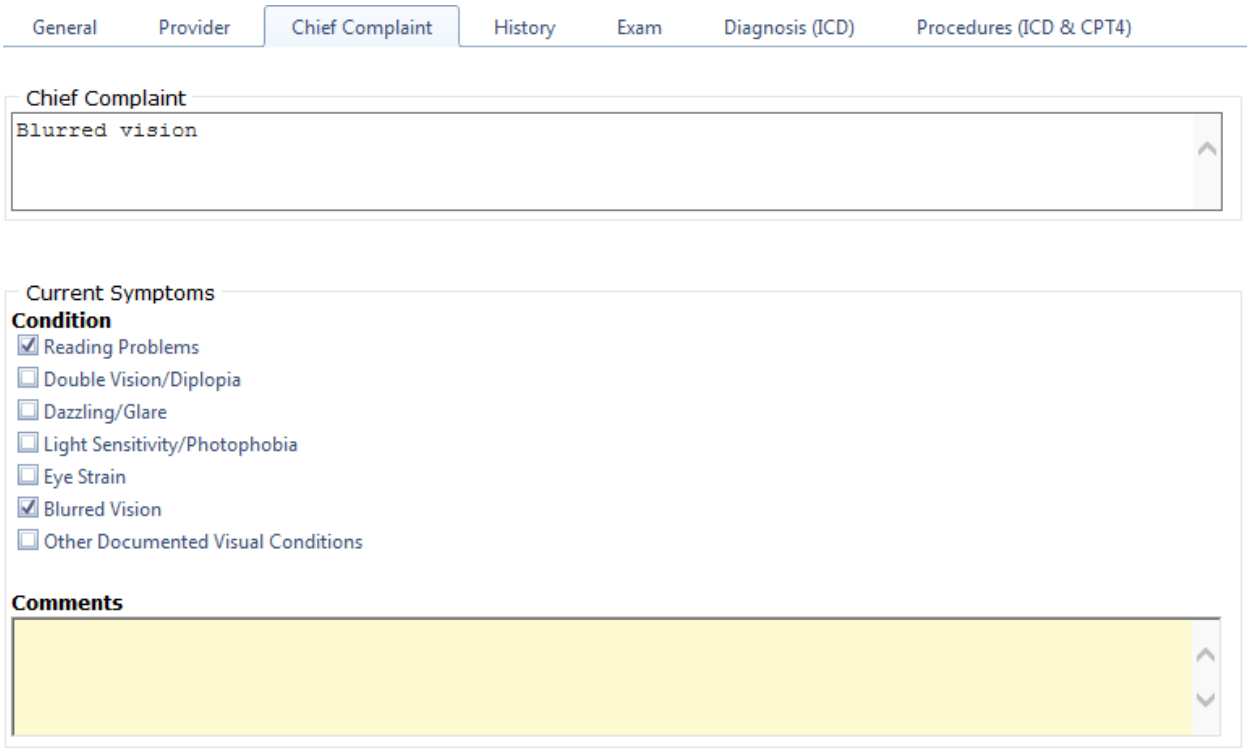
- Click the corresponding **Delete** link, and then click **OK** to confirm, or **Cancel** to cancel out.

To designate a provider as the primary provider

- Click the corresponding **Make Primary** link.

4.4.3. Chief Complaint Tab

The Chief Complaint tab allows the data abstractor to enter information about the patient's chief complaint, or main reason for making the visit.

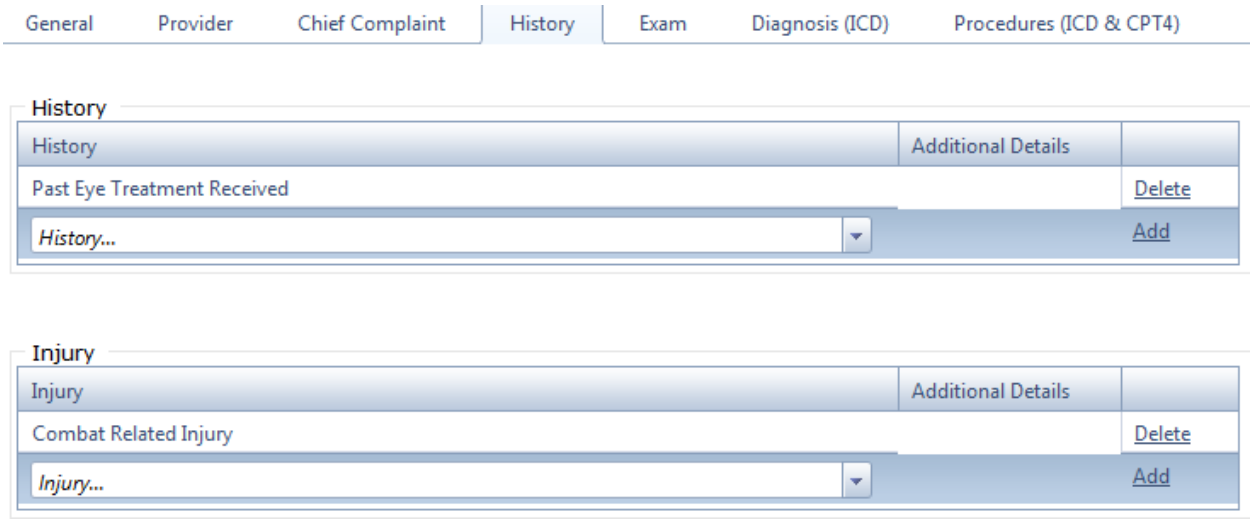


To enter information:

1. Complete the following fields, where applicable:
   - **Chief Complaint**: Enter the patient's main reason for the visit in the free text field.
   - **Current Symptoms**: Select all check boxes that correspond to the patient's current symptoms.
   - **Comments**: Type additional comments related to the encounter in the free text field.
2. Click **Save** to save the information, or **Cancel** to cancel out.

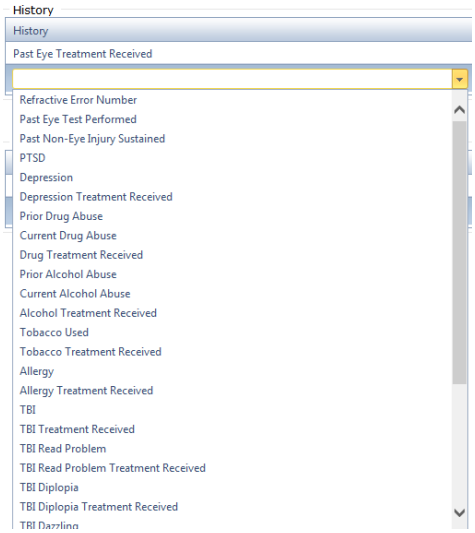
4.4.4. History Tab

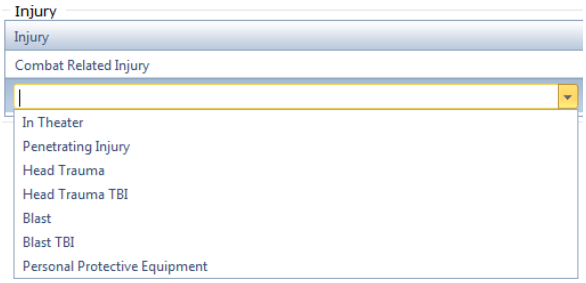
The History tab allows the data abstractor to record information about the patient's medical history and/or injuries.



To enter patient history

1. Select from the following drop-down lists, where applicable:
   - **History**: Select the corresponding condition and click **Add**.
   - **Injury**: Select the corresponding injury and click **Add**.

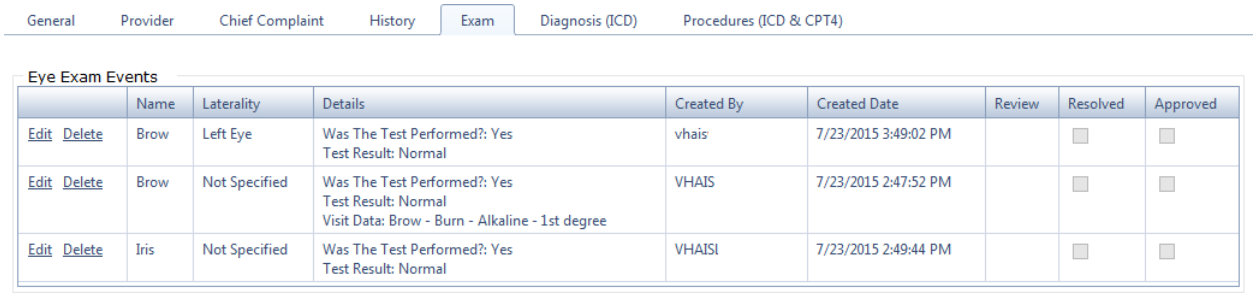




2. To remove an item, click the corresponding **Delete** link.

4.4.5. Exam Tab

The Exam tab allows the data abstractor to add, edit, or delete medical events and procedures associated with the patient visit.



4.4.5.1. Adding, Editing and Deleting Events

To add a new event

1. Select the event from the Event Type list.

2. Enter the corresponding information for the event. The available fields differ depending on the event, as shown in Table 3.
3. Click **Save** to save the event details.

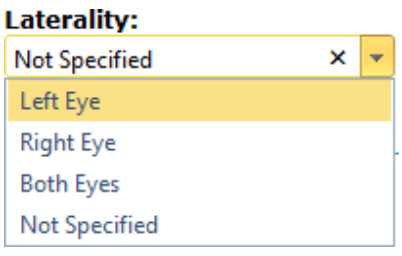
To edit an event

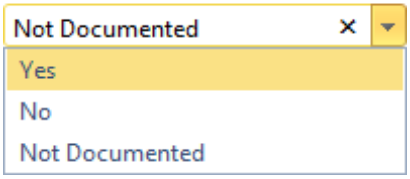
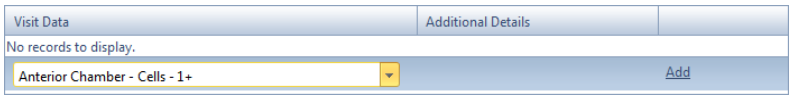
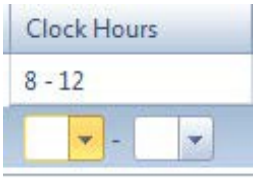
1. Click the corresponding **Edit** link.
2. Make the necessary revisions by selecting from the drop-down fields. The available fields differ depending on the event, as shown in Table 3.
3. Click **Update** to apply the edits, or **Cancel** to exit without saving.

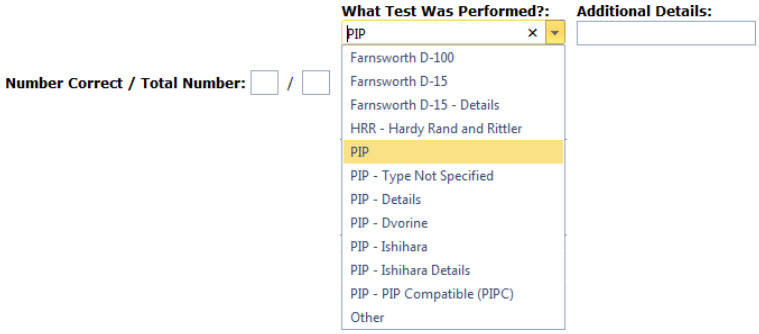
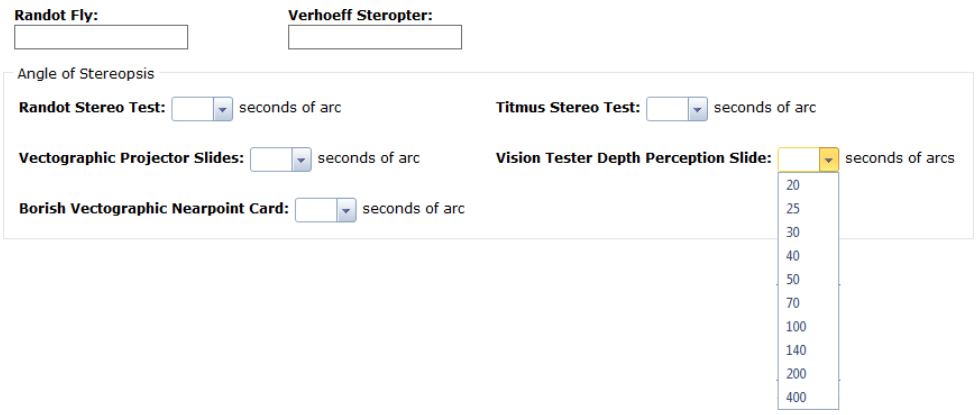
To delete an event

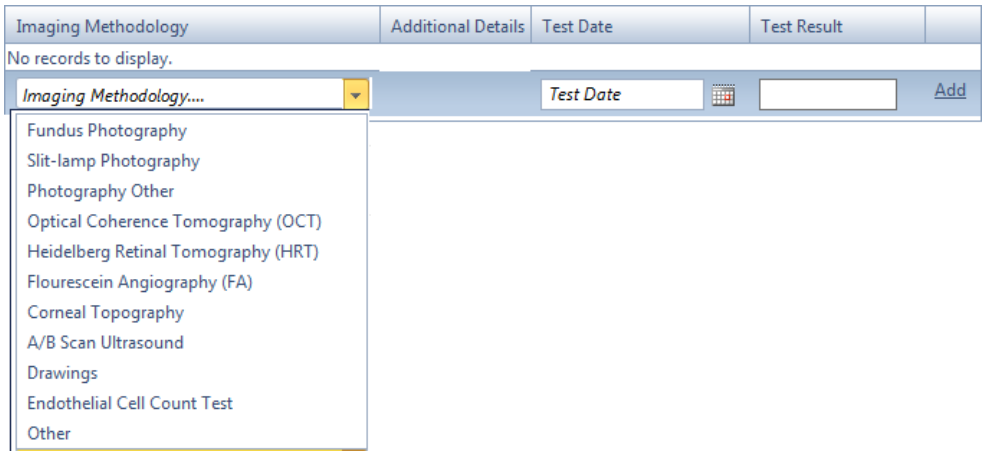
- Click the corresponding **Delete** link, and then click **Yes** when prompted to confirm.

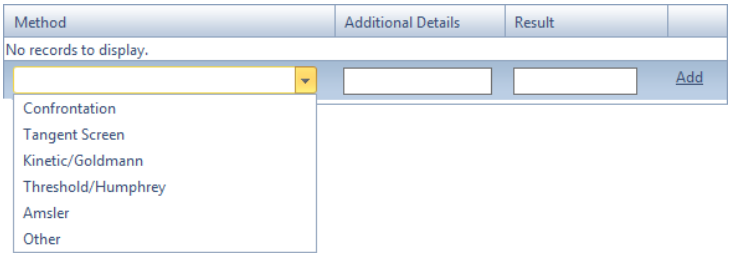
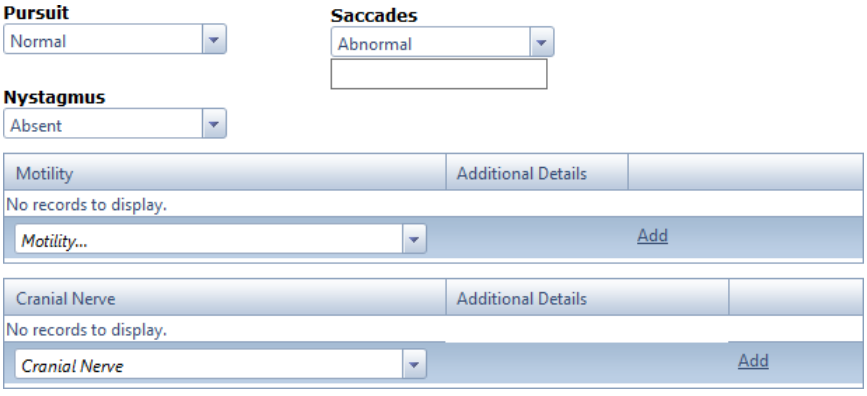
Table 3: Exam Tab Events and Fields

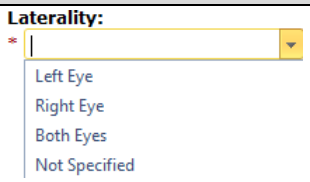
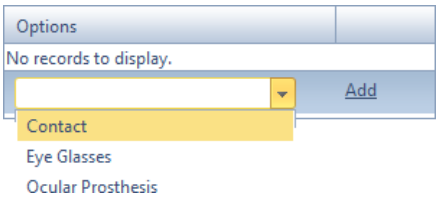
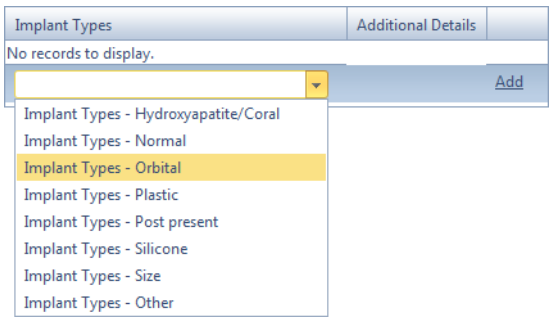
Event	Fields
Angle Recession Anterior Chamber Brow Confrontation Visual Fields Conjunctiva Cornea Depth Perception Functional Testing Field Globe	**Laterality**: Select the affected eye, i.e., left, right, both, or not specified.  **Was the Test Performed**? Select Yes, No, or Not Documented.

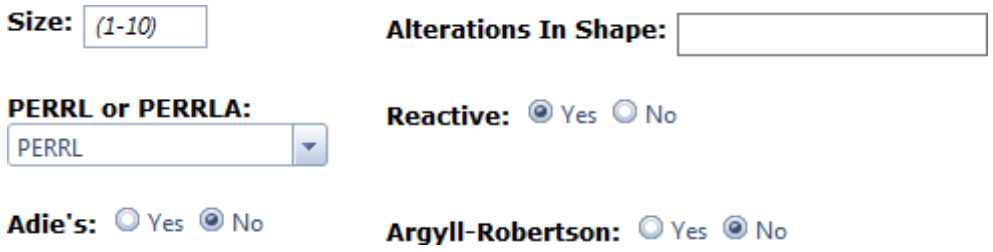
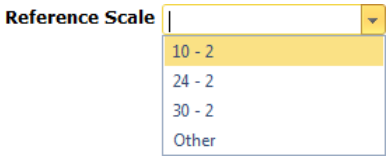
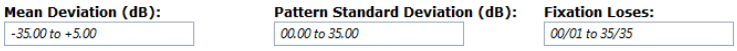
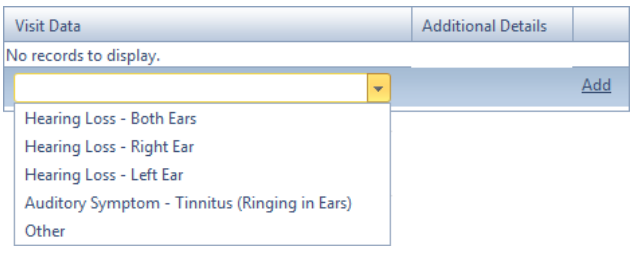
Event	Fields
Intraocular Pressure Iris Kinetic Visual Fields Lens Lids Motility Extraocular Muscles Optic Disc Orbit Pupil Relative Afferent Pupil Defect Retina Scelera Static Threshold Perimetry Visual Acuity Vitreous	**Was The Test Performed?:**  Selecting "Yes" will display the Test Result and Visit Data fields: **Test Result**: Select the result, i.e., Normal or Abnormal. **Test Result:** **Visit Data**: Select the corresponding test data from the drop-down list and click **Add**.  **Comments**: Type additional clinical comments in the free text field. Some events provide additional data fields, as outlined further in this table.
Angle Recession	**Visit Data** *(visible when the "Was the Test Performed?" field is set to Yes)* Select the event detail from the drop-down list. **Clock Hours**: Select the number of clock hours (1 – 12) of angle recession from the two drop-down lists. 

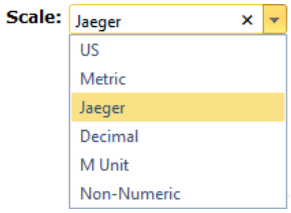
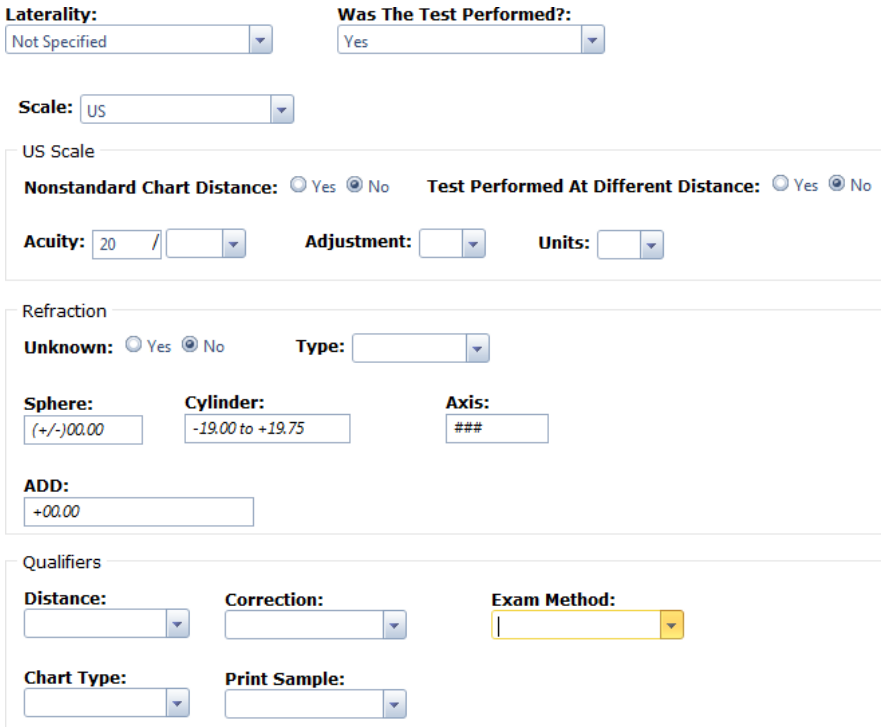
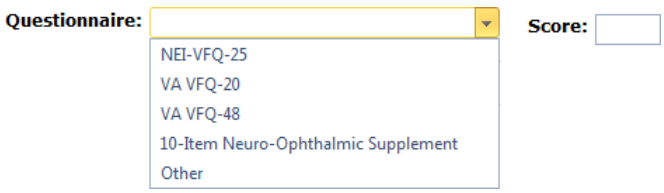
Event	Fields
Color Vision	**What Test was Performed / Additional Details**: Select the corresponding test and type any additional details in the free text field. **Number Correct / Total Number**: Type the corresponding numbers in the text fields. 
Depth Perception	**Depth Perception** *(visible when the "Was the Test Performed?" field is set to Yes)* **Randot Fly / Verboeff Stereopter**: Type information related to the corresponding test types in the free text fields. **Angle of Stereopsis**: Select the test results, in seconds of arc, from the corresponding drop-down lists. 
Functional Testing Field	**Functional Testing Field** *(visible when the "Was the Test Performed?" field is set to Yes)* Enter the Functional Testing field results in the indicated formats.

Event	Fields
	Vergence Ranges: ##/##/## **Near Point of Convergence:** (1-99) **Accommodative Amplitude:** (1-99) **Accommodative Ranges (NRA/PRA)** -#.##/+#.## **Refraction Results For Fused Cross Cylinder** +#.##
Imaging Ancillary Testing	**Imaging Ancillary Testing** **Imaging Methodology**: Select the imaging methodology from the drop down list. **Test Date**: Enter the test date in M/D/YYYY format. The date can be spelled out, but it will revert to numerical format. -Or- Use the **Date** selector to select the test date. **Test Result**: Type the information about the test result in the free text field.  Click the **Add** link to add the record to the image testing list.
Intraocular Pressure	**Intraocular Pressure** *(visible when the "Was the Test Performed?" field is set to Yes)* Type the corresponding information into the free text fields, i.e., Method, Comments, Number (0-99). Type the time into the text field (standard time will be converted to military), or use the clock to select the time.

Event	Fields
Kinetic Visual Fields	**Kinetic Visual Fields** **Methodology**: Select the field kinetic testing methodology from the drop down list. **Result**: Type the information about the test result in the free text field.  Click the **Add** link to add the record to the test method list.
Motility Extraocular Muscles	**Motility Extraocular Detail** *(visible when the "Was the Test Performed?" field is set to Yes)* Select the corresponding eye movement details from the drop-down lists. If "Abnormal" is selected for Saccades, this enables a free text area for additional comments. To add additional records, select the corresponding condition from the Motility and Cranial Nerve lists and click **Add t**o add the record to the list. 
Prosthetic Devices Ordered	**Prosthetic Devices Ordered** **Laterality**: Select the affected eye from the drop-down list.

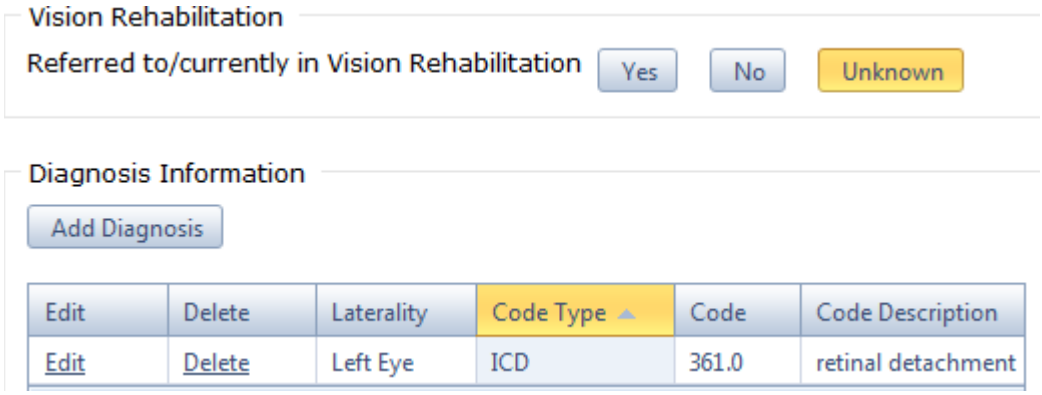
Event	Fields
	 **Options**: Select the type of prosthesis from the drop-down list and click Add to add it to the list of devices.  **Implant Types**: Select the implant type from the drop-down list and click **Add** to add it to the list of implants. 
Pupil	**Pupil** *(visible when the "Was the Test Performed?" field is set to Yes)* **Size**: Type the pupil size (1-10) in the text field. **Alterations in Shape**: Type additional information into this free text field. **PERRL or PERRLA / Reactive**: Select the corresponding assessment and reactive setting. **Adie's / Argyll-Robertson**: Click **Yes** or **No** for the presence of Adie's syndrome or Argyll-Robertson pupil.

Event	Fields
	
Relative Afferent Pupil Defect	*(Visible when the "Was the Test Performed?" field is set to Yes)* **Relative Afferent Pupil Defect**: Select Yes or No for the presence of the condition. **ADP**: Select the ADP status, i.e., Negative or Positive.
Static Threshold Perimetry	**Static Threshold Perimetry** *(visible when the "Was the Test Performed?" field is set to Yes)* **Reference Scale**: Select the reference scale from the list.  **Deviation / Fixation Losses**: Type the mean and pattern standard deviations, as well as the fixation losses in the indicated format. 
Symptoms	**Visit Data**: Select the symptom data and click **Add** to add it to the list. 

Event	Fields
Visual Acuity	**Visual Acuity** *(visible when the "Was the Test Performed?" field is set to Yes)* **Scale**: Select the standard of measurement from the drop-down list.  Enter the corresponding information for the selected scale. The exact selections differ depending on which scale is chosen, but all scales show areas for Scale, Refraction and Qualifiers. The example below shows selections for the Jaeger scale. 
Visual Functioning Questionnaire	**Questionnaire / Score**: Select the visual functioning questionnaire and enter the corresponding score. 

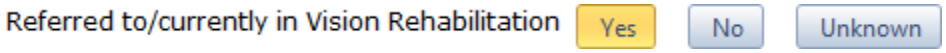
4.4.6. Diagnosis Tab

The Diagnosis tab allows the data abstractor to add, edit, and delete information about the patient diagnosis, and to indicate whether the patient is in vision rehabilitation.



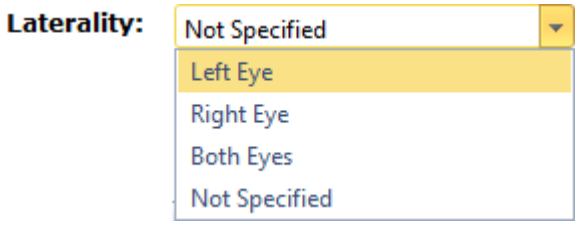
To set the status of vision rehabilitation

- Click the **Yes**, **No** or **Unknown** button.

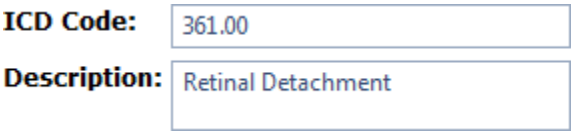


To add a diagnosis

1. Click **Add Diagnosis**.
2. Use the following fields:
   - Laterality: Select the laterality, i.e., Left Eye, Right Eye, Both or Not Specified.



   - **ICD Code / Description**: Type the ICD-9 or ICD-10 code in the text field.



3. Click **Add Diagnosis** to add the diagnosis to the list, or **Cancel** to exit without retaining the settings.
4. Click **Save** on the Encounter Actions menu to save, or **Cancel** to exit without saving.

To edit a diagnosis

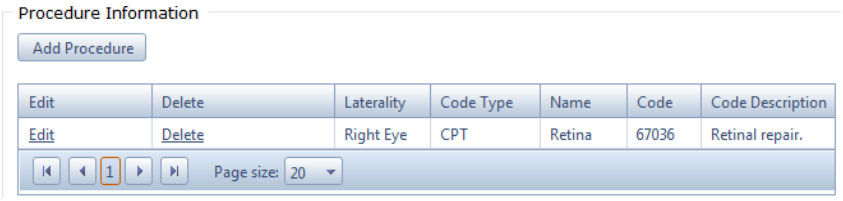
1. Click the corresponding **Edit** button
2. Edit the fields as described above.
3. Click **Update** to apply the revisions, or **Cancel** to exit without retaining the settings.
4. Click **Save** on the Encounter Actions menu to save, or **Cancel** to exit without saving.

To remove a diagnosis

- Click the corresponding **Delete** link, and then click **OK** when prompted to confirm.

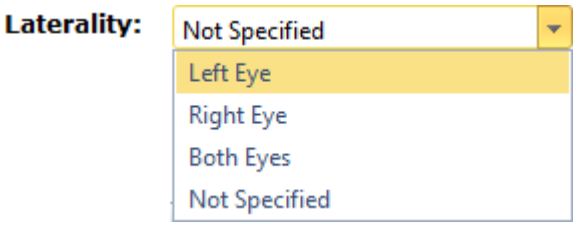
4.4.7. Procedures Tab

The Procedures tab allows the data abstractor to add, edit, and delete information about any procedures that were performed.

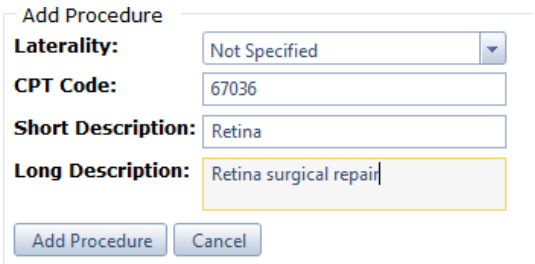


To add a procedure

1. Click **Add Procedure**.
2. Use the following fields:
    - Laterality: Select the laterality, i.e., Left Eye, Right Eye, Both or Not Specified.



    - **CPT Code**: Type the CPT code in the free text field.
    - **Short / Long Description**: Type the Name and Description in the free text fields.



3. Click **Add Procedure** to add the procedure to the list, or **Cancel** to exit without retaining the settings.
4. Click **Save** on the Encounter Actions menu to save, or **Cancel** to exit without saving.

To edit a procedure

5. Click the corresponding **Edit** button
6. Edit the fields as described above.
7. Click **Update** to apply the revisions, or **Cancel** to exit without retaining the settings.
8. Click **Save** on the Encounter Actions menu to save, or **Cancel** to exit without saving.

To remove a procedure

- Click the corresponding **Delete** link, and then click **OK** when prompted to confirm.

4.5. Submitting an Encounter for Review

Once all the relevant encounter information has been entered into the record, the encounter is ready for review.

To submit an encounter for review

- Click the **Send for Review** link on the Encounter Actions menu.

The Encounter Status will now be marked as Ready for Review in the My Tasks grid.

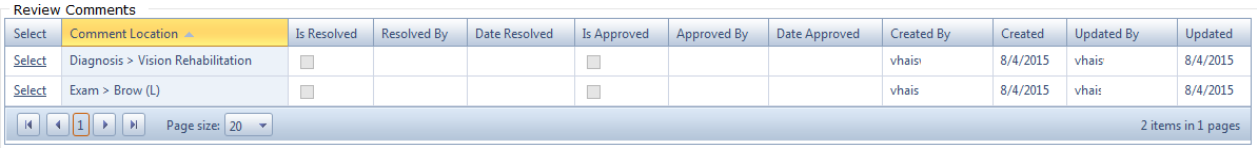
The encounter cannot be edited when marked as Ready for Review.

4.6. Updating an Encounter after Review

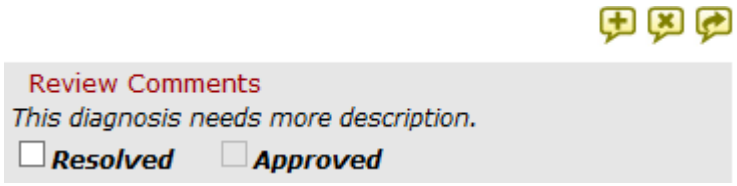
When the quality reviewer returns an encounter to the data abstractor for revision, the Encounter Status will be marked as Returned in the My Tasks grid.

To update an encounter after review

1. Click the corresponding **Select** link.
2. Go to the General tab to view the Review Comments grid. This grid will list all the comments that were added by the quality reviewer, including the tab where the comment can be located.



3. Click the corresponding Select link to go directly to the location where the review comment was added. The comment will be visible at the top of the page.



   - To expand the comment if it is not visible, click the **Expand** button.
   - To close the comment, click the **Close** button.
   - To save the comment, click the **Save** button.
   - NOTE: Any changes made to the Review Comments area will not be saved unless the Save button is clicked. That is, clicking the Save button on the Encounter Actions menu will not save these changes.
4. Make the necessary revisions to the encounter based on the review comment.

5. Once the comment has been addressed, click (select) the **Resolved** check box and click the Save button to save the changes.
6. When all comments have been addressed and the encounter is ready to be re-submitted, click the **Send for Review** link on the Encounter Actions menu.
7. The quality reviewer will review the encounter, locating each comment and marking off the **Approved** check box for each revision that is approved.

The status of all comments will be visible in the Is Resolved and Is Approved columns of the Review Comments grid.

5. Medical Professional (Quality Reviewer) Views

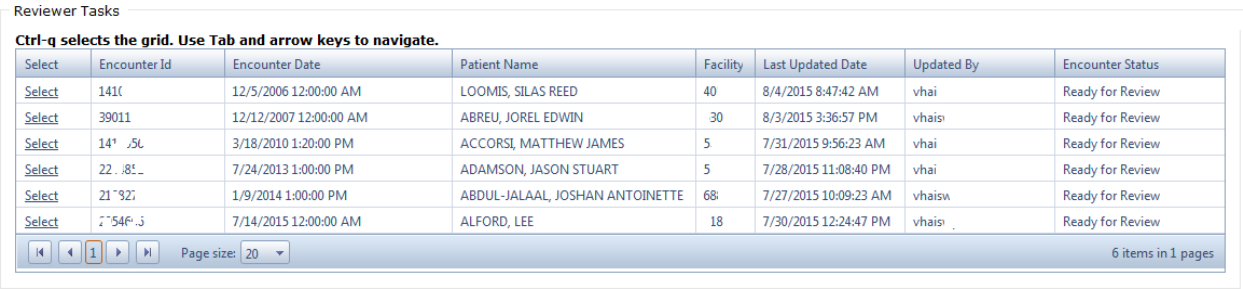
Users with the role of Medical Professional have all the same permissions and abilities as users in the Data Abstractor role. That is, they can search for and create new encounters, edit encounters, and perform all the functions outlined in Section 4.

Users with the role of Medical Professional have the additional ability to review and approve encounters that have been submitted for review; add comments to encounters and return them to the data abstractor for further processing; and submit completed, approved encounters to DVEIVR. All of these operations are outlined in this section.

5.1. My Tasks

The My Tasks page is the landing page for VA EIDS. This page allows the medical professional/quality reviewer to view tasks.

Reviewer Tasks: This grid shows the current list of encounters that are ready for review. These encounters have an Encounter Status of "Ready for Review" and can be reviewed by any quality reviewer.



5.2. Adding Review Comments

Review comments can be added in the following tabs: Chief Complaint, History, Exam, and Diagnosis.

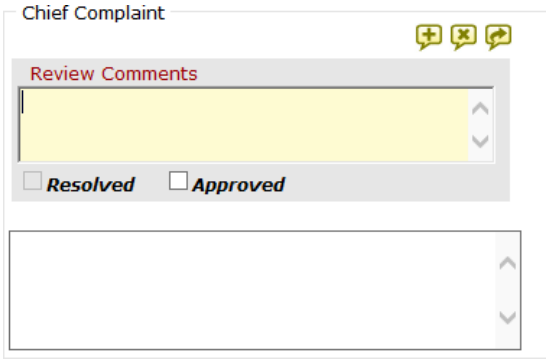
If a review comment can be added, three comment buttons will be visible over the corresponding field.

- To open the review comment box, click the **Expand** button.
- To close the review comment box, click the **Close** button.
- To save a review comment, click the **Save** button.

- NOTE: The review comment will not be saved unless the Save button is clicked. That is, clicking the Save button on the Encounter Actions menu will not save the review comment.

To add comments

1. Click the corresponding **Select** link for the encounter in the Reviewer Tasks grid.
   - The selected encounter can now be reviewed and edited by navigating through the tabs as described in Section 4.
2. Go to the area where the comment will be added and click the Expand button to open the review comments box.



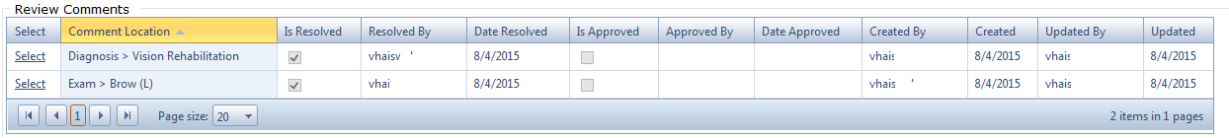
3. Type the comment in the free text field and click the Save button. (The comment will not be saved unless this button is clicked.)
4. When all comments have been added, click the **Return to Abstractor** link in the Encounter Actions menu to return the record for further processing. This will remove the encounter from the Reviewer Tasks grid until the data abstractor re-submits the record for review.

5.3. Approving Changes after Review

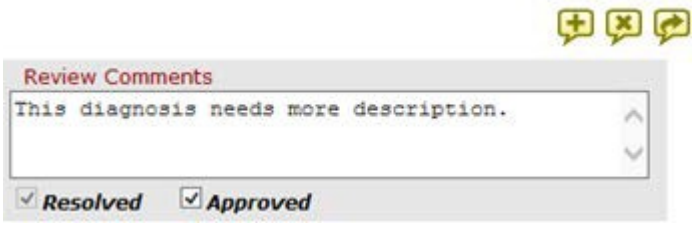
After the data abstractor has addressed the review comments, marked each comment as Resolved, and re-submitted the record for review, the encounter is now ready to be reviewed again.

To approve changes

1. Click the corresponding **Select** link for the encounter in the Reviewer Tasks grid.
2. Go to the General tab to view the list of review comments. The Is Resolved column will be checked (selected), signifying that the comment was resolved by the data abstractor.

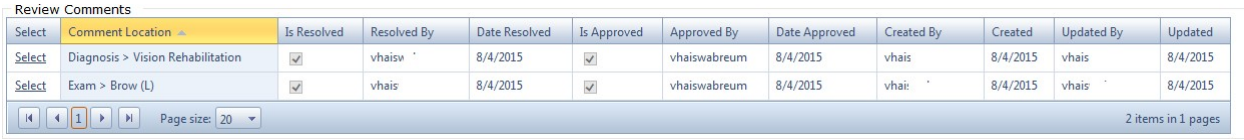


3. Click the corresponding **Select** link to jump directly to the location where the comment was added/resolved.
5. If the review comment was addressed satisfactorily, click the **Approved** check box to select it, and then click the Save button. (The setting will not be saved unless this button is clicked.)



6. Repeat this procedure for all resolved comments.

After all comments have been approved, the Review Comments grid in the General Tab will show the Is Approved check boxes as selected.



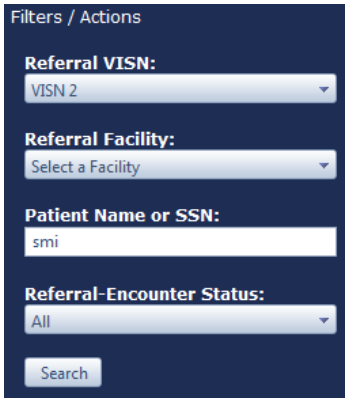
5.4. Submitting Encounters to DVEIVR

To submit an encounter to DVEIVR

1. Click **Save** on the Encounter Actions menu to save the completed, approved encounter.
2. Click the **Send to DVEIVR** link on the Encounter Actions menu. This will place the encounter in the queue for submission to DVEIVR the next time DVEIVR requests the data.

5.5. Additional Operations

5.5.1. Finding/Opening an Encounter



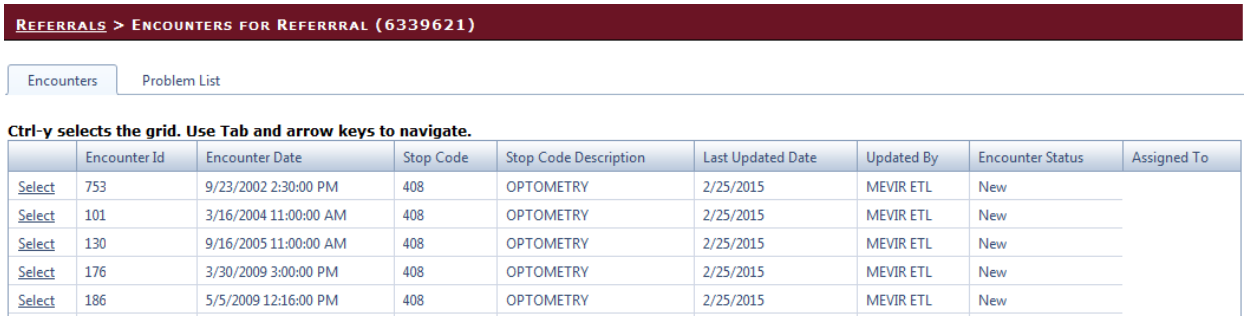
1. Click **Referrals** in the main menu.
2. Apply the corresponding filters:
   - VISN: Select the VISN from the drop-down list.
   - Facility: Select the Facility from the drop-down list.
   - Patient Name or SSN: Type all or part of the name of the patient or their Social Security number.

- Status: Select the status from the drop-down list.

3. Click **Search**. The grid will display the list of matching patients.

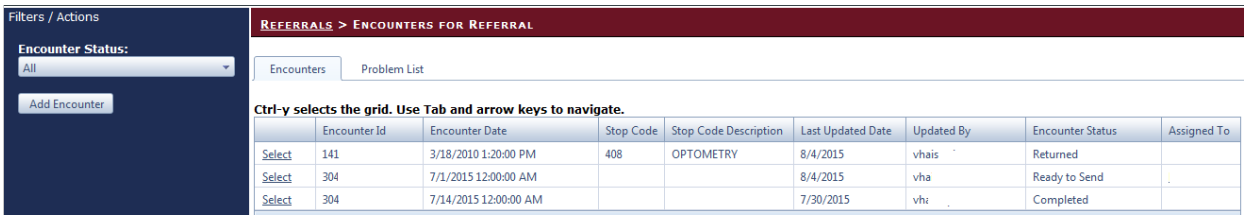
Select	Referral Id	Referral STS Id	Referral Date	SSN	Patient Name	Station Number	Visn Name	Total Encounter Count
Select	636	11	2/19/2015 3:58:03 PM		AARON,		9	3
Select	1	11	6/15/2011 1:56:36 PM		AARON,		9	1
Select	124	11	7/22/2015 3:13:21 PM		AARON,		9	12

4. Click the corresponding **Select** link to open the Encounters for Referral page for that patient. This view displays two tabs: Encounters and Problem List.
    - The Encounters grid displays the list of all encounters recorded for the patient, while the Problem List is a read-only list of health issues recorded for the patient.
5. Click the corresponding **Select** link to open the encounter.



5.5.2. Adding a New Encounter

The Encounters for Referral page described on the previous page also allows users to add a new encounter for the current patient.



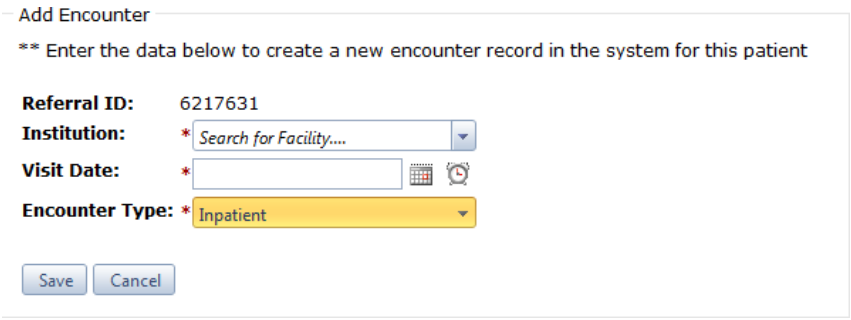
To add an encounter

4. Click **Add Encounter** on the Filters/Actions menu.
5. Complete the following fields:
    - **Referral ID**: This ID is used by the VA EIDS application and is automatically assigned.
    - **Institution** (required): Select the VISN and Facility from the drop-down list.

- **Visit Date** (required): Enter the date of the encounter, in M/D/YYYY format, followed by the time (standard or military). The date can be spelled out, but it will revert to numerical format. Military time will revert to standard.

  -Or-

  Use the Date and Time pickers to select the date and time.
- **Encounter Type** (required): Select the visit type, Outpatient or Inpatient.



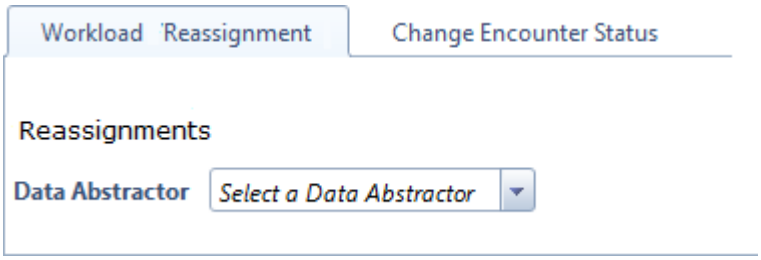
6. Click **Save** to save the changes, or **Cancel** to exit without saving.

6. Administrator Views

VA EIDS users with the role of Administrator have the ability to add users to the system, assign and re-assign tasks, and generate reports.

6.1. My Tasks

The My Tasks page is the landing page for VA EIDS. The Administrator Tasks area shows two tabs: Workload Reassignment and Change Encounter Status.

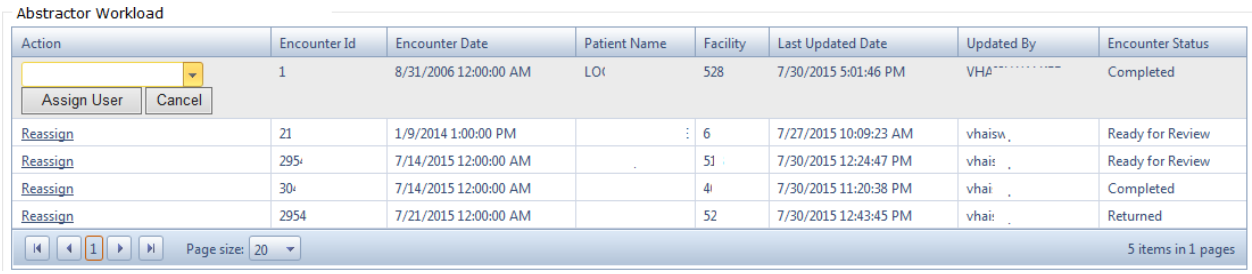


6.1.1. Workload Reassignment Tab

The Workload Reassignment tab allows Administrators to re-assign tasks.

To reassign tasks

1. Select the data abstractor who is currently assigned to the task from the Data Abstractor list. This will display the Abstractor Workload grid, which list of all tasks assigned to that person.



2. Click the **Reassign** link corresponding to the encounter to be reassigned.
3. Select the new data abstractor from the list and click **Assign User**. Click **OK** to confirm.

The task will now be removed from the original data abstractor's workload and added to the new data abstractor's list of tasks on the My Tasks page.

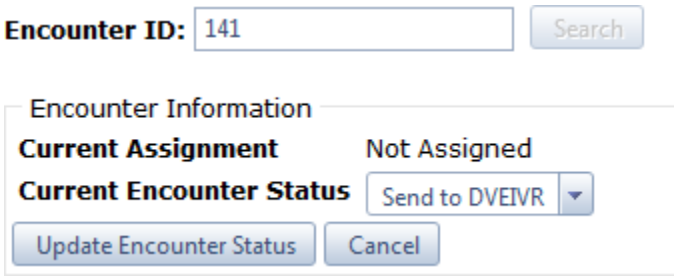
Another way to reassign tasks is described in Section 6.2.

6.1.2. Change Encounter Status Tab

The Change Encounter Status tab allows the Administrator to move an encounter to a specified status, i.e., from "Completed" to "Ready to Send" for resending a corrected record to DVEIVR.

To change encounter status

1. Type the Encounter ID into the text field and click **Search**. This will bring up the corresponding record.
2. Select the new encounter status from the list and click **Update Encounter Status**, or **Cancel** to exit without saving. Click **OK** to confirm.



6.2. Assigning / Reassigning Tasks

VA EIDS administrators have the ability to assign new tasks to data abstractors, and to re-assign tasks (in addition to the method described in Section 6.1.1).

To assign / reassign an encounter

Find/search for the encounter as follows:

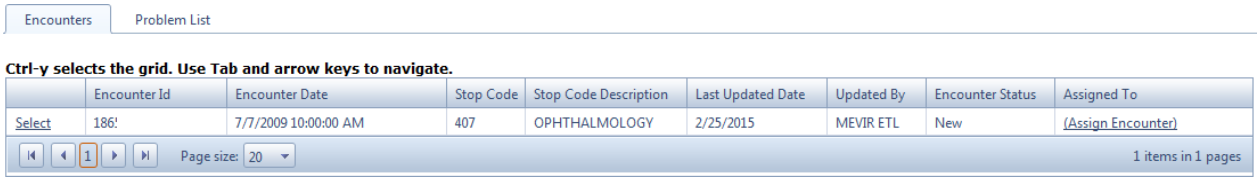
1. Click **Referrals** in the main menu.
2. Apply the corresponding filters:
   - VISN: Select the VISN from the drop-down list.
   - Facility: Select the Facility from the drop-down list.
   - Patient Name or SSN: Type all or part of the name of the patient or their Social Security number.
   - Status: Select the status from the drop-down list.
3. Click **Search**. The grid will display the list of matching patients.

Select	Referral Id	Referral STS Id	Referral Date	SSN	Patient Name	Station Number	Visn Name	Total Encounter Count
Select	636	11	2/19/2015 3:58:03 PM		AARON,		9	3
Select	1	11	6/15/2011 1:56:36 PM		AARON,		9	1
Select	124	11	7/22/2015 3:13:21 PM		AARON,		9	12

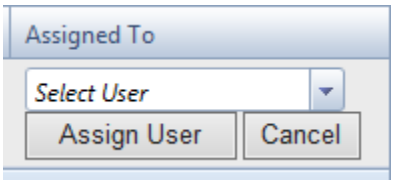
4. Click the corresponding **Select** link to open the Encounters for Referral page for that patient. This view displays two tabs: Encounters and Problem List.

- The Encounters grid displays the list of all encounters recorded for the patient, while the Problem List is a read-only list of health issues recorded for the patient.
- If the encounter is a new, unassigned record, the **Assigned To** field will display the **Assign Encounter** link.

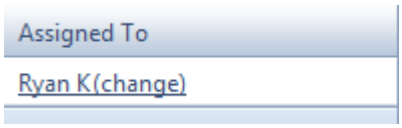
5. Click the **Assign Encounter** link.



6. Select the data abstractor from the User drop-down list.

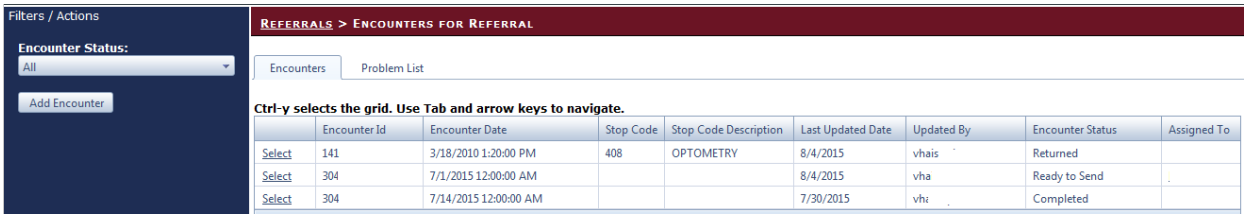


7. Click **Assign User**. This will add the data abstractor to the Assigned To field. The new task will be visible in their My Tasks page.
8. To re-assign the task to a different data abstractor, click the **Change** link and repeat steps 6 and 7.



6.3. Adding a New Encounter

The Encounters for Referral page described on the previous page also allows users to add a new encounter for the current patient.



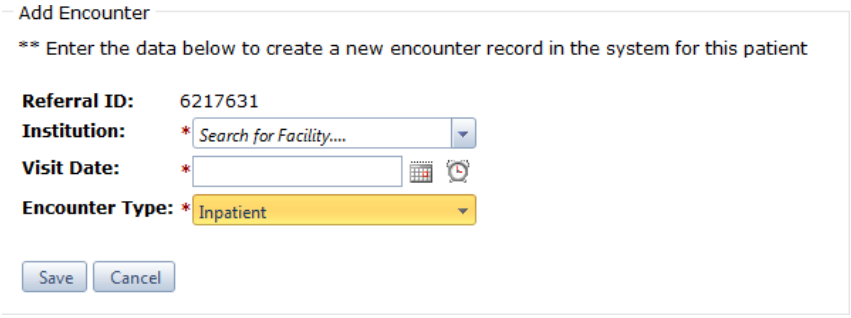
To add an encounter

7. Click **Add Encounter** on the Filters/Actions menu.
8. Complete the following fields:
   - **Referral ID**: This ID is used by the VA EIDS application and is automatically assigned.

- **Institution** (required): Select the VISN and Facility from the drop-down list.
- **Visit Date** (required): Enter the date of the encounter, in M/D/YYYY format, followed by the time (standard or military). The date can be spelled out, but it will revert to numerical format. Military time will revert to standard.

  -Or-

  Use the Date and Time pickers to select the date and time.
- **Encounter Type** (required): Select the visit type, Outpatient or Inpatient.



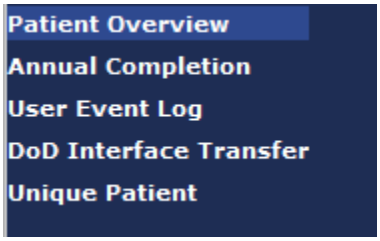
9. Click **Save** to save the changes, or **Cancel** to exit without saving.

6.4. Reporting

The Reporting page allows administrators to generate a variety of reports and to export them to other file formats, such as Excel and Word.

To generate a report

1. Click **Reporting** on the VA EIDS main menu.
2. Select the desired report from the report menu.



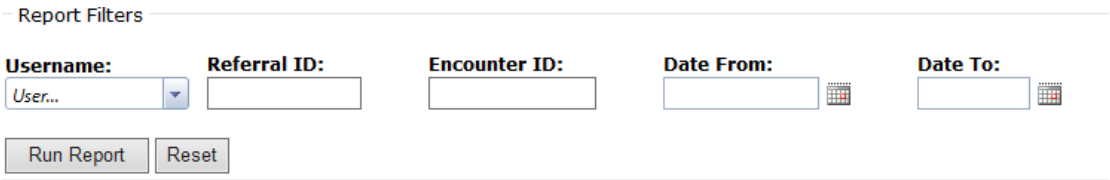
3. Apply the corresponding filters:

   For the Patient Overview and Annual Completion reports:

   - VISN: Select the VISN (all VISNs selected by default).
   - Report Year Definition: Select the preference for Calendar or Fiscal year.
   - Report Year: Select the Year(s) to include in the report.

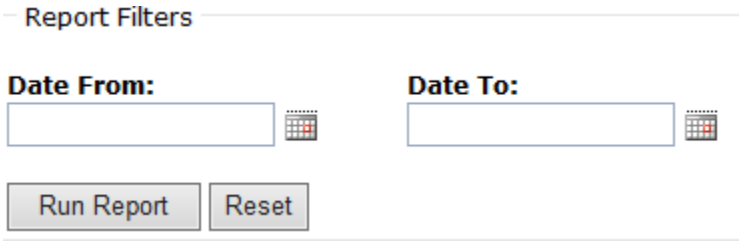
   For the User Event Log (which reports the activity of individual data abstractors):

   - Username: Select the name of the data abstractor from the list.
   - Referral / Encounter ID: Enter the optional Referral ID and/or Encounter ID
   - Date From / Date To: Enter the required date range, or click the Calendar icon to select the date range from the date picker.



For the DoD Interface Transfer report:

- Date From / Date To: Enter the required date range, or click the Calendar icon to select the date range from the date picker.



(The Unique Patient report requires no filter setting.)

4. Click **Run Report**, or **Reset** to reset the filters.

To export a report

- Upon generating the report, click the **Export Word** or **Export Excel** button and either click **Open** to open the file, or **Save/Save As** to save it to the hard drive.

6.5. Adding System Users

To add users

1. Click **Administration** in the VA EIDS main menu.

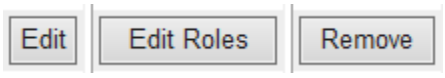
This opens the current list of users. From here, the administrator can edit the user's contact information, edit their role, or remove them from the list.

2. Click **Add User**, and then enter the NT (VA) username into the search field:

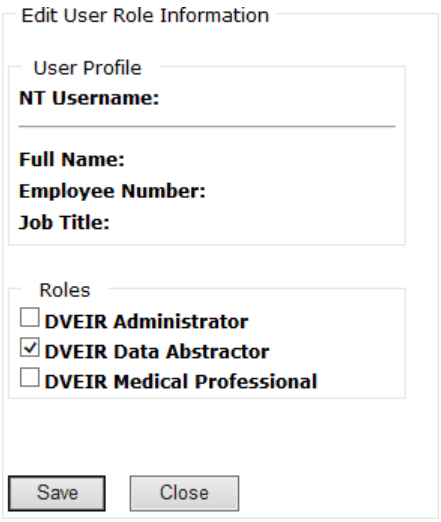
3. Enter the user's domain, full name, first and last name, and any other desired information into the text fields, and click **Save** to add the user. Click **Close** to return to the user list.

To view or edit user roles

1. Click **Edit Roles**



2. Select the check box corresponding to each role to assign to the user.



3. **Click Save** to save the changes. Click **Close** to return to the user list.

To remove a user

- Click the corresponding **Remove** button, and then click **OK** to confirm.

To view/export the role matrix

1. Click **Role Matrix**.
2. The role matrix can be exported to Excel by clicking **Download to Excel**.

7. Troubleshooting

As a VA intranet Web site, VA EIDS troubleshooting procedures will usually involve contacting the VA EIDS network administrators or the NSD.

Calls to the NSD should state that the user is working with the Converged Registries Solution and the VA Eye Injury Data Store. The NSD will then direct the trouble ticket to AITC, who will use established procedures to direct the problem to the CRS sustainment team..