FUGITIVE FELON PROGRAM (FFP)

USER MANUAL

Patch DG*5.3*485

December 2003

Department of Veterans Affairs
Health Systems Design & Development (HSD&D)
## Revision History

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<tr>
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<th>Author</th>
<th>Project Manager</th>
</tr>
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<tbody>
<tr>
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<td>Karen Stella</td>
<td></td>
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Introduction

Overview

Public Law (PL) 107-103, Section 505, prohibits provision of certain benefits to veterans or their dependents that are classified as fugitive felons. This law requires VA to provide current address information, upon written request, to any Federal, State, or local law enforcement official, if s/he

- Provides information required to fully identify the person
- Identifies the person as being a fugitive felon
- Certifies that apprehending such person is within the official duties of such official

This project software provides the following functionality for VHA implementation:

- Adds several fields to the VISTA Patient File to store the Fugitive Felon Flag and track when the flag was entered and removed
- Creates a new security key to control access to the Fugitive Felon Flag and the associated menu options
- Provides menu options that allow users to set and clear the Fugitive Felon Flag, and to print the various reports associated with the new fields
- Displays user alert from Scheduling and Registration options

Purpose

The purpose of Patch DG*5.3*485 is to provide the functionality in support of PL 107-103, Section 505. The purpose of this manual is to provide instructions for using the menus and options exported with Patch DG*5.3*485.

Related Manuals

This user manual is the only formal user documentation being released with the Fugitive Felon Program software (Patch DG*5.3*485).
Orientation

*User Responses*

Throughout the examples in this manual, user responses are shown in **bold type**.

The `<ENTER>` symbol indicates that the user pressed the ENTER key on the keyboard.
Using the Software

Accessing the Software

The Fugitive Felon Program Main Menu is a standalone menu. Portions of the menu can only be accessed by holders of the DGFFP ACCESS security key.

Menu Diagram

Fugitive Felon Program Main Menu (DGFFP FUGITIVE FELON PROGRAM)

1 Set the Fugitive Felon Flag
   [DGFFP SET FUGITIVE FELON FLAG]
   **LOCKED: DGFFP ACCESS**

2 Clear the Fugitive Felon Flag
   [DGFFP CLR FUGITIVE FELON FLAG]
   **LOCKED: DGFFP ACCESS**

3 Fugitive Felon Status Reports
   1 Fugitive Felon Alpha Report
      [DGFFP REPORT MENU]
      [DGFFP ALPHA LIST]
      2 Fugitive Felon Status Report
         [DGFFP STATUS REPORT]
      3 Cleared Fugitive Felon Flag Report
         [DGFFP CLEARED STATUS RPT]

4 Fugitive Felon Inquiry
   [DGFFP FFP INQUIRY]
   **LOCKED: DGFFP ACCESS**
Warning Display

The custom patient lookup in VISITA has been modified to display the following alert when a patient lookup is performed from a Scheduling or Registration package option and the FUGITIVE FELON FLAG has been set for the selected patient:

*** WARNING - FFP FLAG ACTIVE ***
PLEASE NOTIFY YOUR SUPERVISOR

You must press the ENTER key to continue past this message. Patient Lookups performed as a standalone query or from a package other than Scheduling or Registration will not display the alert.

Using the Menu Options

Fugitive Felon Program Main Menu [DGFFP FUGITIVE FELON PROGRAM]

Before you begin, please note:
- You must hold the DGFFP ACCESS security key to access the Fugitive Felon Program Menu options other than the Status Reports.

Use this option to:
Access the Main Menu for the Fugitive Felon Program Menu options.

How to use this option:
Select an option from the Fugitive Felon Program Main Menu.

1 Set the Fugitive Felon Flag
2 Clear the Fugitive Felon Flag
3 Fugitive Felon Status Reports ...
   1 Fugitive Felon Alpha Report
   2 Fugitive Felon Status Report
   3 Cleared Fugitive Felon Flag Report
4 Fugitive Felon Inquiry

Select Fugitive Felon Program Main Menu Option:
Set the Fugitive Felon Flag [DGFP SET FUGITIVE FELON FLAG]

Before you begin, please note:

You must hold the DGFP ACCESS security key to access this option.

Use this option to:
Set the FUGITIVE FELON FLAG (#1100.01) in the PATIENT File (#2) and the associated support fields.

How to use this option:

1. Select the patient for whom you want to set the Fugitive Felon Flag.
2. The software displays the patient’s enrollment information.
3. The software verifies that it will set the Fugitive Felon Flag and asks if you want to continue.
   a. Enter YES to go to Step 4.
   b. Enter NO to go to Step 5.
4. The software asks if you want to process another felon entry.
   a. Enter YES to go to Step 1.
   b. Enter NO to go to Step 5.
5. Return to the menu.

Example
Select Patient: FFPATIENT,ONE 1-1-60 000850001 NSC VETERAN

Enrollment Priority: GROUP 8c  Category: IN PROCESS  End Date:

>> This will set the Fugitive Felon Flag for FFPATIENT,ONE.
>> Continue with setting the flag? NO// YES

Process another felon entry? YES// NO
Clear the Fugitive Felon Flag [DGFFP CLR FUGITIVE FELON FLAG]

Before you begin, please note:
- You must hold the DGFFP ACCESS security key to use this option.

Use this option to:
Remove the FUGITIVE FELON FLAG (#1100.01) from the PATIENT File, #2.

How to use this option:
1. Select the patient for whom you want to clear the Fugitive Felon Flag.
2. The software displays the patient’s enrollment information.
3. The software verifies that it will clear the Fugitive Felon Flag and asks if you want to continue.
   
   NOTE: An entry in the Remarks field for why the flag was cleared is required in order to proceed.
   
   a. Enter YES to go to Step 4.
   b. Enter NO to go to Step 5.
4. The software asks if you want to process another felon entry.
   
   a. Enter YES to go to Step 1.
   b. Enter NO to go to Step 5.
5. Return to the menu.

Example
Select Patient: FFPATIENT,ONE 1-1-60 000850001 NSC VETERAN

*** WARNING - FP FLAG ACTIVE ***
PLEASE NOTIFY YOUR SUPERVISOR

Enrollment Priority: GROUP 8c Category: IN PROCESS End Date:

>> This will clear the Fugitive Felon Flag for FFPATIENT,ONE.
>> Continue with clearing the flag? NO// YES
>> Enter a brief remark on why this flag is being cleared.
>> This is a required field.
   --> TESTING FOR USER DOCUMENTATION PURPOSES

Process another felon entry? YES// NO
Fugitive Felon Status Reports [DGFFP REPORT MENU]

Use this option to:
Access the Fugitive Felon Reports Menu options.

How to use this option:
Select an option from the Fugitive Felon Reports Menu.

1  Fugitive Felon Alpha Report
2  Fugitive Felon Status Report
3  Cleared Fugitive Felon Flag Report
Fugitive Felon Alpha Report [DGFFP ALPHA LIST]

Use this option to:
Generate an alphabetical list of patients with the Fugitive Felon Flag currently set in the PATIENT File (#2). The output includes the following information:

- Report title, date range, print date, and page number
- Patient name and last four of SSN
- Date the flag was set
- Who entered the flag

How to use this option:
1. The software asks if you want to print the report by date range. All flags set within that date range will be displayed. If no date range is selected, the report prints for all dates.
   a. Enter YES to go to Step 2.
   b. Enter NO to go to Step 4.
2. The software prompts you to enter a beginning date for the report.
   a. Enter a date to go to Step 3.
   b. Press the ENTER key to go to Step 5.
3. The software prompts you to enter an end date for the report.
   a. Enter a date to go to Step 4.
   b. Press the ENTER key to go to Step 5.
4. The software prompts you to enter a device for printing the report.
5. Return to the menu.

Example
Print report by date range? YES// <ENTER>
Enter beginning date for report: T-1M (JAN 11, 2003)
Enter end date for report: T (FEB 11, 2003)
DEVICE: HOME// <ENTER> UCX/TELNET

Fugitive Felon Alpha List
Report Date Range: Jan 11, 2003 to Feb 11, 2003
Print Date: Feb 11, 2003@12:01:58
Page: 1

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Entered</th>
<th>Who Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFPATIENT,THREE (0003)</td>
<td>1/17/03</td>
<td>FFUSER,THREE</td>
</tr>
<tr>
<td>FFPATIENT,TWO (0002)</td>
<td>1/17/03</td>
<td>FFUSER,TWO</td>
</tr>
</tbody>
</table>
Fugitive Felon Status Report [DGFFP STATUS REPORT]

Use this option to:
Generate a report that lists veterans with the Fugitive Felon Flag set and displays current inpatient status and scheduled future appointments. The output includes the following information:

- Report title, date range, print date, and page number
- Patient name and last four of SSN
- Movement
- Movement Date
- Room, Bed, and Ward for inpatient
- Active scripts
- Clinic appointments

How to use this option:
1. The software asks if you want to print the report by date range. All flags set within that date range will be displayed. If no date range is selected, the report prints for all dates.
   a. Enter YES to go to Step 2.
   b. Enter NO to go to Step 4.
2. The software prompts you to enter a beginning date for the report.
   a. Enter the start date of the report to go to Step 3.
   b. Press the ENTER key to go to Step 5.
3. The software prompts you to enter an end date for the report.
   a. Enter the end date of the report to go to Step 4.
   b. Press the ENTER key to go to Step 5.
4. The software prompts you to enter a device for printing the report.
5. Return to the menu.

Fugitive Felon Status Report
Report Date Range: Aug 20, 2002 to Feb 20, 2003
Print Date: Feb 20, 2003@11:17:32
Page: 1

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Movement</th>
<th>Date</th>
<th>Room/Bed</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFPATIENT,THREE (0003)</td>
<td>ADMISSION</td>
<td>Jan 17, 2003</td>
<td>501B3-A</td>
</tr>
<tr>
<td>12C PSYCH</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Outpatient Listing
------------------
<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Movement</th>
<th>Date</th>
<th>Room/Bed</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFPATIENT,TWO (0002)</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Cleared Fugitive Felon Flag Report [DGFFP CLEARED STATUS RPT]**

*Use this option to:*
Generate a report that shows those entries for which the Fugitive Felon Flag has been cleared. A brief remarks entry is required. The output includes the following information:

- Report title, date range, print date, and page number
- Patient name and last four of SSN
- Date Fugitive Felon Flag was entered and by whom
- Date Fugitive Felon Flag was cleared and by whom
- Brief remarks

*How to use this option:*
1. The software asks if you want to print the report by date range. All flags set within that date range will be displayed. If no date range is selected, the report prints for all dates.
   a. Enter YES to go to Step 2.
   b. Enter NO to go to Step 4.
2. The software prompts you to enter a beginning date for the report.
   a. Enter the start date of the report to go to Step 3.
   b. Press the ENTER key to go to Step 5.
3. The software prompts you to enter an end date for the report.
   a. Enter the end date of the report to go to Step 4.
   b. Press the ENTER key to go to Step 5.
4. The software prompts you to enter a device for printing the report.
5. Return to the menu.

*Example*
Print report by date range? YES// <ENTER>
Enter beginning date for report: T-3M (DEC 25, 2002)
Enter end date for report: T (FEB 25, 2003)
>> This report requires a 132-column printer
DEVICE: HOME// <ENTER> UCX/TELNET

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Entered</th>
<th>Who Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPATIENT,ONE (0001)</td>
<td>1/17/03</td>
<td>FFUSER,ONE</td>
</tr>
<tr>
<td>2/10/03</td>
<td>FFUSER,ONE</td>
<td></td>
</tr>
<tr>
<td>ENTERED IN ERROR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Using the Software

Fugitive Felon Inquiry [DGFFP FFP INQUIRY]

Before you begin, please note:
- You must hold the DGFFP ACCESS security key to use this option.
- This option displays information in List Manager screen format. In addition to a new “PT Change Patient” action, the following actions are also available:

+ Next Screen       < Shift View to Left  PS  Print Screen
- Previous Screen   FS First Screen    PL  Print List
UP Up a Line        LS Last Screen     SL  Search List
DN Down a Line      GO Go to Page      ADPL Auto Display(On/Off)
> Shift View to Right  RD Re Display Screen  Q  Quit

Use this option to:
View patient address and Fugitive Felon status information. The output includes the following information:

- Date and time
- Page number
- Patient name and SSN
- Tells if the flag is set, displays the date and time it was set, and by whom
- If the flag was cleared, displays the date and time it was cleared, and by whom
- Closing remarks
- Patient address information
- Future appointments for the selected patient

How to use this option:
1. Select the name of the patient.
2. The software displays the patient’s enrollment information. The Fugitive Felon Flag warning will display if the flag is set for the selected patient. You must press the ENTER key to continue past this warning.
3. Page 1 of the Fugitive Felon Inquiry List Manager Screen displays patient name, SSN, and address information, in addition to flag status information.
4. The “Select Action: Next Screen//” prompt appears at the bottom of the screen.
   a. Press the ENTER key to go to Step 5.
   b. Enter PT to go to Step 1.
   c. Enter two question marks (??) to display more List Manager actions.
5. Page 2 displays scheduled future appointments, if any, for the selected patient.
6. The “Select Action: Quit//” prompt appears at the bottom of the screen.
   a. Press the ENTER key to go to Step 7.
   b. Enter PT to go to Step 1.
   c. Enter two question marks (??) to display more List Manager actions.
7. Return to the menu.
Using the Software

Fugitive Felon Inquiry [DGFP FFP INQUIRY], continued

Example
Select PATIENT NAME: FFPATIENT,TWO FFPATIENT,TWO 1-1-60 000850002
NSC VETERAN

*** WARNING - FFP FLAG ACTIVE ***
PLEASE NOTIFY YOUR SUPERVISOR

Enter <RETURN> to continue. <ENTER>

Fugitive Felon Inquiry Mar 13, 2003@17:12:47 Page: 1 of 2
Patient: FFPATIENT,TWO (000-85-0002)
Fugitive Flag Set

Date Set: Jan 17, 2003 Set By: FFUSER,TWO
Date Cleared: Cleared By:
Closing Remark:
Permanent Address: Temporary Address:
================== ==================
1234 EDS RD
PLANO
TEXAS
75024

+ Enter ?? for more actions
PT Change Patient
Select Action: Next Screen// <ENTER>

Fugitive Felon Inquiry Mar 14, 2003@11:49:35 Page: 2 of 2
Patient: FFPATIENT,TWO (000-85-0002)
Fugitive Flag Set

+ Future Appointments:
======================

Enter ?? for more actions
PT Change Patient
Select Action: Quit// <ENTER> QUIT
**Glossary**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>FFP</td>
<td>Fugitive Felon Program</td>
</tr>
<tr>
<td>Fugitive Felon</td>
<td>An individual who is wanted by law enforcement in connection with a felony</td>
</tr>
<tr>
<td>NSC</td>
<td>Non-Service Connected</td>
</tr>
<tr>
<td>PL</td>
<td>Public Law</td>
</tr>
<tr>
<td>SSN</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>VA</td>
<td>Veterans Administration</td>
</tr>
<tr>
<td>VHA</td>
<td>Veterans Health Administration</td>
</tr>
<tr>
<td>VISTA</td>
<td>Veterans Health Information Systems and Technology Architecture</td>
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