SOCIAL WORK
TECHNICAL MANUAL

Version 3.0
May 1993

Information Systems Center
Birmingham, Alabama
Preface

This manual is the latest document which contains revisions, updates, and enhancements to the Social Work Information Management Systems (SWIMS) software, Version 3.0. This document is intended as a reference to technical users.
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Introduction

**Please Note**

Before attempting to install this version of the Social Work software, previous social work cases should be closed, transmitted to Austin (assuming that you are transmitting to Austin), and the social work data base purged completely.

During installation, if you have data in your case file, you will see the prompt, "THERE IS DATA IN THE SOCIAL WORK CASE FILE. DO YOU WANT TO CONTINUE? NO/YES." If you answer "YES," the social work installation will purge the data base. If you answer "NO," the installation will terminate, assuming you need to purge the data base.

Version 3.0 of the Social Work package is a case management system designed to facilitate the Social Work Service functions within the VA facilities. This package contains a group of DHCP computer programs which are used in the following ways:

- To track case loads and generate reports without unnecessary paperwork.
- To anticipate a patient’s domestic or social needs before being discharged, potentially minimizing the patient’s hospital stay.
- AMIS data to Austin can now be transmitted electronically, via DHCP MailMan.

The relationship with other DHCP packages is that this package uses data collected by other services to avoid duplication. The manual can be used by all that are involved in the technical DHCP process.
Introduction

Orientation

This manual gives an overview of the major elements of the Social Work Information Management System Modules. Major areas covered herein are:

- Implementation and Maintenance
- Package and File Security
- Archiving/Purging
- Deleting Duplicate Routines, Options, and Templates
- Mapping
- Key Variables
- Internal and External Relations
- Resources

Purposes of the Software

- The software identifies patients upon admission who meet certain predetermined criteria. These patients are at high risk for social work intervention.

- The software package tracks the "at risk" patients throughout the continuum of care, providing a basis for comprehensive case management.

- This package enables medical center management and clinical staff to track, monitor, and assess service consumption and quality assurance for long term and other high risk patients.

- This software package also generates workload statistics and AMIS data which can be transferred to Austin by regular AMIS forms, or submitted to SWARS electronic transfer via Network Mail System.
Functions of the Software

The Social Work software package is comprised of four modules. The modules and their functions are:

1. CASE MANAGEMENT SYSTEM: This is the primary menu for the case management. This is a sub-menu under the Social Work Information Management Systems (SWIMS) menu. The Case Management System sub-menu contains options that non-Social Work Chiefs/Supervisors will not be able to access, such as High Risk, Automatic Reporting System, RCH Registry, and Social Work personnel information.

2. CLINICAL ASSESSMENT MODULE: This is the sub-menu for the clinical summary information. It contains data base assessment profiles of patients, the ability to enter/delete surrogate supervisors, and discharge planning and closing note information.

3. COMMUNITY RESOURCE MODULE: This sub-menu allows you to enter/edit and print community resource social work agency information.

4. MAINTENANCE SYSTEM: Most options under this sub-menu are used for entering and maintaining various data elements for social work system definitions (i.e., site parameters). Other options are used to purge or re-initialize certain data elements, activate/deactivate cost distribution centers, and enter/edit new and old social workers and residential care homes.
1. Implementation and Maintenance

A. Resource Requirements

The namespace for this software is SOWK. Resource requirements concerning the Social Work Information Management Systems software are as follows:

1.0 Routines

SOWK* routines (init routines not included) 220,546 bytes
SOWKI* routines (init routines only) 312,534 bytes

2.0 Files

The file numbers for Social Work Information Management Systems range from 650 to 659.99. (An asterisk (*) indicates a new file.)

<table>
<thead>
<tr>
<th>File Numbers</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>650</td>
<td>SOCIAL WORK CASE</td>
</tr>
<tr>
<td>650.1</td>
<td>SOCIAL WORK SITE PARAMETERS</td>
</tr>
<tr>
<td>651</td>
<td>COST DISTRIBUTION CENTER (data)</td>
</tr>
<tr>
<td>652</td>
<td>previously called AMIS LOCATIONS file</td>
</tr>
<tr>
<td>653</td>
<td>RCH</td>
</tr>
<tr>
<td>655</td>
<td>RESOURCES/REFERRALS (data)</td>
</tr>
<tr>
<td>*655.2</td>
<td>previously called REFERRALS file</td>
</tr>
<tr>
<td>*655.201</td>
<td>SOCIAL WORK PATIENT</td>
</tr>
<tr>
<td>*655.202</td>
<td>SWS ASSESSMENT DATA BASE</td>
</tr>
<tr>
<td>*655.203</td>
<td>PSYCHO-SOCIAL PROBLEMS</td>
</tr>
<tr>
<td>656</td>
<td>DIRECT SERVICE CATEGORIES</td>
</tr>
<tr>
<td></td>
<td>PSYCHO-SOCIAL OUTCOMES</td>
</tr>
<tr>
<td></td>
<td>SWS RESOURCES</td>
</tr>
</tbody>
</table>

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B. Social Work Sizing Model

CPU (IN 11/44 equivalents) =
(1 * number of SW cases per year from AMIS) / (24 * 60 * 8 * 260)

Disk (space in MB) =
1 + (.0010 * number of SW cases per year from AMIS * 1.25)

Global references (Social Work specific/Common) = 2 to 1 ratio

CRTs = 1 + (number of direct care SW staff from AMIS)

PRTs = 1 + (number of direct care SW staff from AMIS / 5)

All input data is from Social Work AMIS reports. The input variable, SWS cases per year, is the number of cases treated found in AMIS 6AA2 report, part 1. The number of direct care SWS staff is the direct care staff figure in the AMIS 6AB2 report, part 6.

The disk space portion of this algorithm allows for a full year and one quarter's worth of data to be left in the files at any one time. Purging of data is usually done quarterly.
C. Package Security

SOWK is the primary menu option for all social workers. Other social work modules released in the future will be added to this option. File access for the chief or supervisor is "T"; for the social worker or clerk, file access is "t".

The security keys associated with the Social Work Modules include the following. These keys should only be given to the Supervisor and/or the Social Work Chief.

<table>
<thead>
<tr>
<th>Key</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWKADD</td>
<td>Enter/Edit Homes</td>
</tr>
<tr>
<td>SOWKCAD</td>
<td>Assessment Date Change</td>
</tr>
<tr>
<td>SOWKCLEAR</td>
<td>Clear Problems/Outcomes</td>
</tr>
<tr>
<td>SOWKCWK</td>
<td>Change Worker Assigned to a Home</td>
</tr>
<tr>
<td>SOWKDBR</td>
<td>Clinical Supervisory Report</td>
</tr>
<tr>
<td>SOWKDELH</td>
<td>Delete Home</td>
</tr>
<tr>
<td>SOWKDIV</td>
<td>Divisional AMIS Reports (AMIS 255 &amp; 256)</td>
</tr>
<tr>
<td>SOWKHIR</td>
<td>High Risk</td>
</tr>
<tr>
<td>SOWKNEW</td>
<td>Social Work Personnel and Re-Initialize Look-Up Values</td>
</tr>
<tr>
<td>SOWKSITE</td>
<td>Social Work Site Parameters</td>
</tr>
<tr>
<td>SOWKBHED</td>
<td>Enter/Edit Agency</td>
</tr>
<tr>
<td>SOWKIPD</td>
<td>Automatic Reporting System</td>
</tr>
<tr>
<td>SOWKTRANS</td>
<td>Transfer RCH Patient</td>
</tr>
<tr>
<td>SOWKQAMCT</td>
<td>QA Management and Productivity</td>
</tr>
</tbody>
</table>

Note: The key “SOWKDIV” should be assigned only to users in multi-divisional sites.

D. File Security

<table>
<thead>
<tr>
<th>#</th>
<th>NAME</th>
<th>DD</th>
<th>DELETE</th>
<th>LAYGO</th>
<th>ED</th>
<th>WRT</th>
</tr>
</thead>
<tbody>
<tr>
<td>650</td>
<td>Social Work Case</td>
<td>@</td>
<td>@</td>
<td>Tt</td>
<td>Tt</td>
<td>Tt</td>
</tr>
<tr>
<td>650.1</td>
<td>Social Work Site Parameters</td>
<td>@</td>
<td>@</td>
<td>T</td>
<td>Tt</td>
<td>Tt</td>
</tr>
<tr>
<td>651</td>
<td>Cost Distribution Center</td>
<td>@</td>
<td>@</td>
<td>@</td>
<td>Tt</td>
<td>Tt</td>
</tr>
<tr>
<td>652</td>
<td>RCH</td>
<td>@</td>
<td>T</td>
<td>T</td>
<td>Tt</td>
<td>Tt</td>
</tr>
<tr>
<td>653</td>
<td>Resources/Referrals</td>
<td>@</td>
<td>@</td>
<td>T</td>
<td>Tt</td>
<td>Tt</td>
</tr>
<tr>
<td>655</td>
<td>Social Work Patient</td>
<td>@</td>
<td>Tt</td>
<td>Tt</td>
<td>Tt</td>
<td>Tt</td>
</tr>
<tr>
<td>655.2</td>
<td>SWS Assessment Data Base</td>
<td>@</td>
<td>T</td>
<td>Tt</td>
<td>Tt</td>
<td>Tt</td>
</tr>
<tr>
<td>655.201</td>
<td>Psycho-Social Problems</td>
<td>@</td>
<td>@</td>
<td>@</td>
<td>Tt</td>
<td>Tt</td>
</tr>
<tr>
<td>655.202</td>
<td>Direct Service Categories</td>
<td>@</td>
<td>@</td>
<td>@</td>
<td>Tt</td>
<td>Tt</td>
</tr>
<tr>
<td>655.203</td>
<td>Psycho-Social Outcomes</td>
<td>@</td>
<td>@</td>
<td>@</td>
<td>Tt</td>
<td>Tt</td>
</tr>
<tr>
<td>656</td>
<td>SWS Resources</td>
<td>@</td>
<td>T</td>
<td>T</td>
<td>Tt</td>
<td>Tt</td>
</tr>
</tbody>
</table>

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E. Implementation Options

Most options under the Maintenance System sub-menu are used for entering and maintaining various data elements for social work system definitions (i.e., site parameters). Other options are used to purge or re-initialize certain data elements, clear problems/outcomes, activate/deactivate cost distribution centers, and enter/edit new and old social workers and residential care homes.

1.0 Site Parameters
2.0 Enter/Edit Worker
3.0 Enter/Edit Homes
4.0 High Risk Start-Up
5.0 Activate/Deactivate Cost Distribution Centers
6.0 Purge Case Management Data
7.0 Re-Initialize Look-Up Values
8.0 Social Work Clinics (FTEE percentages)

The first five options require mandatory input by Social Work Service for the software to run properly.

1.0 Site Parameters

Use this file for AMIS reporting purposes and site specific information. The two most important fields, if your site is not a satellite site, are the SITE NAME and AUTOMATIC TRANSMISSION fields. The AMIS SITE SUFFIX, the SITE NAME, and AUTOMATIC TRANSMISSION fields will be important if the site is a satellite site. These fields are used for case identification and AMIS. Other prompts, "AGE LEVEL:," "INCOME LEVEL:," "USE OF HIGH-RISK WARD(S):," and "SPECIAL PATIENT POPULATION:" are used as part of the High Risk Screening Profile and case information. The data in these fields may vary from site to site. Other fields can and may be added in the future to include other site specific data. This data must be entered before any new cases can be opened and for the High Risk Screening option to function correctly.

Under the Site Parameters option, select "1 Edit Site Parameters" to enter the site where the computer is located, which will be the first entry into File #650.1. Select "2 Enter/Edit a Reporting Site" if the site has more than one reporting site for AMIS.

The AMIS SITE SUFFIX field (formerly a four-digit field and called AMIS SITE NUMBER) is now a one-two non-numeric character field. Please contact your AMIS coordinator or Social Work Central Office for your site's correct suffix. Users of Version 2.14 need to make sure that they change this to reflect the new site suffix.
**Please Note**

You must have social work clinics "set up" through MAS before you will be able to select clinics at the "Select SOCIAL WORK CLINICS." prompt. This is necessary for reporting outpatient visits to VA Central Office and to the Austin DPC.

**Example: Site Parameters**

Select Information Management Systems (SWIMS) Option: MAINTenance System

Select Maintenance System Option: 1 Site Parameters

Do you want to:
1 Edit Site Parameters
2 Enter/Edit a Reporting Site
Enter 1, 2 or "" to exit 1/ <RET>

SITE NAME: ISC 3 BIRMINGHAM// (No Editing)
DOES CLERK ENTER ALL CASES?: NO
AUTOMATIC TRANSMISSION: NO
ELAPSED DAYS: 2 <RET>

Enter a number between 0 and 60 for number of elapsed days. The elapsed days are the number of days between admission and case opening.

ELAPSED DAYS: 10
ARE MANHOURS TO BE COUNTED?: 1

Enter '1' or 'YES' if manhours are to be counted for Direct Services provided to veterans.

CHOOSE FROM:
1 YES, COUNT MANHOURS
0 NO, DO NOT COUNT MANHOURS

ARE MANHOURS TO BE COUNTED?: NO, DO NOT COUNT MANHOURS

ASK PROBLEMS ON OPENINGS?: 2

Enter '1' or 'YES' if psycho-social problems are to be asked when cases are opened.

CHOOSE FROM:
1 YES, ASK PROBLEMS ON OPENINGS
0 NO, DO NOT ASK ON OPENINGS

ASK PROBLEMS ON OPENINGS?: YES, ASK PROBLEMS ON OPENINGS

SERVICES PROVIDED ON OPENINGS?: 2

Enter '1' or 'YES' if direct services are to be asked when cases are opened.

CHOOSE FROM:
1 YES
0 NO

SERVICES PROVIDED ON OPENINGS?: NO

Select SOCIAL WORK CLINICS: MENTAL HEALTH - SOCIAL WORK

Select SOCIAL WORK CLINICS: <RET>

USE OF AGE LEVEL: YES <RET>

AGE LEVEL: NO
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INCOME LESS THAN LOCAL AMOUNT: **YES**
INCOME LEVEL: **250**
USE OF HIGH-RISK WARD(S): **YES**
Select HIGH-RISK WARD(S): **ICU**
ARE YOU ADDING 'ICU' AS A NEW HIGH-RISK WARD(S) (THE nTH FOR THIS SOCIAL WORK SITE PARAMETERS)? **X** *(YES)*
Select HIGH-RISK WARD(S): **SCI**
ARE YOU ADDING 'SCI' AS A NEW HIGH-RISK WARD(S) (THE nTH FOR THIS SOCIAL WORK SITE PARAMETERS)? **X** *(YES)*
Select HIGH-RISK WARD(S): **<RET>**
Select SPECIAL PATIENT POPULATION: **SCI**
ARE YOU ADDING 'SCI' AS A NEW SPECIAL PATIENT POPULATION (THE nTH FOR THIS SOCIAL WORK SITE PARAMETERS)? **X** *(YES)*
..SPECIAL PATIENT POPULATION CODE: **01**
CODE: 01// **<RET>**
Select SPECIAL PATIENT POPULATION: **HIV+/AIDS**
ARE YOU ADDING 'HIV+/AIDS' AS A NEW SPECIAL PATIENT POPULATION (THE nTH FOR THIS SOCIAL WORK SITE PARAMETERS)? **X** *(YES)*
..SPECIAL PATIENT POPULATION CODE: **02**
CODE: 02// **<RET>**
Select SPECIAL PATIENT POPULATION: **NATIVE AMERICAN**
ARE YOU ADDING 'NATIVE AMERICAN' AS A NEW SPECIAL PATIENT POPULATION (THE nTH FOR THIS SOCIAL WORK SITE PARAMETERS)? **X** *(YES)*
..SPECIAL PATIENT POPULATION CODE: **03**
CODE: 03// **<RET>**
Select SPECIAL PATIENT POPULATION: **HOMELESS**
ARE YOU ADDING 'HOMELESS' AS A NEW SPECIAL PATIENT POPULATION (THE nTH FOR THIS SOCIAL WORK SITE PARAMETERS)? **X** *(YES)*
..SPECIAL PATIENT POPULATION CODE: **04**
CODE: 04// **<RET>**
Select SPECIAL PATIENT POPULATION: **<RET>**
NSC INSURANCE: **YES**
FEMALE: **NO**
AGE 70 OR > 52 OR MORE OPC: **YES**
GENERAL DELIVERY ADDRESS: **YES**
NO ADDRESS: **YES**
NO TEMPORARY ADDRESS: **YES**
IRREGULAR DISCHARGE: **NO**
SAME DIAGNOSIS IN ONE MONTH: **YES**
RCH/CNH AND SEEN BY SW'S: **YES**
ADMISSION DUE TO ACCIDENT: **YES**

Select Maintenance System Option: **<RET>**
2.0 Enter/Edit Worker

This option allows you to enter and edit the names and titles of social workers at your facility. This should be done before opening or closing any cases. The Package Coordinator must supply a list of Social Workers' names, including the Chief's and supervisors', to the IRM Chief/Site Manager so that their names may be placed in the NEW PERSON file. Social Workers are added to the NEW PERSON file by selecting the Enter/Edit Worker option from the Maintenance System sub-menu, as in the example below.

You may enter a question mark (?) at any of the prompts, to receive a list of possible responses.

Example: Enter/Edit Worker

Select Information Management Systems (SWIMS) Option: Maintenance System

1. Site Parameters
2. Enter/Edit Worker
3. Enter/Edit Homes
4. High Risk Start-up
5. Activate/Deactivate Cost Distribution Centers
6. Purge Case Management Data
7. Re-initialize Look-up Values
8. Social Work Clinics (FTEE percentages)

Select Maintenance System Option: 2  Enter/Edit Worker

SELECT WORKER: 2

ANSWER WITH NEW PERSON NAME, OR INITIAL, OR ID#, OR NICK NAME DO YOU WANT THE ENTIRE 64-ENTRY NEW PERSON LIST? M (NO)

SELECT WORKER: BROWN, B

BROWN, SAMFORD A.

POSITION/TITLE: HM CHIEF
IMMEDIATE SUPERVISOR: BROWN, SAMFORD A.
SOCIAL WORKER'S NUMBER: 21

SELECT WORKER: <RET>

1. Site Parameters
2. Enter/Edit Worker
3. Enter/Edit Homes
4. High Risk Start-up
5. Activate/Deactivate Cost Distribution Centers
6. Purge Case Management Data
7. Re-initialize Look-up Values
8. Social Work Clinics (FTEE percentages)

Select Maintenance System Option: <RET>
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3.0 Enter/Edit Homes

This option allows you to enter or edit Residential Care Home (RCH) information. You can edit name of home, case worker, address, telephone number, whether the home is licensed by the state, number of beds, whether the home is for veterans only, date of last assessment, transmission name, and whether the RCH is an addition for this reporting period.

Example: Enter/Edit Homes

Select Maintenance System Option: 3 Enter/Edit Homes

Select RCH NAME of HOME: 2
ANSWER WITH RCH NAME OF HOME
CHOOSE FROM:
    EDDIE’S PALACE
    SHELTER FOR HOMELESS
    COMFORT’S PLACE
    QUARTERS FOR THE ELDERLY
    JOHNSON HALFWAY HOUSE
YOU MAY ENTER A NEW RCH, IF YOU WISH
Answer must be 3 to 50 characters in length.

Select RCH NAME of HOME: SHELTER FOR HOMELESS
ARE YOU ADDING 'SHELTER FOR HOMELESS' AS A NEW RCH (THE nTH)? X (YES)
NAME of HOME: SHELTER FOR HOMELESS Replace <RET>
STATION NUMBER: 521
CASE WORKER: BROWN, SAMFORD A.
ADDRESS 1: 700 SOUTH 19TH STREET
ADDRESS 2: <RET>
CITY: BIRMINGHAM
STATE: AL
    1 ALABAMA
    2 ALASKA
CHOOSE 1-2: 1
ZIP: 35205
TELEPHONE #1: (205) 731-3990
TELEPHONE #2: <RET>
LICENSED BY STATE: X YES
NUMBER of BEDS: 45
VETERANS ONLY: X YES
DATE of LAST ASSESSMENT: 12/1/90 (DEC 01, 1990)
TRANSMIT NAME: HOMELESS SHELTER
ADDITION: 2
Enter '1' for Yes if the RCH is a addition for this reporting period.
CHOOSE FROM:
    1 YES
    0 NO
ADDITION: YES

Select RCH NAME of HOME: <RET>

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4.0 High Risk Start-Up

This option starts up the High Risk Screening Profile search. Under the *High Risk Start-Up* function, a High Risk Screening Profile is generated if a patient meets one or more of the high risk criteria. This *High Risk Start-Up* sub-option determines the frequency and location for this profile form to print. The resulting profile is assigned form number 10-9034 VAF VICE-0349, and becomes a part of the medical record. The profile contains identifying information about the patient and the social worker can enter the results of screening and plans for intervention. The form may be placed in the patient record to document social work activity.

**RESCHEDULING FREQUENCY** - If the High Risk Screening Profiles report is scheduled to run less often than every 24 hours, data obtained will not be comprehensive as the computer only reads for the last 24 hours.

To use this option, choose the frequency that you would like to screen patients. Select the beginning screen date and the report will then print to the selected device.

These printouts should be run during "off-hours." If you are currently running these options, you will see default answers at the "QUEUED TO RUN AT WHAT TIME;", "DEVICE FOR QUEUED JOB OUTPUT;," and "RESCHEDULING FREQUENCY;" prompts.

**Example 1: High Risk Start-up**

This example prints the High Risk Screening for "automatically, every 24 hours."

Select Maintenance System Option: **High Risk Start-up**

Do you want to screen Now (One to seven days) or Later (One day screen, automatically, every 24 hours) ? Later//?

Enter 'Now' to run for current date or up to seven days in the past or enter 'Later' for previous day admissions that can be queued to run every 24 hours automatically.

Do you want to screen Now (One to seven days) or Later (One day screen, automatically, every 24 hours) ? Later/<RET>

**High Risk Screening Profiles**

**QUEUED TO RUN AT WHAT TIME:** 2:1011:30 (SEP 06, 1991@01:30)
**DEVICE FOR QUEUED JOB OUTPUT:** PRINTER
**RESCHEDULING FREQUENCY:** 1D//<RET>

Patients Determined High Risk Without Opened Case

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QUEUED TO RUN AT WHAT TIME: T:1001:45 (SEP 06, 1991001:45)
DEVICE FOR QUEUED JOB OUTPUT: PRINTER
RESCHEDULING FREQUENCY: 30D// <RET>

Select Maintenance System Option: <RET>

Example 2: High Risk Start-up

This example prints the High Risk Screening for "one to seven days."

Select Maintenance System Option: High Risk Start-up

Do you want to screen Now (One to seven days) or Later (One day screen, automatically, every 24 hours) ? Later// NOW

BEGINNING SCREEN DATE: T-7 (AUG 30, 1991)
DEVICE: HOME// PRINTER RIGHT MARGIN: 80// <RET>

...............................printout follows...............................
SOCIAL WORK SERVICE-REPORTS AND SUMMARIES

SOCIAL WORK HIGH RISK SCREENING PROFILE

SOCIAL WORKER: BROWN, DEVIN
DATE ADMITTED: APR 9, 1991 09:01:14
OPENED: JAN 1, 1991
DATE SCREENED:_________

CLAIM #: 
PROVIDER: BROWN, DEVIN
PATIENT ADDRESS: STREET 1, NOWHERE, ALABAMA 32123 PHONE: 123-4567

NOK NAME: MARY JOE BUTTONS RELATIONSHIP: SPOUSE
NOK ADDRESS: STREET 1, NOWHERE, ALABAMA 32123 PHONE: 123-4567

ADDITIONAL CONTRACTS: 

DOB: SEP 10, 1936 AGE: 54 MARITAL STATUS: MARRIED

EMPLOYMENT STATUS: NOT EMPLOYED
UNEARNED INCOME: 
- DISABILITY PAYMENT 0
- AAA AMOUNT 0
- HB AMOUNT 0
- SOCIAL SECURITY 0
- SSI AMOUNT 0
- VA PENSION 0
- MILITARY RETIREMENT 0
- OTHER RETIREMENT 800

TOTAL REPORTED INCOME: $ 800

VETERANS STATUS: SC SC CONDITION: 99%

ADMISSION DIAGNOSIS: Broken foot and ankle

LOCATION LAST VA TREATMENT: VANC

POSITIVE SCREENING CRITERIA: SEEN BY SOCIAL WORK & LOCATION RCH -

SOCIAL WORKER ASSESSMENT & PLAN: 

PATIENT NAME: BUTTONS, RED
ID#: 000000001
WARD NO.: 1 SOUTH
ROOM NO.: 1-4

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5.0 Activate/Deactivate Cost Distribution Centers

This option activates or deactivates cost distribution centers that are used at the local medical center. To receive a list of cost distribution center (CDC) accounts, enter two question marks (!?) at the "Select CDC Account" prompt, or refer to the CDC listing in the Appendix of the User Manual. All CDC locations are marked as being inactive in the CDC file. If there are CDC locations that are used on a local level enter "Yes" at the "Account Active?" prompt.

Example: Activate/Deactivate Cost Distribution Centers

Select Information Management Systems (SWIMS) Option: MAINTenance System

1 Site Parameters
2 Enter/Edit Worker
3 Enter/Edit Homes
4 High Risk Start-up
5 Activate/Deactivate Cost Distribution Centers
6 Purge Case Management Data
7 Re-initialize Look-up Values
8 Social Work Clinics (PTEE percentages)

Select Maintenance System Option: 5 Activate/Deactivate Cost Distribution Centers

Select CDC Account: 5113.00 RESIDENTIAL CARE HOME PROGRAM 5113.0
...OK YES/ <RET>
ACCOUNT ACTIVE ?: NO/ YES

Select CDC Account: <RET>

6.0 Purge Case Management Data

This option purges social work case data up to a selected date. If transmitting to Austin, this option deletes cases that have been closed, transmitted to Austin, and RCH cases removed from the RCH program. If you answer "YES" to the "ARE YOU SURE YOU WANT TO RUN THIS OPTION? NO/" prompt, records will be deleted.

**Please Note**

Once these records are deleted, there is no way to recover them. If you are not transmitting data to Austin, all cases that are closed will be deleted.
Example: Purge Case Management Data

Select Information Management Systems (SWIMS) Option: Maintenance System

1. Site Parameters
2. Enter/Edit Worker
3. Enter/Edit Homes
4. High Risk Start-up
5. Activate/Deactivate Cost Distribution Centers
6. Purge Case Management Data
7. Re-initialize Look-up Values
8. Social Work Clinics (FTEE percentages)

Select Maintenance System Option: & Purge Case Management Data

CUTOFF DATE: 09/30/91 (SEP 30, 1991)

ALL CASES ON OR BEFORE 09/30/91.

THERE ARE TWO WAYS TO CLEAR PROBLEMS/OUTCOMES.
IF TRANSMITTING TO AUSTIN, THIS OPTION DELETES CASES THAT HAVE BEEN CLOSED,
TRANSMITTED TO AUSTIN AND RCH CASES REMOVED FROM RCH PROGRAM.
IF YOU ANSWER "YES" TO THIS OPTION IT WILL DELETE THESE RECORDS. ONCE
THESE RECORDS ARE DELETED THERE IS NO WAY TO RECOVER THEM, SO BE VERY
CERTAIN THAT IT IS END OF QUARTER AND YOUR AMIS DATA TO AUSTIN IS ERROR
FREE !!

IF YOU ARE NOT TRANSMITTING TO AUSTIN ALL CASES THAT ARE CLOSED WILL BE
DELETED.

ARE YOU SURE YOU WANT TO RUN THIS OPTION? NO// Y

"Y" for Yes
"N" for No

ARE YOU SURE YOU WANT TO RUN THIS OPTION? NO// Y YES

EXCUSE ME, I'M WORKING AS FAST AS I CAN......................<250 RECORDS DELETED>

Select Maintenance System Option: <RET>
7.0 Re-Initialize Look-Up Values

This option re-indexes the "CP" and "BS5" cross references on File #650. This option is needed when MAS changes an ID# or patient name. The "CP" and "BS5" cross references are similar to the "B" and "BS5" cross references found on the MAS PATIENT file. Because cross references may become out of sync with MAS, this option allows the cross references to be updated when there is a change. This option is queued, preferably during off hours.

Example: Re-initialize Look-up Values

Select Information Management Systems (SWIMS) Option: Maintenance System

1. Site Parameters
2. Enter/Edit Worker
3. Enter/Edit Homes
4. High Risk Start-up
5. Activate/Deactivate Cost Distribution Centers
6. Purge Case Management Data
7. Re-initialize Look-up Values
8. Social Work Clinics (FTEE percentages)

Select Maintenance System Option: 7 Re-initialize Look-up Values

Requested Start Time: NOW/<RET> (MAY 16, 1991@08:49)

Option QUEUED to run
8.0 Social Work Clinics (FTEE Percentages)

This option allows you to enter the percentage of time that Social Work FTEE is spent at each CDC location. After selecting Social Work Division, CDC Location, and Worker, you may enter a percentage of time that the worker spent at the selected CDC location.

Example: Social Work Clinics (FTEE Percentages)

Select Maintenance System Option: 8 Social Work Clinics (FTEE percentages)  

Select Social Work Division: 2  
ANSWER WITH SOCIAL WORK SITE PARAMETERS HIGH-RISK WARD(S), OR AMIS SITE SUFFIX  
CHOOSE FROM:  
BIRMINGHAM VAMC RS  
BIRMINGHAM, AL RQ  
ISC 3 BIRMINGHAM BI  
Select Social Work Division: ISC 3 BIRMINGHAM BI  
...OK? YES// <RET> (YES)  
Select CDC LOCATION: 2210.00 SURGERY  
...OK? YES// <RET> (YES)  
Select WORKER: BARNARD, CHRISTIAN  
...OK? YES// <RET> (YES)  
ACTUAL FTEE OF LOCATION: .33  
Select WORKER: BROWN, BROWN, SAMFORD A.  
...OK? YES// <RET> (YES)  
ACTUAL FTEE OF LOCATION: .33  
Select WORKER: <RET>  
Select CDC LOCATION: 2710.01 DENTAL PROCEDURES - SOC 2710.01  
...OK? YES// <RET> (YES)  
Select WORKER: BARNARD, CHRISTIAN  
...OK? YES// <RET> (YES)  
ACTUAL FTEE OF LOCATION: .33  
Select WORKER: BROWN, BROWN, SAMFORD A.  
...OK? YES// <RET> (YES)  
ACTUAL FTEE OF LOCATION: .33  
Select WORKER: <RET>  
Select CDC LOCATION: <RET>  

Select Social Work Division: <RET>  

1 Site Parameters  
2 Enter/Edit Worker  
3 Enter/Edit Homes  
4 High Risk Start-up  
5 Activate/Deactivate Cost Distribution Centers  
6 Purge Case Management Data  
7 Re-initialize Look-up Values  
8 Social Work Clinics (FTEE percentages)  

Select Maintenance System Option: <RET>  

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II. Routines

A. Routine Mapping

There are no specific recommendations for mapping routines. Two routines, SOWKOPEN and SOWKCLOS, are called the most frequently in the Case Management System Module.

B. Callable Routines

Social Work Information Management Systems software does not support any public entry points. There are no callable routines into the Social Work software from other packages.

C. Deleting Routines, Options, and Templates

You may use the system utility to delete routines. The routines to be deleted are SW*, SOWKARS7, SOWKARS8, SOWKARS9, SOWKPAO1, SOWKPDR*, SOWKDP*, SOWKRCCH2. Do not delete the following routines, SWFG*, SWCN*, SWLOS*, SWNH*. These routines are part of the Contract Nursing Home Module which still uses the SW Namespace.

The following templates are no longer supported by the Social Work software and you may use VA FileMan to delete them if you wish:

<table>
<thead>
<tr>
<th>Sort Templates</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWKAWC</td>
<td>650</td>
</tr>
<tr>
<td>SOWKAWD</td>
<td>650</td>
</tr>
<tr>
<td>SOWKAWO</td>
<td>650</td>
</tr>
<tr>
<td>SOWKAWP</td>
<td>650</td>
</tr>
<tr>
<td>SOWKAWU</td>
<td>650</td>
</tr>
<tr>
<td>SOWKAWW</td>
<td>650</td>
</tr>
<tr>
<td>SOWKSAB</td>
<td>650</td>
</tr>
<tr>
<td>SOWKSWST</td>
<td>650</td>
</tr>
</tbody>
</table>
II. Routines

**Input Templates**

<table>
<thead>
<tr>
<th>File</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWKAMIS</td>
<td>650</td>
</tr>
<tr>
<td>SOWKCLEART</td>
<td>650</td>
</tr>
<tr>
<td>SOWKCORRT</td>
<td>650</td>
</tr>
<tr>
<td>SOWKDELETE</td>
<td>650</td>
</tr>
<tr>
<td>SOWKDISCT</td>
<td>650</td>
</tr>
<tr>
<td>SOWKHFIR</td>
<td>655</td>
</tr>
<tr>
<td>SOWKHFR</td>
<td>655</td>
</tr>
<tr>
<td>SOWKRCRF</td>
<td>665</td>
</tr>
<tr>
<td>SOWKREM</td>
<td>665</td>
</tr>
<tr>
<td>SOWKREMOV</td>
<td>665</td>
</tr>
<tr>
<td>SOWKTRANS</td>
<td>665</td>
</tr>
</tbody>
</table>

**Print Templates**

<table>
<thead>
<tr>
<th>File</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWKASST</td>
<td>650</td>
</tr>
<tr>
<td>SOWKAWO</td>
<td>650</td>
</tr>
<tr>
<td>SOWKAWST</td>
<td>650</td>
</tr>
<tr>
<td>SOWKAWOT</td>
<td>650</td>
</tr>
<tr>
<td>SOWKEPNTTE</td>
<td>650</td>
</tr>
<tr>
<td>SOWKING</td>
<td>650</td>
</tr>
<tr>
<td>SOWKPNTTF</td>
<td>650</td>
</tr>
<tr>
<td>SOWKSST</td>
<td>650</td>
</tr>
<tr>
<td>SOWKSWT</td>
<td>650</td>
</tr>
</tbody>
</table>

**Example: Deleting Options and Templates**

This procedure is used to delete the old namespace (SW) option and templates. This procedure will not have to be done if the task was completed when the package was installed.

> D "SOWKOPT"

**DELETING OLD NAMESPACE (SW) SORT TEMPLATES...**

- SWCLC Sort Template...<DELETED>
- SWHIPS Sort Template...<DELETED>
- SWGSC Sort Template...<DELETED>
- SWSAB Sort Template...<DELETED>
- SWST Sort Template...<DELETED>
- SWTST Sort Template...<DELETED>

**DELETING OLD NAMESPACE (SW) INPUT TEMPLATES...**

- SWADT Input Temple...<DELETED>
- SWBHEF Input Temple...<DELETED>
- SWCADT Input Temple...<DELETED>
Deleting Old Namespace (SW) Print Templates...

SWASST Print Template...<DELETED>
SWAMST Print Template...<DELETED>
SWAWUT Print Template...<DELETED>
SWCLT Print Template...<DELETED>
SWHIFP Print Template...<DELETED>
SWHTS Print Template...<DELETED>
SWINQ Print Template...<DELETED>
SWPCT Print Template...<DELETED>
SWPNTPP Print Template...<DELETED>
SWPRINT Print Template...<DELETED>
SWREP Print Template...<DELETED>
SWSTT Print Template...<DELETED>
SWSWT Print Template...<DELETED>
SWTEST Print Template...<DELETED>

Deleting Old Namespace (SW) Options...

SWAA Menu Option...<DELETED>
SWADD Menu Option...<DELETED>
SWAI Menu Option...<DELETED>
SWALN Menu Option...<DELETED>
SWAO Menu Option...<DELETED>
SWASS Menu Option...<DELETED>
SWAT Menu Option...<DELETED>
SWBH Menu Option...<DELETED>
SWHED Menu Option...<DELETED>
SWBHPR Menu Option...<DELETED>
SWCAD Menu Option...<DELETED>
SWCHA Menu Option...<DELETED>
SWCL Menu Option...<DELETED>
SWCLC Menu Option...<DELETED>
SWCLEAR Menu Option...<DELETED>
SWCLOSE Menu Option...<DELETED>
SWCHR Menu Option...<DELETED>
SWCOR Menu Option...<DELETED>
SWCP Menu Option...<DELETED>
SWCRUSER Menu Option...<DELETED>
II. Routines

SWCS Menu Option...<DELETED>
SWCRK Menu Option...<DELETED>
SWDEL Menu Option...<DELETED>
SWDIS Menu Option...<DELETED>
SWDPP Menu Option...<DELETED>
SWHALL Menu Option...<DELETED>
SWHALLS Menu Option...<DELETED>
SWHIFF Menu Option...<DELETED>
SWHIFF Menu Option...<DELETED>
SWHIFF Menu Option...<DELETED>
SWHIGH Menu Option...<DELETED>
SWHINC Menu Option...<DELETED>
SWHIND Menu Option...<DELETED>
SWHIR Menu Option...<DELETED>
SWHR Menu Option...<DELETED>
SWIND Menu Option...<DELETED>
SWIPD Menu Option...<DELETED>
SWIRH Menu Option...<DELETED>
SWLC Menu Option...<DELETED>
SWLOC Menu Option...<DELETED>
SWNEW Menu Option...<DELETED>
SWNEWA Menu Option...<DELETED>
SWNEWD Menu Option...<DELETED>
SWNEWR Menu Option...<DELETED>
SWNC Menu Option...<DELETED>
SWOK Menu Option...<DELETED>
SWOPC Menu Option...<DELETED>
SWOPEN Menu Option...<DELETED>
SWPA Menu Option...<DELETED>
SWPAL Menu Option...<DELETED>
SWPAO Menu Option...<DELETED>
SWPC Menu Option...<DELETED>
SWPDR Menu Option...<DELETED>
SWPLC Menu Option...<DELETED>
SWPLS Menu Option...<DELETED>
SWPNTT Menu Option...<DELETED>
SWPP Menu Option...<DELETED>
SWPREG Menu Option...<DELETED>
SWPREP Menu Option...<DELETED>
SWPRI Menu Option...<DELETED>
SWPS Menu Option...<DELETED>
SWPTA Menu Option...<DELETED>
SWPTC Menu Option...<DELETED>
SWPTL Menu Option...<DELETED>
SWPTO Menu Option...<DELETED>
SWPRT Menu Option...<DELETED>
SWPTT Menu Option...<DELETED>
SWPTU Menu Option...<DELETED>
SWPW Menu Option...<DELETED>
SWQUIT Menu Option...<DELETED>
SWRCH Menu Option...<DELETED>
SWRCHAMIS Menu Option...<DELETED>
SWRC Menu Option...<DELETED>
SWREP Menu Option...<DELETED>
SWSF Menu Option...<DELETED>
SWSK Menu Option...<DELETED>
SWSS Menu Option...<DELETED>
DELETING OBSOLETE OPTIONS...

SOKKPP Menu Option...<DELETED>
SOKKPPD Menu Option...<DELETED>
SOKKPPDR Menu Option...<DELETED>
SOKKPPD RD Menu Option...<DELETED>
SOKKASRSC Menu Option...<DELETED>
SOKKARSCTRANS Menu Option...<DELETED>
SOKKARSD Menu Option...<DELETED>
SOKKARSDDEL Menu Option...<DELETED>
SOKKARSDDEL1 Menu Option...<DELETED>
SOKKARS Menu Option...<DELETED>
SOKKARSN Menu Option...<DELETED>
SOKKARSQ Menu Option...<DELETED>
SOKKARSR Menu Option...<DELETED>
SOKKARST Menu Option...<DELETED>
SOKKARSTTRANS Menu Option...<DELETED>
SOKKARSTRC Menu Option...<DELETED>
D. Routine Descriptions

The following are routine descriptions for the Social Work Information Management Systems software:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWKAI</td>
<td>Prints RCH Patient Registry for all cases for a supervisor</td>
</tr>
<tr>
<td>SOWKARI0</td>
<td>Compiles RCS 10-0173 Report</td>
</tr>
<tr>
<td>SOWKARS</td>
<td>Compiles patient data for submission to Austin</td>
</tr>
<tr>
<td>SOWKARS1</td>
<td>Compiles AMIS 208, 209, 210, 211, and 256 for transmission to Austin</td>
</tr>
<tr>
<td>SOWKARS2</td>
<td>Prints compiled patient and AMIS data</td>
</tr>
<tr>
<td>SOWKARS3</td>
<td>Continuation of SOWKARS1</td>
</tr>
<tr>
<td>SOWKARS4</td>
<td>Transmit AMIS data to Austin via MailMan</td>
</tr>
<tr>
<td>SOWKARS5</td>
<td>Continuation of SOWKARS6</td>
</tr>
<tr>
<td>SOWKARS6</td>
<td>Continuation of SOWKARS2</td>
</tr>
<tr>
<td>SOWKAWB</td>
<td>Prints registry report for a single supervisor</td>
</tr>
<tr>
<td>SOWKAWI</td>
<td>Prints registry report for a single worker</td>
</tr>
<tr>
<td>SOWKAWN</td>
<td>Prints registry report for all workers</td>
</tr>
<tr>
<td>SOWKBU</td>
<td>Prints registry report for all supervisors</td>
</tr>
<tr>
<td>SOWKCH</td>
<td>Prints Community Resource Agencies</td>
</tr>
<tr>
<td>SOWKCLEA</td>
<td>Prints service clinical report</td>
</tr>
<tr>
<td>SOWKCLIS</td>
<td>Purges social work data base</td>
</tr>
<tr>
<td>SOWKCLIV</td>
<td>Prints clinical report for a single supervisor</td>
</tr>
<tr>
<td>SOWKCLIO</td>
<td>Prints clinical report for a single worker</td>
</tr>
<tr>
<td>SOWKCLPS</td>
<td>Close social work cases</td>
</tr>
<tr>
<td>SOWKCLSP</td>
<td>Prints special population report</td>
</tr>
<tr>
<td>SOWKCLSS</td>
<td>Prints clinical summary for all supervisors</td>
</tr>
<tr>
<td>SOWKCLSW</td>
<td>Prints case load summary for all workers</td>
</tr>
<tr>
<td>SOWKCO</td>
<td>Prints possible high risk patient list without opened cases</td>
</tr>
<tr>
<td>SOWKCONV</td>
<td>Initialization Routine</td>
</tr>
<tr>
<td>SOWKCR</td>
<td>Makes correction to social work cases</td>
</tr>
<tr>
<td>SOWKCP</td>
<td>Prints RCH Patient Registry for all cases for a worker</td>
</tr>
<tr>
<td>SOWKCS</td>
<td>Inquires into RCH file by worker</td>
</tr>
<tr>
<td>SOWKDB</td>
<td>Prints Data Base Assessment Profile</td>
</tr>
<tr>
<td>SOWKDB1</td>
<td>Continuation of SOWKDB</td>
</tr>
<tr>
<td>SOWKDB2</td>
<td>Continuation of SOWKDB</td>
</tr>
<tr>
<td>SOWKDBE</td>
<td>Enter/edit assessment data profile</td>
</tr>
<tr>
<td>SOWKDBEN</td>
<td>Enter/edit notes (e.g., progress, closing, discharge planning)</td>
</tr>
<tr>
<td>SOWKDBPA</td>
<td>Prints Clinical Supervisory Report for workers</td>
</tr>
<tr>
<td>SOWKDBPN</td>
<td>Prints social work notes (e.g., progress, discharge, closing)</td>
</tr>
<tr>
<td>SOWKDBSR</td>
<td>Add/delete surrogate supervisor</td>
</tr>
<tr>
<td>SOWKDCSC</td>
<td>Prints Direct Services Category Report</td>
</tr>
</tbody>
</table>
SOWKHELP Help routine
SOWKHIRC Inquires into RCH registry by home
SOWKHIRH Prints patients registry by home
SOWKHIRM High Risk Start-up
SOWKHR Prints HIGH RISK Profiles automatically
SOWKHR1 Continuation of SOWKHR
SOWKIRM Prints HIGH RISK profiles manually
SOWKIRM1 Continuation of SOWKIRM
SOWKLCL Prints Location of patient by Cost Distribution Center
SOWKLD Prints Location of patient by Cost Distribution Center by division
SOWKLOC Displays patient’s case data
SOWKND Post Init Routine
SOWKNEW Add new worker and replaces old worker
SOWKNTBEG Package checksum checker
SOWKOPEN Opens social work cases
SOWKOPT Delete options and templates in old namespace (SW)
SOWKPAD Prints addresses of RCH
SOWKPAO Print Problems & Outcome report
SOWKPAOD Prints Divisional Problems & Outcome report
SOWKPAOQ Queues all AMIS report to print
SOWKPC Print RCH Patient Registry for all open cases for a worker
SOWKPLC Prints RCH Patient Registry for all cases
SOWKPRD Patient Status Report
SOWKPREI Pre-Init Routine
SOWKPTC Prints RCH Patient Registry for all open cases
SOWKQM1 Prints Quality Management Monitor II report
SOWKQM3 Prints Quality Management Monitor III report
SOWKQM4 Prints Quality Management Monitor IV report
SOWKQM5 Prints Quality Management Monitor V report
SOWKQAMN Prints Quality Management Monitor I report
SOWKQAMR Prints Quality Management Review I report
SOWKQAR2 Prints Quality Management Review III report
SOWKQAR4 Prints Quality Management Review IV
SOWKQARI Prints Quality Management Review II report
SOWKRCRprints RCH AMIS 256 report
SOWKRCR1 Continuation of SOWKRCR
SOWKCRCS Prints RCS 10-0173 report
SOWKRKF Prints Resources/Referral report
SOWKRKD Prints Divisional Resources/Referral report
SOWKSMITE Deletes inactive social worker
SOWKST Enter/Edit Site Parameters
SOWKTC Prints RCH Patient Registry for all open cases for a supervisor
SOWKTRAN Transfer RCH patients between homes for same worker
SOWKTY Checks codes for service type of CDC Accounts

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III. File List and Cross References

This section contains the list of files in the Social Work Information Management Systems software. The file numbers range from 650 to 659.99. (An asterisk (*) indicates a new file.)

<table>
<thead>
<tr>
<th>File Numbers</th>
<th>File Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>650</td>
<td>SOCIAL WORK CASE</td>
</tr>
<tr>
<td>650.1</td>
<td>SOCIAL WORK SITE PARAMETERS</td>
</tr>
<tr>
<td>651</td>
<td>COST DISTRIBUTION CENTER (data)</td>
</tr>
<tr>
<td></td>
<td>previously called AMIS LOCATIONS file</td>
</tr>
<tr>
<td>652</td>
<td>RCH</td>
</tr>
<tr>
<td>653</td>
<td>RESOURCES/REFERRALS (data)</td>
</tr>
<tr>
<td></td>
<td>previously called REFERRALS file</td>
</tr>
<tr>
<td>655</td>
<td>SOCIAL WORK PATIENT</td>
</tr>
<tr>
<td>*655.2</td>
<td>SWS ASSESSMENT DATA BASE</td>
</tr>
<tr>
<td>*655.201</td>
<td>PSYCHO-SOCIAL PROBLEMS</td>
</tr>
<tr>
<td>*655.202</td>
<td>DIRECT SERVICE CATEGORIES</td>
</tr>
<tr>
<td>*655.203</td>
<td>PSYCHO-SOCIAL OUTCOMES</td>
</tr>
<tr>
<td>656</td>
<td>SWS RESOURCES</td>
</tr>
</tbody>
</table>

SOCIAL WORK CASE FILE #650

This file is used to log Social Work cases.

650.01 NUMBER
This is the case number to identify each case that is opened. Type a whole number between 1 and 99999999.

CROSS-REFERENCE: “B” - Regular cross-reference used for lookup and sorting.

650,1 OPEN DATE
Enter the date that the case is opened to the Social Work Service.

CROSS-REFERENCE: “O” - Regular cross-reference used for lookup and sorting.

650,2 SOCIAL WORKER
This is the name of the social worker who opened this case.

CROSS-REFERENCE: “W” - Regular cross-reference used for lookup and sorting.

CROSS-REFERENCE: “AC” - MUMPS cross-reference used to indicate an opened case.

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650,3 COST DISTRIBUTION CENTER FREE TEXT
This field is not in use.

650,3.1 CDC SECTION POINTER (file #651)
This field is used for the Cost Distribution Center location of the patient.

650,4 AMIS DIVISION POINTER (file #650.1)
This is the number used for AMIS reporting purposes. Enter the division where
the case is opened. (Some VAMCs are multi-divisional.) In most cases, this
number will be different from the regular station number.

650,4.1 SPECIAL PATIENT POPULATION NUMBER
This field is used to show the special population to which the patient may be
a member (e.g., HIV, Homeless, RCH). Special populations may not apply
to all cases.

650,4.2 DIRECT SERVICE CATEGORY POINTER Multiple
This field is used to show the direct services provided by Social Work Service.

650.04.01 DIRECT SERVICE CATEGORY POINTER (file #655.202)
This field is used to indicate direct services provided by Social Work Service.
Only a maximum of eight services will be transmitted to Austin for individual
patient data. All services will be transmitted for AMIS Segment 255.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

650.04.1 MANHOURS NUMBER
This field is used to show the manhours Social Work Service spent providing
services. Enter time in quarters. If manhours was 30 minutes enter "50," if 1
hour and 30 minutes was spent, enter "150;" if 1 hour was spent, enter "100;" if 1
hour and 45 minutes was spent, enter "175."

650,4.3 CONSULTATION ONLY SET
This field is used to indicate if the case is for consultation purposes only. Enter "1"
for YES or "0" for NO to indicate whether the case is for consultation purposes
only.

650,5 TRANSMITTED TO AUSTIN? SET
This field will flag cases that have been transmitted to the Austin DPC. This data
is not entered directly by VA FileMan.

650,6 DIAGNOSTIC CATEGORY SET
Enter the diagnostic category that best describes the patient (RCH ONLY).
PATIENT NAME
This is the name of the patient whose case is being reviewed. Data is not entered directly by VA FileMan.

CROSS-REFERENCE: “P” - Regular cross-reference used for lookup and sorting.

CROSS-REFERENCE: “CP” - MUMPS cross-reference used for lookup and sorting.

CROSS-REFERENCE: “BS5” - MUMPS cross-reference used for lookup and sorting.

SC STATUS
This is the Service Connected Status of the patient (RCH ONLY).

COMPETENCY STATUS
Enter “I” for INCOMPETENT or “C” for COMPETENT to indicate the competency of the patient.

PRIOR LIVING ARRANGEMENTS
This is the location of the patient prior to being placed in a Residential Care Home (RCH only).

LEVEL OF CARE
Enter “1” for LIGHT, “2” for MODERATE, or “3” for HEAVY to indicate the level of care that the patient receives in the Residential Care Home program.

CORRT
This field is to be used to flag a case in which corrections were made for SWARS.

DBA NUMBER
This field is used to keep track of the Data Base Assessment pointer number associated with the Case Management System. Your answer must be 1-5 characters in length. This data is not entered directly with VA FileMan.

CLOSE DATE
This is the date a particular social worker closes a case. The close date cannot be a future date.

CROSS-REFERENCE: “AD” - MUMPS cross-reference used for sorting.

CROSS-REFERENCE: “ACD” - Regular cross-reference used for sorting.

PLACEMENT
Enter “I” for INPATIENT, “O” for OTHER, or “N” for NO PLACEMENT MADE to indicate the type of placement made based on discharge planning.
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650.19 DISPOSITION of PLACEMENT
This indicates the type of disposition due to placement. You may enter "1" for CNHC, "2" for CNH-Non VA, "3" for DOMICILIARY, "4" for NHCU, "5" for OWN HOME, "6" for RCH, or "7" for OTHER.

650.20 DISPOSITION FROM RCH
This indicates the disposition of the patient from RCH. You may enter "1" for INDIVIDUAL, "2" for HOSPITAL, "3" for OTHER INSTITUTION, "4" for DEATH, or "5" for TRANSFER.

650.21 RESOURCES/REFERRALS?
This field is used to indicate if any resources/referrals are being assigned.

650.23 MISC.
This is a 15 character free text field which will allow workers to enter identifying information on certain cases. For example, if a patient is placed in a contract nursing home, the worker can use this field to abbreviate the name of the nursing home (e.g., Civic Center would be Civic). Your answer must be 1 to 15 characters in length.

650.24 RESOURCES/REFERRALS
This is used to show where resources/referrals were made.

650.01.01 RESOURCES/REFERRAL
This is used to show where resources/referrals were made.

650.01.1 NUMBER of REFERRALS
This field is no longer being used.

650.01.2 USED/NEEDED UNABLE TO ACCESS
This field is used to show if the resource/referral given to the patient was available. Enter "1" for USED or "0" for NEEDED BUT UNABLE TO ACCESS.

650.25 PROBLEM
This field is used to show problems encountered by the patient.

650.02.01 PROBLEMS ENCOUNTERED
Enter the problem(s) encountered by the patient. Only a maximum of eight problems will be transmitted for individual patient data to Austin. All problems will be reported for AMIS Segment 255.

CROSS-REFERENCE: "B" cross-reference used for lookups and sorting.

650.02.1 OUTCOME
Enter the appropriate outcome of the psycho-social problem. There should only be one outcome for each problem.

650.26 REASON CASE IS OPENED
This field is not in use at this time.
650,28  SPECIAL DATA  
This field is not used at this time.

650,29  ID#  
This field contains the original Patient Identification Number of the patient at the 
time the case was opened. Your answer must be 9 characters long. This ID# is 
used when reporting to Austin. This data is not entered directly with VA 
FileMan.

650,30  ORIGINAL WORKER’S NUMBER  
This is the number of the worker who originally opened the case. The worker’s 
number is used when reporting to Austin. Data is not entered directly with VA 
FileMan.

SOCIAL WORK SITE PARAMETER FILE #650.1

This file is used to enter site specific information for Social Work Service.

650.1,01  SITE NAME  
Enter the site name for the Social Work Service. Your answer must be 3 to 20 
characters in length.

CROSS-REFERENCE: “B” - Regular cross-reference used for lookup and sorting.

650.1,1  AMIS SITE SUFFIX  
The AMIS site suffix identifies the reporting facility. Answer must be 1 to 2 upper 
case characters in length and not numeric. For example, if the three digit facility 
number is 521, the suffix may be “RQ” or “Q” for the primary facility, which 
translates into 521RQ or 521Q. The satellite clinic suffix may be “RS” or “S” which 
translates into 521RS or 521S. Only the suffix need be entered.

CROSS-REFERENCE: “C” - Regular cross-reference used for lookup and sorting.

650.1,5  DOES CLERK ENTER ALL CASES?  
If the Social Work Service clerk/secretary is the person who will be opening cases, 
this field must be answered with “Yes.” This field will be used to restrict the 
entering of case data to the social worker that is opening, closing, and making 
corrections to cases.

650.1,2  AUTOMATIC TRANSMISSION  
Enter “1” for YES or “0” for NO to indicate whether site is transmitting 
electronically to Austin using DHCP. If “YES” is entered, cases will only be 
deleted if cases are closed and transmitted to Austin. If “NO” is entered, all closed 
cases will be deleted.

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650.1.2.5 USE OF AGE LEVEL SET
Enter "1" for YES or "0" for NO to indicate whether age level will be used as a high risk indicator.

650.1.3 AGE LEVEL NUMBER
This age level is used for a possible high-risk criteria. Enter a number between 0 and 99.

650.1.3.5 INCOME LESS THAN LOCAL AMOUNT SET
Enter "1" for YES or "0" for NO to indicate whether income level will be used for a high-risk indicator.

650.1.4 INCOME LEVEL NUMBER
This is the minimum income level for possible high-risk criteria. Enter a dollar amount between 0 and 999999 with 2 decimal digits.

650.1.4.5 USE OF HIGH-RISK WARD(S) SET
Enter "1" for YES or "0" for NO to indicate whether selected wards will be used as high-risk indicators.

650.1.5 HIGH-RISK WARD(S) POINTER Multiple
Enter ward(s) that may be used for possible high-risk criteria.

650.1.5 HIGH-RISK WARD(S) POINTER (file#42)
This field will be used to select multiple wards to track patients admitted that may be in a high-risk category.

CROSS-REFERENCE: "W" - Regular cross-reference used for lookup and sorting.

650.1.6 TIE DATA BASE ASSESSMENT TO CASE REGISTRY SET
Enter "1" for YES or "0" for NO to indicate whether the Data Base Assessment/ Clinical Summary Module will be tied to the Case Management System.

650.1.6.5 SPECIAL PATIENT POPULATIONS Multiple
This field will contain special population entries used to identify certain patients (e.g., Homeless, HIV+/AIDS, Native American, and Spinal Cord Injury (SCI)).

650.17.01 SPECIAL PATIENT POPULATION FREE TEXT
This is the special population to which a patient may be a member (e.g., Homeless, HIV+/AIDS, SCI). Answer must be 3-35 characters in length.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

650.17.1 CODE FREE TEXT
This is the unique number assigned to special patient population category. Enter code 01 through 99.

CROSS-REFERENCE: "C" - Regular cross-reference used for lookup and sorting.
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650.1,7 NSC INSURANCE
Enter “1” for YES or “0” for NO to indicate whether Non-Service Connected Insurance will be used for a high-risk indicator.

650.1,8 FEMALE
Enter “1” for YES or “0” for NO to indicate whether female sex will be used for high-risk indicator.

650.1,9 AGE 70 OR > & 2 OR MORE OPC
Enter “1” for YES or “0” for NO to indicate whether the patient’s age of 70 or greater and whether he/she is enrolled in two or more OPT clinics will be used as a high-risk indicator.

650.1,10 GENERAL DELIVERY ADDRESS
Enter “1” for YES or “0” for NO to indicate whether GENERAL DELIVERY ADDRESS will be used for a high-risk indicator.

650.1,11 NO ADDRESS
Enter “1” for YES or “0” for NO to indicate whether NO ADDRESS will be used for a high-risk indicator.

650.1,12 NO TEMPORARY ADDRESS
Enter “1” for YES or “0” for NO to indicate whether NO TEMPORARY ADDRESS will be used for a high-risk indicator.

650.1,13 IRREGULAR DISCHARGE
Enter “1” for YES or “0” for NO to indicate whether an irregular discharge will be used as a high-risk indicator.

650.1,14 SAME DIAGNOSIS IN ONE MONTH
Enter “1” for YES or “0” for NO to indicate whether re-admission within one month with same diagnosis will be used as a high-risk indicator.

650.1,15 RCH/CNH AND SEEN BY SWS
Enter “1” for YES or “0” for NO to indicate whether the patient has been seen by Social Work Service, and the CDC location is Residential Care Home or Contract Nursing Home.

650.1,16 ADMISSION DUE TO ACCIDENT
Enter “1” for YES or “0” for NO to indicate whether ADMISSION DUE TO ACCIDENT will be used as a high-risk indicator.

650.1,16.5 SOCIAL WORK HOSPITAL LOCATIONS
This field is used to show which hospital locations Social Work Service will receive credit for outpatient visits (clinic stops).

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650.12,01 CDC LOCATION POINTER(file #651)
Enter CDC location to which the social worker is assigned.

CROSS-REFERENCE: “B” - Regular cross-reference used for lookup and sorting.

650.12,1 WORKER POINTER Multiple
This field is used to show workers that are assigned to a certain hospital location(s) for outpatient visits.

650.121,01 WORKER POINTER (file #200)
This field is used to show the worker assigned to a hospital location(s) for outpatient visits.

CROSS-REFERENCE: “B” - Regular cross-reference used for lookup and sorting.

650.121,1 ACTUAL FEE OF LOCATION NUMBER
This field is used to show the percentage of time spent at a CDC location for this worker. Type a number between 0 and 1 (e.g., .33, .25, or 1).

650.1,17 PACKAGE VERSION FREE TEXT
This field shows current version of software installed. Answer must be 3 to 5 characters in length. Data is not entered directly with VA FileMan.

650.1,18 ELAPSED DAYS NUMBER
The elapsed days field is the number of days between admission and case opening. Enter a number between 0 and 60 to indicate the number of elapsed days.

650.1,19 CLINICS POINTER Multiple
This multiple field is used to enter social work named clinics.

650.119,01 SOCIAL WORK CLINICS POINTER (file #44)
This field is used to enter social work named clinics. These clinics are used to credit outpatient visits to social work service.

CROSS-REFERENCE: “B” - Regular cross-reference used for lookup and sorting.

650.1,20 ARE MANHOURS TO BE COUNTED? SET
This field is used to allow manhours to be counted for direct services provided. Enter “1” or “YES” if manhours are to be counted.

650.1,21 ASK PROBLEMS ON OPENINGS? SET
This field is to be used to determine if psycho-social problems entered when cases are opened. If “YES” is entered, a preliminary problem list may be entered when cases are being opened. When the cases are being closed, this preliminary list can be edited and outcomes to problems are entered.
SERVICES PROVIDED ON OPENINGS?
This field is used to determine if direct services provided are asked when cases are opened. If "YES" is entered, a preliminary list of services may be entered when cases are opened. When cases are closed, this preliminary list can be edited.

COST DISTRIBUTION CENTER FILE #651
(Formerly called AMIS LOCATIONS)

This file comes with data and overwrites existing data and definitions. It is used to reference valid Cost Distribution Centers (CDC) used by the Social Work Service.

651.01 COST DISTRIBUTION CENTER NAME FREE TEXT
This field contains the name of the CDC account. Answer must be 3-50 characters in length.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

651.1 TYPE SET
Enter the type of CDC Account (i.e., "1" for PRIMARY, "0" for SECONDARY).

651.2 PRIMARY POINTER (file #651)
This field is used to show the primary Cost Distribution Center.

CROSS-REFERENCE: "AN" - Regular cross-reference used for screening.

651.3 COST DISTRIBUTION ACCOUNT # FREE TEXT
This field is used for the cost distribution account number. Enter a 4-digit number followed by 2 decimals (e.g., 1234.00). Answer must be a total of 7 characters in length.

CROSS-REFERENCE: "C" - Regular cross-reference used for lookup and sorting.

651.4 ACCOUNT ACTIVE ? SET
This field is used to activate or inactivate the cost distribution center at the local site. Enter "1" for YES or "0" for NO to indicate whether the cost center is used at the local site.

CROSS-REFERENCE: "AC" - MUMPS cross-reference used to index active CDC accounts.

651.5 SERVICE TYPE FREE TEXT
The service type field will identify whether the CDC account is inpatient, outpatient, residential care home, domiciliary, nursing home care unit, etc.
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RCH FILE #652

This file is used to enter Residential Care Homes that will be used by the Social Work Service.

652.01 NAME of HOME FREE TEXT
This field is used to enter the name of the Residential Care Home. Your answer must be 3 to 50 characters in length.

CROSS-REFERENCE: “B” - Regular cross-reference used for lookup and sorting.

652.1 HOME ID FREE TEXT
This is the station number of the VAMC related to this Residential Care Home. Your answer must be 1 to 3 characters in length.

652.2 STATION NUMBER FREE TEXT
This field is used to enter the station number of the Residential Care Home. Your answer must be 3 characters in length.

652.3 CASE WORKER POINTER (file #200)
Enter the name of the social worker assigned to this Residential Care Home.

652.4 ADDRESS 1 FREE TEXT
This is the primary address of the Residential Care Home. Your answer must be 5 to 35 characters in length.

652.5 CITY FREE TEXT
This field indicates the city in which this Residential Care Home resides. Your answer must be 3 to 25 characters in length.

652.6 STATE POINTER (file #5)
Enter the state in which the Residential Care Home is located.

652.7 ZIP FREE TEXT
This is the five digit zip code or nine digit zip code with dash (e.g., 12345-1234). Answer must be 5 to 10 characters in length.

652.8 TELEPHONE #1 FREE TEXT
This field is used to enter the primary telephone number of the Residential Care Home. Your answer must be 3 to 15 characters in length.

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652.8.1 TELEPHONE #2 FREE TEXT
This field is used to enter a secondary or optional telephone number of the Residential Care Home. Your answer must be 3 to 15 characters in length.

652.9 LICENSED BY STATE SET
Enter YES or NO to indicate whether the Residential Care Home is licensed by the state in which the home is located.

652.10 NUMBER OF BEDS NUMBER
This field is used to indicate the number of beds in a Residential Care Home. Enter a whole number between 1 and 999.

652.11 VETERANS ONLY SET
Enter “Y” for YES or “N” for NO to indicate whether the Residential Care Home is for veterans only.

652.12 DATE OF LAST ASSESSMENT DATE
This field is used to indicate the date the Residential Care Home was last assessed.

652.13 TRANSMIT NAME FREE TEXT
This field will be used to store the abbreviated name that is transmitted to Austin when submitting the RCS 10-0173 AMIS data. For example, if the name of the home is “Mrs. T. L. Suggs Residential Care Home, Inc.” the name would probably be abbreviated in the form of “MRS T L SUGGS RCHI.” Your answer must be 1 to 25 characters in length.

652.14 ADDITION SET
This field will be used to indicate if the Residential Care Home is a new addition for the current reporting period so that the Residential Care Home will be accepted in Austin for the RCS 10-0173 AMIS report. After the new Residential Care Home is transmitted, this field will automatically be set to “NO.”

RESOURCES/REFERRALS FILE #653

This file comes with data and overwrites existing data and definitions. It is used by the Social Work Service to reference valid resources/referrals.

653.01 NAME FREE TEXT
This field indicates the name of the resource/referral to be used. Answer must be 3 to 50 characters in length.

CROSS-REFERENCE: “B” - Regular cross-reference used for lookup and sorting.

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653.1 NUMBRER
FREE TEXT
This field indicates the number given to the resource/referral. Answer must be
1 to 2 characters in length.
CROSS-REFERENCE: “C” - Regular cross-reference used for lookup and sorting.

SOCIAL WORK PATIENT FILE #655
This file is used to keep track of Residential Care Home patients seen by Social
Work Service.

655.01 NAME
This is the name of the Social Work Service patient.
CROSS-REFERENCE: “B” - Regular cross-reference used for lookup and sorting.

655.99 RCH
POINTER Multiple
The following fields will contain historical data for Residential Care Home
patients.

655.02.01 HOME
This is the Residential Care Home name where the patient resides.
CROSS-REFERENCE: “B” - Regular cross-reference used for lookup and sorting.
CROSS-REFERENCE: “AH” - MUMPS cross-reference used for sorting.

655.02.1 DATE PLACED IN HOME
This is the date that the patient was placed in the Residential Care Home.

655.02.2 MONTHLY RATE
Multiple

655.03.01 MONTHLY RATE
NUMBER
This indicates the monthly rate of the Residential Care Home while the patient is
in the home. Enter a dollar amount between 0 and 999999 with 2 decimal digits.

655.03.1 EFFECTIVE DATE OF RATE
DATE
This indicates the effective date of the rate for the Residential Care Home.

655.02.3 IS PATIENT REMOVED FROM HOME?
SET
This field is used to show if the patient was removed from the Residential Care
Home.

655.02.4 DATE REMOVED FROM HOME
DATE
If the patient was flagged as removed from the Residential Care Home, this field
will show the date which the patient was removed from the home.
CASE NUMBER
POINTER (file #650)
This field points to the Social Work Case file and stores the case number associated with this Residential Care Home data. Not entered directly with VA FileMan.

TRANSFER
DELETE
Enter “1” for YES or “0” for NO to indicate whether the patient was transferred from the Residential Care Home without opening a new case. Not entered directly by VA FileMan.

DATE PLACED IN RCH PROGRAM
DATE
Enter the date the patient was placed in the Residential Care Home program.

CROSS-REFERENCE: "H" - Regular cross-reference used for lookup and sorting.

DATE REMOVED FROM RCH PROGRAM
DATE
Enter the date that the patient was removed from the Residential Care Home program. If the patient has been removed from the RCH program, this field will hold the date removed from program.

REMOVED FROM RCH PROGRAM?
DELETE
Enter “1” for YES or “0” for NO to indicate whether the patient has been removed from Residential Care Home.

HIGH-RISK
FREE TEXT
This field indicates whether a patient is a possible high-risk by meeting one or more criteria of the screening profile. This field is set when the High-Risk Screening Profile is run. Your answer must be 1 to 20 characters in length.

SEEN BY SWS
FREE TEXT
This field is used to indicate if the patient was seen by the Social Work Service after being flagged as a possible high-risk patient. Answer must be 1 character in length.

FALSE HIGH-RISK
DELETE
This field is used to indicate that the patient was not a high-risk case. Enter “F” to identify a false return. Not to be set directly with VA FileMan.

SWS ASSESSMENT DATA BASE FILE #655.2

This file is the Social Work CLINICAL SUMMARY ASSESSMENT file.

NAME
POINTER (file #2)
This field is used to enter the patient’s name.

CROSS-REFERENCE: “B” - Regular cross-reference used for lookup and sorting.
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655.2,02 FILE ENTRY DATE DATE
This field is used to show that the date the entry was made into the file.

655.2,022 SOURCE OF REFERRAL FREE TEXT
This field is used to show from where the source of referral was made.

655.2,0221 SOURCE OF INFORMATION FREE TEXT
This field is used to enter the source where the information was received.

655.2,023 REFERRAL DATE DATE
This field is used to show the date that the referral was made.

655.2,03 PRIMARY SOCIAL WORKER POINTER (file #200)
This field is used to enter the social worker's name who first entered data on the patient.

CROSS-REFERENCE: “C” - Regular cross-reference used for lookup and sorting.

655.2,031 PRIMARY CASE NUMBER POINTER (file #650)
Enter the patient's case number from the Case Management System. This data is not entered directly with VA FileMan.

655.2,04 SUPERVISOR POINTER (file #200)
This field is used to enter the supervisor of the social worker. This data is not entered directly with VA FileMan.

CROSS-REFERENCE: “E” - Regular cross-reference used for lookup and sorting.

655.2,05 SURROGATE POINTER (file #200)
This field is used to enter a surrogate supervisor for another supervisor.

CROSS-REFERENCE: “AC” - Regular cross-reference used for lookup.

655.2,1 OTHER FINANCIAL RESOURCES WORD PROCESSING
This is the description of other financial resources for a patient.

655.2,2 EMPLOY/FINANCIAL ASSESSMENT WORD PROCESSING
This is the employment and financial assessment of a patient.

655.2,2,1 IS INCOME SUFFICIENT? SET
Enter "1" for YES or "2" for NO to indicate whether the patient's income is sufficient to meet the patient's needs. Enter "0" if income is NOT KNOWN.

655.2,2,3 POTENTIAL EMPLOYABILITY SET
Enter "1" for YES, "2" for NO, or "U" for NOT KNOWN to indicate patient's potential employability.
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655.2.3 SPECIAL TRAINING/SKILLS WORD PROCESSING
This field is used to enter any special training or skills of the veteran.

655.2.4 EDUCATIONAL ASSESSMENT WORD PROCESSING
This field is used to enter an educational assessment of the patient.

655.2.4.1 HIGHEST LEVEL OF EDUCATION SET
Enter "1" for less than 6 years of education, "2" for 6 to 12 years of education, "3" for 12 to 16 years of education, or "4" for more than 16 years of education to indicate the highest level of education for the patient.

655.2.4.2 EDUCATIONAL PROGRAM/SCHOOL? SET
This field is used to show if a veteran is currently enrolled in an educational program/trade.

655.2.5 MILITARY ASSESSMENT WORD PROCESSING
This field is used to enter the patient's military assessment.

655.2.5.1 MILITARY ADJUSTMENT FREE TEXT
This field is used to enter patient's military adjustment.

655.2.6 SPOUSE'S NAME FREE TEXT
This field is used to enter name of patient's spouse.

655.2.6.1 ADDRESS 1 FREE TEXT
This field is used to enter spouse's address.

655.2.6.2 ADDRESS 2 FREE TEXT
This field is used to enter second line for address if needed.

655.2.6.3 CITY FREE TEXT
This field is used to enter city where spouse resides.

655.2.6.4 STATE POINTER (file #5)
This field is used to enter state where spouse resides.

655.2.6.5 ZIP FREE TEXT
This field is used to enter zip code.

655.2.6.6 PHONE NUMBER FREE TEXT
This field is used to enter spouse's phone number.

655.2.7 CHILDREN'S NAME Multiple
This field is used to enter the names of the veteran's children.

655.2.8 CHILDREN'S NAME FREE TEXT
This field is used to enter the children's name(s) of the veteran.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

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655.28.1 DATE OF BIRTH
This field is used to enter the date of birth of children.

655.2,9 MOTHER
FREE TEXT
This field is used to enter the name of the patient's mother. Answer must be 1 to 35 characters in length.

655.2,9.1 FATHER
FREE TEXT
This field is used to enter the name of the patient's father. Answer must be 1 to 35 characters in length.

655.2,9.2 SIBLINGS
FREE TEXT
This field is used to enter the name(s) of the patient's siblings. Answer must be 1 to 35 characters in length.

655.2,10 INITIAL PLAN OF ACTION
WORD PROCESSING
This field is used to enter plan of action as related to problems entered.

655.2,11 CAREGIVER
Multiple
This field is used to enter the patient's caregiver(s).

655.32,01 CAREGIVER
FREE TEXT
This field is used to enter the name of the patient's caregiver.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.32,1 CAREGIVER PHONE
FREE TEXT
This field is used to enter the phone number of the patient's caregiver.

655.32,2 RELATIONSHIP
SET
Enter "S" for SPOUSE, "N" for NON-RELATIVE, "R" for RELATIVE or "H" for HIRED HELP, to indicate the relationship of caregiver to patient.

655.32,3 LIMITATIONS
SET
Enter "N" for MINIMAL or NONE, "M" for MODERATE, "S" for MODERATE SEVERE, or "A" for NO CAREGIVER to indicate any patient limitations.

655.2,12 COMMENTS
WORD PROCESSING
This field is used to enter any comments about the social/family assessment.

655.2,13 SOCIAL SUPPORT SYSTEM
WORD PROCESSING
This field is used to enter social support system.

655.2,14 USE OF COMMUNITY RESOURCES
WORD PROCESSING
This field is used to enter the use of available community resources to the patient.

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655.2.15  CURRENT LIVING ARRANGEMENTS
         SET
Enter "1" for ALONE, "2" for SPOUSE, "3" for RELATIVES, "4" for NON-
RELATIVES, "5" for GROUP QUARTERS, NOT HEALTH RELATED, or "6" for
GROUP QUARTERS, HEALTH RELATED.

655.2.16  SOCIAL/FAMILY ASSESSMENT  WORD PROCESSING
This field is used to enter the patient's social and family assessments.

655.2.17  PRELIMINARY PROBLEMS  POINTER Multiple
This sub field is used to enter the patient's preliminary problems.

655.38.01  PRELIMINARY PROBLEMS  POINTER (file #655.201)
This field is used to enter the patient's preliminary problems.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.38.1  WORKER  POINTER (file #200)
This field is used to enter social worker who entered the preliminary problems.

655.38.3  OUTCOME OF PROBLEM  POINTER (file #655.203)
This field is used to show the outcome of any preliminary problems.

655.2.17.1  PROGRESS NOTE DATE  DATE
This field is used to show the date the progress note was entered/edited.

655.2.18  NOTES SECTION  POINTER Multiple
This section of File #655.2 contains notes about the patient.

655.218.0  SOCIAL WORKER  POINTER (file #200)
This field indicates the social worker who entered notes about the patient.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.218.1  CASE NUMBER  POINTER (file #650)
This is the case number associated with the patient from the Case Management
System. This data is not entered directly with VA FileMan.

CROSS-REFERENCE: "AG" - Regular cross-reference used for lookup and
sorting.

655.218.2  DIRECT SERVICES PROVIDED  POINTER Multiple
This sub file is used to enter direct services provided to the veteran.

655.2182.01  DIRECT SERVICES PROVIDED  POINTER (file #655.202)
This field is used to enter the services directly provided to the veteran.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

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655.218,3 DISCHARGE PLANNING NOTE FREE TEXT
You may enter Discharge Planning Notes in this field which must be 1 to 70 characters in length.

655.218,4 DISCHARGE PLANNING DATE DATE
This field is used to enter the date that the Discharge Planning Note was entered.

655.218,5 CLOSING NOTE WORD PROCESSING
This field is used to enter closing note summary information for the veteran.

655.218,6 AFTER CARE PLAN FREE TEXT
You may enter an after care plan which must be 1 to 50 characters in length.

655.218,7 CLOSING NOTE DATE DATE
This field is used to enter the date the closing note was entered.

655.2,29.1 DURABLE POWER OF ATTORNEY SET
This field is used to show if there is a power of attorney for the patient.

655.2,29.2 LIVING WILL SET
This field is used to indicate if the patient has a Living Will.

655.2,29.3 GUARDIANSHIP SET
This field is used to indicate if the veteran has a guardian.

655.2,29.4 ATTORNEY'S NAME FREE TEXT
This field is used to show the name of the Power of Attorney.

655.2,29.5 ADDRESS FREE TEXT
This field is used to show the address of the attorney.

655.2,29.6 ADDRESS 2 FREE TEXT
This field is used to enter a second address.

655.2,29.7 CITY FREE TEXT
This field is used to show what city the attorney resides.

655.2,29.8 STATE POINTER (file#5)
This field is used to show what state the attorney resides.

655.2,29.9 ZIP FREE TEXT
This field is used to enter the zip code.

655.2,29.91 PHONE NUMBER FREE TEXT
This field is used to enter the phone number of the attorney.

655.2,29.92 GUARDIAN'S NAME FREE TEXT
This field is used to enter the name of the veteran's guardian.

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III. File List and Cross References

655.2,29.93 ADDRESS
This field is used to enter the address of the guardian.

655.2,29.94 ADDRESS 2
This field is used to enter a second line for address.

655.2,29.95 CITY
This field is used to show what city the guardian lives.

655.2,29.96 STATE
This field is used to show what state the guardian lives.

655.2,29.97 ZIP
This field is used to show zip code.

655.2,29.98 PHONE NUMBER
This field is used to show the phone number of the guardian.

655.2,30 LEGAL ASSESSMENT
WORD PROCESSING
This field is used to enter the legal assessment, if applicable.

655.2,31 CURRENT SUBSTANCE ABUSE
SET
Enter “1” for YES, “2” for NO, or “U” for UNKNOWN to indicate current substance abuse status of the patient.

655.2,31.1 SUBSTANCE ABUSE COMMENT
WORD-PROCESSING
This field is used to enter comments about substance abuse problems if they are indicated.

655.2,32 PSYCHO-SOCIAL ASSESSMENT
WORD-PROCESSING
This field is used to enter comments about the overall impressions of the psycho-social assessments.

PSYCHO-SOCIAL PROBLEMS FILE #655.201

This file comes with data and overwrites existing data and definitions. It is used to store social work psycho-social problems.

655.201.01 PROBLEM NAME
FREE TEXT
This field is used to enter the name of the psycho-social problem. Answer must be 5 to 50 characters in length.

CROSS-REFERENCE: “B” - Regular cross-reference used for lookup and sorting.
III. File List and Cross References

655.201,1 NUMBER
This number identifies the problem. Answer must be 1 to 2 characters in length.
CROSS-REFERENCE: "C" - Regular cross-reference used for lookup and sorting.

DIRECT SERVICE CATEGORIES FILE #655.202

This file comes with data and overwrites existing data and definitions. It includes data on direct services provided by Social Work Service to patients.

655.202,01 NAME
This is the name of the direct service category. Answer must be 3 to 70 characters in length.
CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.202,1 DESCRIPTION
This field is used to define the type of service.

655.202,2 NUMBER
This is used for quick look-ups. Answer must be 1 to 2 characters in length.
CROSS-REFERENCE: "N" - Regular cross-reference used for lookup and sorting.

PSYCHO-SOCIAL OUTCOMES FILE #655.203

This file comes with data and overwrites existing data and definitions. It is used to store psycho-social outcomes for psycho-social problems.

655.203,01 NAME
This field is used to enter the name of the psycho-social outcome. Answer must be 3 to 50 characters in length.
CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.203,1 NUMBER
This number identifies the psycho-social outcome. Answer must be 1 to 2 characters in length.
CROSS-REFERENCE: "C" - Regular cross-reference used for lookup and sorting.
This file will be used to enter community resource agencies that will be used for Social Work Community Resources.

656,01 AGENCY FREE TEXT
This is the name of the community resource agency. Your answer must be 3 to 60 characters in length.

CROSS-REFERENCE: “B” - Regular cross-reference used for lookup and sorting.

656,1 STREET ADDRESS 1 FREE TEXT
This is the primary address of the community resource agency. Your answer must be 3 to 50 characters in length.

656,1.5 STREET ADDRESS 2 FREE TEXT
This is the secondary address of the community resource agency. Your answer must be 3 to 50 characters in length.

656,2 CITY FREE TEXT
This is the city where the community resource agency is located. Your answer must be 3 to 20 characters in length.

CROSS-REFERENCE: “B” - Regular cross-reference used for lookup and sorting.

656,2.5 STATE POINTER (file #5)
Enter state where the community resource agency is located.

CROSS-REFERENCE: TRIGGER - This cross reference is used to change the county field if the state should change.

656,3 COUNTY FREE TEXT
This field is used to show which county within the state the community resource agency is located.

CROSS-REFERENCE: “M” - Regular cross-reference used for lookup and sorting.

656,4 ZIP CODE FREE TEXT
This is the zip code of the community resource agency. Your answer must be 5 to 10 characters in length.

CROSS-REFERENCE: “D” - Regular cross-reference used for lookup and sorting.

656,5 PHONE NUMBER #1 FREE TEXT
This is the primary phone number of the community resource agency. Your answer must be 3 to 15 characters in length.
<table>
<thead>
<tr>
<th>Field Number</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>656,5.1</td>
<td><strong>FAX NUMBER</strong></td>
<td>FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>This is the FAX number of the community resource agency. Your answer must be 7 to 15 characters in length.</td>
<td></td>
</tr>
<tr>
<td>656,5.2</td>
<td><strong>PHONE NUMBER #2</strong></td>
<td>FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>This is the secondary phone number of the community resource agency. Your answer must be 7 to 15 characters in length.</td>
<td></td>
</tr>
<tr>
<td>656,6</td>
<td><strong>HOURS</strong></td>
<td>FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>This field contains the operational hours of the community resource agency. Your answer must be 3 to 70 characters in length.</td>
<td></td>
</tr>
<tr>
<td>656,7</td>
<td><strong>SERVICE</strong></td>
<td>FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>This field contains the Mission Statement of Services provided by the community resource agency. Your answer must be 3 to 70 characters in length.</td>
<td></td>
</tr>
<tr>
<td>656,8</td>
<td><strong>ELIGIBILITY</strong></td>
<td>FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>This is the criteria required for service delivery. Your answer must be 3 to 70 characters in length.</td>
<td></td>
</tr>
<tr>
<td>656,9</td>
<td><strong>FEES</strong></td>
<td>FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>This field contains fees charged by the community resource agency. Your answer must be 3 to 65 characters in length.</td>
<td></td>
</tr>
<tr>
<td>656,10</td>
<td><strong>REFERRAL</strong></td>
<td>FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>This is the usual procedure required to access services. Your answer must be 3 to 70 characters in length.</td>
<td></td>
</tr>
<tr>
<td>656,11</td>
<td><strong>COMMENTS</strong></td>
<td>FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>These are brief comments about this community resource agency. Your answer must be 3 to 70 characters in length.</td>
<td></td>
</tr>
<tr>
<td>656,12</td>
<td><strong>DATE OF INFO</strong></td>
<td>DATE</td>
</tr>
<tr>
<td></td>
<td>Enter the date when the data was entered or last updated.</td>
<td></td>
</tr>
<tr>
<td>656,13</td>
<td><strong>VA LIAISON</strong></td>
<td>FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>This field is the VA Liaison for the community resource agency. Your answer must be 3 to 50 characters in length.</td>
<td></td>
</tr>
<tr>
<td>656,15</td>
<td><strong>SPECIAL POPULATION</strong></td>
<td>FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>This is the special population that this community resource agency may serve.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CROSS-REFERENCE: “F” - MUMPS cross reference used to sort by free text pointer.</td>
<td></td>
</tr>
<tr>
<td>656,16</td>
<td><strong>TYPE</strong></td>
<td>SET Multiple</td>
</tr>
<tr>
<td></td>
<td>This field is used for the type of services provided by a community resource agency. An agency can provide multiple types of services.</td>
<td></td>
</tr>
</tbody>
</table>
### 656.01,01 TYPE

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Addiction</td>
</tr>
<tr>
<td>EM</td>
<td>Employment</td>
</tr>
<tr>
<td>IN</td>
<td>Information/Referrals</td>
</tr>
<tr>
<td>DA</td>
<td>Day Care</td>
</tr>
<tr>
<td>PI</td>
<td>Finances</td>
</tr>
<tr>
<td>FO</td>
<td>Food</td>
</tr>
<tr>
<td>HE</td>
<td>Health</td>
</tr>
<tr>
<td>HO</td>
<td>Housing</td>
</tr>
<tr>
<td>IH</td>
<td>In Home Services</td>
</tr>
<tr>
<td>LE</td>
<td>Legal</td>
</tr>
<tr>
<td>MH</td>
<td>Mental Health</td>
</tr>
<tr>
<td>SH</td>
<td>Self Help</td>
</tr>
<tr>
<td>SP</td>
<td>Sp. Ed./Recreation</td>
</tr>
<tr>
<td>TR</td>
<td>Transportation</td>
</tr>
<tr>
<td>VO</td>
<td>Volunteer</td>
</tr>
</tbody>
</table>

**CROSS-REFERENCE:** "C" - Regular cross-reference used for lookup and sorting.
III. File List and Cross References
IV. Exported Options

SOWK is the primary menu option for all social workers. File access for the chief or supervisor is "I"; for the social worker or clerk, file access is "t".

There are some keys associated with the Social Work modules. The keys listed should only be given to the Supervisor or Chief of Social Work.

<table>
<thead>
<tr>
<th>Key</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWKADD</td>
<td>Enter/Edit Homes</td>
</tr>
<tr>
<td>SOWKCAD</td>
<td>Assessment Date Change</td>
</tr>
<tr>
<td>SOWKCLEAR</td>
<td>Purge Case Management Data</td>
</tr>
<tr>
<td>SOWKCWK</td>
<td>Change Worker Assigned to a Home</td>
</tr>
<tr>
<td>SOWKDBR</td>
<td>Clinical Supervisory Report</td>
</tr>
<tr>
<td>SOWKDELH</td>
<td>Delete Home</td>
</tr>
<tr>
<td>SOWKDIV</td>
<td>Divisional AMIS Reports (AMIS 255 &amp; 256)</td>
</tr>
<tr>
<td>SOWKHIR</td>
<td>High Risk</td>
</tr>
<tr>
<td>SOWKNEW</td>
<td>Social Work Personnel and Re-initialize Look-Up</td>
</tr>
<tr>
<td></td>
<td>Values</td>
</tr>
<tr>
<td>SOWKSITE</td>
<td>Maintenance System Menu and Social Work Site</td>
</tr>
<tr>
<td></td>
<td>Parameters</td>
</tr>
<tr>
<td>SOWKBHED</td>
<td>Enter/Edit Agency</td>
</tr>
<tr>
<td>SOWKIDP</td>
<td>Automatic Reporting System</td>
</tr>
<tr>
<td>SOWKTRANS</td>
<td>Transfer RCH Patient</td>
</tr>
<tr>
<td>SOWKQAMGT</td>
<td>QA Management and Productivity</td>
</tr>
</tbody>
</table>

Note: The key "SOWKDIV" should only be used for multi-divisional sites.

The following are exported from the Social Work Information Management Systems software:

1.0 Social Work Information Management Systems Menu Diagram

```
Information Management Systems (SWIMS) [SOWK]
Case Management System [SOWCRUSER]
Clinical Assessment Module [SOWKDB]
Community Resource Module [SOWKBH]
Maintenance System [SOWKMAINTENANCE] **Locked: SOWKSITE**
```

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2.0 Case Management System Menu Diagram

Case Management System [SOWKCRUSER]
  Automatic Reporting System [SOWKREP] **Locked: SOWKREP**
  Compile AMIS Data [SOWKARS] **Locked: SOWKARS**
  Print Patient and AMIS Segments Data (132 Columns) [SOWKARSP]
  Transmit AMIS Data Via MailMan [SOWKARSE]
Close Cases [SOWKCLOS]
Delete Record [SOWKDELETE]
Display Case Data [SOWKDOCL] **Locked: SOWKDOCL**
High Risk [SOWKRISK] **Locked: SOWKIRR**
  False High Risk Report [SOWKHFPP]
  High Risk Start-up [SOWKHSJR] **Locked: SOWKHSJR**
  Make Corrections [SOWKCOR]
Open Cases [SOWKOPEN]
RCH Registry [SOWKREG]
  Assessment Date Change [SOWKCAD] **Locked: SOWKCAD**
  Change Worker Assigned To A Home [SOWKCAW] **Locked: SOWKCAW**
  Delete Home [SOWKDEL] **Locked: SOWKDEL**
  Enter/Edit Homes [SOWKADD] **Locked: SOWKADD**
  Make Changes To RCH Registry [SOWKCHA] **Locked: SOWKCHA**
  Monthly Rate Change [SOWKMR] **Locked: SOWKMR**
  Print Address Labels [SOWKAL]
Transfer RCH Patient (SAME WORKER) [SOWKTRANS] **Locked: SOWKTRANS**

Reports Menu [SOWKREPORTS]
  AMIS 256 & 10-0173 Reports [SOWKREP]
  RCH AMIS (Segment 256 - 132 COLUMNS) [SOWKRMIS]
  RCS 10-0173 (80 COLUMNS) [SOWKRC]
Clinical Summaries [SOWKCLINICAL]
  Service Clinical Summary (132 COLUMNS) [SOWKCLS]
  Special Patient Population Summary (132 COLUMNS) [SOWKCLSP]
  Supervisor Clinical Report Summaries (132 COLUMNS) [SOWKCLSS]
    All Supervisor's Clinical Summaries (132 COLUMNS) [SOWKCLSSA]
    All Cases - Supervisor's Clinical Summary [SOWKCLSS ALL]
    Closed Cases - Supervisor's Clinical Summary [SOWKCLSS CLOSED]
    Opened Cases - Supervisor's Clinical Summary [SOWKCLSS OPEN]
  Individual Supervisor's Clinical Summaries [SOWKCLIS]
    All Cases - Ind. Supervisor's Clinical Summary [SOWKCLIS ALL]
    Closed Cases - Ind. Supervisor's Clinical Summary [SOWKCLIS CLOSED]
    Opened Cases - Ind. Supervisor's Clinical Summary [SOWKCLIS OPEN]
Worker Clinical Report Summaries (132 COLUMNS) [SOWKCLSW]
  All Worker's Clinical Summaries (132 COLUMNS) [SOWKCLSWA]
  All Cases - Worker's Clinical Summary [SOWKCLSW ALL]
  Closed Cases - Worker's Clinical Summary [SOWKCLSW CLOSED]
  Opened Cases - Worker's Clinical Summary [SOWKCLSW OPEN]
  Individual Clinical Summaries (132 COLUMNS) [SOWKCLIW]
    All Cases - Ind. Worker's Clinical Summary (132 COLUMNS) [SOWKCLIW ALL]
    Closed Cases - Ind. Worker's Clinical Summary [SOWKCLIW CLOSED]
    Opened Cases - Ind. Worker's Clinical Summary [SOWKCLIW OPEN]
Combined SWIMS (Part 1 & Part 2) [SOWRAMS]
  Combined SWIMS Reports (Part 1 & Part 2) [SOWKPREP]
    All Reports (Part 1 & Part 2) [SOWKAA]
    Direct Service Category Report [SOWKCS]
    Location By Cost Centers (80 COLUMNS) [SOWKLC]
    Problems And Outcomes (80 COLUMNS) [SOWKPA]
    Referrals (80 COLUMNS) [SOWKREF]
Divisional SWIMS Reports (Part 1 & Part 2) [SOWKPREPD] **Locked: SOWKDIV**
    All Reports By Division (Part 1 & Part 2) [SOWKADD]
IV. Exported Options

Direct Service Category Report [SOWKDSC]
Location of Patients By Division (80 COLUMNS) [SOWKLCID]
Problems and Outcomes By Division (80 COLUMNS) [SOWKPAOD]
Referrals By Division (80 COLUMNS) [SOWKRPD]

Cost Distribution [SOWCDRPT]
Home And Patient Registry [SOWKPRI]
All Workers [SOWKHLM]
Home Registry [SOWKHH]
All Homes [SOWKASS]
  Complete Report - All Homes [SOWKHALL]
  Summary Report - All Homes [SOWKHALLS]
By Worker [SOWKSS]
  Complete Report By Worker [SOWKCS]
  Summary Report By Worker [SOWKSC]
Individual Home [SOWKSIN]
  Complete Report - Individual Home [SOWKHIN]
  Summary Report - Individual Home [SOWKHIR]
RCH Patients By Home [SOWKIRR]
Patient Registry [SOWKPTR]
All Patients [SOWKPPT]
  All Cases - All Patient Registry [SOWKPPT]
  Complete Registry - All Cases All Patients [SOWKPLS]
  Summary Registry - All Cases All Patients [SOWKPLS]
Open Cases - All Patient Registry [SOWKPTO]
  Complete Registry - Open Cases All Patients [SOWKPTO]
  Summary Registry - Open Cases All Patients [SOWKPTO]
  Supervisor [SOWKPTO]
All Cases - Supervisor's Patient Registry [SOWKTA]
  Complete Supervisor Patient Registry - All Cases [SOWKTA]
  Summary Supervisor Patient Registry - All Cases [SOWKTA]
Open Cases - Supervisor's Patient Registry [SOWKTT]
  Complete Supervisor's Patient Registry - Open Case [SOWKTP]
  Summary - Supervisor's Patient Registry Open Cases [SOWKTP]
  Worker [SOWKTPW]
All Cases - Workers Patient Registry [SOWKPA]
  Complete All Cases - Workers Patient Registry [SOWKCP]
  Summary All Cases - Workers Patient Registry [SOWKCP]
Open Cases - Workers Patient Registry [SOWKPC]
  Complete Open Cases - Workers Patient Registry [SOWKPC]
  Summary Open Cases - Workers Patient Registry [SOWKPC]
Residential Care Home Case Listings [SOWKCL]
  Active RCH Case Listing (122 COLUMNS) [SOWKOPC]
  Closed RCH Case Listing (122 COLUMNS) [SOWKLC]
Patient Status Report (PMTP 122 COLUMNS) [SOWKMT]
QA Management & Productivity [SOWKQAMPT] **Locked: SOWKQAMPT**
  MON Quality Management Monitors [SOWKQAMONITORS]
  QA1 Management Monitor I [SOWKQAMONI]
  QA2 Management Monitor II [SOWKQAMONII]
  QA3 Management Monitor III [SOWKQAMONIII]
  QA4 Management Monitor IV [SOWKQAMONIV]
  QA5 Management Monitor V [SOWKQAMMOV]
REV Quality Management Review [SOWKQAMREVIEW]
  QA1 Management Review I [SOWKQAREVI]
  QA2 Management Review II [SOWKQAREVII]
  QA3 Management Review III [SOWKQAREVIII]
  QA4 Management Review IV [SOWKQAREREV]
Registry Reports [SOWKREG]
  All Workers In Service (122 COLUMNS) [SOWKANS]

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3.0 Clinical Assessment Module Menu Diagram

Clinical Assessment Module [SOWKDB]
  Assessment Data (Enter/Edit) [SOWKDBE]
    Enter/Delete Surrogate Supervisor [SOWKDBSURR]**Locked: SOWKDBR**
      Delete Surrogate Supervisor [SOWKDBSURRRD]
      Enter Surrogate Supervisor [SOWKDBSURRA]
      Notes (Enter/Edit) [SOWKDBNOTES]
      Closing Notes [SOWKDBCLN]
    Discharge Planning [SOWKDBDCH]
  Print Assessment Data [SOWKDBPRINT]
  Assessment Profile [SOWKDBP]
    Clinical Supervisory Report [SOWKDBSUP]**Locked: SOWKDBR**
      All Workers [SOWKDBSUPA]
      Individual Worker [SOWKDBSUPS]
      Notes (Closing, and Discharge Planning) [SOWKDBPN]

4.0 Community Resource Module Menu Diagram

Community Resource Module [SOWKBH]
  Enter/Edit Agency [SOWKBHED]**Locked: SOWKBHED**
  Print SWS Agency [SOWKBHPR]
5.0 Maintenance System Menu Diagram

Maintenance System [SOWMAINTENANCE] **Locked: SOWSITE**
1 Site Parameters [SOWSITE] **Locked: SOWSITE**
2 Enter/Edit Worker [SOWNEWA]
3 Enter/Edit Homes [SOWADD] **Locked: SOWADD**
4 High Risk Start-up [SOWHRM] **Locked: SOWHRM**
5 Activate/Deactivate Cost Distribution Centers [SOWCDRACT]
6 Purge Case Management Data [SOWCLEAR] **Locked: SOWCLEAR**
7 Re-initialize Look-up Values [SOWXREP]
8 Social Work Clinics (PTEE percentages) [SOWKLSTPS]
IV. Exported Options
V. Archiving and Purging

Recommended disk space for this package allows for a full year and one quarter's worth of data to be left in the files at any one time. Purging of data is usually done quarterly. The Purge Case Management Data option under the Maintenance System menu is used for purging. There are no archiving options for Social Work.
VI. Relationships

A. External Relations

This version of the Social Work Information Management Systems software package can only be run with a standard MUMPS operating system. It also requires the following VA software applications:

- VA FileMan version 18 or later
- Kernel version 6.5 or later
- MailMan version 3.27 or later
- NEW PERSON file (#200) version 1.01
- MAS version 5.0 or later

The above software is not included in this package and must be installed before this package is completely functional.

The VADPT patient information routines from MAS are used.

B. Internal Relations

All options in the Social Work Information Management Systems may be independently invoked with the exception of options contained on SOWKPREP and SOWKPREPD. Options available under the SOWKPREP menu are SOWKAA, SOWKDCS, SOWKLC, SOWKPAO, and SOWKRPF. Options available under the SOWKPREPD menu are SOWKAAD, SOWKDCS, SOWKLCD, SOWKPAOD, and SOWKRFD.

The following menu entry and exit actions must be included if the above options are removed from their menu:

MENU NAME: SOWKPREP

Entry action: S SOWKAB="",SOWKSITE=0 K ZTSK,OUT
Exit action: K B,SOWKAB,Z,SOWKFDB,SOWKFB,SOWKSITE,ZSAVE,
ZTSK,OUT,SWA,SWB,SWZ

MENU NAME: SOWKPREPD

Entry action: S SOWKAB="",SOWKSITE=1,DIC="^SOWK650.1,"
DIC(0)="AEQM",DIC("A")="SELECT DIVISION: " D ^DIC Q:"^"(X S
(SOWK,SOWKDIV)=+Y
Exit action: K SWA,SWB,SWZ,SOWKDIV,SOWKAB,SOWK,ZTSK,SOWKFB,
SOWKFDB,SOWKSITE
VI. Relationships

C. Package-Wide Variables

The variables, SOWKAB, SOWKSITE, are defined when the user enters into the menu option SOWKPREP. The variables, SOWKAB, SOWKSITE, SOWK, and SOWKDIV, are defined when the user enters into the menu option SOWKPREPD. These variables are used throughout this menu and are killed when the menu is exited.

D. Integration Agreements

Permission has been granted by the MAS developers for Social Work to look at the .01 field of the INSURANCE COMPANY file (#36). This agreement was granted on November 5, 1990. DBIA #61.

Permission has also been granted by the MAS developers for Social Work to look at the “S” node in the HOSPITAL LOCATION (#44) and PATIENT (#2) files, and point to the HOSPITAL LOCATION (#44) and CLINIC STOP (#40.7) files. This agreement was granted on December 4, 1991. DBIA #131.

Permission has been granted by the MAS developers for Social Work to access the OTHER INCOME field directly from the PATIENT (#2) file. This agreement was granted on March 11, 1992. DBIA #146.
VII. On-Line Documentation

A. On Screen Help

Throughout the Social Work Information Management Systems Modules, on-line help is available. At any given prompt or field, a question mark (?) may be entered to receive help. Kernel and VA FileMan user manuals give instructions for printing data dictionaries and menu diagrams. Copies of the manuals are available through your IRM Service.

B. Data Dictionaries

The Data Dictionaries (DDs) are considered part of the on-line documentation for this software application. You should print the DDs for the following files as soon as the software has been installed and initialized:

<table>
<thead>
<tr>
<th>File Numbers</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>650</td>
<td>SOCIAL WORK CASE</td>
</tr>
<tr>
<td>650.1</td>
<td>SOCIAL WORK SITE PARAMETERS</td>
</tr>
<tr>
<td>651</td>
<td>COST DISTRIBUTION CENTER (data)</td>
</tr>
<tr>
<td></td>
<td>previously called AMIS Locations file</td>
</tr>
<tr>
<td>652</td>
<td>RCH</td>
</tr>
<tr>
<td>653</td>
<td>RESOURCES/REFERRALS (data)</td>
</tr>
<tr>
<td></td>
<td>previously called REFERRALS file</td>
</tr>
<tr>
<td>655</td>
<td>SOCIAL WORK PATIENT</td>
</tr>
<tr>
<td>655.2</td>
<td>SWS ASSESSMENT DATA BASE</td>
</tr>
<tr>
<td>655.201</td>
<td>PSYCHO-SOCIAL PROBLEMS</td>
</tr>
<tr>
<td>655.202</td>
<td>DIRECT SERVICE CATEGORIES</td>
</tr>
<tr>
<td>655.203</td>
<td>PSYCHO-SOCIAL OUTCOMES</td>
</tr>
<tr>
<td>656</td>
<td>SWS RESOURCES</td>
</tr>
</tbody>
</table>

Use VA FileMan option, *List File Attributes*, to print the DDs. Use the listing format that will best fit your needs.
Example: Print Data Dictionaries Using VA FileMan

VA Fileman 18

Select OPTION: LIST FILE ATTRIBUTES
START WITH WHAT FILE: NEW PERSON// 810 SOCIAL WORK CASE
(211 entries)
GO TO WHAT FILE: SOCIAL WORK CASE// 816 SWS RESOURCES
(0 entries)
Select LISTING FORMAT: STANDARD// <RET>
DEVICE:
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMIS</td>
<td>Automated Management Information System</td>
</tr>
<tr>
<td>Automatic Reporting System</td>
<td>The system used to transmit social work case data via MailMan.</td>
</tr>
<tr>
<td>CDC</td>
<td>Cost Distribution Center</td>
</tr>
<tr>
<td>CNHC</td>
<td>Contract Nursing Home Care</td>
</tr>
<tr>
<td>DTC</td>
<td>Day Treatment Center</td>
</tr>
<tr>
<td>HBHC</td>
<td>Hospital Based Home Care</td>
</tr>
<tr>
<td>MAS</td>
<td>Medical Administration Service</td>
</tr>
<tr>
<td>MHC</td>
<td>Mental Hygiene Clinic</td>
</tr>
<tr>
<td>Monthly Rate</td>
<td>The monthly payment made by the patient for lodging in a residential care home.</td>
</tr>
<tr>
<td>NHCU</td>
<td>Nursing Home Care Unit</td>
</tr>
<tr>
<td>Package Coordinator</td>
<td>An individual selected from the Chief or Supervisory ranks to assist the site manager with the implementation of the computer package and oversee the training of the users.</td>
</tr>
<tr>
<td>RCH</td>
<td>Residential Care Home</td>
</tr>
<tr>
<td>RMS</td>
<td>Rehabilitation Medicine Service</td>
</tr>
<tr>
<td>SCI</td>
<td>Spinal Cord Injury</td>
</tr>
<tr>
<td>SC Status</td>
<td>Service Connected Status</td>
</tr>
<tr>
<td>SWS</td>
<td>Social Work Service</td>
</tr>
<tr>
<td>SWARS</td>
<td>Social Work Automatic Reporting System</td>
</tr>
<tr>
<td>SWIMS</td>
<td>Social Work Information Management System</td>
</tr>
<tr>
<td>VIS</td>
<td>Visual Impairment Services</td>
</tr>
</tbody>
</table>
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