OFFICE OF
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AND TECHNOLOGY
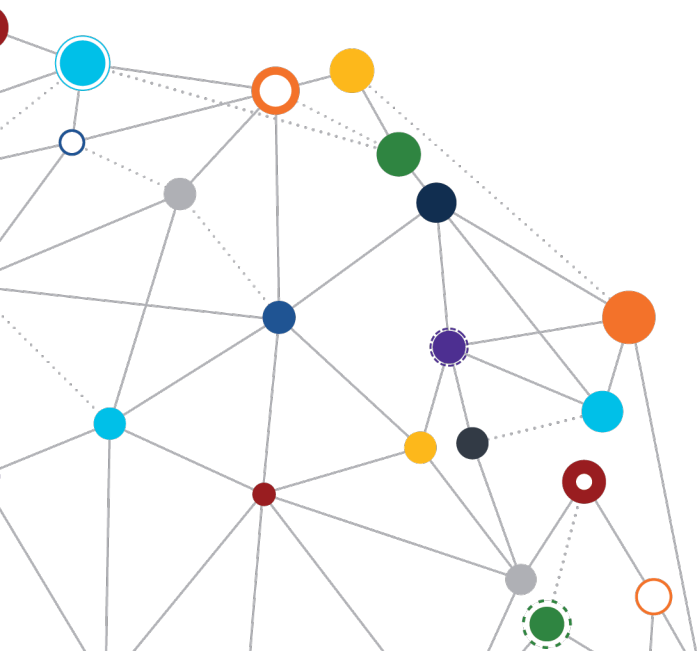
VistA Audit Solution (VAS)
User Guide

Version 2.0

January 2024

Revision History

Date	Version	Description	Author
11/15/2023	2.0	Removal of VistA guidance, addition of Print User List functionality, updating figures	Booz Allen Hamilton
10/12/2022	1.0	Initial creation of the User Guide for VistA Audit Solutions project	Booz Allen Hamilton

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1   Introduction

1.1   VistA Audit Solution (VAS)

The Veterans Information System and Technology Architecture (VistA) Audit Solutions (VAS) was designed as a real-time web-based interface. VAS provides a nationwide Health Insurance Portability and Accountability Act (HIPAA) compliant Audit Tracking Solution with the ability to track and report on access logs for patients' Personally Identifiable Information (PII)/Protected Health Information (PHI) data across all VistA instances. VAS users are Privacy Officers, Information Systems Security Officers (ISSO), and their authorized representatives who need the ability to view the log of Creation, Retrieval, Updating, and Deletion (CRUD) operations on patient information **to respond to Freedom of Information Act (FOIA), HIPAA, employee and Inspector General (IG) requests**. This data originates from VistA and flows through in-memory database servers to be stored in the Veterans Affairs Enterprise Cloud (VAEC) Amazon Web Services (AWS). VAS web-based User Interface (UI) will access and display the data stored in AWS.

Authorized VAS users may view the patient data that was accessed and modified, as well as the individual that performed the actions.

1.2   Purpose

The purpose of the VAS User Guide v2.0 is to familiarize authorized users in the usage of the VAS UI.

1.3   Document Disclaimer

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VAS endeavors to supply accurate information in this report; however, errors and omissions may occur.

2   System Summary

The VAS UI portal is hosted in VAEC AWS GovCloud. The system is only accessible within the VA intranet to authorized users such as Privacy Officers, Information Systems Security Officers and FOIA Officers to perform consent management tasks.

3   Getting Started

3.1   Access to VAS UI

This section describes the steps for accessing and understanding the VAS UI Portal functionalities.

For users to gain access to the VAS UI, users will need the following:

- VAS UI Uniform Resource Locator (URL)
- Active Personal Identification Verification (PIV) card with Personal Identification Number (PIN)
- Google Chrome or Microsoft Edge
- To be Whitelisted

3.2   Steps to Access

Take the following steps to access VAS UI via Single Sign-On Integration (SSOi) with an active PIV card.

Note: Users will only use their PIV card to access.

1. Navigate to the VAS UI by entering the URL (https://var.va.gov/) into a browser (Chrome or Edge).
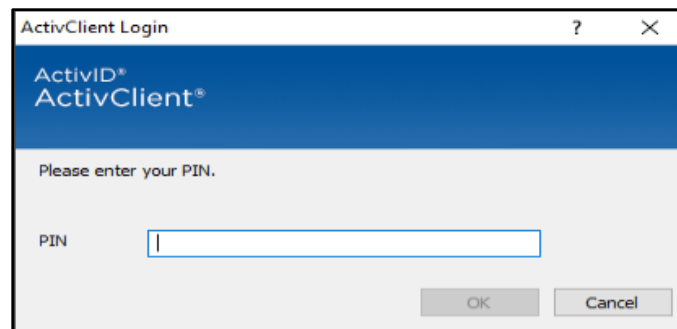2. When prompted, enter the PIN associated with the PIV card and click **OK**.

Figure 1: PIN Prompt

3. VAS UI has been accessed when the screen providing *Getting Started with VistA Audit Solution (VAS)* displays.

Figure 2: VAS UI Patient Search Portal

4   Understanding the Functionality

The VAS UI portal provides the following functionalities:

- Audited patient data accessed and modified within VistA is available for viewing.
- Viewing and identifying the actions made by the VistA user(s) for targeted audit records, including the individual that performed the actions.

4.1   Patient Search Tab

The *Patient Search* tab allows the user to perform a Full or Partial search for the Patient record.
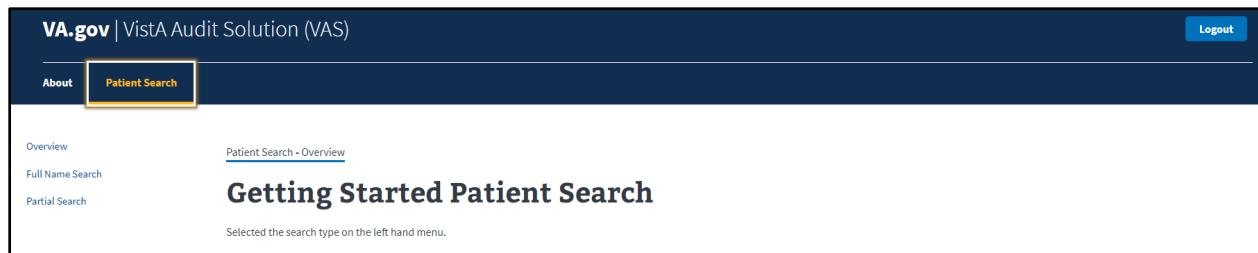
Figure 3: Patient Search Overview Page

4.2   Full Search

To conduct a Full Search in the VAS UI, users need to have:

- Access to the VAS UI
- The Patient's full name (Last,First Middle)
  - There is no space between "Last"",""First". If a space is entered, no record will be found. Example: SMITH,JOHN
  - Middle Name or Initial is not required.
- The Patient's DOB (MM/DD/YYYY); or
- The Patient's SSN (no spaces or dashes included)

4.2.1 Steps for Full Search
1. Select the **Full Name Search** button on the left of the screen.

Figure 4: Full Name Search Button

The *Patient Full Search* window displays as seen below:

Figure 5: Patient Full Search Page

2. Enter Patient Full Name (Last,First Middle) ***required field**
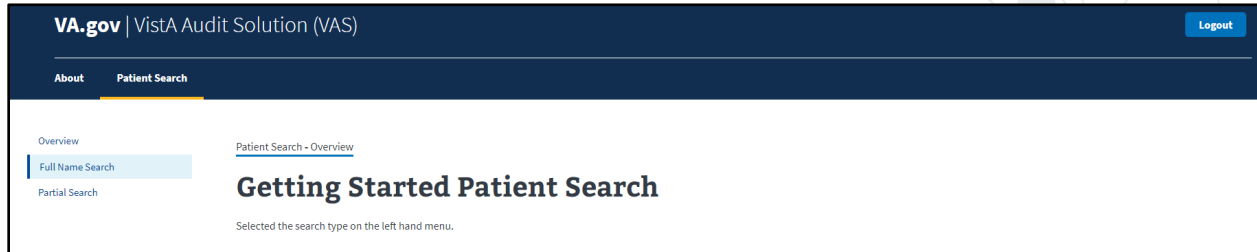   - There is no space between "Last,First." If a space is entered, no record will be found.
   - Middle Name or Initial is <u>not</u> required.
3. Enter Date of Birth OR Social Security Number *required field.
   - The **Search for Patient** button will be enabled once all required fields are entered.
   - The **Search for Patient** button will remain disabled if the search criteria is entered incorrectly or left blank.
4. Click the **Search for Patient** button.

Figure 6: Search for Patient Button

4.2.2 Single Patient Results – Full Search

The patient search information will display on the screen when the results are for a single record. This includes the patient's name, date of birth, and social security number. A drop-

down list labeled *User Name* will display below the patient's information. This list contains the individuals within the VistA environment that have accessed the patient's record. The **New Search** button above the patient's information will allow the user to start a new search.
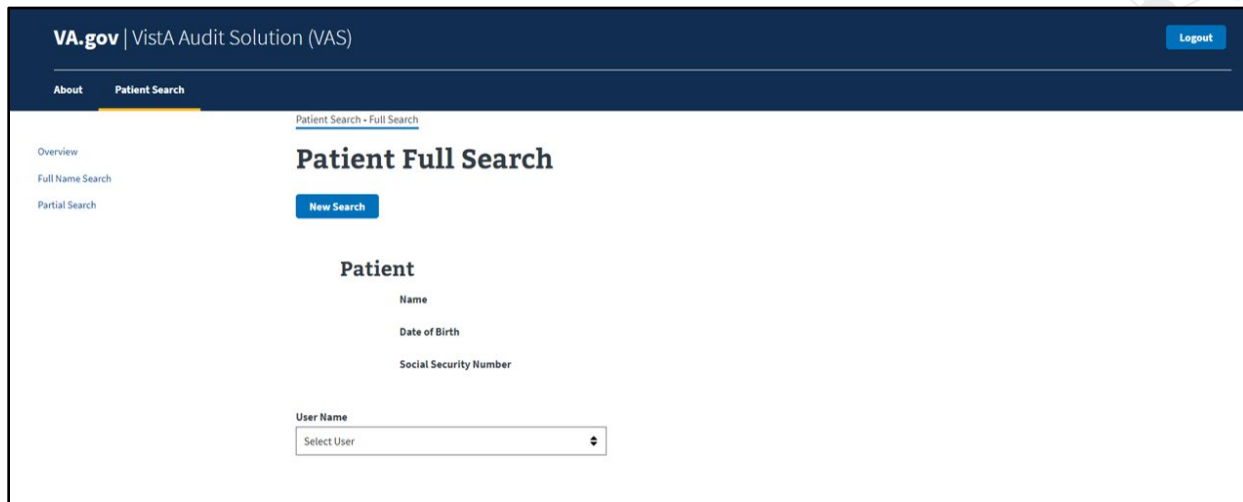
Figure 7: Full Search – Single Patient Result

4.2.3   Multiple Patient Results – Full Search

When multiple results are returned, click the **Select Patient** button for the desired Patient's record.
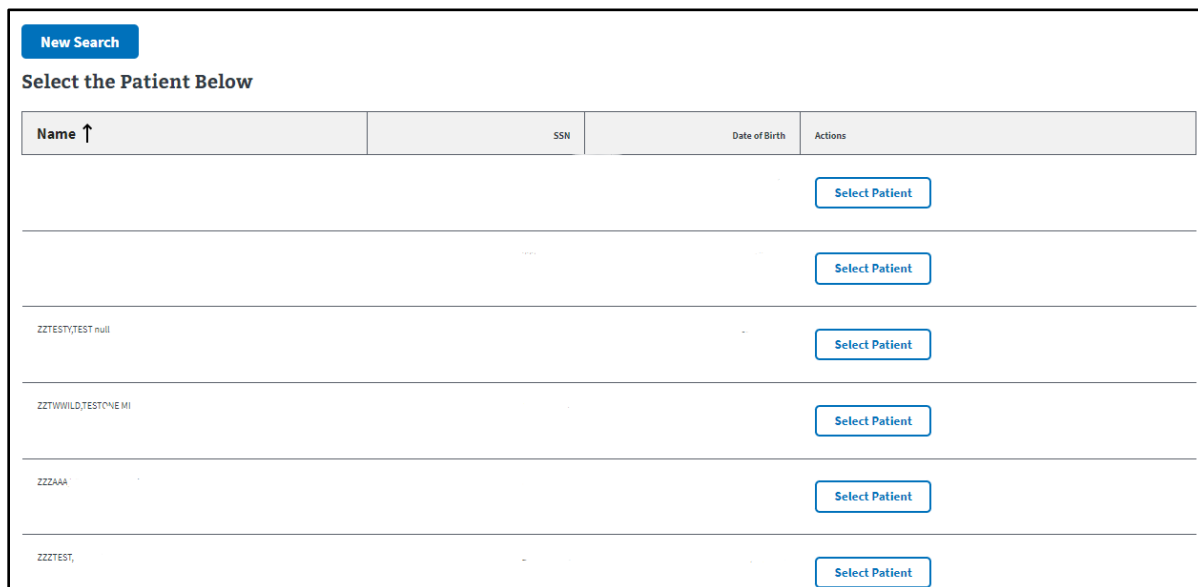

Figure 8: Full Search – Multiple Patient Results

4.2.4   No Patient Results – Full Search

The screen will not display any patient information if the search criteria entered cannot locate a record. The user should verify that they correctly entered the search data when performing the

Full Search function. The **New Search** button will display in the case that the user would like to perform a new search.
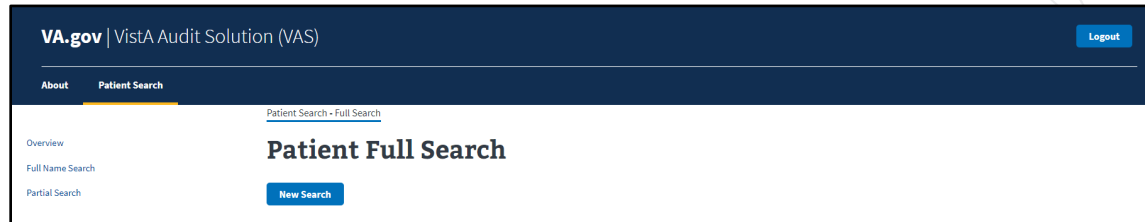
Figure 9: Full Search – No Patient Results

4.3   Partial Search

To conduct a Partial Search in VAS UI, user needs to have:
- Access to the VAS UI
- The first initial of the Patient's Last Name
- Last 4 digits of the Patient's SSN

4.3.1   Steps for Partial Search

1. Select the **Partial Search** button on the left of the screen.

Figure 10: Partial Search Button

2. The Partial Search window displays as seen below.
   - Enter the Patient's First Initial of Last Name. ***required field**
   - Enter the Last 4 digits of the Patient's SSN. ***required field**
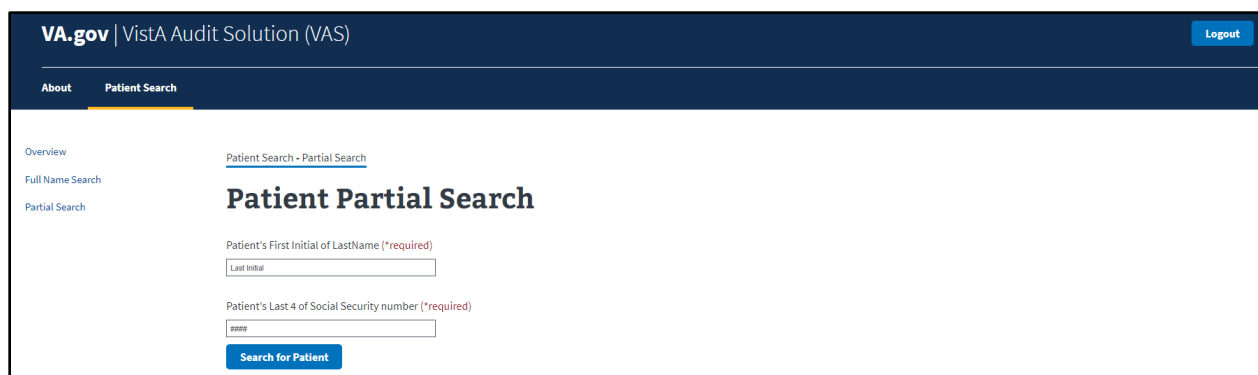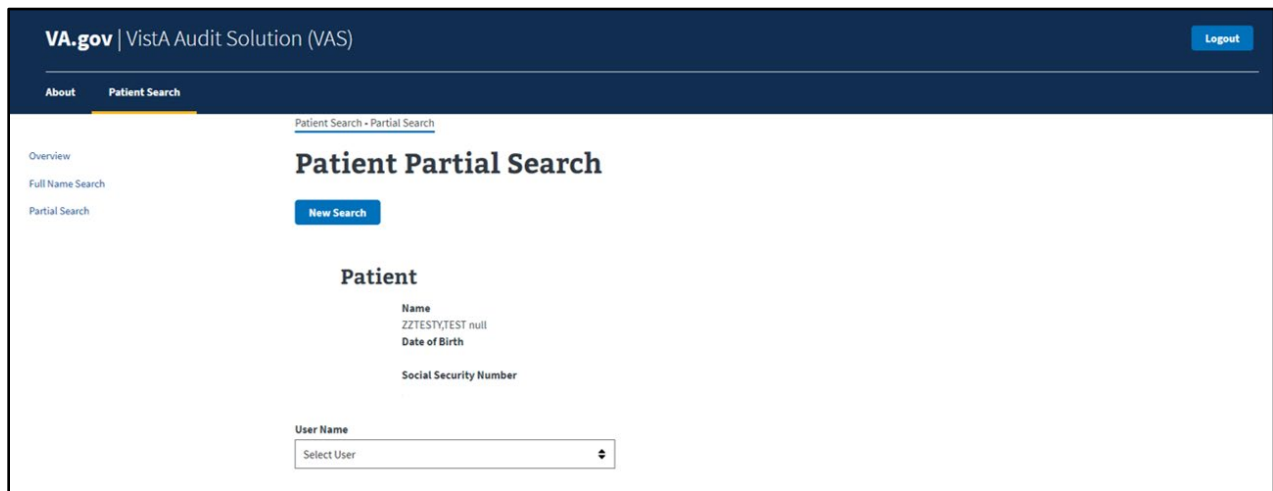
Figure 11: Patient Partial Search Page

3. Once the required fields have been entered, the **Search for Patient** button will be enabled.
   - The **Search for Patient** button will remain disabled if the search criteria is entered incorrectly or left blank.
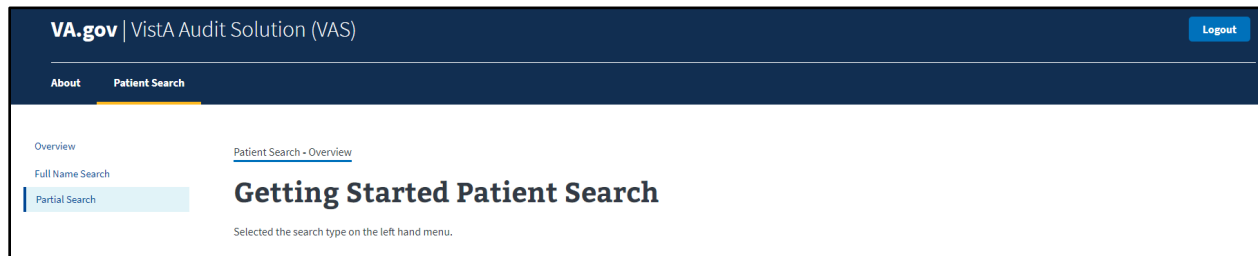4. Click **Search for Patient**.

4.3.2 Single Patient Results – Partial Search

The patient search information will display on the screen when the results are for a single record. This includes the patient's name, date of birth, and social security number. A drop-down list labeled *User Name* will display below the patient's information. This list contains the individuals within the VistA environment that have accessed the patient's record. The **New Search** button above the patient's information will allow the user to start a new search.

Figure 12: Patient Partial Search - Single Patient Results

4.3.3 Multiple Patient Results – Partial Search

When multiple results are returned, click the **Select Patient** button for the desired Patient's record.
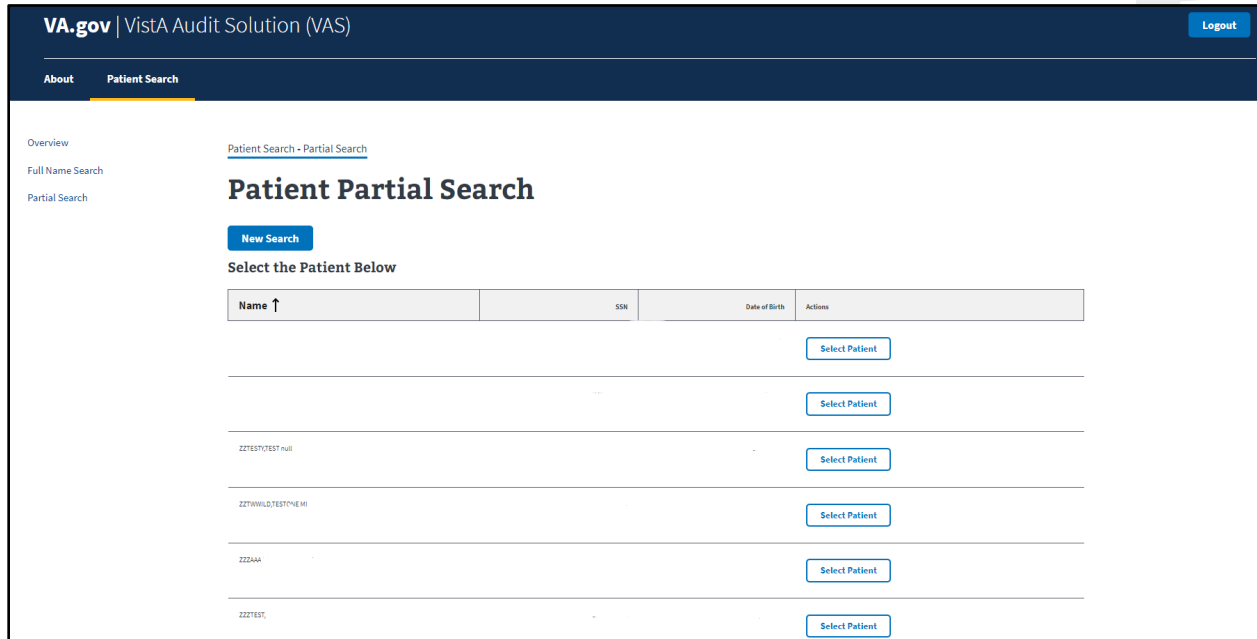
Figure 13: Patient Partial Search - Multiple Patient Results

4.3.4 No Patient Results – Partial Search

The screen will not display any patient information if the search criteria entered cannot locate a record. The user should verify that they correctly entered the search data when performing the Partial Search function. The **New Search** button will display in the case that the user would like to perform a new search.
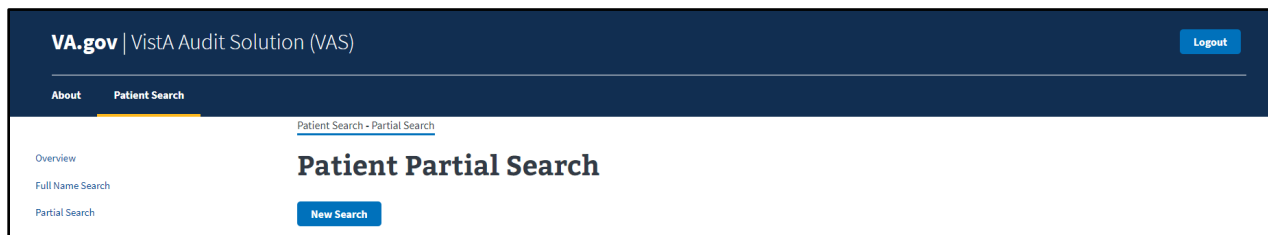
Figure 14: Partial Search – No Patient Results

4.4 Print User List

The user name list may be printed at any point from a patient search result. Click on the **Print User List** button below the **User Name** drop-down menu and follow your local computer's printing procedures.

Figure 15: Print User List

4.5   Selecting a User

Once a patient record is chosen from a Full or Partial Search, the VAS user must select a User from the *User Name* drop-down menu. This list contains the individuals within the VistA environment that have accessed the patient's record.

4.5.1   Steps to Select a User

1.   Click the drop-down arrow for the *User Name* menu.

The *User Name* drop-down menu will contain the names of the users who have accessed the Patient's records.

Figure 16: User Name Drop-Down Menu

2.   Click on the desired user name.

4.5.2   Metadata Records

Once the desired user name is selected the corresponding Metadata Records for the Patient record accessed by the user are displayed in groups of 10 lines (default).
* Each line includes:

- o **Field Changed** – the field that has been updated for the record, when appropriate.
- o **Request Type** – the type of action taken to the record.
  - Create: New record created.
  - Inquiry: Record has been viewed.
  - Update: Field within the record that has been updated. Includes actions to add new data, change data and delete data.
- o **Date** – the date and time the action was taken within VistA.
- o **Site data accessed from** – the VistA site where the data was accessed.
- o **Actions** – an **Open Record** button for each record available that expands and collapses more information for the selected record.

Figure 17: Metadata Records View

4.6   Search Metadata Records

- The User can filter the results of the Field Changed field.
  - o All Metadata records for a Patient/User are searched with criteria entered, not just the rows displayed on the screen.

- o The example below is a search with the criteria of 'IN' entered and all results being displayed.

Note: The Search field is case sensitive.

Figure 18: Searching Metadata

4.7 Navigate Metadata Records

VAS contains functionality that allows the user to navigate through the data provided in several ways.

4.7.1 Page Forward/Backward

In cases where the metadata records exceed 10 rows (default page size), the user can use the **Next >** and backward **<Prev** buttons at the bottom of the screen to navigate through the lines of records.

Field Changed	Request Type	Date	Site data accessed	Actions
INTEGRATION CONTROL NUMBER	UPDATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
LOCALLY ASSIGNED ICN	UPDATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
LOCALLY ASSIGNED ICN	UPDATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
LOCALLY ASSIGNED ICN	UPDATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
NAME	CREATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
PT APPLIED FOR ENROLLMENT?	UPDATE	03/02/2022 - 12:56pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
PT APPLIED FOR ENROLLMENT?	UPDATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
REGISTRATION ONLY DATE	UPDATE	03/02/2022 - 12:56pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
SERVICE CONNECTED?	UPDATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
SEX	UPDATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record

‹ Prev   1 **2** 3   Next ›

10 ⇕

Figure 19: Metadata Record Navigation

4.7.2   Rows Per Page

The default page size for the display of rows of Metadata records is 10 per page. The user may increase this to 25, 50, or 100 rows per page.

1. Click on the drop-down menu in the bottom right corner of the screen that shows the default number of rows (10).
2. Select the number of rows desired.
   - The Rows per page will return to the default of 10 per page once another Patient is selected.

Filter by: Field Changed

Field Changed	Request Type	Date	Site data accessed	Actions
SOCIAL SECURITY NUMBER	UPDATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
SOURCE ID	UPDATE	03/02/2022 - 12:56pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
SOURCE ID TYPE	UPDATE	03/02/2022 - 12:56pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
SOURCE OF REGISTRATION	UPDATE	03/02/2022 - 12:56pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
TYPE	UPDATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
VETERAN (Y/N)?	UPDATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record

‹ Prev   1 2 **3**

10 ⇕
10
25
50
100

Figure 20: Change Rows Per Page

4.7.3   Ascending/Descending Sort

The **Site of Data Origin** column heading for the Metadata Records may be sorted in Ascending or Descending order by clicking on the arrows to the right of the header title.
Sort Order:

- Ascending Order: Smallest to largest; A to Z or 0 to 9
- Descending Order: Largest to smallest; Z to A or 9 to 0

Field Changed	Request Type	Date	Site of Data Origin ↑↓	Actions
INSTITUTION	UPDATE	10/31/2023 - 11:55pm	CHYSHR TEST LAB	Open Record

Figure 21: Ascending/Descending for Site of Data Origin

4.8   Select/View Audit Record

Viewing data from selected audit records provides information about the VistA user who accessed the record, the updates and inquiries made, as well as the date and time these actions were performed. The major functions for Select/View of Audit Records are:

- View the description, from the VistA Data Dictionary, of the Field Changed.
- View Audit Record details regarding the actions taken in VistA for the Patient Record.

4.8.1   Audit Record Fields

When clicking the **Open Record** button for a row in the Metadata Record table, the audited data information expands as shown below.

Field Changed	Request Type	Date	Site data accessed	Actions
SOCIAL SECURITY NUMBER	UPDATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Close Record

Date Time :
Site:
Station Number :
DFN:
MVI:
Patient Name :
Request Type :
DUZ:
Title:
UID:
User Name :
Week:
Year:
FIELD NAME:
FILE NAME:
FILE NUMBER:
MENU OPTION USED:
NEW VALUE:
OLD VALUE:

Field Changed	Request Type	Date	Site data accessed	Actions
SOURCE ID	UPDATE	03/02/2022 - 12:56pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
SOURCE ID TYPE	UPDATE	03/02/2022 - 12:56pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
SOURCE OF REGISTRATION	UPDATE	03/02/2022 - 12:56pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
TYPE	UPDATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record
VETERAN (Y/N)?	UPDATE	03/02/2022 - 12:54pm	VA CENTRAL PLAINS HEALTH NETWORK - OMAHA DIVISION	Open Record

Figure 22: Opened Record from Metadata Record

Each Audit Record contains the fields below. The fields are populated with data specific to the selected record.

- **Date/Time**: Date and Time that the field was accessed by the chosen VistA site User.
- **Site:** VistA Site where the record resides, and action was taken.
- **Station #**: Station ID where the record resides, and action was taken.
- **DFN:** Data File Number (DFN) is the Internal Entry Number (IEN) in the PATIENT file (#2).
- **MVI**: Master Veteran Index (MVI) is the authoritative source for person identity data. Maintains identity data for persons across VA systems, a unique universal identifier for each person.
- **Patient Name**: Patient Name for record selected.
- **User Name**: The Name of the VistA user that took the action at the VA site for the Patient record.
- **Request Type**: The type of request that was done for the selected record. Request types include Create, Update, and Inquiry.
- **DUZ:** DUZ is the user number that refers to the Internal Entry Number (IEN) of the logged-on user for the local VistA system.
- **Title:** User Title is the position title for the VistA user.
- **UID:** Unique User ID (UID) is the unique identifier for the VistA user by Security ID. This field is also known as the SECID for VA Single Sign-On (SSOi).
- **Week**: Displays the calendar week number that the Audit Record action occurred.
- **Year**: Displays the calendar year that the Audit Record action occurred.
- **Field Name**: The name of the field for the action taken in VistA.
- **Menu Option Used**: Name of the menu option utilized by the VistA user to Create, Update, or Inquire for the selected record.
- **New Value**: The value that the VistA user updated or added to the audited field.
- **Old Value**: The value in the field prior to the update action. If there was no old value, the field will be populated with <no previous value>.

The **Open Record** button becomes the **Close Record** button when the record is expanded and can be clicked to collapse the record.

5 Logout/Close/Exit VAS UI

5.1 Logout

Clicking the **Logout** button in the top right corner of the VAS UI page will log the user out of VAS. The user will be brought to the VA Single Sign-On logout page and a message will read **You have been logged out of Vista Audit Solution (VAS)**.

VA | VistA Audit Solution   Logout

Figure 23: Logout Button for VAS

5.2 Close/Exit

Closing the UI browser will exit the user from the VAS application. Below are a few ways this may be accomplished.

- In Chrome or Edge, the keyboard shortcut, Alt + F4, will quickly close the active window and all open windows.
- Click the 'X' located on the right side of the VistA Audit Solution tab. This will close the browser.
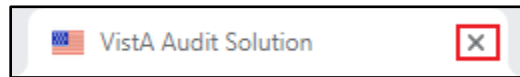

Figure 24: Exit VAS UI

- To close all tabs in Chrome or Edge, click the 'X' located in the far upper right corner.

Figure 25: Close Browser

6 Troubleshooting

6.1 VAS is Unresponsive

Unresponsive behavior can occur with a session timeout or loss of network connectivity. Input entered prior to a loss of connectivity or timeout will not be saved or recoverable. Refreshing the page may keep you on the same page if a timeout occurs, but you may be re- prompted for the PIN for your PIV.

Session timeout will occur when PIV cache is expired on the browser. The PIV dialog will be shown and require PIN entry.

6.2 Contact VAS Team

For additional support and information, contact the VAS Support team using the email group available in the VA Global Address List (GAL) as displayed below.
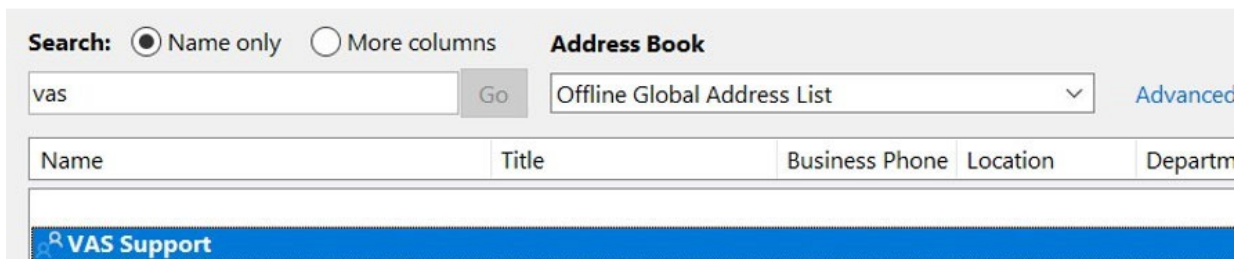

Figure 26: VA Global Address List

Appendix A: Acronyms and Abbreviations

Term	Definition
API	Application Programming Interface
AWS	Amazon Web Services
CRUD	Creation, Retrieval, Updating, and Deletion
DFN	Data File Number
DG	Registration package
FOIA	Freedom of Information Act
GAL	Global Address List
HIPAA	Health Insurance Portability and Accountability Act
IEN	Internal Entry Number
IG	Inspector General
ISSO	Information Systems Security Officer
MVI	Master Veteran Index
OIT	Office of Information and Technology
PHI	Protected Health Information
PII	Personally Identifiable Information
PIN	Personal Identification Number
PIV	Personal Identification Verification
REST	Representational State Transfer
SSOi	Single Sign-On Integration
UI	User Interface
UID	Unique User ID
URL	Uniform Resource Locator
VA	Department of Veterans Affairs
VAS	VistA Audit Solutions
VAEC	Veterans Affairs Enterprise Cloud
VAMC	Veterans Administration Medical Center
VistA	Veterans Information System and Technology Architecture