

**The  
EAS IV  
CHALLENGE**

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# EAS IV CHALLENGES

Lessons learned are becoming an every day occurrence with the implementation of EAS IV. We would like to share this information with you in order to facilitate the conversion from EAS III to EAS IV.

## Chapter 1 EAS IV

1-1. **EAS IV LOGIN ID:** Until Informix can provide an upgrade to permit login id's longer than 8 characters, the NT login ID must be changed to permit access to EAS IV. If additional information on how to accomplish is needed, please contact Mr. Larry Truax, commercial (210) 637-2367.

1-2. **BUSINESS RULES:** The EAS IV business rules dictate that the system will not accept a requesting "E" FCC on an providing "E" account dataset. For instance, for those MTFs that have been using square footage to step down Minor Construction EDDA, all of the requesting "E" accounts will error off during validation of the data sets converted from EAS III. Square footage is not to be used to allocate EDDA. The performance factor for EDDA is Hours of Service.

1-3. **ORDER OF PROCESSING:** You may find with EAS IV, that if you change the order in which you do certain things each month, you will have fewer errors and/or warnings. Another hint, if you have numerous errors/warnings created when validating a file, you can enter data (financial/personnel/workload) to the appropriate area, then re-validate that file and you will have fewer errors/warnings.

## Chapter 2 ASD

2-1. **ASD TABLE:** After you have imported your ASD table and before you run allocation.

a. Insure that all "B" cost pools are set to automatically generate (Accept the Default Data Set is set to "Yes") and the FCCs and DMIS IDs to be included are identified.

b. All other cost pools must be reviewed to insure that they are including the appropriate FCCs and DMIS IDs.

c. All "E" account data sets must reflect the appropriate FCCs to be included or excluded and the appropriate DMIS ID's to be included or excluded. If the data set should be automatically generated, the Accept the Default Data Set is set to "Yes".

d. For those “D” accounts which are not created by WAM, insure that the include and exclude are set appropriately.

2-2. **DMIS IDs:** We cannot say enough about making sure that the DMIS ID’s are correct in all the systems. This includes EAS III, UCAPERS, and CHCS. EAS IV validates all Functional Cost Codes (FCC) and DMIS IDs imported into EAS IV from the source systems against the ASD in EAS IV and the DMIS ID table in EAS IV.

a. Insure that all Dental Functional Cost Codes (FCC) reflect a dental DMIS ID. This includes EBAN, the dental clinics located in the MTF, and CAA0 and CAA5.

b. The Veterinary FCC’s and DMIS ID’s should reflect the location of the function. For instance, all veterinary functions performed at the same location should have the same DMIS ID.

2-3. **INVALID PROVIDING FCC AND DMIS ID ERROR:** When the EAS III data sets are converted, and the Providing FCC has an invalid DMIS ID, insure that the EAS III ASD is corrected and then repeat the data set conversion routine. This will correct the DMIS IDs, which were assigned during the conversion process.

## **Chapter 3 Data Sets**

3-1. **WAM GENERATION:** Regeneration of WAM data will be requested just prior to closing out the month in EAS III or EAS IV. This should be around the 20th of the month. The corrected figures will be submitted to PAD (For the WWR light) and it is up to PAD to regenerate/resubmit their report.

3-2. **INPATIENT COST POOLS:** WAM is to be utilized to create the inpatient data sets. If you do not have this set up, do it now. Data entry is time consuming and the more information that you receive through the WAM interface the better off you will be.

3-3. **RADIOLOGY/PATHOLOGY:** If you are doing manual input, use the default of NA for the CPT and 9 for the Beneficiary Category. This is only acceptable if you do not have a WAM file to process. Everyone was instructed to utilize WAM for FY01. This is still the requirement and there will be no exceptions. This workaround is only to be used as a temporary measure.

3-4. **RADIOLOGY/PATHOLOGY CPT ERRORS:** The instructions are at Appendix A for modifying the WAM file in regards to CPT errors. We have found the errors are usually restricted to less than 10 different CPT codes. Based on the cause of the error, the instructions are provided for either deleting the invalid CPT code or for changing the code. This must be coordinated with the appropriate ancillary service. These errors will eventually be minimal if the ancillaries update their CPT table correctly. Also a future release will automatically change the CPT to NA and the Bene Cat to 9 if the source

data is invalid. If you are manually deleting the records, they will need to be added back in using the adjustment function once the datasets have been migrated. An audit trail of all changes must be maintained.

3-5. **SUPPORT TO OTHER MILITARY MEDICAL ACTIVITIES:** When an MTF has more than one FCD code in CHCS, the system will roll all the FCD workload up to the first FCD it finds in the system. This is a known problem and is being investigated.

3-6. **CHCS (WAM):** Edits performed in WAM do not come across to EAS IV. Those same edits must be done in EAS IV.

3-7. **DATA SET COMPLETION:** Enter any other data set information that you have prior to validating the WAM file. When the WAM file is validated, it looks at all data sets and will create numerous warnings if there is no data in data sets other than those that come from WAM. When making changes to a dataset, you must enter through each field when changing the values and then click "OK" when done. If you use the mouse, to move between fields the changes will not be accepted.

3-8. **SQUARE FOOTAGE DATA SETS:** Check the square footage data set after conversion and migration to insure correctness. If the square footage data sets do not roll over from one month to the next, it is because the square footage data set was empty. The square footage data set must be completed prior to "migrating" CHCS data. This will be true for any data set that needs to roll over the data from one month to the next.

3-9. **LOGISTICS DATA SET:** EAS IV does not produce a specific report for the Logistics data. The following is a means to get the information.

- a. Open "Direct Expense Accepted Report", located in Standard Reports.
- b. Refresh report to get current report.
- c. Click on any EOR in the report. This highlights all EORs on the report.
- d. Click on the "filter" button (looks like yellow funnel).
- e. In the drop down box, click on the first 26\*\* EOR that appears, hold down "shift key", then click on last 31\*\* EOR. This will highlight all 26\*\* and 31\*\* EOR's. Click the OK button.
- f. This creates a report sorted by FCC, all 26\*\* and 31\*\* EOR's, sub-totals at each FCC code and grand total at the end.

## Chapter 4 Financial

4-1. **STANFINS:** Beginning with November data, enter manual financial data (i.e., Resource Sharing expenses, depreciation, expense purifications, etc), if possible, prior to validating your STANFINS data. When the STANFINS file is validated, EAS IV will look at all prior month expenses and create warnings if there were expenses last month, but not this month. If your site makes numerous manual adjustments to financial data, you will have a warning for each of those entries if the current month entry is not entered into the current month financial data prior to validating STANFINS.

## Chapter 5 Personnel

5-1. **E0036 - CLINICIAN NON-AVAIL SICK FTES, NON-AVAIL LEAVE FTE, NON-AVAIL OTHER FTES REPORTED FOR "A" ACCOUNT.** The error is created when the Primary Distribution APC is mapped to an "A" account FCC code and the MPF APC is mapped to a different FCC code in UCAPERS. UCAPERS defaults to the Primary Distribution APC if the two APCs are mapped to different FCC codes. EAS IV does not allow non-available time to be charged to an "A" account FCC code.

5-2. **AIR FORCE/NAVY OCCUPATION CODES:** Since the other service's occupation codes in UCAPERS are not in sync with the EAS IV occupation code tables, there may be errors during personnel validation. The current release of EAS IV does not allow for correction of the Air Force and Navy Occupation codes. Until this is corrected, use the appropriate Army Occupation code for these personnel.

5-3. **PERSONNEL VALIDATION:** The validation of the personnel file has identified a problem with the personnel records, which do not have a salary. At the present time, only those records with a personnel category of "V", "W", or "X" are accepted into the system without a salary. Records which error off due to available hours and no available salary and are identified in UCAPERS with a Duty Status of OGP, PNT, SCA, SCN, SMN will be deleted and added back in after the data has migrated using the adjustment function. When adding these records into EAS IV personnel, the duty status of "V" will be used. If a required Assigned FTE is required, enter a "0".

5-4. **UCAPERS LESSONS LEARNED:** Based upon lessons learned from the field regarding processing UCAPERS data in EAS IV we are emphasizing correct data processing in UCAPERS. Please take some time and identify these problems as early as possible. Doing so will ensure that your transition to EAS IV will be as smooth as possible. EAS IV reports both available and non-available hours and salaries by MEPRS code/AMS/DMIS ID combinations. Therefore, it's important that you review the following processes:

- a. UCAPERS APC/AMS/MEPRS Code table is verified against EAS III ASD, Budget's APC Master, and CHCS MEPRS Site Definable Table.
- b. For clinicians - ensure that the Clinician Survey's Primary Distribution APC is NOT associated with an inpatient code.
- c. Verify the UCAPERS Work Center Distribution Table to ensure APCs and skill types are correct.
- d. Any adjustments made to the UCAPERS EAS Accumulator must have corresponding adjustments made on the EAS/USM file.
- e. UCAPERS TDA must be correct. Non-available time is reflected against the assigned TDA MEPRS code except for clinicians, which the Clinician Survey Primary Distribution APC is used.

## Chapter 6 WMNS

6-1. **WMNS IMPORT ERROR:** This is going to happen for the first couple of months. The problem was identified and the program, which creates the WMNS file was corrected. However, WMNS files that were already created will have to be manually edited. Contact the technical support desk for assistance.

## Chapter 7 CHCS

7-1. **HOW TO DETERMINE IF THE CPT UPDATE HAS BEEN LOADED INTO CHCS?** This procedure is done in CHCS. Do a FileMan Inquiry. This requires the user to hold the DIOUT security key. Here's an example:

Select FileMan Menu Option: IFE Inquire to File Entries

Output from what file: PACKAGE PACKAGE (981 entries)

Select PACKAGE NAME: CHCS\_SS\_CP

- 1 CHCS\_SS\_CP001\_4602
- 2 CHCS\_SS\_CP001\_4603
- 3 CHCS\_SS\_CP002\_4602
- 4 CHCS\_SS\_CP011\_4603
- 5 CHCS\_SS\_CP991\_4601

Type '^' to stop, or

Choose 1-5: 4

Another one:

Standard CAPTIONED output? YES// (YES)

NAME: CHCS\_SS\_CP011\_4603

DESCRIPTION: SS\_CP011\_4603 was packaged by Diana McFadden on Nov. 01, 2000.

(SS/DATA UPDATE) REPACK: FAILED @ALPHA. UPDATED WITH NEW GEN. 2 OF BDDACPTR.RTN. DLM 11/30/00.

VERSION: 4.603 DATE INSTALLED AT THIS SITE: 29 Jan 2001@1034

USER WHO INSTALLED: BURGER,DAVID

The structure of the Package Names for standard table updates is:

CHCS\_SS\_xxYYV\_4603

Where xx is the type of update (CP = CPT, DM = DMIS ID, CO = WAM Core, IC = ICD Codes)

YY is the 2-digit identifier of the FY (01 = 2001)

V is the version. (1, 2, etc.)

CPT Update versions: The fiscal year (FY) update with an effective date of 1 October is version 1. The calendar year (CY) update with an effective date of 1 January is version 2.

## 7-2. CHCS - HOW TO DETERMINE WHAT EXCEPTION REPORTS ARE

**AVAILABLE FOR CPT UPDATES?** For the FY 2001 update (version 1), the system generated exception reports that listed all entries in the Lab Test, Lab Method and Radiology Procedure files that either:

- a. Did not have a CPT Code assigned, or
- b. The assigned CPT Code has been inactivated and is no longer valid for use.

These exception reports were spooled documents that are generally only available for printing for a fixed number of days. The number of days available for printing is a site-defined parameter, but it is generally 7-10 days. Ask your SAIC Site Manager how many days spool documents are available at your site.

SAIC is currently processing a QF request to make these reports available as menu options on the Lab (SIR# 30664), Rad (SIR# 30665), and WAM menus (SIR#30662).

## 7-3. INVALID CPT CODES – METHOD TO FIND THEM IN CHCS PATHOLOGY

**FILE:** There are two locations for CPT codes, the LAB TEST file and the LAB METHOD file. The invalid CPT codes were only in the LAB TEST file. There are two tricks that allowed this to work.

- a. It must be done as a Search rather than a Sort.
- b. You must use the Condition of "[" instead of "="

For the LAB TEST file:

Search File Entries

FileMan Version 26

Output from what file: lab test LAB TEST (3152 entries)

-A- Search for LAB TEST FIELD: 700 LAB WORK ELEMENT (multiple)

-A- Search for LAB TEST CPT CODE SUB-FIELD: .01 CPT CODE

-A- Condition: [ CONTAINS

-A- CONTAINS: 82130

-B- Search for LAB TEST CPT CODE SUB-FIELD:

-B- Search for LAB TEST LAB WORK ELEMENT SUB-FIELD:

-B- Search for LAB TEST FIELD:

If: A// LAB TEST CPT CODE CONTAINS 82130

Do you want this Search Specification to be considered true for Condition -A-

1) When at least one of the 'LAB WORK ELEMENT' Multiples satisfies it

2) When all of the 'LAB WORK ELEMENT' Multiples satisfy it

Choose 1-2: 1//

Do you want this Search Specification to be considered true for Condition -A-

1) When at least one of the 'CPT CODE' Multiples satisfies it

2) When all of the 'CPT CODE' Multiples satisfy it

Choose 1-2: 1//

Store results of search in Template:

Maximum number of Entries matching specification: UNLIMITED//

Sort by: NAME//

Start with NAME: FIRST//

First Print FIELD:

For LAB METHOD file:

Output from what file: LAB TEST// lab method LAB METHOD

(3495 entries)

-A- Search for LAB METHOD FIELD: 100 SITE/SPECIMEN (multiple)

-A- Search for LAB METHOD SITE/SPECIMEN SUB-FIELD: .14 CPT CODE

-A- Condition: [ CONTAINS

-A- CONTAINS: 82130

-B- Search for LAB METHOD SITE/SPECIMEN SUB-FIELD:

-B- Search for LAB METHOD FIELD:

If: A// LAB METHOD CPT CODE CONTAINS 82130

Do you want this Search Specification to be considered true for Condition -A-

1) When at least one of the 'SITE/SPECIMEN' Multiples satisfies it

2) When all of the 'SITE/SPECIMEN' Multiples satisfy it

Choose 1-2: 1//

Store results of search in Template:

Maximum number of Entries matching specification: UNLIMITED//

Sort by: LAB METHOD//

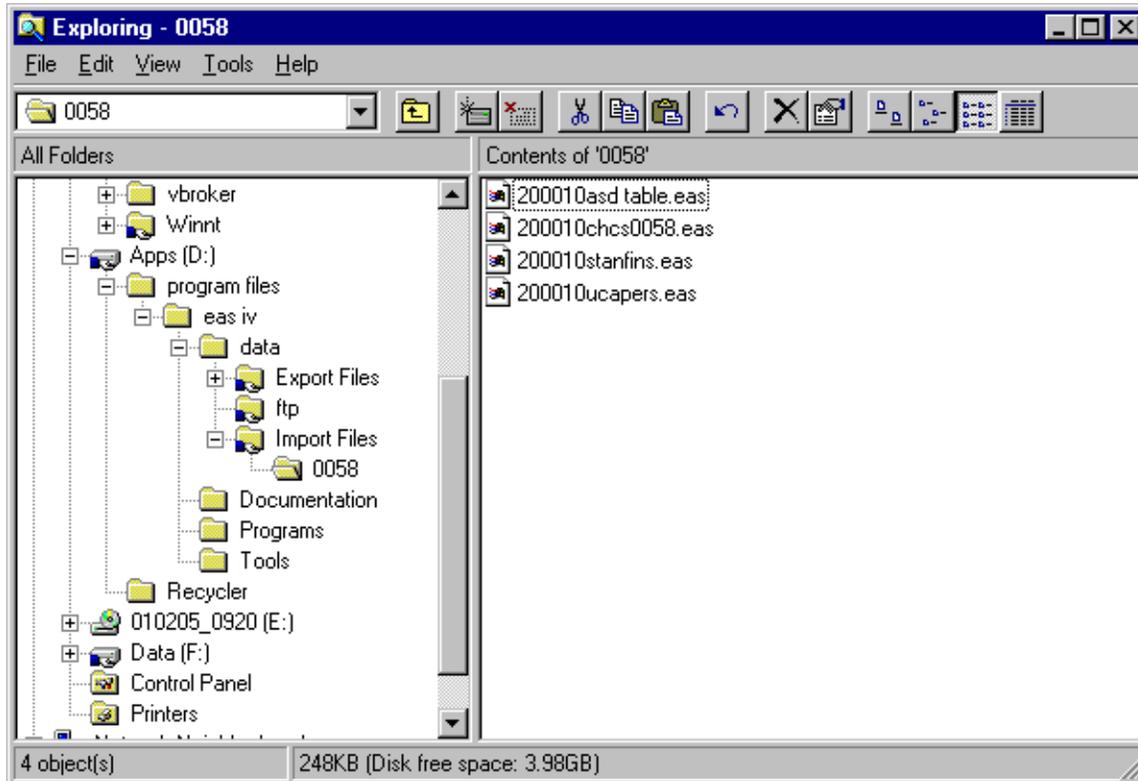
Start with LAB METHOD: FIRST//

First Print FIELD:

## Appendix A

### INVALID CPT CODE Deletion/Replace Instructions

1. Login to your EAS IV server using the login and password for informix.
2. Using windows explorer, go to the following directory: d:\program files\eas iv\data\import files\dmis (the dmis id in the below example is 0058)



3. Using your mouse, right click on the chcs file (i.e. 200010chcs0058.eas) and copy it to a 3.5 inch floppy disk.
4. Once you have saved this file on a floppy disk, take it to a workstation that has Microsoft Word installed.
5. Using Microsoft Word, open the document that you saved on your floppy disk.
6. Using the "find" feature in Word (ctrl f) search for the CPT code/CPT modifier combination that you wish to delete. For example, if you wish to delete a CPT code of 80058 with the CPT modifier being 00 then you use the find option to find 8005800.
7. Once the "find" option has found this combination, you will need to double click the highlighted CPT code in your document.

8. You will then hit your delete button twice to get rid of this record.
9. If there are more occurrences of this combination you will be able to choose the “find next” option in the “find” window.
10. Use steps 6 through 9 to find all of the CPT Code/Modifier combinations that you will need to delete
11. If you know the valid CPT Code/Modifier for the CPT codes, the find and replace function can be used to make the corrections to WAM file. Once the “find” option has found the invalid combination, tell the system to replace the old combination and then key in the valid combination. Once you are comfortable with this procedure, the “replace all” selection can be used.
12. Once you have found and deleted or replaced all of the invalid CPT codes, save the document back to your floppy disk using the same file name.
13. Take the floppy disk back to the server and copy the file back to the d:\program files\leas iv\data\import files\dmis directory. Make sure that your file replaces the one that was previously there.
14. You will then need to access the EAS IV application from any workstation and re-import the CHCS file and re-validate it.
15. If you have missed any CPT codes in this process you will need to repeat this whole process again until there are no more invalid CPT codes on your error report.
16. Do this process prior to correcting any of the other errors in the Error Correction Unit by Data Set Source Report. Otherwise those corrections will have to be redone when you import the CHCS file again.