

health

Victorian Integrated Non-Admitted Health (VINAH)

VINAHLite

Demonstration & Testing
Application

User Guide

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Introduction

VINAHLite is a demonstration and testing application designed for the following purposes:

- Demonstration of the VINAH data collection and submission lifecycle
- Applied examples of the following techniques outlined in Section 5 of the VINAH Manual to assist vendors in the development of their data extracts:
 - Transaction selection
 - HL7 message assembly
 - Automated web service transmission
 - Dealing with rejected files and records
 - Remotely purging submission files
 - Patient merge functionality
 - Changing Program/Streams of episodes where entered in error

The VINAHLite application also provides an interim solution for sites approved to import and submit historical data via collected in the VINAH Flat File specification format (see Section 5 of the manual).

Terms of Use

This application is provided as-is, and does not include any support or maintenance. The methods and techniques adopted in this application are intended to reflect the specifications outlined in the VINAH manual. This application may in parts implement approaches that are not consistent with the directives or advice provided in other parts of the manual. In all cases, the published VINAH manual and specifications take precedence over any methods adopted in this application. Furthermore, the use of this application or adoption of the techniques within does not imply or guarantee compliance with the VINAH specifications, nor will it imply or guarantee the satisfaction of business rules or validation checks.

The installing, copying, distribution analysis or use in any manner of this application is subject to the express written permission of the Department.

Contacting us about this application

If you have any questions or comments about this application please contact the HDSS Helpdesk on (03) 9096 8141 or by emailing hdss.helpdesk@health.vic.gov.au.

Installation and Configuration

Prerequisites

This application requires the presence of Microsoft Windows XP or later, Microsoft Access 2000 or later and sufficient disk space.

Installation

The VINAHLite application is available from the link provided to the user who requested its use.

- Click the link to the VINAHLite application
- Choose to save the file to your local disk. Select a readily accessible location on either the local disk, or a suitable network drive location.
- The application can be launched by double clicking the file in the location it is saved, or by creating a shortcut to the file and placing it in an accessible location such as the desktop.

Note: The name of the database file can be changed, and multiple instances of the database may be created if required.

Configuration

On first use, the VINAHLite application will prompt you to create a user account and configure several options.

Creating the initial user account

- Enter the desired user name for your account
- Enter a password for your account
- Enter your HealthCollect Portal user account name. For information on obtaining an account, consult Section 5 of the VINAH manual.
- Enter the HealthCollect Portal Hashed Password for your account. This is available by logging into the HealthCollect portal and selecting the DEFAULT>My Account page, and copying the value in the 'Password' field and pasting it into the HealthCollect Hashed Password field.
- Press Save.

Choosing Configuration Settings

After creating an account, you will be prompted to change or set some configuration values.

Carefully read and change values as required, clicking 'Next' to go to the next setting.

Although many of the configuration settings can be left as the default, the following attributes should be customized for your installation:

- VINAHVersion
- VINAHSubmissionOrganisationIdentifier
- VINAHLocalAssigningAuthority
- VINAHSubmissionContactProviderCodes
- VINAHCollectionStartDate
- VINAHSubmissionArchiveDirectory
- VINAHTransmissionMode

Once configuration is complete, you will be prompted to log in with your newly created VINAHLite Account.

Getting Started

To use the various VINAH-specific functions of this application, you will need to either end or pre-load VINAH patient-level data into the application. This can be done by either manually entering data, or by using the flat-file import mechanism. Both approaches are documented in this section.

Manual Data Entry

- Select the 'Patient Administration & Service Activity' button from the main menu
- Select the option to create a new Patient/Client and click 'Go'
- Start entering data to create each record.

Patient Administration & Service Activity Screen Functions

Drop down lists allow the selection of data from a pre-defined set of values which are VINAH compliant. Selections can be made by either clicking on the down arrow or selecting a value, or typing the description – once the desired option is being matched, you can tab to the next field.

Indigenous Status	Not indigenous - Neither Abi
Living Arrangement	Lives with family
Type of Usual Accomodation	Independent Living
Carer Availability	Has no carer

Event date fields can be quickly and easily populated by double click them – this will insert the current date/time in the field. If there is already a value in the field, the user will be prompted to overwrite the value.

Referral In Received Date	23/07/2010 9:58:47 AM
Referral In Acknowledgment Date	23/07/2010 9:58:53 AM

Records can be deleted by pressing the delete button. Note that record delete messages may also be sent to VINAH.



Patient records can be merged by selecting the Patient Merge button. This may generate merge messages to be sent to VINAH.



Flat File Import

This option is discussed in detail later in this document.

VINAH Submission

Transmission Manager

The VINAH Transmission Manager is available from the Main Menu. It is used to transfer data to the VINAH repository for validation and storage. The functions of the transmission manager are outlined in this section.

tid	FileName	Upload Date	Ack Date	Complete Date	Status
5	VDMO_20100723104311_001.H7	23/07/2010 10:43:15 ...	23/07/2010 10:43:01 ...	23/07/2010 10:44:09 ...	Received and processed
3	VDMO_20100723102145_001.H7	23/07/2010 10:21:49 ...	23/07/2010 10:22:01 ...	23/07/2010 10:23:12 ...	Received and processed

Transmitted File List

The main content of the transmission manager is comprised of the Transmitted File List. This list shows all the individual submission files that have been generated from this application and transmitted to VINAH. If there are no files in the list, this means there are no recorded transactions that result in files being generated. This may include the case where files have been retracted which is covered later in this section. The VINAH Transmission will check for reports sent back by VINAH at an interval equal to the value of Configuration Setting "VINAHWebServiceReportPollingIntervalMS".

The Transmitted File List includes the following properties:

tid	Transaction Identifier. Some submissions with large amounts of data may be split into multiple files, as per the value of the configuration setting 'VINAHFileHL7MessageLimit'. Files relating to the same submission can be identified as having the Same Transaction Identifier.
Filename	The name of the file. The VINAHLite application complies with the VINAH HL7 file naming standards, and uses the following methodology [OrganisationID]_[DateTimeOfTransaction]_[FileNo].
Upload Date	The date and time the file was transmitted to VINAH via the HealthCollect Portal Web Service
Ack Date	The date and time that the VINAH repository acknowledged that it received the file, but had not yet processed it.
Complete Date	The date and time that VINAHLite retrieved and processed the VINAH Submission report which is generated after a VINAH file has been validated and stored in the VINAH Repository.
Status	The status of the transmission file. Status is reflected in the colour of the entire row of the File List: Red = Sent to VINAH, but no acknowledgement of receipt. Orange = Sent to VINAH, acknowledgement received but file not processed by VINAH Green = Sent To VINAH, acknowledged and processed. Complete. Purple = Sent To VINAH, acknowledged, processed, but with file-level errors. Complete.

Transmit New Data to the Department

This button will automatically execute the VINAH checkpoint procedure, the methodology of which is documented in Section 5 of the Manual. This procedure will generate all the required messages to reflect all new and changed data in this database since the last transmission. In the case of the first transmission file, the procedure will select all data with a data on or after the value for the configuration setting 'VINAHCollectionStartDate'. This button will be disabled unless all the transmission files in the last VINAH transaction have a status of Complete (row colour of either green or purple).

If file level errors are generated, the row will be coloured purple. Double clicking on the row will display and file level errors. If no file level errors are generated the row will be coloured green. There may however been record level errors, which can be viewed by selecting 'VINAH Outstanding Errors' from the main menu.

The following functions are available for debugging or analysis purposes:

View HL7 File

This button will open a copy of the physical HL7 transmission file sent to VINAH. This copy is located in the directory specified in the configuration setting 'VINAHSubmissionArchiveDirectory'. The file will be opened in for viewing or editing in the application specified in the configuration setting 'VINAHFileViewerApplicationPathHL7'. Once this button is clicked, the file is opened but may not be the visible window – the user can locate the opened file on the Windows taskbar at the bottom of their screen. This button is disabled if no transmission file is selected. Where more than one file is generated per submission, this button will only open the selected transmission file, not all the files in the submission set.

View Acknowledgement

This button will open a copy of the physical acknowledgement text file received by VINAH to indicate receipt of the file. This copy is located in the directory specified in the configuration setting 'VINAHSubmissionArchiveDirectory'. The file will be opened in for viewing or editing in the application specified in the configuration setting 'VINAHFileViewerApplicationPathAck'. Once this button is clicked, the file is opened but may not be the visible window – the user can locate the opened file on the Windows taskbar at the bottom of their screen.

The acknowledgement file contains information on how long the file is expected to take to process, depending on other files in the VINAH submission queue.

View Submission Report

This button will open a copy of the physical submission report XML file received by VINAH which contains information on which records were accepted by VINAH, and which records generated validation messages. This copy is located in the directory specified in the configuration setting 'VINAHSubmissionArchiveDirectory'. The file will be opened in for viewing or editing in the application specified in the configuration setting 'VINAHFileViewerApplicationPathXMLReport'. Once this button is clicked, the file is opened but may not be the visible window – the user can locate the opened file on the Windows taskbar at the bottom of their screen.

This file is automatically processed by VINAHLite, and all the pertinent information is extracted and applied to this database. Any validation errors will be stored in this database and can be viewed by clicking the VINAH Outstanding Errors button on the main menu.

Cancel Last Transaction

This button will rollback the last transaction generated by VINAHLite. If the file has been sent and processed by VINAH, this procedure will ask if you want to send a purge request file to VINAH. This should be done to ensure that VINAH also rolls back this submission and the data remains in synch. When a purge file is issued, the row status will reflect this while it is waiting for the VINAH Repository to purge the file. Once the purge has been completed, the row will disappear.

Purge All VINAH Submissions

This button will rollback all transaction generated by VINAHLite. If the file has been sent and processed by VINAH, this procedure will ask if you want to send a purge request file to VINAH. This should be done to ensure that VINAH also rolls back this submission and the data remains in synch. When a purge file is issued, the row status will reflect this while it is waiting for the VINAH Repository to purge the file. Once the purge has been completed, the row will disappear.

This option can be used during testing to obtain a clean starting point.

Mark as Addressed

Once the particular validation message has been addressed (ie changing the data to fix the problem), the user can select the validation and mark it as being addressed. This will remove it from the Outstanding Validations view.

When the Outstanding Error Viewer is closed, the user will be prompted to mark all errors as addressed. This option can be used in test cycles to prevent errors from persisting over multiple submissions.

Go To Client Record

This button opens the Patient/Client record so that the error can be resolved.

Show expanded validation details

This button will open a single page report which includes extended information on the validation.

VINAH Flat File Data

VINAHLite can be pre-populated with data from other systems via the VINAH Interim Flat File Format via the following steps.

NOTE: All flat file data must conform to the VINAH Flat File Specification in its entirety.

Importing Data

- Select 'Import VINAH Flat File Data' from the Main Menu.
- Browse for and select the Zipped file that contains the VINAH flat file data. Click 'Start Import'.
- If there are any problems with the flat file, a window will appear highlighting these errors. At this point, these are not errors generated by VINAH, but rather the internal validations of the VINAHLite Flat File import process. These errors are not persisted, and will be removed when the file is re-imported.
- Cleanse the flat file data as necessary until the flat file process indicates the data has been committed to the database.

Internal validations

During the import process, VINAHLite will apply it's own layer of validations to ensure that the data being imported is consistent. These validations are separate from the VINAH Validations. Apart from structural checks on the flat files, VINAHLite will also ensure that the format of all values is correct, and that all the codes in the file exist in the relevant code tables. It will not, however, apply the more complex business rules and validations that are done by VINAH.

Managing Imported Data

Once flat file data has been imported and meets the minimum internal validations applied by VINAHLite, the data will be committed to the Patient Administration & Service Activity data structures, and can be viewed through that mechanism. The same data can now be transmitted to VINAH in the exact same manner as a manually entered record.

Once the data is transmitted to VINAH, it is likely that a raft of validations will be triggered and need to be addressed. If the flat file data was originally extracted from another clinical system, and changes to address validations must be made in the original system. It is not acceptable to only make the changes in VINAHLite, as these changes will not be reflected in the source system.

In this case, the flat file data must be removed from VINAHLite so that the corrected flat file set can be imported. This can be done by:

- Select 'Import VINAH Flat File Data' from the Main Menu.
- Select 'Existing Imported Data...'
- Locate the flat file set to be removed, and click the 'Rollback' button.

Note: Flat File Rollback should not be attempted if data has been sent and accepted to VINAH. The rollback procedure will not result in the issuing of delete messages to remove any accepted data from the VINAH repository. As such, only proceed if you have purged all relevant data, or if you are sure that no data has been accepted into VINAH.

Managing Users

VINAHLite demonstrates a degree of conformance with the Department's data integrity requirements in that it requires an individual authenticated user to be logged into the system at one time to perform VINAH operations.

This application offers support for multiple users. New users can be added using the 'Add New Account' button in the Configuration Menu. Users can also manage/change their accounts.

It should be noted that the security features in this application is for the purposes of demonstration of functionality only and do not imply best practice or an acceptable level of security.

Auditing

VINAHLite implements transaction-level auditing through the history of the database. This auditing is features in this application is for the purposes of demonstration of functionality only and do not imply best practice or an acceptable level of security.

An audit log of each aspect of the system is available wherever the audit icon is found:



This action is also available from the Main Menu by selecting 'View Database Audit Log'.

The audit window will be displayed as such, with relation to the context it is opened:

