SOCIAL WORK
USER MANUAL

Version 3.0
May 1993

Information Systems Center
Birmingham, Alabama
Preface

The Social Work Information Management Systems (SWIMS) software package is one segment of the Decentralized Hospital Computer Program (DHCP) computer system designed to facilitate the functions of Social Work Services at VA Medical Centers. Social Work Information Management Systems User Manual, Version 3.0, contains revisions, updates, and enhancements to the software. Social Work Service personnel, especially chiefs and supervisors, can use this software package.
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Introduction

Version 3.0 of Social Work Information Management System is a case management system designed to facilitate the Social Work Service functions within the VA Medical Centers. This package contains DHCP computer programs which are used to track case loads and generate reports without unnecessary paperwork. It can be used 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 VA MailMan system.

This User's Manual can be used by all that are involved in the DHCP process including users, application coordinators, technical personnel, or trainees.

**Please Note**

Before this version of the Social Work Information Management System is installed, all previous social work cases should be closed, transmitted to Austin (assuming that you are transmitting to Austin), and the social work database purged completely using the Clear Problems/Outcomes option under version 2.14. Purge only after any needed Austin corrections are made to your case data. Once version 3.0 is installed, corrections for 2.14 cannot be made.

If you prefer to have your social work case data purged upon installation of version 3.0, please notify your IRM Service.

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 System (SWIMS) menu. The Case Management System menu contains some 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 menu for the clinical summary information. It contains database assessment profiles of patients, the ability to enter/delete surrogate supervisors, and discharge planning and closing note information.
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3. Community Resource Module: This menu allows you to enter/edit and print community resource social work agency information.

4. Maintenance System: Most options under this 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.

Please note that the first five options from this menu require mandatory input so that social work reports will be accurate. The first five options are:

1. Site Parameters
2. Enter/Edit Worker
3. Enter/Edit Homes
4. High Risk Start-up
5. Activate/Deactivate Cost Distribution Center

Purposes of the Software

- The software identifies patients upon admission who meet certain pre-determined 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 generates AMIS data which can be submitted to Austin by use of generic code sheets, or submitted to SWARS electronic transfer via Network Mail System.

Orientation

The User Manual describes each option and provides an example of how to use each option. The User Manual is divided into four components:

I. Case Management System
II. Clinical Assessment Module
III. Community Resource Module
IV. Maintenance System
Introduction

The Appendices presents "How to Work with the System", which will be useful to persons who have not previously used DHCP software, a glossary, a Cost Distribution Center (CDC) listing, Patient Data Format for AMIS Transmission, and an index.

Special Notations

In this manual, the user's response is underlined but will not appear on the screen underlined. The underlined part of the entry is the letter or letters that must be typed so that the computer can identify the response. In most cases, you need only enter the first few letters. This increases speed and accuracy.

Every response you enter must be followed by pressing the RETURN key. Whenever the RETURN key should be pressed, you will see the symbol <RET>. <RET> is not shown but is implied if there is underlined input.

If you are not a current user of DHCP packages, you may wish to read Appendix A, "How to Work with the System", before proceeding to the User Manual.

Package Management

This package does not impose any additional legal requirements on the user, nor does it relieve the user of any legal requirements. All users are reminded that many of the reports generated by this package contain confidential patient information which is protected by the Privacy Act.
Menu Outline

Screen displays may vary among different sites and you may not see the data on your terminal exactly as they appear in this manual. Although screens are subject to modification, the major menu options, as they appear in this manual, are fixed and not subject to modifications except by the package developer.

The following is a list of the major menu options, and their sub-options, in the order that they appear. A restricted option (Case Management System, for example) will not display unless you have security clearance. See your Application Coordinator to request security clearance.

Social Work Information Management Systems Menu Diagram

Case Management System

Clinical Assessment Module

Community Resource Module

Maintenance System

Case Management System
  Automatic Reporting System
    Compile AMIS Data
    Print Patient and AMIS Segments Data
    Transmit AMIS Data Via MailMan
  Close Cases
  Delete Record
  Display Case Data
  High Risk
  Make Corrections
  Open Cases
  RCH Registry
    Assessment Date Change
    Change Worker Assigned To A Home
    Delete Home
    Enter/Edit Homes
    Make Changes To RCH Registry
    Monthly Rate Change
    Print Address Labels
    Transfer RCH Patient (Same Worker)

Reports Menu
  AMIS 256 & 10-0173 Reports
    RCH AMIS (Segment 256)
    RCS 10-0173
  Clinical Summaries
    Service Clinical Summary
Introduction

Special Patient Population Summary
Supervisor Clinical Report Summaries
Worker Clinical Report Summaries

Combined SWIMS (Part 1 & Part 2)
Combined SWIMS Reports (Part 1 & Part 2)
All Reports (Part 1 & Part 2)
Direct Service Category Report
Location By Cost Centers
Problems And Outcomes
Referrals
Divisional SWIMS Reports (Part 1 & Part 2)
All Reports By Division (Part 1 & Part 2)
Direct Service Category Report
Location of Patients By Division
Problems and Outcomes By Division
Referrals By Division

Home And Patient Registry
All Workers
Home Registry
Patient Registry
Residential Care Home Case Listings

Patient Status Report (PNTTF)

QA Management & Productivity
MON Quality Management Monitors
QA1 Management Monitor I
QA2 Management Monitor II
QA3 Management Monitor III
QA4 Management Monitor IV
QA5 Management Monitor V

REV Quality Management Review
QA1 Management Review I
QA2 Management Review II
QA3 Management Review III
QA4 Management Review IV

Registry Reports
All Workers In Service
All Cases (All Workers Registry)
Closed Cases (All Workers Registry)
Open Cases (All Workers Registry)

Individual Supervisor
All Cases (Individual Supervisor's Registry)
Closed Cases (Individual Supervisor's Registry)
Opened Cases (Individual Supervisor's Registry)

Supervisor's Registry
All Cases (Supervisor's Registry)
Closed Cases (Supervisor's Registry)
Open Cases (Supervisor's Registry)

Worker's Registry
All Cases (Individual Worker Registry)

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Closed Cases (Individual Worker Registry)
Open Case (Individual Worker Registry)

Social Work Personnel
Add and Replace Worker
Delete Worker
Enter/Edit Worker
Print Workers

Clinical Assessment Module
Assessment Data (Enter/Edit)
Enter/Delete Surrogate Supervisor
Delete Surrogate Supervisor
Enter Surrogate Supervisor
Notes (Enter/Edit)
Closing Notes
Discharge Planning
Print Assessment Data
Assessment Profile
Clinical Supervisory Report
All Workers
Individual Worker
Notes (Closing, and Discharge Planning)

Community Resource Module
Enter/Edit Agency
Print SWS Agency

Maintenance System
Site Parameters
Enter/Edit Worker
Enter/Edit Homes
High Risk Start-up
Activate/Deactivate Cost Distribution Centers
Purge Case Management Data
Re-Initialize Lookup Values
Social Work Clinics (FTEE percentages)
Package Operation Section
Chapter One
Case Management System
Chapter One. Case Management System

The Case Management System module is designed for all Social Work staff. It is the primary menu for case management, and is a sub-menu under the Social Work Information Management Systems (SWIMS) menu. The Case Management System contains options that non-Social Work Chiefs/Supervisors will not be able to access, such as High Risk information, RCH Registry Reports, and Social Work Personnel information.

Options available from the Case Management System menu are:

1.0 Automatic Reporting System
2.0 Close Cases
3.0 Delete Record
4.0 Display Case Data
5.0 High Risk
6.0 Make Corrections
7.0 Open Cases
8.0 RCH Registry
9.0 Reports Menu
10.0 Social Work Personnel

1.0 Automatic Reporting System

This sub-menu contains options for the user to collect or print Social Work Automatic Reporting System (SWARS) data. You can compile, print, and transmit AMIS data to Austin using this option. An electronic mail message containing your data is created quarterly and sent to Austin by the fifth work day of the following month.

Before converting to the SWARS/Case Management System, you must get approval or concurrence through Austin via Social Work Service, VA Central Office. Prior to inputting your data base into the SWARS system, Austin must set the date parameters to allow your data to be accepted.

** Please Note **

You need to consult with Social Work Service, VACO, prior to initiating the SWARS/Case Management System.

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Options available from the Automatic Reporting System sub-menu are:

1.1 Compile AMIS Data
1.2 Print Patient and AMIS Segments Data (132 Columns)
1.3 Transmit AMIS Data Via MailMan

The first option, Compile AMIS Data, gathers and formats the data. Then, you can use the Print Patient & AMIS Segments Data option to produce a hard copy of the report for your records. The Transmit AMIS Data Via MailMan option automatically sends the data out over your electronic mail system.
1.1 Compile AMIS Data

You can compile, print, and/or transmit AMIS data using this option. This option puts all data into a format acceptable to the AMIS system in Austin. The computer might take a few minutes, depending on the size of your case data, to compile your data. You will then return to the Automatic Reporting System menu. You should run this option on a quarterly basis. There are other individual options that allow you to print and transmit data. However, this option allows you to perform one or more of the following task(s):

- compile data
- print data
- transmit data

To use this option, select the reporting month and fiscal year, and the beginning and ending date of the report. The report will then print to the selected device.

Example: Compile AMIS Data

Select Automatic Reporting System Option: COMPILé AMIS Data

ENTER 03, 06, 09, or 12 FOR END OF QUARTER MONTH: 03 MARCH

ENTER LAST TWO DIGITS OF FISCAL YEAR: 21
BEGINNING REPORTING DATE: 3/1 (MAR 01, 1991)
ENDING DATE: 5/31 (MAY 31, 1991)

...HMM, LET ME THINK ABOUT THAT A MOMENT......

Compiling AMIS Segments 208, 209, 210, 211, & 256..............

COMPIling RCH 10-0173 AMIS DATA..............

..EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND..............

DO YOU WANT TO PRINT AMIS DATA FOR THE QUARTER ENDING MAR. AT THIS TIME? NO/
Yes (Yes)

DEVICE: 112 COLUMN PRINTER RIGHT MARGIN: 132// RET

DO YOU WANT TO TRANSMIT AMIS DATA FOR THE QUARTER ENDING MAR. AT THIS TIME?
NO/ YES (YES)

You want to transmit AMIS data for the quarter ending MAR.
Is this correct and do you want to continue? NO/ RET (NO)
1.2 Print Patient & AMIS Segments Data (132 Columns)

This option prints AMIS data. It allows you to print a hard copy of the report, review, and validate the AMIS data before you transmit it to Austin.

To use this option, select the reporting month and fiscal year, and the beginning and ending date of the report. The report will then print to the selected device.

Example: Print Patient & AMIS Segments Data (132 Columns)

Select Case Management System Option: AUTomatic Reporting System

Select Automatic Report System Option: Print Patient & AMIS Segments Data (132 COLUMNS)

ENTER 03, 06, 09, or 12 FOR END OF QUARTER MONTH: 06 JUNE

ENTER LAST TWO DIGITS OF FISCAL YEAR: 91
BEGINNING REPORTING DATE: 4/1 (APR 01, 1991)
ENDING DATE: 6/30 (JUN 30, 1991)
...SORRY, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

Compiling AMIS Segments 208, 209, 210, 211, & 256.........................

COMPILING RCH 10-0173 AMIS DATA...........................................

...HMM, THIS MAY TAKE A FEW MOMENTS..............
DEVICE: HOME// ZPK ZPK-VTPTR RIGHT MARGIN: 132// <RET>

........................................printout follows.....................................
1.3 Transmit AMIS Data Via MailMan

This option transmits quarterly AMIS data to Austin via MailMan. There is no IRM assistance needed for this transmission. However, your VADATS/IDCU system must be functional (version 3.27 or later of MailMan) and the domain data complete. Please consult with your IRM Chief/Site Manager to be certain that your site has the above.

To use this option, select the reporting month and fiscal year, and the beginning and ending date of the report. The report will then print to the selected device.

Example: Transmit AMIS Data Via MailMan

Select Case Management System Option: Automatic Reporting System

Select Automatic Report System Option: Transmit AMIS Data Via MailMan

ENTER 03, 06, 09, or 12 FOR END OF QUARTER MONTH: 03 MARCH

ENTER LAST TWO DIGITS OF FISCAL YEAR: 92
BEGINNING REPORTING DATE: 3/1 (MARCH 01, 1992)
ENDING DATE: 5/31 (MAY 30, 1992)
...SORRY, THIS MAY TAKE A FEW MOMENTS.......

Compiling AMIS Segments 208, 209, 210, 211, & 256

COMPILING RCH 10-0173 AMIS DATA

...EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

You want to transmit AMIS data for the quarter ending MAR.
Is this correct and do you want to continue? N// Y (YES)
...SORRY, THIS MAY TAKE A FEW MINUTES...
<278 AMIS RECORDS TRANSMITTED TO AUSTIN>
<8 RCH 10-0173 RECORDS TRANSMITTED TO AUSTIN>

Select Transmit AMIS Data Option: <RET>
2.0 Close Cases

This option allows you to close Social Work Service cases. For RCH Cases previously closed, the prompts, "Is Patient Removed From Home" and "Date Removed from Home", must be answered. If you enter "Yes" in the "Is Patient Removed from Home" prompt, you will then be prompted for "Date Removed From Home." "Yes" should only be entered if the patient is actually removed from the home and not transferred to another home. If "Yes" is selected, a "Date Removed from Home" prompt will appear.

If "Problems Encountered" were entered when opening a case, an "Outcome" must be entered in the Close Case option for each problem. Likewise, if "Direct Service" was entered during the open case process, the "Time Spent" prompt must be answered in the Close Case option for each Direct Service.

When opening a case, the last prompt in the process is, "Do You Wish To Close Case." If you want to close a case at the same time you are opening it, you can enter "Yes" and automatically move to the Close Case option. This is meant as a time saver and can be used with cases such as outpatients that are opened and closed within a short period of time.

**Please Note**

If you choose to close a case while in the Open Case option and use the up-arrow (^), the entire record will be deleted. If you use the up-arrow to exit while closing a case, in the Close Case option, the close case data will be deleted (the data entered while in the Open Case option will not be affected).

Example: Close Cases

Select Case Management System Option: Close Cases
SELECT PATIENT: 2
ANSWER WITH SOCIAL WORK CASE NUMBER, OR OPEN DATE, OR SOCIAL WORKER, OR PATIENT NAME
DO YOU WANT THE ENTIRE SOCIAL WORK CASE LIST? N (NO)
SELECT PATIENT: 144 09-14-89 DOOLITTLE, JAMES A. HASKELL, EDDIE
...OK? YES//<RET> (YES)

PATIENT NAME: HASKELL, EDDIE// (No Editing)
SOCIAL WORKER: DOOLITTLE, JAMES A.//<RET>
CLOSE DATE: 2 (OCT 01, 1992)
Select PROBLEMS ENCOUNTERED: 2
ANSWER WITH PROBLEM PROBLEMS ENCOUNTERED
YOU MAY ENTER A NEW PROBLEM, IF YOU WISH
Enter problem(s) encountered by 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.

**ANSWER WITH PSYCHO-SOCIAL PROBLEMS PROBLEM NAME, OR NUMBER**

**DO YOU WANT THE ENTIRE 38-ENTRY PSYCHO-SOCIAL PROBLEMS LIST?** N (NO)

Select PROBLEMS ENCOUNTERED: 5 MANAGEMENT OF PERSON

...OK? YES // <RET> (YES)

**OUTCOME:** 2

Enter appropriate outcome of psycho-social problem.

**ANSWER WITH PSYCHO-SOCIAL OUTCOMES NAME, OR NUMBER**

**CHOOSE FROM:**

CLINICAL DECISION NOT TO TREAT 1
NOT ATTAINED - COMMUNITY RESOUR 7
NOT ATTAINED - PATIENT/FAMILY 6
NOT ATTAINED - VAMC BARRIERS 8
PARTIALLY ATTAINED - VAMC BAR 5
PARTIALLY ATTAINED - COMMUNITY 4
PARTIALLY ATTAINED - PATIENT/F 3
PLANNED RESULTS ATTAINED 2

OUTCOME: 5 PARTIALLY ATTAINED - VAMC BARRIERS 5

...OK? YES // <RET> (YES)

Select PROBLEMS ENCOUNTERED: 2

**ANSWER WITH PROBLEM PROBLEMS ENCOUNTERED:**

MANAGEMENT OF PERSON

YOU MAY ENTER A NEW PROBLEM, IF YOU WISH

Enter problem(s) encountered by 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.

**ANSWER WITH PSYCHO-SOCIAL PROBLEMS PROBLEM NAME, OR NUMBER**

**DO YOU WANT THE ENTIRE 38-ENTRY PSYCHO-SOCIAL PROBLEMS LIST?** N (NO)

Select PROBLEMS ENCOUNTERED: 26 SUBSTANCE 26

...OK? YES // <RET> (YES)

OUTCOME: 5 PARTIALLY ATTAINED - VAMC BARRIERS 5

...OK? YES // <RET> (YES)

Select PROBLEMS ENCOUNTERED: <RET>

Select DIRECT SERVICE CATEGORY: PRE-ADMISSION PLANNING

// 2

**ANSWER WITH DIRECT SERVICE CATEGORY:**

PRE-ADMISSION PLANNING

YOU MAY ENTER A NEW DIRECT SERVICE CATEGORY, IF YOU WISH

Enter a valid category for direct services provided. Only a maximum of eight services will be transmitted for individual patient data. All services will be transmitted for AMIS Segment.

**ANSWER WITH DIRECT SERVICE CATEGORIES NAME, OR NUMBER**

**DO YOU WANT THE ENTIRE 16-ENTRY DIRECT SERVICE CATEGORIES LIST?** N (NO)

Select DIRECT SERVICE CATEGORY: PRE-ADMISSION PLANNING

// 13 CASE MANAGEMENT 13

...OK? YES // <RET> (YES)

MANHOURS: 22

Enter manhours providing direct services. Enter time broken down into quarters. If manhours was 30 minutes enter '50', if 1h 30m enter '150', if 1h enter '100', if 1h 45m enter '175'.

MANHOURS: 50

Select DIRECT SERVICE CATEGORY: <RET>

RESOURCES/REFERRALS?: 2

Enter '1' for YES if resources/referrals are being assigned for the

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patient, else enter '0' for NO.

CHOOSE FROM:

1  YES
0  NO

RESOURCES/REFERRALS?: 1  YES

Select RESOURCE/REFERRAL: 2

ANSWER WITH RESOURCE/REFERRALS
YOU MAY ENTER A NEW RESOURCE/REFERRALS, IF YOU WISH
Enter the type of resource/referral made to the patient.

ANSWER WITH RESOURCES/REFERRALS NAME, OR NUMBER
DO YOU WANT THE ENTIRE 20-ENTRY RESOURCES/REFERRALS LIST? N (NO)

Select RESOURCE/REFERRAL: 2 CNI-NON VA PAID 3

...OK? YES// <RET> (YES)

USED/NEEDED UNABLE TO ACCESS: 2

CHOOSE FROM:

1  USED
0  NEEDED BUT UNABLE TO ACCESS

USED/NEEDED UNABLE TO ACCESS: 1 USED

Select RESOURCE/REFERRAL: 2

ANSWER WITH RESOURCE/REFERRALS: 1 VA NHCU 1

...OK? YES// <RET> (YES)

USED/NEEDED UNABLE TO ACCESS: USED// 0 NEEDED BUT UNABLE TO ACCESS

Select RESOURCE/REFERRAL: <RET>

MISC.: <RET>

DO YOU WANT TO CLOSE ANOTHER CASE? NO// <RET> (NO)

Select Case Management System Option: <RET>
3.0 Delete Record

This option deletes records that were entered in error only. It is not used to purge the case management database after transmissions to Austin.

To use this option, enter either the case number, open date, social worker's name or the patient name of the case you wish to delete, at the "Select Case" prompt. After entering this information, a message will appear stating the record was deleted.

Example: Delete Record

Select Case Management System Option: DELETE Record

SELECT CASE: ANGEL
1 ANGEL, JOHNNY 139 09-14-91 BARNARD, CHRISTIAAN
2 ANGEL, JOHNNY 222 05-06-92 FINE, LAWRENCE
CHOOSE 1-2: 2 222 <RECORD DELETED>

Select Case Management System Option: <RET>
4.0 Display Case Data

This option is useful for quickly viewing a patient's data on your screen. It can also be used to determine if a case is currently open and which social worker is using it, thus it can be useful to office staff referring telephone calls or collaterals to the correct social worker. This one page viewing screen provides the open date, social worker, close date (if there is one), and the AMIS location. Editing of this information is not allowed on this screen.

As you enter this option you will be asked to "Select Patient." You can answer with the patient's name or use the first initial of the patient's last name and the last 4 digits of his/her patient identification number. In lieu of the patient's name, you can enter the case number, social worker name, or open date, and select the patient from the choices presented.

Example: Display Case Data

Select Case Management System Option: Display Case Data
SELECT CASE: 244 07-11-92 MONTALI, KAREN BODENE, JETHRO
OK? YES// <RET> (YES)

DEVICE: PRINTER// <RET>  RIGHT MARGIN: 80// <RET>

NUMBER: 244
SOCIAL WORKER: MONTALI, KAREN
AMIS DIVISION: ISC 3 BIRMINGHAM
PATIENT NAME: BODENE, JETHRO
SPECIAL PATIENT POPULATION: HOMELESS
CLOSE DATE: JUL 18, 1992
RESOURCE/REFERRAL: CNH- Non VA PAID
PROBLEMS ENCOUNTERED: MANAGEMENT OF PERSON
OUTCOME: PARTIALLY ATTAIN - VA/BC BARRIERS
PROBLEMS ENCOUNTERED: PLACEMENT
OUTCOME: PARTIALLY ATTAIN - PATIENT/FAMILY BARRIERS
DIRECT SERVICE CATEGORY: SCREENING ONLY MANHOURS: 30
DIRECT SERVICE CATEGORY: CASE MANAGEMENT
MANHOURS: 30
ID#: 554786523
ORIGINAL WORKER'S NUMBER: 23

Select Case Management System Option: <RET>
5.0 High Risk

This sub-menu contains options associated with high risk profiles. The purpose of this menu is to identify patients admitted within the past 24 hours who meet predetermined criteria indicating a high potential for social problems. These problems can complicate treatment or increase the patient's length of stay beyond medically justified limits. Some of the criteria for selection are:

- Age 80 or less (site adjustable downward)
- Age 70 or greater and followed in two or more outpatient clinics
- Re-admission within one month for same admitting diagnosis
- Veterans with no permanent address
- Veterans with income below a site-specified amount
- Irregular discharge within 180 days of re-admission
- Veterans admitted from RCH or CNH
- Admissions due to accidents
- Female veterans
- All veterans admitted to site-specific high risk wards
- NSC with insurance
- Veterans with hospital based home care
- Veterans with home dialysis
- Veterans with spinal cord injury home care
- Veterans in other home based programs
- Veterans with no temporary address
- Veteran in RCH or CNH and seen by Social Work Service

The criteria can be set up in the SITE PARAMETER file. Please refer to the Maintenance System of this manual for more information on setting up site parameters.

Selections available from the High Risk sub-menu are:

5.1 False High Risk Report
5.2 High Risk Start-up
5.1 False High Risk Report

This option generates a report of all patients identified as high risk who were not subsequently opened for Social Work Service. This report can be used to track effectiveness of staff follow-up of identified high risk patients, and to determine the effectiveness of screening criteria in identifying high risk patients.

This report provides information useful in adjusting center specific criteria to make them more efficient. The Social Work Expert Panel will also be interested in feedback about the effectiveness of non-center specific criteria in identifying high risk patients.

To use this option, select the output device and the report will print to the device.

**Example: False High Risk Report**

Select Case Management System Option: High Risk

Select High Risk Option: False High Risk Report

DEVICE: PRINTER RIGHT MARGIN: 80/ <RET>

printout follows...

<table>
<thead>
<tr>
<th>NAME</th>
<th>ID#</th>
<th>WARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOKER, JOHN F.</td>
<td>1112</td>
<td>4 WEST</td>
</tr>
<tr>
<td>BROWN, GEORGE</td>
<td>7212</td>
<td>1 NORTH</td>
</tr>
<tr>
<td>BUTTONS, RED</td>
<td>0001</td>
<td>2 SOUTH</td>
</tr>
<tr>
<td>DAVIS, IRWIN</td>
<td>2182</td>
<td>3 WEST</td>
</tr>
<tr>
<td>DAVIS, J. B.</td>
<td>1640</td>
<td>4 WEST</td>
</tr>
<tr>
<td>DOE, BUTCH</td>
<td>1212</td>
<td>5 MAIN</td>
</tr>
<tr>
<td>DUNCAN, ZACHARY</td>
<td>4701</td>
<td>2 EAST</td>
</tr>
<tr>
<td>FANCY, COOKIES</td>
<td>1234</td>
<td>3 WEST</td>
</tr>
<tr>
<td>HILL, O.</td>
<td>4343</td>
<td>1 NORTH</td>
</tr>
<tr>
<td>TAYLOR, SCOTTY</td>
<td>8972</td>
<td>2 SOUTH</td>
</tr>
<tr>
<td>MOUSE, MICKEY</td>
<td>1123</td>
<td>4 WEST</td>
</tr>
<tr>
<td>OAT, WILLIE</td>
<td>4444</td>
<td>1 SOUTH</td>
</tr>
<tr>
<td>PETRIE, ROBERT A.</td>
<td>8901</td>
<td>3 EAST</td>
</tr>
</tbody>
</table>

Select High Risk Option:
5.2 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 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 can 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 data for the last 24 hours. 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.

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

Example 1: High Risk Start-up

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

Select High Risk 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: 11:00:30 (SEP 06, 1992001:30)
DEVICE FOR QUEUED JOB OUTPUT: PRINTER
RESCHEDULING FREQUENCY: 1D//<RET>

Patients Determined High Risk Without Opened Case

QUEUED TO RUN AT WHAT TIME: 11:00:45 (SEP 06, 1992001:45)
DEVICE FOR QUEUED JOB OUTPUT: PRINTER

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RESCHEDULING FREQUENCY: 30D//<RET>

Select High Risk Option:<RET>

----------------------job is queued and will print at specified time----------------------

Example 2: High Risk Start-up

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

Select High Risk 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, 1992)

DEVICE: HOME//PRINTER RIGHT MARGIN: 80//<RET>

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

SOCIAL WORK HIGH RISK SCREENING PROFILE

WORKER: BROWN, DEVIN  OPENED:  2/3/92  CLOSED:  2/10/92
DATE ADMITTED: APR 9,1992@09:01:14  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
  A&A 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: VAMC

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  Social Worker

Social Work Service Reports and Summaries
10-9034 VAF VICE-0349

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6.0 Make Corrections

You can make corrections to case data using this option. The option can be used for cases already opened or closed. If you want to make corrections for a case which has been opened but not closed, you will only see "open case" information. If you want to make corrections for a case which has been opened and closed, you will see both "open case" and "close case" information.

As you enter this option you will be asked to "Select Case." If you do not know the case number, you can enter the patient's name and select the case you want to correct. The double-slash marks (//) after each field allow you to correct a response. If a response is correct, continue pressing return, and all case information will be displayed until you reach the item you want to correct. After you have corrected a response, continue pressing return until you reach the Case Management System menu.

Example: Make Corrections

Select Case Management System Option: MAKE Corrections

SELECT CASE: 244 <RET> 07-11-92 MONTALI, KAREN BODENE, JETHRO
...OK? YES// <RET> (YES)

OPEN DATE: JUL 11, 1992// <RET>
SOCIAL WORKER: MONTALI, KAREN// <RET>
PATIENT NAME: BODENE, JETHRO// (No Editing)
AMIS DIVISION: ISC 3 BIRMINGHAM// <RET>
CDC SECTION: SURGICAL WARD COST// <RET>
SPECIAL PATIENT POPULATION: HOMELESS// <RET>
MISC.: <RET>
CLOSE DATE: JUL 18, 1992// <RET>
Select PROBLEMS ENCOUNTERED: PLACEMENT// <RET>
PROBLEMS ENCOUNTERED: PLACEMENT// <RET>
OUTCOME: PARTIALLY ATTAINED - PATIENT/FAMILY BARRIERS // <RET>
Select PROBLEMS ENCOUNTERED: <RET>
Select DIRECT SERVICE CATEGORY: CASE MANAGEMENT// <RET>
DIRECT SERVICE CATEGORY: CASE MANAGEMENT// <RET>
MANHOURS: 30// <RET>
Select DIRECT SERVICE CATEGORY: <RET>
RESOURCES/REFERRALS? YES// <RET>
Select RESOURCE/REFERRAL: CNI-VA PAID// <RET>
RESOURCE/REFERRAL: CNI-VA PAID// <RET>
USED/NEEDED UNABLE TO ACCESS: USED// <RET>
Select RESOURCE/REFERRAL: <RET>

SELECT CASE:
7.0 Open Cases

This option allows you to open Social Work Service cases. By opening a case (and when the case is closed), information accumulates and is recorded in the AMIS reports.

The patient name you select will come from your institution’s patient records. Be sure to verify you have the correct patient by checking the name, birth date, and patient identification number when it appears on your screen.

The new “CDC Section” prompt replaces the “AMIS Location” prompt which was used in Case Registry. Enter two question marks (?) at this field to see a list of choices. Your selection should be the same as that displayed on the Social Work Information Management Systems, Patient Data Code Sheet, VA Form 10-7946. Enter the cost center. If the CDC location, “Residential Care Home Program,” is selected, the screen will branch into questions for placing a patient in a residential care home (see Example 2).

Other new prompts are “Select Direct Service Category” and “Special Patient Population” prompts. Enter two questions marks (?) to receive a list of possible responses. You will see the SELECT DIRECT SERVICES CATEGORY field only if you enter “YES” in the SERVICES PROVIDED ON OPENINGS?: field as a site parameter.

You will see the PROBLEMS ENCOUNTERED field only if you enter “YES” in the ASK PROBLEMS ON OPENINGS?: field as a site parameter.

When opening a Residential Care Home (RCH) case, the “DATE PLACED IN RCH PROGRAM” prompt must be answered to compute the number of days for the RCH AMIS reports. This can be done by printing a list of all RCH cases and then using the Make Correction option. If a patient is being transferred between homes, the open date for the new home must be at least one day later than the closing date for the old home. For example, a patient can be “closed” to the Smith Home on August 1 and “opened” to the Jones Home on August 2.

The “Select Division” prompt appears only if there is more than one division.

** Please Note **

If you use the up-arrow (^) to exit while opening a case, the entire record will be deleted.

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8.4 Enter/Edit Homes

This option allows you to enter new residential care homes or edit existing residential care homes. When entering new homes, you will need to enter specific information about the home. If you are editing an existing home, you can change the existing information by entering the new information after the double-slash (//) marks.

To use this option, select the name of the home and enter information for that particular home. In the example below, the name of the existing home, the street address, zip code, telephone number, number of beds, and date of last assessment are changed.

**Example: Enter/Edit Homes**

Select Case Management System Option: RCH Registry

Select RCH Registry Option: Enter/Edit Homes

...OK? YES// <RET>

Select RCH NAME OF HOME: SHELTER FOR HOMELESS

NAME OF HOME: SHELTER FOR HOMELESS// WALTER JONES SHELTER FOR HOMELESS

STATION NUMBER: 521// <RET>

CASE WORKER: FINE, LAWRENCE// <RET>

ADDRESS 1: 123 My Street// 2 RIDGE LANE

ADDRESS 2: <RET>

CITY: BIRMINGHAM// <RET>

STATE: ALABAMA// <RET>

ZIP: 35207// 35225

TELEPHONE #1: 2053922000// 205-731-3900

TELEPHONE #2: <RET>

LICENSED BY STATE: YES// <RET>

NUMBER of BEDS: 10// 25

VETERANS ONLY: NO// <RET>

DATE of LAST ASSESSMENT: MAY 8, 1991// 5/10 (MAY 10, 1992)

TRANSMIT NAME: SHELTER// <RET>

ADDITION: NO// <RET>

Select RCH NAME of HOME: <RET>
8.5 Make Changes To RCH Registry

This option allows you to edit residential care home information pertaining to a case. You may change an individual patient record. The changes are limited to those fields that relate specifically to RCH cases. The fields that can be changed are

DIAGNOSTIC CATEGORY,
PRIOR LIVING ARRANGEMENTS, and
LEVEL OF CARE.

Example: Make Changes To RCH Registry

SELECT CASE: 24 12-20-90 BROWN, STANFORD HILL OVER

...OK? YES// <RET>

PATIENT NAME: HILL, OVER// <RET>(No Editing)
DIAGNOSTIC CATEGORY: MEDICAL/SURGICAL// <RET>
PRIOR LIVING ARRANGEMENTS: OWN HOME// VA MEDC
LEVEL OF CARE: MODERATE// <RET>

SELECT CASE: <RET>
8.6 Monthly Rate Change

This option allows you to edit the monthly rate paid (pertaining to a case) while in the residential care home. After selecting a patient, you will then see the name of the patient's residential care home. The existing monthly rate for the home will appear followed by double-slash marks (//).

**Please Note**

If the prompt, "Monthly Rate: (new rate)/;" appears on your screen with an older effective date, you have entered a rate that has been previously entered for this patient. The computer will not accept this rate as a new monthly rate. In order to enter the new rate, use the following procedure:

1. Enter patient name at the “Select Patient” prompt.
2. Press <RET> and the monitor will display the home.
3. Return through the prompts until you reach “Select Monthly Rate: (old rate)/;”
4. You may enter the new rate surrounded by quotation marks (e.g., "350").
5. At the prompt “Are You Adding (new rate) As A New Monthly Rate?,” enter “Y”.

To use this option, select the new rate after the double-slash (//) marks. You will also enter the effective date of the new rate.

Example: Monthly Rate Change

Select Case Management System Option: RCH Registry

Select RCH Registry Option: Monthly Rate Change

SELECT PATIENT: BOOKER, JOHN P. 11-23-27 113451112 NSC VETERAN ...OK? YES// <RET> (YES)
Select HOME: WALTER JONES SHELTER FOR HOMELESS// <RET>
Select MONTHLY RATE: 550// 620
ARE YOU ADDING '620' AS A NEW MONTHLY RATE (THE 2ND FOR THIS RCH)? X (YES)
MONTHLY RATE EFFECTIVE DATE OF RATE: T (MAY 22, 1992)
EFFECTIVE DATE OF RATE: MAY 22, 1992// <RET>

SELECT PATIENT: <RET>

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8.7 Print Address Labels

This option facilitates mailings to RCH sponsors. To use this option, your printer must be able to print on gummed labels. If you are unsure of the equipment capabilities, review your operational manual or consult your IRM Manager. The address label will contain the following information in the same format it was entered (see the Enter/Edit Homes option in the Maintenance System section):

- Residential Care Home Name
- Street Address
- City, State, and Zip

To use this option, align the labels before printing. Press the Return key at the "Are You Ready" prompt and the labels will then print to the selected device.

Example: Print Address Labels

Select Case Management System Option: RCH Registry

Select RCH Registry Option: Print Address Labels
BE SURE LABELS ARE IN PRINTER PROPERLY
WHEN READY PRESS RETURN OR ENTER KEY. ARE YOU READY? YES// RET.
DEVICE: PRINTER RIGHT MARGIN: 80// RET.

..........................printout follows..........................

GOLDEN YEARS SHELTER
1600 OCCIDENTAL BLVD.
BIRMINGHAM, ALABAMA
35202

JAMES SIMONSON HALFWAY HOUSE
536 MAIN STREET
BIRMINGHAM, ALABAMA
35222

WALTER JONES SHELTER FOR HOMELESS
2 RIDGE LANE
BIRMINGHAM, ALABAMA
35125

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8.8 Transfer RCH Patient (Same Worker)

This option allows you to transfer patients from one residential care home to another, without opening new cases when only the home or rate changes.

To use this option, select the patient you wish to transfer. Next, you will select the date removed from the previous home. Then, select the home to which the patient is transferred, the date placed in the home, the monthly rate, and the effective date of the monthly rate.

Example: Transfer RCH Patient (Same Worker)

Select Case Management System Option: RCH Registry

Select RCH Registry Option: Transfer RCH Patient (SAME WORKER)
SELECT RCH PATIENT: BOOKER, JOHN F. 11-23-27 113451112 NSC VETERAN
...OK? YES/ <RET> (YES)
DATE REMOVED FROM HOME: T (MAY 22, 1992)
SELECT HOME: WALTER JONES SHELTER FOR HOMELESS
...OK? YES/ <RET> (YES)
RCH HOME: WALTER JONES SHELTER FOR HOMELESS/ <RET>
RCH DATE PLACED IN HOME: T21 (MAY 23, 1992)
RCH Select MONTHLY RATE: $20
ARE YOU ADDING '620' AS A NEW MONTHLY RATE (THE 1ST FOR THIS RCH)? X (YES)
MONTHLY RATE EFFECTIVE DATE OF RATE: T21 (MAY 23, 1992)
RCH EFFECTIVE DATE OF RATE: MAY 22, 1992/ <RET>

Select RCH Registry Option: <RET>
9.0 Reports Menu

This is the menu option which accesses all social work reports. These reports can be printed as often as desired, but are mostly printed on a quarterly basis. Selections available from the Reports Menu are:

9.1 AMIS 256 & 10-0173 Reports
9.2 Clinical Summaries
9.3 Combined SWIMS (Part 1 & Part 2)
9.4 Home and Patient Registry
9.5 Patient Status Report (PNTIF 132 Columns)
9.6 QA Management & Productivity
9.7 Registry Reports

9.1 AMIS 256 & 10-0173 Reports

This sub-menu contains options to print the following Residential Care Home AMIS reports:

9.1.1 RCH AMIS (Segment 256)
9.1.2 RCS 10-0173
9.1.1 RCH AMIS (Segment 256 - 132 columns)

This option prints the Residential Care Home AMIS Report, Segment 256. The report includes cases opened during the quarter, cases closed during the quarter, total cases treated, previous living arrangements, level of care capacity, special patient population, the number of veterans remaining end of quarter (by status), complete service (for division), and direct services category.

To use this option, select the starting and ending dates for the report. It will then print to the selected device.

Example: RCH AMIS (Segment 256 - 132 Columns)

Select Case Management System Option: Reports Menu
Select Reports Menu Option: AMIS 256 & 10-0173 Reports
Select AMIS 256 & 10-0173 Reports Option: RCH AMIS (Segment 256 - 132 Columns)

ALL CASES STARTING FROM: 4/1 <RET> (APR 01, 1992)
ALL CASES ENDING: 6/30 <RET> (JUN 30, 1992)
DEVICE: HOME//PRINTER RIGHT MARGIN: 80//132

printout follows

RCH AMIS 256 FROM APR 01, 1992 TO JUN 30, 1992

TOTAL FOR ISC 3 BIRMINGHAM

<table>
<thead>
<tr>
<th>CASES OPENED DURING QUARTER</th>
<th>LESS 30</th>
<th>45</th>
<th>60</th>
<th>80</th>
<th>THAN TO TO TO AND</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CASES CLOSED DURING QUARTER</th>
<th>LESS 30</th>
<th>45</th>
<th>60</th>
<th>80</th>
<th>THAN TO TO TO AND</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO.</td>
<td>0</td>
<td>0</td>
<td>0</td>
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### TOTAL CASES TREATED

|        | LESS 30 | 45 | 60 | 80 THAN TO TO TO AND 29 44 59 79 UP TOTAL |
|--------|---------|----|----|----|-----------------------------------------|
| NO.    | 1       | 19 | 0  | 0  | 0                                       | 20                                      |
| %      | 5       | 95 | 0  | 0  | 0                                       | 100                                     |

### PREVIOUS LIVING ARRANGEMENTS

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<th>CNH</th>
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<th>DOM</th>
<th>COMM</th>
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### LEVEL OF CARE CAPACITY

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<tr>
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### SPECIAL PATIENT POPULATION

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<td>SCI</td>
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</tr>
<tr>
<td>HIV+/AIDS</td>
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<td>16</td>
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<td>NATIVE AMERICAN</td>
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### Package Operation

**COMPLETE SERVICE FOR DIVISION ISC 3 BIRMINGHAM**

**04/01/92 TO 06/30/92**

<table>
<thead>
<tr>
<th>PROB.</th>
<th>CLINICAL DECISION</th>
<th>PLANNED RESULTS</th>
<th>PARTIALLY ATTAINED</th>
<th>PARTIALLY ATTAINED</th>
<th>PARTIALLY ATTAINED</th>
<th>PARTIALLY NOT ATTAINED</th>
<th>NOT ATTAINED</th>
<th>VAMC BARR.</th>
<th>P/F BARR.</th>
<th>CR BARR.</th>
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<td>0</td>
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</table>

**NOTE:** P/F = PATIENT/FAMILY, CR = COMMUNITY RESOURCES, BARR. = BARRIERS

---

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User Manual  
May 1993
DIRECT SERVICES CATEGORY FOR DIVISION ISC 3 BIRMINGHAM

04/01/92 TO 06/30/92

<table>
<thead>
<tr>
<th>Service Description</th>
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<td>PRE-ADMISSION PLANNING</td>
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<tr>
<td>OUTPATIENT CONTINUITY OF CARE</td>
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<tr>
<td>TOTALS</td>
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</tr>
</tbody>
</table>
9.1.2 RCS 10-0173 (80 Columns)

You may print the RCS 10-0173 AMIS Report using this option. The following information is listed for each residential care home: station number, name of residential care home, city, state, zip, date of last assessment, licensed by state (yes/no), number of veterans remaining at end of quarter, number of days of care for veteran during quarter, number of beds in home, home for veterans only, and average monthly rate paid.

To use this option, select the starting and ending dates for the report, and the report will print to the selected device.

Example: RCS 10-0173 (80 Columns)

Select Case Management System Option: Reports Menu

Select Reports Menu Option: AMIS 256 & 10-0173 Reports

Select AMIS 256 & 10-0173 Reports Option: RCS 10-0173 (80 COLUMNS)
ALL CASES STARTING FROM: T-18 (MAY 19, 1992)
ALL CASES ENDING: T (MAY 29, 1992)
DEVICE: HOME// PRINTER RIGHT MARGIN: 80// RET

...............................................printout follows...........................................

RCS 10-0173 AMIS REPORT MAY 19, 1992 TO MAY 29, 1992

1. STATION NO. 521
   2. NAME OF RCH HOME FOR THE HOMELESS
   3. & 4. HOME CITY STATE ZIP BIRMINGHAM, ALABAMA 35233
      JAN 1,1985
   6. LICENSED BY STATE NO
   7. NO. OF VETS REMAINING AT END OF QTR. 10
   8. NO. OF DAYS OF CARE FOR VETERANS DURING QTR. 110
   9. NO. OF BEDS IN HOME 5
  10. HOME FOR VETERANS ONLY NO
  11. AVERAGE MONTHLY RATE PAID 451
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>STATION NO.</td>
</tr>
<tr>
<td>2.</td>
<td>NAME OF RCH</td>
</tr>
<tr>
<td>3.</td>
<td>&amp; 4. HOME CITY STATE ZIP</td>
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<tr>
<td>4.</td>
<td>WALTER JONES SHELTER ANYWHERE, ALABAMA 35404</td>
</tr>
<tr>
<td>5.</td>
<td>DATE OF LAST ASSESSMENT</td>
</tr>
<tr>
<td>6.</td>
<td>MAY 1, 1992</td>
</tr>
<tr>
<td>7.</td>
<td>YES</td>
</tr>
<tr>
<td>8.</td>
<td>NO. OF VETS REMAINING AT END OF QTR.</td>
</tr>
<tr>
<td>9.</td>
<td>NO. OF DAYS OF CARE FOR VETERANS DURING QTR.</td>
</tr>
<tr>
<td>10.</td>
<td>NO. OF BEDS IN HOME</td>
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<td>11.</td>
<td>HOME FOR VETERANS ONLY</td>
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<tr>
<td>12.</td>
<td>AVERAGE MONTHLY RATE PAID</td>
</tr>
<tr>
<td>13.</td>
<td>NO DAYS OF CARE FOR GOLDEN YEARS SHELTER FOR THE HOMELESS</td>
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</table>

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User Manual
9.2 Clinical Summaries

This sub-menu contains options to print clinical summaries sorted by supervisor or social worker. Social Work staff may use these summaries to review case load information. Options available are:

9.2.1 Service Clinical Summary
9.2.2 Special Patient Population Summary
9.2.3 Supervisor Clinical Report Summaries
9.2.4 Worker Clinical Report Summaries

9.2.1 Service Clinical Summary (132 Columns)

This option allows you to print the Service Clinical Summary sorted by CDC location. The report lists CDC location, sex, eligibility, category, age range, problems, outcomes, direct service, and used and needed resources.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device. The slash mark (/) under the Resources section of the report separates resources used and resources needed.

Example: Service Clinical Summary (132 Columns)

Select Clinical Summaries Option: SERVICE Clinical Summary (132 COLUMNS)

ALL CASES STARTING FROM: 2-90 (MAR 30, 1992)
ALL CASES ENDING: T (JUN 28, 1992)
DEVICE: HOME// PRINTER RIGHT MARGIN: 80// 132

...............................................printout follows.............................................
## LOCATION #: 2110.00

<table>
<thead>
<tr>
<th>AGE RANGE</th>
<th>M</th>
<th>F</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>PROBLEMS</th>
<th>OUTCOMES</th>
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</thead>
<tbody>
<tr>
<td>-29</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>01 16</td>
<td>01 07</td>
</tr>
<tr>
<td>30 TO 44</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>35 37</td>
<td>02 05</td>
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<tr>
<td>45 TO 59</td>
<td>1</td>
<td></td>
<td>15</td>
<td>25</td>
<td></td>
<td>02 05</td>
<td></td>
</tr>
<tr>
<td>60 TO 79</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13 17</td>
<td>04 05</td>
</tr>
<tr>
<td>80+</td>
<td></td>
<td></td>
<td></td>
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### RESOURCES

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<td>1 2 / 2</td>
<td></td>
</tr>
<tr>
<td>30 TO 44</td>
<td>3 7</td>
<td>1 7 9/1</td>
<td></td>
</tr>
<tr>
<td>45 TO 59</td>
<td></td>
<td>16 3/</td>
<td></td>
</tr>
<tr>
<td>60 TO 79</td>
<td></td>
<td>8 19/8</td>
<td></td>
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<tr>
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<td>4 6/</td>
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## LOCATION #: 3110.00

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<th>B</th>
<th>C</th>
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<th>OUTCOMES</th>
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<tr>
<td>-29</td>
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<td></td>
<td>01 16</td>
<td>01 07</td>
</tr>
<tr>
<td>30 TO 44</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>35 37</td>
<td>02 05</td>
</tr>
<tr>
<td>45 TO 59</td>
<td>1</td>
<td></td>
<td>15</td>
<td>25</td>
<td></td>
<td>02 05</td>
<td></td>
</tr>
<tr>
<td>60 TO 79</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>13 17</td>
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### RESOURCES

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<th>AGE RANGE</th>
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<tr>
<td>-29</td>
<td>5 6</td>
<td>1 2 / 2</td>
<td></td>
</tr>
<tr>
<td>30 TO 44</td>
<td>3 7</td>
<td>1 7 9/1</td>
<td></td>
</tr>
<tr>
<td>45 TO 59</td>
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<td>16 3/</td>
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<td>60 TO 79</td>
<td></td>
<td>8 19/8</td>
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</tr>
<tr>
<td>80+</td>
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<td>4 6/</td>
<td></td>
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</tbody>
</table>

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9.2.2 Special Patient Population Summary (132 Column)

This option prints the special patient population clinical summary. The report includes the type of special patient population, sex, eligibility, category, age range, problems, outcomes, direct services, and used and needed resources.

To use this option, select starting and ending dates for the report. The report will print to the selected device.

Example: Special Patient Population Summary (132 Column)

Select Clinical Summaries Option: **SPECIAL** Patient Population Summary (132 COLUMNS)

ALL CASES STARTING FROM: **T-90** (MAR 30, 1992)

ALL CASES ENDING: **T** (JUN 28, 1992)

DEVICE: HOME// **PRINTER** RIGHT MARGIN: 80// **132**

...............................printout follows...............................
9.2.3 Supervisor Clinical Report Summaries (132 Columns)

This menu item prints clinical summaries sorted by all or a single supervisor. The reports may be printed for opened, closed, or all summaries.

Options available are:

9.2.3.1 All Supervisor's Clinical Summaries (132 Columns)
9.2.3.2 Individual Supervisor's Clinical Summaries

9.2.3.1 All Supervisor's Clinical Summaries (132 Columns)

This menu item includes Supervisor's clinical summaries which may be printed for all, closed, or opened cases. Options available are:

9.2.3.1.1 All Cases - Supervisor's Clinical Summary
9.2.3.1.2 Closed Cases - Supervisor's Clinical Summary
9.2.3.1.3 Opened Cases - Supervisor's Clinical Summary
9.2.3.1.1 All Cases - Supervisor's Clinical Summary

This menu item prints all cases for supervisors sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: All Cases - Supervisor's Clinical Summary

Select Clinical Summaries Option: **SUPERvisor Clinical Report Summaries (132 COLUMNS)**

Select Supervisor Clinical Report Summaries (132 COLUMNS) Option: **ALL**

Select All Supervisor's Clinical Summaries (132 COLUMNS) Option: **ALL Cases - Supervisor's Clinical Summary**

ALL CASES STARTING FROM: SEP 1, 1991/\T-90/ (MAR 30, 1992)

ENDING: \T (JUN 28, 1992)

DEVICE: HOME// PRINTER RIGHT MARGIN: 80// 132

---printout follows---

**SUPERVISORY CLINICAL SUMMARY - ALL SUPERVISORS (ALL CASES) JUN 28, 1992 13:38:34 PAGE: 1**

**NAME**

**ID#**

**CDC LOCATION**

**PROBLEMS**

**OUTCOMES**

**DIRECT SERVICES**

**SUPERVISOR:** BROWN, DEVIN

<table>
<thead>
<tr>
<th>SOCIAL WORKER: BROWN, DEVIN</th>
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<tbody>
<tr>
<td>BOMAN, JOHN PAUL 3333 2210.00</td>
</tr>
<tr>
<td>BUTTONS, RED 0001 1210.00</td>
</tr>
<tr>
<td>DAVIS, MAVIS 3456 2510.00</td>
</tr>
<tr>
<td>DAVIS, MAVIS 3456 5113.00</td>
</tr>
<tr>
<td>MINK, CHARLES 8056 5113.00</td>
</tr>
</tbody>
</table>

**SOCIAL WORKER: FINE, LAWRENCE**

| DAVIS, JOE B. 1640 2510.00 | 1640 2211.00 | 1640 2211.00 |
| DAVIS, JOE B. 1640 2211.00 | 1640 2211.00 | 1640 2211.00 |
| BINK, CHUCK 4444 2314.00 | 4444 2314.00 | 4444 2314.00 |
| BINK, CHUCK 4444 3110.00 | 4444 3110.00 | 4444 3110.00 |
| BINK, CHUCK 4444 1210.00 | 4444 1210.00 | 4444 1210.00 |

| BLAINE, AMORY 3327 1110.00 | 1110.00 | 5 11 | 13 15 |
| DAVIS, JOE B. 1640 2510.00 | 2510.00 | 9 | |
| DAVIS, JOE B. 1640 2211.00 | 2211.00 | 27 | |
| DAVIS, JOE B. 1640 2211.00 | 2211.00 | 27 | |
| BINK, CHUCK 4444 2314.00 | 2314.00 | 12 34 15 | |
| BINK, CHUCK 4444 3110.00 | 3110.00 | 25 15 | |
| BINK, CHUCK 4444 1210.00 | 1210.00 | 27 | |

[This report normally prints a complete summary, but in the interest of saving space, the report was shortened.]
### 9.2.3.1.2 Closed Cases - Supervisor's Clinical Summary

This option allows you to print all closed cases for supervisors sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. The report will print to the selected device.

**Example: Closed Cases - Supervisor's Clinical Summary**

Select All Supervisor's Clinical Summaries (132 COLUMNS) Option: Closed Cases - Supervisor's Clinical Summary

ALL CASES CLOSED STARTING FROM: SEP 1, 1991/7-20 (MAR 30, 1992)

ENDING: 7 (JUN 28, 1992)

DEVICE: HOME// PRINTER RIGHT MARGIN: 80// 132

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<table>
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<tr>
<td>BUTTONS, RED</td>
</tr>
<tr>
<td>DAVIS, JOE B.</td>
</tr>
<tr>
<td>DAVIS, MAVIS</td>
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<tr>
<td>DAVIS, MAVIS</td>
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</table>

<table>
<thead>
<tr>
<th>SOCIAL WORKER: SALK, JONAS</th>
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</thead>
<tbody>
<tr>
<td>DAVIS, MAVIS</td>
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</tbody>
</table>

---

**SUPERVISORY CLINICAL SUMMARY - ALL SUPERVISORS (CLOSED CASES) JUN 28, 1992 13:39:01 PAGE: 1**

**NAME** BIRMINGHAM (521) REPORTING PERIOD MAR 30, 1992 TO JUN 28, 1992

<table>
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<th>OUTCOMES</th>
<th>DIRECT SERVICES</th>
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<td>1 2 3 4</td>
<td>1 6 6 1</td>
<td>11 5</td>
</tr>
<tr>
<td>BUTTONS,</td>
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<td>1210.00</td>
<td>28 29 5</td>
<td>1 2 1</td>
<td>1</td>
</tr>
<tr>
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<td>1</td>
<td>13</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>1</td>
<td>13</td>
</tr>
<tr>
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<td>2510.00</td>
<td>2 28 30</td>
<td>1 2 4 8</td>
<td>7 3 9 5</td>
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<tr>
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<td>5113.00</td>
<td>1 2 3</td>
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<td>5</td>
</tr>
<tr>
<td>DAVIS,</td>
<td>3456</td>
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<td>1</td>
<td>3</td>
</tr>
<tr>
<td>MAVIS</td>
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<td></td>
</tr>
</tbody>
</table>

---

May 1993

Social Work V. 3.0
User Manual
9.2.3.1.3 Opened Cases - Supervisor's Clinical Summary

This option allows you to print all opened cases for supervisors sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Opened Cases - Supervisor's Clinical Summary

Select All Supervisor's Clinical Summaries (132 COLUMNS) Option: Opened Cases - Supervisor's Clinical Summary

ALL CASES OPENED STARTING FROM: SEP 1, 1991 // 7-20 (MAR 30, 1992)

ENDING: T (JUN 28, 1992)
DEVICE: HOME // PRINTER RIGHT MARGIN: 80 // 132

printout follows

| SUPERVISORY CLINICAL SUMMARY - ALL SUPERVISORS (ALL CASES) JUN 28, 1992 13:39:16 PAGE: 1 |
| ISJC BIRMINGHAM (521) REPORTING PERIOD MAR 30, 1992 TO JUN 28, 1992 |
| NAME               | ID# | CDC LOCATION | PROBLEMS | OUTCOMES | DIRECT SERVICES |
| SOCIAL WORKER: BROWN, DEVIN |
| MINX, CHARLES       | 8056 | 5113.00 | 23 12 11 |
| SOCIAL WORKER: FINE, LAWRENCE |
| BLAINE, AMORY       | 3327 | 1110.00 | 5 11   |
| DAVIS, JOE B.       | 1640 | 2510.00 | 9      |
| DAVIS, JOE B.       | 1640 | 2211.00 | 27     |
| BINK, CHUCK         | 4444 | 2314.00 | 12 34 15 |
| BINK, CHUCK         | 4444 | 3110.00 | 25 15  |
| BINK, CHUCK         | 4444 | 1210.00 | 27     |
| SOCIAL WORKER: PARTON, ANGIE |
| BERRY, HENRY        | 8765 | 1310.00 | 23 31  |
| SOCIAL WORKER: SALK, JONAS |
| BOWMAN, JOHN PAUL   | 3333 | 2211.00 | 1 2 3 4 |
| SOCIAL WORKER: WORKER, SW |
| BOOKER, JOHN P.     | 1112 | 1210.00 | 34 10  |
| BOOKER, JOHN P.     | 1112 | 1213.00 | 1 38 30 |
| DAVIS, MAVIS        | 3456 | 2210.00 | 1 7    |

This report normally prints all opened cases, but in the interest of saving space, the report was shortened.

Social Work V. 3.0
User Manual
May 1993
9.2.3.2 Individual Supervisor's Clinical Summaries

This menu item allows you to print individual supervisor's clinical summaries. The summaries may be printed for opened, closed, or all cases, sorted by social worker. Options available are:

9.2.3.2.1 All Cases - Ind. Supervisor's Clinical Summary
9.2.3.2.2 Closed Cases - Ind. Supervisor's Clinical Summary
9.2.3.2.3 Opened Cases - Ind. Supervisor's Clinical Summary

9.2.3.2.1 All Cases - Ind. Supervisor's Clinical Summary

This option allows you to print all cases for an individual supervisor sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. After selecting the supervisor by which the report will sort, the report will print to the selected device.

Example: All Cases - Ind. Supervisor's Clinical Summary

Select Supervisor Clinical Report Summaries (132 COLUMNS) Option: INDividual Supervisor's Clinical Summaries

Select Individual Supervisor's Clinical Summaries Option: ALL Cases - Ind. Supervisor's Clinical Summary

ALL CASES STARTING FROM: SEP 1, 1991//T-20 (MAR 30, 1992)

ENDING: T (JUN 28, 1992)
SELECT SUPERVISOR: DOOLITTLE, JAMES A.
DEVICE: HOME//PRINTER RIGHT MARGIN: 80//132

........................printout follows..........................

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<th>OUTCOMES</th>
<th>DIRECT SERVICES</th>
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</tr>
</tbody>
</table>

May 1993

Social Work V. 3.0
User Manual
9.2.3.2.2 Closed Cases - Ind. Supervisor’s Clinical Summary

This option allows you to print closed cases for an individual supervisor sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select the starting and ending dates for the report. After selecting the supervisor by which the report will sort, the report will print to the selected device.

Example: Closed Cases - Ind. Supervisor’s Clinical Summary

Select Individual Supervisor’s Clinical Summaries Option: Closed Cases - Ind. Supervisor’s Clinical Summary


printout follows

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<tr>
<th>SOCIAL WORKER: BROWN, DEVIN</th>
<th>SOCIAL WORKER: BALK, JONAS</th>
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<td>RONHAN, JOHN PAUL 3333 2210.00</td>
<td>DAVIS, MAVIS 3456 2510.00</td>
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<tr>
<td>BURTONS, RED 0001 1210.00</td>
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<td>DAVIS, JOE B. 1640 1511.00</td>
<td>DAVIS, MAVIS 3456 2510.00</td>
</tr>
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<td>DAVIS, MAVIS 3456 2510.00</td>
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<th>OUTCOMES</th>
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<td>11 5</td>
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<td>1640</td>
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<td>13 34</td>
<td>6 1</td>
<td>13</td>
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<td>3456</td>
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<td>2 28 30 18</td>
<td>1 2 4 8 7 2 6</td>
<td>7 3 9 5 13</td>
</tr>
<tr>
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<td>5113.00</td>
<td>1 2 3</td>
<td>1 3 5</td>
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<td>3456</td>
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<td>3</td>
</tr>
</tbody>
</table>
9.2.3.2.3 Opened Cases - Ind. Supervisor's Clinical Summary

This option allows you to print opened cases for an individual supervisor sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. After selecting supervisor by which the report will sort, the report will print to the selected device.

Example: Opened Cases - Ind. Supervisor's Clinical Summary

Select Individual Supervisor's Clinical Summaries Option: Opened Cases - Ind. Supervisor's Clinical Summary

ALL CASES OPENED STARTING FROM: SEP 1, 1991/// 7-20 (MAR 30, 1992)
ENDING: 2 (JUN 28, 1992)
SELECT SUPERVISOR: BROWN, DEVIN
DEVICE: HOME/// PRINTER  RIGHT MARGIN: 80/// 132

<table>
<thead>
<tr>
<th>SOCIAL WORKER: BROWN, DEVIN</th>
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<tr>
<td>MINN, CHARLES 8056 5113.00</td>
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<tr>
<td>23 12 11</td>
</tr>
<tr>
<td>SOCIAL WORKER: FINE, LAWRENCE</td>
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<tr>
<td>TAYLOR, ERIC 3327 1110.00</td>
</tr>
<tr>
<td>5 11</td>
</tr>
<tr>
<td>DAVIS, JOE B. 1640 2510.00</td>
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<td>27</td>
</tr>
<tr>
<td>DAVIS, JOE B. 1640 2211.00</td>
</tr>
<tr>
<td>27</td>
</tr>
<tr>
<td>BINK, CHUCK 4444 2314.00</td>
</tr>
<tr>
<td>13 34 15</td>
</tr>
<tr>
<td>BINK, CHUCK 4444 3110.00</td>
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<tr>
<td>25 15</td>
</tr>
<tr>
<td>BINK, CHUCK 4444 1210.00</td>
</tr>
<tr>
<td>27</td>
</tr>
<tr>
<td>SOCIAL WORKER: PARTON, DOLLEY</td>
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<tr>
<td>BERRY, CHUCK 8765 1310.00</td>
</tr>
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<td>23 31</td>
</tr>
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<table>
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<tr>
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</thead>
<tbody>
<tr>
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<tr>
<td>SOCIAL WORKER: WALKER, JOHNNY</td>
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<td>BOOKER, JOHN F. 1112 1210.00</td>
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<td>34 10</td>
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<tr>
<td>BOOKER, JOHN F. 1112 1213.00</td>
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<td>1 38 30</td>
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<tr>
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<tr>
<td>1 7</td>
</tr>
</tbody>
</table>

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9.2.4 Worker Clinical Report Summaries (132 Columns)

This menu item allows you to print clinical summaries for all social workers or a single social worker. The summary reports may be printed for opened, closed, or all cases. Options available from this menu are:

9.2.4.1 All Worker's Clinical Summaries
9.2.4.2 Individual Clinical Summaries

9.2.4.1 All Worker's Clinical Summaries (132 Columns)

This option allows you to print all workers' summaries. The summary reports may be printed for opened, closed, or all cases. Options available from this menu are:

9.2.4.1.1 All Cases - Worker's Clinical Summary
9.2.4.1.2 Closed Cases - Worker's Clinical Summary
9.2.4.1.3 Opened Cases - Worker's Clinical Summary
### 9.2.4.1.1 All Cases - Worker's Clinical Summary

This option allows you to print all cases sorted by social worker. The report includes social worker, supervisor, patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. The report will print to the selected device.

**Example: All Cases - Worker's Clinical Summary**

Select Worker Clinical Report Summaries (132 COLUMNS) Option: ALL Worker's Clinical Summaries (132 COLUMNS)

Select All Worker's Clinical Summaries (132 COLUMNS) Option: ALL Cases - Worker's Clinical Summary

ALL CASES STARTING FROM: SEP 1, 1991 // T-20 (MAR 30, 1992)

ENDING: T (JUN 28, 1992)

DEVICE: HOME // PRINTER RIGHT MARGIN: 80 // 132

---------printout follows---------

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<th>ID#</th>
<th>CDC LOCATION</th>
<th>PROBLEMS</th>
<th>OUTCOMES</th>
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<td>1</td>
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<tr>
<td>DAVIS, NAVIS</td>
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<td>1 2 4 8 7 2</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

[SOCIAL WORKER: DOOLITTLE, JAMES A.]

[SUPERVISOR: DOOLITTLE, JAMES A.]

| HAMILTON, ALEX     | 7354| 2211.00      | 34 9 8  |
| MOUSE, MICKEY      | 5435| 2211.00      | 34 29   |

[SOCIAL WORKER: FINE, LAWRENCE]

[SUPERVISOR: BROWN, DEVIN]

| TAYLOR, SCOTTY     | 3227| 1110.00      | 5 11    | 13 15   |
| DAVIS, JOE B.      | 1640| 2510.00      | 9       |
| DAVIS, JOE B.      | 1640| 2211.00      | 27      |
| DAVIS, JOE B.      | 1640| 2211.00      | 27      |
| BINK, CHUCK        | 4444| 2314.00      | 12 34 15 |
| BINK, CHUCK        | 4444| 3110.00      | 25 15   |
| BINK, CHUCK        | 4444| 1210.00      | 27      |

[This report normally prints all cases, but in the interest of saving space, the report was shortened.]

May 1993

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9.2.4.1.2 Closed Cases - Worker's Clinical Summary

This option allows you to print closed cases sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select the starting and ending dates for the report. The report will print to the selected device.

Example: Closed Cases - Worker's Clinical Summary

Select All Worker's Clinical Summaries (132 COLUMNS) Option: Closed Cases - Worker's Clinical Summary

ALL CASES CLOSED STARTING FROM: SEP 1,1991/ F-90 (MAR 30, 1992)

ENDING: T (JUN 28, 1992)

DEVICE: HOME/ PAINTER RIGHT MARGIN: 80/ 122

-------------------------------------------------------------------------


IBC 3 BIRMINGHAM (521) REPORTING PERIOD MAR 30,1992 TO JUN 28,1992

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<th>ID#</th>
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<th>PROBLEMS</th>
<th>OUTCOMES</th>
<th>DIRECT SERVICES</th>
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<td>7 3 9 5 13</td>
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<tr>
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SOCIAL WORKER: BROWN, DEVIN
SUPERVISOR: BROWN, DEVIN

SOCIAL WORKER: SALK, JONAS
SUPERVISOR: DEVIN

DAVIS, MAVIS 3456 2510.00 1 1 3

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9.2.4.1.3 Opened Cases - Worker's Clinical Summary

This option allows you to print opened cases sorted by social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select the starting and ending dates for the report. The report will print to the selected device.

Example: Opened Cases - Worker's Clinical Summary

Select All Worker's Clinical Summaries (132 COLUMNS) Option: Opened Cases - Worker's Clinical Summary

ALL CASES OPENED STARTING FROM: SEP 1, 1991 // T-90 (MAR 30, 1992)

ENDING: T (JUN 28, 1992)
DEVICE: HOME// PRINTER RIGHT MARGIN: 80// 132

printout follows...

SOCIAL WORKER CLINICAL SUMMARY - ALL WORKERS (OPENED CASES) JUN 28, 1992 13:42:26 PAGE: 1
ISC 3 BIRMINGHAM (521) REPORTING PERIOD MAR 30, 1992 TO JUN 28, 1992
NAME ID# CDC LOCATION PROBLEMS OUTCOMES DIRECT SERVICES

<table>
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<th>ID#</th>
<th>CDC LOCATION</th>
<th>PROBLEMS</th>
<th>OUTCOMES</th>
<th>DIRECT SERVICES</th>
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<td>12</td>
<td>11</td>
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<tr>
<td>SOCIAL WORKER</td>
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<td>SUPervisor: Doolittle, James A.</td>
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<tr>
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</tbody>
</table>

[This report normally prints all opened cases, but in the interest of saving space, the report was shortened.]

May 1993
9.2.4.2 Individual Clinical Summaries (132 Columns)

This menu prints clinical summaries for an individual worker. The summaries may be printed for opened, closed, or all cases. Options available from this menu are:

9.2.4.2.1 All Cases - Ind. Worker's Clinical Summary
9.2.4.2.2 Closed Cases - Ind. Worker's Clinical Summary
9.2.4.2.3 Opened Cases - Ind. Worker's Clinical Summary

9.2.4.2.1 All Cases - Ind. Worker's Clinical Summary

This option prints all cases for an individual social worker. The report includes patient name, patient identification number, CDC location, problem, outcomes, and direct services.

To use this option, select the starting and ending dates for the report. After selecting the social worker by which the report will sort, the report will print to the selected device.

Example: All Cases - Ind. Worker's Clinical Summary

Select Worker Clinical Report Summaries (132 COLUMNS) Option: **Individual Clinical Summaries (132 COLUMNS)**

Select Individual Clinical Summaries (132 COLUMNS) Option: **All** Cases - Ind. Worker's Clinical Summary

ALL CASES STARTING FROM: SEP 1, 1991// **T-20** (MAR 30, 1992)

ENDING: **T** (JUN 28, 1992)

SELECT WORKER: **BROWN, DEVIN**

DEVICE: **HOME/PRINTER** RIGHT MARGIN: **80/132**

...printout follows...

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<tbody>
<tr>
<td>SUPERVISOR: BROWN, DEVIN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>ID#</th>
<th>CDC LOCATIONS</th>
<th>REPORTING PERIOD MAR 30, 1992 TO JUN 28, 1992</th>
<th>PROBLEM</th>
<th>OUTCOMES</th>
<th>DIRECT SERVICES</th>
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<td>1 6 6 1</td>
<td>11 5</td>
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<td>1210.00</td>
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<td>DAVIS, MAVIS</td>
<td>3456</td>
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<td>5113.00</td>
<td>23 12 11</td>
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</tr>
</tbody>
</table>

[This report normally prints all cases, but in the interest of saving space, the report was shortened.]
9.2.4.2.2 Closed Cases - Ind. Worker's Clinical Summary

This option allows you to print closed cases for an individual social worker. The report includes patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select the starting and ending dates for the report. After selecting the social worker by which the report will sort, the report will print to the selected device.

Example: Closed Cases - Ind. Worker's Clinical Summary

Select Individual Clinical Summaries (132 COLUMNS) Option: Closed Cases - Ind. Worker's Clinical Summary

ALL CASES CLOSED STARTING FROM: SEP 1, 1985/ 7-20 (MAR 30, 1992)

ENDING: X (JUN 28, 1992)
SELECT WORKER: BROWN, DEVIN
DEVICE: HOME/ PRINTER
RIGHT MARGIN: 80 / 132

printout follows

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<thead>
<tr>
<th>SOCIAL WORKER</th>
<th>CDC LOCATIONS</th>
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<th>OUTCOMES</th>
<th>DIRECT SERVICES</th>
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<td>BROWN, DEVIN</td>
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<td>3456</td>
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<td>1 2 4 8 7</td>
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<td>1 3 5</td>
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</table>

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9.2.4.2.3 Opened Cases - Ind. Worker's Clinical Summary

This option allows you to print opened cases for an individual social worker. The report lists patient name, patient identification number, CDC location, problems, outcomes, and direct services.

To use this option, select starting and ending dates for the report. After selecting social worker by which the report will sort, the report will print to the selected device.

Example: Opened Cases - Ind. Worker's Clinical Summary

Select Individual Clinical Summaries (132 COLUMNS) Option: OPENed Cases - Ind. Worker’s Clinical Summary

ALL CASES OPENED STARTING FROM: SEP 1,1985// T-20 (MAR 30, 1992)

ENDING: X (JUN 28, 1992)
SELECT WORKER: BROWN, DEVIN
DEVICE: HOME// PRINTER
RIGHT MARGIN: 80// 132

..........................printout follows..........................

CLINICAL REPORT - INDIVIDUAL WORKER (OPENED CASES) JUN 28, 1992 13:43:28 PAGE: 1
NAME EP 3 BIRMINGHAM (5211)
SOCIAL WORKER: BROWN, DEVIN
SUPERVISOR: BROWN, DEVIN
MINK, CHARLES 8036 5113.00 23 12 11

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9.3 Combined SWIMS (Part 1 & Part 2)

This is the primary sub-menu option to print combined and divisional Social Work Information Management Systems (SWIMS) reports, parts 1 and 2. Reports available from this sub-menu are:

9.3.1 Combined SWIMS Reports (Part 1 & Part 2)
9.3.2 Divisional SWIMS Reports (Part 1 & Part 2)

The reports may be printed for either the complete service or by supervisor:

Complete Service - This report reflects figures for the whole Social Work Service within the date range selected. If you enter "Y" for yes at the "Do you want Complete Service" prompt, the cursor will move directly to the "Device" and "Right Margin" prompts.

Report By Supervisor - This report reflects figures for workers of a selected supervisor. If you enter "No" at the "Do you want Complete Service" prompt, you may choose to print these SWIMS reports either by Supervisor or by Social Worker and asks you to enter either the supervisor's or social worker's last name.

9.3.1 Combined SWIMS Reports (Part 1 & Part 2)

This sub-menu contains options to print SWIMS reports for all divisions and for the complete Social Work Service, sorted by supervisor or worker. Reports available are:

9.3.1.1 All Reports (Part 1 & Part 2)
9.3.1.2 Direct Service Category Report
9.3.1.3 Location By Cost Centers (80 Columns)
9.3.1.4 Problems and Outcomes (132 Columns)
9.3.1.5 Referrals (80 Columns)
9.3.1.1 All Reports (Part 1 & Part 2)

This option allows you to print all combined SWIMS data, part 1 and part 2. The report prints Direct Service Category Report, Location Report, Problems and Outcomes Report, and Referrals Report.

To use this option, select the starting and ending dates for the report. The report may be printed for the entire service, for one supervisor, or for one social worker. The report will then print to the selected device.

**Example: All Reports (Part 1 & Part 2)**

Select Combined SWIMS Reports (Part 1 & Part 2) Option: **ALL** Reports (Part 1 & Part 2)

ALL CASES STARTING FROM: **4/1/92** (APR 01, 1992)

ALL CASES ENDING: **X** (JUN 30, 1992)

Do you want Complete Service? **NO** // **X** (YES)

DEVICE: **PRINTER**// <RET> RIGHT MARGIN: **80**// **132**

---

COMPLETE SERVICE FOR DIVISION ISC 3 BIRMINGHAM

04/01/92 TO 06/30/92

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<th>PROB.</th>
<th>NOT TO TREAT</th>
<th>PLANNED RESULTS</th>
<th>PARTIALLY ATTAINED</th>
<th>PARTIALLY ATTAINED P/F BARR.</th>
<th>PARTIALLY ATTAINED CR BARR.</th>
<th>PARTIALLY ATTAINED VAMC BARR.</th>
<th>NOT ATTAINED P/F BARR.</th>
<th>NOT ATTAINED CR BARR.</th>
<th>NOT ATTAINED VAMC BARR.</th>
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NOTE: P/F = PATIENT/FAMILY, CR = COMMUNITY RESOURCES, BARR. = BARRIERS

---

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<th>Access</th>
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## Chapter One: Case Management System

**DIRECT SERVICES CATEGORY FOR COMPLETE SERVICE**

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</tbody>
</table>

| TOTALS                                        | 261    | 100     |

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9.3.1.2 Direct Service Category Report

This option allows you to print a report of the number of direct services provided to patients. The report shows the number and percentage of patients receiving care from each service.

To use this option, select the beginning and ending dates for the report and it will print to the selected device.

Example: Direct Service Category Report

Select Combined SWIMS Reports (Part 1 & Part 2) Option: DIRECT Service
Category Report

DIRECT SERVICES PROVIDED FROM: 4/1/92 (APR 01, 1992)
ENDING: X (JUN 30, 1992)
DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// 132

[See section on All Reports for an example of this output.]

9.3.1.3 Location By Cost Centers (80 Columns)

This option gives a report of the AMIS location of patients. The report shows the number and percentages of social work patients in each section (e.g., ambulatory care section, surgical bed section).

To use this option, select the starting and ending dates for the report. The report may be printed for the entire service or sorted by supervisor or social worker. The report will then print to the selected device.

Example: Location By Cost Centers (80 Columns)

Select Combined SWIMS Reports (Part 1 & Part 2) Option: LOCATION By Cost
Centers (80 COLUMNS)

ALL CASES STARTING FROM: 4/1/92 (APR 01, 1992)
ALL CASES ENDING: X (JUN 30, 1992)
Do you want Complete Service ? NO// X (YES)
DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// 132

[See section on All Reports for an example of this output.]
9.3.1.4 Problems and Outcomes (132 Columns)

This option prints problems and outcomes for patients with closed cases. The report lists problem (number), clinical decision not to treat, planned results attained, partially attained patient/family barriers, partially attained community resources barrier, partially attained VAMC barrier, not attained patient/family barrier, not attained community resources barrier, not attained VAMC barrier, totals, and percent.

To use this option, select the starting and ending dates for the report. The report may be printed for the entire service or sorted by supervisor or by worker. The report will then print to the selected device.

**Example: Problems and Outcomes (132 Columns)**

Select Combined SWIMS Reports (Part 1 & Part 2) Option: **Problems And Outcomes (132 COLUMNS)**

ALL CASES STARTING FROM: **4/1/92** (APR 01, 1992)

ALL CASES ENDING: **T** (JUN 30, 1992)

Do you want Complete Service ? **NO**/ <RET> (NO)

Do you want report by Supervisor ? **NO**/ **X** (YES)

Enter Supervisor's last name: **BROWN.DEVIN**

DEVICE: **PRINTER**/ <RET> RIGHT MARGIN: **80**/ <RET>

[See section on All Reports for an example of this output.]
9.3.1.5 Referrals (80 Columns)

This option prints referrals made by the Social Work Service to patients. The report includes number (of resources/referrals) used and percentage, and the number (of resources/referrals) that Social Work Service is unable to access and the percentage.

To use this option, select the starting and ending dates for the report. The report may be printed for the entire service or sorted by supervisor or by worker. The report will then print to the selected device.

**Example: Referrals (80 Columns)**

Select Combined SWIMS Reports (Part 1 & Part 2) Option: Referrals (80 Columns)

ALL CASES STARTING FROM: 4/1/92 (APR 01, 1992)

ALL CASES ENDING: T (JUN 30, 1992)
Do you want Complete Service? NO//Y (YES)
DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// <RET>

[See section on All Reports for an example of this output.]
9.3.2 Divisional SWIMS Reports (Part 1 & 2)

This sub-menu contains options to print SWIMS Reports, parts 1 and 2, for a selected division. If your hospital is not multi-divisional, the reports are generated for the complete service. Reports available are:

9.3.2.1 All Reports By Division (Part 1 & Part 2)
9.3.2.2 Direct Service Category Report
9.3.2.3 Location of Patients By Division (80 Columns)
9.3.2.4 Problems and Outcomes by Division (132 Columns)
9.3.2.5 Referrals By Division (80 Columns)
9.3.2.1 All Reports By Division (Part 1 & 2)

This option prints the SWIMS report, parts 1 and 2 by division, if the hospital is multi-divisional. The report includes Direct Service Category Report, Location By Division, Problems and Outcomes by Division, and Referrals By Division. If the hospital has only one division, the report is generated for the complete service.

To use this option, select division, starting, and ending date for the report. The report will then print to the selected device.

Example: All Reports By Division (Part 1 & 2)

Select Combined SWIMS (Part 1 & Part 2) Option: DVisional SWIMS Reports (Part 1 & Part 2)
SELECT DIVISION: ISC 3 BIRMINGHAM
...OK? YES// <RET>

All Reports By Division (Part 1 & Part 2)
Direct Service Category Report
Location of Patients By Division (80 COLUMNS)
Problems and Outcomes By Division (132 COLUMNS)
Referrals By Division (80 COLUMNS)

Select Divisional SWIMS Reports (Part 1 & Part 2) Option: ALL Reports By Division (Part 1 & Part 2)

ALL CASES STARTING FROM: 4/1/92 (APR 01, 1992)
ALL CASES ENDING: T (JUN 30, 1992)
DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// 132

..............................printout follows........................................

COMPLETE SERVICE FOR DIVISION ISC 3 BIRMINGHAM

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<th>PROB.</th>
<th>PLANNED RESULTS</th>
<th>PARTIALLY ATTAINED</th>
<th>PARTIALLY ATTAINED</th>
<th>PARTIALLY ATTAINED</th>
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<td>CR BARR.</td>
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NOTE: F/F=PATIENT/FAMILY, CR=COMMUNITY RESOURCES, BARR.=BARRIERS

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<table>
<thead>
<tr>
<th>Service</th>
<th>Used</th>
<th>Percent</th>
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<tbody>
<tr>
<td>VA NHCU</td>
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<td>18</td>
<td>7</td>
<td>28</td>
</tr>
<tr>
<td>VA CNH</td>
<td>10</td>
<td>11</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>CNH-NON VA PAID</td>
<td>30</td>
<td>32</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>VA DOMICILIARY</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>STATE VETERAN'S HOME</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>8</td>
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<tr>
<td>HOSPICE/PALL. CARE</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>OTHER INSTITUTIONAL</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>VA RESIDENTIAL CARE HOME</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HALFWAY HOUSE</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>GROUP HOUSING</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>TRANSIT. LIVING</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>OTHER RESIDENTIAL STRUCT</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>HOME/DAY CARE</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>HOME WITHOUT SUPPORT</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>HOME WITH SUPPORT</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>COMMUNITY F.U. SERVICES</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>VOCATIONAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>FINANCIAL</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>LEGAL</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>95</td>
<td>100</td>
<td>25</td>
<td>100</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Service Description</th>
<th>No.</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine (2110.00)</td>
<td>17</td>
<td>9</td>
</tr>
<tr>
<td>Surgical Ward Cost (1210.00)</td>
<td>15</td>
<td>8</td>
</tr>
<tr>
<td>Psychiatric Ward Cost (1310.00)</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>VA Nursing Home (1410.00)</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Domiciliary Beds (1510.00)</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>Intermediate Care (1610.00)</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Inpatient Dialysis (1710.00)</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Neurology (1111.00)</td>
<td>29</td>
<td>15</td>
</tr>
<tr>
<td>Open Heart Surgery (1213.00)</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Other Home Based Programs (5114.00)</td>
<td>84</td>
<td>42</td>
</tr>
<tr>
<td>State Home Hospital Care (3610.00)</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Dental Services - PEE (4710.00)</td>
<td>11</td>
<td>6</td>
</tr>
<tr>
<td>PTSD Clinical Team - CBC (2312.02)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Spinal Cord Injury (1116.00)</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>General Medicine (1110.00)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>198</td>
<td>100</td>
</tr>
<tr>
<td>Service</td>
<td>Number</td>
<td>Percent</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>Screening Only</td>
<td>16</td>
<td>6</td>
</tr>
<tr>
<td>Psycho-Social Assessment</td>
<td>11</td>
<td>4</td>
</tr>
<tr>
<td>Information/Referral (Not Discharge Planning Related)</td>
<td>20</td>
<td>8</td>
</tr>
<tr>
<td>Pre-Admission Planning</td>
<td>23</td>
<td>9</td>
</tr>
<tr>
<td>Discharge Planning</td>
<td>16</td>
<td>6</td>
</tr>
<tr>
<td>Psycho-Social Treatment</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Financial Counseling</td>
<td>28</td>
<td>11</td>
</tr>
<tr>
<td>Health Education</td>
<td>11</td>
<td>4</td>
</tr>
<tr>
<td>Post Discharge Follow-Up</td>
<td>24</td>
<td>9</td>
</tr>
<tr>
<td>Consultation Only</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Outpatient Continuity of Care</td>
<td>16</td>
<td>6</td>
</tr>
<tr>
<td>Family Conference</td>
<td>14</td>
<td>5</td>
</tr>
<tr>
<td>Case Management</td>
<td>30</td>
<td>11</td>
</tr>
<tr>
<td>Multidisciplinary Team Conference</td>
<td>22</td>
<td>8</td>
</tr>
<tr>
<td>Home Visit</td>
<td>18</td>
<td>7</td>
</tr>
<tr>
<td>Other Direct Service to Individual</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>261</td>
<td>100</td>
</tr>
</tbody>
</table>
Package Operation

9.3.2.2 Direct Service Category Report

This option generates a report of the number of direct services provided to
patients. The report shows the number and percentage of patients who received
each service.

To use this option, select starting and ending dates for the report. The report will
then print to the selected device.

Example: Direct Service Category Report

Select Divisional SWIMS Reports (Part 1 & Part 2) Option: DIRECT Service
Category Report

DIRECT SERVICES PROVIDED FROM: 4/1/92 (APR 01, 1992)
ENDING: 2 (JUN 30, 1992)
DEVICE: printer// <RET> RIGHT MARGIN: 80// 132

[See section on All Reports for an example of this output.]
9.3.2.4 Location of Patients By Division (80 Columns)

This option generates a report of the divisional AMIS Location report. It includes the number and percentage of patients in each location.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

**Example: Location of Patients By Division (80 Columns)**

Select Divisional SWIMS Reports (Part 1 & Part 2) Option: Location of Patients By Division (80 COLUMNS)

ALL CASES STARTING FROM: 4/1/91 (APR 01, 1991)

ALL CASES ENDING: T (JUN 30, 1991)

DEVICE: PRINTER/ <RET> RIGHT MARGIN: 80/ <RET>

[See section on All Reports for an example of this output.]
9.3.2.6 Problems and Outcomes by Division (132 Columns)

This option generates a report of problems and outcomes of closed cases, sorted by division. The report lists problem (number), clinical decision not to treat, planned results attained, partially attained patient/family barriers, partially attained community resources barrier, partially attained VAMC barrier, not attained patient/family barrier, not attained community resources barrier, not attained VAMC barrier, totals, and percent.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Problems and Outcomes by Division (132 Columns)

Select Divisional SWIMS Reports (Part 1 & Part 2) Option: PROBLEMS and OUTCOMES BY DIVISION (132 COLUMNS)

ALL CASES STARTING FROM: 4/1/92 (APR 01, 1992)

ALL CASES ENDING: T (JUN 30, 1992)

DEVICE: PRINTER/ <RET> RIGHT MARGIN: 80/ <RET>

[See section on All Reports for an example of this output.]
9.3.2.7 Referrals By Division (80 Columns)

This option generates a report of divisional referrals made by the Social Work Service to patients. The report prints the number of resources/referrals used and percent; the number unable to access and percent.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Referrals By Division (80 Columns)

Select Divisional SWIMS Reports (Part 1 & Part 2) Option: REFEERALS BY DIVISION (80 COLUMNS)

ALL CASES STARTING FROM: 4/1/92 (APR 01, 1992)

ALL CASES ENDING: T (JUN 30, 1992)
DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// <RET>

[See section on All Reports for an example of this output.]
9.4 Cost Distribution

This option prints a report of the FTEE percentages entered for cost distribution centers. This report is for all divisions combined.

**Example: Cost Distribution**

**BIRMINGHAM ISC (#14) (521)**

**COST DISTRIBUTION CENTER FTEE REPORT**

Run Date/Time: MAR 9, 1993 08:38:11

<table>
<thead>
<tr>
<th>COST CENTER</th>
<th>ACCOUNT NUMBER</th>
<th>FTEE TOTALS</th>
<th>% FTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALCOHOL DEPENDENCE - OP</td>
<td>2314.00</td>
<td>0.30</td>
<td>100.00</td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td>0.30</td>
<td>100.00</td>
</tr>
</tbody>
</table>
9.5 Home and Patient Registry

This sub-menu contains options to print reports for worker, home registry, and data for both opened and closed cases. The Home and Patient Registry option makes available a series of printouts which allow you to track patients and homes in the Residential Care Home Program. Options available from this menu are:

9.5.1 All Workers
9.5.2 Home Registry
9.5.3 Patient Registry
9.5.4 Residential Care Home Case Listings

Selection of any of these options will lead to further options to retrieve more specific information. All options will display the prompts, "Device:" and "Right Margin." Notice that some registries require a 132-column format; therefore, the "Right Margin" prompt should be answered with 132.
### 9.5.1 All Workers

This option allows you to print, by worker, information on each Residential Care Home in the computer files. The information will appear in the following sequence: name of worker supervising the home, name of home, address, city, state, zip code, and telephone number. The list will be in alphabetical order by supervising social worker. This report requires a 132 column format.

To use this option, select the name of the worker by which to sort, or press return to print the report for all workers. The report will then print to the selected device.

---

**Example: All Workers**

Select Reports Menu Option: **HOME And Patient Registry**

Select Home And Patient Registry Option: **ALL Workers**

START WITH CASE WORKER: **FIRST// <RET>**

DEVICE: **PRINTER**

RIGHT MARGIN: **80// 132**

---

**REGISTRY LIST FOR ALL WORKERS**

<table>
<thead>
<tr>
<th>CASE WORKER</th>
<th>HOME</th>
<th>ADDRESS 1</th>
<th>ADDRESS 2</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>TELEPHONE 1</th>
<th>TELEPHONE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYLE, GOMER</td>
<td>HARMAN SHELTER</td>
<td>147 WISTLEVISTA LANE</td>
<td></td>
<td>ANYWHERE</td>
<td>ALABAMA</td>
<td>35404</td>
<td>205 345 1234</td>
<td></td>
</tr>
<tr>
<td>TAYLOR, KIMBERLY</td>
<td>JAMES SIMONSON HALFWAY HOUSE</td>
<td>536 MAIN STREET</td>
<td></td>
<td>BIRMINGHAM</td>
<td>ALABAMA</td>
<td>35202</td>
<td>205 939 1203</td>
<td></td>
</tr>
</tbody>
</table>

---

**screen clears**

---
REGISTRY LIST FOR ALL WORKERS

CASE WORKER: RUBBLE, BARNIE E.
HOME: GOLDEN YEARS SHELTER
ADDRESS 1: 1600 OCCIDENTAL BLVD.
ADDRESS 2:
CITY: BIRMINGHAM
STATE: ALABAMA
ZIP: 35202

[This report normally prints for all social workers, but in the interest of saving space, the report was shortened.]
9.5.2 Home Registry

This menu contains options to view or print information on all Residential Care Homes by various sorting methods. After selecting this option, a list of various ways to produce this report will appear:

9.5.2.1 All Homes
9.5.2.2 By Worker
9.5.2.3 Individual Home
9.5.2.4 RCH Patients By Home

9.5.2.1 All Homes

This sub-menu contains options to generate a complete or summary report on all homes for Home Registry. When this sub-option is selected, you will see:

9.5.2.1.1 Complete Report - All Homes
9.5.2.1.2 Summary Report - All Homes

9.5.2.1.1 Complete Report - All Homes

This option prints an extensive report for all residential care homes. The report includes case worker, home, address, city, state, zip code, telephone number, whether the home is licensed by state, number of beds, whether the home is for veterans only, last assessment date, and station number.

To use this option, select the case worker with which to begin the report, or press return to select all case workers. The report will then print to the selected device.

Example: Complete Report - All Homes

Select Home And Patient Registry Option: HOME Registry

Select Home Registry Option: ALL Homes

Select All Homes Option: COMPLETE Report - All Homes

START WITH CASE WORKER: FIRST// <RET>
DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// <RET>

........................................printout follows........................................
HOME REGISTRY REPORT

CASE WORKER: PYLE, GOMER
HOME: HARMON SHELTER
ADDRESS 1: 147 WISTLEVISTA LANE
ADDRESS 2: 
CITY: ANYWHERE
STATE: ALABAMA
ZIP: 35404
TELEPHONE 1: 205 345 1234
TELEPHONE 2: 
LICENSED BY STATE ?: YES
NUMBER OF BEDS: 4
VETERANS ONLY ?: YES
LAST ASSESSMENT DATE: MAY 1, 1985
STATION NUMBER: 679

--- Screen clears. ---

HOME REGISTRY REPORT

CASE WORKER: PYLE, GOMER
HOME: JAMES SIMONSON HALFWAY HOUSE
ADDRESS 1: 536 MAIN STREET
ADDRESS 2: 
CITY: BIRMINGHAM
STATE: ALABAMA
ZIP: 35202
TELEPHONE 1: 205 939 1203
TELEPHONE 2: 
LICENSED BY STATE ?: YES
NUMBER OF BEDS: 18
VETERANS ONLY ?: NO
LAST ASSESSMENT DATE: OCT 23, 1987
STATION NUMBER: 105

[This report normally prints information for all homes, but in the interest of saving space, the report was shortened.]

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9.5.2.1.2 Summary Report - All Homes

This option generates a brief description of all residential care homes. The report includes case worker, home, address, city, state, zip code, and telephone number.

To use this option, select the name of the home with which to begin the report, or press return to select all homes. The report will then print to the selected device.

Example: Summary Report - All Homes

Select All Homes Option: Summary Report - All Homes

START WITH NAME of HOME: FIRST/ <RET>
DEVICE: PRINTER/ <RET> RIGHT MARGIN: 80/ <RET>

..................................printout follows..................................

SUMMARY REGISTRY REPORT     JUN 4, 1992  14:10  PAGE 1

HOME:  HARMAN SHELTER
ADDRESS 1:  147 WISTLEVISTA LANE
ADDRESS 2:  
CITY:  ANYWHERE
STATE:  ALABAMA
ZIP:  35404
TELEPHONE 1:  205 345 1234
TELEPHONE 2:  
CASE WORKER:  HENDERSON, HARRY

..................................screen clears..................................

SUMMARY REGISTRY REPORT     JUN 4, 1992  14:10  PAGE 2

CASE WORKER:  TAYLOR, ANDY
HOME:  EDWARD JONES SHELTER
ADDRESS 1:  2 RIDGE LANE
ADDRESS 2:  
CITY:  BIRMINGHAM
STATE:  ALABAMA
ZIP:  35125
TELEPHONE 1:  205-731-3900
TELEPHONE 2:  
CASE WORKER:  HENDERSON, HARRY

[This report normally prints information for all homes, but in the interest of saving space, the report was shortened.]
9.5.2.2 By Worker

This menu contains options to view or print the Home Registry Report sorted by worker. You may choose:

9.5.2.2.1 Complete Report By Worker
9.5.2.2.2 Summary Report By Worker
9.5.2.2.1 Complete Report By Worker

This option prints an extensive report on residential care home information, sorted by worker. The report includes case worker, residential care home, last assessment date, number of beds, address, city, state, zip code, telephone number, whether the home is licensed by state, and whether the home is for veterans only.

To use this option, select the case worker for the report. The report will then print to the selected device.

Example: Complete Report By Worker

Select By Worker Option: COMPLETE Report By Worker

SELECT WORKER: ZIFFLE, ARNOLD G.
DEVICE: PRINTER/ <RET> RIGHT MARGIN: 80/ <RET>

printout follows

HOME REGISTRY FOR A SINGLE WORKER: COMPLETE
SOCIAL WORKER: ZIFFLE, ARNOLD G.

GREEN ACRES SHELTER
OCT 23, 1987
17
536 MAIN STREET
HOOTERVILLE
CONNECTICUT
54321
262 939 1203
Y
N

HOME:
LAST ASSESSMENT DATE: DEC 1, 1987
NUMBER OF BEDS: 20
ADDRESS 1: 123 DIRT ROAD
ADDRESS 2: 
CITY: PETTICOAT JUNCTION
STATE: CONNECTICUT
ZIP: 65432
TELEPHONE 1: 262 967 4506
TELEPHONE 2: 
LICENSED BY STATE ?: Y
VETS ONLY ?: N

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9.5.2.2 Summary Report By Worker

This option generates a summary of residential care home information, sorted by worker. The report includes case worker, residential care home, last assessment date, number of beds, address, city, state, zip code, and telephone number.

To use this option, select the case worker for the report. The report will then print to the selected device.

Example: Summary Report By Worker

Select By Worker Option: SUMMARY Report By Worker

SELECT WORKER: ZIFFLE, ARNOLD G.
DEVICE: PRINTER/ <RET> RIGHT MARGIN: 80/ <RET>

..........................................................printout follows..........................................................

HOME REGISTRY FOR A SINGLE WORKER: SUMMARY
SOCIAL WORKER: ZIFFLE, ARNOLD G.

HOME:
LAST ASSESSMENT DATE: OCT 23, 1987
NUMBER OF BEDS: 17
ADDRESS 1: 536 MAIN STREET
ADDRESS 2:
CITY: HOOTERVILLE
STATE: CONNECTICUT
ZIP: 54321
TELEPHONE 1: 262 939 1203
TELEPHONE 2:

HOME:
LAST ASSESSMENT DATE: DEC 1, 1987
NUMBER OF BEDS: 20
ADDRESS 1: 123 DIET ROAD
ADDRESS 2:
CITY: PETTICUTT JUNCTION
STATE: CONNECTICUT
ZIP: 65432
TELEPHONE 1: 262 967 4506
TELEPHONE 2:

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9.5.2.3 Individual Home

This menu contains options to print the individual registry report sorted by social worker. You may choose:

9.5.2.3.1 Complete Report - Individual Home
9.5.2.3.2 Summary Report - Individual Home

9.5.2.3.1 Complete Report - Individual Home

This option prints extensive information for a single residential care home. The report includes residential care home, last assessment date, social worker, number of beds, address, city, state, zip, telephone number, whether the home is licensed by state, and whether the home is for veterans only.

To use this option, select the name of the residential care home for the report. The report will then print to the selected device.

Example: Complete Report - Individual Home

Select Individual Home Option: Complete Report - Individual Home

Enter RCH: EDWARD JONES SHELTER
...OK? YES//<RET> (YES)
DEVICE: PRINTER//<RET> RIGHT MARGIN: 80//<RET>

........................printout follows.............................

RCH HOME REGISTRY FOR A SINGLE HOME: COMPLETE

HOME: EDWARD JONES SHELTER
LAST ASSESSMENT DATE: MAY 10, 1991
SOCIAL WORKER: PIPE, BARNIE
NUMBER OF BEDS: 25
ADDRESS 1: 2 Maple Street
ADDRESS 2: 
CITY: Mayberry
STATE: NORTH CAROLINA
ZIP: 45678
TELEPHONE 1: 817-731-3900
TELEPHONE 2: 
LICENSED BY STATE?: Y
VETS ONLY?: N
9.5.2.3.2 Summary Report - Individual Home

This option prints a brief description of a residential care home sorted by worker. The report includes name of home, last assessment date, social worker, number of beds, address, city, state, zip code, and telephone number.

To use this option, select the name of the residential care home for the report. The report will then print to the selected device.

Example: Summary Report - Individual Home

Select Individual Home Option: Summary Report - Individual Home

Enter RCH: EDWARD JONES SHELTER
  ...OK? YES// <RET>
DEVICE: PRINTER// <RET>  RIGHT MARGIN: 80// <RET>

---------------------------printout follows---------------------------

RCH HOME REGISTRY FOR A SINGLE HOME: SUMMARY

HOME: EDWARD JONES SHELTER
LAST ASSESSMENT DATE: MAY 10, 1991
SOCIAL WORKER: FIFE, BARNIE
NUMBER OF BEDS: 25
ADDRESS 1: 2 Maple Street
ADDRESS 2:
CITY: Mayberry
STATE: NORTH CAROLINA
ZIP: 45678
TELEPHONE 1: 817-731-3900
TELEPHONE 2:

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9.5.2.4 RCH Patients By Home

This option prints a list of residential care home patients sorted by home. It can be generated for all homes or a single residential care home. The report includes social worker assigned to the home, RCH name, address, and telephone number. All patients are listed for each home, with their patient identification number, and the social worker assigned to their case.

Note: This list will include all patients who have resided in the home dating from the time of the last “Purge Case Management Data.”

To use this option, select whether you want to print information for all homes or a single home. The report will then print to the selected device.

Example 1: RCH Patients By Home (All Homes)

Select Home Registry Option: RCH Patients By Home
1. ALL HOMES
2. A SINGLE HOME?

DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// <RET>

............................................................................printout follows......................................................

RESIDENTIAL CARE HOME REPORT

SOCIAL WORKER: BARNARD, CHRISTIAAN
HOME: HARMAN SHELTER
ADDRESS: 147 WISTLEVISTA LANE
ANYWHERE, ALABAMA 35404 PHONE: 205-345-1234

BROWNING, JOE 226789654 RUBBLE, BARNIE E.
BUTTONS, RED 000000001 RUBBLE, BARNIE E.
BYRON, BUDDY 111231111 ZIFFLE, ARNOLD G
CLARK, MIKE 123451001 RUBBLE, BARNIE E.
DAVIS, IRWIN 123452182 RUBBLE, BARNIE E.
DAVIS, JOE B. 382771640 ZIFFLE, ARNOLD G
DRAISDALE, MILBURN 232323123 CLAMPETT, ELLIE MAY

SOCIAL WORKER: RUBBLE, BARNIE E.
HOME: HARD ROCK SHELTER
ADDRESS: 1600 BAM BAM BLVD.
FLINTSTONE, ALABAMA 35432 PHONE: 205-939-4506

BROWN, GEORGE 123457212 TAYLOR, ANDY
DUNCAN, ZACHARY 332001234 RUBBLE, BARNIE E.
BLOW, JOE 243489042 TAYLOR, ANDY

[This report normally prints information for all residential care homes, but in the interest of saving space, the report was shortened.]
Example 2: RCH Patients By Home (A Single Home)

Select Home Registry Option: RCH Patients By Home

1. ALL HOMES
2. A SINGLE HOME?

ENTER 1 or 2 1// 2

ENTER RCH: HARMAN SHELTER ...OK? YES// <RET>

DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// <RET>

________________________________________________________________________

printout follows.................................................................

RESIDENTIAL CARE HOME REPORT

SOCIAL WORKER: BARNARD, CHRISTIAAN
HOME: HARMAN SHELTER
ADDRESS: 147 WISTLEVISTA LANE
ANYWHERE, ALABAMA 35404 PHONE: 205-345-1234

BROWNING, JOE
BUTTONS, RED
BYRON, BUZZY
CLARK, MIKE
DAVIS, IRWIN
DAVIS, JOE B.
DRYSDALE, MILBURN
FANCY, COOKIES
FLINTSTONE, FRED
LANE, TIMOTHY
LANGLEY, CHARLES

226789654
000000001
111221111
123451001
123452182
382771640
232123123
343434343
111111111
123451842
183508056

RUBBLE, BARNIE E.
RUBBLE, BARNIE E.
ZIFFLE, ARNOLD G
RUBBLE, BARNIE E.
RUBBLE, BARNIE E.
ZIFFLE, ARNOLD G
CLAMPETT, ELLIE MAY
TAYLOR, ANDY
TAYLOR, ANDY
RUBBLE, BARNIE E.

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User Manual
9.5.3 Patient Registry

This menu contains options associated with patient registry information. It produces a register of RCH patient information for all patients, supervisor, or social worker. You are also given the choice to sort by all cases or open cases, and complete or summary reports. Open Cases will include only cases open on the date the report is printed. Options available from this menu are:

9.5.3.1 All Patients
9.5.3.2 Supervisor
9.5.3.3 Worker

9.5.3.1 All Patients

This menu contains options to print all residential care home information. Options available from this menu are:

9.5.3.1.1 All Cases - All Patient Registry
9.5.3.1.2 Open Cases - All Patient Registry

9.5.3.1.1 All Cases - All Patient Registry

This sub-menu contains options to print all patient registry information. Options available from this menu are:

9.5.3.1.1.1 Complete Registry - All Cases All Patients
9.5.3.1.1.2 Summary Registry - All Cases All Patients
9.5.3.1.1 Complete Registry - All Cases All Patients

This option prints extensive patient registry data for all cases. The report includes patient name, patient identification number, name of home, date placed in home, social worker, diagnostic category, prior living arrangements, date closed, disposition, level of care, monthly rate of home, and the date the rate is effective.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Complete Registry - All Cases All Patients

Select Home And Patient Registry Option: PATient Registry

Select Patient Registry Option: ALL Patients

Select All Patients Option: ALL Cases - All Patient Registry

Select All Cases - All Patient Registry Option: Complete Registry - All Cases All Patients

ALL CASES STARTING FROM: 10/10/91 (OCT 10, 1991)
ALL CASES ENDING: 6/24/92 (JUN 24, 1992)

DEVICE: PRINTER//<RET> RIGHT MARGIN: 80/<RET>

...............................printout follows...............................
Package Operation

NAME: SLOW, JOE
ID#: 226789654
DOB: MAR 3, 1953
MS: MEDICAL/SURGICAL
CLOSED: JAN 25, 1992
LEVEL OF CARE: HEAVY
RATE: 3453

HOME: MATHEW PLACE
WORKER: BROWN, DEVIN
PRIOR LIVING: NON-VA HOSPITAL
DISP: INDIVIDUAL
PLACED: JAN 25, 1992

NAME: DAVIS, NAVIS
ID#: 112223456
DOB: JAN 1, 1964
MS: MEDICAL/SURGICAL
CLOSED: JUN 17, 1992
LEVEL OF CARE: LIGHT
RATE: 500

HOME: MATHEW PLACE
WORKER: BROWN, DEVIN
PRIOR LIVING: NON-VA HOSPITAL
DISP: TRANSFER
PLACED: JUN 17, 1992

DATE: JUN 17, 1992

[This report normally prints all cases within the specified time frame, but in the interest of saving space, the report was shortened.]
9.5.3.1.12 Summary Registry - All Cases All Patients

This option generates the summary patient registry information for all cases. The report includes patient name, patient identification number, residential care home name, social worker, and whether the case is still open.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Summary Registry - All Cases All Patients

Select All Cases - All Patient Registry Option: Summary Registry - All Cases All Patients
ALL CASES STARTING FROM: 01/01/91 (JAN 01, 1991)
ALL CASES ENDING: T (JUN 24, 1992)
DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// <RET>

<table>
<thead>
<tr>
<th>PATIENT NAME</th>
<th>ID#</th>
<th>HOME NAME</th>
<th>SOCIAL WORKER</th>
<th>OPEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLOW, JOE</td>
<td>226789654</td>
<td>HARMAN SHELTER</td>
<td>BROWN, DEVIN</td>
<td></td>
</tr>
<tr>
<td>SLOW, JOE</td>
<td>226789654</td>
<td>JAMES SIMONSON HALF</td>
<td>BROWN, DEVIN</td>
<td></td>
</tr>
<tr>
<td>SLOW, JOE</td>
<td>226789654</td>
<td>MATHEW PLACE</td>
<td>BROWN, DEVIN</td>
<td></td>
</tr>
<tr>
<td>TAYLOR, TOM.</td>
<td>382771640</td>
<td>SMITH HOME</td>
<td>DOOLITTLE, JAMES A.</td>
<td></td>
</tr>
<tr>
<td>DAVIS, MAVIS</td>
<td>112223456</td>
<td>JOHNSON PLACE</td>
<td>BROWN, DEVIN</td>
<td></td>
</tr>
<tr>
<td>FANCY, COOKIES</td>
<td>343434343</td>
<td>EDWARD JONES SHELTER</td>
<td>SMITHEREEN, ROBERT</td>
<td></td>
</tr>
<tr>
<td>FANCY, COOKIES</td>
<td>343434343</td>
<td>REESE HOME</td>
<td>SMITHEREEN, ROBERT</td>
<td></td>
</tr>
<tr>
<td>MINK, CHARLES</td>
<td>183508056</td>
<td>JOHNSON PLACE</td>
<td>BROWN, DEVIN</td>
<td></td>
</tr>
<tr>
<td>RICHARDS, KEITH</td>
<td>222987665</td>
<td>JOHNSON PLACE</td>
<td>SMITHEREEN, ROBERT</td>
<td></td>
</tr>
</tbody>
</table>

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User Manual
9.5.3.1.2 Open Cases - All Patient Registry

This menu contains options to print patient registry data for all open cases. Options available from this menu are:

9.5.3.1.2.1 Complete Registry - Open Cases All Patients
9.5.3.1.2.2 Summary Registry - Open Cases All Patients

9.5.3.1.2.1 Complete Registry - Open Cases All Patients

This option prints extensive data for open cases. The report includes patient name, patient identification number, residential care home name, date placed in home, social worker, diagnostic category, prior living arrangements, level of care, monthly rate of home, and date the rate is effective.

To use this option, select the name of the report and it will print to the selected device.

Example: Complete Registry - Open Cases All Patients

Select Open Cases - All Patient Registry Option: Complete Registry - Open Cases
All Patients

DEPARTMENT: PRINTER// <RET> RIGHT MARGIN: 80// <RET>

------------------------------------------------------------------------

RCH PATIENT REGISTRY
COMPLETE: OPEN CASES

NAME: BOOKER, JOHN F.  HOME: EDWARD JONES SHELT  PLACED: MAY 22, 1992
ID#: 113451112
DOB: Nov 23, 1927  WORKER: BARNARD, CHRISTIAAN
MS: MEDICAL/SURGICAL  PRIOR LIVING: VA DOMICILIARY
RATE: 620  DATE: MAY 22, 1992

NAME: BROWN, GEORGE  HOME: GOLDEN YEARS SHELT  PLACED: MAR 16, 1992
ID#: 123457212
DOB: Aug 16, 1951  WORKER: DOOLITTLE, JAMES A.
MS: MEDICAL/SURGICAL  PRIOR LIVING: VA DOMICILIARY
LEVEL OF CARE: LIGHT
RATE: 600  DATE: MAR 16, 1992

ID#: 111221111
DOB: MAR 2, 1962  WORKER: BARNARD, CHRISTIAAN
MS: MEDICAL/SURGICAL  PRIOR LIVING: VA DOMICILIARY
LEVEL OF CARE: LIGHT
RATE: 500  DATE: DEC 23, 1991

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### 9.5.3.1.2.2 Summary Registry - Open Cases All Patients

This option prints a summary of open cases. The report includes patient name, patient identification number, residential care home name, and social worker assigned to home.

To use this option, select the name of the report, and it will then print to the selected device.

**Example: Summary Registry - Open Cases All Patients**

Select Open Cases - All Patient Registry Option: **Summary Registry - Open Cases All Patients**

DEVICE: PRINTER/ <RET>  RIGHT MARGIN: 80/<RET>

---

<table>
<thead>
<tr>
<th>PATIENT NAME</th>
<th>ID#</th>
<th>HOME NAME</th>
<th>SOCIAL WORKER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOKER, JOHN F.</td>
<td>113451112</td>
<td>EDWARD JONES SHEL</td>
<td>BARNARD, CHRISTIAAN</td>
</tr>
<tr>
<td>BRENZER, GEORGE</td>
<td>123457234</td>
<td>GOLDEN YEARS SHEL</td>
<td>TAYLOR, KIMBERLY</td>
</tr>
<tr>
<td>BYROM BARRY</td>
<td>111221111</td>
<td>HARMA SAN SHELTER</td>
<td>BARNARD, CHRISTIAAN</td>
</tr>
<tr>
<td>CASON, CARRIE</td>
<td>222334422</td>
<td>MATHEW'S PLACE</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>CLOINZ, BOZIO</td>
<td>232321212</td>
<td>MATHEW'S PLACE</td>
<td>TAYLOR, KIMBERLY</td>
</tr>
<tr>
<td>COOK, BENO</td>
<td>101010125</td>
<td>MATHEW'S PLACE</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>DAVIS, IRWIN</td>
<td>123452182</td>
<td>HARMA SAN SHELTER</td>
<td>BARNARD, CHRISTIAAN</td>
</tr>
<tr>
<td>DAVIS, JEREMY</td>
<td>323777160</td>
<td>HARMAN SHELTER</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>DRYSDALE, MILBURN</td>
<td>23232123</td>
<td>HARMAN SHELTER</td>
<td>BARNARD, CHRISTIAAN</td>
</tr>
<tr>
<td>DUNCAN, ZACHARY</td>
<td>323201234</td>
<td>GOLDEN YEARS SHEL</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>FANCY, COOKIES</td>
<td>343434343</td>
<td>HARMA SAN SHELTER</td>
<td>TAYLOR, KIMBERLY</td>
</tr>
<tr>
<td>GOULD, WILLIS</td>
<td>123455982</td>
<td>SHELTER</td>
<td>YOUNG, ROBERT</td>
</tr>
<tr>
<td>HAMILTON, ALEXANDER</td>
<td>176287354</td>
<td>MATHEW'S PLACE</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>HOOKER, JOHN T.</td>
<td>113451123</td>
<td>JAMES SIMONSON HALLF</td>
<td>WATSON, CHERYL</td>
</tr>
<tr>
<td>LINCOLN, ABRAMIAH</td>
<td>160293847</td>
<td>MATHEW'S PLACE</td>
<td>BARBAR, CHRISTIAAN</td>
</tr>
<tr>
<td>MINT, CHARLES</td>
<td>1835080056</td>
<td>MATHEW'S PLACE</td>
<td>WATSON, CHERYL</td>
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<tr>
<td>BINK, CHUCK</td>
<td>444444444</td>
<td>MATHEW'S PLACE</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>WILSON, WOODROW</td>
<td>129374585</td>
<td>SHELTER</td>
<td>BROWN, DEVIN</td>
</tr>
</tbody>
</table>

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9.5.3.2 Supervisor

This menu contains options used to print residential care home information sorted by supervisor. Options available from this menu are:

9.5.3.2.1 All Cases - Supervisor’s Patient Registry
9.5.3.2.2 Open Cases - Supervisor’s Patient Registry

9.5.3.2.1 All Cases - Supervisor’s Patient Registry

This menu contains options to print the patient registry for all cases by supervisor. Options available from this menu are:

9.5.3.2.1.1 Complete Supervisor Patient Registry - All Cases
9.5.3.2.1.2 Summary Supervisor Patient Registry - All Cases
9.5.3.2.1.1 Complete Supervisor Patient Registry - All Cases

This option prints the complete patient registry data for all cases sorted by supervisor. The report includes patient name, patient identification number, residential care home name, date placed in home, date of birth, social worker, bed section, prior living arrangements, date case was closed, disposition, monthly rate of home, and effective date of rate.

To use this option, select the starting and ending dates for the report. It will then print to the selected device.

Example: Complete Supervisor Patient Registry - All Cases

Select Home and Patient Registry Option: Patient Registry

Select Patient Registry Option: Supervisor

Select Supervisor Option: ALL Cases - Supervisor's Patient Registry

Select All Cases - Supervisor's Patient Registry Option: Complete Supervisor

Patient Registry - All Cases

ALL CASES STARTING FROM: 01/01/92 (JAN 01, 1992)
ALL CASES ENDING: 6/24/92 (JUN 24, 1992)

Enter Supervisor's last name: DOOLITTLE, JAMES

DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// <RET>

printout follows..........................

RCH PATIENT REGISTRY
SUPERVISOR: DOOLITTLE, JAMES A.
COMPLETE: ALL CASES

01/01/92 TO 06/24/92

NAME: DAVIS, JOE B.  HOME: SHELTER  PLACED: FEB 27, 1992
ID#: 382771640  SOCIAL WORKER: DOOLITTLE, JAMES A.
DOB: APR 27, 1948  MS: MEDICAL/SURGICAL  PRIOR LIVING: VA NRCU
CLOSED: FEB 27, 1992  DISP: OTHER INSTITUTIONAL
LEVEL OF CARE: LIGHT  RATE: 500  DATE: FEB 27, 1992

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**9.5.3.2.12 Summary Supervisor Patient Registry - All Cases**

This option prints summary patient information for all cases sorted by supervisor. The report includes supervisor, date range of the report, patient name, patient identification number, residential care home name, social worker, and whether the case is opened.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

**Example: Summary Supervisor Patient Registry - All Cases**

Select All Cases - Supervisor's Patient Registry Option: SUMMARY Supervisor Patient Registry - All Cases

ALL CASES STARTING FROM: T-60 (APR 05, 1992)  
ALL CASES ENDING: T (JUN 04, 1992)

Enter Supervisor's last name: FLINSTONE, FRED  
DEVICE: PRINTER /// <RET>  
RIGHT MARGIN: 80 /// <RET>

............................printout follows............................

---

**RCH PATIENT REGISTRY**  
**SUPERVISOR: FLINSTONE, FRED**  
**SUMMARY: ALL CASES**  

04/05/92 TO 06/04/92

<table>
<thead>
<tr>
<th>PATIENT NAME</th>
<th>ID#</th>
<th>HOME NAME</th>
<th>SOCIAL WORKER</th>
<th>OPEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAVIS, JER B.</td>
<td>382771640</td>
<td>SHELTER</td>
<td>DOOLITTLE, JAMES A.</td>
<td>Y</td>
</tr>
<tr>
<td>BROWN, JAMES</td>
<td>321455210</td>
<td>GOLDEN YEARS SHEL</td>
<td>DOOLITTLE, JAMES A.</td>
<td>Y</td>
</tr>
<tr>
<td>COOK, BENO</td>
<td>101010125</td>
<td>MATHEW PLACE</td>
<td>DOOLITTLE, JAMES A.</td>
<td>Y</td>
</tr>
</tbody>
</table>

---

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User Manual  
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9.5.3.2.2 Open Cases - Supervisor's Patient Registry

This menu contains options to print patient registry data for open cases sorted by supervisor. Options available from this menu are:

9.5.3.2.2.1 Complete Supervisor's Patient Registry - Open Case
9.5.3.2.2.2 Summary - Supervisor's Patient Registry Open Cases

9.5.3.2.2.1 Complete Supervisor's Patient Registry - Open Case

This option prints complete patient registry data for open cases sorted by supervisor. The report includes supervisor, patient name, patient identification number, residential care home name, date placed in home, date of birth, social worker, diagnostic category, prior living arrangements, monthly rate of home, and effective date of rate.

To use this option, select name of supervisor for the report. The report will then print to the selected device.

Example: Complete Supervisor's Patient Registry - Open Case

Select Patient Registry Option: SUPERvisor

Select Supervisor Option: Open Cases - Supervisor's Patient Registry

Select Open Cases - Supervisor's Patient Registry Option: COMPLETE

Supervisor's Patient Registry - Open Case

Enter Supervisor's last name: BARNARD, CHRISTIAAN

DEVICE: PRINTER/ <RET> RIGHT MARGIN: 80/ <RET>

RCH PATIENT REGISTRY
SUPERVISOR: BARNARD, CHRISTIAAN
COMPLETE: OPEN CASES

NAME: BOOKER, JOHN F. HOME: EDWARD JONES SHELTER PLACED: MAY 22, 1992
ID#: 113451112 DOB: NOV 23, 1927 SOCIAL WORKER: BARNARD, CHRISTIAAN
MS: MEDICAL/SURGICAL PRIOR LIVING: VA DOMICILIARY
LEVEL OF CARE: LIGHT RATE: 620 DATE: MAY 22, 1992

NAME: DAVIS, JOE B. HOME: HARMAN SHELTER PLACED: MAR 7, 1992
ID#: 382771640 DOB: APR 27, 1948 SOCIAL WORKER: BARNARD, CHRISTIAAN
MS: MEDICAL/SURGICAL PRIOR LIVING: VA DOMICILIARY
LEVEL OF CARE: HEAVY RATE: 235 DATE: MAR 7, 1992

9.5.3.2.2 Summary - Supervisor's Patient Registry Open Cases

This option prints the summary patient registry data for open cases sorted by supervisor. The report includes supervisor name, patient name, patient identification number, residential care home name, and social worker.

To use this option, select supervisor's name for the report. The report will then print to the selected device.

Example: Summary - Supervisor's Patient Registry Open Cases

Select Patient Registry Option: **Supervisor**

Select Supervisor Option: **Open** Cases - Supervisor's Patient Registry

Select Open Cases - Supervisor's Patient Registry Option: **Summary** - Supervisor's Patient Registry Open Cases

Enter Supervisor's last name: **BARNARD, CHRISTIAAN**

DEVICE: PRINTER// <RET>    RIGHT MARGIN: 80// <RET>

RCH PATIENT REGISTRY
SUPervisor: BARNARD, CHRISTIAAN
SUMMARY: OPEN CASES

<table>
<thead>
<tr>
<th>PATIENT NAME</th>
<th>ID#</th>
<th>HOME NAME</th>
<th>SOCIAL WORKER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOKER, JOHN F.</td>
<td>113451112</td>
<td>EDWARD JONES SHELTER</td>
<td>BARNARD, CHRISTIAAN</td>
</tr>
<tr>
<td>BYRON, BUZZY</td>
<td>111221111</td>
<td>AARDVARD, AARON</td>
<td>BARNARD, CHRISTIAAN</td>
</tr>
<tr>
<td>DAVIS, JOE B.</td>
<td>382771640</td>
<td>HARMAN SHELTER</td>
<td>BARNARD, CHRISTIAAN</td>
</tr>
<tr>
<td>HOOKER, JOHN T.</td>
<td>113451123</td>
<td>JAMES SIMONSON HARP</td>
<td>BARNARD, CHRISTIAAN</td>
</tr>
</tbody>
</table>
9.5.3.3 Worker

This menu contains options to print residential care home data sorted by social worker. Options available from this menu are:

9.5.3.3.1 All Cases - Workers Patient Registry
9.5.3.3.2 Open Cases - Workers Patient Registry

9.5.3.3.1 All Cases - Workers Patient Registry

This menu contains options to print patient registry data sorted by social worker. Options available from this menu are:

9.5.3.3.1.1 Complete All Cases - Workers Patient Registry
9.5.3.3.1.2 Summary All Cases - Workers Patient Registry
9.5.3.1.1 Complete All Cases - Workers Patient Registry

This option prints completed patient registry data sorted by worker. The report includes patient name, patient identification number, residential care home name, date placed in home, date of birth, diagnostic category, prior living arrangements, monthly rate of home, and effective date of rate.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Complete All Cases - Workers Patient Registry

Select Patient Registry Option: Worker
Select Worker Option: All Cases - Workers Patient Registry

Select All Cases - Workers Patient Registry Option: Complete All Cases - Workers Patient Registry
ALL CASES STARTING FROM: 010192 (JAN 01, 1992)
ALL CASES ENDING: 2 (JUN 24, 1992)

Enter Social Worker's last name: DOOLITTLE, JAMES A.
DEVICE: PRINTER/ <RET> RIGHT MARGIN: 80/ <RET>

RCH PATIENT REGISTRY
SOCIAL WORKER: DOOLITTLE, JAMES A.
SUPERVISOR: DOOLITTLE, JAMES A.
COMPLETE: ALL CASES
01/01/92 TO 06/24/92

NAME: DAVIS, JOE B. HOME: SHELTER PLACED: FEB 27, 1992
ID# 382771540
DOB: APR 27, 1948
MS: MEDICAL/SURGICAL PRIOR LIVING: NHCU
CLOSED: FEB 27, 1992 DISP: OTHER INSTITUTIONAL
LEVEL OF CARE: HEAVY
RATE: 500 DATE: FEB 27, 1992
### 9.5.3.3.1.2 Summary All Cases - Workers Patient Registry

This option prints the summary patient registry data for open cases sorted by worker. The report includes social worker name, patient name, patient identification number, residential care home, and whether the case is open.

To use this option, select the starting and ending dates for the report. Select social worker’s last name and the report will print to the selected device.

**Example: Summary All Cases - Workers Patient Registry**

Select Patient Registry Option: Worker

Select Worker Option: All Cases - Workers Patient Registry

Select All Cases - Workers Patient Registry Option: Summary All Cases - Workers Patient Registry

ALL CASES STARTING FROM: 01/01/90 (JAN 01, 1990)

ALL CASES ENDING: 06/24/91 (JUN 24, 1991)

Enter Social Worker’s last name: Doolittle, James A.

DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// <RET>

---

**RCH PATIENT REGISTRY**

**SOCIAL WORKER:** Doolittle, James A.

**SUPERVISOR:** Doolittle, James A.

**SUMMARY:** ALL CASES

01/01/92 TO 06/24/92

<table>
<thead>
<tr>
<th>PATIENT NAME</th>
<th>ID#</th>
<th>HOME NAME</th>
<th>OPEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis, Joe B.</td>
<td>382771640</td>
<td>Shelter</td>
<td>OPEN</td>
</tr>
<tr>
<td>Google, Barney</td>
<td>543907654</td>
<td>Shady Rest Home</td>
<td></td>
</tr>
<tr>
<td>Mouse, Mickey</td>
<td>783002746</td>
<td>Disney Retirement Home</td>
<td></td>
</tr>
</tbody>
</table>

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9.5.3.3.2 Open Cases - Workers Patient Registry

This menu option prints the patient registry for open cases sorted by worker. Options available from this menu are:

9.5.3.3.2.1 Complete Open Cases - Workers Patient Registry
9.5.3.3.2.2 Summary Open Cases - Workers Patient Registry
9.5.3.3.2.1 Complete Open Cases - Workers Patient Registry

This option prints the complete patient registry data for open cases sorted by worker. The report includes social worker, supervisor, patient name, patient identification number, residential care home, date placed in the home, date of birth, diagnostic category, prior living arrangements, monthly rate of home, and effective date of rate.

To use this option, select the last name of the social worker. The report will print to the selected device.

Example: Complete Open Cases - Workers Patient Registry

Select Patient Registry Option: Worker

Select Worker Option: Open Cases - Workers Patient Registry

Select Open Cases - Workers Patient Registry Option: Complete Open Cases - Workers Patient Registry

Enter Social Worker's last name: DOOLITTLE, JAMES A.

DEVICE: PRINTER/<RET> RIGHT MARGIN: 80/<RET>

..........................printout follows..........................

RCH PATIENT REGISTRY
SOCIAL WORKER: DOOLITTLE, JAMES A.
SUPERVISOR: DOOLITTLE, JAMES A.
COMPLETE: OPEN CASES

NAME: BROWN, JAMES          HOME: GOLDEN YEARS SHELL  PLACED: MAR 16, 1992
ID#: 123457212               DOB: AUG 16, 1951
MS: MEDICAL/SURGICAL        PRIOR LIVING: OWN HOME
LEVEL OF CARE: MODERATE     DATE: MAR 16, 1992
RATE: 600

NAME: COOK, BENO            HOME: MATHWE PLACE  PLACED: SEP 14, 1992
ID#: 101010125               DOB: JAN 1, 1925
MS: MEDICAL/SURGICAL        PRIOR LIVING: VA HOSPITAL
LEVEL OF CARE: MODERATE     DATE: SEP 14, 1992
RATE: 450

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9.5.3.2.2 Summary Open Cases - Workers Patient Registry

This option prints summary patient registry data for open cases sorted by worker. The report includes social worker, supervisor, patient name, patient identification number, and residential care home name.

To use this option, select the last name of the social worker. The report will then print to the selected device.

Example: Summary Open Cases - Workers Patient Registry

Select Patient Registry Option: Worker
Select Worker Option: Open Cases - Workers Patient Registry
Select Open Cases - Workers Patient Registry Option: Summary Open Cases - Workers Patient Registry
Enter Social Worker's last name: DOOLITTLE, JAMES A.
DEVICE: PRINTER/ <RET> RIGHT MARGIN: 80/ <RET>

printout follows

RCH PATIENT REGISTRY
SOCIAL WORKER: DOOLITTLE, JAMES A.
SUPERVISOR: DOOLITTLE, JAMES A.
SUMMARY: OPEN CASES

<table>
<thead>
<tr>
<th>PATIENT NAME</th>
<th>ID#</th>
<th>HOME NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROWN, JAMES</td>
<td>123457212</td>
<td>GOLDEN YEARS SHEL</td>
</tr>
<tr>
<td>COOK, BENO</td>
<td>101010125</td>
<td>MATHEW PLACE</td>
</tr>
</tbody>
</table>
9.5.4 Residential Care Home Case Listings

This menu contains options to generate a report of residential care home cases that are opened or closed. Options available from this menu are:

9.5.4.1 Active RCH Case Listing (132 Columns)
9.5.4.2 Closed RCH Case Listing (132 Columns)

9.5.4.1 Active RCH Case Listing (132 Columns)

This option lists all open residential care home cases. The report includes case number, patient name, open date, and social worker.

To use this option, select the name of the report from the menu and the report will print to the designated device.

Example: Active RCH Case Listing (132 Columns)

Select Residential Care Home Case Listings Option: Active RCH Case Listing (132 COLUMNS)
DEVICE: PRINTER/<RET>  RIGHT MARGIN: 80//132

printout follows

Active Residential Care Home Cases  JUN 28, 1992  12:12  PAGE 1

<table>
<thead>
<tr>
<th>CASE NUMBER</th>
<th>NAME</th>
<th>OPEN DATE</th>
<th>SOCIAL WORKER</th>
</tr>
</thead>
<tbody>
<tr>
<td>106</td>
<td>BOOKER, JOHN F.</td>
<td>AUG 8, 1988</td>
<td>BARNARD, CHRISTIANA</td>
</tr>
<tr>
<td>125</td>
<td>BROWN, JAMES</td>
<td>MAR 16, 1989</td>
<td>DOOLITTLE, JAMES A.</td>
</tr>
<tr>
<td>79</td>
<td>BYROM, BUZZY</td>
<td>DEC 13, 1987</td>
<td>BARNARD, CHRISTIANA</td>
</tr>
<tr>
<td>173</td>
<td>CASON, CARLIE</td>
<td>DEC 18, 1989</td>
<td></td>
</tr>
<tr>
<td>73</td>
<td>CLOWNE, BOZO</td>
<td>DEC 22, 1987</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>138</td>
<td>COOK, BENO</td>
<td>SEP 14, 1989</td>
<td>DOOLITTLE, JAMES A.</td>
</tr>
<tr>
<td>53</td>
<td>DAVIS, IRWIN</td>
<td>MAR 30, 1987</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>97</td>
<td>DAVIS, J.C. B.</td>
<td>JUL 6, 1988</td>
<td>BARNARD, CHRISTIANA</td>
</tr>
<tr>
<td>119</td>
<td>DRYSDALE, MELVIN</td>
<td>JAN 10, 1989</td>
<td>CLAMPETT, ELLIE MAY</td>
</tr>
<tr>
<td>126</td>
<td>DUNCAN, ZACHARY</td>
<td>JUN 1, 1989</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>185</td>
<td>FANCY, COOKIES</td>
<td>MAY 10, 1990</td>
<td>YOUNGST, ROBERT</td>
</tr>
<tr>
<td>53</td>
<td>GOWLAND, WILLIS</td>
<td>MAR 30, 1986</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>142</td>
<td>HAMILTON, ALEXANDER</td>
<td>SEP 14, 1989</td>
<td>WATSON, CHERYL</td>
</tr>
<tr>
<td>140</td>
<td>HOOKER, JOHN T.</td>
<td>JUL 9, 1988</td>
<td>BARNARD, CHRISTIANA</td>
</tr>
<tr>
<td>223</td>
<td>LINCOLN, ABRAHAM</td>
<td>SEP 14, 1989</td>
<td>WATSON, CHERYL</td>
</tr>
<tr>
<td>143</td>
<td>MINK, CHARLES</td>
<td>MAY 7, 1991</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>153</td>
<td>BINK, CHUCK</td>
<td>SEP 14, 1989</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td></td>
<td>WILSON, WOODROW</td>
<td>SEP 4, 1989</td>
<td>BROWN, DEVIN</td>
</tr>
</tbody>
</table>

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User Manual 111
9.5.4.2 Closed RCH Case Listing (132 Columns)

This option prints all closed residential care home cases. The report includes case number, name, open date, close date, and social worker.

To use this option, select the name of the report from the menu, and the report will print to the selected device.

Example: Closed RCH Case Listing (132 Columns)

Select Residential Care Home Case Listings Option: Closed RCH Case Listing
(132 COLUMNS) DEVICE: PRINTER/ <RET> RIGHT MARGIN: 80/ 122

printout follows

Closed Residential Care Home Cases JUN 28, 1992 12:13 PAGE 1

<table>
<thead>
<tr>
<th>CASE NUMBER</th>
<th>NAME</th>
<th>OPEN DATE</th>
<th>CLOSE DATE</th>
<th>SOCIAL WORKER</th>
</tr>
</thead>
<tbody>
<tr>
<td>214</td>
<td>ADAMS, JOHN QUINCY</td>
<td>OCT 13, 1989</td>
<td>OCT 16, 1989</td>
<td>PARSON, CHRIS</td>
</tr>
<tr>
<td>204</td>
<td>REDFORD, BOB</td>
<td>JAN 24, 1991</td>
<td>JAN 24, 1991</td>
<td>TAYLOR, KIMBERLY</td>
</tr>
<tr>
<td>65</td>
<td>BUTTONS, RED</td>
<td>SEP 8, 1987</td>
<td>OCT 23, 1987</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>58</td>
<td>CASON, CARRIE</td>
<td>DEC 21, 1987</td>
<td>DEC 21, 1987</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>120</td>
<td>DAVIS, JOE B.</td>
<td>JAN 26, 1989</td>
<td>JAN 26, 1989</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>177</td>
<td>DAVIS, JOE B.</td>
<td>FEB 27, 1990</td>
<td>FEB 27, 1990</td>
<td>LITTLE, JAMES</td>
</tr>
<tr>
<td>238</td>
<td>DAVIS, MAVIS</td>
<td>JUN 17, 1991</td>
<td>JUN 17, 1991</td>
<td>LITTLE, JAMES</td>
</tr>
<tr>
<td>160</td>
<td>DOE, BUCH</td>
<td>OCT 17, 1989</td>
<td>OCT 17, 1989</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>35</td>
<td>DRYSDALE, MILBURN</td>
<td>OCT 15, 1987</td>
<td>DEC 15, 1987</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>39</td>
<td>ERIKSON, BRUCE</td>
<td>DEC 2, 1985</td>
<td>JAN 26, 1989</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>75</td>
<td>FANCY, COOKIES</td>
<td>DEC 22, 1987</td>
<td>DEC 22, 1987</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>184</td>
<td>FANCY, COOKIES</td>
<td>MAY 10, 1990</td>
<td>MAY 10, 1990</td>
<td>SMITH, ROBERT</td>
</tr>
<tr>
<td>85</td>
<td>FLINSTONE, FRED</td>
<td>DEC 24, 1987</td>
<td>FEB 20, 1990</td>
<td>LITTLE, JAMES</td>
</tr>
<tr>
<td>29</td>
<td>GLASCOCK, GALE</td>
<td>DEC 22, 1985</td>
<td>JUL 1, 1990</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>24</td>
<td>HILL, OVER</td>
<td>DEC 20, 1985</td>
<td>FEB 20, 1990</td>
<td>BARNARD, STAN</td>
</tr>
<tr>
<td>34</td>
<td>JAMERSON, ROBERT</td>
<td>OCT 23, 1985</td>
<td>DEC 20, 1990</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>122</td>
<td>CREASE, JANE</td>
<td>MAR 6, 1989</td>
<td>MAR 16, 1988</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>30</td>
<td>LANE, TIMOTHY</td>
<td>DEC 12, 1985</td>
<td>MAY 4, 1988</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>84</td>
<td>MINK, CHARLES</td>
<td>DEC 31, 1987</td>
<td>JAN 4, 1988</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>111</td>
<td>OAT, WILLIE</td>
<td>JUN 29, 1988</td>
<td>AUG 8, 1988</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>83</td>
<td>PENROD, FRED</td>
<td>DEC 31, 1987</td>
<td>DEC 31, 1987</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>41</td>
<td>PETRIE, ROBERT A.</td>
<td>FEB 2, 1986</td>
<td>DEC 23, 1987</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>213</td>
<td>RICHARDS, KEITH</td>
<td>MAR 9, 1991</td>
<td>MAR 11, 1991</td>
<td>SMITH, ROBERT</td>
</tr>
<tr>
<td>124</td>
<td>S说法, JOE</td>
<td>MAR 16, 1989</td>
<td>MAR 16, 1989</td>
<td>LITTLE, JAMES</td>
</tr>
<tr>
<td>32</td>
<td>SMITHEMAN, RONALD</td>
<td>DEC 11, 1985</td>
<td>DEC 3, 1990</td>
<td>TAYLOR, KIMBERLY</td>
</tr>
</tbody>
</table>
### 9.6 Patient Status Report (PNTTF 132 Columns)

The Patient Status Report is an alphabetical listing of the patient cases in your Social Work Service. The report includes the patient's name, last four digits of the patient identification number, CDC location, opened date, closed date (if closed), problems and outcomes, referrals, and social worker's number.

The Patient Status Report should be run quarterly prior to clearing problems and outcomes. This is one way to have printed documentation of every case that was processed during the quarter.

When you select this option, you will be given two prompts regarding device and right margin. Make sure that the right margin is set for 132 columns. After pressing return, the report will print to the selected device.

**Example: Patient Status Report (PNTTF 132 Columns)**

Select Reports Menu Option: **PATient Status Report (PNTTF 132 COLUMNS)**

DEVICE: HOME// **PRINTER**

RIGHT MARGIN: 80// **132**

```
printout follows
```

<table>
<thead>
<tr>
<th>PATIENT ID#</th>
<th>CDC</th>
<th>OPEN DATE</th>
<th>CLOSE DATE</th>
<th>PROBLEMS</th>
<th>OUTCOME</th>
<th>RESOURCES USED</th>
<th>REFERRALS NEEDED</th>
<th>WORKER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADAMS, J 7365</td>
<td>6010.00</td>
<td>12/22/87</td>
<td>12/22/87</td>
<td>4,10</td>
<td>21.41,46,</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>ADAMS, J 7365</td>
<td>5112.00</td>
<td>12/22/87</td>
<td>12/22/87</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ADAMS, J 7365</td>
<td>5112.00</td>
<td>12/12/87</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>ADAMS, J 7365</td>
<td>6016.00</td>
<td>12/22/87</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>ADAMS, J 7365</td>
<td>5112.00</td>
<td>12/19/87</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ADAMS, J 7365</td>
<td>1511.00</td>
<td>02/13/90</td>
<td>02/13/90</td>
<td>12</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>34</td>
</tr>
<tr>
<td>ADAMS, J 7365</td>
<td>4110.00</td>
<td>02/20/90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADAMS, J 7365</td>
<td>2110.00</td>
<td>09/27/90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>34</td>
</tr>
<tr>
<td>ADAMS, J 7365</td>
<td>1511.00</td>
<td>11/26/90</td>
<td>11/26/90</td>
<td>30</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ADAMS, J 7365</td>
<td>2112.02</td>
<td>11/27/90</td>
<td>11/27/90</td>
<td>10,25,14</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>ADAMS, J 7365</td>
<td>1610.00</td>
<td>03/11/91</td>
<td>03/11/91</td>
<td>29</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>ADAMS, J 7365</td>
<td>5113.00</td>
<td>10/13/89</td>
<td>10/16/89</td>
<td>1.2</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>ADAMS, J 7365</td>
<td>1210.00</td>
<td>04/04/91</td>
<td></td>
<td>23,34,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(This report normally prints to its entirety, but in the interest of saving space, the report was shortened.)

---

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9.7 QA Management & Productivity

This option is the primary sub-menu option for social work quality assurance and management reports. These reports are designed to print on a quarterly basis. Options available from this sub-menu are:

9.7.1 MON Quality Management Monitors
9.7.2 REV Quality Management Review

9.7.1 MON Quality Management Monitors

This menu item contains options to print QA monitors I, II, and IV. Reports available are:

9.7.1.1 QA1 Management Monitor I
9.7.1.2 QA2 Management Monitor II
9.7.1.3 QA3 Management Monitor III
9.7.1.4 QA4 Management Monitor IV
9.7.1.5 QA5 Management Monitor V
### 9.7.1.1 QA1 Management Monitor I

QA Management Monitor I is a follow-up of discharged inpatients who received "Discharge Planning" and had "Problems related to care." This option prints a report of QA Monitor I sorted by location. The report prints total patients, post discharge follow-up, and the percentage of those who received follow-up. The total of all locations for each category prints at the end of the report. This report is for local medical center use.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

#### Example: QA1 Management Monitor I

Select QA Management & Productivity Option: **MON** Quality Management Monitors

Select Quality Management Monitors Option: **QA1** Management Monitor I

ALL CASES STARTING FROM: **T**-**20** (MAR 27, 1992)

ALL CASES ENDING: **T** (JUN 25, 1992)

DEVICE: PRINTER// <RET> RIGHT MARGIN: 80//

```
printout follows...............................
```

Department of Veterans Affairs
ISC 3 BIRMINGHAM (521)
Social Work Information Management System
Quality Management Monitor I
Follow-up of discharged inpatients who received "Discharged Planning" and had "Problems related to care"

Date: 06/25/92

Reporting Period MAR 27, 1992 to JUN 25, 1992

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Patients</th>
<th>Post Discharge Follow-up</th>
<th>% rec'd Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>5113.00</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2210.00</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2211.00</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1111.00</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1210.00</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1213.00</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2510.00</td>
<td>2</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>TOTALS</td>
<td>17</td>
<td>1</td>
<td>6</td>
</tr>
</tbody>
</table>

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9.7.1.2 QA2 Management Monitor II

QA Management Monitor II relates to family involvement in discharge planning. This option prints a report of the QA Monitor II sorted by location. The report prints total patients, number of family conferences, and the percentage of those who received family conferences. The total for each category prints at the end of the report. This report is for medical center use.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA2 Management Monitor II

Select QA Management & Productivity Option: MQM Quality Management Monitors
Select Quality Management Monitors Option: QA2 Management Monitor II

ALL CASES STARTING FROM: 7-90 (MAR 27, 1992)
ALL CASES ENDING: T (JUN 25, 1992)
DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// 112

..............................printout follows.................................

Department of Veterans Affairs
ISC 3 BIRMINGHAM (521)
Social Work Information Management System
Quality Management Monitor II
Family involvement in Discharged Planning
Reporting Period MAR 27, 1992 to JUN 25, 1992

Date: 06/25/92

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Patients</th>
<th>Family Conference</th>
<th>% rec'd Family Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>5113.00</td>
<td>1</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>2210.00</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2211.00</td>
<td>1</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>2510.00</td>
<td>1</td>
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<td>100</td>
</tr>
<tr>
<td>TOTALS</td>
<td>4</td>
<td>3</td>
<td>100</td>
</tr>
</tbody>
</table>
### 9.7.1.3 QA3 Management Monitor III

This option allows you to print a report of the Quality Management Monitor III. The report lists location, number of patients who received discharge planning, and the average number of days elapsed (computed by subtracting the opening date from the admission date). This report is for Central Office purposes.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

#### Example: QA3 Management Monitor III

Select Quality Management Monitors Option: QA3 Management Monitor III

ALL CASES STARTING FROM: T-90 (JUL 17, 1992)

ALL CASES ENDING: T (SEP 15, 1992)

DEVICE: PRINTER/

RIGHT MARGIN: 80/

............................................. printout follows .............................................

---

Department of Veterans Affairs  
ISC 3 BIRMINGHAM (521)  
Social Work Information Management System  
Quality Management Monitor III  
Timeliness of service to patients receiving discharge planning  
Reporting Period JUL 17, 1992 to SEP 15, 1992  

Date: 9/15/92

<table>
<thead>
<tr>
<th>Location</th>
<th># PTS REC'D</th>
<th>DISCH. PLAN.</th>
<th>AVG. # ELAPSED DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1115.00</td>
<td>1</td>
<td></td>
<td>294</td>
</tr>
<tr>
<td>1211.00</td>
<td>2</td>
<td></td>
<td>611</td>
</tr>
<tr>
<td>2210.00</td>
<td>1</td>
<td></td>
<td>192</td>
</tr>
<tr>
<td>2211.00</td>
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<td></td>
<td>195</td>
</tr>
<tr>
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<td>1</td>
<td></td>
<td>13</td>
</tr>
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<td>5113.00</td>
<td>7</td>
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</tr>
<tr>
<td>8023.00</td>
<td>2</td>
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<td>247</td>
</tr>
<tr>
<td>TOTALS</td>
<td>15</td>
<td></td>
<td>135</td>
</tr>
</tbody>
</table>

---

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### QA4 Management Monitor IV

QA Management Monitor IV involves the level of problem resolution by problem code. This option prints a report of the QA monitor IV sorted by worker. The report sorts by worker and prints problem code, number of times the problem occurred, and the number of resolutions. The total for each category prints at the end of the report.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

**Example: QA4 Management Monitor IV**

Select QA Management & Productivity Option: **QA4** Quality Management Monitors

Select Quality Management Monitors Option: **QA4** Management Monitor IV

ALL CASES STARTING FROM: **T-20** (MAR 27, 1992)

ALL CASES ENDING: **I** (JUN 25, 1992)

DEVICE: PRINTER// <RET> RIGHT MARGIN: 80//

```
<table>
<thead>
<tr>
<th>Problem</th>
<th>#Times Occurred</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
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</tr>
<tr>
<td>26</td>
<td>2 00.00</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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Department of Veterans Affairs

12th Floor Building 521
Social Work Information Management System
Quality Management Monitor IV
Level of problem resolution by problem code

Date: 06/15/92

Worker's #: 56

Reporting Period MAY 4, 1992 to JUN 15, 1992
### Chapter One: Case Management System

**Department of Veterans Affairs**  
ISC 3 BIRMINGHAM (521)  
Social Work Information Management System  
Quality Management Monitor IV  
Level of problem resolution by problem code

**Date:** 06/15/92  
**Worker's #:** 01

<table>
<thead>
<tr>
<th>Problem</th>
<th>#Times Occurred</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Resolutions</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
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**Reporting Period:** MAY 4, 1992 TO JUN 15, 1992

---

**May 1993**  
**Social Work V. 3.0**  
**User Manual**  
**Page:** 119
### QA5 Management Monitor V

This option allows you to print Quality Management Monitor Report V. The report lists clinic, stop code, location, the number of patient cases open/number of patient visits, total number of patients treatment episodes, and population served.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

**Example: QA5 Management Monitor V**

Select Quality Management Monitors Option: QA5  Management Monitor V

ALL CASES STARTING FROM: T-20  (JUL 17, 1992)

ALL CASES ENDING: T  (OCT 15, 1992)

DEVICE: PRINTER/  <RET>  RIGHT MARGIN: 80/  132

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<table>
<thead>
<tr>
<th>Clinic</th>
<th>Stop Code</th>
<th>Location</th>
<th># Pats. Open/ # PT. Visits</th>
<th>Total # Patients Treatment Episodes</th>
<th>% Population Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCHO THERAPY</td>
<td>127</td>
<td>2610.00</td>
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<td>1</td>
<td>100</td>
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<tr>
<td>BLIND REHAB</td>
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<td>2611.00</td>
<td>2</td>
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<td>100</td>
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<tr>
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<td>2311.00</td>
<td>4</td>
<td>4</td>
<td>100</td>
</tr>
<tr>
<td>SUBSTANCE ABUSE</td>
<td>128</td>
<td>2611.00</td>
<td>3</td>
<td>2</td>
<td>150</td>
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<td><strong>TOTALS</strong></td>
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<td>9</td>
<td></td>
</tr>
</tbody>
</table>

---

Department of Veterans Affairs

ISC 3 BIRMINGHAM (521)

Social Work Information Management System

Quality Management Monitor V  Access to Social Work Services by Location

Date: 10/15/92

Reporting Period JUL 17, 1992 to OCT 15, 1992

---

Social Work V. 3.0
User Manual

May 1993
9.7.3 REV Quality Management Review

This menu item prints QA reviews. Reports available are:

- 9.7.2.1 QA1 Management Review I
- 9.7.2.2 QA2 Management Review II
- 9.7.2.3 QA3 Management Review III
- 9.7.2.4 QA4 Management Review IV

9.7.2.1 QA1 Management Review I

Quality Management Review I is a listing of discharged inpatients who received "Discharge Planning" and had "Problems related to care and did not receive follow up." This option prints a report of the QA Management Review I. The report sorts by social worker and supervisor and prints patient's name, patient identification number, location of patient, date the case was opened, and date the case was closed. A total of patients is printed at the end of the report. This report is intended to facilitate review procedures at the local medical center.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA1 Management Review I

Select QA Management & Productivity Option: REV Quality Management Review

Select Quality Management Review Option: QA1 Management Review I

ALL CASES STARTING FROM: T-20 (MAR 27, 1992)

ALL CASES ENDING: T (JUN 25, 1992)

DEVICE: PRINTER // <RET> RIGHT MARGIN: 80 // 132

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May 1993

Social Work V. 3.0
User Manual

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Package Operation

Department of Veterans Affairs
ISC 3 BIRMINGHAM (521)
Social Work Information Management System
Quality Management Review I
Non-Followup of discharged inpatients who received
"Discharged Planning" and had "Problems related to care"
Reporting Period MAR 27, 1992 to JUN 25, 1992
Date: 06/25/92

<table>
<thead>
<tr>
<th>Name</th>
<th>ID#</th>
<th>Location</th>
<th>Date Opened</th>
<th>Date Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCIAL WORKER: BROWN, DEVIN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUPERVISOR: BROWN, DEVIN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOWMAN, JOHN PAUL</td>
<td>3333</td>
<td>2210.00</td>
<td>06/21/92</td>
<td>06/24/92</td>
</tr>
<tr>
<td>DAVIS, MAVIS</td>
<td>3456</td>
<td>5113.00</td>
<td>06/17/92</td>
<td>06/17/92</td>
</tr>
</tbody>
</table>

Total Patients: 2
8.7.2.2 QA2 Management Review II

Quality Management Review II prints a listing of patients who receive discharge planning without family involvement. This option prints a report of the QA Management Review II sorted by worker. The report prints patient's name, patient identification number, location of patient, date the case was opened, and date the case was closed. A total of patients is printed at the end of the report.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA2 Management Review II

Select QA Management & Productivity Option: REV Quality Management Review
Select Quality Management Review Option: QA2 Management Review II

ALL CASES STARTING FROM: T-20 (MAR 27, 1992)
ALL CASES ENDING: T (JUN 25, 1992)
DEVICE: PRINTER/<RET> RIGHT MARGIN: 80/<RET>

printout follows

Department of Veterans Affairs
ISC 3 BIRMINGHAM (521)
Social Work Information Management System
Quality Management Review II
Family involvement in Discharged Planning
Reporting Period MAR 27, 1992 to JUN 25, 1992

Date: 06/25/92

<table>
<thead>
<tr>
<th>Name</th>
<th>ID#</th>
<th>Location</th>
<th>Date Opened</th>
<th>Date Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOWMAN, JOHN PAUL</td>
<td>3333</td>
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<td>06/21/92</td>
<td>06/24/92</td>
</tr>
<tr>
<td>DAVIS, MAVIS</td>
<td>3456</td>
<td>2510.00</td>
<td>06/04/92</td>
<td>06/14/92</td>
</tr>
<tr>
<td>DAVIS, MAVIS</td>
<td>3456</td>
<td>5113.00</td>
<td>06/17/92</td>
<td>06/17/92</td>
</tr>
</tbody>
</table>

Total Patients: 3

May 1993

Social Work V. 3.0
User Manual
9.7.2.3 QA3 Management Review III

Quality Management Review III involves the timeliness of service to patients receiving discharge planning. This option prints a report of the QA Management Review III sorted by location. The report includes patient's name, social worker's number, patient's identification number, the admission date, the date the case was opened, and the number of elapsed days (computed by subtracting the opening date from the admission date). The report shows total patients and average number of elapsed days for each location. This report facilitates reviews at the local medical center level and is for use only at the local medical center.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA3 Management Review III

Select QA Management & Productivity Option: REY Quality Management Review
Select Quality Management Review Option: QA3 Management Review III
ALL CASES STARTING FROM: T-20 (MAR 27, 1992)
ALL CASES ENDING: T (JUN 25, 1992)
DEVICE: PRINTER/ <RET> RIGHT MARGIN: 80/ <RET>

printout follows.........................................................
### Chapter One: Case Management System

**Department of Veterans Affairs**  
**ISC 3 BIRMINGHAM (521)**  
**Social Work Information Management System**  
**Quality Management Review III**  
**Timeliness of service to patients receiving discharge planning**  
**Reporting Period MAR 27,1992 to JUN 25,1992**  

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<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>BOWMAN, JOHN PAUL</td>
</tr>
<tr>
<td><strong>Total Patients:</strong></td>
</tr>
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</table>

**Department of Veterans Affairs**  
**ISC 3 BIRMINGHAM (521)**  
**Social Work Information Management System**  
**Quality Management Review III**  
**Timeliness of service to patients receiving discharge planning**  
**Reporting Period MAR 27,1992 to JUN 25,1992**  

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</tr>
<tr>
<td>DAVIS, MAVIS</td>
</tr>
<tr>
<td><strong>Total Patients:</strong></td>
</tr>
</tbody>
</table>

**Department of Veterans Affairs**  
**ISC 3 BIRMINGHAM (521)**  
**Social Work Information Management System**  
**Quality Management Review III**  
**Timeliness of service to patients receiving discharge planning**  
**Reporting Period MAR 27,1992 to JUN 25,1992**  

<table>
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<tr>
<td>DAVIS, MAVIS</td>
</tr>
<tr>
<td><strong>Total Patients:</strong></td>
</tr>
</tbody>
</table>

---

May 1993  
*Social Work V. 3.0 User Manual*
9.7.2.4 QA4 Management Review IV

Quality Management Review IV indicates the level of problem resolution by problem code and unresolved problems. This option prints a report of the QA Management Review IV sorted by worker. The report prints patient name, patient identification number, CDC location, problems, and outcomes. The total number of patients is printed at the end of the report.

To use this option, select the starting and ending dates of the report. The report will then print to the selected device.

Example: QA4 Management Review IV

Select QA Management & Productivity Option: REV Quality Management Review
Select Quality Management Review Option: QA4 Management Review IV

ALL CASES STARTING FROM: T-90 (MAR 27, 1992)
ALL CASES ENDING: T (JUN 25, 1992)
DEVICE: PRINTER/<RET> RIGHT MARGIN: 80/<RET>

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Department of Veterans Affairs
ISC 3 BIRMINGHAM (521)
Social Work Information Management System
Quality Management Review IV
Level of problem resolution by problem code
Unresolved problems

Date: JUN 25, 1992
Worker's #: 01

NAME                      ID#  CDC LOCATION  PROBLEMS  OUTCOMES
BOWMAN, JOHN PAUL         3333  2210.00     2 3         6 6
DAVIS, JOE B.             1640  1511.00     13           6
DAVIS, DAVID              3456  2510.00     18 35 10    8 7 6

Total Patients: 3

Social Work V. 3.0
User Manual

May 1993
9.8 Registry Reports

This menu contains options that print registry reports sorted by supervisor or social workers. Options available are:

9.8.1 All Workers In Service (132 Columns)
   9.8.1.1 All Cases (All Workers Registry)
   9.8.1.2 Closed Cases (All Workers Registry)
   9.8.1.3 Open Cases (All Workers Registry)

9.8.2 Individual Supervisor (132 Columns)
   9.8.2.1 All Cases (Individual Supervisor's Registry)
   9.8.2.2 Closed Cases (Individual Supervisor's Registry)
   9.8.2.3 Opened Cases (Individual Supervisor's Registry)

9.8.3 Supervisor's Registry (132 Columns)
   9.8.3.1 All Cases (Supervisor's Registry)
   9.8.3.2 Closed Cases (Supervisor's Registry)
   9.8.3.3 Open Cases (Supervisor's Registry)

9.8.4 Worker's Registry (132 Columns)
   9.8.4.1 All Cases (Individual Worker Registry)
   9.8.4.2 Closed Cases (Individual Worker Registry)
   9.8.4.3 Open Case (Individual Worker Registry)

9.8.1 All Workers In Service (132 Columns)

This is the sub-menu option for the all workers registry. Reports available are:

   9.8.1.1 All Cases (All Workers Registry)
   9.8.1.2 Closed Cases (All Workers Registry)
   9.8.1.3 Open Cases (All Workers Registry)
### 9.8.1.1 All Cases (All Workers Registry)

This option prints information about the Registry Report. The report includes patient name, patient identification number, ward, CDC location, open date and close date. The report is sorted first by patient's social worker and then by social worker's supervisor.

To use this option, select the starting and ending dates for the report. The report will then print to the selected device.

**Example: All Cases (All Workers Registry)**

Select Reports Menu Option: **Registry Reports**

Select Registry Reports Option: **ALL** Workers in Service (132 COLUMNS)

Select All Workers in Service (132 COLUMNS) Option: **ALL** Cases (All Workers Registry)

**ALL CASES STARTING FROM:** SEP 1, 1985//T-30 (APR 29, 1992)

**ENDING:** T (MAY 29, 1992)

**DEVICE:** PRINTER// <RET>  RIGHT MARGIN: 80// 132

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<tbody>
<tr>
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<td>ID#</td>
<td>WARD</td>
</tr>
<tr>
<td>Buttons, Red</td>
<td>0001</td>
<td>1 NORTH</td>
</tr>
<tr>
<td>Lunk, Chuck</td>
<td>8056</td>
<td>1 NORTH</td>
</tr>
<tr>
<td>Quack, Jack</td>
<td>4444</td>
<td>1 NORTH</td>
</tr>
<tr>
<td>Quack, Jack</td>
<td>4444</td>
<td>1 NORTH</td>
</tr>
<tr>
<td>Stevens, Darin</td>
<td>2040</td>
<td>1 SOUTH</td>
</tr>
<tr>
<td>Stevens, Darin</td>
<td>2040</td>
<td>1 SOUTH</td>
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<td>2040</td>
<td>1 SOUTH</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>SOCIAL WORKER: Brown, Devin</th>
<th>CDC LOCATION</th>
<th>OPEN DATE</th>
<th>CLOSE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buttons, Red</td>
<td>1210.00</td>
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<td>04/29/92</td>
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<td>Lunk, Chuck</td>
<td>5133.00</td>
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<td>Quack, Jack</td>
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<td>05/09/92</td>
<td></td>
</tr>
<tr>
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<td>3110.00</td>
<td>05/16/92</td>
<td></td>
</tr>
<tr>
<td>Stevens, Darin</td>
<td>1210.00</td>
<td>05/17/92</td>
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</tr>
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<td>Stevens, Darin</td>
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<td>05/16/92</td>
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<tr>
<td>Stevens, Darin</td>
<td>2211.00</td>
<td>05/17/92</td>
<td></td>
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</tbody>
</table>
9.8.1.2 Closed Cases (All Workers Registry)

This option prints information about closed registry report cases. The report includes patient name, patient identification number, ward, CDC location, open date and close date. The report is sorted first by patient's social worker and then by social worker's supervisor.

To use this option, select the starting and ending dates for the report. The report will then print to the selected device.

Example: Closed Cases (All Workers Registry)

Select All Workers in Service (132 COLUMNS) Option: Closed Cases (All Workers Registry)

ALL CASES CLOSED STARTING FROM: SEP 1, 1985/7-10 (APR 29, 1992)
ENDING: T (MAY 29, 1992)
DEVICE: PRINTER // <RET> RIGHT MARGIN: 80 // 132

printout follows...

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<th>CASE NAME</th>
<th>ID#</th>
<th>WARD</th>
<th>CDC LOCATION</th>
<th>OPEN DATE</th>
<th>CLOSE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCIAL WORKER: BROWN, DEVIN</td>
<td>SUPERVISOR: BROWN, DEVIN</td>
<td>BUTTONS, RED</td>
<td>0001</td>
<td>1 NORTH</td>
<td>1210.00</td>
</tr>
</tbody>
</table>
### 9.8.1.3 Open Cases (All Workers Registry)

This option prints information for all workers about all open cases. The report includes patient name, patient identification number, ward, CDC location, open date, and admission date. The report is sorted first by patient's social worker and then by social worker's supervisor.

To use this option, select the starting and ending dates for the report. The report will then print to the selected device.

**Example: Open Cases (All Workers Registry)**

Select All Workers in Service (132 COLUMNS) Option: **Open Cases (All Workers Registry)**

**ALL CASES OPENED STARTING FROM: SEP 1, 1985 / T-30 (APR 29, 1992)**

**ENDING: T (MAY 29, 1992)**

**DEVICE: PRINTER// <RET>**

**RIGHT MARGIN: 80// 112**

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<th>MAY 29, 1992 15:41:13</th>
<th>PAGE: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASE NAME</td>
<td>ID#</td>
<td>WARD</td>
</tr>
<tr>
<td>LUNK, CHUCK</td>
<td>8056</td>
<td>1 NORTH</td>
</tr>
</tbody>
</table>

**SOCIAL WORKER: BROWN, DEVIN**

**SUPERVISOR: BROWN, DEVIN**

| QUACK, JACK | 4444 | 1 NORTH | 2314.00 | 05/09/92 | 01/10/92 |
| QUACK, JACK | 4444 | 1 NORTH | 3110.00 | 05/16/92 | 01/10/92 |
| QUACK, JACK | 4444 | 1 NORTH | 1210.00 | 05/17/92 | 01/10/92 |
| STEVENS, DARIN | 2040 | 1 SOUTH | 2510.00 | 05/16/92 | 03/14/92 |
| STEVENS, DARIN | 2040 | 1 SOUTH | 2211.00 | 05/17/92 | 03/14/92 |
| STEVENS, DARIN | 2040 | 1 SOUTH | 2211.00 | 05/17/92 | 03/14/92 |
9.8.2 Individual Supervisor (132 Columns)

This sub-menu prints the individual supervisor's registry. Reports available are:

9.8.2.1 All Cases (Individual Supervisor's Registry)
9.8.2.2 Closed Cases (Individual Supervisor's Registry)
9.8.2.3 Opened Cases (Individual Supervisor's Registry)

9.8.2.1 All Cases (Individual Supervisor's Registry)

This option prints information about all cases for a single supervisor. The report includes patient name, patient identification number, ward, CDC location, open date, and close date. The report is sorted first by social worker's supervisor and then by patient's social worker.

To use this option, select starting and ending dates for the report. Then select the individual supervisor, and the report will print to the selected device.

Example: All Cases (Individual Supervisor's Registry)

Select Reports Menu Option: Registry Reports

Select Registry Reports Option: Individual Supervisor (132 Columns)

Select Individual Supervisor (132 Columns) Option: All Cases (Individual Supervisor's Registry)

All Cases Starting From: Sep 1, 1985/July 20 (Apr 29, 1992)

Ending: T (May 29, 1992)
Select Supervisor: BROWN, DEVIN
Device: PRINTER/<RET>  Right Margin: 80/<132

printout follows........................................
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<thead>
<tr>
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<th>ID#</th>
<th>WARD</th>
<th>CDC LOCATION</th>
<th>OPEN DATE</th>
<th>CLOSE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUTTONS, RED</td>
<td>0001</td>
<td>1</td>
<td>NORTH</td>
<td>1210.00</td>
<td>04/29/92</td>
</tr>
<tr>
<td>LUNK, CHUCK</td>
<td>8056</td>
<td>1</td>
<td>NORTH</td>
<td>5113.00</td>
<td>05/07/92</td>
</tr>
<tr>
<td>SOCIAL WORKER: TAYLOR, KIMBERLY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUACK, JACK</td>
<td>4444</td>
<td>1</td>
<td>NORTH</td>
<td>2314.00</td>
<td>05/09/92</td>
</tr>
<tr>
<td>QUACK, JACK</td>
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<td>NORTH</td>
<td>3110.00</td>
<td>05/16/92</td>
</tr>
<tr>
<td>STEVENS, DARIN</td>
<td>2040</td>
<td>1</td>
<td>SOUTH</td>
<td>2211.00</td>
<td>03/14/92</td>
</tr>
<tr>
<td>STEVENS, DARIN</td>
<td>2040</td>
<td>1</td>
<td>SOUTH</td>
<td>2211.00</td>
<td>03/14/92</td>
</tr>
</tbody>
</table>
9.8.2.2 Closed Cases (Individual Supervisor's Registry)

This option prints information about all closed cases for a single supervisor. The report includes patient name, patient identification number, ward, CDC location, open date, and close date. The report is sorted first by social worker's supervisor and then by patient's social worker.

To use this option, select starting and ending dates for the report. Then select the individual supervisor, and the report will print to the selected device.

**Example: Closed Cases (Individual Supervisor's Registry)**

Select Individual Supervisor (132 COLUMNS) Option: Closed Cases (Individual Supervisor's Registry)

ALL CASES CLOSED STARTING FROM: SEP 1, 1985 // T-30 (APR 29, 1992)

ENDING: T (MAY 29, 1992)
SELECT SUPERVISOR: BROWN, DEVIN
DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// 132

............................ printout follows ..................................

REGISTRY REPORT - INDIVIDUAL SUPERVISOR (CLOSED CASES) MAY 29, 1992 15:38:36 PAGE: 1

SUPERVISOR: BROWN, DEVIN
SOCIAL WORKER: BROWN, DEVIN
BUTTONS, RED 0001 1 NORTH 1210.00 04/29/92 04/29/92

9.8.2.3 Opened Cases (Individual Supervisor's Registry)

This option prints information about all opened cases for a single supervisor. The report includes patient name, patient identification number, ward, CDC location, open date, and admission date. The report is sorted first by social worker's supervisor and then by patient's social worker.

To use this option, select starting and ending dates for the report. Then select the individual supervisor, and the report will print to the selected device.

Example: Opened Cases (Individual Supervisor's Registry)

Select Individual Supervisor (132 COLUMNS) Option: Opened Cases (Individual Supervisor's Registry)

ALL CASES OPENED STARTING FROM: SEP 1, 1985 // T-10 (APR 29, 1992)

ENDING: T (MAY 29, 1992)
SELECT SUPERVISOR: BROWN, DEVIN
DEVICE: PRINTER/ <RET> RIGHT MARGIN: 80 // 132

printout follows

REGISTRY REPORT - INDIVIDUAL SUPERVISOR (OPENED CASES) MAY 29, 1992 15:39:04 PAGE: 1
CASE NAME ID# WARD CDC LOCATION OPEN DATE ADMIT DATE

SUPERVISOR: BROWN, DEVIN

LUNA, CHUCK 8056 1 NORTH 5113.00 05/07/92 02/17/89

SOCIAL WORKER: BROWN, DEVIN
QUACK, JACK 4444 1 NORTH 2314.00 05/09/92 01/10/92
QUACK, JACK 4444 1 NORTH 3110.00 05/16/92 01/10/92
STEVENS, DARIN 2040 1 SOUTH 2510.00 05/17/92 01/10/92
STEVENS, DARIN 2040 1 SOUTH 2211.00 03/14/92 01/01/92
STEVENS, DARIN 2040 1 SOUTH 2211.00 03/14/92 01/01/92

SOCIAL WORKER: PARTON, ANGIE
BERRY, CHUCK 8765 4 WEST 1310.00 05/07/92 07/29/91

SOCIAL WORKER: GALK, JONAS
HAMILTON, ALEX 7354 1 WEST 2211.00 05/01/92 10/21/90
9.8.3 Supervisor's Registry (132 Columns)

This sub-menu contains options to print the Registry Report sorted by supervisor. Selections available from this sub-menu are:

9.8.3.1 All Cases (Supervisor's Registry)
9.8.3.2 Closed Cases (Supervisor's Registry)
9.8.3.3 Open Cases (Supervisor's Registry)

9.8.3.1 All Cases (Supervisor's Registry)

This option prints the Registry Report for all cases. The report includes patient name, patient identification number, ward, CDC location, open date, and close date. The report is sorted first by social worker's supervisor and then by patient's social worker.

To use this option, select starting and ending date for the report. The report will then print to the selected device.

Example: All Cases (Supervisor's Registry)

Select Supervisor's Registry (132 COLUMNS) Option: All Cases (Supervisor's Registry)

ALL CASES STARTING FROM: SEP 1, 1985 / T-30 (APR 29, 1992)

ENDING: T (MAY 29, 1992)
DEVICE: PRINTER // <RET>
RIGHT MARGIN: 80 // 132

...........................printout follows..............................................

REGISTRY REPORT - ALL SUPERVISORS (ALL CASES) MAY 29, 1992 15:23:03 PAGE: 1
CASE NAME ID# WARD CDC LOCATION OPEN DATE CLOSE DATE

SUPERVISOR: BROWN, DEVIN

SOCIAl WORKER: BROWN, DEVIN
BUTTONS, RED 0001 1 NORTH 1210.00 04/29/92 04/29/91
LUNK, CHUCK 8056 1 NORTH 5113.00 05/07/92

SOCIAl WORKER: TAYLOR, KIMBERLY
QUACK, JACK 4444 1 NORTH 2314.00 05/09/92
QUACK, JACK 4444 1 NORTH 3110.00 05/16/92
STEvens, DARIN 2040 1 SOUTH 2510.00 03/14/92
STEvens, DARIN 2040 1 SOUTH 2211.00 03/14/92

SOCIAl WORKER: PETROZA, ANGELINA
BERRY, MARY 8765 4 WEST 1210.00 05/07/92

9.8.3.2 Closed Cases (Supervisor's Registry)

This option generates the Registry Report, printing all closed cases. The report includes patient name, patient identification number, ward, CDC location, open date, and close date. The report is sorted first by social worker's supervisor and then by patient's social worker.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

Example: Closed Cases (Supervisor's Registry)

Select Supervisor's Registry (132 COLUMNS) Option: Closed Cases (Supervisor's Registry)

ALL CASES CLOSED STARTING FROM: SEP 1, 1985 // T-10 (APR 29, 1992)

ENDING: T (MAY 29, 1992)
DEVICE: PRINTER// <RET>  RIGHT MARGIN: 80// 112

REGENCY REPORT - ALL SUPERVISORS (CLOSED CASES)  MAY 29, 1992 15:37:13 PAGE: 1

<table>
<thead>
<tr>
<th>CASE NAME</th>
<th>ID#</th>
<th>WARD</th>
<th>CDC LOCATION</th>
<th>OPEN DATE</th>
<th>CLOSE DATE</th>
</tr>
</thead>
</table>
| SOCIAL WORKER: BROWN, DEVIN
BUTTONS, RED 0001 | 1 NORTH | 1210.00 | | 04/29/92 | 04/29/92 |
### 9.8.3.3 Open Cases (Supervisor's Registry)

This option prints the Registry Report for all open cases. The report includes patient name, patient identification number, ward, CDC location, open date, and admission date. The report is sorted first by social worker's supervisor and then by patient's social worker.

To use this option, select starting and ending dates for the report. The report will then print to the selected device.

**Example: Open Cases (Supervisor's Registry)**

Select Supervisor's Registry (132 COLUMNS) Option: Open Cases (Supervisor's Registry)

**ALL CASES OPENED STARTING FROM:** SEP 1, 1985//7-30 (APR 29, 1992)

**ENDING:** 1 (MAY 29, 1992)

**DEVICE:** PRINTER//<RET>  RIGHT MARGIN: 80//132

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**REGISTRY REPORT - ALL SUPERVISORS (OPENED CASES)**  
**MAY 29, 1992 15:36:15**  
**PAGE: 1**  

<table>
<thead>
<tr>
<th>SOCIAL WORKER: BROWN, DEVIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>LUNK, CHUCK 8056 1 NORTH 5113.00 05/07/91 02/17/89</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL WORKER: DAVIS, MAVIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAVIS, JOE B. 1640 1 SOUTH 2510.00 05/16/92 04/05/91</td>
</tr>
<tr>
<td>DAVIS, JOE B. 1640 1 SOUTH 2211.00 05/17/92 04/05/91</td>
</tr>
<tr>
<td>DAVIS, JOE B. 1640 1 SOUTH 2211.00 05/17/92 04/05/91</td>
</tr>
<tr>
<td>QUACK, JACK 4444 1 NORTH 2314.00 05/09/92 01/10/89</td>
</tr>
<tr>
<td>QUACK, JACK 4444 1 NORTH 3110.00 05/16/92 01/10/89</td>
</tr>
<tr>
<td>QUACK, JACK 4444 1 NORTH 1210.00 05/17/92 01/10/89</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL WORKER: PARSONS, ANGIE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BERRY, MARY 8765 4 WEST 1310.00 05/07/92 07/29/85</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL WORKER: SALK, JONAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAMILTON, ALEX 7354 1 WEST 2211.00 05/01/92 10/21/88</td>
</tr>
</tbody>
</table>

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9.8.4 Worker's Registry (132 Columns)

This sub-menu contains options to print case data for an individual worker. Reports available are:

9.8.4.1 All Cases (Individual Worker Registry)
9.8.4.2 Closed Cases (Individual Worker Registry)
9.8.4.3 Open Case (Individual Worker Registry)

9.8.4.1 All Cases (Individual Worker Registry)

This option prints information for a single worker about all cases. The report includes patient name, patient identification number, ward, CDC location, open date, and closed date. The report is sorted first by patient’s social worker and then by social worker’s supervisor.

To use this option, select the starting and ending dates for the report. Then enter the individual worker's name, and the report will print to the selected device.

Example: All Cases (Individual Worker Registry)

Select Worker's Registry (132 COLUMNS) Option: ALL cases (Individual Worker Registry)

ALL CASES STARTING FROM: SEP 1, 1985//T-30 (APR 29, 1992)

ENDING: T (MAY 29, 1992)
SELECT WORKER: BROWN, DEVIN
DEVICE: PRINTER/\<RET> RIGHT MARGIN: 80/\132

...............................printout follows..............................

REGISTRY REPORT - INDIVIDUAL WORKER (ALL CASES)
MAY 29, 1992 15:42:34 PAGE: 1

SOCIAL WORKER: BROWN, DEVIN
SUPERVISOR: BROWN, DEVIN

<table>
<thead>
<tr>
<th>CASE NAME</th>
<th>ID#</th>
<th>WARD</th>
<th>CDC LOCATION</th>
<th>OPEN DATE</th>
<th>CLOSE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUTTONS, RED</td>
<td>0001</td>
<td>1 NORTH</td>
<td>1210.00</td>
<td>04/29/92</td>
<td>04/29/91</td>
</tr>
<tr>
<td>LUNK, CHUCK</td>
<td>8056</td>
<td>1 NORTH</td>
<td>5113.00</td>
<td>05/07/92</td>
<td>05/07/92</td>
</tr>
</tbody>
</table>

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9.8.4.2 Closed Cases (Individual Worker Registry)

This option prints information about cases for a single worker that are closed. The report includes patient name, patient identification number, ward, CDC location, open date, and close date. The report is sorted first by the patient’s social worker and then by the social worker’s supervisor.

To use this option, select the starting and ending dates for the report. Then enter the individual worker’s name, and the report will print to the selected device.

Example: Closed Cases (Individual Worker Registry)

Select Worker’s Registry (132 COLUMNS) Option: Closed Cases (Individual Worker Registry)

ALL CASES CLOSED STARTING FROM: SEP 1, 1985/10-98 (APR 29, 1992)

ENDING: T (MAY 29, 1992)
SELECT WORKER: BROWN, DEVIN
DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// 12

printout follows

---

REGISTRY REPORT - INDIVIDUAL WORKER (CLOSED CASES) MAY 29, 1992 15:42:53 PAGE: 1
CASE NAME ID# WARD CDC LOCATION OPEN DATE CLOSE DATE
SOCIAL WORKER: BROWN, DEVIN
BUTTONS, RED 0001 1 NORTH 1210.00 04/29/92 04/29/92
9.8.4.3 Open Case (Individual Worker Registry)

This option prints information about cases that are open. The report includes patient name, patient identification number, ward, CDC location, open date, and admission date. The report is sorted first by the patient's social worker and then by the social worker's supervisor.

To use this option, select the starting and ending dates for the report. Then enter the individual worker's name, and the report will print to the selected device.

Example: Open Case (Individual Worker Registry)

Select Worker's Registry (132 Columns) Option: Open Case (Individual Worker Registry)

ALL CASES OPENED STARTING FROM: SEP 1, 1985 // T-30 (APR 29, 1992)

ENDING: T (MAY 29, 1992)
SELECT WORKER: BROWN, DEVIN
DEVICE: PRINTER // <RET> RIGHT MARGIN: 80 // 132

............................printout follows.............................

| REGISTRY REPORT - INDIVIDUAL WORKER (OPENED CASES) | MAY 29, 1992 15:43:12 | PAGE: 1 |
| CASE NAME | ID# | WARD | CDC LOCATION | OPEN DATE | ADMIT DATE |
| SOCIAL WORKER: BROWN, DEVIN |
| LUNK, CHUCK | 8056 | 1 NORTH | 5113.00 | 05/07/92 | 02/17/89 |

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10.0 Social Work Personnel

This sub-menu contains options to add, replace, print (information about), or delete Social Work personnel. You can also print a list of workers using the Print Worker option described in this manual. These options should be on the Social Work Chief's or supervisors' menus. Selections available from the Social Work Personnel sub-menu are:

10.1 Add and Replace Worker
10.2 Delete Worker
10.3 Enter/Edit Worker
10.4 Print Workers

10.1 Add and Replace Worker

You can add or replace a worker to the existing list of workers in the Social Work software, using this option. If a worker is being replaced, all cases opened and closed are assigned to the new worker.

To use this option, select social worker's name, position/title, immediate supervisor, and social worker's number (unique number assigned by the service). The new social worker will then be added to (or replaced in) the Social Work software.

Example 1: Add and Replace Worker

Select Social Work Personnel Option: ADD and Replace Worker

Are You:
1. Adding and Replacing a Worker
2. Replacing a Worker
Enter 1 or 2 1/ <RET>

SELECT NEW WORKER: DOOLITTLE, JAMES A.

POSITION/TITLE: SOCIAL WORKER
IMMEDIATE SUPERVISOR: BROWN, DEVIN
SOCIAL WORKER'S NUMBER: 16

WHICH WORKER TO REPLACE?: SALK, JONAS
ARE YOU SURE YOU WANT TO REPLACE THIS WORKER? NO/ <X> (YES)
...EXCUSE ME, THIS MAY TAKE A FEW MOMENTS...

Select Social Work Personnel Option: <RET>
Example 2: Add and Replace Worker

Select Social Work Personnel Option: ADD and Replace Worker

Are You:
1. Adding and Replacing a Worker
2. Replacing a Worker
Enter 1 or 2 1/

REPLACEMENT WORKER? TAYLOR, KIMBERLY

WHICH WORKER TO REPLACE? FINE, LAWRENCE

ARE YOU SURE YOU WANT TO REPLACE THIS WORKER? NO// X (YES)

...ROOM, THIS MAY TAKE A FEW MOMENTS...

Select Social Work Personnel Option: <RET>
10.2 Delete Worker

This option is used to delete a worker from the Social Work software. A worker can only be deleted if he or she does not have any assigned cases. A worker should be deleted upon resignation or transfer.

To use this option, select the worker you wish to delete from the software. You will see the prompt "Are You Sure You Want To Delete This Worker? No//". If you enter "Y" (YES), the worker will then be deleted from the Social Work software. If you decide that you do not want to delete the worker, simply press return <RET> (or "NO") and you will return to the menu.

Example: Delete Worker

Select Social Work Personnel Option: DELETE Worker
WHAT WORKER TO DELETE? ROOLITTLE, JAMES A.
...SORRY, HOLD ON...
ARE YOU SURE YOU WANT TO DELETE THIS WORKER? NO// X (YES) <WORKER DELETED>

Select Social Work Personnel Option: <RET>
10.3 Enter/Edit Worker

This option allows you to enter or edit new and old workers in the Social Work software. You can enter/edit position/title, immediate supervisor, and social worker's number (unique number to the Social Work software).

To use this option, select an existing social worker's name. You can change his/her information by typing the new response after the double-slash marks (/).

Example: Enter/Edit Worker

Select Social Work Personnel Option: Enter/Edit Worker

SELECT WORKER: KILDEARE, JAMES K.

POSITION/TITLE: SOCIAL WORKER// <RET>
IMMEDIATE SUPERVISOR: BROWN, DEVIN// BARNARD, CHRISTIAAN

SOCIAL WORKER'S NUMBER: 01// <RET>

SELECT WORKER: <RET>
10.4 Print Workers

This option prints a list of social workers sorted by their social work service number. The report includes social worker number, name, and immediate supervisor.

Before opening and closing any cases, the Package Coordinator has previously supplied a list of Social Worker's names to the IRM Chief/Site Manager so that their names could be placed in the PERSON file. Then, the Package Coordinator or Chief added these names to the SOCIAL WORK POSITIONS file (by selecting the Enter/Edit Worker option from the Social Work Personnel menu as explained in the Maintenance System).

To use this option, select the Print Worker option from the Social Work Personnel menu. Then, select the device and the report will print to the device.

Example: Print Workers

Select Social Work Personnel Option: PRINT Workers
DEVICE: PRINTER/ <RET> RIGHT MARGIN: 80/ <RET>

.............printout follows......................

<table>
<thead>
<tr>
<th>WORKERS LIST</th>
<th>JUN 06, 1992 08:21:12</th>
<th>PAGE: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER</td>
<td>SOCIAL WORKER</td>
<td>IMMEDIATE SUPERVISOR</td>
</tr>
<tr>
<td>01</td>
<td>BROWN, DEVIN</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>02</td>
<td>TAYLOR, KIMBERLY</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>03</td>
<td>BARNARD, CHRISTIAAN</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>04</td>
<td>KILDARE, JAMES K.</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>05</td>
<td>TAYLOR, ANDY</td>
<td>HENDERSON, HARRY</td>
</tr>
<tr>
<td>11</td>
<td>KENICKY, JOHN</td>
<td>HENDERSON, HARRY</td>
</tr>
<tr>
<td>12</td>
<td>FIFE, BARNEY</td>
<td>SALK, JONAS</td>
</tr>
<tr>
<td>17</td>
<td>TAYLOR, OPIE</td>
<td>SALK, JONAS</td>
</tr>
<tr>
<td>23</td>
<td>PETRUZO, ANGELINA</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>34</td>
<td>SALK, JONAS</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>56</td>
<td>DOOLITTLE, JAMES A.</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>66</td>
<td>SCHMASON, JASON</td>
<td>SALK, JONAS</td>
</tr>
<tr>
<td>89</td>
<td>PARTON, ANGELA</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>97</td>
<td>REESE, EMILY</td>
<td>HENDERSON, HARRY</td>
</tr>
<tr>
<td>98</td>
<td>HENDERSON, HARRY</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>100</td>
<td>FINE, LAWRENCE</td>
<td>BROWN, DEVIN</td>
</tr>
<tr>
<td>998</td>
<td>HARE, LEONARDO</td>
<td>BROWN, DEVIN</td>
</tr>
</tbody>
</table>

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Chapter Two

Clinical Assessment Module
Chapter Two. Clinical Assessment Module

This is the menu for 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. Options available under this menu are:

1.0  Assessment Data (Enter/Edit)
2.0  Enter/Delete Surrogate Supervisor
3.0  Notes (Enter/Edit)
4.0  Print Assessment Data

1.0  Assessment Data (Enter/Edit)

This option allows you to enter/edit the data base assessment profile of a patient. After entering the assessment data, you are given the opportunity to print a hardcopy of the assessment profile.

You will see the following prompts for this option:

SOURCE OF REFERRAL:  This field shows where the source of referral was made.

REFERRAL DATE:  This field shows the date that the referral was made.

SOURCE OF INFORMATION:  This field shows where the source of information was received.

The next prompt allows you to enter information about a specific topic. The topics you can choose from are employment/financial, education, military history, social/family relationships, legal situation, current substance abuse, preliminary problems, or psycho-social problems. You can select more than one topic (separated by commas). In the example below we selected the following:

"Employment/Financial" and "Education." With the example below, the prompts you will see next are as follows:

OTHER FINANCIAL RESOURCES:  This is a free text field. You can enter information about any other financial resources of the patient.

POTENTIAL EMPLOYABILITY:  Enter "Yes," "No," or "Unknown" to indicate whether the patient is potentially employable.

EMPLOY/FINANCIAL ASSESSMENT:  Enter your employment or financial assessment of the patient.

HIGHEST LEVEL OF EDUCATION:  Choose one of the following:
1  Less Than 6

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Package Operation

2  6-12
3  12-16
4  More Than 16

EDUCATIONAL PROGRAM/SCHOOL: This is a set of codes field. Enter "1" for yes if veteran is currently enrolled in an educational program or trade program.

SPECIAL TRAINING/SKILLS: This is a free text field. Enter any special training or skills of the patient.

EDUCATION ASSESSMENT: Enter your educational assessment of the patient.

DO YOU WANT TO PRINT ASSESSMENT DATA? - You can print the Assessment Data to a selected device.

Example: Assessment Data (Enter/Edit)

Select Clinical Assessment Module Option: Assessment Data (Enter/Edit)

SELECT CASE: BOOKER, JOHN F. 106 08-08-88 BARNARD, CHRISTIAAN BOOKER, JOHN F. ...

...EXCUSE ME, LET ME THINK ABOUT THAT A MOMENT...

SOURCE OF REFERRAL: <RET>
REFERRAL DATE: 7 (JUL 09, 1992)
SOURCE OF INFORMATION: RCH

BOOKER, JOHN F.  DOB: NOV 23, 1927    ID#: 113451112
1. EMPLOYMENT/FINANCIAL
2. EDUCATION
3. MILITARY HISTORY
4. SOCIAL/FAMILY RELATIONSHIPS
5. LEGAL SITUATION
6. CURRENT SUBSTANCE ABUSE
7. PRELIMINARY PROBLEMS
8. PSYCHO-SOCIAL ASSESSMENT

Enter number(s) to enter/edit i.e., => 1 or 1,8 or All or "~~": ALL// 1,2,3

OTHER FINANCIAL RESOURCES:<RET>
 1> Part-time Job
 2>
EDIT Option: <RET>
POTENTIAL EMPLOYABILITY: YES
EMPLOY/FINANCIAL ASSESSMENT:<RET>
 1> ABLE
 2>
EDIT Option:
HIGHEST LEVEL OF EDUCATION: 12 - 16
EDUCATIONAL PROGRAM/SCHOOL: YES
SPECIAL TRAINING/SKILLS:<RET>
 1> VOCATIONAL
 2>
EDIT Option:

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EDUCATIONAL ASSESSMENT: <RET>
1<RET>

DURABLE POWER OF ATTORNEY: YES
ATTORNEY'S NAME: JOHN SHORT
ADDRESS: 123 WEST VALLEY AVENUE
ADDRESS 2: <RET>
CITY: ROME
STATE: ALABAMA
ZIP: 31820
PHONE NUMBER: 205-229-3495
LIVING WILL: YES
GUARDIANSHIP: YES
GUARDIAN'S NAME: JUDY LAMIR
ADDRESS: 234 EAST HOLIFORD BLVD.
ADDRESS 2: <RET>
CITY: BESSEMER
STATE: ALABAMA
ZIP: 35020
PHONE NUMBER: 205-420-1234
LEGAL ASSESSMENT:
1> The veteran has a guardian because of insufficient physical
2> capabilities.

BOCKER, JOHN F.
DOB: NOV 23, 1927
ID#: 113451112

Do you want to print Assessment data? NO//X (YES)
DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// <RET>

............................printout follows..........................
### Package Operation

**SOCIAL WORK SERVICE-REPORTS AND SUMMARIES**

**PAGE:** 1.

---

**SOCIAL WORK DATA BASE/ASSESSMENT**

**Date Printed:** JUL 9,1992  
**Source of Referral:**  
**Source of Information:** RCH  
**Referral Date:** JUL 9,1992

---

**I. Demographic**

1. **Date of Admission:** AUG 15,1988@14:06  
2. **Date of Previous Admission:** AUG 8,1987@12:00  
3. **Veteran's Home Address:**  
   370 N DUFFY ROAD BUTLER, PENNSYLVANIA 16001  
4. **Veteran’s Telephone:** HOME #: 283-8862  
   WORK #: 205-934-1299  
5. **Next-of-kin:** IHLENFELD,WILLIAM C.  
   / PARENT ADDRESS: 126 ORCHARD DRIVE  
   BUTLER, PENNSYLVANIA 16001  
   HOME #: 412 287-1550  
   WORK #:  
6. **Veteran's date of birth:** NOV 23,1927  
7. **Veteran's place of birth:** BESEMER, PENNSYLVANIA  
8. **Veteran's sex:** MALE  
9. **Veteran's race:** WHITE  
10. **Veteran's religious preference:** CATHOLIC

---

**II. Employment/Financial**

1. **Veteran's employment status:** EMPLOYED  
2. **Usual Occupation:** CONSTRUCTION WORKER  
3. **Present Source of Funds:**  
   **Total Income:** 1292  
   **Employment:**  
   **Social Security:** 500  
   **VA Pension:** 120  
   **VA Compensation:**  
   **Retirement:** 132  
   **Other Disability:**  
   **SSI:**  
   **Other:**  
   **A&H:**200  
   **None:**  
4. **Potential source of other financial resources:**  
   Stocks and bonds.  
5. **Assets:**  
6. **Potential Employability:** YES  
7. **Insurance Coverage:** GHI,  
8. **Employment/Financial Assessment:**  
   ABLE

---

**Veteran’s Name:** BOOKER, JOHN F.  
**ID#: 113451112**  
**WARD NO.: 4 WEST**  
**BED-SECTION:2-1**  
**/es/ BARNARD CHRISTIAAN, Social Worker**

---

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10-9034 VAF VICE 10-1349

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III. Education:
1. Highest educational level attained: 12 - 16 YEARS
2. Special educational training or skills: VOCATIONAL
3. YES, currently enrolled in a educational program/trade school. (If yes explain)

4. Educational Assessment:

IV. Military History:
1. Period of Service: POST-VIETNAM
2. POW - NO
3. Combat - NO
4. Service Connected Disability: 89%
5. Military Assessment:

V. Social/Family Relationship:
1. Marital status: MARRIED
2. Spouse:
3. Children:
4. Describe Social Support System: UNSPECIFIED
5. Present use of Community Resources: UNSPECIFIED
6. Current Living arrangements: UNSPECIFIED
7. Social/Family Assessment: UNSPECIFIED

VI. Legal Situation:
Power of Attorney:
JOHN SHORT
123 WEST VALLEY AVENUE
HOMewood, ALABAMA 35209
Phone: 205-942-1034

Living Will: YES

Guardianship:
JUDY LAWYER
234 EAST KOLIPOLI BLVD.
BESSEMER, ALABAMA 35020
Phone: 205-428-2209

Veteran's Name BOOKER, JOHN F.
ID#: 113451112
WARD NO.: 4 WEST
BED-SECTION: 2-1

/social worker
BARNARD CHRISTIAAN, Social Worker

Social Work Service Reports and Summaries
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May 1993
4. Legal Assessment:
The veteran has a guardian because of insufficient physical capabilities.

VII. Current Substance Abuse Problems: UNKNOWN

Comments on Substance Abuse Problems:

VII. Psycho-Social Assessment:

IX. Preliminary List of Problems
1.
2.
3.

Initial Plan of Action

Veteran's Name BOOKER, JOHN P.
ID#: 113451112
WARD NO.: 4 WEST
BED-SECTION: 2-1

/es/ BARNARD CHRISTIAAN, Social Worker

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2.0 Enter/Delete Surrogate Supervisor

This menu contains options to enter or delete a surrogate supervisor. For example, this option can be used when a supervisor is on leave or travel status. A "surrogate" supervisor could be designated to act in his/her absence. Selections available under this option are:

2.1 Enter Surrogate Supervisor
2.2 Delete Surrogate Supervisor

2.1 Enter Surrogate Supervisor

This option adds a surrogate supervisor. You need to select the surrogate supervisor. Then select the supervisor that the surrogate replaces.

Example: Enter Surrogate Supervisor

Select Enter/Delete Surrogate Supervisor Option: ENTER Surrogate Supervisor

SELECT SURROGATE SUPERVISOR: KILDARE, JAMES K.
SELECT SURROGATED SUPERVISOR: SAUL, JONAS

2.2 Delete Surrogate Supervisor

This option deletes a surrogate supervisor. You need to select the surrogate supervisor that you want to delete. Then select the supervisor that the surrogate had replaced. The surrogate will then be deleted.

Example: Delete Surrogate Supervisor

Select Enter/Delete Surrogate Supervisor Option: DELETE Surrogate Supervisor
SELECT SURROGATE SUPERVISOR: KILDARE, JAMES K.
SELECT SURROGATED SUPERVISOR: SAUL, JONAS
Package Operation

3.0 Notes (Enter/Edit)

This is the primary menu option to enter closing note and discharge planning information. These notes include pertinent information which should be highlighted regarding the patient's case. Selections available from this option are:

3.1 Closing Note
3.2 Discharge Planning

3.1 Closing Note

This is the closing note option. Enter pertinent information which should be noted regarding the patient's case.

Example: Closing Note

Select Information Management Systems (SWIMS) Option: CLINical Assessment Module

Assessment Data (Enter/Edit)
Enter/Delete Surrogate Supervisor
Notes (Enter/Edit)
Print Assessment Data

Select Clinical Assessment Module Option: NOTEs (Enter/Edit)

Closing Note
Discharge Planning

Select Notes (Enter/Edit) Option: CLoosing Note
SELECT CASE: 244 07-11-92 REESE,KAREN BODENE,JETHRO
...OK? YES/ <RET>
...SORRY, I'M WORKING AS FAST AS I CAN...

AFTER CARE PLAN: Pt. will seek psychological counseling.
CLOSING NOTE:

1>Patient will return for check-up in three months.
2> <RET>

EDIT Option: <RET>

SELECT CASE: <RET>
3.2 Discharge Planning

This is the discharge planning option which allows you to enter discharge instructions for a patient. This does not, however, require mandatory input before you close a case.

Example: Discharge Planning

Select Clinical Assessment Module Option: NOTES (Enter/Edit)

Select Notes (Enter/Edit) Option: Discharge Planning
SELECT CASE: 242 07-11-91 REESE, KAREN, ANGEL, JOHNNY
...OK? YES// (YES)
...ROOM, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

Select DIRECT SERVICES PROVIDED: DISCHARGE PLANNING
...OK? YES// <RET> (YES)
Select DIRECT SERVICES PROVIDED: HEALTH EDUCATION
...OK? YES// <RET> (YES)
Select DIRECT SERVICES PROVIDED: <RET>

DISCHARGE PLANNING NOTE: Patient will seek counseling with psychologist.

SELECT CASE: <RET>
4.0 Print Assessment Data

This menu contains options to print assessment data. Selections available from this option are:

4.1 Assessment Profile
4.2 Clinical Supervisory Report
4.3 Notes (Closing, and Discharge Planning)

4.1 Assessment Profile

This option prints the data base assessment profile of a patient. Patient data on demographics, employment/financial, education, military history, social/family relationships, legal situations, current substance abuse, and preliminary list of problems are included.

Example: Assessment Profile

Select Clinical Assessment Module Option: PRINT Assessment Data

Assessment Profile
Clinical Supervisory Report
Notes (Closing, Discharge, and Progress)

Select Print Assessment Data Option: ASSESSment Profile
Select Patient: JOOBER, JOHN F.
...OK? YES// <RET>
DEVICE: PRINTER// <RET>     RIGHT MARGIN: 80// <RET>

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

SOCIAL WORK DATA BASE/ASSESSMENT

Date Printed: JUL 9, 1992
Source of Referral:
Source of Information: RCH
Referral Date: JUL 9, 1992

I. Demographic
1. Date of Admission: AUG 15, 1988 14:06
2. Date of Previous Admission: AUG 8, 1987 012:00
3. Veteran's Home Address: 370 N DUFFY ROAD BUTLER, PENNSYLVANIA 16001
4. Veteran's Telephone: HOME #: 281-8862 WORK #: 205-934-1299
5. Next-of-kin: IHLENFELD, WILLIAM C. / PARENT
   ADDRESS: 116 ORCHARD DRIVE BUTLER, PENNSYLVANIA 16001 WORK #:
6. Veteran's date of birth: NOV 23, 1927
7. Veteran's place of birth: BESSEMER, PENNSYLVANIA
8. Veteran's sex: MALE
9. Veteran's race: WHITE
10. Veteran's religious preference: CATHOLIC

II. Employment/Financial
1. Veteran's employment status: EMPLOYED
2. Usual Occupation: CONSTRUCTION WORKER
3. Present Source of Funds:
   Total Income: 1292
   Employment:_________
   VA Pension: 120
   SSA: 200
   Retirement: 132
   VA Compensation:_________
   Other Disability: None:
   Other:
4. Potential source of other financial resources:
   Stocks and bonds.
5. Assets:
6. Potential Employability: YES
7. Insurance Coverage: GHI
8. Employment/Financial Assessment:
   ABLE

Veteran's Name: BOOKER, JOHN F.
ID#: 113451112
WARD NO.: 4 WEST
BED-SECTION: 2-1

/es/ BARNARD CHRISTIANAAN, Social Worker

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III. Education:
1. Highest educational level attained: 12 - 16 YEARS
2. Special educational training or skills: VOCATIONAL
3. YES, currently enrolled in a educational program/trade school.
   (If yes explain)

4. Educational Assessment:

IV. Military History:
1. Period of Service: POST-VIETNAM
2. POW - NO
3. Combat - NO
4. Service Connected Disability: 89%
5. Military Assessment:

V. Social/Family Relationship:
1. Marital status: MARRIED
2. Spouse:
3. Children:
4. Describe Social Support System: UNSPECIFIED
5. Present use of Community Resources: UNSPECIFIED
6. Current Living arrangements: UNSPECIFIED
7. Social/Family Assessment: UNSPECIFIED

VI. Legal Situation:

Power of Attorney:
JOHN SHORT
123 WEST VALLEY AVENUE
HOMEWOOD, ALABAMA 35209
Phone: 205-942-1034

Living Will: YES

Guardianship:
JUDY LAWYER
234 EAST ROLIPOLI BLVD.
BESSEMER, ALABAMA 35020
Phone: 205-428-2289

Veteran's Name BOOKER, JOHN F.
ID#: 113451112
WARD NO.: 4 WEST
BED-SECTION: 2-1

/es/ BARNARD CHRISTIAAN, Social Worker

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SOCIAL WORK SERVICE-REPORTS AND SUMMARIES

4. Legal Assessment:
The veteran has a guardian because of insufficient physical capabilities.

VII. Current Substance Abuse Problems: UNKNOWN

Comments on Substance Abuse Problems:


VII. Psycho-Social Assessment:

IX. Preliminary List of Problems
1.
2.
3.

Initial Plan of Action

Veteran's Name BOOKER, JOHN F.
ID#: 113451112
WARD NO.: 4 WEST
BED-SECTION: 2-1

/signed/ BARNARD CHRISTIAAN, Social Worker

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4.2 Clinical Supervisory Report

This menu contains options to print the Clinical Supervisory Report for all workers or an individual worker. The report lists the worker(s) for a selected supervisor. Options available from this menu are:

4.2.1 All Workers
4.2.2 Individual Worker
### 4.2.1 All Workers

This option prints the Clinical Supervisory Report for all workers. The report shows patient name, ward, patient identification number, CDC account, close date, discharge planning date, closing note date, and progress note date.

#### Example: All Workers

Select Print Assessment Data Option: **Clinical Supervisory Report**

Select Clinical Supervisory Report Option: **All Workers**

DEVICE: HOME/\LPR ZPR-VEPTR RIGHT MARGIN: 132// <RET>

---

**printout follows...**

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Ward</th>
<th>ID#</th>
<th>Account</th>
<th>CDC</th>
<th>Close</th>
<th>Discharge</th>
<th>Planning</th>
<th>Closing</th>
<th>Progress</th>
<th>Note Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANGEL, JOHNNY</td>
<td>5066</td>
<td>1210.00</td>
<td>DISCHARGED</td>
<td>JUL 11,1992</td>
<td>FEB 12,1992</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOB, BILLY</td>
<td>0140</td>
<td>1211.00</td>
<td>DISCHARGED</td>
<td>JUL 11,1992</td>
<td>MAR 18,1992</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BONDENE, JETHBO</td>
<td>6523</td>
<td>1210.00</td>
<td>DISCHARGED</td>
<td>JUL 11,1991</td>
<td>JAN 17,1986</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOONE, DAN</td>
<td>4 WEST</td>
<td>4321</td>
<td>2211.00</td>
<td>FEB 3,1991</td>
<td>JUL 10,1991</td>
<td>INPATIENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLEAVE, THEO</td>
<td>2 NORTH</td>
<td>0555</td>
<td>2211.00</td>
<td>MAR 24,1998</td>
<td>JUL 17,1991</td>
<td>INPATIENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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## 4.2.2 Individual Worker

This option prints the Clinical Supervisory Report for a selected worker. The report shows patient name, ward, patient identification number, CDC account, case closed date, discharge planning date, closing note date, and progress note date.

### Example: Individual Worker

Select Print Assessment Data Option: Clinical Supervisory Report

Select Clinical Supervisory Report Option: Individual Worker

SELECT WORKER: TAYLOR, KIMBERLY

DEVICE: HOME// PRINTER

RIGHT MARGIN: 132// <RET>

---

<table>
<thead>
<tr>
<th>SOCIAL WORKER: TAYLOR, KIMBERLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATIENT NAME</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>GIBSON, MEL</td>
</tr>
<tr>
<td>SEAGAL, STEPHEN</td>
</tr>
<tr>
<td>COSTNER, KEVIN</td>
</tr>
<tr>
<td>CRUISE, TOM</td>
</tr>
<tr>
<td>CONNERY, SEAN</td>
</tr>
</tbody>
</table>

---

4.3 Notes (Closing, and Discharge Planning)

This option prints closing, and discharge planning for a patient. The printout should be signed by the social worker and placed in the patient’s medical record.

Example: Notes (Closing, and Discharge Planning)

Select Print Assessment Data Option: Notes (Closing, Discharge, and Progress)

Select Case: 242 07-11-92 REESE, KAREN ANGEL, JOHNNY
...OK? YES// <RET> (YES)

1. CLOSING NOTES
2. DISCHARGE PLANNING

ENTER 1, 2 OR 'ALL' FOR BOTH NOTES TO PRINT OR '^' TO EXIT: ALL
DEVICE: PRINTER// <RET> RIGHT MARGIN: 80// <RET>

..........................................................printout follows.................................................
CLOSING COMMENTS: This case is closed.

AFTER CARE PLAN: Follow-up weekly.
OPEN DATE: 10/13/90
NOTE ENTERED: 12/10/90

PATIENT: ANGEL, JOHNNY
ID#: 123456789
WARD/BED: 4 WEST/2-3

/es/ KAREN REESE, Social Worker
SOCIAL WORK SERVICE-REPORTS AND SUMMARIES

MEDICAL RECORD
DIAGNOSIS: PTSD

DISCHARGE PLANNING NOTE
PRINTED: 11/21/92

SERVICES OFFERED:
CONSULTATION ONLY
HOME VISIT

DISCHARGE PLAN: FIND LIVE IN NURSE
DISCHARGE PLAN ENTERED: 01/10/92

PATIENT: ANGEL, JOHNNY
ID#: 123456789
WARD/BED: 4 WEST/2-3

/ls/ KAREN REESE, Social Worker

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Chapter Three

Case Management System
Chapter Three. Community Resource Module

This menu allows you to enter/edit and print community resource social work agency information. Options available from this menu:

1.0 Enter/Edit Agency
2.0 Print SWS Agency

1.0 Enter/Edit Agency

This option allows you to enter/edit a community resource. It is designed to be used by the chief/supervisor. You can enter/edit SWS Resources Agency name, address, telephone number, fax number, hours, service, eligibility, fees, referral, date of information, VA liaison, special population, and type.

For the "Select TYPE" prompt, the possible responses are as follows:

AD  ADDICTION
EM  EMPLOYMENT
IN  INFORMATION/REFERRALS
DA  DAY CARE
FI  FINANCES
FO  FOOD
HE  HEALTH
HO  HOUSING
IH  IN HOME SERVICES
LE  LEGAL
MH  MENTAL HEALTH
SH  SELF HELP
SP  SP ED/RECREATION
TR  TRANSPORTATION
VO  VOLUNTEER
Example: Enter/Edit Agency

Select Information Management Systems (SWIMS) Option: COMMunity Resource Module

Enter/Edit Agency
Print SWS Agency

Select Community Resource Module Option: Enter/Edit Agency
Select SWS RESOURCES AGENCY: BROWN'S HOME
AGENCY: BROWN'S HOME// <RET>
STREET ADDRESS 1: 123 EAST DOWN ROAD Replace <RET>
STREET ADDRESS 2: <RET>
CITY: B'HAM// VANDERGRIFT
STATE: FLORIDA// PENNSYLVANIA
COUNTY: JONES
ZIP CODE: 35233// 15620
PHONE NUMBER #1: 9338101X6975// <RET>
PHONE NUMBER #2:
FAX NUMBER: <RET>
HOURS: 8-5// <RET>
SERVICE: NONE// <RET>
ELIGIBILITY: NONE// <RET>
FEES: NONE// <RET>
REFERRAL: NONE// <RET>
COMMENTS: THIS IS A TEST AGENCY Replace <RET>
DATE OF INFO: JUL 09, 1992
VA LIAISON: NONE// <RET>
SPECIAL POPULATION: HOMELESS
Select TYPE: HEALTH// <RET>

Select SWS RESOURCES AGENCY: <RET>
Chapter Three: Community Resource Module

2.0 Print SWS Agency

This option prints information about a single community resource or multiple community resources. The printout lists SWS Resources Agency name, address, telephone number, fax number, hours, service, eligibility, fees, referral, date of information, VA liaison, special population, and type.

The single level sort allows printing information for one SWS Agency. You can sort by county, agency, city, zip code, or type.

The multiple level sort allows printing of information for one or more SWS Agencies. You can sort by one or more categories, such as county, city, zip code, special population, and type. This option requires knowledge of VA FileMan. If you choose to print agencies for a selected category, all agencies in the selected category will be included in the report. For example, if you sort by "Jones County," the report will print all agencies within Jones County. If you need further assistance on sorting or printing with FileMan, please refer to the VA FileMan User Manual.

Example 1: Print SWS Agency

This example shows a single level sort.

Select Community Resource Module Option: Print SWS Agency

Do you want
  Single level sort (S)
  Multiple level sort (M):  S// <RET> SINGLE LEVEL SORT

SINGLE LEVEL SORT

Select By:
  County
  Agency
  City
  Zip
  Type
Enter two or more characters: AG

AGENCY: BROWN'S HOME
DEVICE: PRINTER

RIGHT MARGIN: 80// <RET>

printout follows

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Package Operation

AGENCY: BROWN'S HOME
STREET ADDRESS 1: 123 EAST GETDOWN ROAD
STREET ADDRESS 2:
CITY: ALABASTER
STATE: INDIANA
COUNTY: SUMTER
ZIP: 15690
PHONE NUMBER: 9338101X6975
PHONE NUMBER #2:
FAX NUMBER:
HOURS: 8-5
SERVICE: NONE
ELIGIBILITY: NONE
FEES: NONE
REFERRAL: NONE
COMMENTS: THIS AGENCY ASSIST THE HOMELESS.
DATE OF INFO: JUL 9,1992
VA LIAISON: NONEW
SPECIAL POPULATION: HOMELESS
TYPE: AD, HO, FI, HE,
Example 2: Print SWS Agency

This example shows a multiple level sort.

Select Community Resource Module Option: _Print SWS Agency_

Do you want
- Single level sort (S)
- Multiple level sort (M): S/ M MULTIPLE LEVEL SORT

MULTIPLE SORT

SORT BY: AGENCY/ COUNTY
START WITH COUNTY: FIRST/ FLAGLER
GO TO COUNTY: LAST/ FLAGLER
WITHIN COUNTY, SORT BY: SPECIAL POPULATION
START WITH SPECIAL POPULATION: FIRST/ AIDS/HIV
GO TO SPECIAL POPULATION: LAST/ AIDS/HIV
WITHIN SPECIAL POPULATION, SORT BY: TYPE (multiple)
TYPE SUB-FIELD: TYPE
START WITH TYPE: FIRST/ AD
GO TO TYPE: LAST/ AD
WITHIN TYPE, SORT BY: <RET>
STORE IN 'SORT' TEMPLATE: <RET>
DEVICE: PRINTER

........................printout follows..............................

COMMUNITY RESOURCE MODULE

AGENCY
STICKY'S PLACE
123 EAST BAY AVE.

STREET ADDRESS 1:
STREET ADDRESS 2:

CITY
Tampa

STATE
Florida

COUNTY
Flagler

ZIP CODE
32511

PHONE NUMBER
205-933-8101

PHONE NUMBER #2
205-933-1198

FAX NUMBER
8-5 M-F

HOURS
NONE

SERVICE
50%

ELIGIBILITY
NONE

FEES
NON GOVERNMENT RESOURCE

REFERRAL
THIS AGENCY GIVES ASSISTANCE TO AIDS/HIV PATIENTS.

COMMENTS
JAN 21, 1986

DATE OF INFORMATION
NONE

VA LIAISON
AIDS/HIV

SPECIAL POPULATION
AD, HO, PI, HE, TR.

[If there had been other agencies that “fit” the sort categories, they would have printed, also.]

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Chapter Four

Maintenance System/Implementation
Chapter Four. Maintenance System/Implementation

The Maintenance System menu allows you to edit/enter various data elements for social work system definitions for maintenance and implementation. (For implementation, see Implementation Options below.) Some options purge or re-initialize certain data elements. Only Social Work management staff, IRM staff, or ADP Coordinators should be authorized access to this menu.

The Maintenance System menu consists of the following options:

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)

Implementation Options

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

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

Reports will not be accurate if there is no data in these fields.
1.0 Site Parameters

Use this option for SWARS reporting purposes and site-specific information. The three most important fields in this file are the SITE NAME, AMIS SITE SUFFIX, and AUTOMATIC TRANSMISSION. These fields are used for case identification and SWARS. Other fields: AGE LEVEL, INCOME LEVEL, Select 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 can 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.

After selecting the Site Parameters option, you can choose to “1 Edit Site Parameters” or “2 Enter/Edit A Reporting Site.” You should choose “1 Edit Site Parameters” for the main reporting site to be the first entry into this file (#650.1). “2 Enter/Edit A Reporting Site” is only to be used if the site has more than one reporting site for AMIS.

The AMIS SITE SUFFIX field (formerly a 4-digit field and called AMIS SITE NUMBER) is now a 1 - 2 non-numeric character field. This field is only used for multi-divisional/satellite clinics. 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 Automation Center.

Example: Site Parameters

Select Information Management Systems (SWIMS) Option: MAINTenance System

1  Site Parameters
2  Enter/Edit Worker
3  Enter/Edit Homes
4  High Risk Startup
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: 1 Site Parameters

Do you want to:
Chapter Four: Maintenance System/Implementation

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
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?: 2
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 ask 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: 2
This field is used to store the names of social work clinics. These clinics are used to give social work credit for outpatient visits.
Select SOCIAL WORK CLINICS: MENTAL HEALTH - SOCIAL WORK

Select SOCIAL WORK CLINICS: <RET>

USE OF AGE LEVEL: YES

AGE LEVEL: 80

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

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Package Operation

ARE YOU ADDING *HIV+/AIDS* AS A NEW SPECIAL PATIENT POPULATION (THE nTH FOR THIS SOCIAL WORK SITE PARAMETERS)?  Y  (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)?  Y  (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)?  Y  (YES)
..SPECIAL PATIENT POPULATION CODE:  04
CODE:  04/  <RET>

Select SPECIAL PATIENT POPULATION:  <RET>
NSC INSURANCE:  YES
FEMALE:  NO
AGE 70 OR > & 2 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:  YES
ADMISSION DUE TO ACCIDENT:  YES

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:  <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 Worker names, including the Chief's and supervisors', to the IRM Chief/Site Manager so that their names can be placed in the NEW PERSON file. Social Workers are added to the NEW PERSON file by selecting the Social Work Personnel option from the Case Management System sub-menu.

Entering a question mark (?) at the POSITION/TITLE field of any or the fields will give you a list of responses to choose from.

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: BROWN, BROWN, SAMPSON A.

POSITION/TITLE: SW CHIEF
IMMEDIATE SUPERVISOR: BROWN, SAMPSON A.
SOCIAL WORKER'S NUMBER: 91

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>
3.0 Enter/Edit Homes

This option allows you to enter or edit Residential Care Home information. You can edit the 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, transmit name, and whether the Residential Care Home is an addition for this reporting period.

Example: Enter/Edit Homes

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: 1 Enter/Edit Homes

Select RCH NAME of HOME: Y

ANSWER WITH RCH NAME of HOME

CHOOSE FROM:
EDDIE'S PALACE
GOLDEN TEMPLE SHELTER
STICKY'S PLACE
ROSE'S QUARTERS FOR THE ELDERLY
TEMPLE ENAMEL HALFWAY HOUSE

YOU MAY ENTER A NEW RCH, IF YOU WISH
Your 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)? Y (YES)

NAME of HOME: SHELTER FOR HOMELESS Replace <RET>

STATION NUMBER: 521
CASE WORKER: BROWN/HAMFORD A.
ADDRESS 1: 700 SOUTH 12TH STREET
ADDRESS 2:
CITY: BIRMINGHAM
STATE: AL
1. ALABAMA
2. ALASKA

CHOOSE 1-2: 1
ZIP: 35225
TELEPHONE #1: (205)731-3900
TELEPHONE #2: <RET>
LICENSED BY STATE: Y YES

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NUMBER of BEDS: 45
VETERANS ONLY: X YES
DATE of LAST ASSESSMENT: 12/1/91 (DEC 01, 1991)
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>
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 can 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.

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.

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

Example 1: High Risk Start-up

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

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: T=1992\0701\130 (SEP 06, 1992\0701\130) DEVICE FOR QUEUED JOB OUTPUT: PRINTER RESCHEDULING FREQUENCY: 1D// <RET>

Patients Determined High Risk Without Opened Case

QUEUED TO RUN AT WHAT TIME: T=1992\0701\145 (SEP 06, 1992\0701\145)
Example 2: High Risk Start-up

This example prints the High Risk Screening for the frequency of "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, 1992)

DEVICE: HOME//PRINTER RIGHT MARGIN: 80// <RET>

..........................printout follows..........................
Package Operation

SOCIAL WORK SERVICE-REPORTS AND SUMMARIES

SOCIAL WORK HIGH RISK SCREENING PROFILE

SOCIAL WORKER: BROWN, DEVIN
DATE ADMITTED: APR 9, 1992 09:01:14

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
- A&A 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: VAMC

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

Social Worker

Social Work Service Reports and Summaries
10-9034 VAF VICE-0349

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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 CDC accounts, enter two question marks (??) at the "Select CDC Account" prompt, or see CDC listing in the Appendices 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 and the Stop Code at the "Related Stop Code" 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 (FTEE percentages)

Select Maintenance System Option: 4 ACTIVATE/DEACTIVATE COST DISTRIBUTION CENTER

Select CDC Account: DIALYSIS
   1 DIALYSIS 2410.00
   2 DIALYSIS - SOC 2410.01

CHOOSE 1-2: 1
ACCOUNT ACTIVE ?: NO/ YES <RET>

Select CDC Account: <RET>

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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 Residential Care Home 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. Once these records are deleted, there is no way to recover them. If you are not transmitting to Austin, all cases that are closed will be deleted. This option can be queued to run during off hours.

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 (PTSS percentages)

Select Maintenance System Option: Purge Case Management Data

CUTOFF DATE: ? 02/30/92 (SEP 30, 1992)

ALL CASES ON OR BEFORE 09/30/92.

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
THOSE 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/ X

'Y' for Yes
'N' for No

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

DO YOU WANT THIS OPTION QUEUED? NO/ <RET>

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 is to be used whenever notification is received from MAS that a patient identification number (ID#) and/or name of a patient has changed. This option was created because a patient name and/or ID# may change due to input error or due to a pseudo patient identification number given at the time of admission. This option should be queued to run during off hours. It is not necessary to run this option for every notification received, only for patients for whom cases remain open.

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 (PTEE percentages)

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

Requested Start Time: NOW// <RET> (MAY 16, 19920008:49)

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

This option records percentage of social work FTEE spent at each CDC location. Select the CDC location and worker, and enter the percentage of time the worker spent at the selected CDC location.

Example: Social Work Clinics (FTEE percentages)

Select Maintenance System Option: 7 Social Work Clinics (FTEE percentages)

Select Social Work Division: LSC 3 BIRMINGHAM BI
...OK? YES// <RET> (YES)
Select CDC LOCATION: 2210.00 SURGERY 2210.00
...OK? YES// <RET> (YES)
Select WORKER: BARNARD, CHRISTIAN
...OK? YES// <RET> (YES)
ACTUAL FTEE OF LOCATION: .33
Select WORKER: BROWN, S 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, S 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>
Appendix
Appendix A. How to Work with the System

I. Introduction

Is this Chapter for You?

If you're just learning to use DHCP software, this chapter will introduce you to a small but important part of the DHCP world — signing on, entering data, and getting out. You do not have to be a computer expert to use DHCP software. You do not have to know a lot of technical terms. You do have to follow instructions. And, in general, you need to be curious, flexible, and patient. This chapter will help you get started. If you are an experienced DHCP user, this chapter can serve as a reminder.

How Does DHCP Work?

Decentralized Hospital Computer Program (DHCP) modules use the computer in an interactive fashion. An interactive system involves a conversation with the computer. The computer asks you to supply information and immediately processes it. You will be interacting with the software by responding to prompts (the questions) in the program. Your responses are recognized by the computer when you complete the interaction by pressing the return or enter key.

DHCP software is "menu driven." A menu is a screen display which lists all of the choices (options) available. You will see only the menus, options, and functions which you have security clearance to use. Once you have made a selection, the software may branch to another menu (submenu) or you can be asked to answer questions which allow the computer to perform tasks.

Other Resources

If you are not familiar with DHCP software applications, we recommend that you study The DHCP Users Guide to Computing. This orientation guide is a comprehensive handbook benefiting first time users of any DHCP application. The purpose of the introductory material is to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resource Management (IRM) staff.
II. How to Sign-On

The procedure for establishing a link to the terminal involves access and verify codes. These codes are assigned by your supervisor. For security reasons, the access code and verify code are not displayed on the terminal screen when you type them in. Please do not write your code down or reveal it to others. The sign-on banner shows the date and time when you last signed on. The banner also shows if the account had any unsuccessful attempts at logon. You will be required to change your verify code every 90 days. Press the <Ret> key on the keyboard. A blinking cursor will appear on the terminal. You will then see:

ACCESS CODE: Enter your assigned access code

VERIFY CODE: Enter your assigned verify code

III. How to Stop

In most cases, when you begin an option you will continue through it to a normal ending. At times, however, you might want to exit the option to do something else. To stop what you are doing, enter an up-arrow (^). You may use the up-arrow at almost any prompt to terminate the line of questioning and return to the previous level in the routine. Continue entering the up-arrow to completely exit the system.

IV. How to Enter Data

Each message you type in must be followed by pressing the return key (or enter key on some keyboards) to indicate you have completed that entry. In many cases, you need only enter the first few letters (called shortcut synonyms) of an option or field, and the computer fills in the rest. Shortcut synonyms help increase speed and accuracy.

If you want to bypass a prompt, press the return or enter key and the computer will go on to the next question. You will be allowed to bypass a question only if the information is not required to continue with the option.

Some typists use the lower case "l" for the number "1" and the letter "o" for zero. Please keep in mind that with this software the number "1" and the letter "I" are not interchangeable. Also the number "0" and the letter "O" are not interchangeable.
V. How to Obtain Help

If you need assistance while interacting with the software, enter a question mark or two to receive on-line help.

? Entering a single question mark at a prompt will provide a brief help message.

?? Two question marks entered at a prompt will provide a more extensive description and/or a list of choices appropriate to the prompt.

VI. Responding to Prompts

When the computer prompts you with a question, typically a colon (:) will follow. Several types of prompts may be used, including yes/no, select, and default. Prompts can be a field in a file, like the basic prompt shown below:

DATE OF BIRTH: This type of prompt is waiting for you to enter a value, like March 3, 1960. Don’t forget to complete your interaction by pressing the return or enter key.

Select Prompts
If the answer to the prompt is a choice of several alternatives, the question may appear prefixed with the word “Select” as below:

Select PATIENT NAME:

Yes/No Prompt
If the question requires either a Yes or No response (in which case simply Y or N, upper or lower case, is acceptable), the question may be followed by a question mark rather than a colon.

ARE YOU SURE?

Sometimes, the test of the question will include, within parentheses, the different allowable responses that you can make to that question:

ARE YOU SURE (Y/N)?

Default Prompt
Sometimes the question the computer is asking you has a standard expected answer. This is known as the default response. In order to save you the trouble of typing the most probable answer, the computer provides the answer followed with a double-slash (/). You either enter nothing (also known as a null response) by pressing the return key to accept the default response as your answer, or you can type a different response:

IS IT OKAY TO DELETE? NO//

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VII. Invalid Response

The computer software checks each answer immediately after it is entered. Whenever the computer determines that an answer is invalid for any reason, it beeps, displays two spaces and two question marks, and repeats the question on a new line.

VIII. LAYGO

DHCP software checks your answers against an internally stored table of valid answers. If your answer is not stored in this table but the Learn-As-You-Go (LAYGO) mode is allowed, the computer adds your response as one of those valid answers. If LAYGO mode is allowed then an example dialogue goes something like this:

`ARE YOU ADDING A NEW CLINIC?` If you respond with a Y (or yes), the software adds the new clinic in its validation table and accepts the answer. If anything other than Yes is entered, the original answer will be invalidated and the question will be repeated.

IX. How to Enter Dates and Times

When the acceptable answer to a question is a date, use the following answer formats. Note that the response is not case sensitive, upper or lower case input is acceptable:

```
JULY 20, 1969
7/20/69
20 JUL 69
10jul69
10 jul 69
072069
TODAY or Today or T or t
TODAY+1 or T+1 or t+1
TODAY-7 or T-7 or t-7
TODAY+3W or T+3W or t+3w
NOW+1H
NOW+4M
NOON
MID
```

(today) (tomorrow) (one week ago) (3 weeks hence) (present time plus one hour) (present time plus four months) (12:00 p.m.) (12:00 a.m.)

The year portion of the date can be left off; normally the system will assume current year.
Occasionally, the software will allow you to enter a time-of-day in connection with a date, for example, 4:00 p.m. on July 20, 1969. To do this, type the date in one of the above forms followed by an at sign (@), followed by the time. For example, you might enter:

20 JUL 6:00PM

In this mode, you can enter time either as military (four digit) time, hour AM/PM, or hour:minute:second AM/PM, or simply NOW (or Now or now) for the current date/time.

The colon (:) can be omitted and AM/PM can also be omitted if the time being entered is between 6 a.m. and 6 p.m. Thus, today at 3:30 p.m. may be entered as:

T0330

Use MID as a response to mean 12:00 a.m. (midnight) and NOON as a response to mean 12:00 p.m. for time associated with dates:

T-360MID

X. Making Corrections

When you want to delete an answer previously entered, without substituting any other answer, enter an at sign (@) as a response to that prompt. This leaves the answer blank.

DATE OF BIRTH: May 21, 1946/0

In this example, the date on file has been erased and now there is no answer to the "DATE OF BIRTH" prompt; it is null.

The system will ask you to confirm that you really intend to delete the information. You may not be able to delete a response if the information is required:

ARE YOU SURE? This question is a safety feature, giving you a chance to change your mind now, without re-editing later.

XI. Spacebar Recall Feature

When using this software, you might want to answer a prompt with a code meaning the same as before. The computer is capable of remembering what your last response(s) were the last time you signed on. This feature is called spacebar recall and employs the spacebar and return keys.
Appendix

You generally can repeat information you entered the first time by entering a space and pressing the return or enter key. For example, you might want to do a series of procedures for one patient. Each time (after the first) you are asked for the patient name, you can enter a space and press the return key and the computer will enter the same patient.

XII. Printing Reports

Frequently, when you have finished some data entry you will be asked if you wish to print the record, file, or report. You can display the report to a terminal screen or produce a paper copy. You will be prompted to enter a device number of the printer you want to use. If you do not know the device number of the printer, you can type in a question mark for a list of printers. In some cases, the device you will use has already been decided for you and you will not be asked where you want to print. If you need assistance in determining the device number, ask your application coordinator or site manager.

Right Margin

Sometimes you will be asked to specify the right margin of the report. You will not be asked this in all cases as the information may be preset for the device you specify and a default answer provided. Nevertheless, your choices are simple. Generally, "80" is used for standard size paper or for displaying on the terminal screen; "132" is used for wider paper.

DEVICE: Righ Margin: 80/

Display the Report on the Terminal Screen

Display is the word used to indicate the data is printed to a terminal screen rather than on paper. At the "DEVICE" prompt, if you want to view a report on your terminal screen, press the return key. Normally, if you do not specify a device number, the information will print on your terminal screen. After the screen fills with the first page of the report, you will be prompted to press the return key to continue with the next screen of data. The process is repeated at the bottom of every screen. You can exit the option at any time by entering an up-arrow (^).

Press <RET> to continue, or '^^' to quit
Queue Report to a Printer

If you want to queue your output to run in the background, type the letter “Q” at the “DEVICE prompt”. Next, you will be prompted to enter a device number of the printer you want to use. Finally, enter the date and time you would like the report to print.

DEVICE: Enter the letter “Q” to queue the print job.
DEVICE: Enter the device name or number.

Requested Start Time: NOW/Press the return key or enter a time here using the date and time formats discussed above (e.g., NOW+1 for one hour from now).
Appendix B. Cost Distribution Centers (CDC)

The following is a list of Cost Distribution Centers (CDC) used in the Social Work software. Steps on how to add and delete these locations to your hospital files are outlined in the Maintenance section of this User Manual. Service types are defined as follows:

- **R** - RESIDENTIAL CARE HOME
- **I** - INPATIENT
- **O** - OUTPATIENT
- **N** - NURSING HOME CARE UNIT
- **D** - DOMICILIARY
- **A** - ADMINISTRATIVE

<table>
<thead>
<tr>
<th>Cost Distribution Center (CDC)</th>
<th>CDC Number</th>
<th>Service Type</th>
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<tbody>
<tr>
<td><strong>AMBULATORY CARE SECTION</strong></td>
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<tr>
<td>MEDICINE</td>
<td>2110.00</td>
<td>O</td>
</tr>
<tr>
<td>MEDICINE - SOC</td>
<td>2110.01</td>
<td>O</td>
</tr>
<tr>
<td>MEDICINE - CBC</td>
<td>2110.02</td>
<td>O</td>
</tr>
<tr>
<td>MEDICINE - ORC</td>
<td>2110.03</td>
<td>O</td>
</tr>
<tr>
<td>MEDICINE - MORC</td>
<td>2110.04</td>
<td>O</td>
</tr>
<tr>
<td>ADMITTING/SCREENING</td>
<td>2111.00</td>
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</tr>
<tr>
<td>ADMITTING/SCREENING - SOC</td>
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</tr>
<tr>
<td>ADMITTING/SCREENING - CBC</td>
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<td>2311.04</td>
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- CONTRACT HOSPITAL - SURGICAL: 3210.00
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- COMMUNITY NURSING HOME CARE: 3410.00
- STATE HOME NURSING CARE: 3411.00
- STATE DOMICILIARY HOME CARE: 3510.00
- CONTRACT HOMELESS CHRONICALLY MENTALLY ILL: 3520.00
- CONTRACT ALCOHOL AND DRUG TREATMENT AND REHAB: 3521.00
- STATE HOME HOSPITAL CARE: 3610.00
- CIVILIAN HEALTH AND MEDICAL PROGRAM VA (CHAMPVA): 3611.00
- ADMINISTRATION: 3800.30
- BUILDING MANAGEMENT: 3800.40

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May 1993

Social Work V. 3.0
User Manual
# Appendix

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May 1993
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### PSYCHIATRIC BED SECTION

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## Cost Distribution Center (CDC)

### SERVICES TO OTHER THAN VHS&RA
- SERVICES TO VETERANS BENEFITS ADMIN (VBA)
  - 8021.00  A
- NATIONAL CEMETERY SYSTEM (NCS) SERVICES
  - 8022.00  A
- OTHER SERVICES TO NON-VHS&RA ACTIVITIES
  - 8023.00  A
- DOD SHARING
  - 8024.00  A
- OTHER SHARING
  - 8025.00  A

### SURGICAL BED SECTION
- SURGICAL WARD COST
  - 1210.00  I
- SURGICAL INTENSIVE CARE UNIT
  - 1211.00  I
- OPERATING/RECOVERY ROOM
  - 1212.00  I
- OPEN HEART SURGERY
  - 1213.00  I
- EDUC & TRNG - TRAINEE
  - 1200.11  I
- EDUC & TRNG - INSTRUCTIONAL SUPPORT
  - 1200.12  I
- EDUC & TRNG - ADMINISTRATIVE SUPPORT
  - 1200.13  I
- EDUC & TRNG - CONTINUING EDUCATION
  - 1200.14  I
- RESEARCH SUPPORT - MEDICAL
  - 1200.21  I
- RESEARCH SUPPORT - PROSTHETIC
  - 1200.22  I
- BUILDING MANAGEMENT
  - 1200.40  I
- ENGINEERING
  - 1200.50  I
- EQUIPMENT DEPRECIATION
  - 1200.70  I
- BUILDING DEPRECIATION
  - 1200.80  I

### VA HOME PROGRAMS SECTION
- HOSPITAL BASED HOME CARE
  - 5110.00  O
- HBHC - ADMINISTRATION
  - 5110.30  O
- HBHC - BUILDING MANAGEMENT
  - 5110.40  O
- HBHC - ENGINEERING
  - 5110.50  O
- HOME DIALYSIS
  - 5111.00  O
- SPINAL CORD INJURY HOME CARE
  - 5112.00  O
- RESIDENTIAL CARE HOME PROGRAM
  - 5113.00  R
- OTHER HOME BASED PROGRAMS
  - 5114.00  O
- ADMINISTRATION
  - 5000.30  O
- BUILDING MANAGEMENT
  - 5000.40  O
- ENGINEERING
  - 5000.50  O
- EQUIPMENT DEPRECIATION
  - 5000.70  O
- BUILDING DEPRECIATION
  - 5000.80  O

### VA NURSING HOME CARE SECTION
- VA NURSING HOME
  - 1410.00  N
- EDUC & TRNG - TRAINEE
  - 1400.11  I
- EDUC & TRNG - INSTRUCTIONAL SUPPORT
  - 1400.12  I
- EDUC & TRNG - ADMINISTRATIVE SUPPORT
  - 1400.13  I
- EDUC & TRNG - CONTINUING EDUCATION
  - 1400.14  I
- RESEARCH SUPPORT - MEDICAL
  - 1400.21  I
- RESEARCH SUPPORT - PROSTHETIC
  - 1400.22  I
- ADMINISTRATION
  - 1400.30  I

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<td>1400.80</td>
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Appendix C. Patient Data (SWARS) and AMIS Data Format for AMIS Transmission

Social Work Patient Data (New SWARS data)
Closed Cases Only

Fields
Station Number
Suffix
ID#
Worker Number
CDC Location
Opened Date
Closed Date
Psycho-Social Problems
Outcome of Problems
Direct Services
Man-hours providing Direct Services
Resources/Referrals Used
Resources/Referrals Needed
Special Population
*Level of Care
*Prior Living Arrangements
*Diagnostic Category
(max of 8, 2 characters in length)
(1 outcome for each problem, 1 character)
(max of 8, 2 characters in length)
(max of 8, 2 characters in length)
(max of 8, 2 characters in length)
(max of 8, 2 characters in length)
(Residential Care Home Patients Only)
(Residential Care Home Patients Only)
(Residential Care Home Patients Only)

AMIS Segment 208 - Psycho Social Problems and Outcomes

Fields
Station Number
Suffix
AMIS Type
CDC Location
Number of cases opened
Number of cases closed
Patient Treatment Episodes
Outpatient Visits to Social Work Service
Psycho-Social Problems
Psycho-Social Outcomes
End of quarter month/year (mmyy)
(total of 38, 4 characters in length)
(total of 8, 4 characters in length)
(4 characters in length)
Appendix

**AMIS Segment 209 - Direct Services**

**Fields**
- Station Number
- Suffix
- AMIS Type
- CDC Location
- Screening Only
- Man-hours
- Psychological-Social Assessment
- Man-hours
- Information Referral
- Man-hours
- Pre-Admission Planning
- Man-hours
- Discharge Planning
- Man-hours
- Psycho-Soc. Treatment
- Man-hours
- Financial Counseling
- Man-hours
- Health Education
- Man-hours
- Post Discharge Follow-up
- Man-hours
- Consultation Only
- Man-hours
- OPT Continuing Care
- Man-hours
- Family Conference
- Man-hours
- Case Management
- Man-hours
- Multidiscipline Team Conference
- Man-hours
- Home Visit
- Man-hours
- Other
- Man-hours
- End of quarter month/year (mmyy) (4 characters in length)
C. Patient Data and AMIS Data Format for AMIS Transmission

AMIS Segment 210 - Resources/Referrals

Fields
Station Number
Suffix
AMIS Type
CDC Location
Resources/Referrals Used
Resources/Referrals Needed but Not Accessed
End of quarter month/year (mmyy)  (4 characters in length)

AMIS Segment 211 - Special Patient Populations

Fields
Station Number
Suffix
AMIS Type
CDC Location
Special Patient Populations  (total of 7, 4 characters in length)
Patient Eligibility  (total of 3, 6 characters in length)
Service Connected Status  (total of 2, 6 characters in length)
Sex  (total of 2, 6 characters in length)
Total FTEE  (total of 5, 3 characters in length)
Age Ranges  (total of 3, 4 characters in length)
Quality Mgmt. Monitors  (4 characters in length)
End of quarter month/year (mmyy)

AMIS Segment 256 - Residential Care Program Report
(RCH Patients Only)

Fields
Station Number
Suffix
AMIS Type
CDC Location
Level of Care  (total of 3, 4 characters in length)
Prior Living Arrangements  (total of 10, 4 characters in length)
Race/Ethnicity  (total of 7, 4 characters in length)
Diagnostic Categories  (total of 5, 4 characters in length)
End of quarter month/year (mmyy)  (4 characters in length)

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<table>
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<tr>
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<tr>
<td>AMIS</td>
<td>Automated Management Information System</td>
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<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>
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<tr>
<td>CNHC</td>
<td>Contract Nursing Home Care</td>
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<tr>
<td>DTC</td>
<td>Day Treatment Center</td>
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<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>
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<td>NHCU</td>
<td>Nursing Home Care Unit</td>
</tr>
<tr>
<td>RCH</td>
<td>Residential Care Home</td>
</tr>
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<td>RMS</td>
<td>Rehabilitation Medicine Service</td>
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<td>SCI</td>
<td>Spinal Cord Injury</td>
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<td>SC Status</td>
<td>Service Connected Status</td>
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<td>SWS</td>
<td>Social Work Service</td>
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<td>Social Work Information Management System</td>
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