

IPRO

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EARLY INTERVENTION
PROGRAM

New York State Department of Health

Early Intervention Program

**Quality Improvement
Monitoring Initiative**



Data System Documentation

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PAMS/PALS Design and Operation Document

User Manual

Developed by CGI

May 2003

The Early Intervention Program Monitoring, Reporting, and Scheduling System (PAMS/PALS)

General Discussion

The PAMS/PALS system is a combined DOH/Contractor (IPRO) tool providing the following functions:

1. Scheduling of Quality Improvement Monitoring Reviews of Municipalities and Agency/Individual Providers of Early Intervention Services.
2. Tracking of timeline-based events important to the scheduling and performance of a monitoring review.
3. Electronic generation of various assessment tools and surveys needed to conduct a monitoring review.
4. Transfer of visit information and status between the master (PAMS) site and laptop-based, autonomous, sites (PALS) for the purpose of conducting reviews.
5. Automatic updating of the PALS laptops to reflect changes in staff and surveys.
6. Electronic storage and archiving of the assessment tools and survey data used during the monitoring review.
7. Automatic generation of various printable reports based on data accumulated by the assessment tools and surveys used during the monitoring.
8. Synchronization of the PAMS and DOH Provider databases on a periodic basis.

To perform the above functions, the PAMS/PALS system is comprised of two main modules, containing various sub-modules, described as follows.

Job Control Language (JCL)

The PAMS/PALS system does not use any batch processes. JCL is not required.

The Provider Assessment Master Site (PAMS)

All scheduling, archiving, synchronization, and reporting services are contained in the PAMS. Accessible via the Internet, the PAMS allows DOH and Contractor personnel secure access to:

1. Upload DOH provided child and provider information on a periodic basis.
2. Schedule and approve monitoring reviews.
3. Assign staff to each review.
4. Link a predefined list of children to be monitored with each review. Users may also add non predefined children to a review.
5. Track predefined and custom events linked to each review and assigned reviewer.

6. Provide a personal calendar for each reviewer to track events assigned to them.
7. Store and retrieve the various assessment tools and surveys used during the course of a review.
8. Allow dissemination of the various assessment tools and surveys to multiple PALS laptops (described below) to support multiple reviewers at each visit.
9. Allow controlled modification of completed assessment tools and surveys.
10. Allow for providers to complete their surveys on-line.
11. Automatically grade each review based on data input by the assessment tools and surveys and produce printable draft monitoring reports and corrective action plans.
12. Allow modification of the final report prior to generation. Final reports may be versioned to track changes in the generation of the final report.
13. Provide various printable management reports.
14. Produce a calculated worksheet to verify the final report calculations.

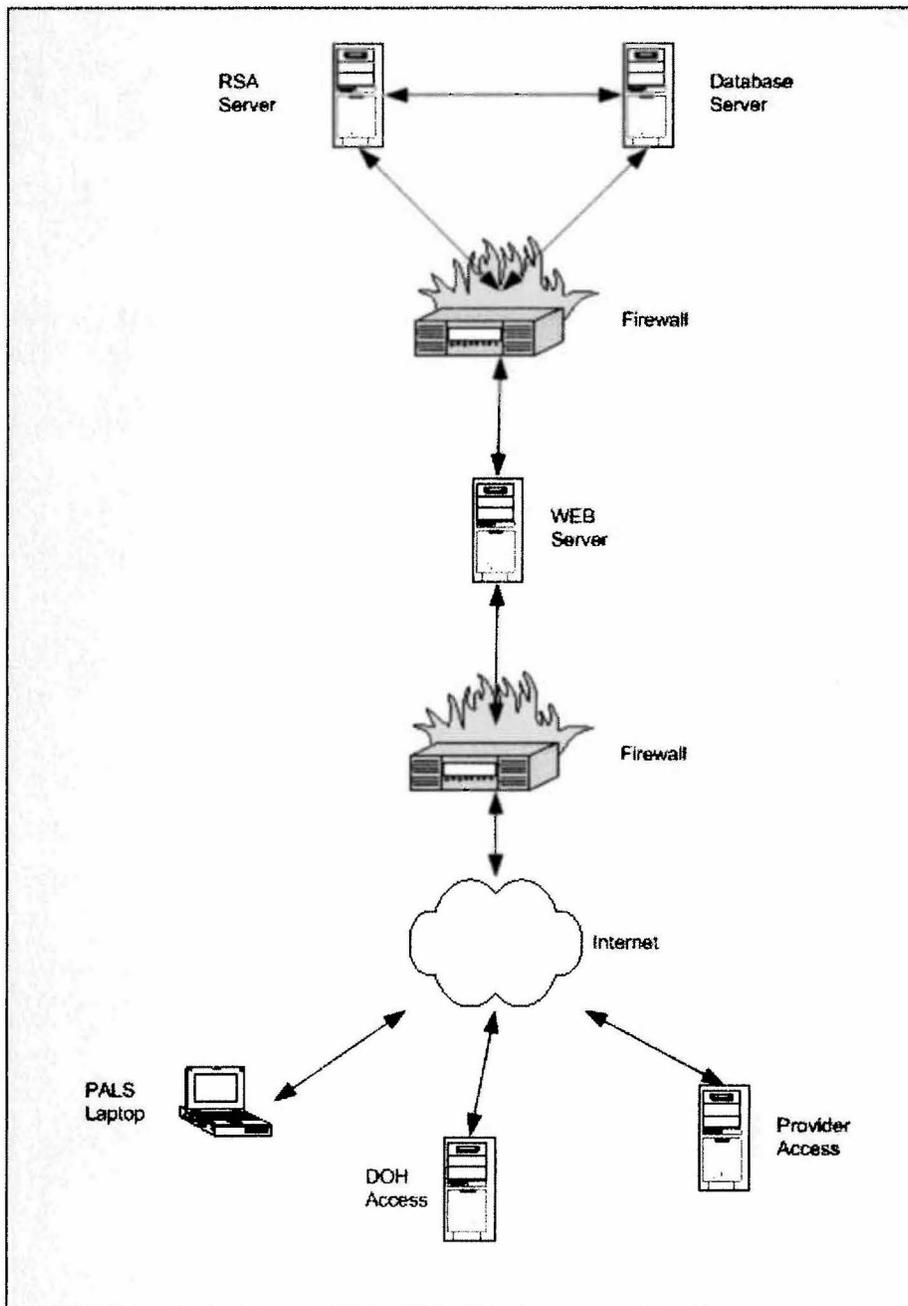
The Provider Assessment Laptop Site (PALS)

The PALS is a laptop based portable web site capable of the following functions:

1. Establishing contact with the PAMS via the Internet to download provider data and the most recent assessment tools and surveys.
2. Automatically checking for updated staff and survey changes when connecting to PAMS.
3. Completion of the assessment tools and surveys electronically while disconnected from the PAMS.
4. Backing-up of assessment tools and surveys onto portable media (floppy disc or equivalent).
5. Uploading of completed assessment tools and surveys to the PAMS.

PAMS/PALS Block Diagram

The following block diagram shows a visual representation of the PAMS/PALS system:



As displayed above, the PAMS will be hosted on the Internet. DOH personnel and IPRO staff off site will access the PAMS over the Internet. Logon for DOH/IPRO personnel will be controlled using a token-based (RSA) scheme over a 128bit SSL connection. Providers and Municipalities will be provided with a randomly generated user name and password to access their individual surveys over a 128bit SSL connection.

Functional Description

The PAMS

The PAMS functionality is encompassed in the following sub-modules:

1. Scheduler.
2. Tools and Survey Engine.
3. Synchronization Engine.
4. Final Report Engine.
5. Management Report Engine.

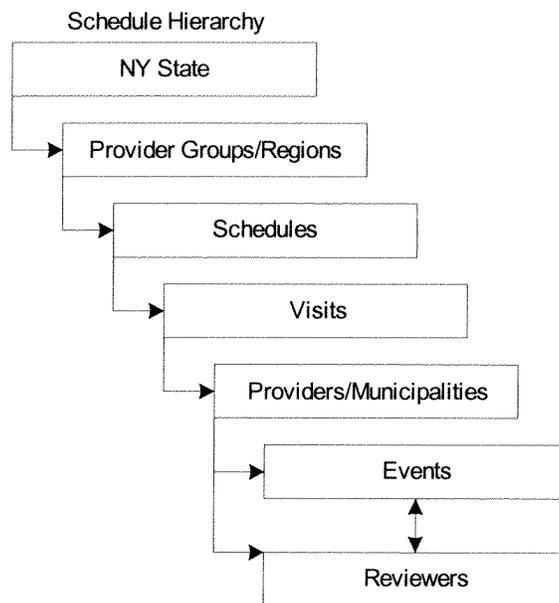
The Scheduler

The Scheduler module provides the following functions:

1. Synchronization of DOH and PAMS/PALS Provider/Municipality information.
2. Segregation of Provider/Municipalities by group for scheduling purposes.
3. Creation, approval, and archiving of schedules by group.
4. Assignment of multiple Providers/Municipalities to a specific visit.
5. Assignment of multiple events (predefined and custom) to a specific visit.
6. Assignment of multiple staff to a specific visit.
7. Assignment of multiple children to a specific provider.
8. Tracking of events by assigned staff.
9. Limiting access and modification of schedules based on a user's level of access.

Schedule Hierarchy

The following diagram displays the Schedule Hierarchy

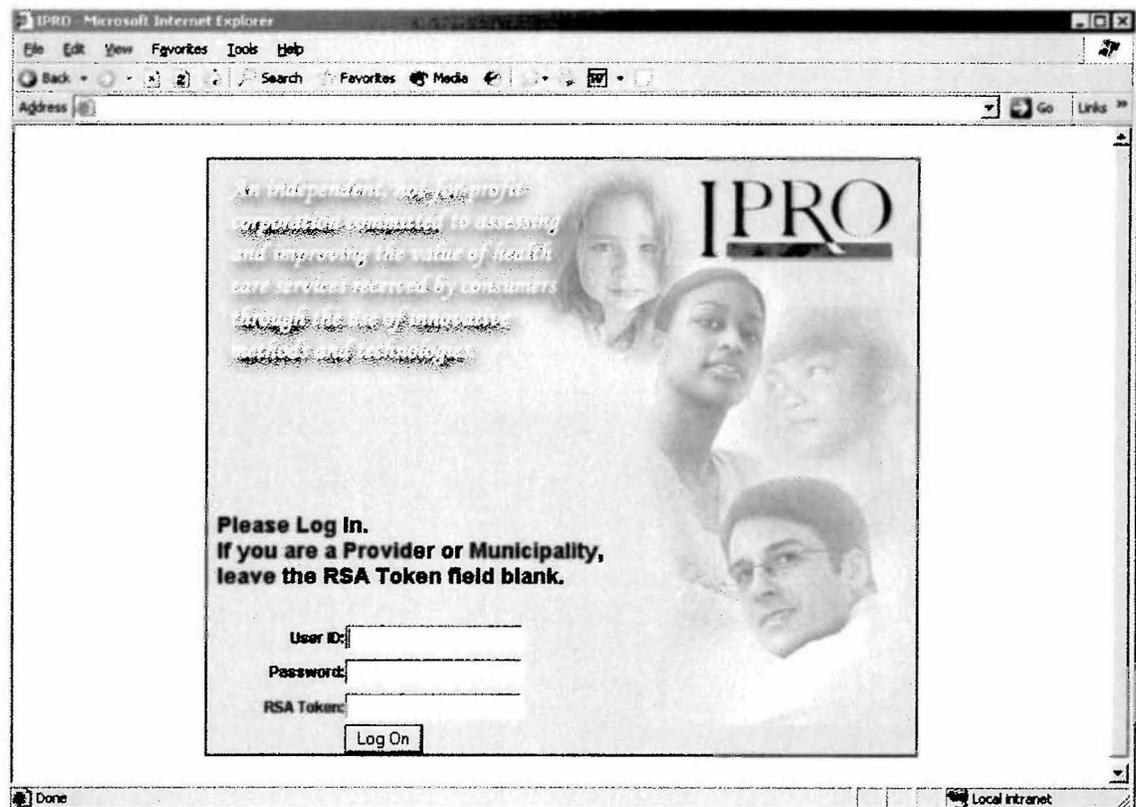


The Schedule Hierarchy works as follows:

1. NY State is divided into one or more pre-defined regions/groups, to which providers and municipalities are assigned.
2. Each group may contain one or more schedules.
3. Each schedule may contain one or more visits.
4. Each visit may contain one or more providers.
5. Each visit may have one or more staff assigned to it.
6. Each provider may have one or more events assigned to it.
7. Each provider may have one or more children assigned to it.
8. Events and reviewers will be associated with one another so that each reviewer will know the events assigned to them.

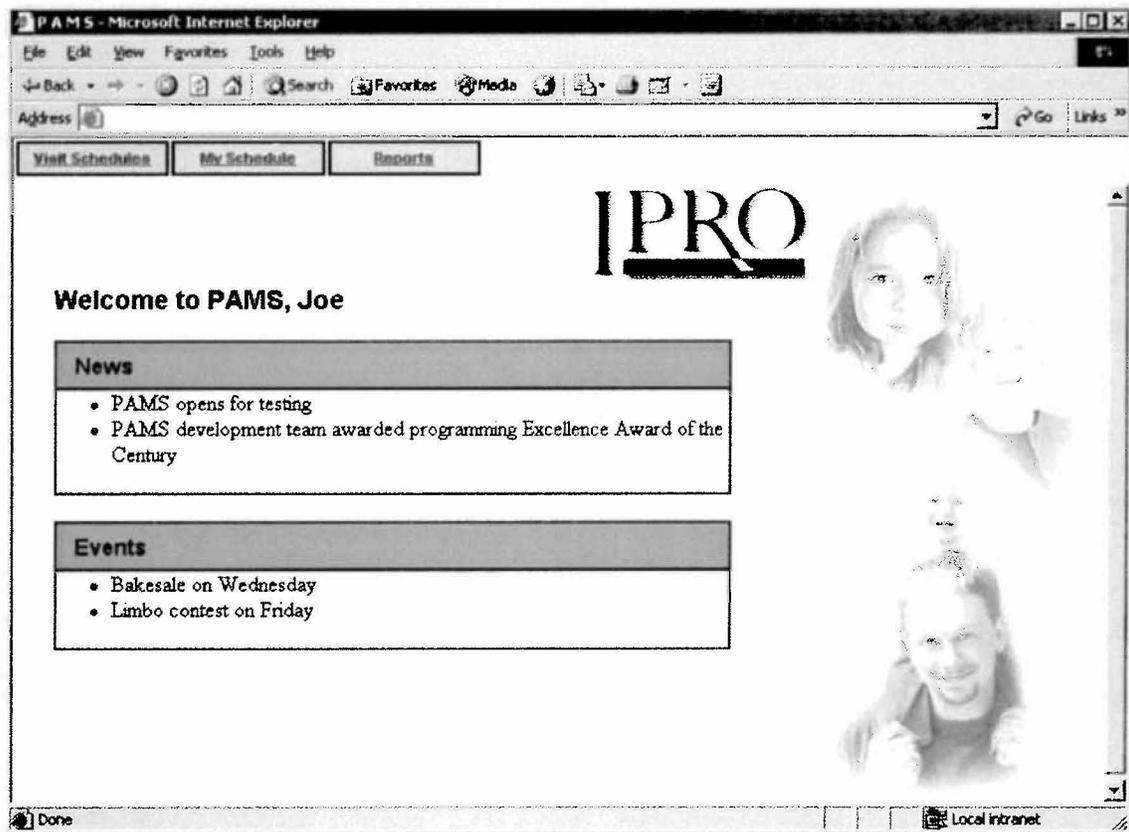
Scheduler Interface

The first screen a user will see when attempting to access the PAMS is the logon screen, shown below:



Users will enter their user name, password, and RAS token number to log on to the system. Once the system successfully authenticates the user, it will redirect the user to the appropriate main page and display only those items the user is allowed to access, based on their user rights.

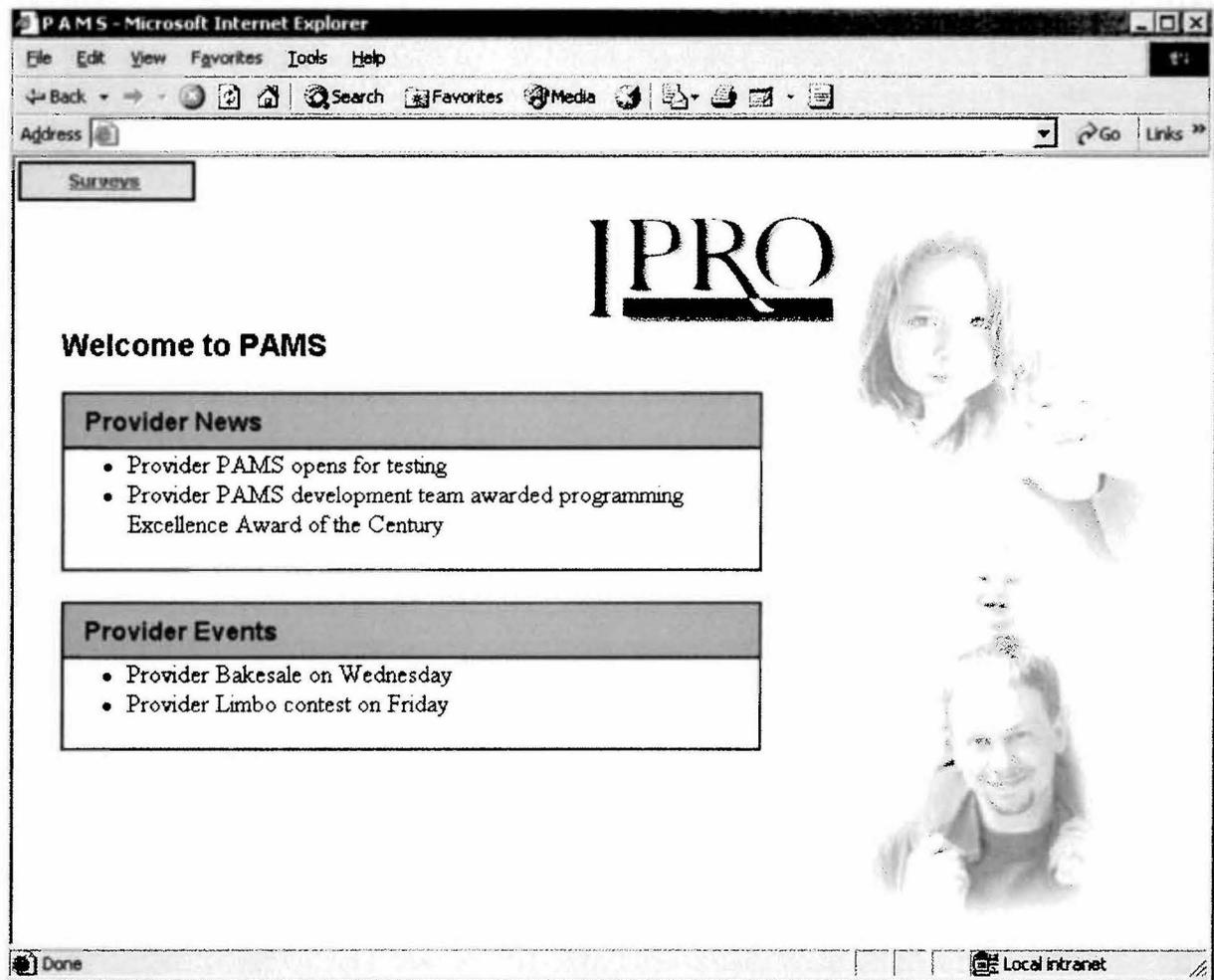
After a successful logon, the IPRO Staff and DOH Personnel will see the following screen:



The Staff main page will consist of current news items and provide links to the following areas:

1. Visit Schedules – Area where schedules are maintained.
2. My Schedule – Area where users can view events assigned to them. (Health Department staff will not be able to use this function or see this link.)
3. Reports – Area where users can display the various assessment tools, surveys, and reports (final and management).

4. After a successful logon, Providers and Municipalities will see the following screen:



The Municipality/Provider main page will consist of news/informational items and a link to an area where they can complete their surveys.

Create/Select Schedule Screen

Clicking on **Visit Schedules** will present the user with the following screen:

PAMS Upload

Region: Group 1

Schedule: Q3 2002

Name: Q3 2002

Schedule Status: Pending, Approved, Active, Inactive

Add New Save Visit Info

| August 2002 | | | | | | |
|-------------|-----|-----|-----|--------------------|-----|--------------------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 Speech Center | 9 | 10 Easter Seals |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

From this screen, authorized users can perform the following:

1. Create a new schedule.
2. View an existing schedule.
3. Change the status of a schedule (Pending, Approved, Active, or Inactive).

Schedule status is defined as follows:

1. Pending – Any incomplete schedule or schedule awaiting DOH Approval. All newly created schedules will default to this type.
2. Approved – Any schedule that has been approved by DOH. Once a schedule is approved, the system assumes that it is always approved. (Individual events can be added to supplement schedules.)
3. Active – Any approved schedule that is currently being used. Schedules must be made active before they can be downloaded by PALS.

4. Inactive – Any approved schedule that is no longer being used. Once a schedule is made inactive, it will no longer be available for downloading to PALS.

Scheduled visits will appear on the calendar portion of the screen. Clicking on the name of the visit will take the user to the **Select Provider** screen. The user may also navigate to the **Select Provider** screen by clicking the **Visit Info** button. The calendar portion of the screen will span one or more months, based on the dates of scheduled visits.

Select Provider

The Select Provider screen is displayed as follows:

Region: Group1 Schedule: 1st quarter

Scheduled Visits: H. Birch

Start Date: 6/11/2002 Start Time:

End Date: 6/12/2002 End Time:

New Visit

Street1: 275 Seventh Avenue Street2: 19th Floor

City: New York State: NY

Zip: 10001-6788

Staff Required: 2 Days Required: 2

Save Address

Partial Name:

Zip Code:

Enter Search

Providers for Assessment

Advanced Professional Resources

A Step Ahead Therapy Services, LLC

Bilingual Communication Services, Inc.

Selected Providers

Herbert G. Birch Services, Inc.

From this screen, the user can perform the following:

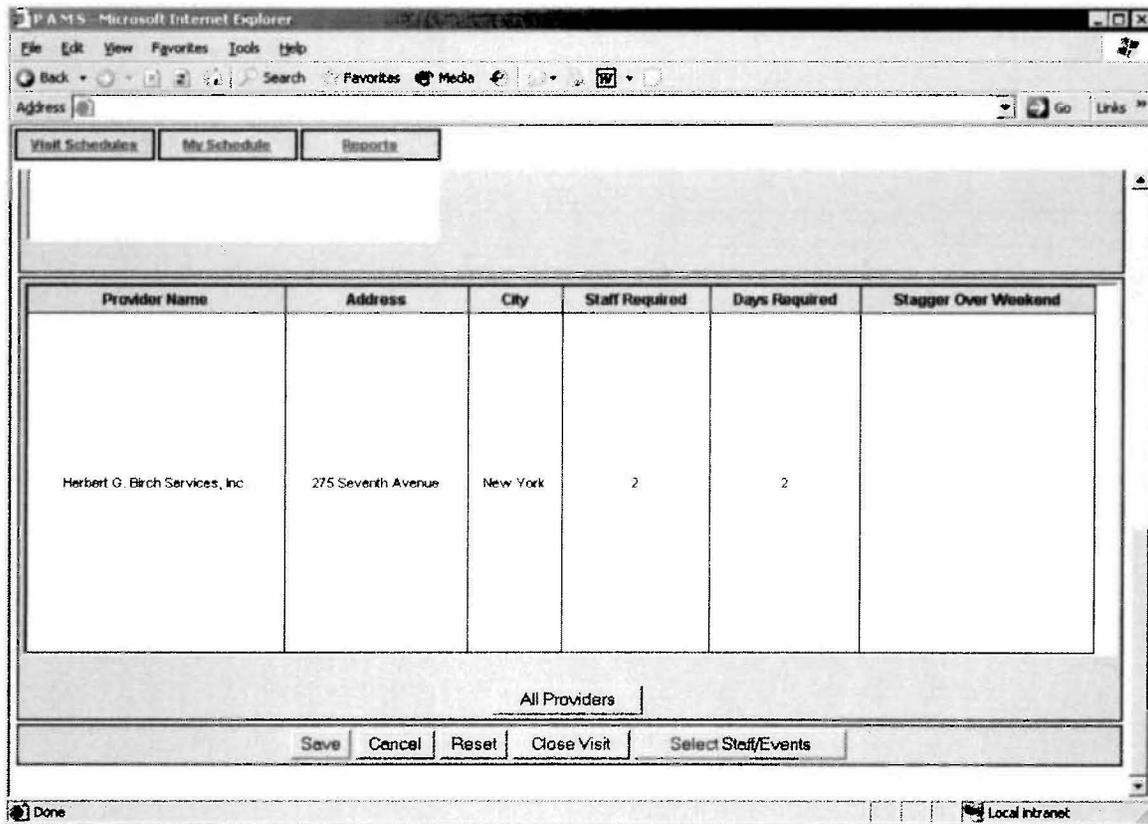
1. Create a new visit.
2. Select and modify an existing visit.
3. Assign one or more providers/municipalities to the visit.

Providers are grouped into two lists, defined as follows:

1. Providers for Assessment – Providers for whom a normal visit is to be scheduled.

2. Providers for Review – Providers for whom a revisit is to be scheduled.

Providers within each group are ordered in accordance with predefined criteria (priority, date last seen, etc.). Providers already scheduled for visits will not be displayed.

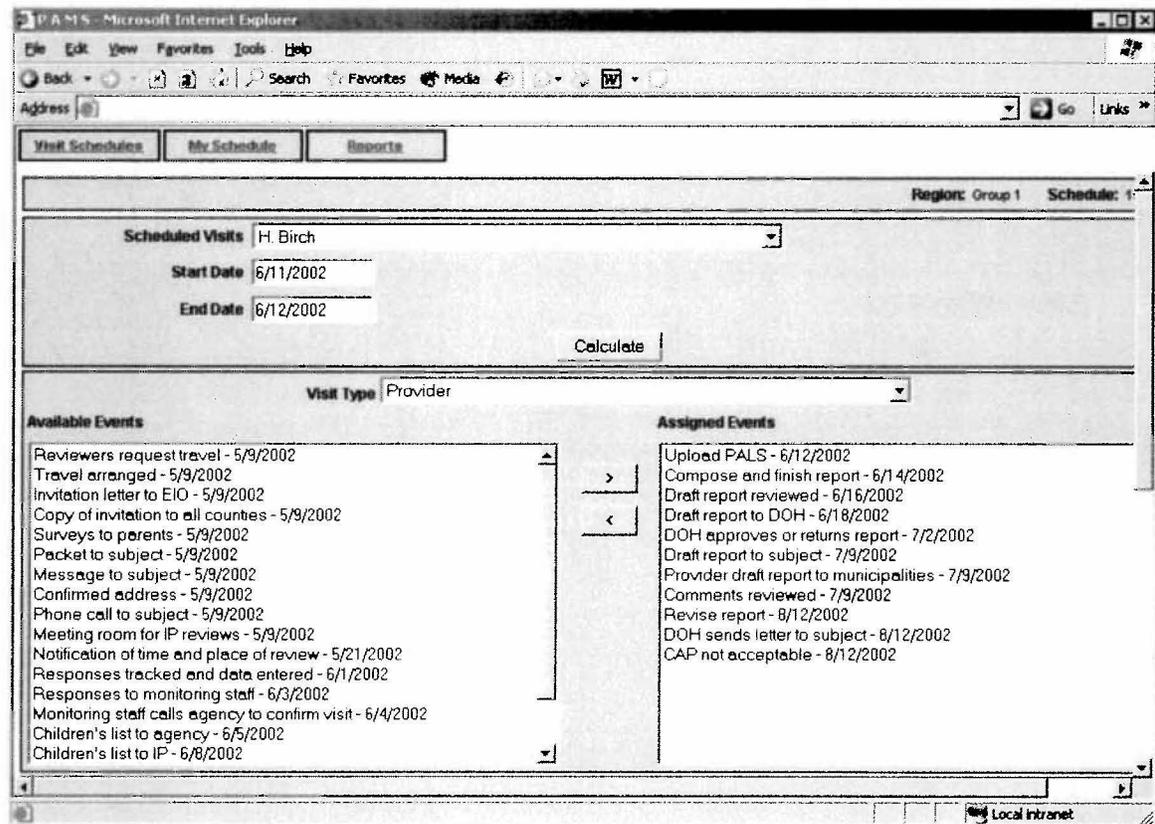


Information about selected providers will be displayed at the bottom of the screen. Users will be able to toggle between providers selected for the current visit, and all providers selected for the current schedule. The following buttons are located at the bottom of the screen:

1. **Save:** Will save the current contents of the screen.
2. **Delete:** Will delete the currently selected visit from the schedule.
3. **Cancel:** Will return the user to the previous page without saving the contents.
4. **Reset:** Will return the page to its last saved state.
5. **Close Visit:** Will close the visit. A visit must be closed before it can be rescheduled.
6. **Select Staff/Events:** Will take the user to the Select Staff screen.

Select Staff

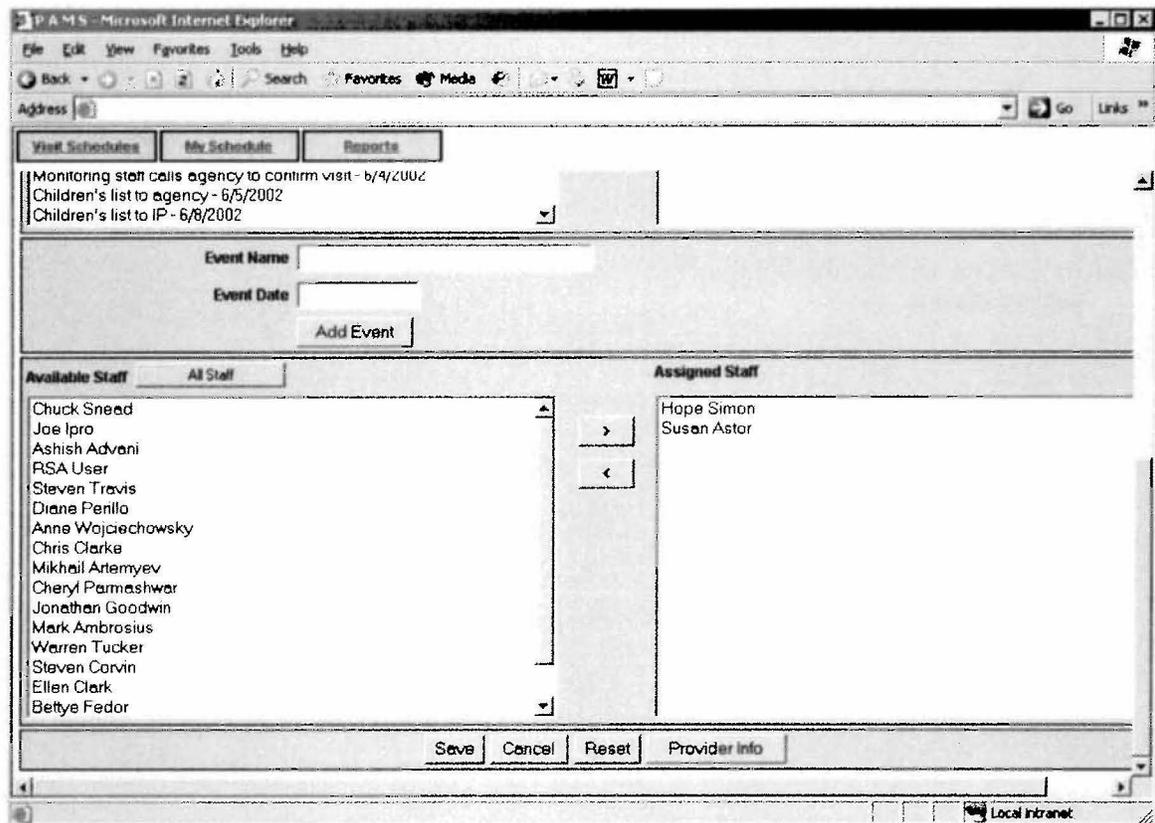
The Select Staff screen is displayed below:



From this screen, the user can perform the following:

1. Select a visit type to specify the default events for a visit.
2. Add and remove events from the event list.
3. Add a custom event to the event list.
4. Assign staff to the visit.

Clicking **Calculate** will regenerate the event list based on the **Start Date** and **Visit Type**, and generate a list of staff not assigned to another visit on that date.



Users will be able to toggle between available staff and all staff. Staff may be moved between the “Available Staff” and “Assigned Staff” list boxes by selecting them and using the provided “<” and “>” buttons. The following buttons are located at the bottom of the screen:

1. **Save:** Will save the current screen contents.
2. **Cancel:** Will return the user to the previous screen without saving the contents.
3. **Reset:** Will reset the screen to its last saved state.
4. **Provider Info:** Will take the user to the “Provider Information” screen.

Provider Information

The Provider Information page is displayed below:

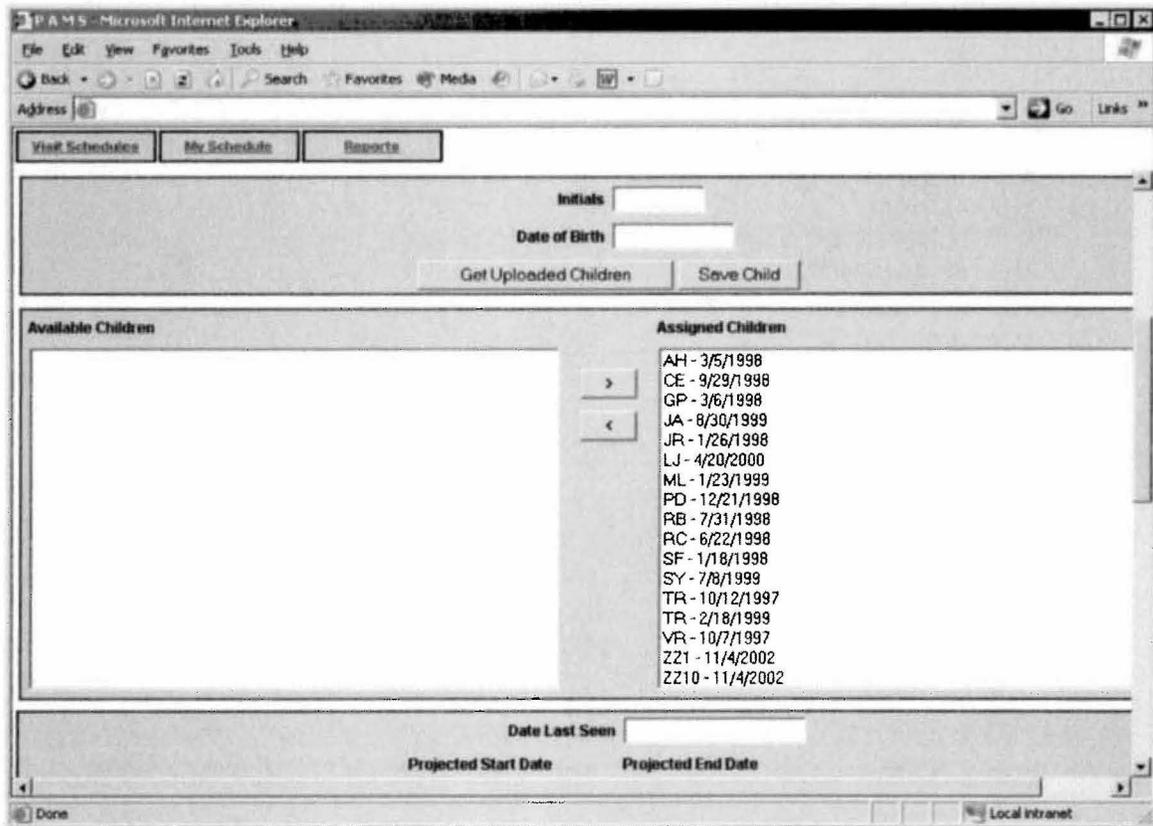
The screenshot shows a web browser window titled "PAMS - Microsoft Internet Explorer". The address bar is empty. The page has a navigation menu with "Visit Schedules", "My Schedule", and "Reports". Below this, there are tabs for "Region: Group 1" and "Schedule: 1st quarter". The main form is titled "Provider" and contains the following fields:

| | | | |
|----------|--------------------------------|------------------|------------------|
| Provider | Herbert G Birch Services, Inc. | Priority | Level 5 |
| County | NYC (New York) | Phone | 212-741-6522 |
| Street 1 | 275 Seventh Avenue | Fax | |
| Street 2 | 19th Floor | Point of contact | Miller Susan Lee |
| City | New York | State | NY |
| | | Zip | 10001-6788 |

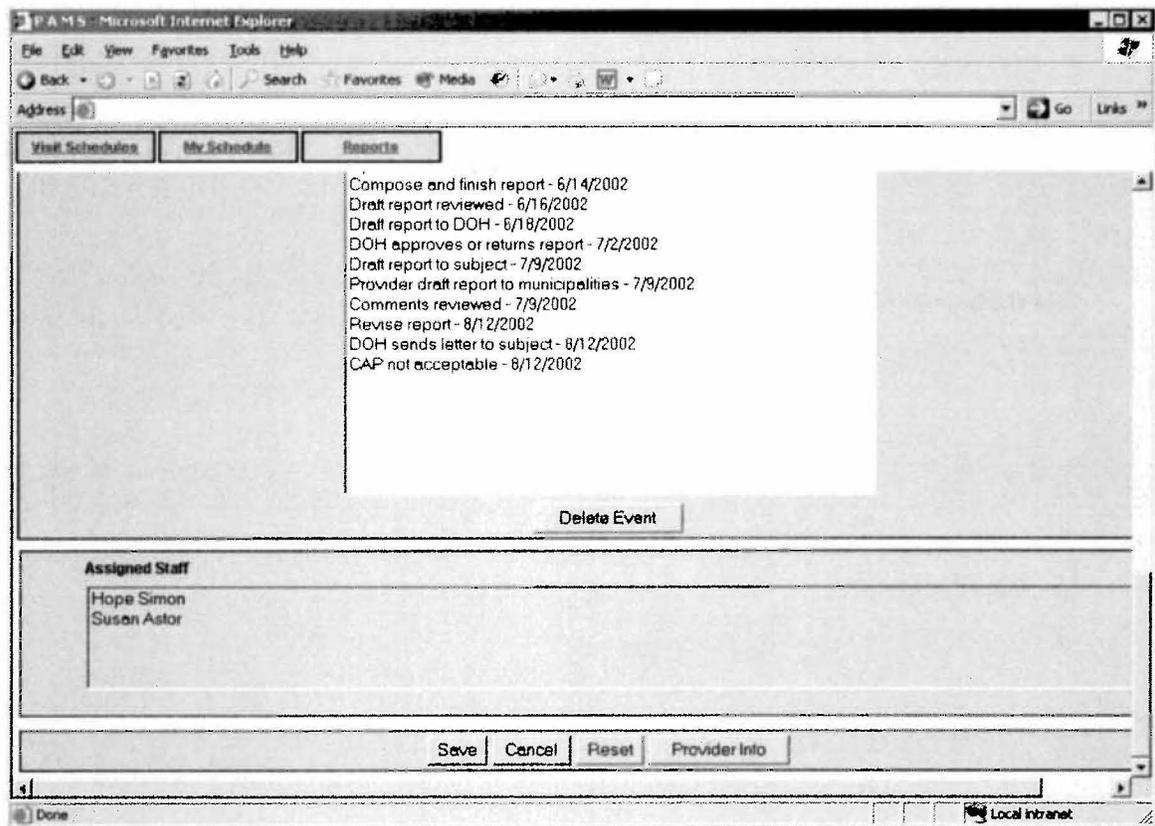
Below the form, there are two buttons: "Get Uploaded Children" and "Save Child". There are also fields for "Initials" and "Date of Birth". At the bottom, there are two sections: "Available Children" and "Assigned Children". The "Assigned Children" section shows a list with one entry: "AH - 3/5/1998".

From this screen, the user will be able to perform the following:

1. Change provider information with regards to the visit.
2. Assign child records to be reviewed during the visit.
3. Modify the event list for the specific provider.
4. View the events.



Clicking **Get Uploaded Children** will retrieve a previously uploaded list of provider specific children from the database and display them in the “Available Children” list box. Additional children may be added by entering the initials and date of birth in the provided text boxes and clicking on **Save Child**. Child information may be changed by selecting the desired child, modifying the initials or data of birth, and clicking on **Save Child**. Children may be moved between the “Available Children” and “Assigned Children” list boxes by using selecting then and using the “>” and “<” buttons.



Clicking on **Provider Info** will take the user to the main "Provider Information" screen, where the user can change the default provider information.

P.A.M.S. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address Go Links

Visit Schedules My Schedule Reports

Name:
Herbert G. Birch Services, Inc.

Type: Provider Priority: Level 2

Region ID: Group 1 Last Seen:

POC FNAME: Miller

POC LNAME: Susan Lee

Office Phone: 212-741-6522 Office Fax:

Street 1: 275 Seventh Avenue Street 2: 19th Floor

City: New York State: NY

County: NYC (New York) Zip: 10001-6788

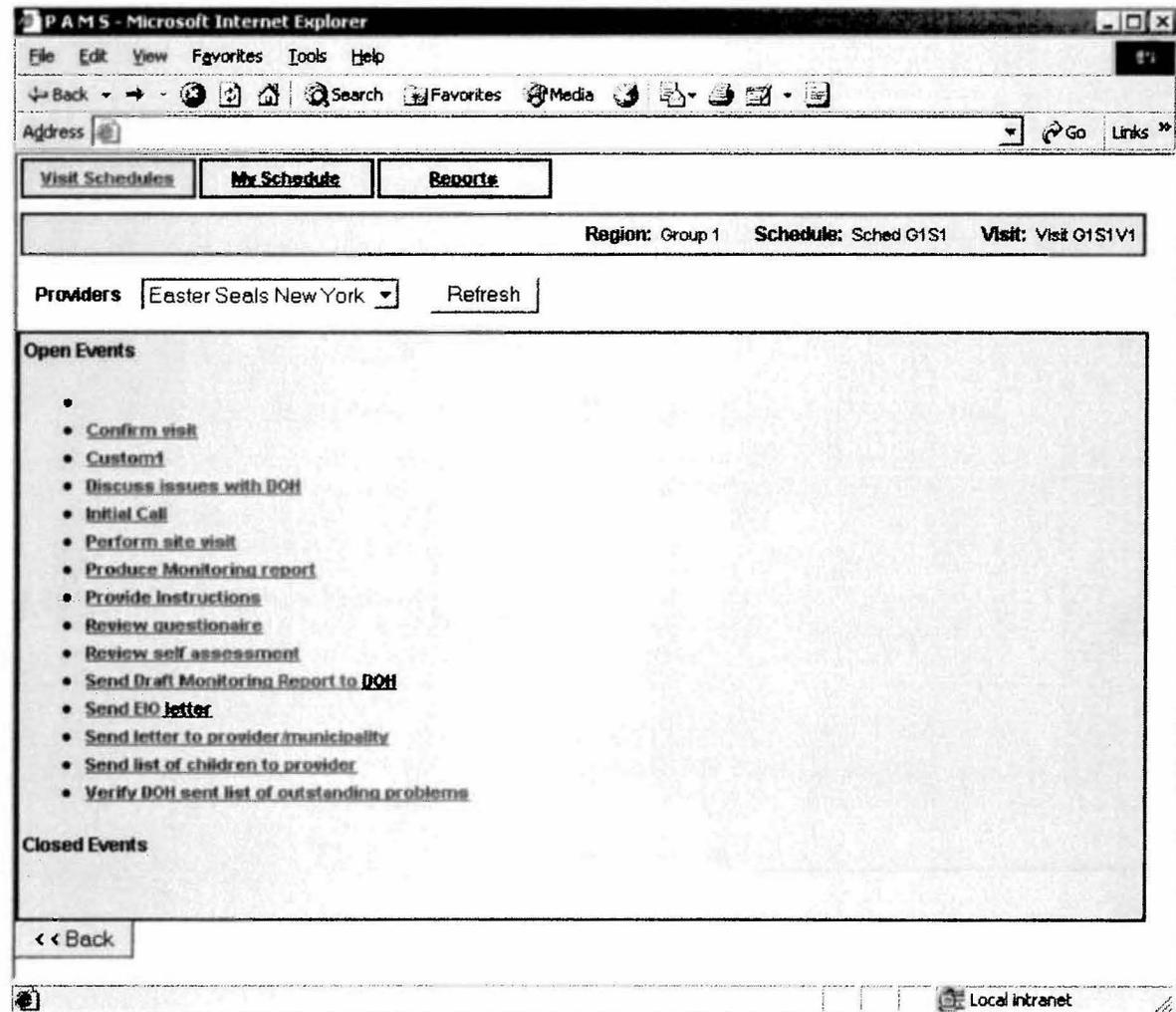
Days Required: Staff Required:

Done Local Intranet

Clicking on **View Events** will take the user to the View Provider Events screen.

View Provider Events

The View Provider Events screen is displayed below.



This screen will allow the user to view the status of all events with respect to a specific provider encounter. Events which are still pending will be displayed in the **Open** list. Events that have been completed will be displayed in the **Closed** list. A dropdown list at the top of the screen will allow the user to cycle through the providers assigned to a specific visit. Clicking on an event will display the **Event Information** screen.

Event Information Screen

The Event Information screen is displayed below:

The screenshot shows a web browser window titled "PAMS - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar is empty, and the status bar at the bottom indicates "Local intranet".

At the top of the page, there are three buttons: "Visit Schedules", "My Schedule", and "Reports". Below these is a summary box containing the following information:

- Region: Group 1
- Schedule: G1S1
- Visit: G1S1V1
- Provider: Research Foundation of State University of New York, The

Below the summary box is a section labeled "Events" with a dropdown menu currently set to "Confirm visit".

The main area of the screen is a large text box titled "Comments". At the bottom left of this text box is a "Close Event" button. To its right is a note: "***Note: Once an event is closed it is read only." At the bottom right of the page, there are two buttons: "<< Back" and "Save".

The Event Information screen allows the user to save comments about a specific event. Clicking **Save** will save the comments without closing the event. Clicking **Close Event** will save the comments and close the event.

My Schedule

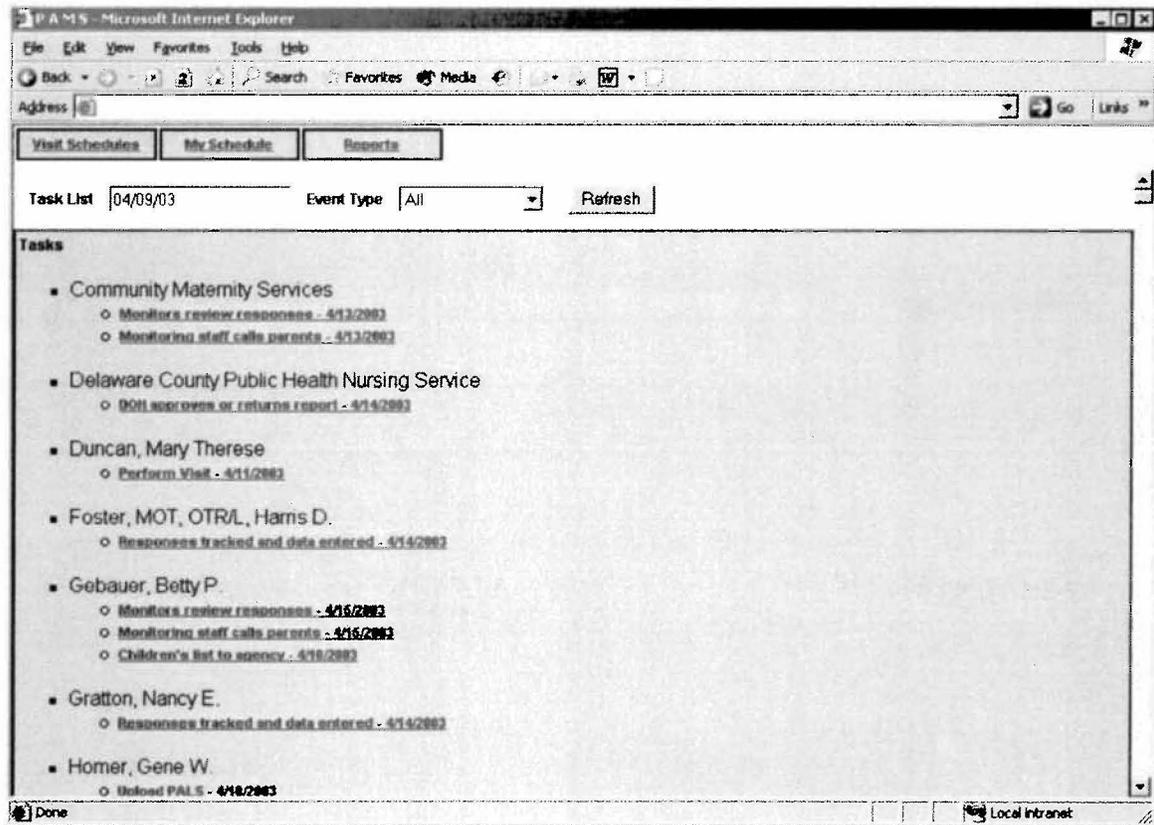
The purpose of the **My Schedule** section is to allow individual IPRO staff to track and perform events associated with scheduled visits. The My Schedule main page is displayed below:

The screenshot shows a web browser window titled "PAMS - Microsoft Internet Explorer". The address bar is empty. The page has three tabs: "Visit Schedules", "My Schedule", and "Reports". The "My Schedule" tab is active. On the left, there is a sidebar with a "Reviewer One" dropdown menu and a calendar navigation interface for the year 2002, showing months from Jan to Dec. Below this is the text: "These buttons and links allow you to more define your interface and your calendar view." The main content area displays a calendar for April 2002. The calendar has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates 3, 12, and 26 are marked with "Events Scheduled". The date 31 is in a greyed-out cell. The number 5 is visible at the bottom left of the calendar area. The status bar at the bottom right shows "Local intranet".

On entrance, the page will default to the currently logged in user. However, authorized users can select other calendars by use of a pull down. By cycling through the months, the user will see "Events Scheduled" for days on which events are scheduled. Clicking on any of the links will display the **Daily Events** screen.

Daily Events

The Daily Events screen is displayed below:



On this screen, the user will see events that are scheduled for that day. Events that are between their Notice Date and their Due Date will be signified by a black bullet. Events that are between their Due Date and their NLT Date will have a yellow bullet. Events that are past their NLT date will have a red bullet. Users will also be able to filter events by date and Event Type. Clicking on any of the events will display the **Event Information** screen for that event.

PAMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address [] Go Links

Visit Schedules My Schedule **Reports**

Notification of time and place of review - 4/3/2002

Perform Visit - 4/9/2002

DOH approves or returns report - 4/9/2002

DOH approves or returns report - 4/9/2002

Responses tracked and data entered - 4/9/2002

Responses to monitoring staff - 4/9/2002

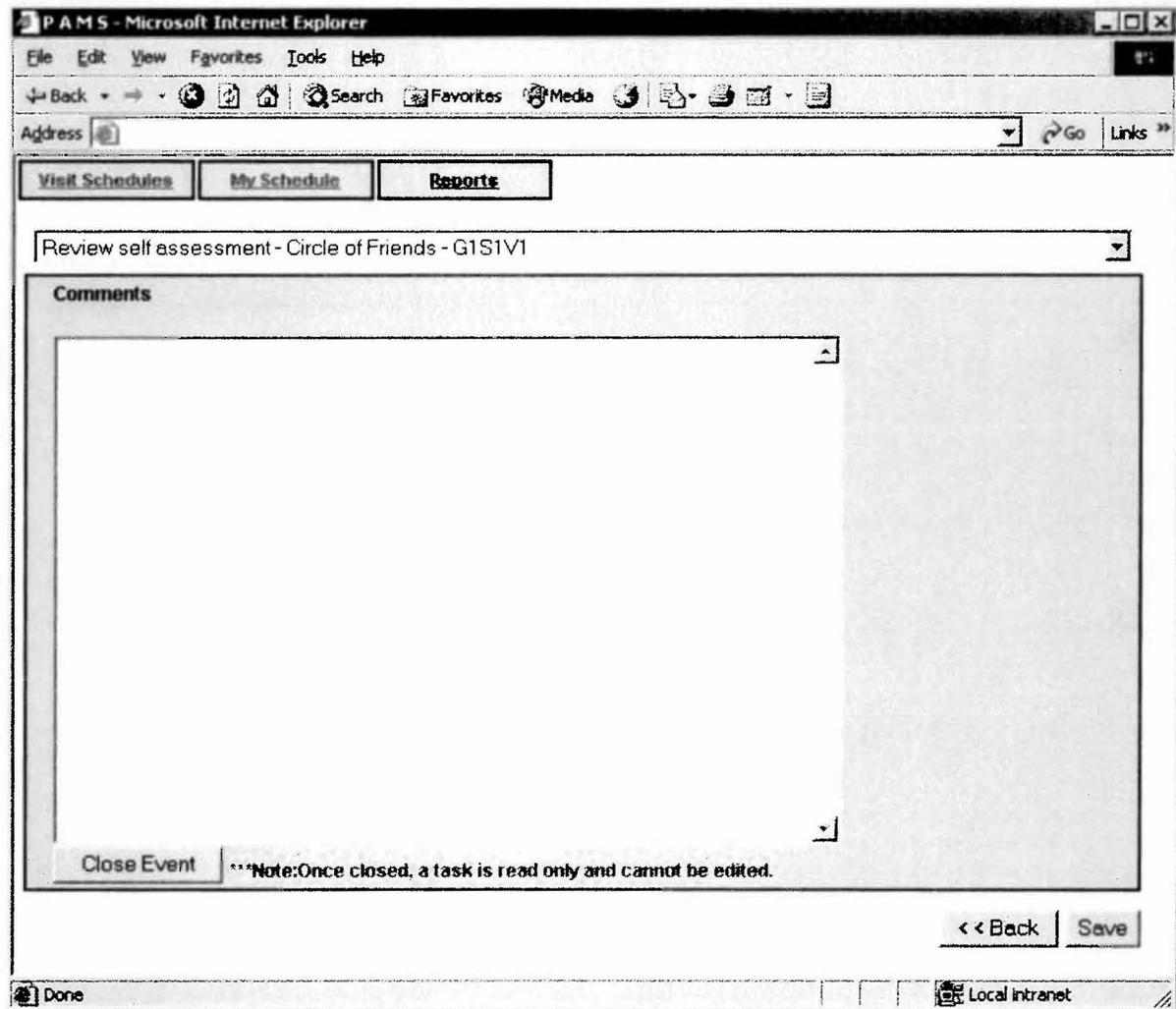
Monitoring staff calls agency to confirm visit - 4/9/2002

- A. O. Fox Memorial Hospital
 - Upload PALS - 10/22/2002
 - Compose and finish report - 10/25/2002
 - Draft report reviewed - 10/26/2002
 - Draft report to DOH - 10/28/2002
 - DOH approves or returns report - 11/11/2002
 - Draft report to subject - 11/19/2002
 - Provider draft report to municipalities - 11/19/2002
 - Comments reviewed - 11/18/2002
 - Review report - 12/22/2002
 - PALS update letter to provider - 1/23/2003

Done Local intranet

Event Information

The Event Information screen is displayed below.



From this screen, the user will be able to enter and save comments about the event. Clicking **Save** will save the event. Clicking **Close Event** will save and close the event. Once an event is closed, it will become read only.

Tools and Survey Engine

The Tools and Survey Engine module provides the following functionality:

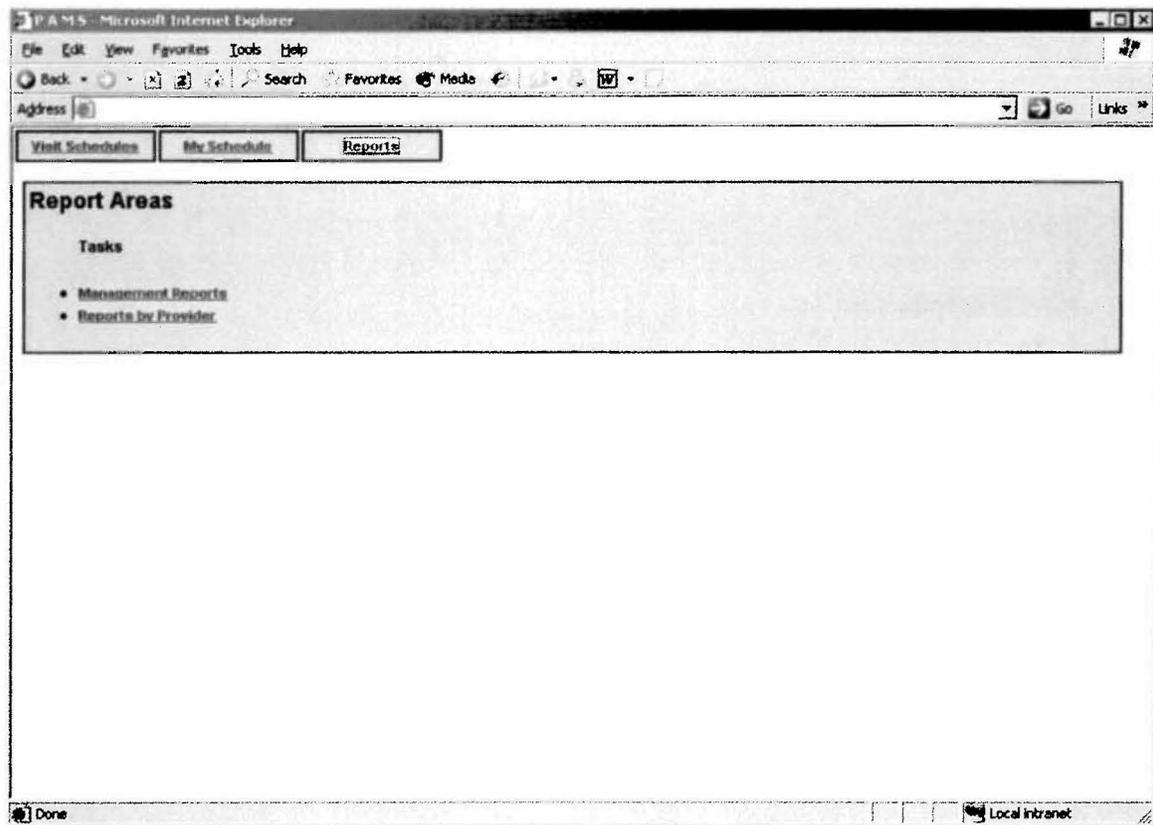
1. Display of various assessment tools and surveys required to perform a review.
2. A method of associating the tools and surveys with a specific visit, provider, and child record.
3. Electronic completion and storage of the tools and surveys.

4. A method to retrieve previously completed tools and surveys for historical analysis.
5. Versioning of the tools and surveys.

The method and level of accessing the tools and surveys will depend on the organization that is logged in. IPRO personnel will have full access to all the tools and surveys. Providers and Municipalities will only have access to the surveys that they can complete on line. DOH will have read-only access to all the tools.

IPRO/DOH Access

IPRO/DOH Access will be through the **Reports** link, which will be displayed after log on. Upon clicking the **Reports** link the system will display the **Report Areas** screen, displayed as follows:



The different Report Areas are defined below:

Management Reports

This area will contain various management reports. A screen will be displayed in which IPRO and DOH personnel may select the desired report. Input parameters will change automatically to reflect the information needed to generate the specific report.:

PAMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address

Visit Schedule My Schedule **Reports**

Management Reports

Report: Productivity Report : Reviews by IPRO Region

Date Type: Start

Date From:

Date To:

Provider Type: All

Status: Open

Staff Person: All

Show Report

Done Local intranet

Clicking **Show Report** will display a Crystal Reports window with a printable output.

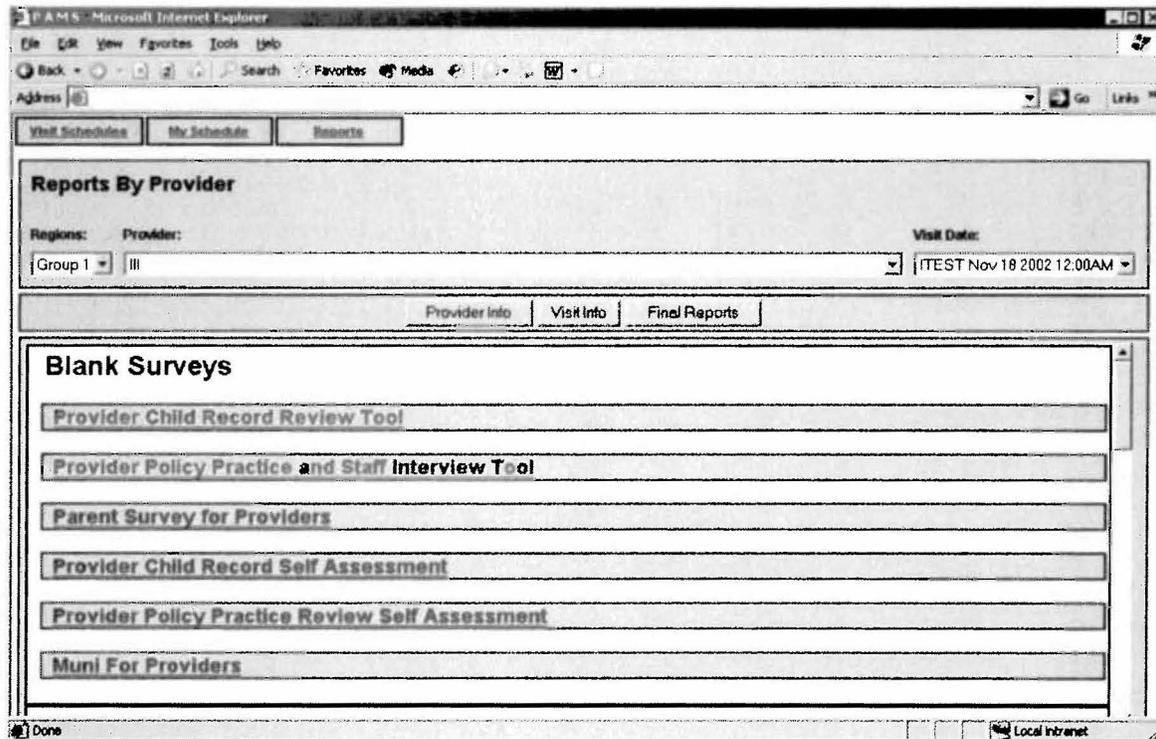
Productivity Report : Reviews By IPRO Region

Date Type: Start
 Start Date: 01/01/2002
 End Date: 01/01/2003
 Provider Type: All
 Status: Open
 Staff Person: All

| | Region 1 | Region 2 | Region 3 | Region 4 | Region 5 | Total |
|--------------------------|----------|----------|----------|----------|----------|-------|
| Total Visits | 141 | 132 | 55 | 71 | 0 | 399 |
| Total Providers Reviewed | 144 | 131 | 54 | 71 | 0 | 400 |
| Total Staff Visit Days | 1176 | 358 | 175 | 185 | 0 | 1894 |

Reports By Individual Provider

This will allow the user to view all tools, surveys, letters and final reports contained for a specific provider, listed by visit. The screen is shown below.

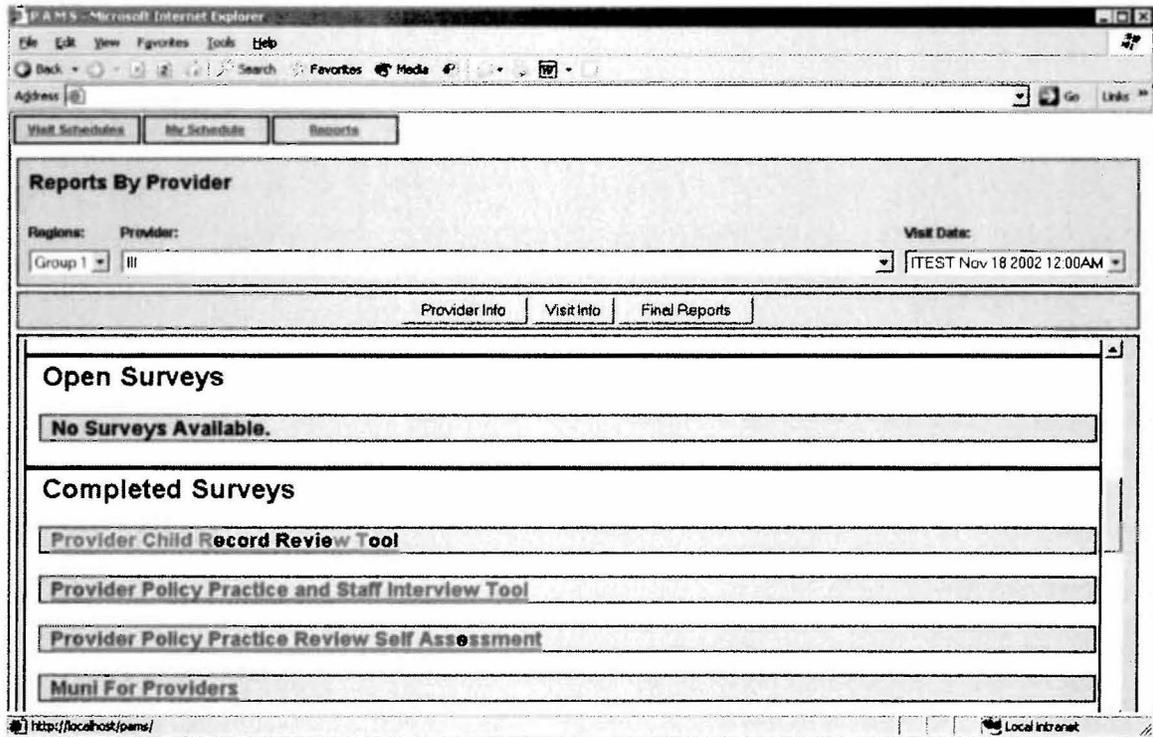


Providers are grouped alphabetically by region. When a Provider is selected, a list of visits (past and present) specific to that provider will be available. Only visits on active and inactive schedules will be displayed. Selecting the appropriate visit will update the rest of the screen with the visit-specific survey information.

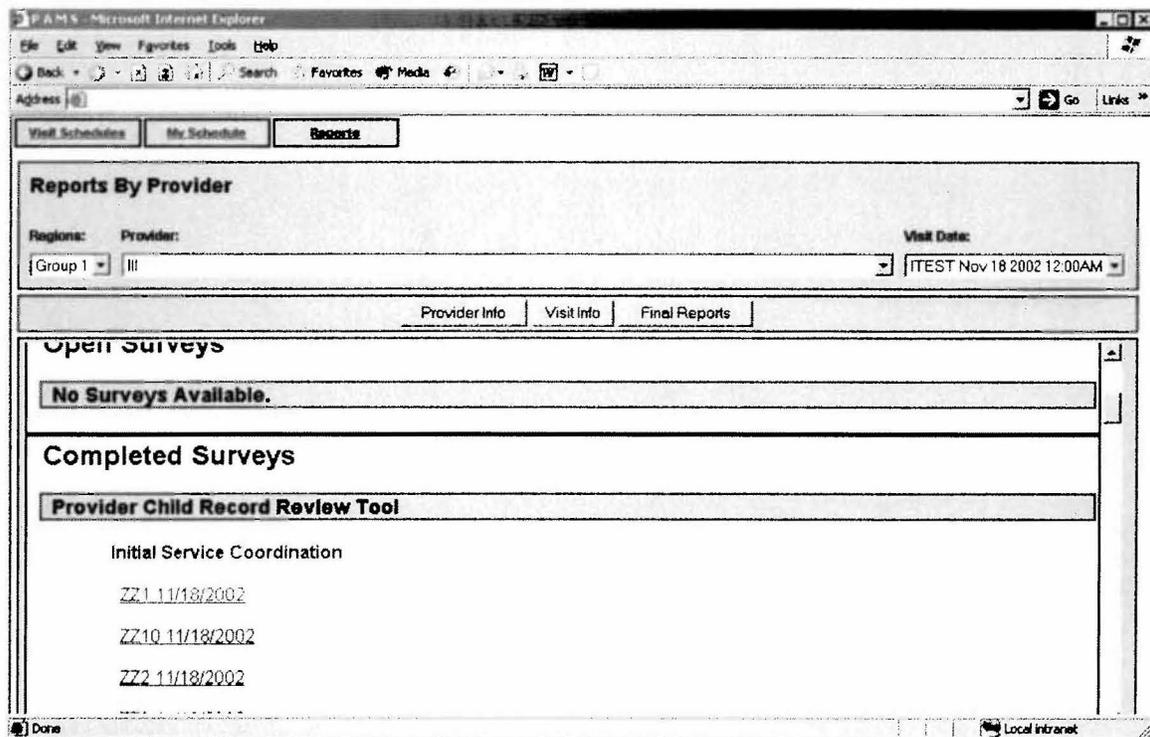
Clicking **Provider Info** will take the user to the default “Provider Information” screen. Clicking on **Visit Info** will take the user to the “Visit Information” screen for that visit. Clicking on **Final Reports** will take the user to the “Final Reports” screen.

Scrolling down the page will expose the available survey, grouped as follows:

1. **Blank Surveys:** Pool of blank surveys which may be used to conduct the survey. When saved, will be associated with the selected provider and visit.
2. **Open Surveys:** Surveys that have not been saved as complete. May be modified.
3. **Completed Surveys:** Surveys that have been saved as complete. May not be modified (read-only).



Clicking on the appropriate survey will display all the surveys available for viewing



Clicking on the survey will display the survey in the appropriate mode (modifiable or read-only) depending on the state of the survey (Blank, Open, or Complete).

Provider Child Record Review Tool

Initial Service Coordination

Provider: ITEST
 Visit: ZZ1-11/18/2002
 Child: ZZ1-11/18/2002

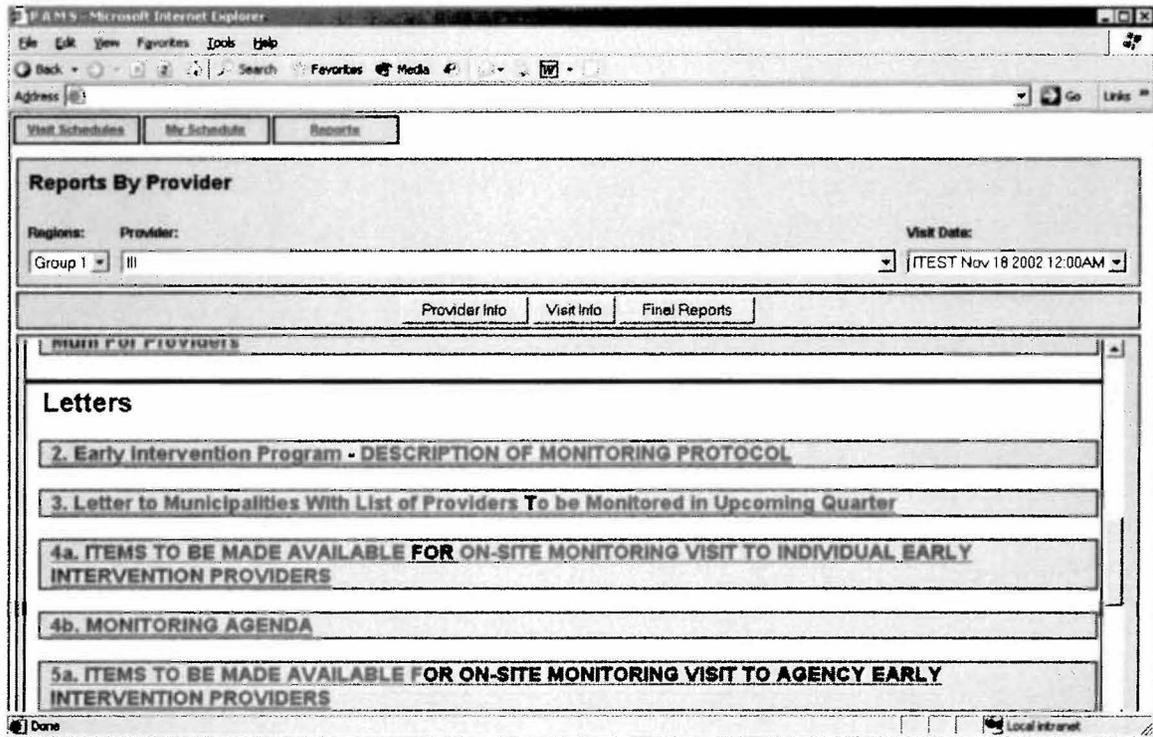
Disable
 Note: May take a second to update the page once clicked.

| Validation Key | |
|----------------|----------------|
| Y | Yes |
| N | No |
| NA | Not Applicable |

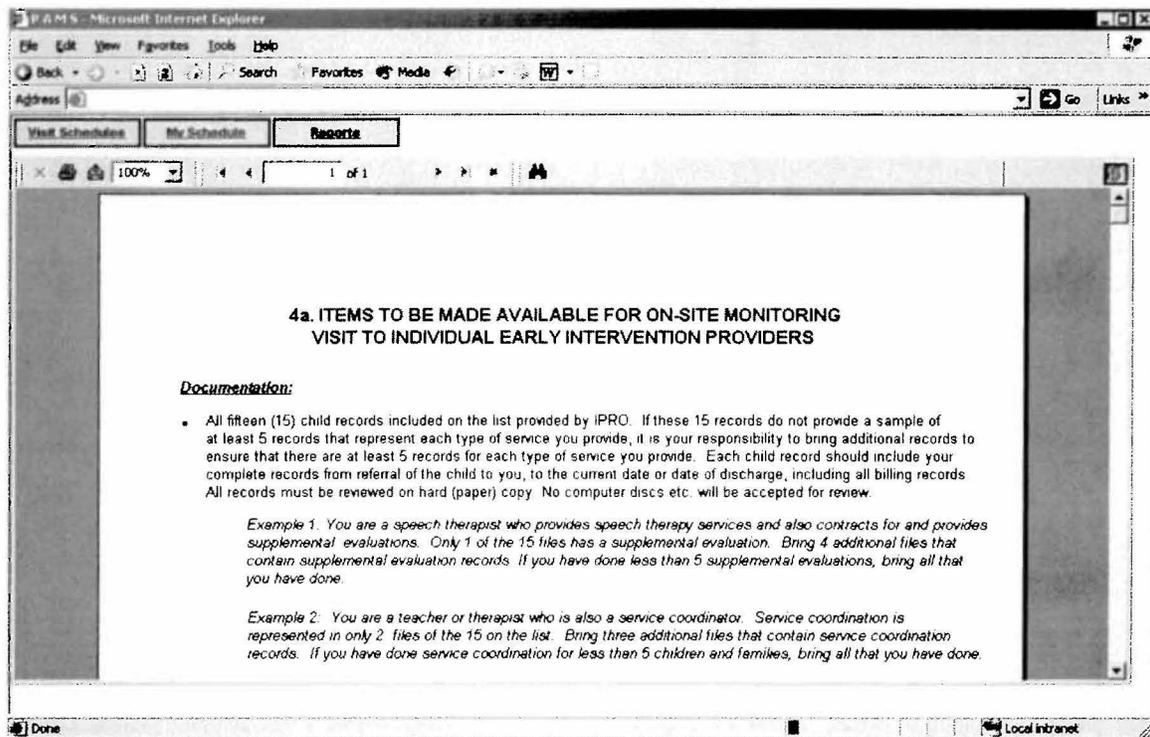
| All Criteria Met | Criteria Not Met |
|--|--|
| (Criteria Met) - Based on a review of child records it was determined that the provider has maintained compliance with New York State Early Intervention Program regulations as it pertains to all activities related to Initial Service Coordination. | (Criteria Not Met) - Based on a review of child records it was determined that the provider has not maintained compliance with New York State Early Intervention Program regulations as it pertains to Initial Service Coordination. Specific areas of noncompliance are as follows: |

| Report Statement | Specific Indicator | Criteria | Reference | Validation | | |
|---|---|------------------------|------------------------------|-------------------------------|--|--------------------------|
| | | | | Y | N | NA |
| In some cases, the Initial Service Coordinator did not promptly arrange a contact with the parent. PR1 CF IP | The Initial Service Coordinator did promptly arrange a contact with the parent. | within 5 working days. | 10NYCRR 69-4.7(b) Page 19 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="radio"/> Met | <input type="text" value="Comments:"/> | |
| | | | | <input type="radio"/> Not Met | | |

Scrolling to the bottom of the "Survey By Provider" page will display a list of visit-specific letters available for printing.

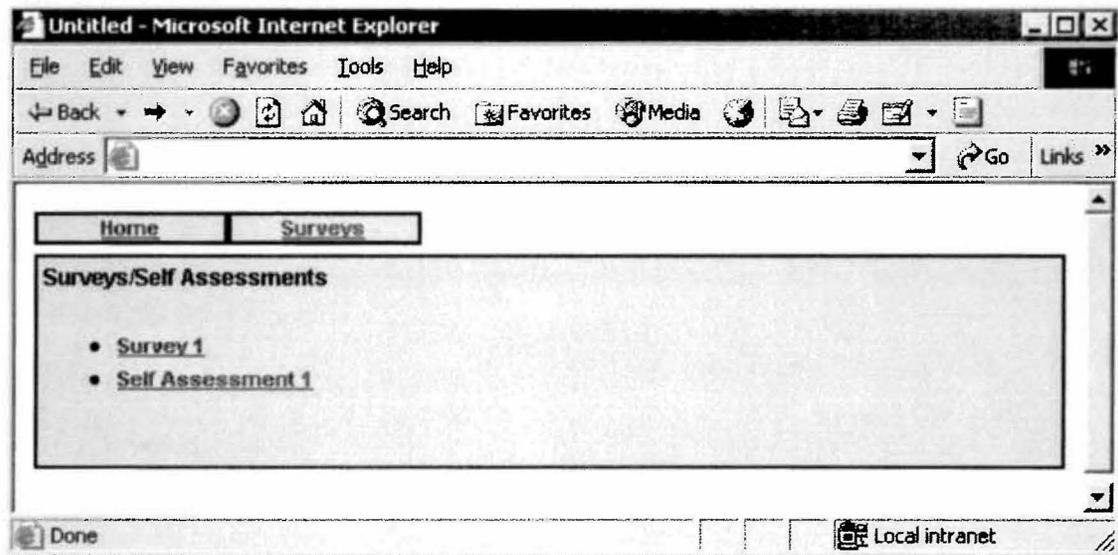


Clicking on the applicable letter will display the letter in a Crystal Reports window in a printable format, with provider and visit specific information filled in.



Provider/Municipality Access

Provider and Municipality access will be through the **Surveys** link, which will be displayed after log on. Upon clicking the **Surveys** link the system will display the **Surveys** screen, displayed as follows:



Surveys are versioned. This allows for the creation of new surveys without invalidating surveys that were performed prior to the new version. All surveys will be displayed in accordance with the version in which they were initially saved. All blank surveys will be displayed in accordance with the newest revision.

Synchronization Engine

The PAMS/PALS system performs synchronization over the Internet through the use of a Web Service-based architecture using 128-bit SSL encryption and Microsoft SOAP specification 3.0. Authentication is performed by a combination of RSA-token and User ID/Password. The Web Service is provided by the PAMS; all synchronization requests are performed by the PALS, per the following steps:

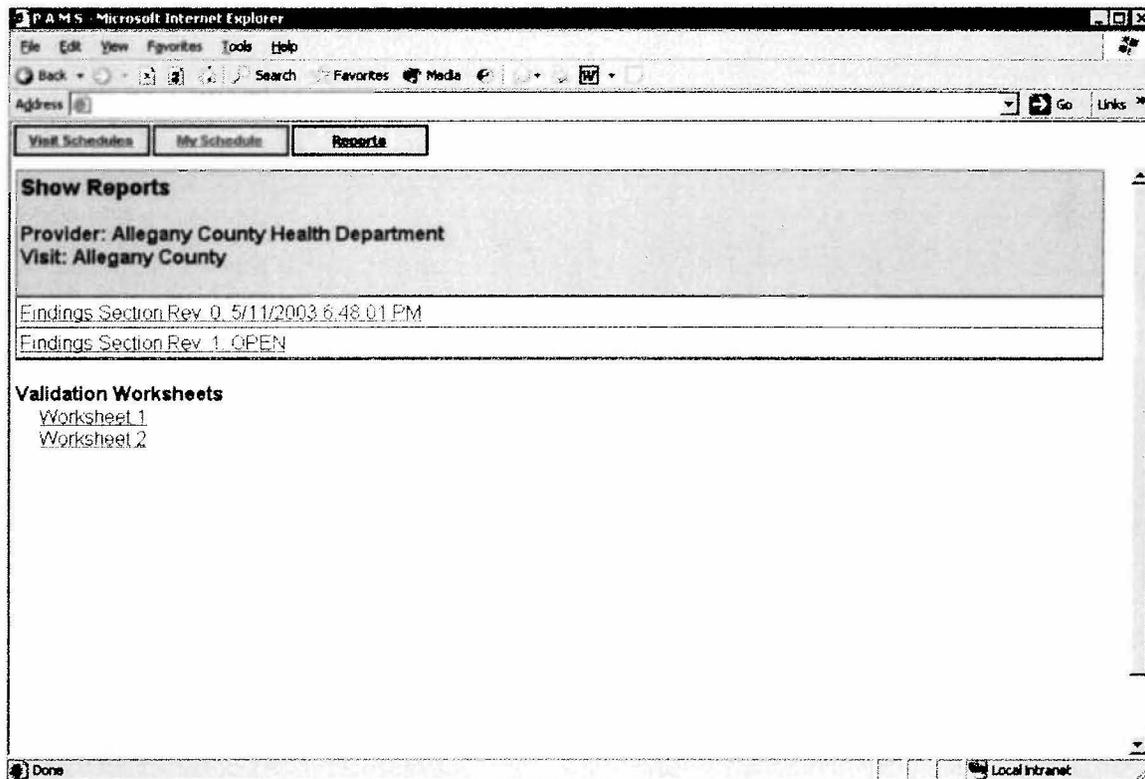
1. User logs into the PALS Laptop (Windows-based security)
2. User starts and logs onto the PALS (PALS Authentication)
3. User selects to synchronize.
4. User enters User ID, Password, and RSA Token.
5. PALS erases any previously stored system generated tokens, then sends the authentication information to PAMS.
6. PAMS responds with either a 16-byte system generated token (acceptance) or an error code and message (denial).
7. PALS stores the token, sends the token and a request for available updates.
8. PAMS responds with a list of available updates (if applicable) or a code signifying no updates available.
9. If updates available, PALS sends the PAMS the token and a request for each update, until all updates are processed, then prompts the user to restart the PALS.

10. If no updates are available, then the PALS informs the user of the status of the authentication and either a request for further action, or reason the authentication failed.
11. User selects desired action.
12. Process continues, with PALS passing the token and a request (or information), and PAMS returning the requested information (or code signifying proper receipt of information) until the requested task is completed.

Final Reports Engine

When all survey information has been entered/uploaded to the PAMS, then calculation of a final report may be performed. The final report module may be accessed from the "Reports By Provider" screen, after selecting the desired provider and visit, then clicking on the **Final Reports** button.

If no final reports have been saved for the provider/visit combination, then the user will be prompted to perform an initial calculation. Otherwise, a list of reports will be displayed.



Click on the **Calculate New** button will perform the calculation. The "Final Report" screen will be displayed after the calculation is complete.

F.A.M.S. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address

Visit Schedules My Schedule Reports

Provider: III
 Visit: ITEST
 Report: Findings Section - CALCULATED

Not Applicable Provider Policy Practice and Staff Interview Tool - Referrals - PP1: 1 NM and 0 NI of 1 surveyed.

Regulation Finding

Needs Improvement

| Report Statements and Indicators | Regulation and/or Reference | Findings |
|---|--|---|
| Cluster: Public Awareness and Child Find Indicator: Provider Policy/Practice and Staff Interview Tool 1 Based on interviews conducted with the staff, and review of | 10NYCRR 69-4.3(a) (1) (11) 10NYCRR 69-4.3(a) (2) (11) | Regulation Finding Based on a review of policies and practices, interviews conducted with staff, and review of documents and data, it was determined that Early Intervention Program regulation 10NYCRR 69-4.3(a)(1)(11) states that "A primary referral source who has identified an infant or toddler suspected of having a disability shall...inform the parent that, unless the parent objects, their child will be referred to the early intervention official for purposes of a free, |

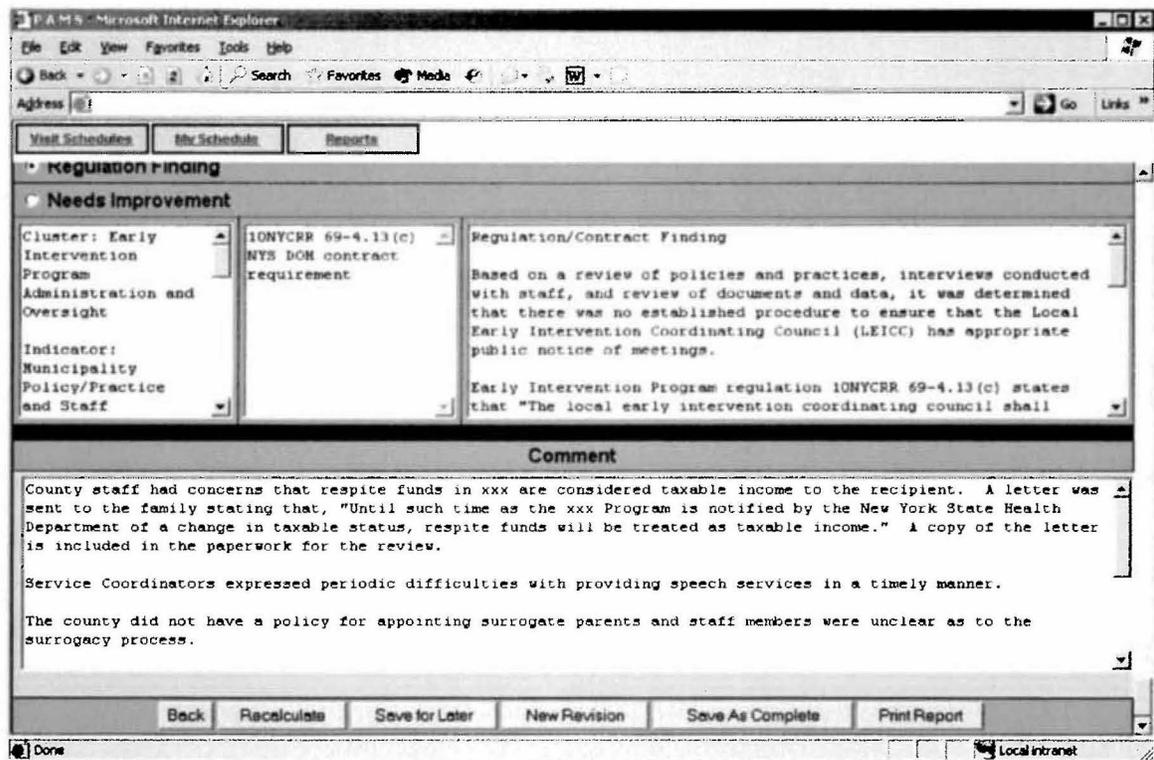
Not Applicable Provider Policy Practice and Staff Interview Tool - Initial Service Coordination - PP16: 0 NM and 1 NI of 1 surveyed.

Regulation Finding

Needs Improvement

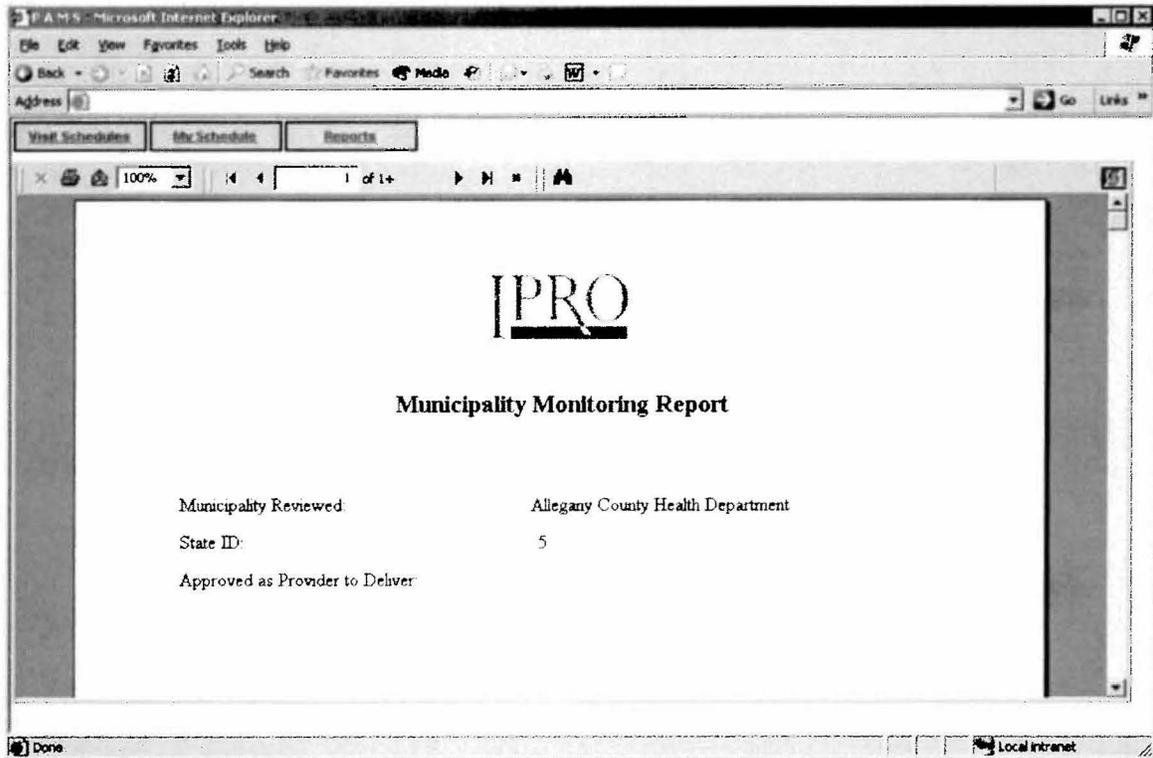
Done Local intranet

This screen will display all findings which meet the criteria for a Regulating Finding. Each finding will be displayed with the default text to be displayed with the finding. The user has the option of editing the text, changing the Regulation Finding to a Needs Improvement, or disabling the finding. The user may also add a comment, which will be displayed on the final report.

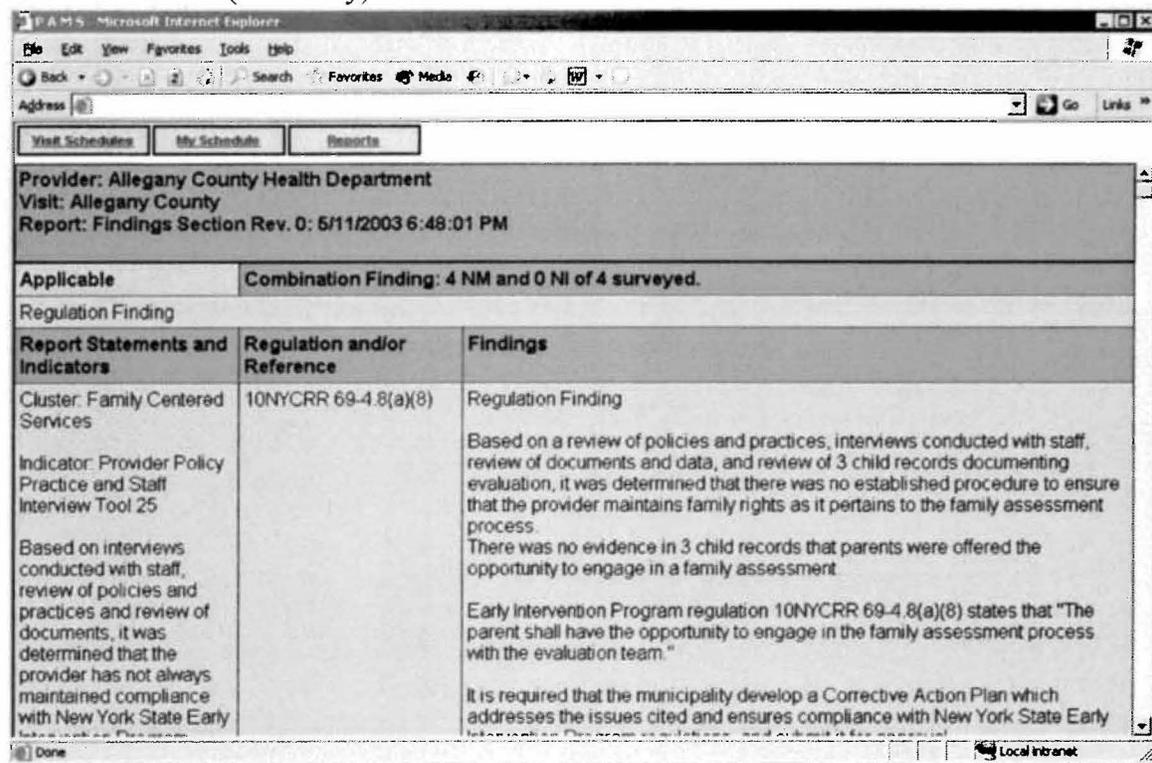


The following options are available at the bottom of the screen.

1. **Back:** Will return the user to the Report selection screen.
2. **Recalculate:** Will recalculate the report. Any new findings will be displayed. Finding which no longer meet the criteria will be removed. Any existing findings will that still meet the criteria will remain unmodified.
3. **Save For Later:** Will save the report in a modifiable state.
4. **New Revision:** Will copy the last saved report, assign it a revision number, and save the a new, open revision.
5. **Save As Complete:** Will save the report in a read-only format.
6. **Print Report:** Will display a Crystal Reports window with the report in a printable format.



Closed Revision (read-only)



For verification purposes, a worksheet may be displayed. This will contain all the information used to calculate the report.

PAMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media Go Links

Address

View Schedules My Schedule Reports

100% 2 of 2+

Cluster Name : Administration and Oversight

| | ADM | ZZ1 1/1/2002 | ZZ10 1/1/2002 | ZZ11 1/1/2002 | ZZ12 1/1/2002 | ZZ13 1/1/2002 | ZZ14 1/1/2002 | ZZ16 1/1/2002 | ZZ2 1/1/2002 | ZZ3 1/1/2002 | ZZ4 1/1/2002 | ZZ6 1/1/2002 | ZZ6 1/1/2002 | ZZ7 1/1/2002 |
|------|-----|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| PR53 | ADM | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA |
| PR59 | ADM | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA |
| PR60 | ADM | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA |
| PR61 | ADM | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA |
| PR62 | ADM | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA |
| PR63 | ADM | M | M | M | M | M | M | M | M | M | M | M | M | NM |
| PR64 | ADM | D | D | D | D | D | D | D | D | D | D | D | D | D |
| PR65 | ADM | M | M | M | M | M | M | NM | M | M | M | M | M | M |
| PR66 | ADM | D | M | D | D | D | D | M | D | M | M | D | D | D |
| PR67 | ADM | M | M | M | M | M | M | M | M | M | M | M | M | M |
| PR68 | ADM | M | M | M | M | M | M | M | M | M | M | M | M | M |
| PR69 | ADM | D | D | D | D | D | D | D | D | D | D | D | D | D |

Done Local Intranet

The PALS

The PALS is a locally hosted, laptop based website which provides the following functions:

1. Downloading and uploading of the various assessment tools and surveys needed to perform one or more different reviews to and from the PAMS.
2. Storing, retrieval, and entering of data into the various tools and surveys, once downloaded.
3. Ability to save tools and surveys to portable material (floppy disk or equivalent). When saved to portable media, data will be encoded.

The above functionality is encompassed by the following modules:

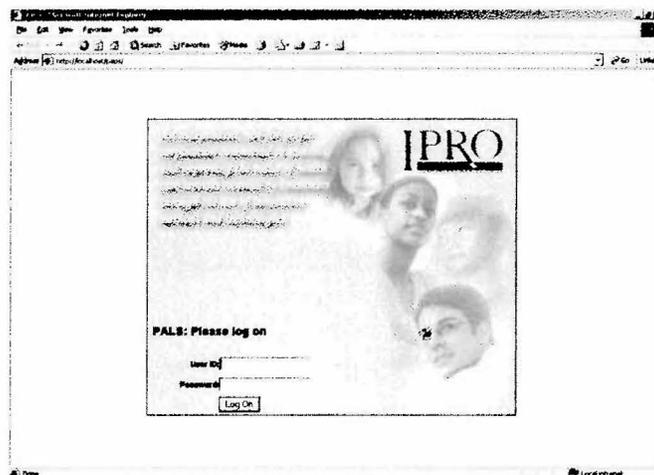
1. The Synchronization Engine.
2. The Review Management Engine.

The Synchronization Engine

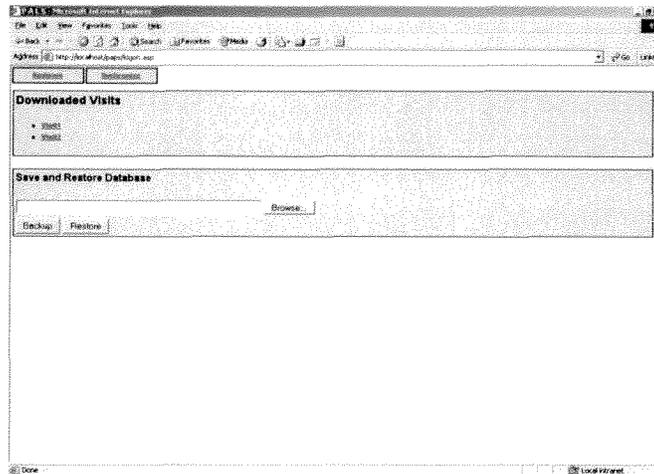
The Synchronization Engine performs the following functions:

1. Connection management with PAMS to securely upload and download tools and surveys.
2. For downloading, synchronizes with PAMS to produce a list of providers and municipalities available for download.
3. For uploading, provide a list of tools and reports available for uploading to PAMS.
4. Synchronization with the PAMS forms engine to retrieve to the most recent staff and report revisions.

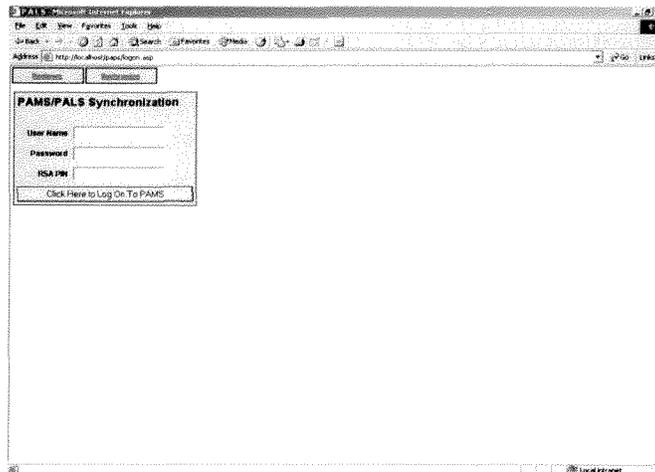
Upon launching the PALS website, the user will be presented with the following logon screen:



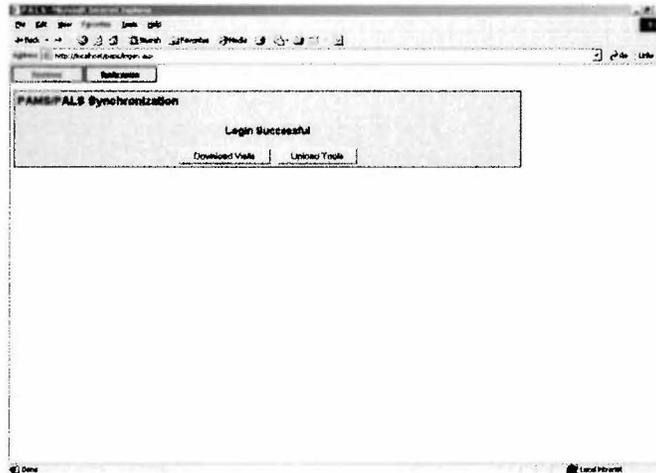
Once the user has successfully logged on, they will be presented with the following screen:



This is the **Reviews** main screen and will give the user immediate access to the currently downloaded providers and municipalities ready for review. Clicking on the **Synchronize** link will display the following page:

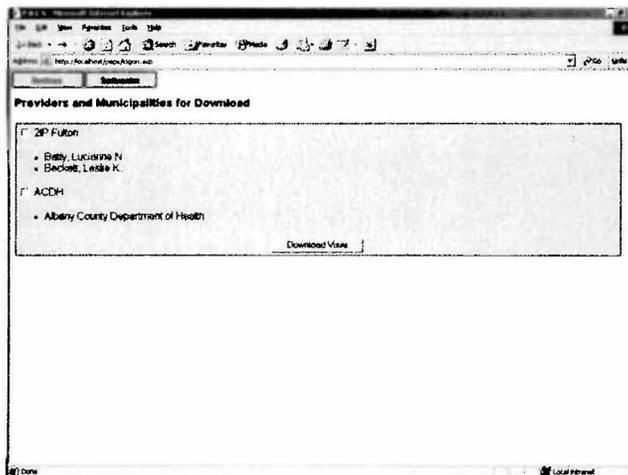


An Internet connection must be established prior to attempting to perform a synchronization. Once an Internet connection is established, clicking on the **Click Here to Synchronize With PAMS** to begin the synchronization process.

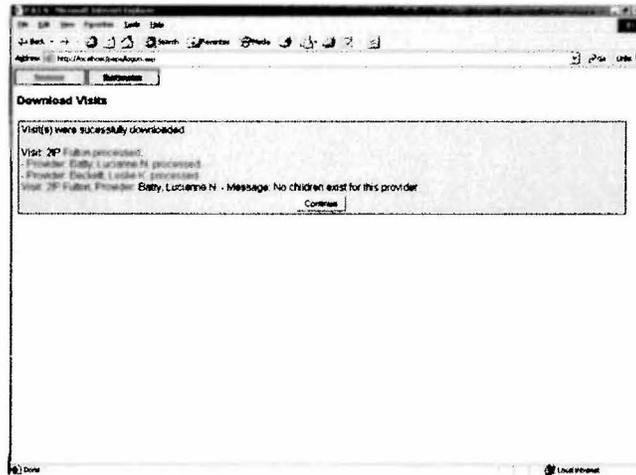


After a successful logon, the user will be presented with the following choices:
Download Visits and **Upload Tools**.

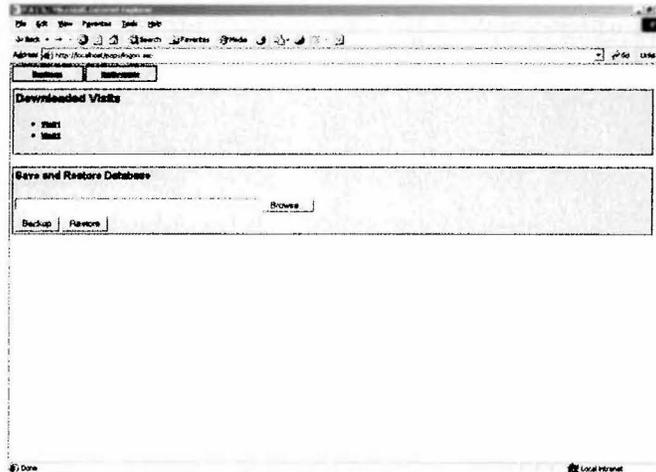
Clicking **Download Visits** will display the following screen:



This will display a list of visits available for download. Only visits on active schedules for which the logged on user has been scheduled will be listed. Selecting the desired visit and clicking on **Download Visits** will download provider and child information for the visit into the PALS.



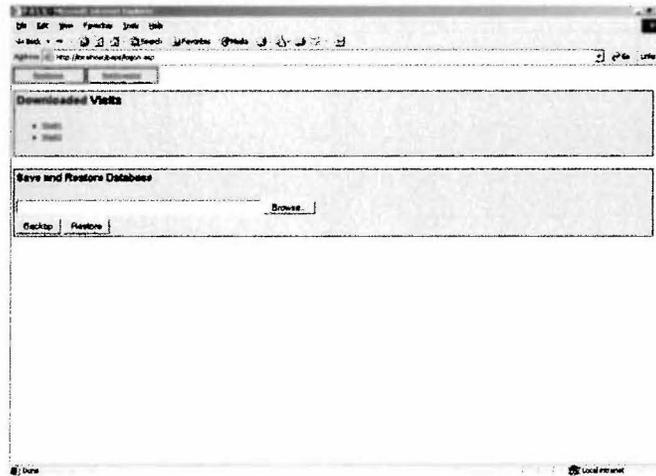
Once the download is complete, clicking on **Reviews** will display a list of downloaded visits.



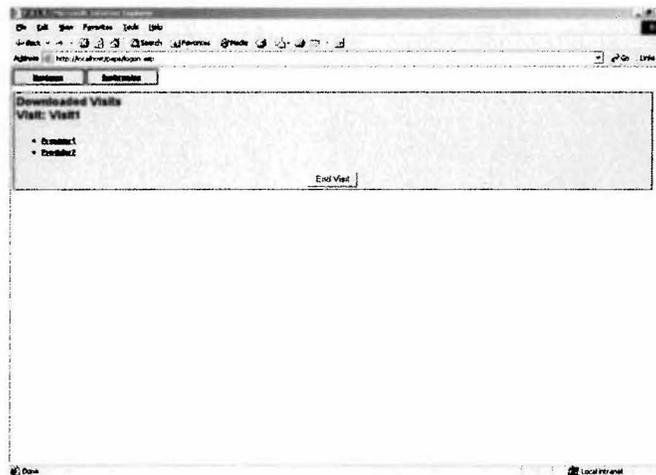
Clicking on the desired visit will begin the review process.

Review Management Engine

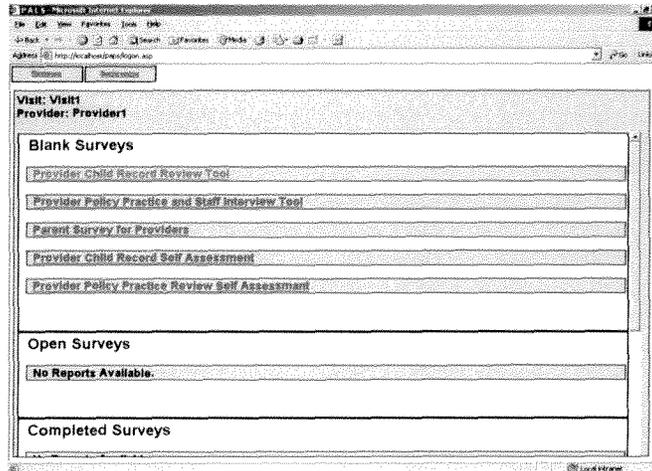
On launching the PALS, the user will be presented with the following screen:



Clicking on the desired visit will display the following screen:



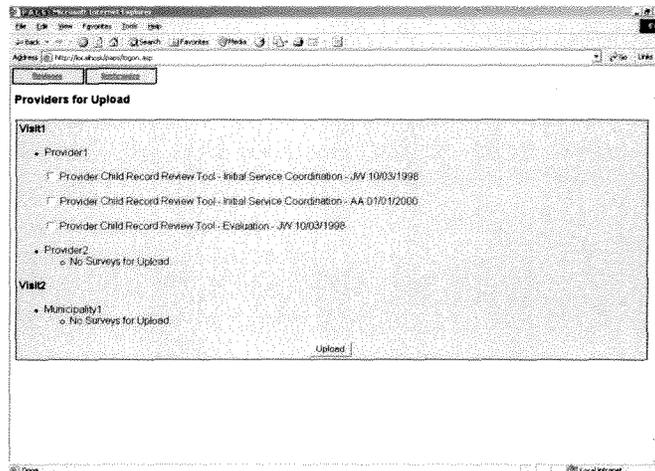
This will display the provider(s) associated with the visit. Clicking on the desired provider will display the survey screen.



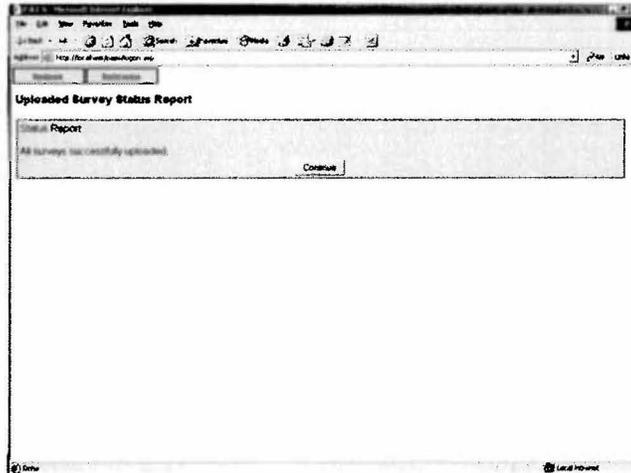
From this point, the survey process is the same as described in the PAMS section, with the following differences:

1. Clicking on **Review Completed** will flag the survey for upload to PAMS.
2. Surveys are still modifiable after clicking **Review Completed**.

After completing the review, completed surveys may be uploaded by going through the synchronization process, then clicking on **Upload Tools**.

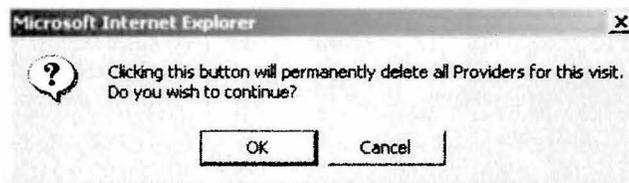


This will display a list completed surveys that have not already been uploaded. Clicking on the desired surveys and clicking on **Upload** will send the survey information to the PAMS. When the upload is complete, the following screen will be displayed.



Uploaded surveys will still be able to be viewed on the PALS, but will have a message displayed at the top signifying that the survey has already been uploaded. If, for some reason, the survey did not successfully make it to the PAMS, then the survey may be reset by clicking on **Resend Survey** and performing the Upload process. If a survey already exists on the PAMS, an error will be returned.

When all survey data has been uploaded to the APMS, the visit may be deleted from the PALS by selecting the desired visit from the **Reviews** screen, then clicking on the **End Visit** button, which will display the following dialog box.



Clicking on the **OK** button will delete the visit.

The PALS database can be backed up to disk by opening the **Reviews** screen and following the onscreen instructions. This will produce an encrypted file that can later be used to restore the database, or sent to another PALS laptop.

PAMS/PALS System Architecture/Specifications

The PAMS/PALS system is an Internet-based system comprised of one Web server, one Database server, one RSA server, and numerous laptops (PALS). The PAMS web site may be accessed directly through the Internet, or from the PALS through web-service based communication. All Internet-based communication is conducted over 128-bit SSL, using RSA and UID/Password based authentication.

Provider Assessment Master Site (PAMS)

As stated above, the PAMS is comprised of one Web server, one Database server, and one RSA server. The Web server is separated from the Internet by a firewall. The RSA and Database servers are separated from the Web server by a firewall. Communication between the Web server and the Database server is conducted through TCP/IP. Communication between the Web server and the RSA server is by web services through port 80.

Web Server

The Web server is a single PC running Windows 2000 Server and IIS 5.0. The Web server has been hardened against Internet-based attack. The Web server provides the 128-bit SSL, and communicates with the RSA server to perform the RSA authentication. UID/Password authentication is performed by the Web server, based on a list of valid user/password combinations stored on the Database server. All business logic resides on the Web server.

Database Server

The Database server is a single PC running Windows 2000 Server and SQL Server 2000. The Database server is the repository for all data generated by the system. All data uploaded from a PALS laptop is also stored here. Information required by the RSA server to perform authentication is stored on the Database server.

RSA Server

The RSA server is a single PC running Windows 2000 Server and the RSA software. The Web server communicates with the RSA server through the use of web services to allow information to be passed through the firewall without having to open any port other than port 80. The RSA server communicates directly with the Database server using TCP/IP, and is located on the same side of the firewall as the database server.

Provider Assessment Laptop Site

The PALS is a self-contained, browser-based, autonomous system designed to allow a user to communicate with the PAMS to download visit information, disconnect from the Internet, perform a site visit, reconnect to the Internet, and upload survey information back to the PAMS. The PALS also has an auto-update feature to allow automatically updating survey information and valid logon information when connected to the PAMS. The PALS allows backing up of local database information to an encrypted file.

The PALS will run on either Windows 2000 Professional/Server or Windows XP. It requires a minimum configuration of Personal Web Services (PWS) 5.0 and Microsoft

SQL Server Database Engine (MSDE) 2000. SOAP Toolkit version 3.0 is also required to support web service communication with the PAMS. MSDE was chosen over JET because of its enhanced security features, and the similarity to SQL Server, which allows maintaining a consistent code base between the Database server and the PALS Database.

Logging onto the PALS laptop is controlled through Windows 2000 logon. Once a user is logged on the laptop, they must log onto PALS using a valid PALS UID/Password combination. Passwords must meet the requirements for “strong” passwords. When communicating with the PAMS, a valid UID/Password and RSA token combination is required for authentication. Access to the PALS database outside of the PALS program requires a valid Windows 2000 logon.

The PALS laptops are hardened against Internet attack using standard techniques for PC-based systems. Because of the use of web-service based communication with the PAMS, the PALS does not require use of FTP and “File and Printer” sharing, and these services should be turned off by default. All communication between the PALS and PAMS occurs over 128-bit SSL encryption to protect data transfer over the Internet.

EXHIBIT

A.

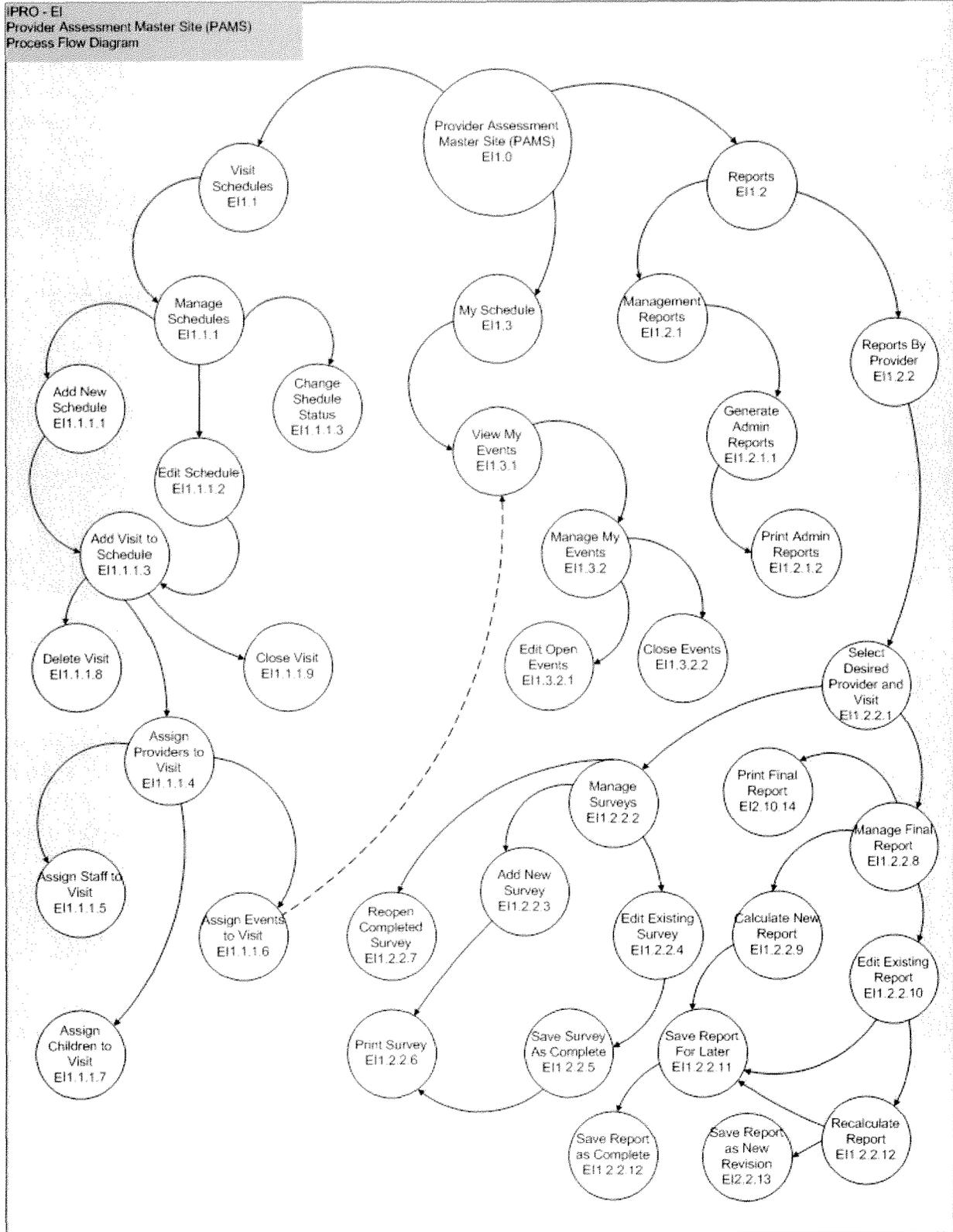
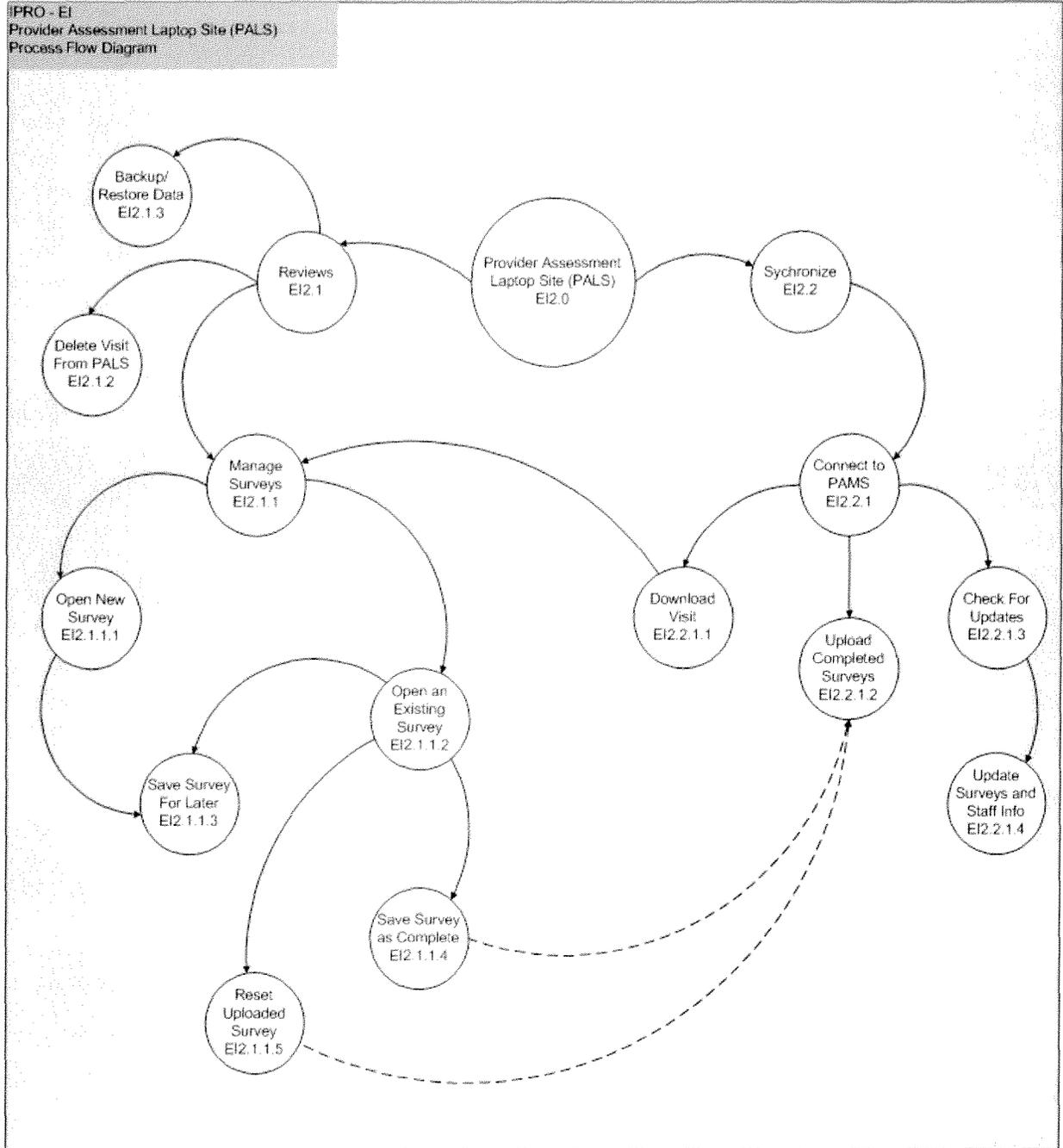


EXHIBIT
B.



IPRO

PAMS/PALS

Data Base Structure

The Early Intervention Program Monitoring, Reporting, and Scheduling System (PAMS/PALS)

General Discussion

The PAMS/PALS system is a combined DOH/Contractor (IPRO) tool providing the following functions:

1. Scheduling of Quality Improvement Monitoring Reviews of Municipalities and Agency/Individual Providers of Early Intervention Services.
2. Tracking of timeline-based events important to the scheduling and performance of a monitoring review.
3. Electronic generation of various assessment tools and surveys needed to conduct a monitoring review.
4. Transfer of visit information and status between the master (PAMS) site and laptop-based, autonomous, sites (PALS) for the purpose of conducting reviews.
5. Automatic updating of the PALS laptops to reflect changes in staff and surveys.
6. Electronic storage and archiving of the assessment tools and survey data used during the monitoring review.
7. Automatic generation of various printable reports based on data accumulated by the assessment tools and surveys used during the monitoring.
8. Synchronization of the PAMS and DOH Provider databases on a periodic basis.

To perform the above functions, the PAMS/PALS system is comprised of two main modules, containing various sub-modules, described as follows.

Job Control Language (JCL)

The PAMS/PALS system does not use any batch processes. JCL is not required.

The Provider Assessment Master Site (PAMS)

All scheduling, archiving, synchronization, and reporting services are contained in the PAMS. Accessible via the Internet, the PAMS allows DOH and Contractor personnel secure access to:

1. Upload DOH provided child and provider information on a periodic basis.
2. Schedule and approve monitoring reviews.
3. Assign staff to each review.
4. Link a predefined list of children to be monitored with each review. Users may also add non predefined children to a review.
5. Track predefined and custom events linked to each review and assigned reviewer.

6. Provide a personal calendar for each reviewer to track events assigned to them.
7. Store and retrieve the various assessment tools and surveys used during the course of a review.
8. Allow dissemination of the various assessment tools and surveys to multiple PALS laptops (described below) to support multiple reviewers at each visit.
9. Allow controlled modification of completed assessment tools and surveys.
10. Allow for providers to complete their surveys on-line.
11. Automatically grade each review based on data input by the assessment tools and surveys and produce printable draft monitoring reports and corrective action plans.
12. Allow modification of the final report prior to generation. Final reports may be versioned to track changes in the generation of the final report.
13. Provide various printable management reports.
14. Produce a calculated worksheet to verify the final report calculations.

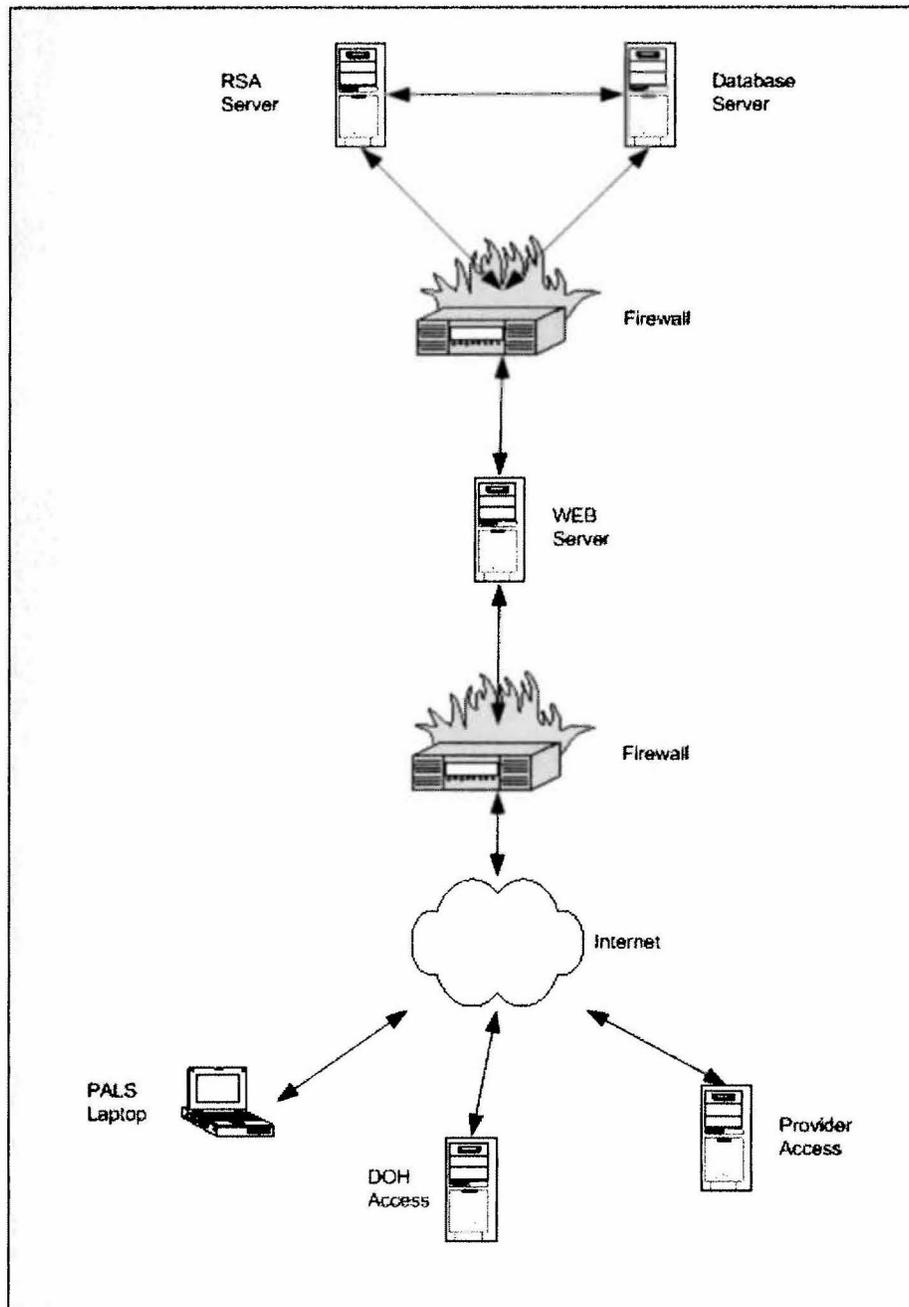
The Provider Assessment Laptop Site (PALS)

The PALS is a laptop based portable web site capable of the following functions:

1. Establishing contact with the PAMS via the Internet to download provider data and the most recent assessment tools and surveys.
2. Automatically checking for updated staff and survey changes when connecting to PAMS.
3. Completion of the assessment tools and surveys electronically while disconnected from the PAMS.
4. Backing-up of assessment tools and surveys onto portable media (floppy disc or equivalent).
5. Uploading of completed assessment tools and surveys to the PAMS.

PAMS/PALS Block Diagram

The following block diagram shows a visual representation of the PAMS/PALS system:



As displayed above, the PAMS will be hosted on the Internet. DOH personnel and IPRO staff off site will access the PAMS over the Internet. Logon for DOH/IPRO personnel will be controlled using a token-based (RSA) scheme over a 128bit SSL connection. Providers and Municipalities will be provided with a randomly generated user name and password to access their individual surveys over a 128bit SSL connection.

Functional Description

The PAMS

The PAMS functionality is encompassed in the following sub-modules:

1. Scheduler.
2. Tools and Survey Engine.
3. Synchronization Engine.
4. Final Report Engine.
5. Management Report Engine.

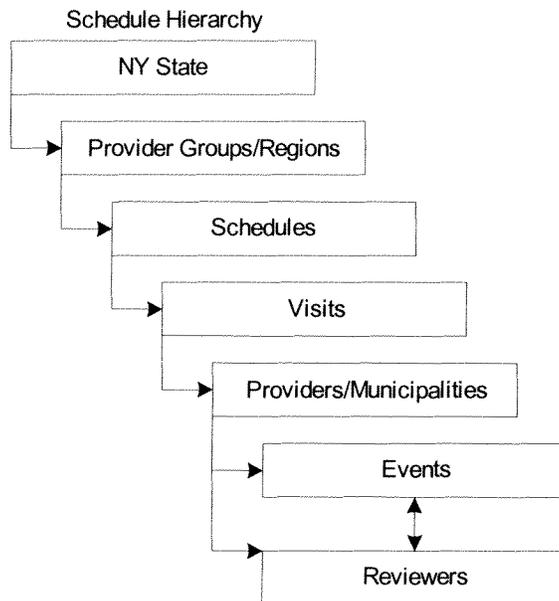
The Scheduler

The Scheduler module provides the following functions:

1. Synchronization of DOH and PAMS/PALS Provider/Municipality information.
2. Segregation of Provider/Municipalities by group for scheduling purposes.
3. Creation, approval, and archiving of schedules by group.
4. Assignment of multiple Providers/Municipalities to a specific visit.
5. Assignment of multiple events (predefined and custom) to a specific visit.
6. Assignment of multiple staff to a specific visit.
7. Assignment of multiple children to a specific provider.
8. Tracking of events by assigned staff.
9. Limiting access and modification of schedules based on a user's level of access.

Schedule Hierarchy

The following diagram displays the Schedule Hierarchy

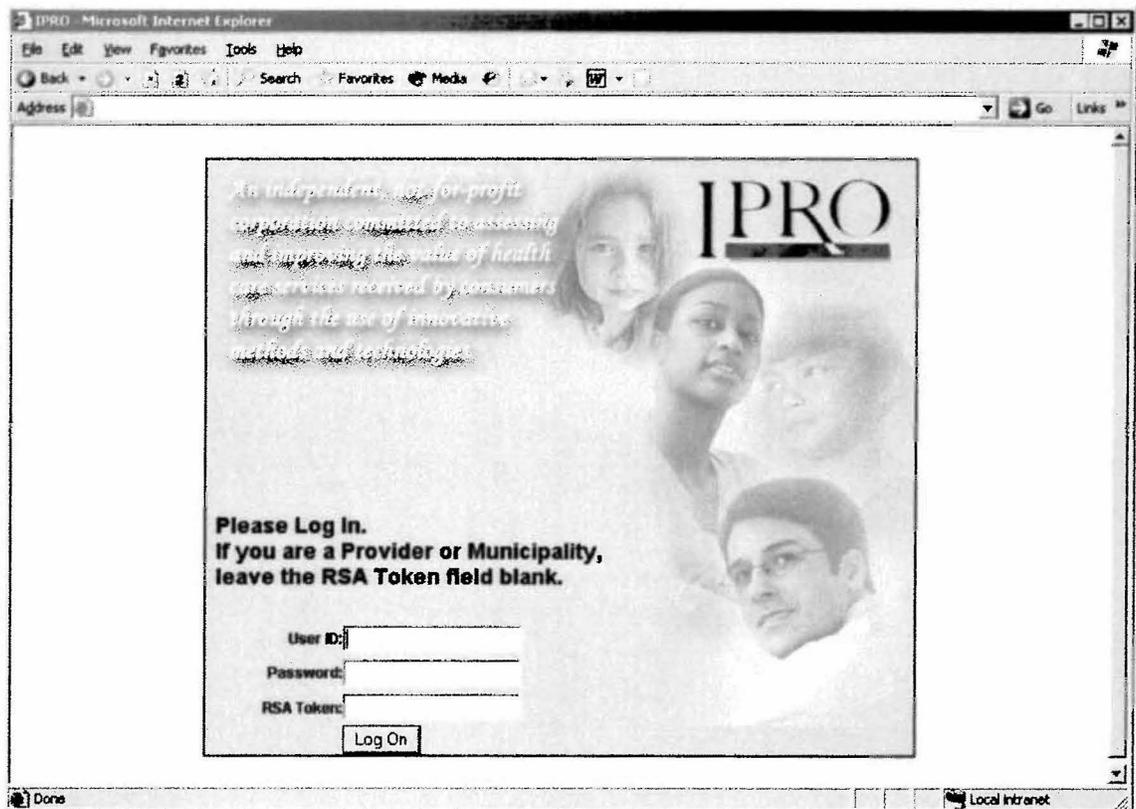


The Schedule Hierarchy works as follows:

1. NY State is divided into one or more pre-defined regions/groups, to which providers and municipalities are assigned.
2. Each group may contain one or more schedules.
3. Each schedule may contain one or more visits.
4. Each visit may contain one or more providers.
5. Each visit may have one or more staff assigned to it.
6. Each provider may have one or more events assigned to it.
7. Each provider may have one or more children assigned to it.
8. Events and reviewers will be associated with one another so that each reviewer will know the events assigned to them.

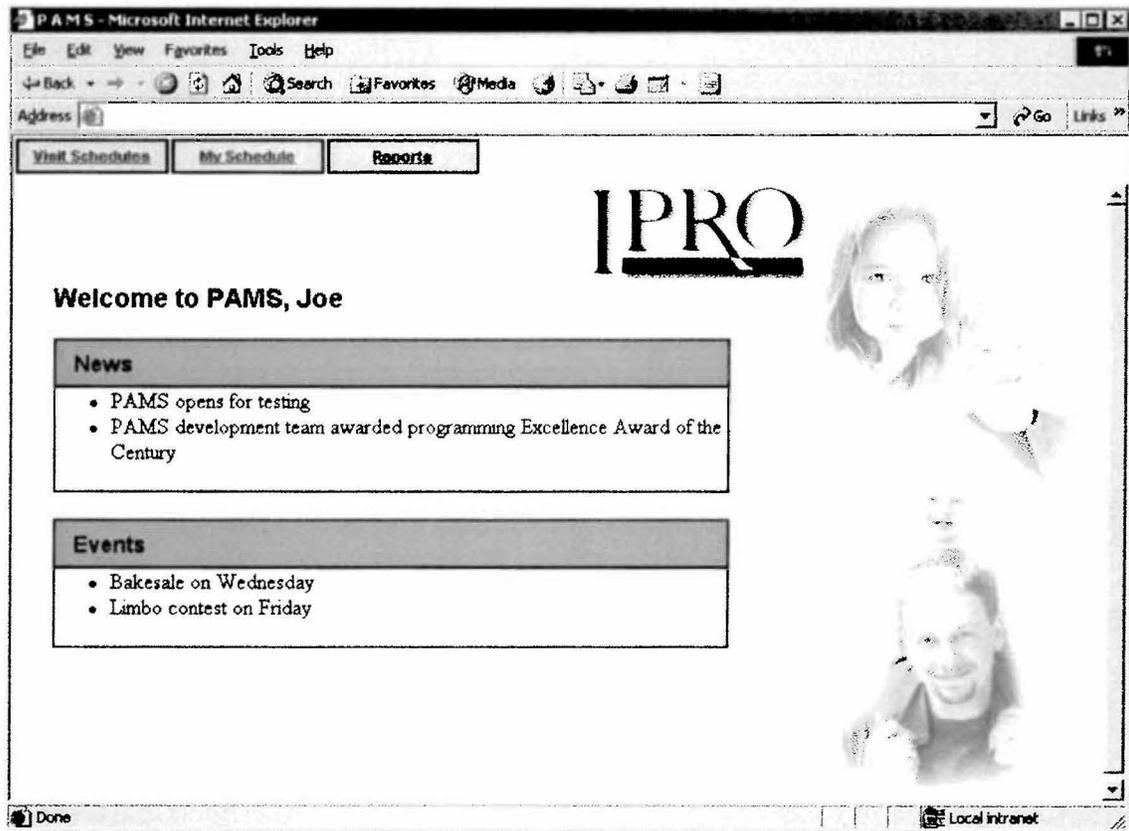
Scheduler Interface

The first screen a user will see when attempting to access the PAMS is the logon screen, shown below:



Users will enter their user name, password, and RAS token number to log on to the system. Once the system successfully authenticates the user, it will redirect the user to the appropriate main page and display only those items the user is allowed to access, based on their user rights.

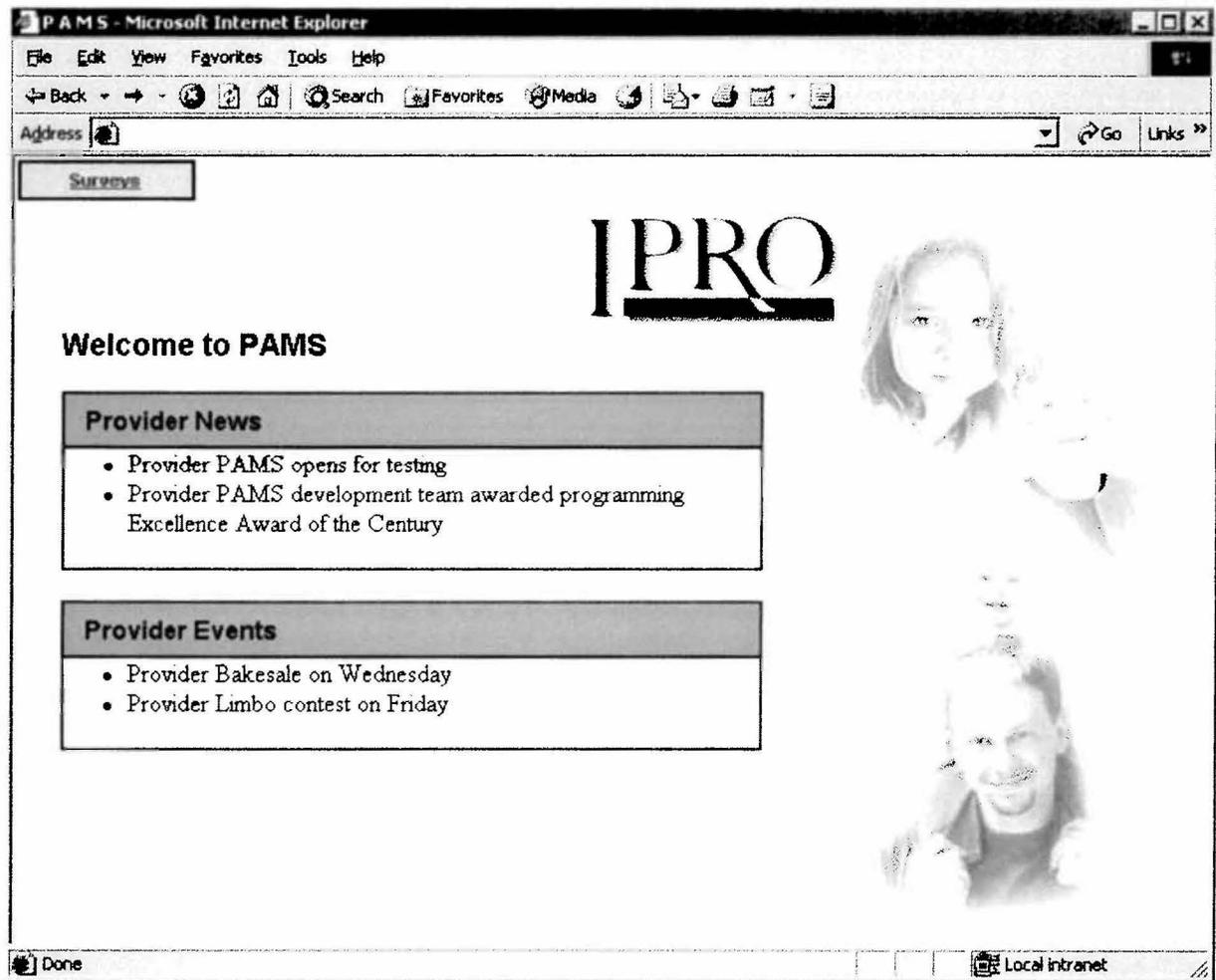
After a successful logon, the IPRO Staff and DOH Personnel will see the following screen:



The Staff main page will consist of current news items and provide links to the following areas:

1. Visit Schedules – Area where schedules are maintained.
2. My Schedule – Area where users can view events assigned to them. (Health Department staff will not be able to use this function or see this link.)
3. Reports – Area where users can display the various assessment tools, surveys, and reports (final and management).

4. After a successful logon, Providers and Municipalities will see the following screen:



The Municipality/Provider main page will consist of news/informational items and a link to an area where they can complete their surveys.

Create/Select Schedule Screen

Clicking on **Visit Schedules** will present the user with the following screen:

PAMS Upload

Region: Group 1

Schedule: Q3 2002

Name: Q3 2002

Schedule Status:

- Pending
- Approved
- Active
- Inactive

Add New Save Visit Info

| August 2002 | | | | | | |
|-------------|-----|-----|-----|--------------------|-----|--------------------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 Speech Center | 9 | 10 Easter Seals |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

From this screen, authorized users can perform the following:

1. Create a new schedule.
2. View an existing schedule.
3. Change the status of a schedule (Pending, Approved, Active, or Inactive).

Schedule status is defined as follows:

1. Pending – Any incomplete schedule or schedule awaiting DOH Approval. All newly created schedules will default to this type.
2. Approved – Any schedule that has been approved by DOH. Once a schedule is approved, the system assumes that it is always approved. (Individual events can be added to supplement schedules.)
3. Active – Any approved schedule that is currently being used. Schedules must be made active before they can be downloaded by PALS.

4. Inactive – Any approved schedule that is no longer being used. Once a schedule is made inactive, it will no longer be available for downloading to PALS.

Scheduled visits will appear on the calendar portion of the screen. Clicking on the name of the visit will take the user to the **Select Provider** screen. The user may also navigate to the **Select Provider** screen by clicking the **Visit Info** button. The calendar portion of the screen will span one or more months, based on the dates of scheduled visits.

Select Provider

The Select Provider screen is displayed as follows:

The screenshot shows the 'Select Provider' screen in a Microsoft Internet Explorer browser window. The browser title is 'PAMS - Microsoft Internet Explorer'. The address bar is empty. The page has three tabs: 'Visit Schedules', 'My Schedule', and 'Reserve', with 'Reserve' selected. The page content includes: 'Region: Group 1' and 'Schedule: 1st quarter' in the top right. A 'Scheduled Visits' section contains a dropdown menu with 'H. Birch' selected, and input fields for 'Start Date: 6/11/2002', 'End Date: 6/12/2002', 'Start Time', and 'End Time'. A 'New Visit' button is below. An 'Address' section contains input fields for 'Street 1: 275 Seventh Avenue', 'Street 2: 19th Floor', 'City: New York', 'State: NY', 'Zip: 10001-6788', 'Staff Required: 2', and 'Days Required: 2'. A 'Save Address' button is below. A search section has 'Partial Name:' and 'Zip Code:' input fields and an 'Enter Search' button. At the bottom, there are two lists: 'Providers for Assessment' with 'Advanced Professional Resources', 'A Step Ahead Therapy Services, LLC', and 'Bilingual Communication Services, Inc.'; and 'Selected Providers' with 'Herbert G. Birch Services, Inc.'. A 'Done' button is in the bottom left, and 'Local intranet' is in the bottom right.

From this screen, the user can perform the following:

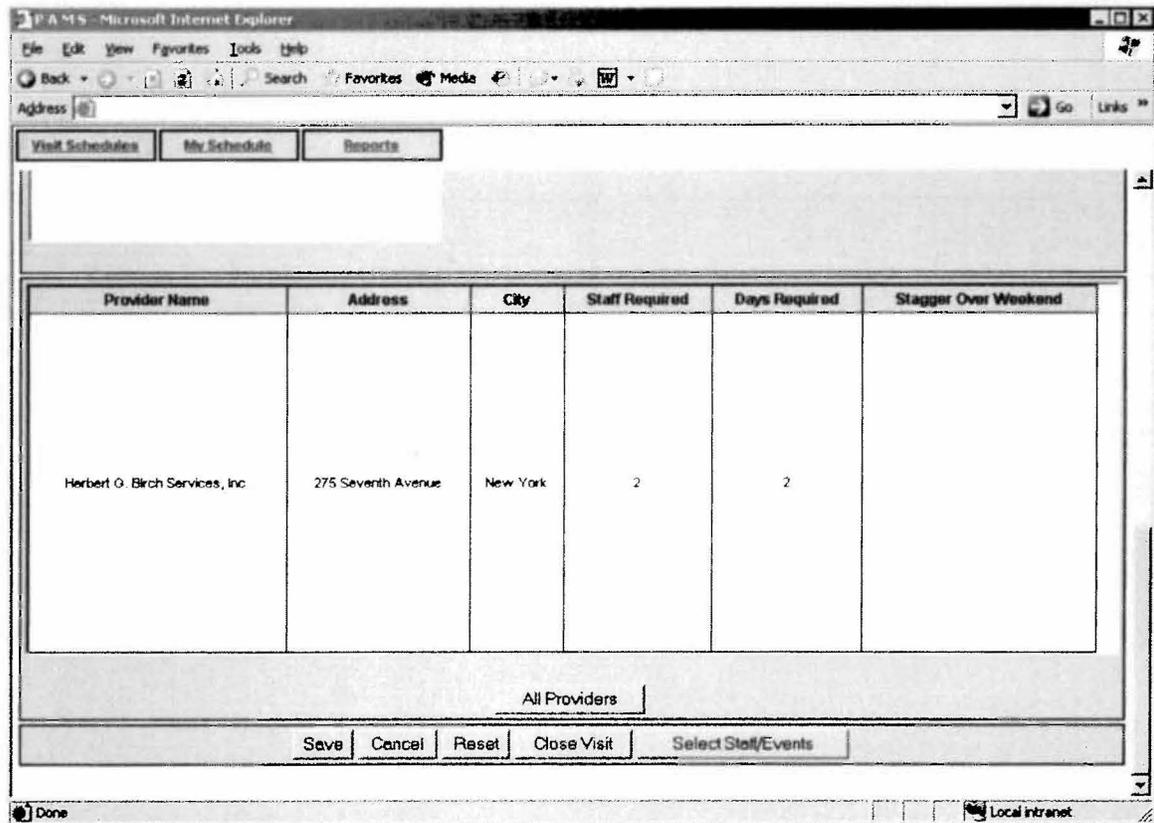
1. Create a new visit.
2. Select and modify an existing visit.
3. Assign one or more providers/municipalities to the visit.

Providers are grouped into two lists, defined as follows:

1. Providers for Assessment – Providers for whom a normal visit is to be scheduled.

2. Providers for Review – Providers for whom a revisit is to be scheduled.

Providers within each group are ordered in accordance with predefined criteria (priority, date last seen, etc.). Providers already scheduled for visits will not be displayed.

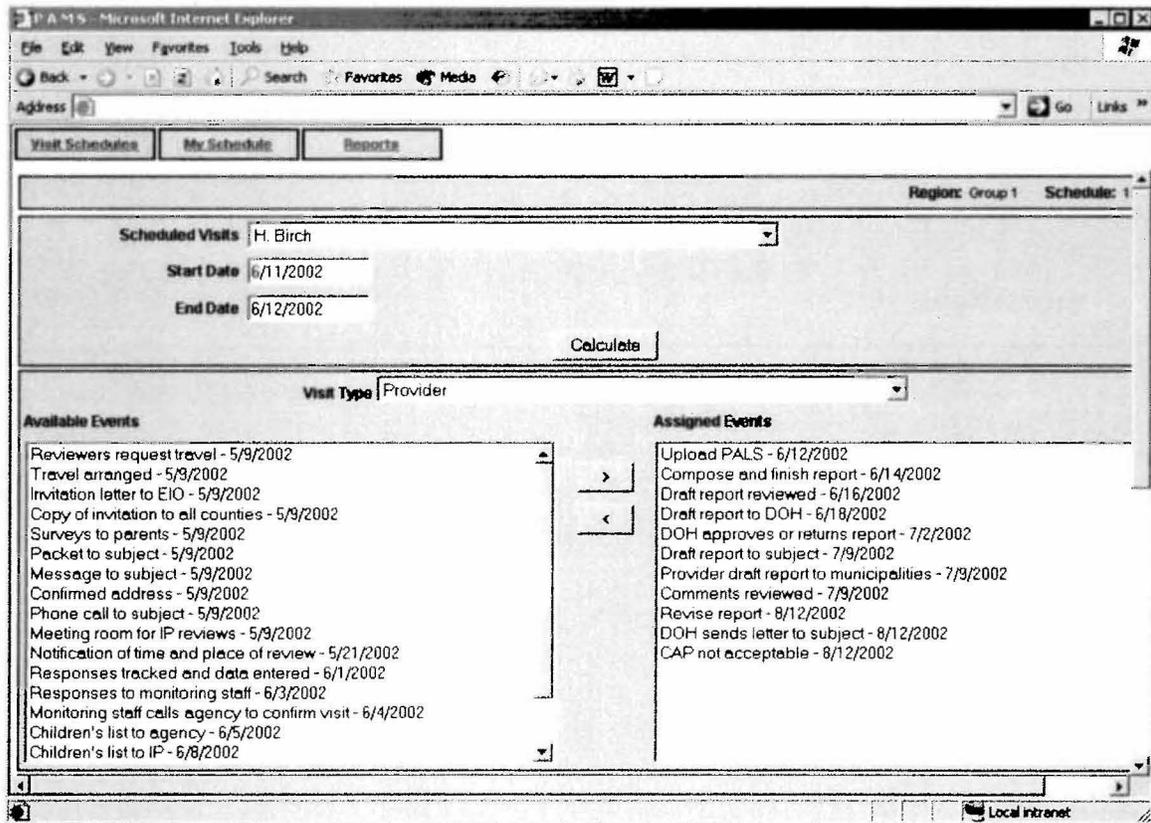


Information about selected providers will be displayed at the bottom of the screen. Users will be able to toggle between providers selected for the current visit, and all providers selected for the current schedule. The following buttons are located at the bottom of the screen:

1. **Save:** Will save the current contents of the screen.
2. **Delete:** Will delete the currently selected visit from the schedule.
3. **Cancel:** Will return the user to the previous page without saving the contents.
4. **Reset:** Will return the page to its last saved state.
5. **Close Visit:** Will close the visit. A visit must be closed before it can be rescheduled.
6. **Select Staff/Events:** Will take the user to the Select Staff screen.

Select Staff

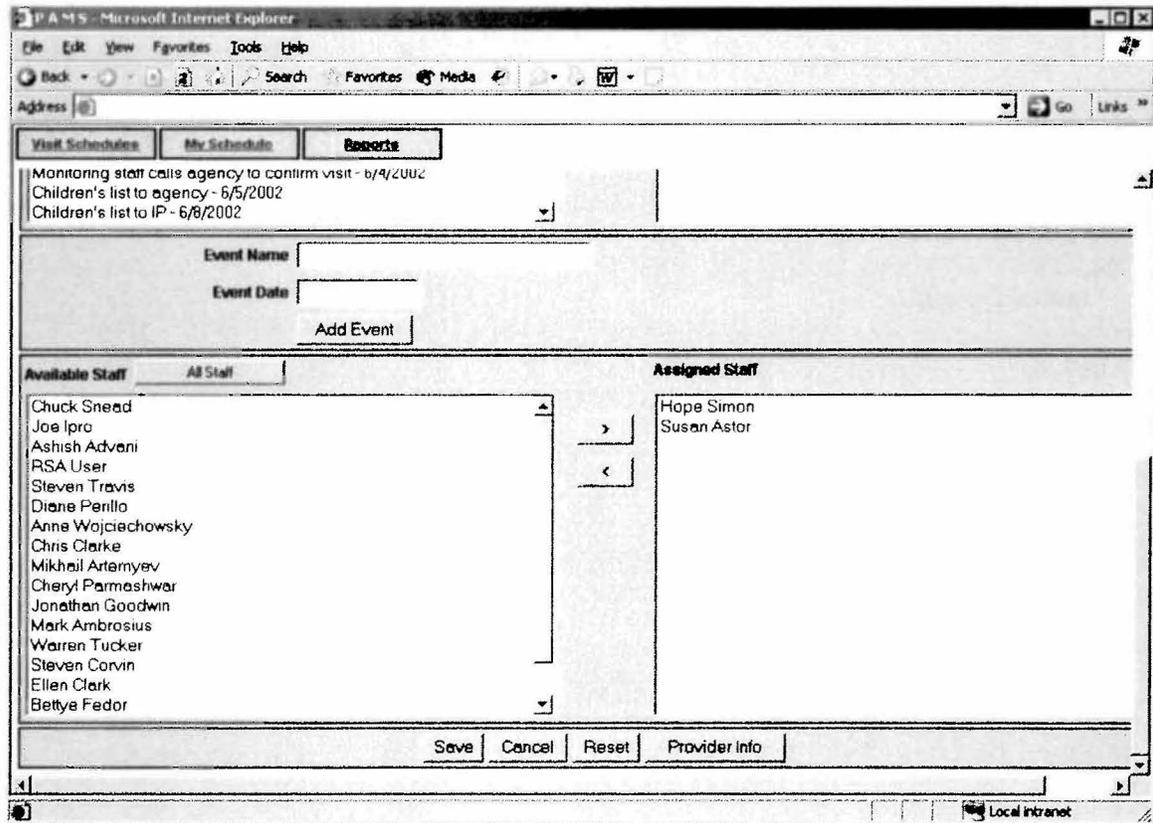
The Select Staff screen is displayed below:



From this screen, the user can perform the following:

1. Select a visit type to specify the default events for a visit.
2. Add and remove events from the event list.
3. Add a custom event to the event list.
4. Assign staff to the visit.

Clicking **Calculate** will regenerate the event list based on the **Start Date** and **Visit Type**, and generate a list of staff not assigned to another visit on that date.



Users will be able to toggle between available staff and all staff. Staff may be moved between the “Available Staff” and “Assigned Staff” list boxes by selecting them and using the provided “<” and “>” buttons. The following buttons are located at the bottom of the screen:

1. **Save:** Will save the current screen contents.
2. **Cancel:** Will return the user to the previous screen without saving the contents.
3. **Reset:** Will reset the screen to its last saved state.
4. **Provider Info:** Will take the user to the “Provider Information” screen.

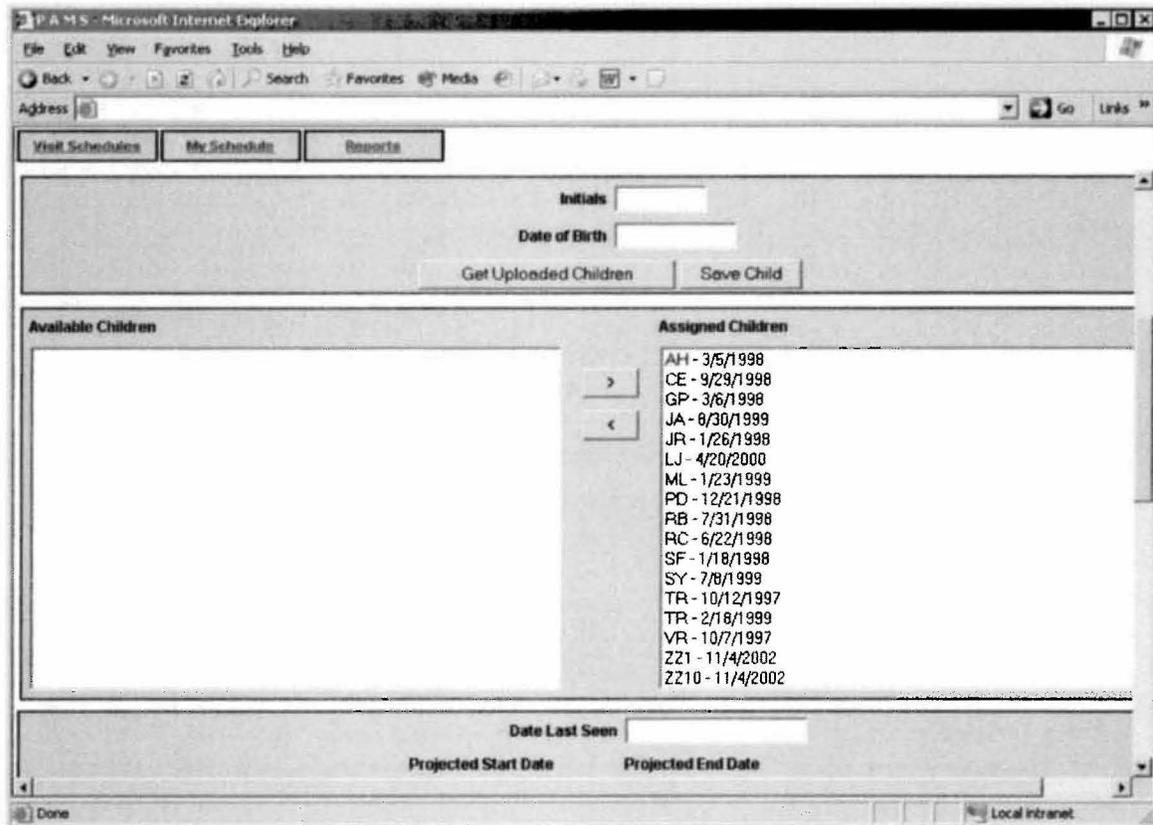
Provider Information

The Provider Information page is displayed below:

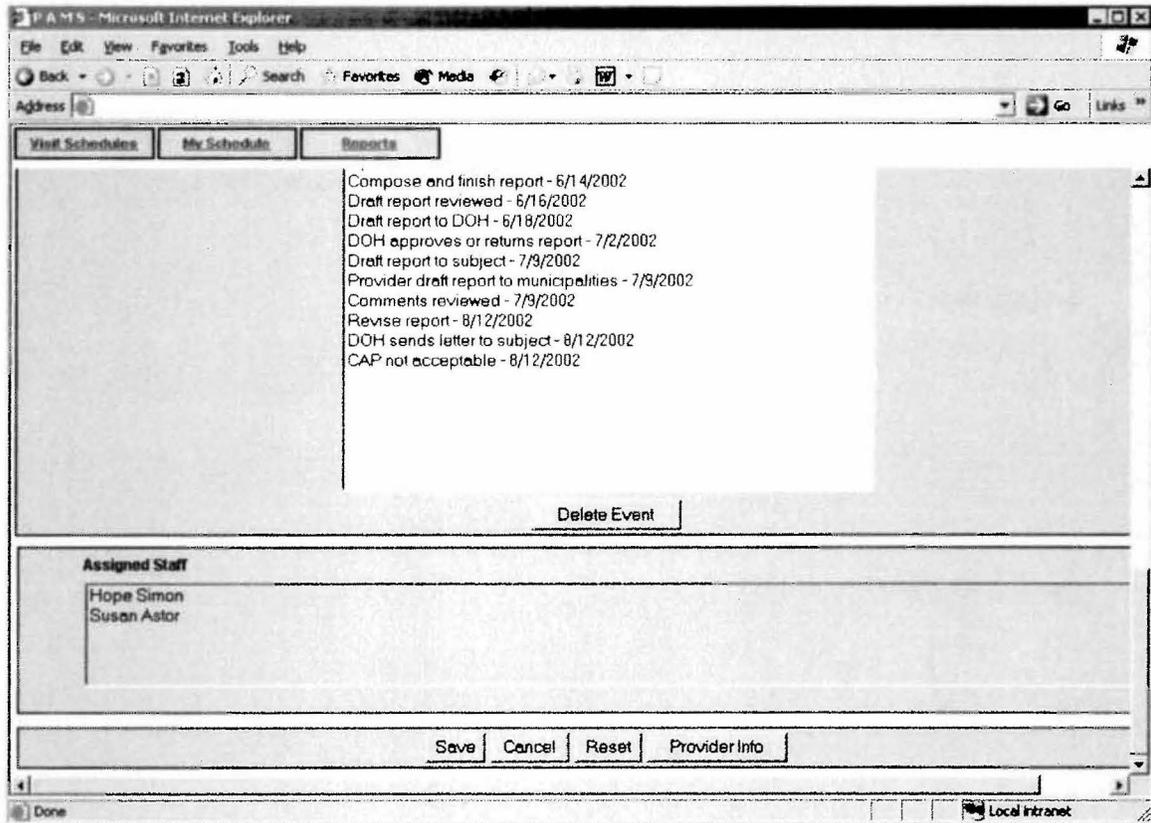
The screenshot shows a web browser window titled "PAMS - Microsoft Internet Explorer". The address bar is empty. The page content includes a navigation bar with buttons for "Visit Schedules", "My Schedule", and "Reports". Below this, there are tabs for "Region: Group 1", "Schedule: 1st quarter", and "Visit". The main form is divided into two columns. The left column contains fields for "Provider" (Herbert G. Birch Services, Inc.), "County" (NYC (New York)), "Street 1" (275 Seventh Avenue), "Street 2" (19th Floor), and "City" (New York). The right column contains fields for "Priority" (Level 5), "Phone" (212-741-6522), "Fax", "Point of contact" (Miller Susan Lee), "State" (NY), and "Zip" (10001-6788). Below these fields are "Initials" and "Date of Birth" fields, and buttons for "Get Uploaded Children" and "Save Child". At the bottom, there are sections for "Available Children" and "Assigned Children", with the latter showing "AH - 3/5/1998". The browser status bar at the bottom shows "Done" and "Local intranet".

From this screen, the user will be able to perform the following:

1. Change provider information with regards to the visit.
2. Assign child records to be reviewed during the visit.
3. Modify the event list for the specific provider.
4. View the events.



Clicking **Get Uploaded Children** will retrieve a previously uploaded list of provider specific children from the database and display them in the “Available Children” list box. Additional children may be added by entering the initials and date of birth in the provided text boxes and clicking on **Save Child**. Child information may be changed by selecting the desired child, modifying the initials or data of birth, and clicking on **Save Child**. Children may be moved between the “Available Children” and “Assigned Children” list boxes by using selecting then and using the “>” and “<” buttons.



Clicking on **Provider Info** will take the user to the main “Provider Information” screen, where the user can change the default provider information.

P.A.M.S. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address Go Links

Visit Schedules My Schedule Reports

Name:
Herbert G. Birch Services, Inc.

Type: Provider Priority: Level 2

Region ID: Group 1 Last Seen:

POC FNAME: Miller

POC LNAME: Susan Lee

Office Phone: 212-741-6522 Office Fax:

Street 1: 275 Seventh Avenue Street 2: 19th Floor

City: New York State: NY

County: NYC (New York) Zip: 10001-6788

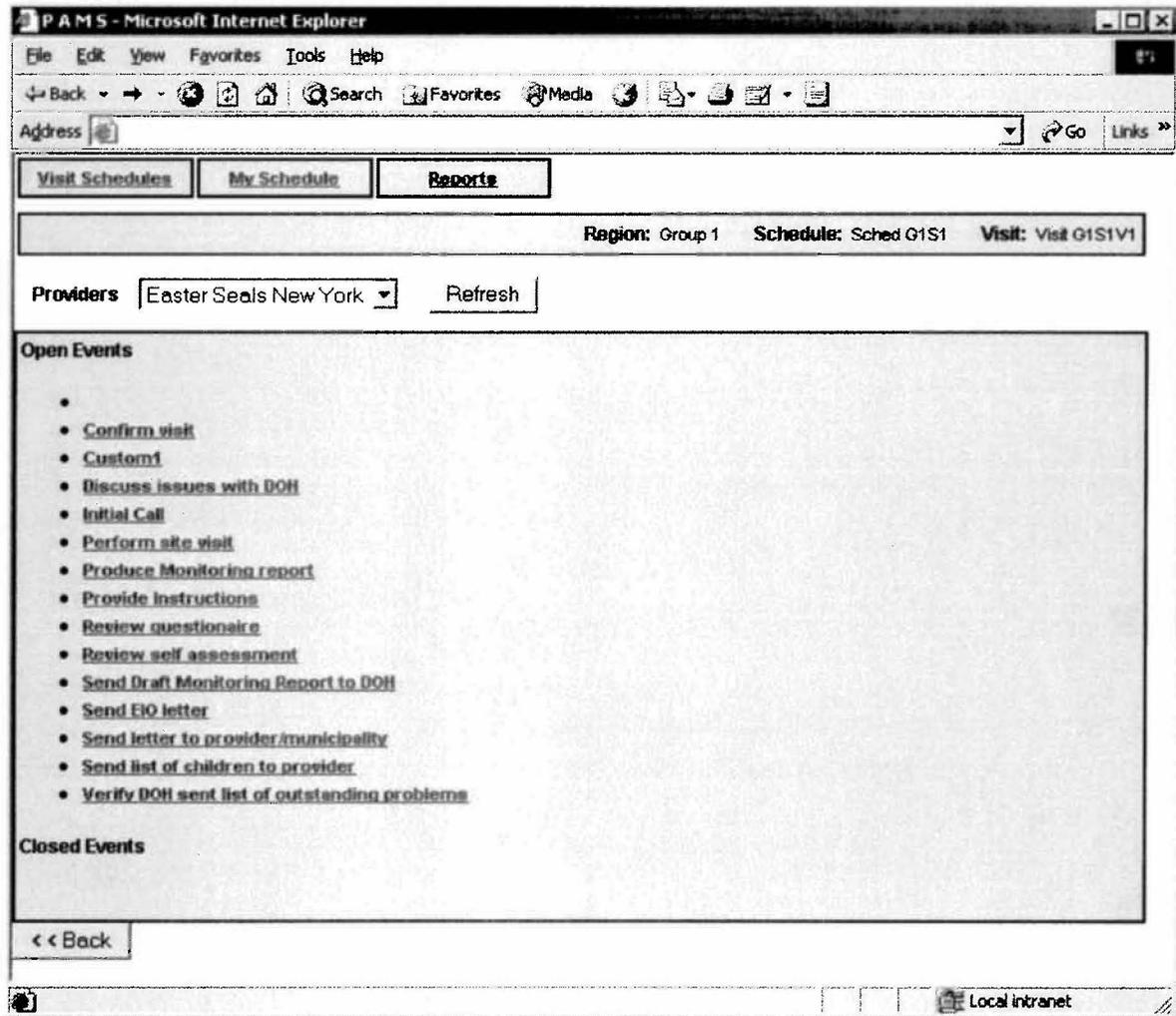
Days Required Staff Required

Done Local intranet

Clicking on **View Events** will take the user to the View Provider Events screen.

View Provider Events

The View Provider Events screen is displayed below.



This screen will allow the user to view the status of all events with respect to a specific provider encounter. Events which are still pending will be displayed in the **Open** list. Events that have been completed will be displayed in the **Closed** list. A dropdown list at the top of the screen will allow the user to cycle through the providers assigned to a specific visit. Clicking on an event will display the **Event Information** screen.

Event Information Screen

The Event Information screen is displayed below:

The screenshot shows a web browser window titled "PAMS - Microsoft Internet Explorer". The browser's address bar is empty. The page content includes three navigation buttons: "Visit Schedules", "My Schedule", and "Reports". Below these is a summary box with the following text: "Region: Group 1", "Schedule: G1S1", "Visit: G1S1V1", and "Provider: Research Foundation of State University of New York, The". Underneath is a dropdown menu labeled "Events" with "Confirm visit" selected. A large text area titled "Comments" is provided for input. At the bottom of the comments area are two buttons: "Close Event" and "Save". A note below the buttons reads: "***Note: Once an event is closed it is read only." At the very bottom of the page are two more buttons: "<< Back" and "Save". The browser's status bar at the bottom indicates "Local intranet".

The Event Information screen allows the user to save comments about a specific event. Clicking **Save** will save the comments without closing the event. Clicking **Close Event** will save the comments and close the event.

My Schedule

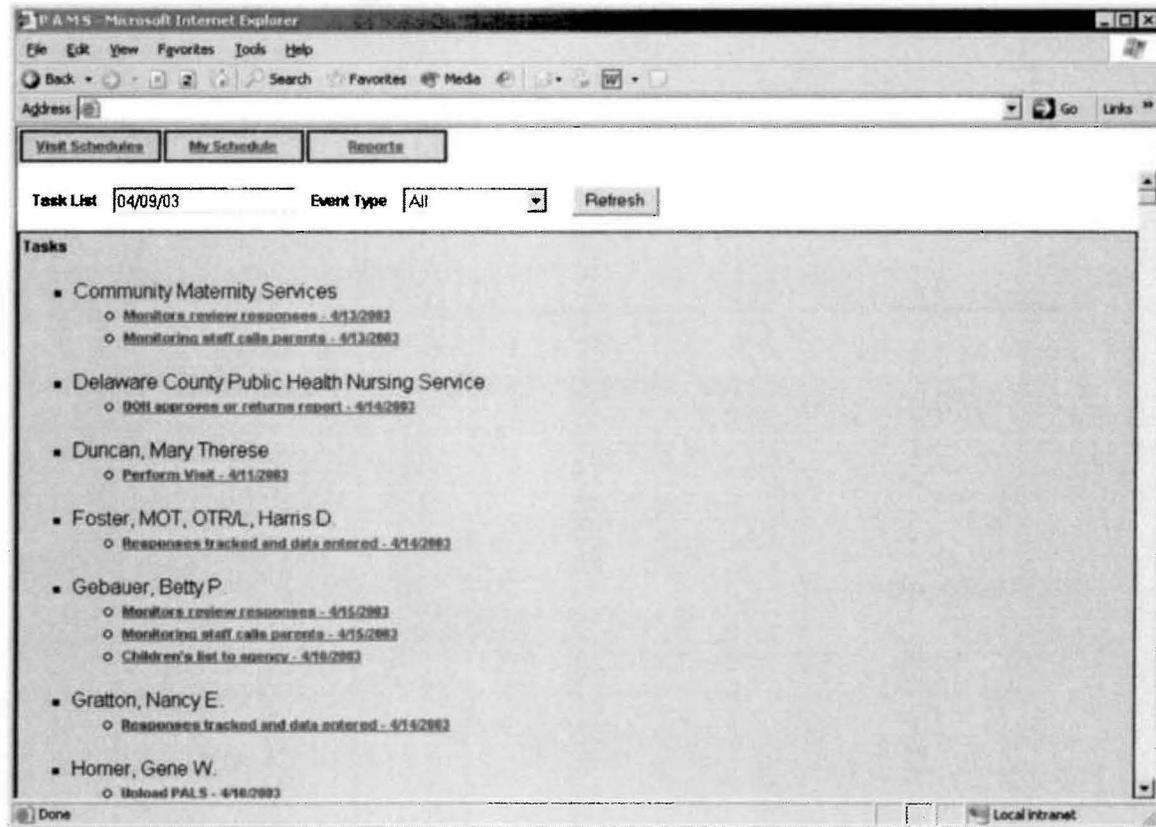
The purpose of the **My Schedule** section is to allow individual IPRO staff to track and perform events associated with scheduled visits. The My Schedule main page is displayed below:

The screenshot shows a web browser window titled "PAMS - Microsoft Internet Explorer". The address bar is empty. The page has three tabs: "Visit Schedules", "My Schedule", and "Reports". The "My Schedule" tab is active. On the left, there is a sidebar with a dropdown menu labeled "Reviewer One" and a month selector for "2002" with buttons for each month (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec). Below the sidebar, it says "These buttons and links allow you to more define your interface and your calendar view." The main content is a calendar for "April 2002". The calendar has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates are: Sun 31, Mon 1, Tue 2, Wed 3 (Events Scheduled), Thu 4, Fri 5, Sat 6; Sun 7, Mon 8, Tue 9, Wed 10, Thu 11, Fri 12 (Events Scheduled), Sat 13; Sun 14, Mon 15, Tue 16, Wed 17, Thu 18, Fri 19, Sat 20; Sun 21, Mon 22, Tue 23, Wed 24, Thu 25, Fri 26 (Events Scheduled), Sat 27; Sun 28, Mon 29, Tue 30, Wed 1, Thu 2, Fri 3, Sat 4. The days 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30 are empty. The days 31, 12, 19, 26 are shaded. The text "Events Scheduled" is written vertically in the cells for Wednesdays and Fridays. At the bottom of the page, there is a "Local Intranet" icon.

On entrance, the page will default to the currently logged in user. However, authorized users can select other calendars by use of a pull down. By cycling through the months, the user will see "Events Scheduled" for days on which events are scheduled. Clicking on any of the links will display the **Daily Events** screen.

Daily Events

The Daily Events screen is displayed below:



On this screen, the user will see events that are scheduled for that day. Events that are between their Notice Date and their Due Date will be signified by a black bullet. Events that are between their Due Date and their NLT Date will have a yellow bullet. Events that are past their NLT date will have a red bullet. Users will also be able to filter events by date and Event Type. Clicking on any of the events will display the **Event Information** screen for that event.

PAMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address Go Links

Visit Schedules My Schedule Reports

Notification of time and place of review - 4/3/2002

Perform Visit - 4/9/2002

DOH success or return report - 4/9/2002

DOH success or return report - 4/9/2002

Responses tracked and data entered - 4/9/2002

Response to monitoring staff - 4/9/2002

Monitoring staff calls agency to confirm visit - 4/9/2002

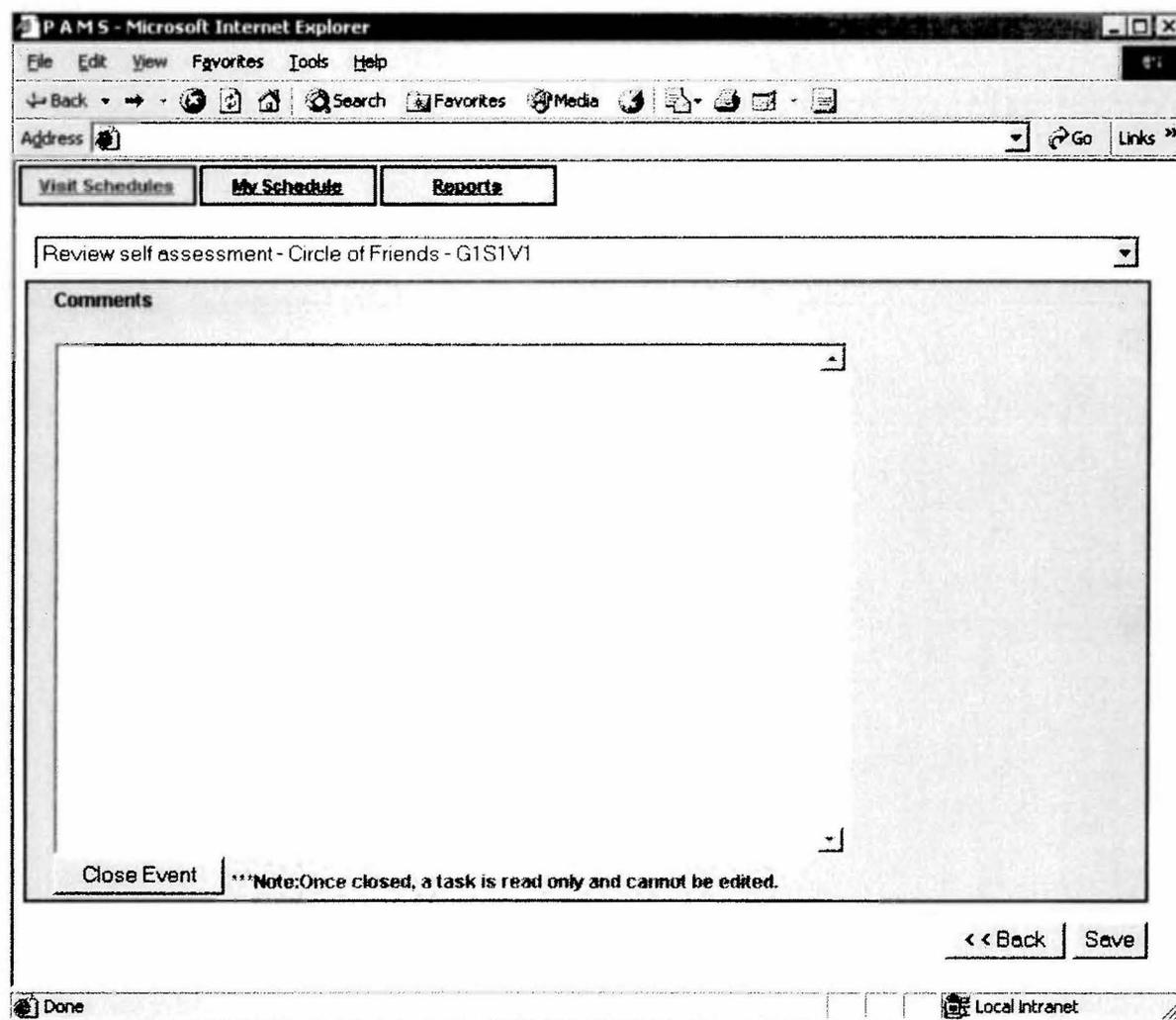
A O. Fox Memorial Hospital

- Upload PALS - 10/22/2002
- Compose and finish report - 10/24/2002
- Draft report reviewed - 10/26/2002
- Draft report to DOH - 10/28/2002
- DOH success or return report - 11/11/2002
- Draft report to subject - 11/19/2002
- Provider draft report to municipalities - 11/19/2002
- Comments reviewed - 11/19/2002
- Revise report - 12/22/2002
- PALS success letter to subject - 12/22/2002

Done Local intranet

Event Information

The Event Information screen is displayed below.



From this screen, the user will be able to enter and save comments about the event. Clicking **Save** will save the event. Clicking **Close Event** will save and close the event. Once an event is closed, it will become read only.

Tools and Survey Engine

The Tools and Survey Engine module provides the following functionality:

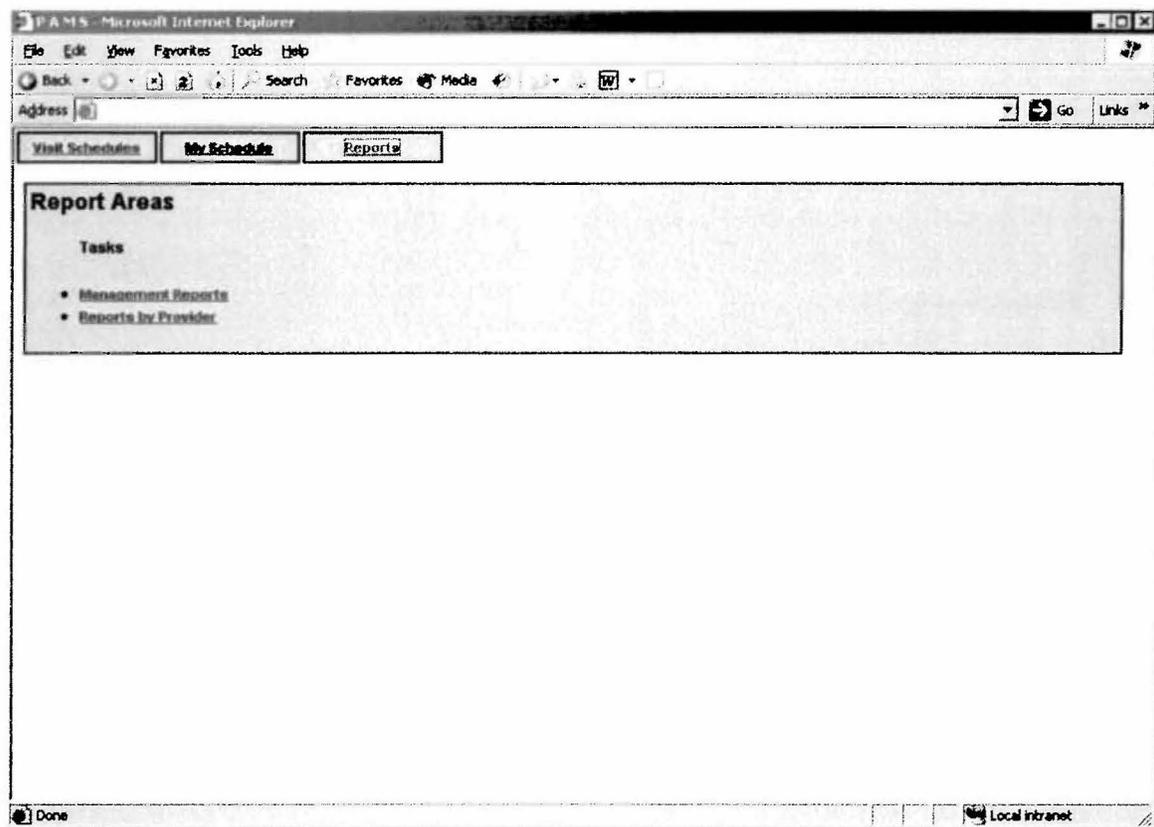
1. Display of various assessment tools and surveys required to perform a review.
2. A method of associating the tools and surveys with a specific visit, provider, and child record.
3. Electronic completion and storage of the tools and surveys.

4. A method to retrieve previously completed tools and surveys for historical analysis.
5. Versioning of the tools and surveys.

The method and level of accessing the tools and surveys will depend on the organization that is logged in. IPRO personnel will have full access to all the tools and surveys. Providers and Municipalities will only have access to the surveys that they can complete on line. DOH will have read-only access to all the tools.

IPRO/DOH Access

IPRO/DOH Access will be through the **Reports** link, which will be displayed after log on. Upon clicking the **Reports** link the system will display the **Report Areas** screen, displayed as follows:



The different Report Areas are defined below:

Management Reports

This area will contain various management reports. A screen will be displayed in which IPRO and DOH personnel may select the desired report. Input parameters will change automatically to reflect the information needed to generate the specific report.:

The screenshot displays a web browser window titled "PAMS - Microsoft Internet Explorer". The browser's address bar is empty, and the main content area shows a navigation menu with three buttons: "Visit Schedules", "My Schedule", and "Reports". Below the navigation menu is a section titled "Management Reports". This section contains a form with several dropdown menus and input fields:

- Report:** Productivity Report - Reviews by IPRO Region
- Date Type:** Start
- Date From:** (empty text box)
- Date To:** (empty text box)
- Provider Type:** All
- Status:** Open
- Staff Person:** All

Below the form is a button labeled "Show Report". The browser's status bar at the bottom indicates "Done" and "Local intranet".

Clicking **Show Report** will display a Crystal Reports window with a printable output.

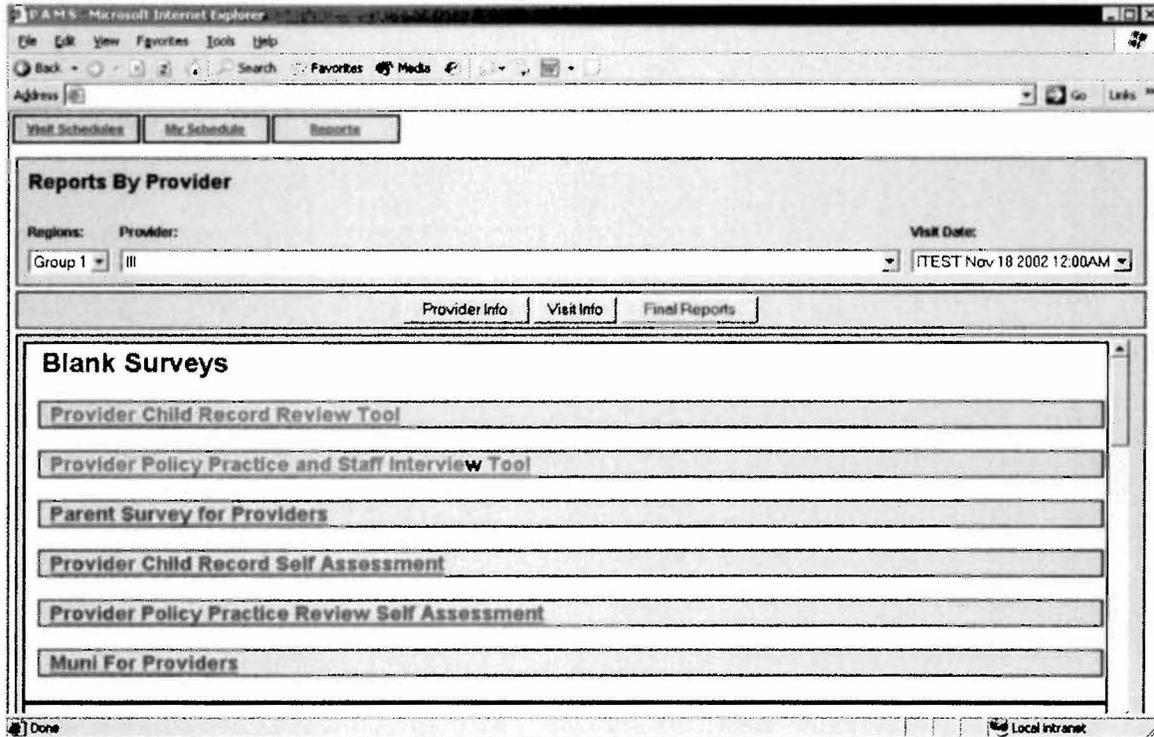
Productivity Report : Reviews By IPRO Region

Date Type: Start
 Start Date: 01/01/2002
 End Date: 01/01/2003
 Provider Type: All
 Status: Open
 Staff Person: All

| | Region 1 | Region 2 | Region 3 | Region 4 | Region 5 | Total |
|--------------------------|----------|----------|----------|----------|----------|-------|
| Total Visits | 141 | 132 | 55 | 71 | 0 | 399 |
| Total Providers Reviewed | 144 | 131 | 54 | 71 | 0 | 400 |
| Total Staff Visit Days | 1176 | 358 | 175 | 185 | 0 | 1894 |

Reports By Individual Provider

This will allow the user to view all tools, surveys, letters and final reports contained for a specific provider, listed by visit. The screen is shown below.

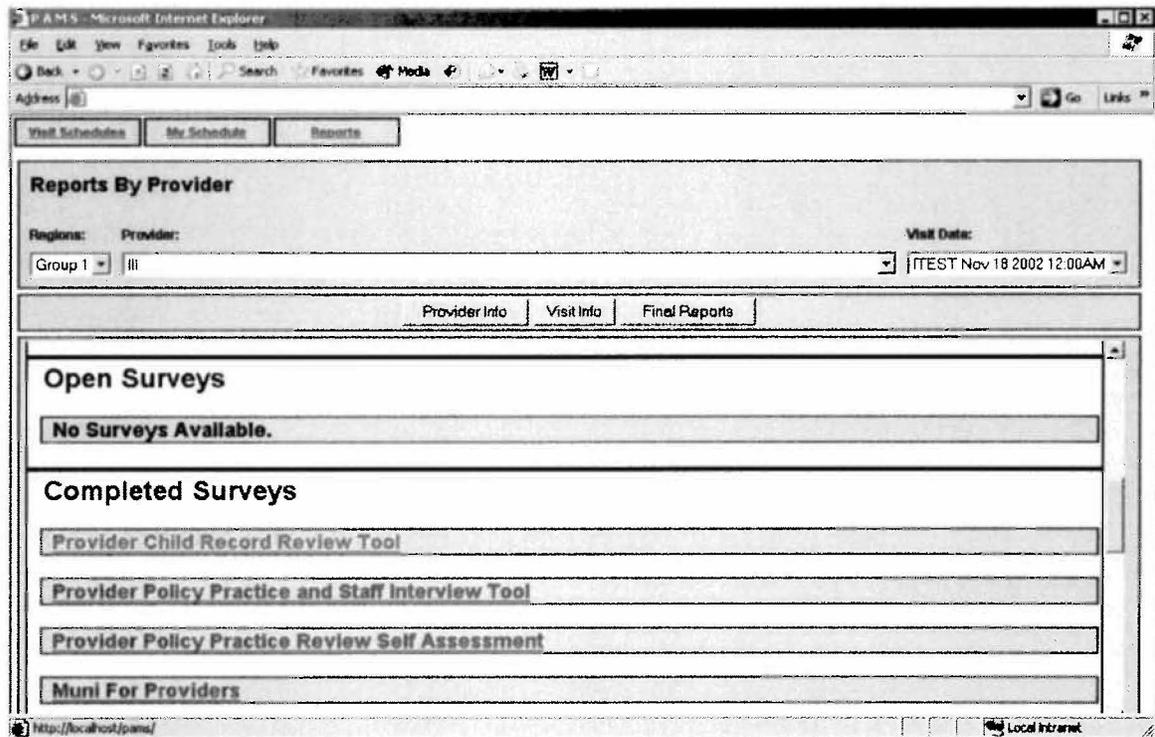


Providers are grouped alphabetically by region. When a Provider is selected, a list of visits (past and present) specific to that provider will be available. Only visits on active and inactive schedules will be displayed. Selecting the appropriate visit will update the rest of the screen with the visit-specific survey information.

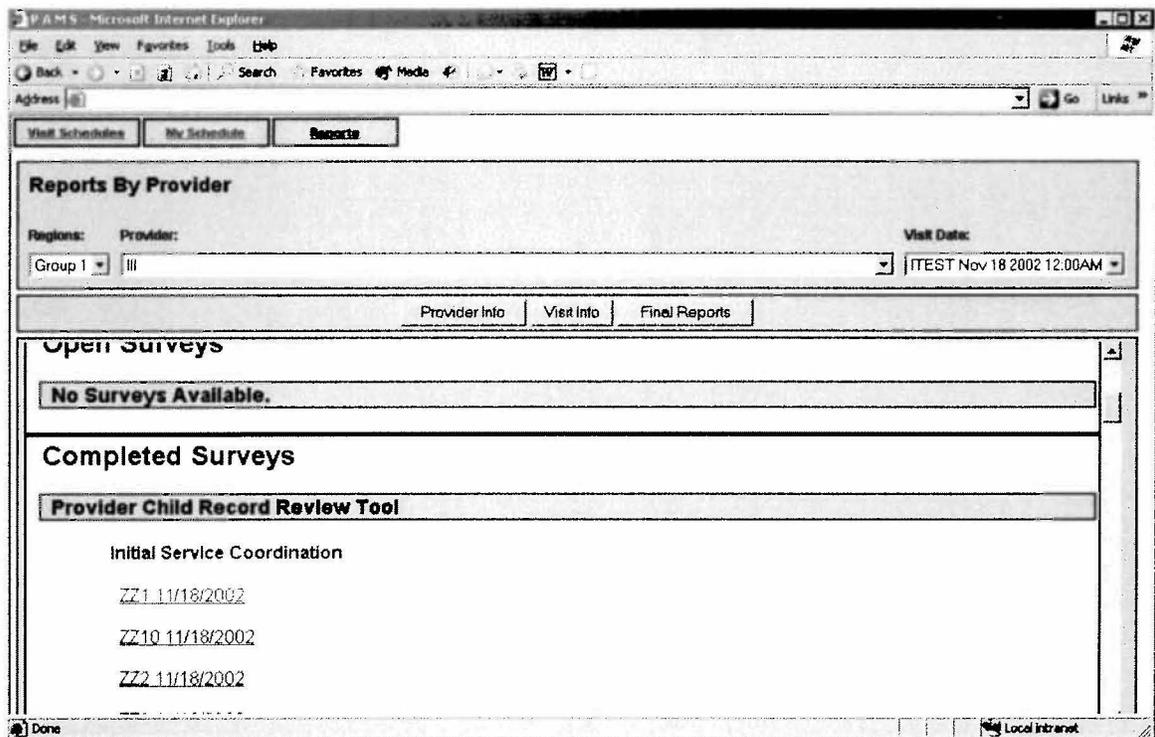
Clicking **Provider Info** will take the user to the default "Provider Information" screen. Clicking on **Visit Info** will take the user to the "Visit Information" screen for that visit. Clicking on **Final Reports** will take the user to the "Final Reports" screen.

Scrolling down the page will expose the available survey, grouped as follows:

1. **Blank Surveys:** Pool of blank surveys which may be used to conduct the survey. When saved, will be associated with the selected provider and visit.
2. **Open Surveys:** Surveys that have not been saved as complete. May be modified.
3. **Completed Surveys:** Surveys that have been saved as complete. May not be modified (read-only).



Clicking on the appropriate survey will display all the surveys available for viewing



Clicking on the survey will display the survey in the appropriate mode (modifiable or read-only) depending on the state of the survey (Blank, Open, or Complete).

Provider Child Record Review Tool
Initial Service Coordination

Provider: JTEST
Visit: 721-11/18/2002

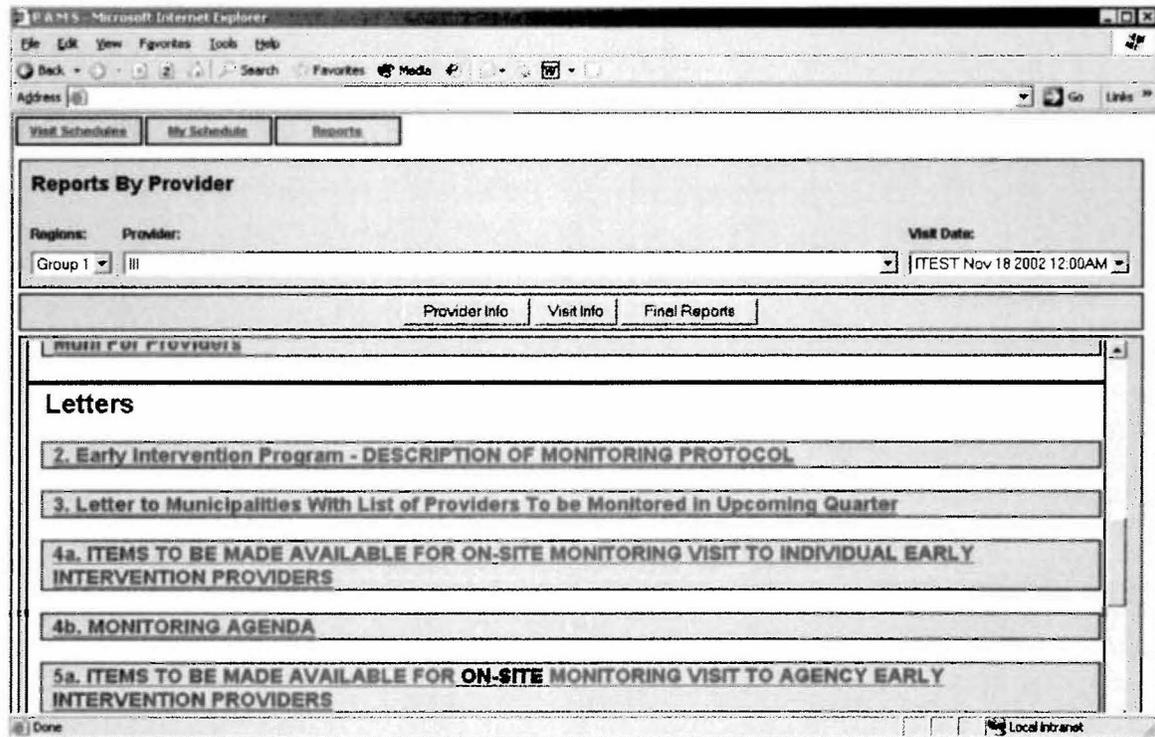
Disable:
Note** May take a second to update the page since clicked.

| All Criteria Met | | Criteria Not Met | |
|--|--|--|--|
| (Criteria Met) - Based on a review of child records it was determined that the provider has maintained compliance with New York State Early Intervention Program regulations as it pertains to all activities related to Initial Service Coordination. | | (Criteria Not Met) - Based on a review of child records it was determined that the provider has not maintained compliance with New York State Early Intervention Program regulations as it pertains to Initial Service Coordination. Specific areas of noncompliance are as follows: | |

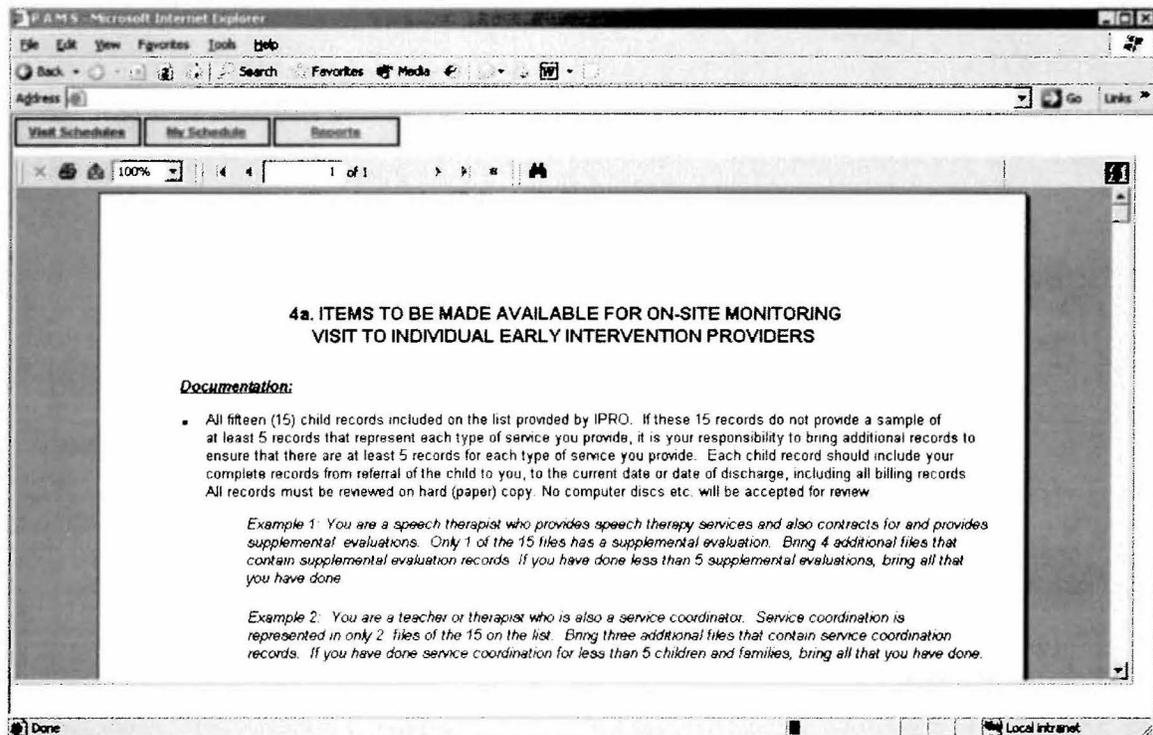
| Validation Key | | | |
|----------------|----------------|---|----|
| Y | Yes | N | No |
| NA | Not Applicable | | |

| All Criteria Met | | | | Criteria Not Met | | |
|---|---|------------------------|------------------------------|---|---|----|
| Report Statement | Specific Indicator | Criteria | Reference | Validation | | |
| <input type="checkbox"/> Not Applicable | | | | Y | N | NA |
| In some cases, the Initial Service Coordinator did not promptly arrange a contact with the parent. PR1 CF IP | The Initial Service Coordinator did promptly arrange a contact with the parent. | within 5 working days. | 10NYCRR 69-4.7(b) Page 19 | <input type="radio"/> Met <input checked="" type="radio"/> Not Met | | |

Scrolling to the bottom of the “Survey By Provider” page will display a list of visit-specific letters available for printing.

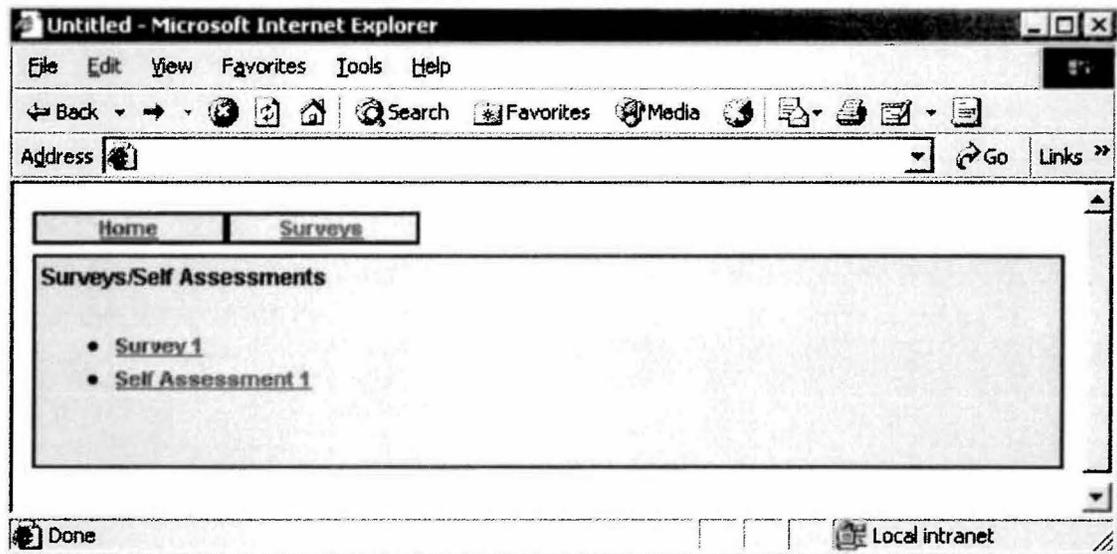


Clicking on the applicable letter will display the letter in a Crystal Reports window in a printable format, with provider and visit specific information filled in.



Provider/Municipality Access

Provider and Municipality access will be through the **Surveys** link, which will be displayed after log on. Upon clicking the **Surveys** link the system will display the **Surveys** screen, displayed as follows:



Surveys are versioned. This allows for the creation of new surveys without invalidating surveys that were performed prior to the new version. All surveys will be displayed in accordance with the version in which they were initially saved. All blank surveys will be displayed in accordance with the newest revision.

Synchronization Engine

The PAMS/PALS system performs synchronization over the Internet through the use of a Web Service-based architecture using 128-bit SSL encryption and Microsoft SOAP specification 3.0. Authentication is performed by a combination of RSA-token and User ID/Password. The Web Service is provided by the PAMS; all synchronization requests are performed by the PALS, per the following steps:

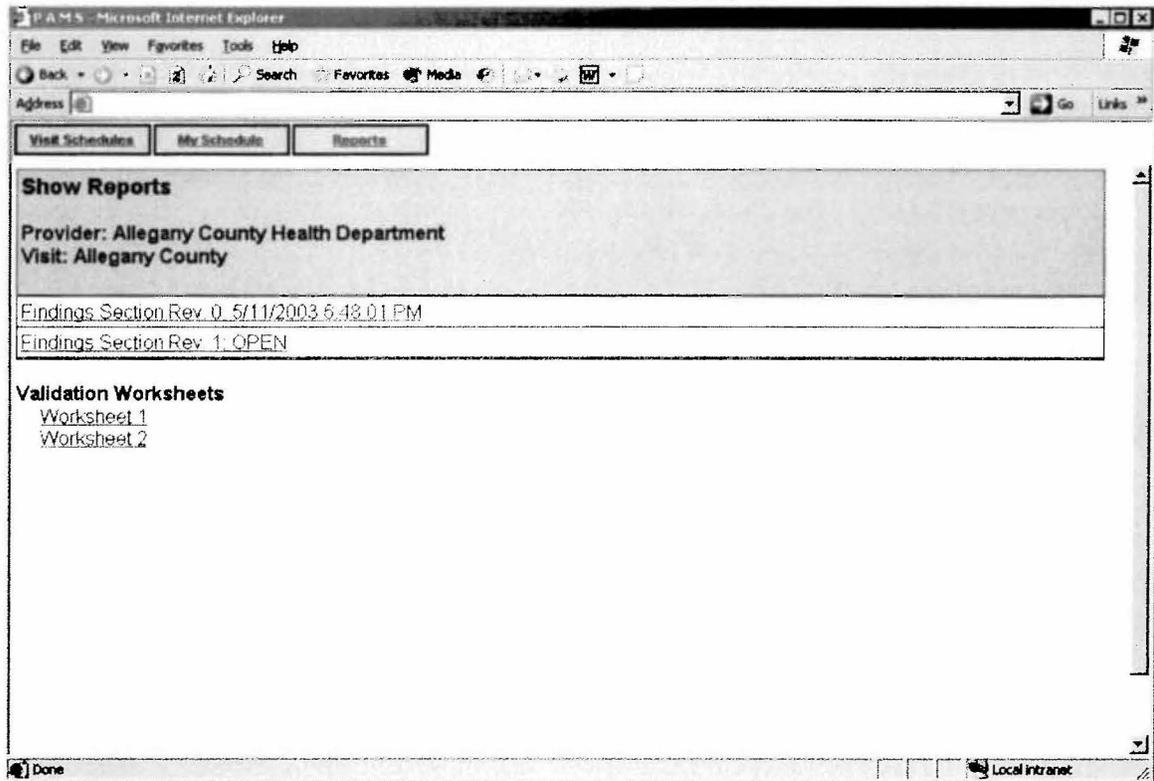
1. User logs into the PALS Laptop (Windows-based security)
2. User starts and logs onto the PALS (PALS Authentication)
3. User selects to synchronize.
4. User enters User ID, Password, and RSA Token.
5. PALS erases any previously stored system generated tokens, then sends the authentication information to PAMS.
6. PAMS responds with either a 16-byte system generated token (acceptance) or an error code and message (denial).
7. PALS stores the token, sends the token and a request for available updates.
8. PAMS responds with a list of available updates (if applicable) or a code signifying no updates available.
9. If updates available, PALS sends the PAMS the token and a request for each update, until all updates are processed, then prompts the user to restart the PALS.

10. If no updates are available, then the PALS informs the user of the status of the authentication and either a request for further action, or reason the authentication failed.
11. User selects desired action.
12. Process continues, with PALS passing the token and a request (or information), and PAMS returning the requested information (or code signifying proper receipt of information) until the requested task is completed.

Final Reports Engine

When all survey information has been entered/uploaded to the PAMS, then calculation of a final report may be performed. The final report module may be accessed from the “Reports By Provider” screen, after selecting the desired provider and visit, then clicking on the **Final Reports** button.

If no final reports have been saved for the provider/visit combination, then the user will be prompted to perform an initial calculation. Otherwise, a list of reports will be displayed.



Click on the **Calculate New** button will perform the calculation. The “Final Report” screen will be displayed after the calculation is complete.

PAMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address [] Go Links

View Schedules My Schedules Reports

Provider: III
 Visit: ITEST
 Report: Findings Section - CALCULATED

Not Applicable Provider Policy Practice and Staff Interview Tool - Referrals - PP1: 1 NM and 0 NI of 1 surveyed.

Regulation Finding

Needs Improvement

| Report Statements and Indicators | Regulation and/or Reference | Findings |
|---|--|--|
| Cluster: Public Awareness and Child Find Indicator: Provider Policy/Practice and Staff Interview Tool 1 Based on interviews conducted with the staff, and review of | 10NYCPR 69-4.3(a) (1) (11) 10NYCPR 69-4.3(a) (2) (11) | Regulation Finding Based on a review of policies and practices, interviews conducted with staff, and review of documents and data, it was determined that Early Intervention Program regulation 10NYCPR 69-4.3(a)(1)(11) states that "A primary referral source who has identified an infant or toddler suspected of having a disability shall...inform the parent that, unless the parent objects, their child will be referred to the early intervention official for purposes of a free, |

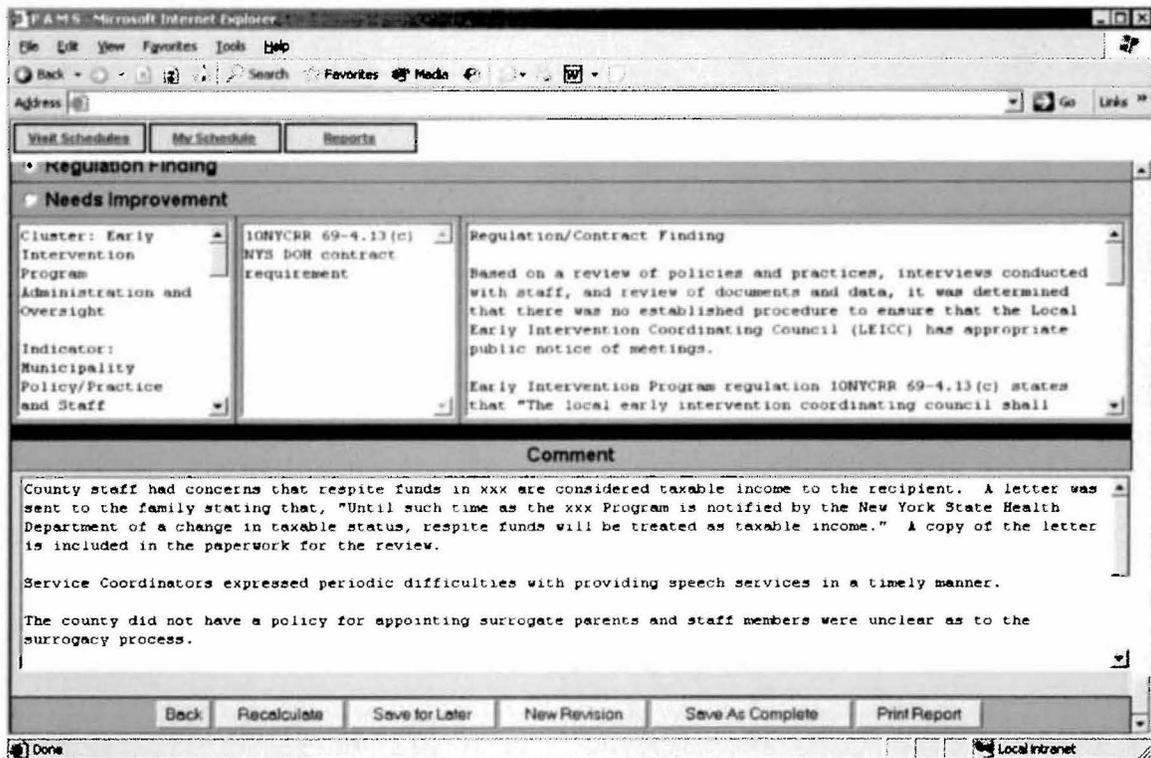
Not Applicable Provider Policy Practice and Staff Interview Tool - Initial Service Coordination - PP16: 0 NM and 1 NI of 1 surveyed.

Regulation Finding

Needs Improvement

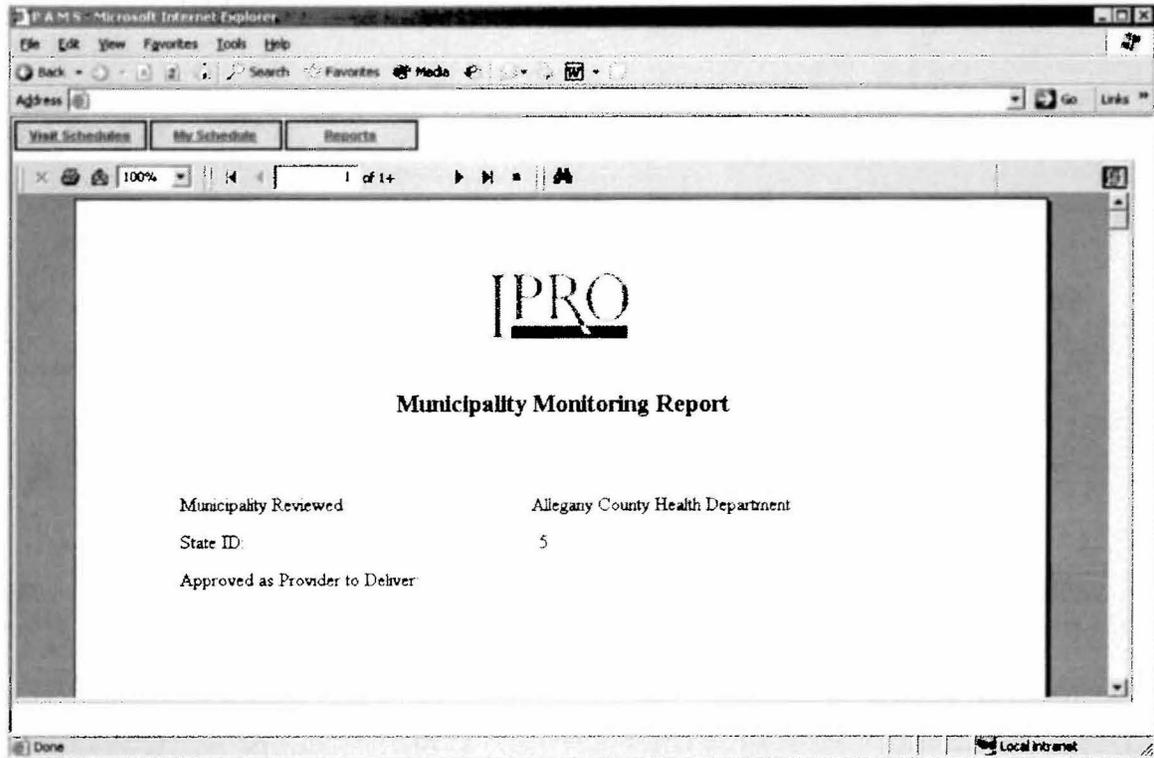
Date Local Intranet

This screen will display all findings which meet the criteria for a Regulating Finding. Each finding will be displayed with the default text to be displayed with the finding. The user has the option of editing the text, changing the Regulation Finding to a Needs Improvement, or disabling the finding. The user may also add a comment, which will be displayed on the final report.

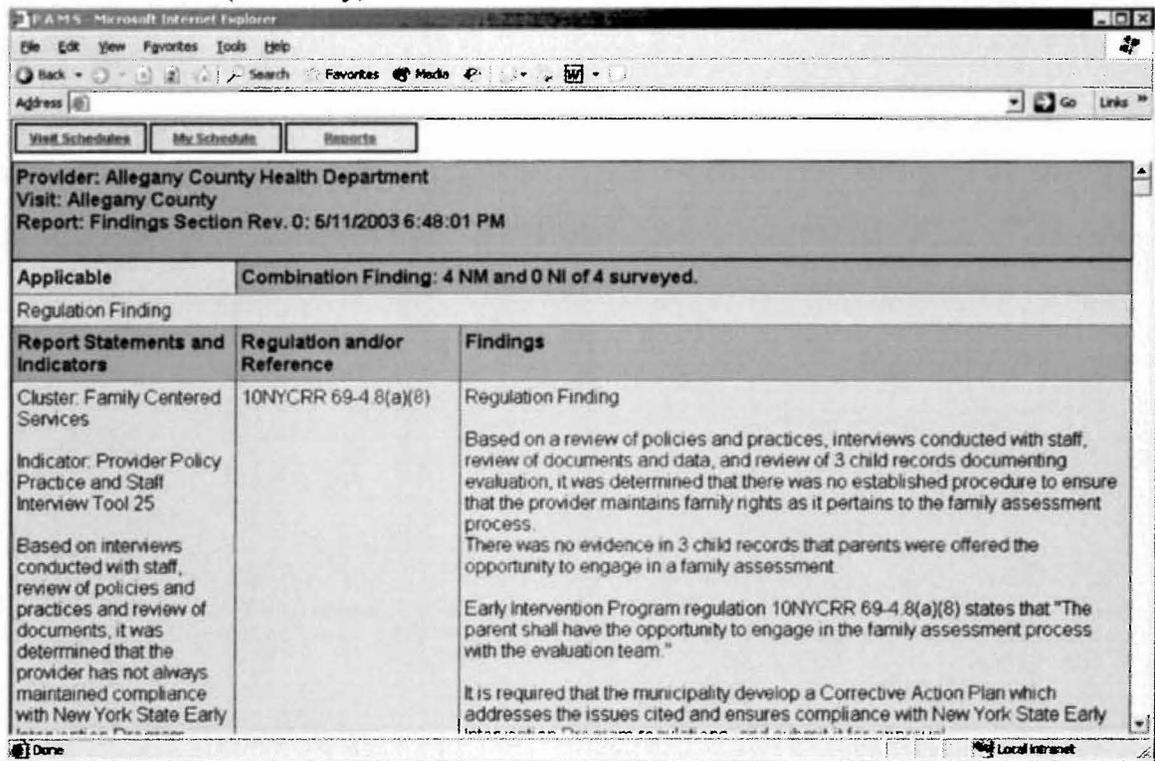


The following options are available at the bottom of the screen.

1. **Back:** Will return the user to the Report selection screen.
2. **Recalculate:** Will recalculate the report. Any new findings will be displayed. Finding which no longer meet the criteria will be removed. Any existing findings will that still meet the criteria will remain unmodified.
3. **Save For Later:** Will save the report in a modifiable state.
4. **New Revision:** Will copy the last saved report, assign it a revision number, and save the a new, open revision.
5. **Save As Complete:** Will save the report in a read-only format.
6. **Print Report:** Will display a Crystal Reports window with the report in a printable format.



Closed Revision (read-only)



For verification purposes, a worksheet may be displayed. This will contain all the information used to calculate the report.

PAMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address

Visit Schedules My Schedule Reports

100% 2 of 2+

Cluster Name : Administration and Oversight

| | ADM | ZZ1 1/1/2002 | ZZ10 1/1/2002 | ZZ11 1/1/2002 | ZZ12 1/1/2002 | ZZ13 1/1/2002 | ZZ14 1/1/2002 | ZZ15 1/1/2002 | ZZ2 1/1/2002 | ZZ3 1/1/2002 | ZZ4 1/1/2002 | ZZ5 1/1/2002 | ZZ6 1/1/2002 | ZZ7 1/1/2002 |
|------|-----|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| PR53 | ADM | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA |
| PR59 | ADM | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA |
| PR60 | ADM | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA |
| PR61 | ADM | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA |
| PR62 | ADM | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA | NDA |
| PR63 | ADM | M | M | M | M | M | M | M | M | M | M | M | M | NM |
| PR64 | ADM | D | D | D | D | D | D | D | D | D | D | D | D | D |
| PR65 | ADM | M | M | M | M | M | M | NM | M | M | M | M | M | M |
| PR66 | ADM | D | M | D | D | D | D | M | D | M | M | D | D | D |
| PR67 | ADM | M | M | M | M | M | M | M | M | M | M | M | M | M |
| PR68 | ADM | M | M | M | M | M | M | M | M | M | M | M | M | M |
| PR69 | ADM | D | D | D | D | D | D | D | D | D | D | D | D | D |

Done Local intranet

The PALS

The PALS is a locally hosted, laptop based website which provides the following functions:

1. Downloading and uploading of the various assessment tools and surveys needed to perform one or more different reviews to and from the PAMS.
2. Storing, retrieval, and entering of data into the various tools and surveys, once downloaded.
3. Ability to save tools and surveys to portable material (floppy disk or equivalent). When saved to portable media, data will be encoded.

The above functionality is encompassed by the following modules:

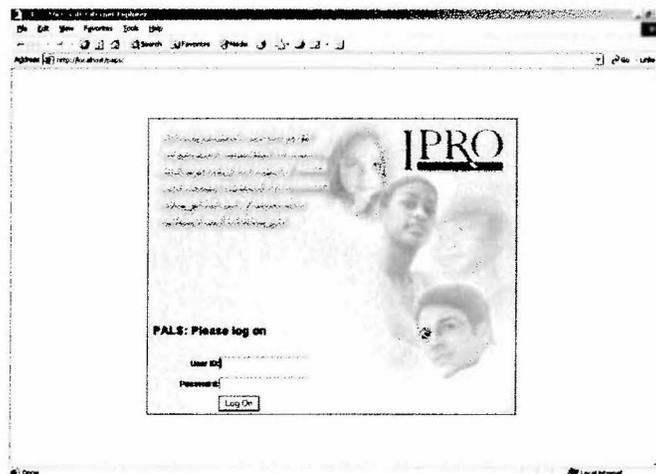
1. The Synchronization Engine.
2. The Review Management Engine.

The Synchronization Engine

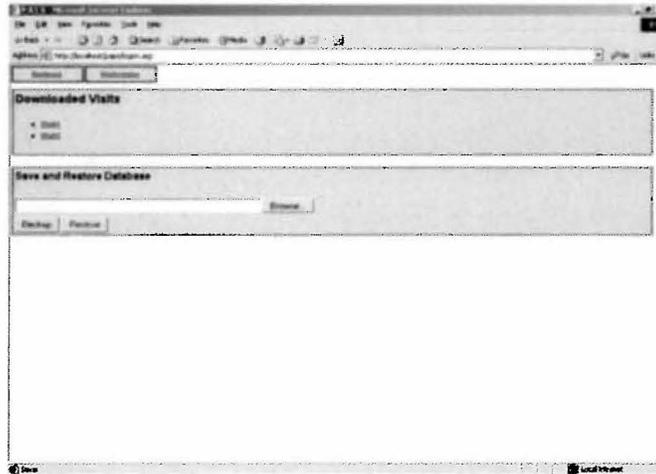
The Synchronization Engine performs the following functions:

1. Connection management with PAMS to securely upload and download tools and surveys.
2. For downloading, synchronizes with PAMS to produce a list of providers and municipalities available for download.
3. For uploading, provide a list of tools and reports available for uploading to PAMS.
4. Synchronization with the PAMS forms engine to retrieve to the most recent staff and report revisions.

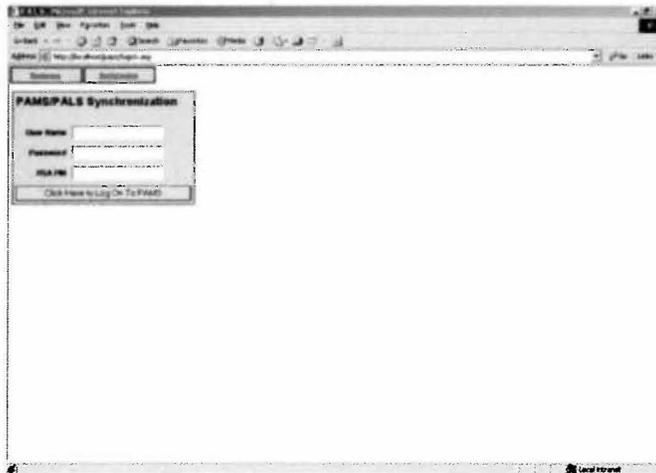
Upon launching the PALS website, the user will be presented with the following logon screen:



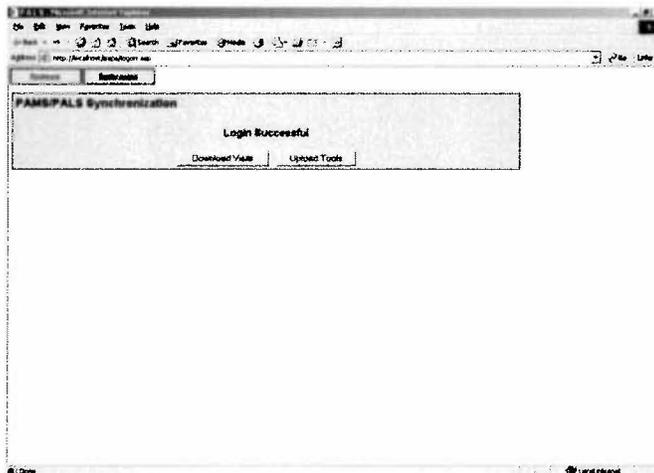
Once the user has successfully logged on, they will be presented with the following screen:



This is the **Reviews** main screen and will give the user immediate access to the currently downloaded providers and municipalities ready for review. Clicking on the **Synchronize** link will display the following page:

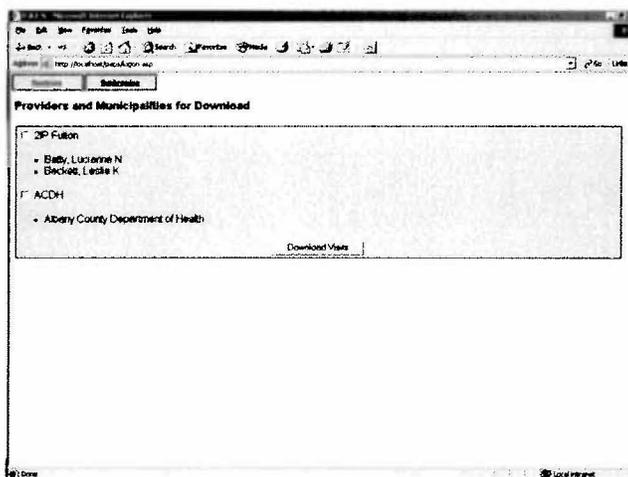


An Internet connection must be established prior to attempting to perform a synchronization. Once an Internet connection is established, clicking on the **Click Here to Synchronize With PAMS** to begin the synchronization process.

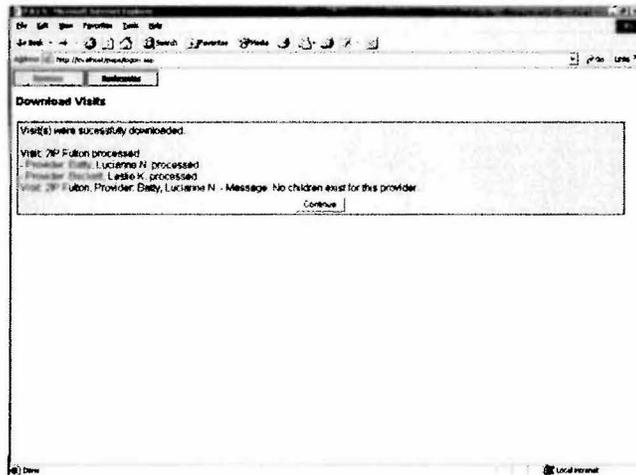


After a successful logon, the user will be presented with the following choices:
Download Visits and **Upload Tools**.

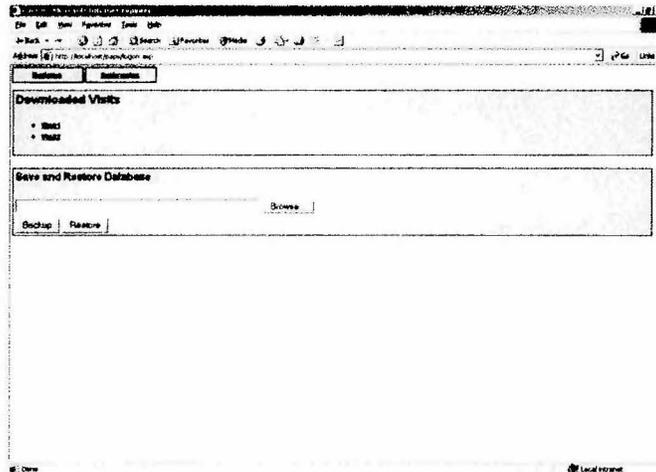
Clicking **Download Visits** will display the following screen:



This will display a list of visits available for download. Only visits on active schedules for which the logged on user has been scheduled will be listed. Selecting the desired visit and clicking on **Download Visits** will download provider and child information for the visit into the PALS.



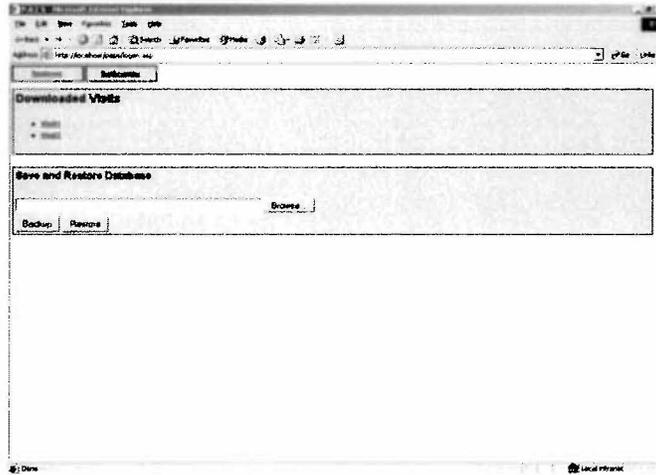
Once the download is complete, clicking on **Reviews** will display a list of downloaded visits.



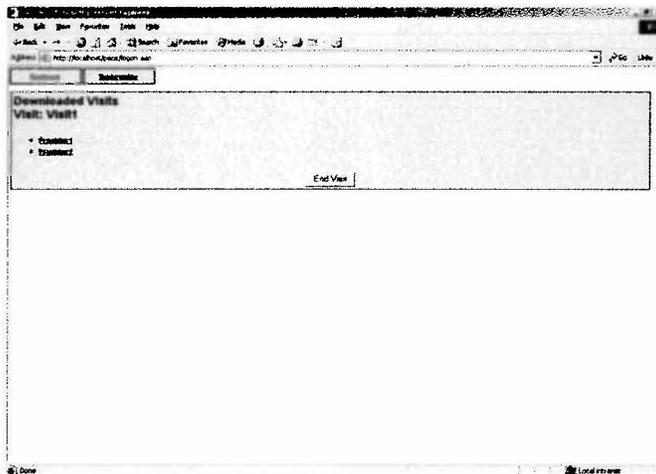
Clicking on the desired visit will begin the review process.

Review Management Engine

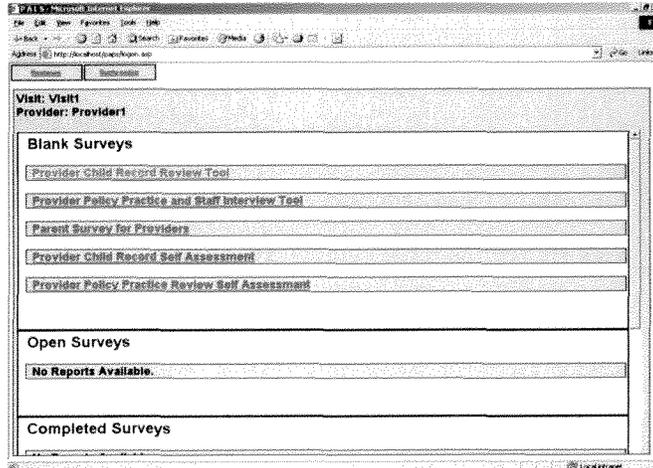
On launching the PALS, the user will be presented with the following screen:



Clicking on the desired visit will display the following screen:



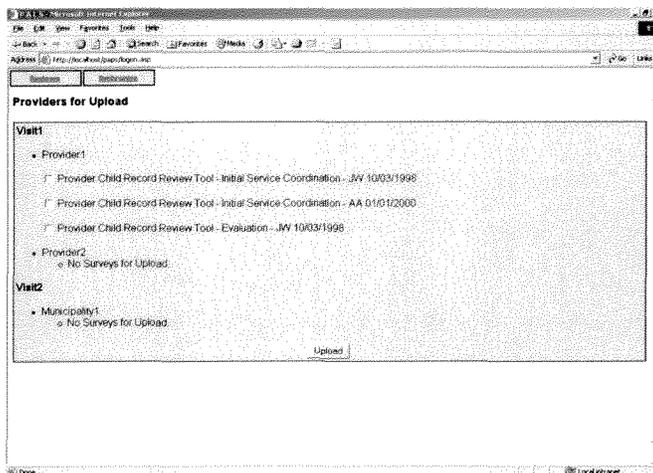
This will display the provider(s) associated with the visit. Clicking on the desired provider will display the survey screen.



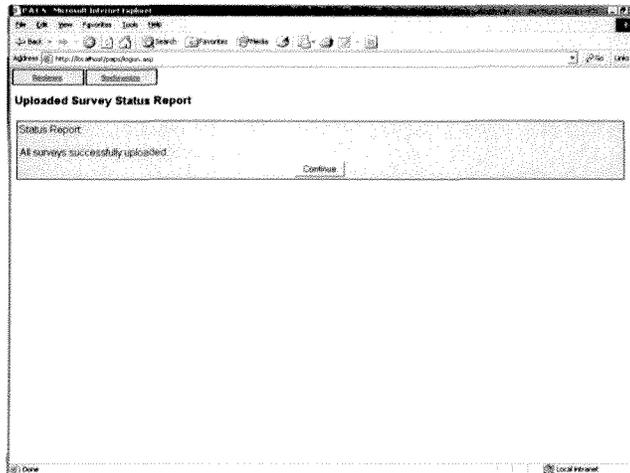
From this point, the survey process is the same as described in the PAMS section, with the following differences:

1. Clicking on **Review Completed** will flag the survey for upload to PAMS.
2. Surveys are still modifiable after clicking **Review Completed**.

After completing the review, completed surveys may be uploaded by going through the synchronization process, then clicking on **Upload Tools**.

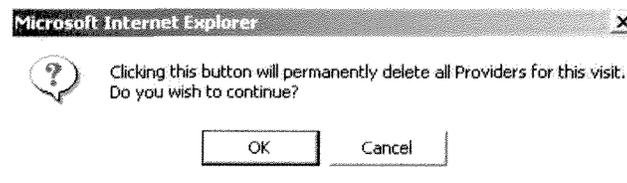


This will display a list completed surveys that have not already been uploaded. Clicking on the desired surveys and clicking on **Upload** will send the survey information to the PAMS. When the upload is complete, the following screen will be displayed.



Uploaded surveys will still be able to be viewed on the PALS, but will have a message displayed at the top signifying that the survey has already been uploaded. If, for some reason, the survey did not successfully make it to the PAMS, then the survey may be reset by clicking on **Resend Survey** and performing the Upload process. If a survey already exists on the PAMS, an error will be returned.

When all survey data has been uploaded to the APMS, the visit may be deleted from the PALS by selecting the desired visit from the **Reviews** screen, then clicking on the **End Visit** button, which will display the following dialog box.



Clicking on the **OK** button will delete the visit.

The PALS database can be backed up to disk by opening the **Reviews** screen and following the onscreen instructions. This will produce an encrypted file that can later be used to restore the database, or sent to another PALS laptop.

PAMS/PALS System Architecture/Specifications

The PAMS/PALS system is an Internet-based system comprised of one Web server, one Database server, one RSA server, and numerous laptops (PALS). The PAMS web site may be accessed directly through the Internet, or from the PALS through web-service based communication. All Internet-based communication is conducted over 128-bit SSL, using RSA and UID/Password based authentication.

Provider Assessment Master Site (PAMS)

As stated above, the PAMS is comprised of one Web server, one Database server, and one RSA server. The Web server is separated from the Internet by a firewall. The RSA and Database servers are separated from the Web server by a firewall. Communication between the Web server and the Database server is conducted through TCP/IP. Communication between the Web server and the RSA server is by web services through port 80.

Web Server

The Web server is a single PC running Windows 2000 Server and IIS 5.0. The Web server has been hardened against Internet-based attack. The Web server provides the 128-bit SSL, and communicates with the RSA server to perform the RSA authentication. UID/Password authentication is performed by the Web server, based on a list of valid user/password combinations stored on the Database server. All business logic resides on the Web server.

Database Server

The Database server is a single PC running Windows 2000 Server and SQL Server 2000. The Database server is the repository for all data generated by the system. All data uploaded from a PALS laptop is also stored here. Information required by the RSA server to perform authentication is stored on the Database server.

RSA Server

The RSA server is a single PC running Windows 2000 Server and the RSA software. The Web server communicates with the RSA server through the use of web services to allow information to be passed through the firewall without having to open any port other than port 80. The RSA server communicates directly with the Database server using TCP/IP, and is located on the same side of the firewall as the database server.

Provider Assessment Laptop Site

The PALS is a self-contained, browser-based, autonomous system designed to allow a user to communicate with the PAMS to download visit information, disconnect from the Internet, perform a site visit, reconnect to the Internet, and upload survey information back to the PAMS. The PALS also has an auto-update feature to allow automatically updating survey information and valid logon information when connected to the PAMS. The PALS allows backing up of local database information to an encrypted file.

The PALS will run on either Windows 2000 Professional/Server or Windows XP. It requires a minimum configuration of Personal Web Services (PWS) 5.0 and Microsoft

SQL Server Database Engine (MSDE) 2000. SOAP Toolkit version 3.0 is also required to support web service communication with the PAMS. MSDE was chosen over JET because of its enhanced security features, and the similarity to SQL Server, which allows maintaining a consistent code base between the Database server and the PALS Database.

Logging onto the PALS laptop is controlled through Windows 2000 logon. Once a user is logged on the laptop, they must log onto PALS using a valid PALS UID/Password combination. Passwords must meet the requirements for “strong” passwords. When communicating with the PAMS, a valid UID/Password and RSA token combination is required for authentication. Access to the PALS database outside of the PALS program requires a valid Windows 2000 logon.

The PALS laptops are hardened against Internet attack using standard techniques for PC-based systems. Because of the use of web-service based communication with the PAMS, the PALS does not require use of FTP and “File and Printer” sharing, and these services should be turned off by default. All communication between the PALS and PAMS occurs over 128-bit SSL encryption to protect data transfer over the Internet.

EXHIBIT A.

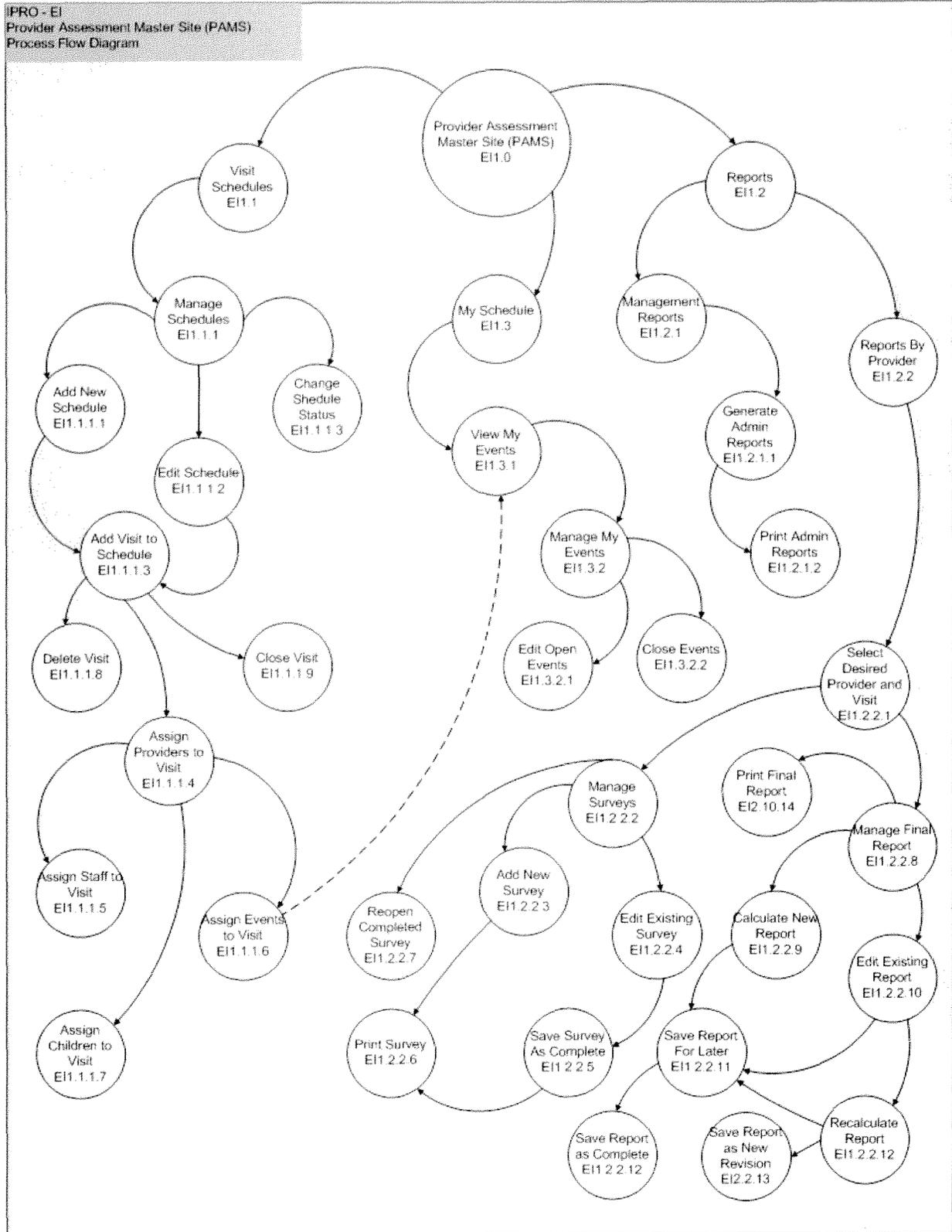
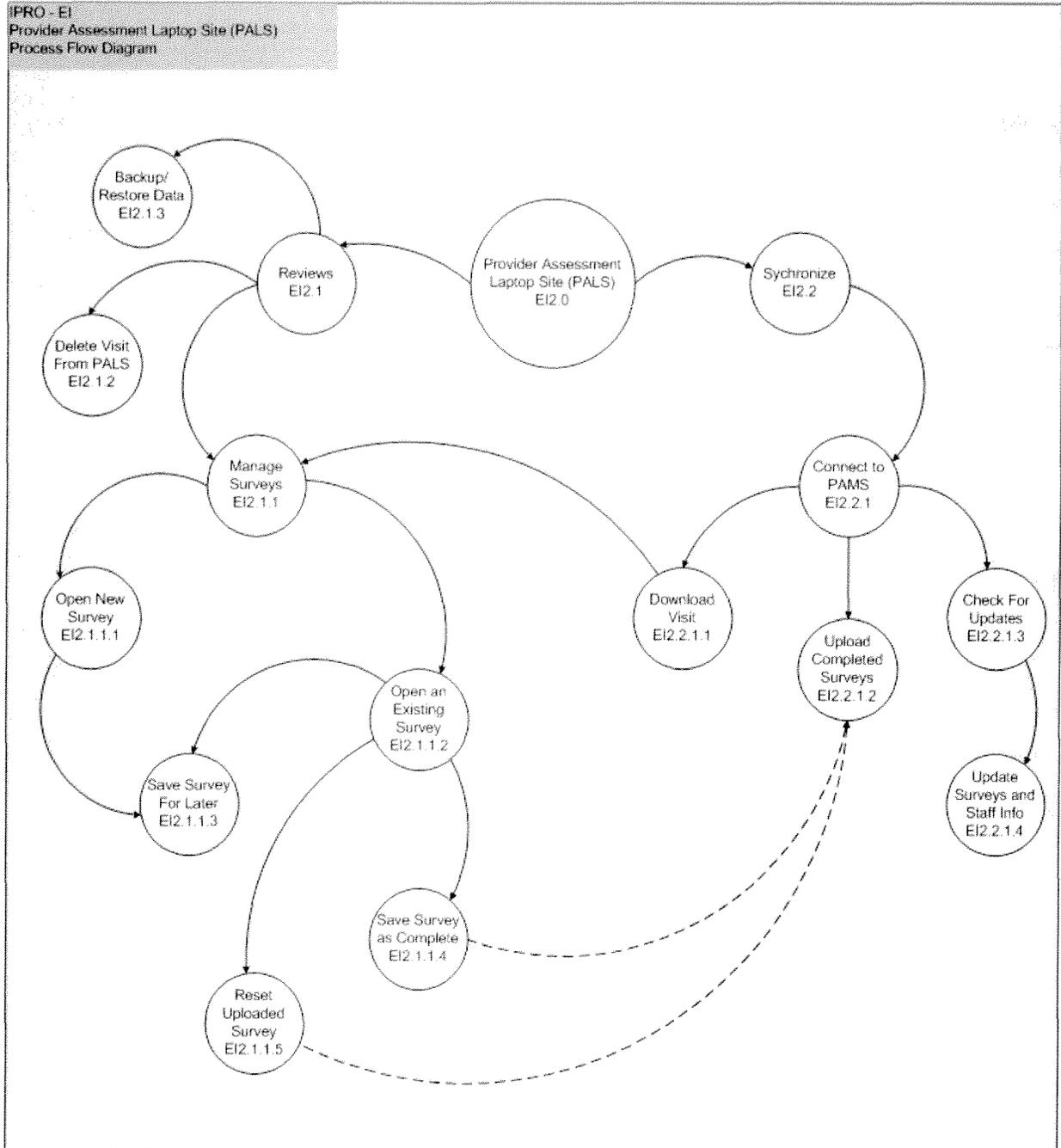


EXHIBIT B.





Provider Assessment Laptop Site

PALS

User Manual

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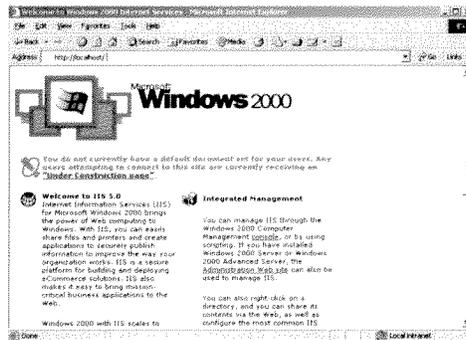
Starting the PALS

The PALS software is designed to operate as a locally hosted website that runs within the laptop's default web browser. To start the PALS, perform the following step(s):

1. Start Internet Explorer.

NOTE: Internet Explorer will initially attempt to open what is defined as a "Home Page." This page is any web page that the user can select to be the default web site that the browser will attempt to contact upon initially opening the browser. The laptop should be configured to launch the PALS as the default web site. If not, then perform the following steps to configure the browser:

1. Start Internet Explorer.
2. In the "Address" text box located at the top of the browser, enter the following address, as shown below: **http://localhost/**



3. Depress the **enter** key on your keyboard. This should cause the browser to launch the PALS web site. Once the PALS start screen is displayed, then select the "Tools" menu, located at the top of the browser, and the "Internet Options..." option to display the following screen:

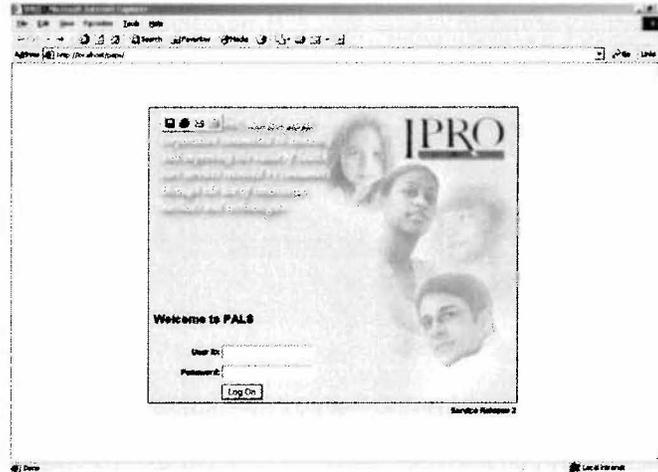


4. Click the **Use Current** button. This should cause the **http://localhost/** url to be displayed in the "Address" text field.
5. Click the **OK** button located at the bottom of the dialog box to complete the procedure. The browser has now been configured to launch the PALS as the default Home Page.

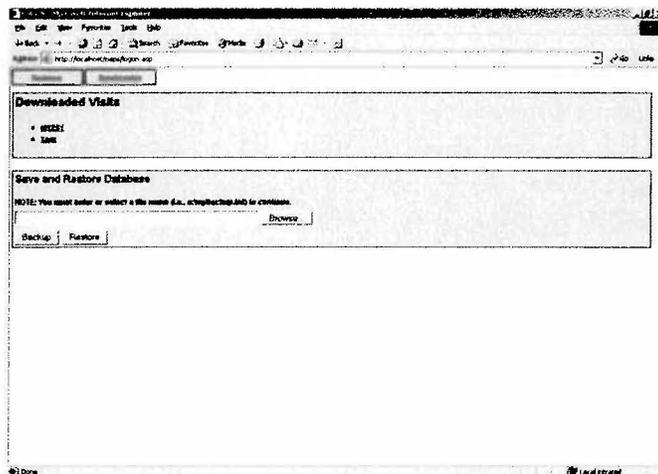
Logging On

To log onto the PALS, perform the following steps:

1. Start the PALS in accordance with the **Starting The PALS** procedure.
2. This should display the PALS logon screen, as shown below;



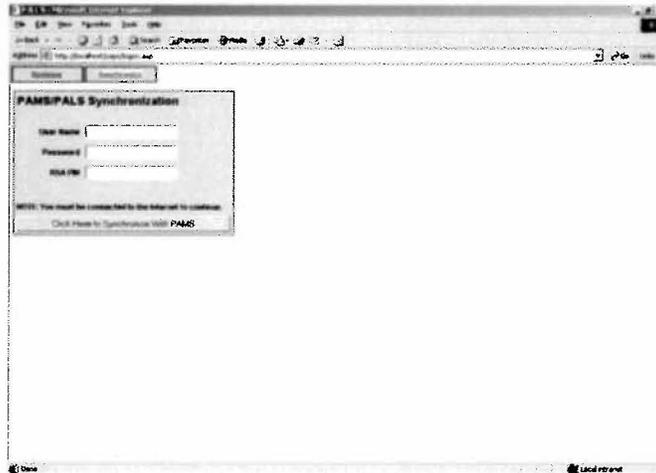
3. Enter your PALS/PAMS **User ID** and **Password** in the appropriate text boxes.
4. Click the **Log On** button. If an incorrect User ID and Password combination was entered, the PALS will reroute to the logon screen. If successful, the PALS will display the **Reviews** screen, shown below:



5. You are now ready to begin working. If no visits have been downloaded, then you will have to download a visit to begin, as specified in the **Downloading Visits** procedure.

Downloading Visits

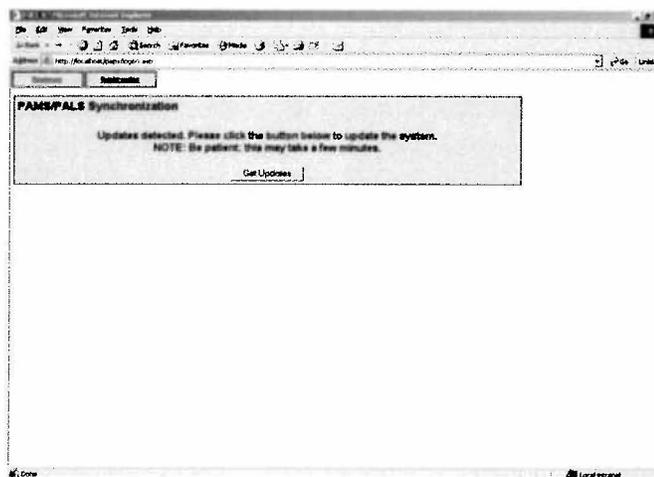
To begin the process of downloading visit information, click **Synchronize** link located at the top of the browser page. This will display the PAMS/PALS Synchronization Screen, shown below.



NOTE: The rest of this procedure will require that the laptop be connected to the Internet.

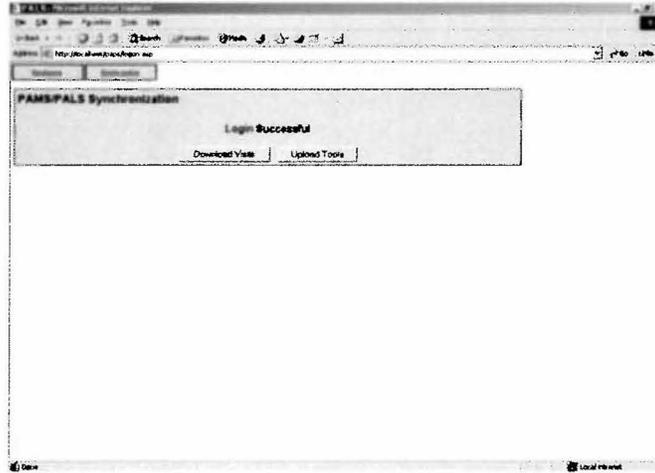
To synchronize and download visit information, perform the following steps:

NOTE: Periodically, the system will be notified during synchronization that updates are available for download. When this occurs, the following screen will be displayed after PAMS has validated your user name, password, and RSA code.

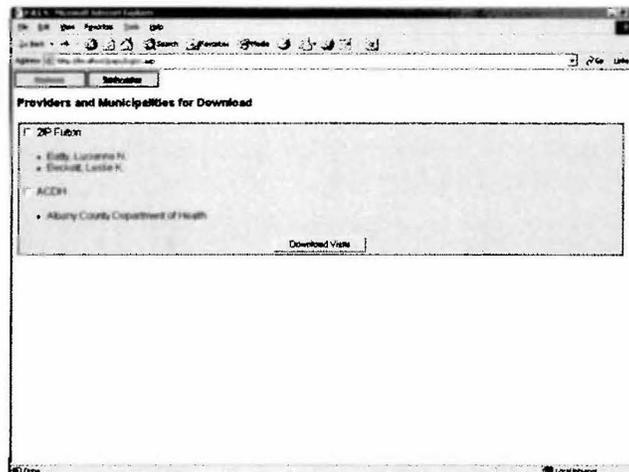


Follow the onscreen instructions to update the system. Once the system is updated, you may be required to restart PALS and resynchronize.

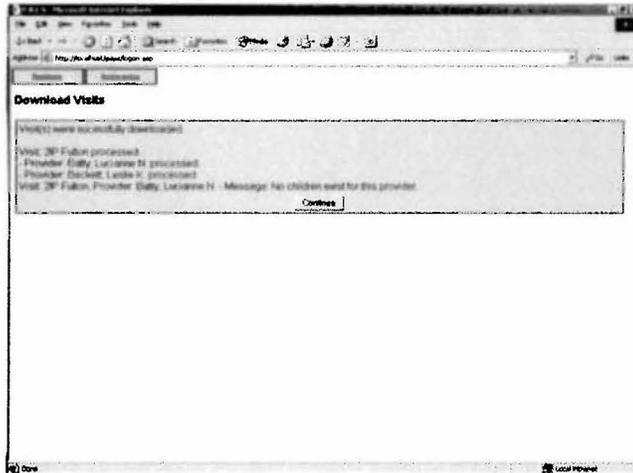
1. Enter your User Name, Password, and RSA PIN and Token number in the appropriate text fields. Click the **Click Here to Synchronize With PAMS** button to submit the information to PAMS for validation. If successful, the following screen will be displayed:



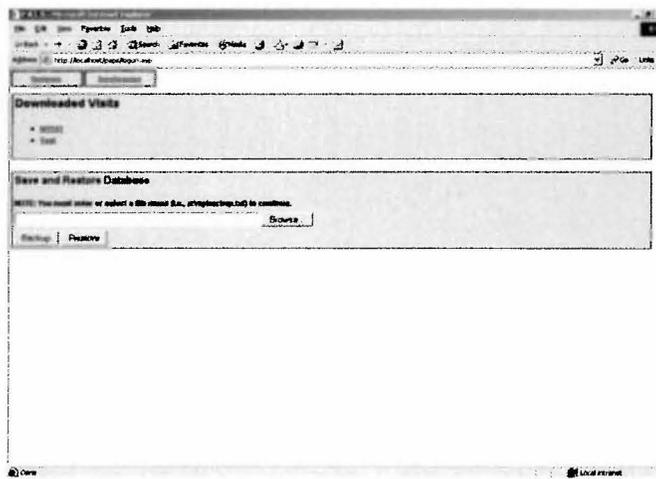
2. Click the **Downloads Visits** button to continue. At this time, the PALS will contact the PAMS and request a list of visits available for download, based on the user id just entered. Once the list has been retrieved, the following screen will be displayed:



3. Select the visit(s) that are desired to be downloaded by clicking on the check box next to the visit. When ready, click on **Download Visits** to download the visit information from PAMS. When complete, the following screen will displayed:



4. This screen will display status information for the download, including errors encountered with any visit and/or provider. Click the **Continue** button to return to the Reviews screen, which will now display the downloaded visits:

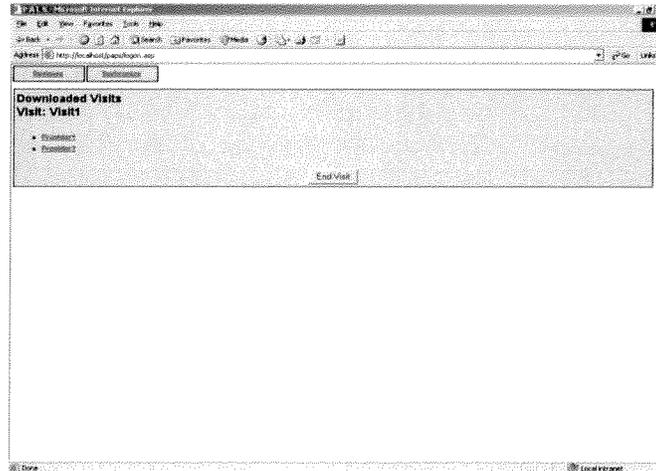


5. At this point, the PALS may be shut down, or you may continue in accordance with the procedure **Entering Visit Information**

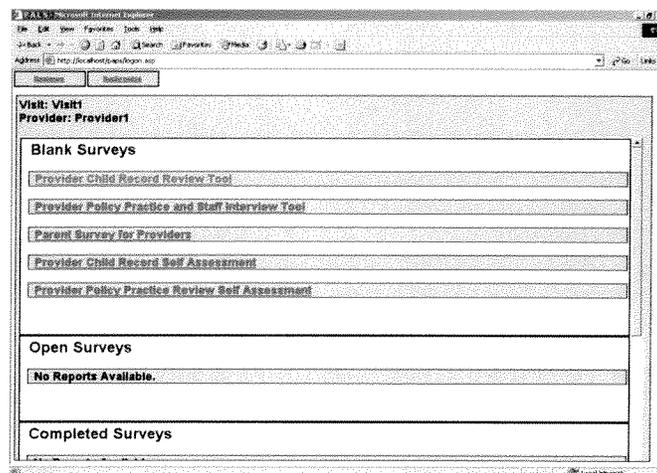
Entering Visit Information

To enter visit information, perform the following steps:

1. Start the PALS in accordance with the procedure **Starting the PALS**.
2. Log on in accordance with the procedure **Logging On**.
3. From the **Reviews** screen, select the desired visit by clicking on the name of the visit. This will display the **Providers** screen, displayed below.

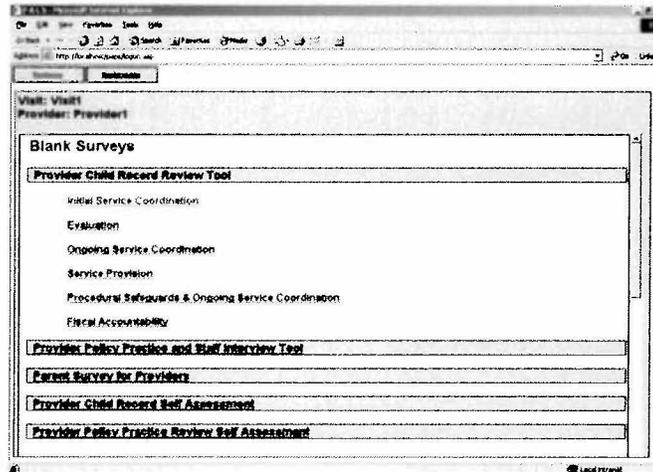


4. Select the desired provider by clicking on the name of the provider. This will display the **Surveys** screen, displayed below.

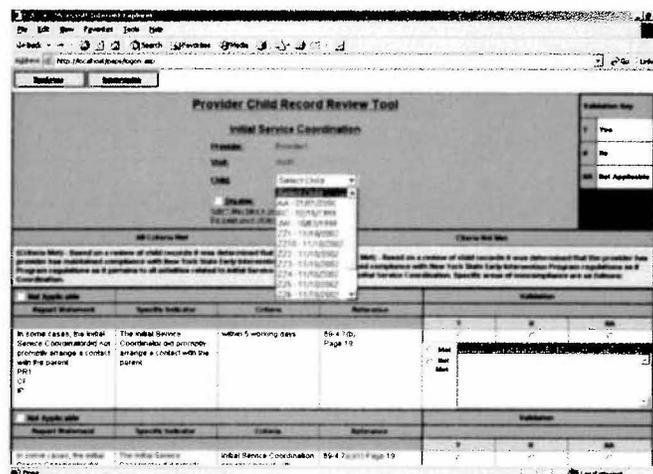


5. The **Surveys** screen is divided into three areas: **Blank Surveys**, **Open Surveys**, and **Completed Surveys**, defined as follows:
 - **Blank Surveys**: Unassigned surveys that are available to be used during the course of a site visit.
 - **Open Surveys**: Surveys that are in an intermediate state of completion.

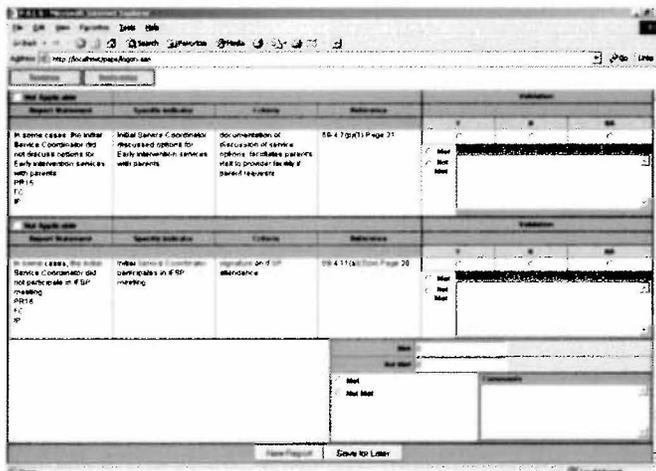
- Completed Surveys: Surveys that have been finished and available for uploading to the PAMS.
6. To start the survey process, select the desired tool type by clicking on the name. This will expand the tool type, as displayed below.



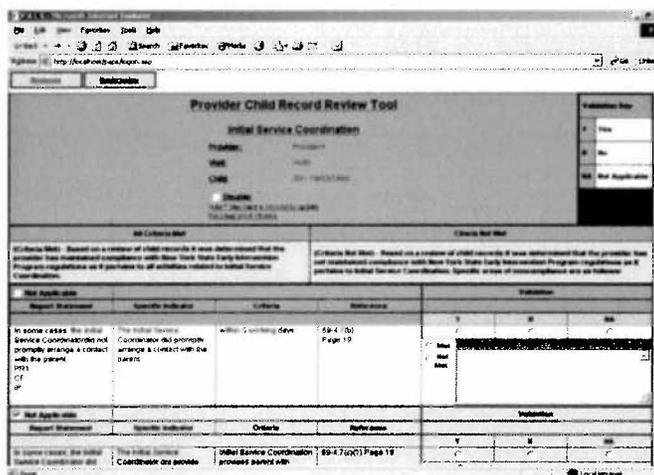
7. Open the desired survey section by clicking on the name of the section. This will display the blank survey. For child surveys, a list of available children will be displayed. Click on the down arrow to the left “Select Child” to display the list of children, as displayed below:



8. Select the desired child by clicking on the child’s initials and date of birth. At this point, you may begin entering survey information. At the bottom of the survey are two buttons, displayed below:



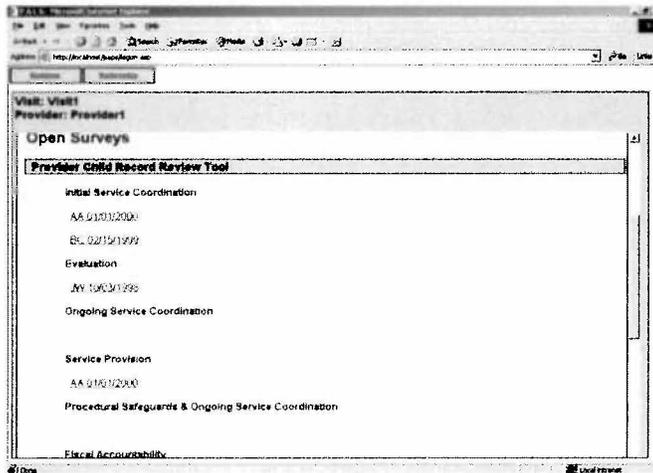
- Click the button **Save for Later** to save the survey. This will save the survey to the PALS database. For child surveys, the child list will be replaced with the initials and date of birth of the child selected being surveyed. An example is shown below.



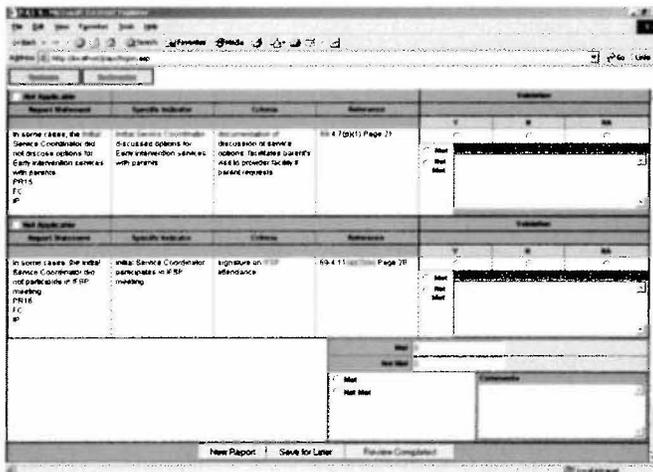
- Clicking on **New Report** will return the user to the **Surveys** screen.

NOTE: Clicking “New Report” prior to clicking “Save for Later” or “Review Completed” will cause all unsaved changes to be lost.

- Once a survey has been saved, it may be reopened from the **Surveys** screen in the same manner as opening a blank survey. To open an Open survey, scroll down to the **Open Surveys** section. Clicking on the name of the desired survey type will expand the list to display the open surveys, arranged by section and child/survey name, as shown below:



12. Click on the initials and date of birth or survey name of the survey desired to be opened. This will display the survey. At the bottom the of page, an additional button will now be available, called **Review Completed**, as shown below:



13. Clicking this button will flag the survey as being available for uploading to PAMS, close the survey, and return the user to the **Surveys** screen. The survey may be reopened from the **Completed Surveys** section.

14. Repeat steps 6 through 13 as necessary to complete site visit.

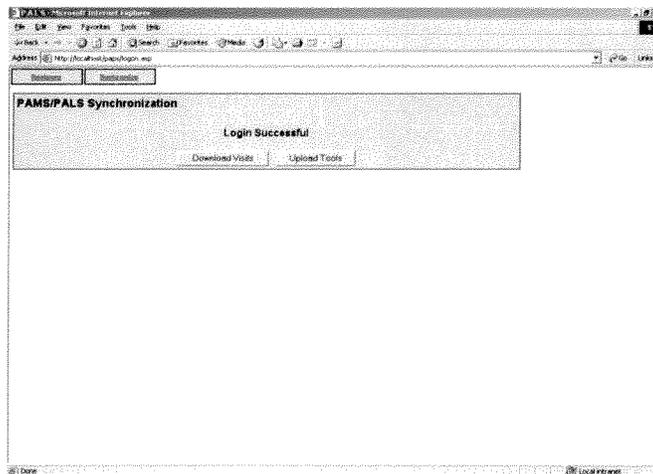
Uploading Surveys to PAMS

Periodically during the survey process, and after the completion of the visit, the user will want to upload survey results to the PAMS. To upload surveys to PAMS, perform the following steps:

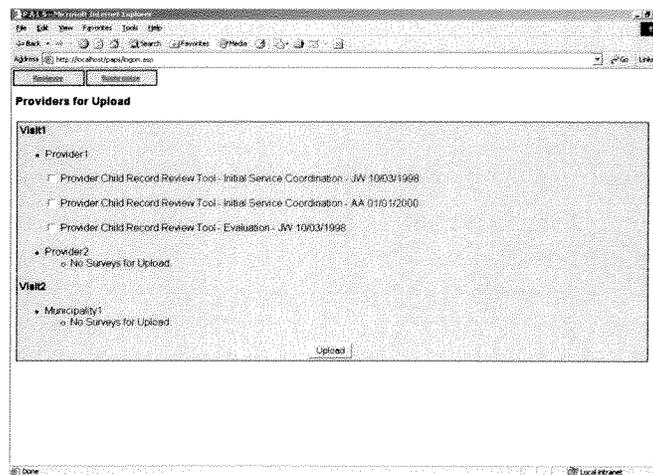
1. Once logged onto the PALS, click on **Synchronize** to display the **PAMS/PALS Synchronization** screen. Enter the user name, password, and RSA pin and token number, then click on **Click Here to Log On To PAMS** to begin the validation process.

NOTE: From this point on, the laptop will need to be connected to the Internet.

2. If the entered information is valid the following screen will be displayed.



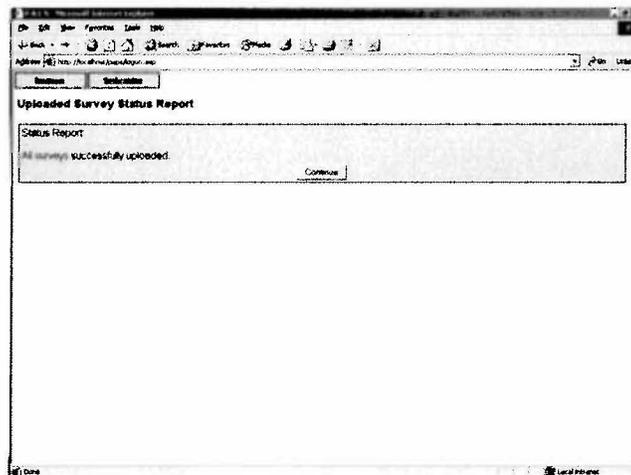
3. Click on **Upload Tools** to generate the list of surveys available for uploading to PAMS, as follows:



4. Select the survey(s) desired for uploading by clicking the check box next to the name of the survey. When all the desired surveys have been selected, click on the **Upload** button to begin the upload process.

NOTE: Depending on the connection speed and number of surveys selected, the upload process may take several minutes. Unless an error is generated, do not interrupt the uploading, as this may result in incomplete data transmission and/or data loss.

5. Once the upload is complete, the following status screen will be displayed.



6. Click **Continue** to return to the **Surveys** screen.

Resending a Previously Uploaded Survey

Occasionally, a survey may not completely upload to PAMS. When this happens, it is possible that the PALS may flag the survey as being sent, when PAMS never received the survey. To make a previously uploaded survey available for uploading, perform the following steps:

1. Open the survey in accordance with the section **Entering Visit Information**. The survey will be located in the Completed Surveys section.
2. At the top of the survey will be a red caption signifying that the survey has already been uploaded.

3. At the bottom of the survey a button with the caption “Resend Survey” will be shown. Click this button to enable the survey to be resent.

NOTE: Attempting to resend a survey that already exists on the PAMS will result in an error being generated for the survey when the survey is uploaded. Only surveys that do not exist on PAMS may be resent.

4. Resend the survey in accordance with the section **Uploading Surveys to PAMS**.

Backing Up and Restoring the PALS Database

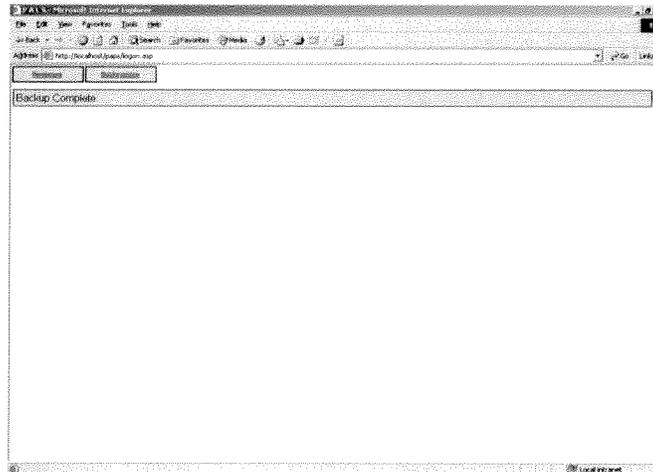
To prevent data loss due to loss or malfunction of the laptop, the user will want to periodically back up the PALS database. To back up the database, perform the following steps:

NOTE: Performance of this procedure will require use of a formatted 1.44MB floppy.

1. Insert a blank, formatted floppy into the laptop's floppy drive. In the **Save and Restore Database** text box, enter the path and name of the file to be used to store the database. Either an existing or new file name may be specified:

Ex. A:\Dbackup.txt

2. Once the file name has been entered. Click on **Backup** to begin the backup process. Once complete, the following screen will be displayed:



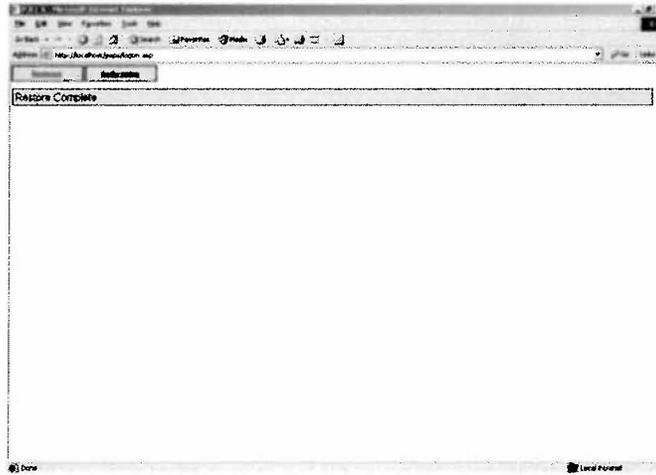
3. Click on **Reviews** to return to the **Reviews** screen.
4. To restore the database, perform the following steps:

NOTE: Restoring the database will return the database to the previously stored state, and will result in loss of any data stored in the database after the last backup.

5. Place the floppy containing the desired backup file into the laptop's floppy drive. On the **Reviews** screen, click on the browse button located in the **Save and Restore Database** section. This will display the following dialog box:



6. Navigate to the backup file to select the file. Click on the **Restore** button to begin the restoration process. When complete, the following screen will be displayed:



7. Click on **Reviews** to return to the **Reviews** screen.



Provider Assessment Master Site

PAMS

User Manual

Developed by CGI

May 2003

Provider Assessment Master Site (PAMS)

User Manual

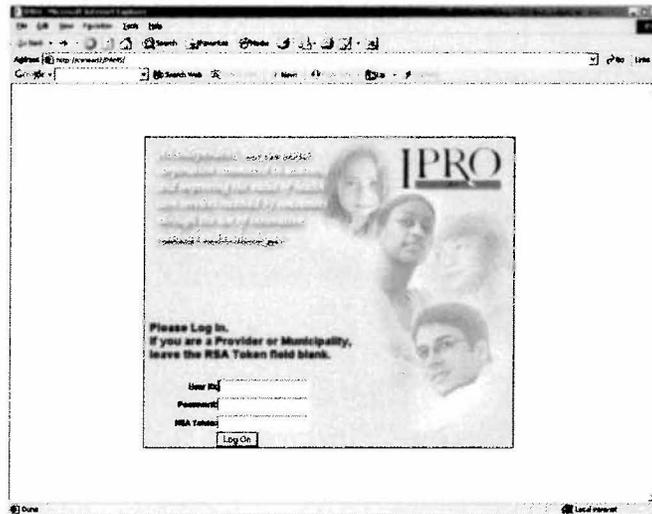
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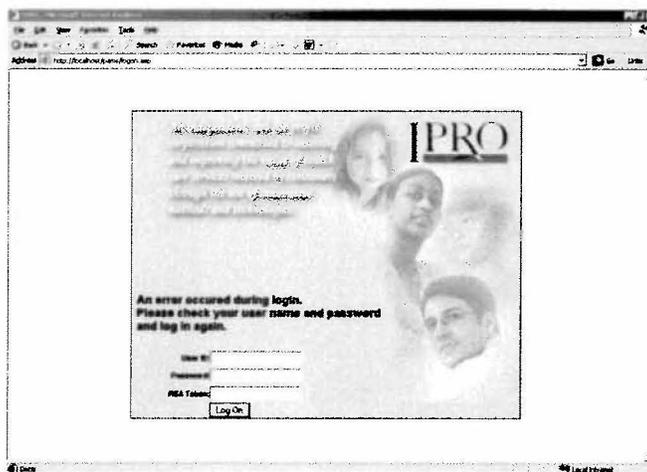
Logging Onto PAMS

The PAMS is a web site accessible through the Internet. To log onto the PAMS, perform the following:

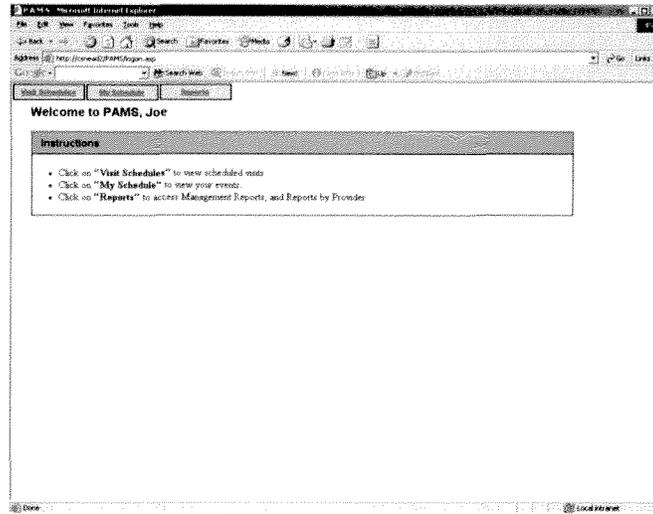
1. Ensure that the PC that will be used is connected to the Internet.
2. Start Internet Explorer.
3. In the “Address” text box located at the top of the browser, enter the Internet Address provided to you by your administrator.
4. Depress the **Enter** key on your keyboard. This should cause the browser to display the PAMS login screen, as shown below:



5. Enter the **User ID** and **Password** provided by your administrator. Enter the PIN number displayed on your RSA token. Click the **Log On** button.
6. If an error occurs, you will be returned to the log on screen., as shown below:



7. Follow the on-screen instructions. If the logon is successful, the following screen will be displayed:



8. You are now ready to begin working on PAMS.

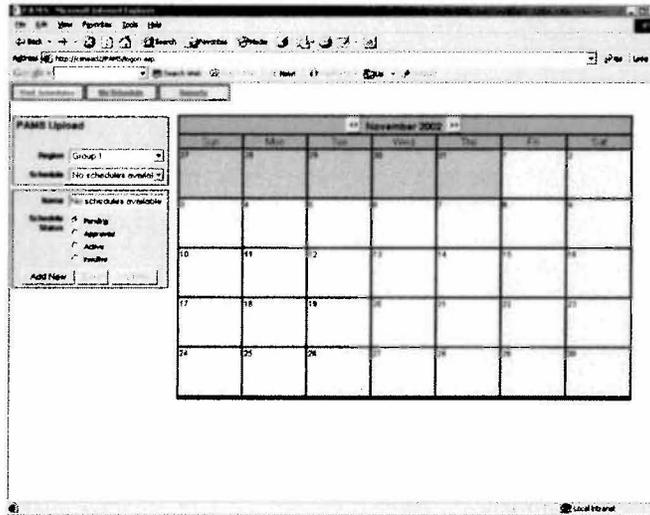
The Visit Schedules Section

Enter this area to Create and Edit visit schedules.

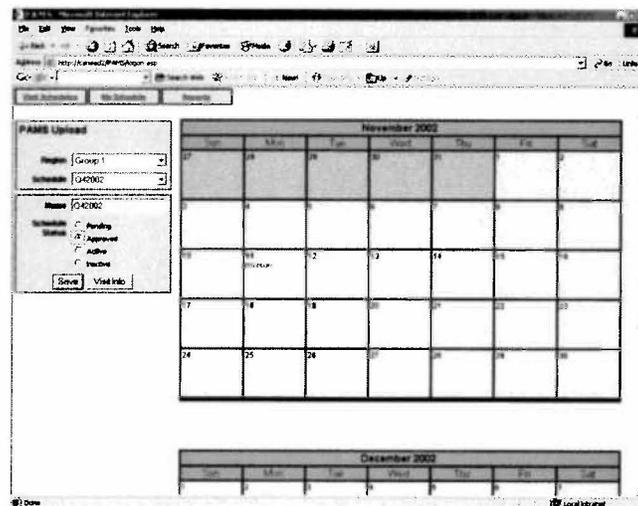
Viewing a Schedule

To view a schedule, perform the following steps:

1. Log onto PAMS.
2. Once logged on, click on the tab "Visit Schedules" located at the top of the page.
3. This will display the Schedule screen, as shown below:



4. To select a specific schedule, select the appropriate **Region** and **Schedule** from the applicable drop-down boxes. This will display the schedule, as shown below:



Creating a Schedule

To create a new schedule, perform the following steps:

1. Log onto PAMS.
2. Once logged on, click on the tab “Visit Schedules” located at the top of the page.
3. Click the “Add New” button. This will display the **New Schedule** screen, as shown below.



4. Select the appropriate region from the Region pull down.
5. Enter the desired name for the schedule.
6. Click the **Save** button.
7. The New Visit screen will close, and the new visit will be shown, defaulting to the current month.

Adding Visits to a Schedule

To add a visit to a schedule, perform the following:

1. Select an existing schedule or create a new one.
2. Either click on **Visit Info** or an existing visit located in the calendar portion of the Scheduler.
3. This will display the **Visit Info** screen.

4. Click on the **New Visit** button. This will display the **New Visit Info** screen, as shown below.

5. Enter the visit information, then click on **Save** button. This will close the **New Visit Info** screen and return to the **Visit Info** screen, with the visit information displayed.

NOTE: To change visit information, edit the fields located in the appropriate sections, then click the *Save Address* button.

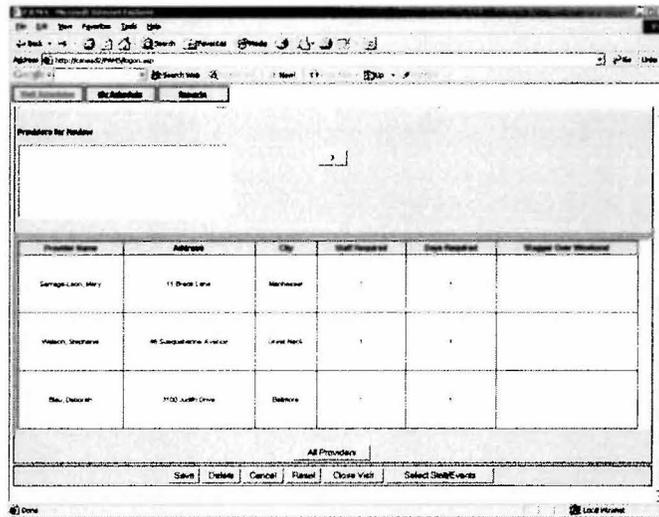
NOTE: To select an existing visit without returning to the “Visit Schedules” screen, pull down the *Scheduled Visits* combo box. This will display a list of all visits contained in the currently selected schedule.

NOTE: The currently selected region and schedule will always be displayed in the upper right-hand corner of the screen.

Adding Providers to a Visit

To add providers to a visit, perform the following steps.

1. From the **Visit Info** screen, select the desired provider(s) from the **Providers for Assessment** list box.
2. Select the “>” button to move the selected providers to the **Selected Providers** list box.
3. Click the **Save** button located at the bottom of the screen, as shown below:



NOTE: To restore the *Visit Info* screen to its previously saved state, click on the **Reset** button.

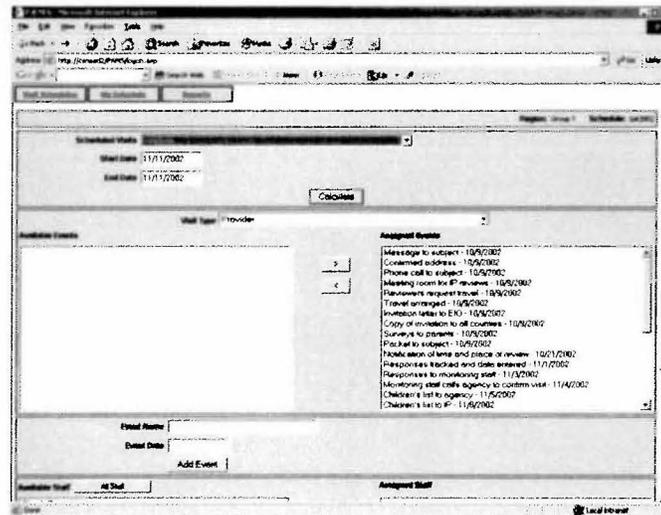
NOTE: To view information on all providers scheduled on the currently selected schedule, click on the **All Providers** button. This will display the providers and change the caption on the button to **By Visit**. Clicking **By Visit** will display information about the provider(s) in the currently selected visit.

Assigning Staff and Events to a Visit

To assign staff and events to a visit, perform the following steps:

NOTE: Assignments made on this screen will apply to all providers assigned to this visit. To make assignments to individual providers, click on the *Provider Info* button located at the bottom of the screen.

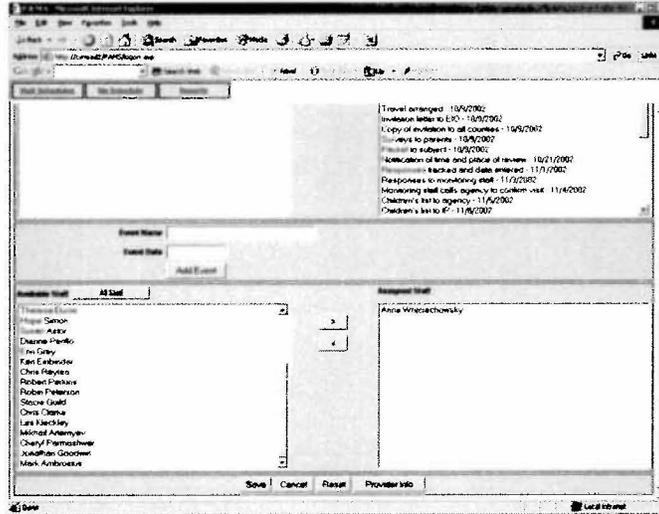
1. From the **Visit Schedules** screen, select the desired schedule, then click on the desired visit. This will display the **Visit Info** screen.
2. From the **Visit Info** screen, click on the **Select Staff/Events** button located at the bottom of the page. This will display the **Staff/Events** screen, as shown below.



3. By default, all events for a given visit type will already be assigned. To remove events from the list, select the event(s) and click the “<” button. This will move the event(s) to the **Available Events** list box. To re-assign the events, click on the desired event(s) and click on the “>” button. This will move the event(s) to the **Assigned Events** list box.
4. Click the **Save** button located at the bottom of the screen to save the changes.

NOTE: To change the event list, select the desired event list type from the *Visit Type* dropdown box. This will refresh the *Assigned Events* list box with the new event list.

5. To add a custom event, enter the event name and event date in the applicable text boxes, then click on the **Add Event** button. The new event will be displayed in the **Assigned Events** list box, ordered by event date.
6. To assign staff to the visit, scroll down until the **Available Staff** list box becomes visible, as shown below.



7. By default, only staff not assigned to a visit on the selected visit's visit dates will be displayed. To display all staff, click on the **All Staff** button.
8. To assign staff, select the desired staff member(s) and then click on the ">" button. This will move the staff to the **Assigned Staff** list box.
9. To remove assigned staff, select the desired staff, then click on the "<" button. This will move the staff to the **Available Staff** list box.
10. Click on the **Save** button to save the changes.

Assigning Children and Events to a Scheduled Provider

To assign children and events to a scheduled provider, perform the following steps:

1. From the **Visit Schedules** screen, select the desired schedule, then click on the desired visit. This will display the **Visit Info** screen.
2. From the **Visit Info** screen, click on the **Select Staff/Events** button located at the bottom of the page. This will display the **Staff/Events** screen, as shown below.
3. From the **Staff/Events** screen, click on the **Provider Info** button located at the bottom of the screen. This will display the **Provider Info** screen, displayed below.

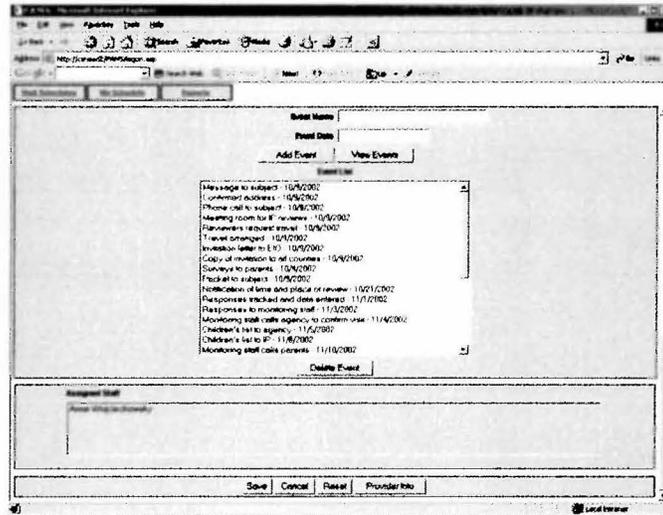
The screenshot shows a web browser window displaying the PAMS Provider Info screen. The form includes the following fields and values:

- Provider:** George Leon, May
- Priority:** Level 5
- Gender:** (empty)
- Phone:** (1)607-2418
- Address:** Street 1: 11 Brook Lane, Street 2: (empty)
- City:** Manchester
- State:** NY
- Zip:** 11030

Buttons include "Get Uploaded Children" and "Save Child". The "Available Children" list contains entries like ZZ1 - 11/1/2002, ZZ19 - 11/1/2002, etc. The "Assigned Children" list is currently empty.

4. By default, the first provider assigned to the visit will be displayed. If more than one provider has been assigned to the visit, they may be selected from the **Provider** dropdown box.
5. The default provider information will be displayed. To change this information for this visit, edit the desired fields, then click on the **Save** button located at the bottom of the page.
6. At periodic intervals, a list of children will be provided by the Department of Health, which will be uploaded into the PAMS database by the IPRO IT staff. To get the most recently uploaded list of children for the selected provider, click on the **Get Uploaded Children** button. If uploaded children exist, they will be displayed in the **Available Children** list box.
7. To manually add children, enter the child's initials and date of birth into the applicable boxes. Click on **Save Child** button to add the child to the list of **Available Children**.
8. By default, the system will generate twenty blank children, named ZZ1 to ZZ20. To edit the name or date of birth for a default or other child, select the child from the appropriate list. The child's information will be displayed. Make the desired change and click on the **Save Child** button.
9. To assign children, select the desired children from the **Available Children** list box, then click on the ">" button.

10. To remove children from the **Assigned Children** list box, select the desired children and click on the “<” button.
11. To assign a custom event to this provider, complete the event name and event date text boxes and click on **Add Event** button.



12. To delete an event from the list, and click **Delete Event** button.
13. Click on the **Save** button to save all changes.

Changing the Schedule Status

To change the status of a schedule, perform the following steps:

NOTE: Only certain groups of people may change the status of a schedule. Also, a schedule must be approved before it may be changed to active or inactive.

1. Open the **Visit Schedules** screen.
2. Select the desired status.
3. Click on the **Save** button.

Closing a Visit

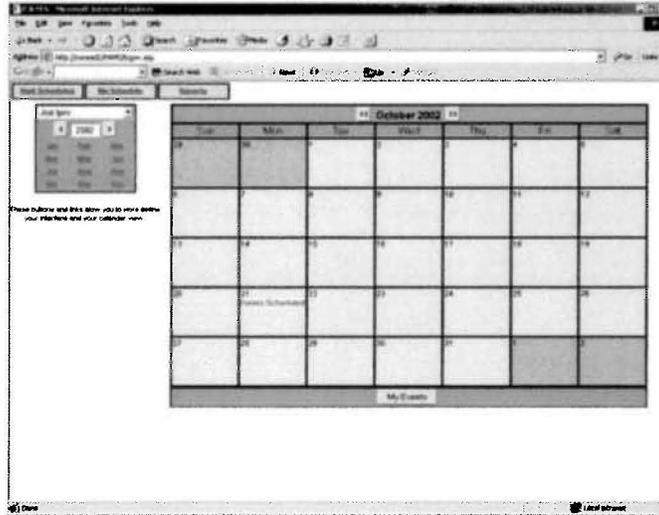
To close a visit, perform the following steps:

1. Open the **Visit Schedules** screen and select the desired schedule.
2. Click on the desired visit to open the **Visit Info** screen.
3. At the bottom of the page, click on the **Close Visit** button.

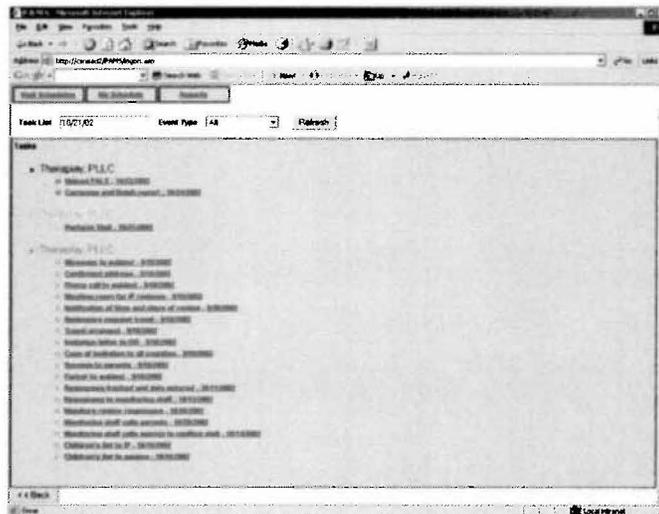
Viewing Scheduled Events By Staff

To view the list of events assigned to a specific staff, perform the following:

1. Select **My Schedule** to go to the **Staff Schedule** screen, as shown below.



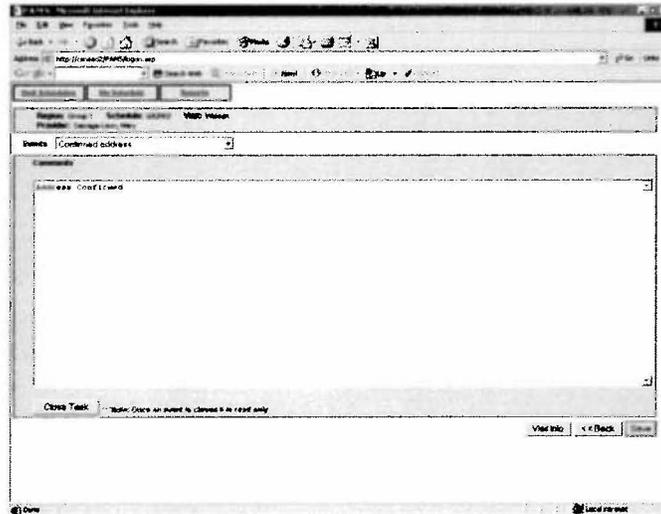
2. The screen will default to the logged in user. To select another staff, use the staff pulldown box.
3. Using the provided navigation buttons, select the desired month.
4. To view the events window, click any day in which the "Events Scheduled" link is displayed. This will display the assigned events, as displayed below:



Opening/Closing an Event

To open an event, perform the following:

1. Enter the **View Events** screen by either of the previously discussed methods.
2. Click on the desired event to open the **Event Info** screen, as shown below:



3. Enter event information in the provided comment field.
4. Click on the **Save** button to save the comment.
5. Click on the **Close Event** button to close the event.

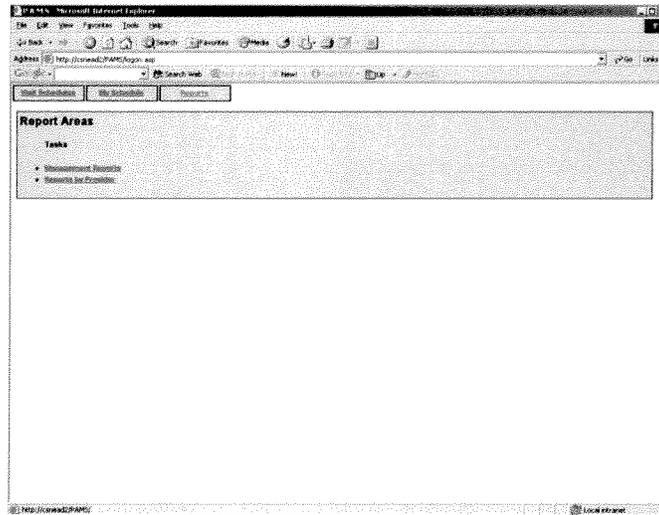
Reports

Enter this section to generate the various reports generated by the system

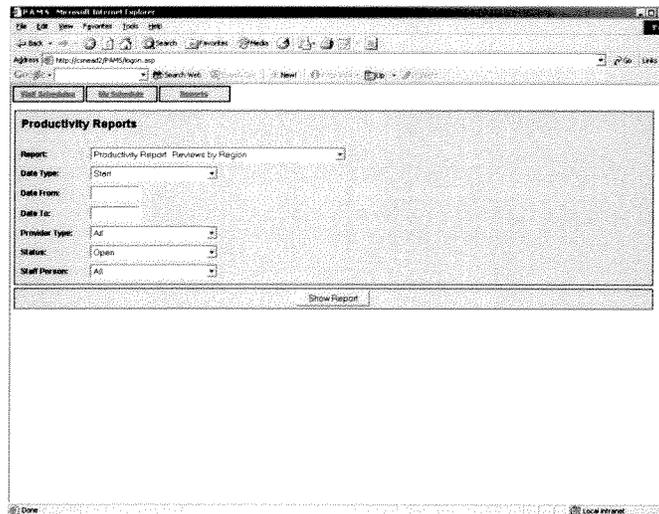
Management Reports

To access the Management Reports, perform the following:

1. Click on the **Reports** tab. This will display the **Report Type** screen, as shown below



2. Select the **Management Reports** link to display the **Management Reports** screen:



3. Select the desired report type from the **Report** pulldown. The screen will automatically change to reflect the various input types required by the report. When ready, click on the **Show Report** button to display the report.

NOTE: The Crystal Reports ActiveX control is required to view the report output. If not already installed, the system will prompt you to install it automatically.

Productivity Report : Reviews By IPRO Region

Date Type: Short
 Start Date: 01/01/2002
 End Date: 01/01/2003
 Provider Type: All
 Status: Open
 Staff Person: All

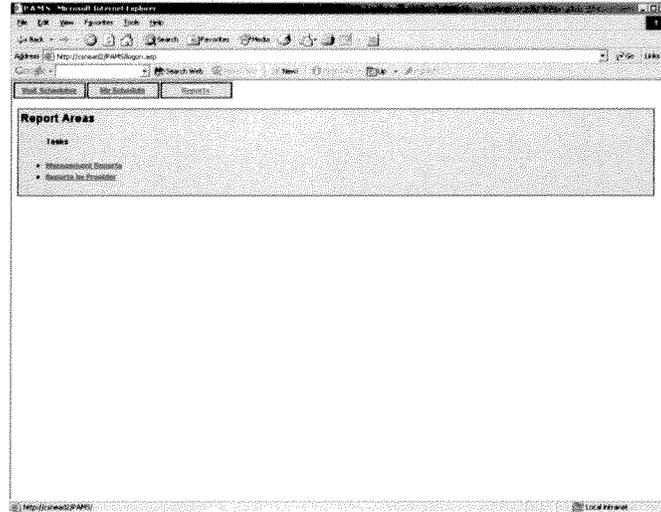
| | Region 1 | Region 2 | Region 3 | Region 4 | Region 5 | Total |
|--------------------------|----------|----------|----------|----------|----------|-------|
| Total Visits | 140 | 132 | 55 | 71 | 0 | 398 |
| Total Providers Reviewed | 143 | 131 | 54 | 71 | 0 | 399 |
| Total Staff Visit Days | 1176 | 959 | 175 | 185 | 0 | 1894 |
| Staff Days per Visit | 8.40 | 7.27 | 3.18 | 2.61 | 0.00 | 4.76 |
| Staff Days Per | 6.22 | 7.23 | 3.24 | 2.61 | 0.00 | 4.75 |

4. To print the report, click on the printer icon located in the upper left hand area of the screen.
5. Click the browser's back button to return to the **Management Reports** screen with the previously entered criteria.

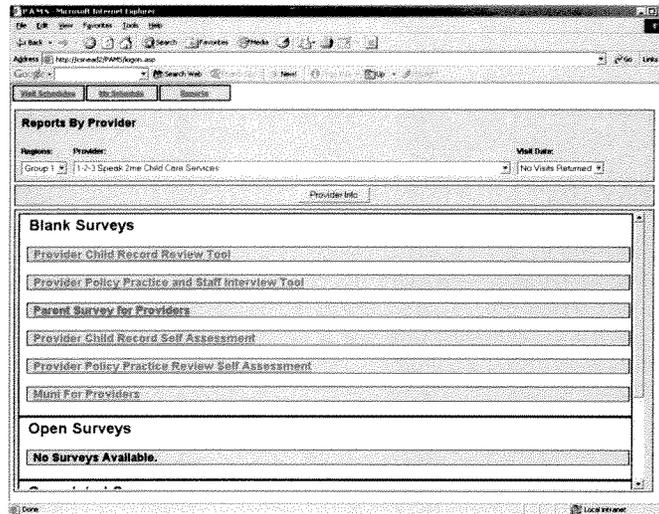
Reports By Provider

This section contains provider surveys, letters, and final reports. To access this section, perform the following:

1. Click on the **Reports** tab to display the **Report Type** screen.



2. Select the **Reports By Provider** link to open the **Reports By Provider** screen.

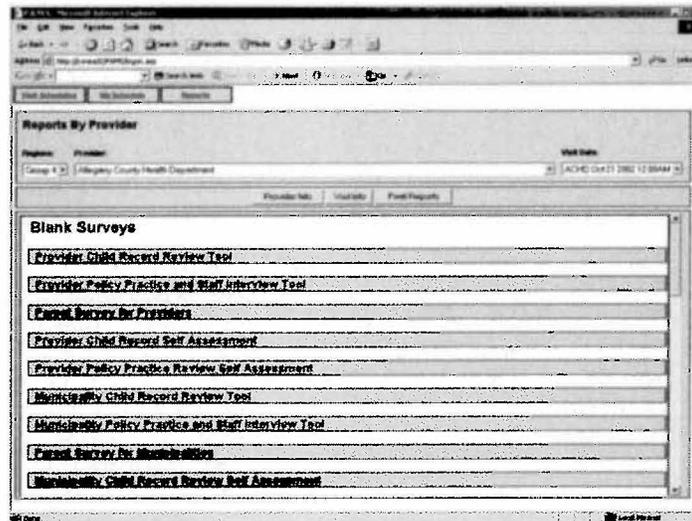


3. Drop-down boxes are provided to select the desired provider and visit. The drop-down boxes will automatically repopulate in a left-to-right fashion based on the item selected in the control located to the control to the immediate left. Depending on the selected provider and visit status, the available option buttons located below the **Provider** drop-down may differ.

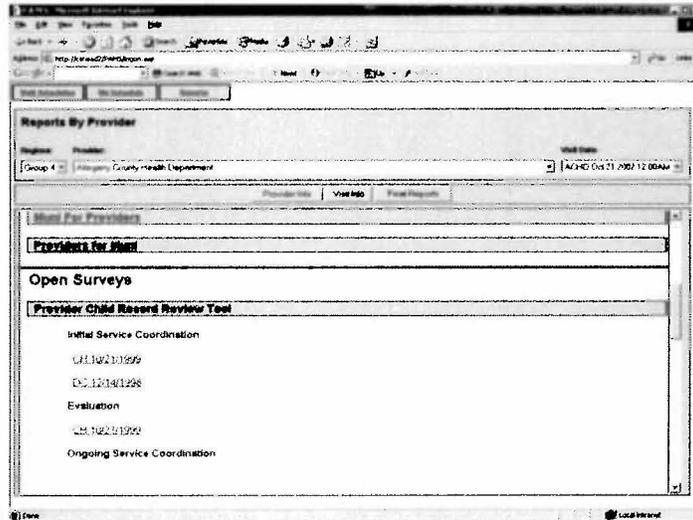
Viewing/Modifying Survey Information

To view or modify an uploaded survey, or enter a survey, perform the following.

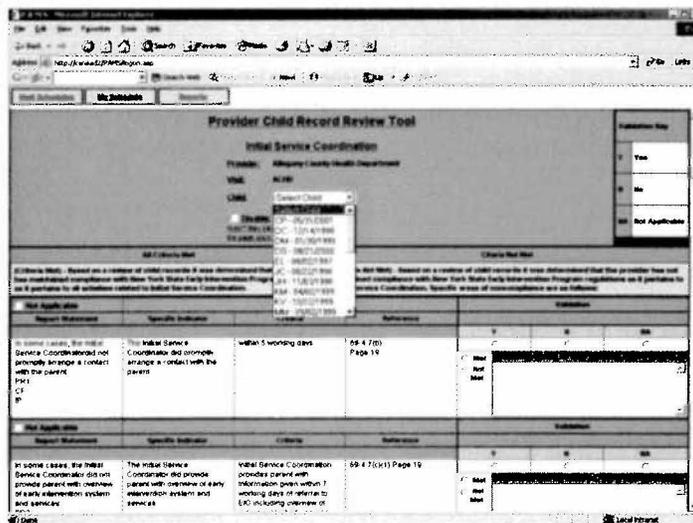
1. Enter the **Reports By Provider** section by clicking on the **Reports** tab and clicking on the **Reports by Provider** option.
2. Select the desired provider and visit by using the provided drop-down boxes.



3. The **Reports by Provider** screen is divided into four areas: **Blank Surveys**, **Open Surveys**, and **Completed Surveys**, and **Letters** defined as follows:
 - a. **Blank Surveys:** Unassigned surveys that are available to be used during the course of a site visit.
 - b. **Open Surveys:** Surveys that are in an intermediate state of completion.
 - c. **Completed Surveys:** Surveys that have been finished or have been uploaded from PALS.
 - d. **Letters:** Visit specific letters to be generated by the system and sent to the provider.
4. To enter a new survey, select the desired tool type by clicking on the name. This will expand the tool type, as displayed below.



- Open the desired survey section by clicking on the name of the section. This will display the blank survey. For child surveys, a list of available children will be displayed. Click on the down arrow to the left “Select Child” to display the list of children, as displayed below:



- Select the desired child by clicking on the child’s initials and date of birth. At this point, you may begin entering survey information. At the bottom of the survey are three buttons, displayed below:

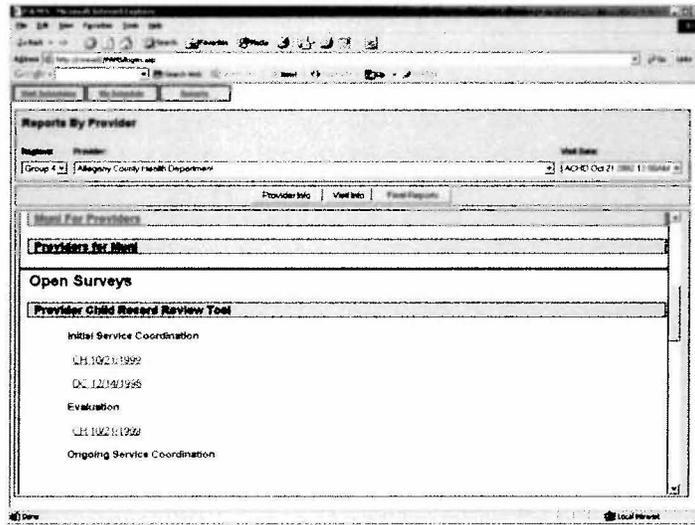
- Click the button **Save for Later** to save the survey. This will save the survey to the PAMS database. For child surveys, the child list will be replaced with the initials and date of birth of the child selected being surveyed. An example is shown below.

- Clicking on **New Report** will return the user to the **Reports by Provider** screen.
- Clicking **Show Report** will display the Crystal Reports window with a printable version of the survey.

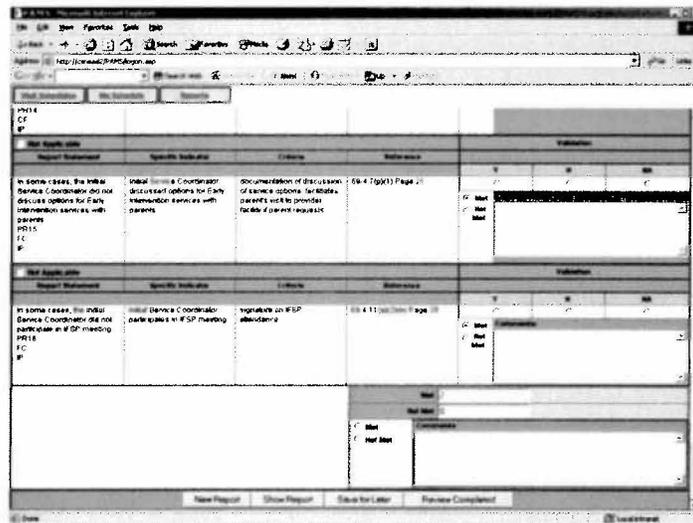
NOTE: Clicking “New Report” or “Show Report” prior to clicking “Save for Later” or “Review Completed” will cause all unsaved changes to be lost.

- Once a survey has been saved, it may be reopened from the **Reports by Provider** screen in the same manner as opening a blank survey. To open an Open survey, scroll down to the **Open Surveys** section. Clicking on the name of the desired

survey type will expand the list to display the open surveys, arranged by section and child/survey name, as shown below:



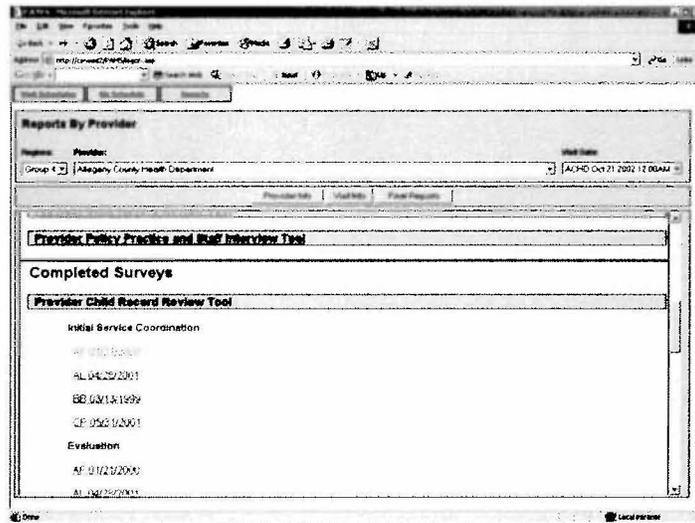
11. Click on the initials and date of birth or survey name of the survey desired to be opened. This will display the survey. At the bottom of the page, an additional button will now be available, called **Review Completed**, as shown below:



12. Clicking this button will save the survey as **read-only**.

NOTE: Once a survey has been saved as complete, it will require a user with administrator privileges to reopen the survey.

13. Repeat steps 4 through 12 as necessary to add additional surveys.
14. To view an uploaded survey, or one that has been saved as complete, scroll the **Reports By Provider** page until the **Completed Surveys** section is visible.
15. Click on the desired survey type to expand the section.

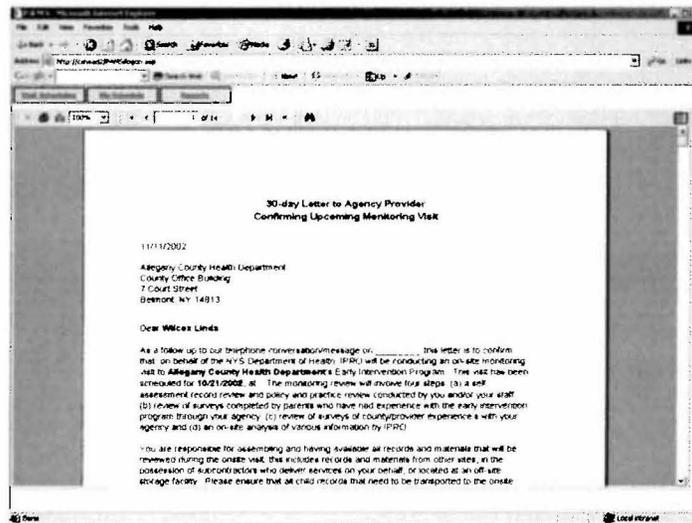


16. Select the desired survey by clicking on the link. This will display the survey in read-only mode. To unlock the survey, click on the **Reopen Survey** button (only available to administrators). This will unlock the survey and return it to the **Open Surveys** list.

Generating a Provider Specific Letter

To access and print one of the system generated letters, perform the following:

1. Click on the **Reports** tab, then select **Reports By Provider**.
2. Select the desired provider and visit from the provided drop-down boxes.
3. Scroll down the **Reports By Provider** screen until the **Letters** section is visible.
4. Click on the desired letter. It will be displayed in the Crystal Reports viewer.

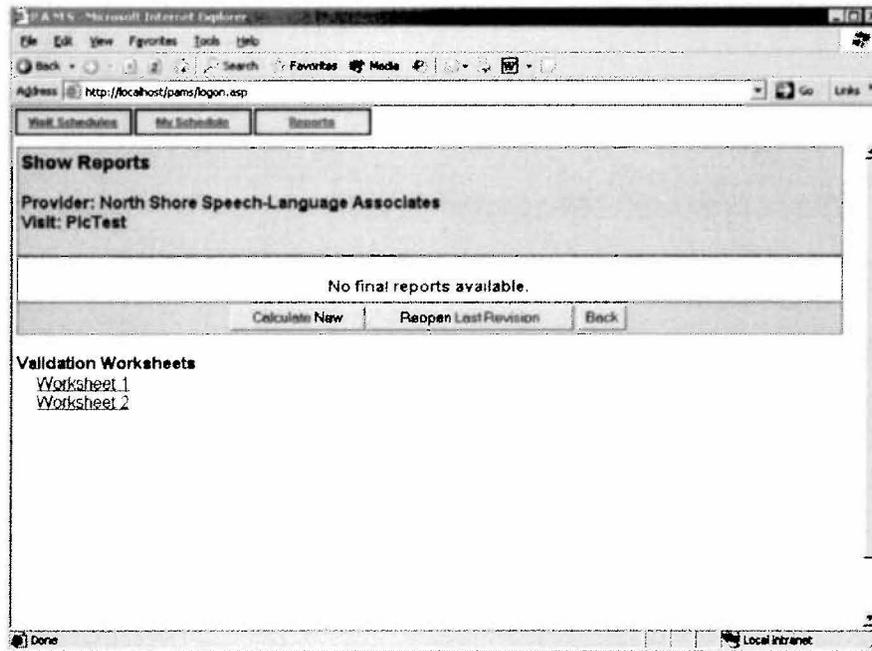


5. Click on the printer icon located in the upper left-hand section to print the letter.

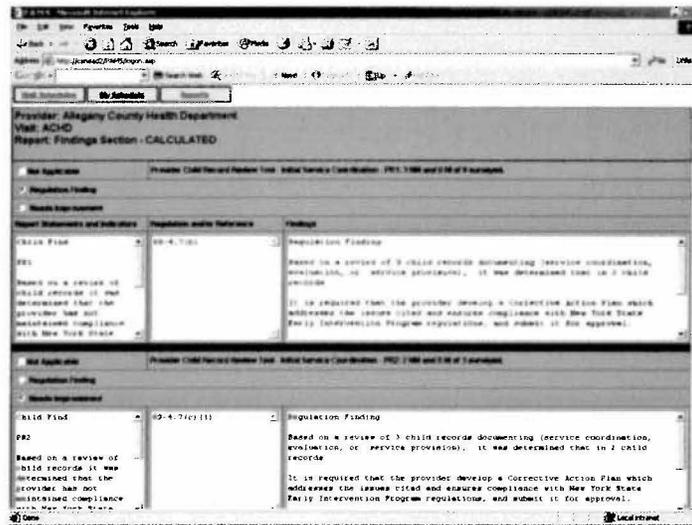
Generating a Final Report

To generate a final report, perform the following:

1. Click on the **Reports** tab and then click on **Reports By Provider**.
2. On the **Reports By Provider** screen, select the desired provider and visit using the provided pull-down boxes.
3. Click on the **Final Reports** button to display the **Select Final Report** screen.



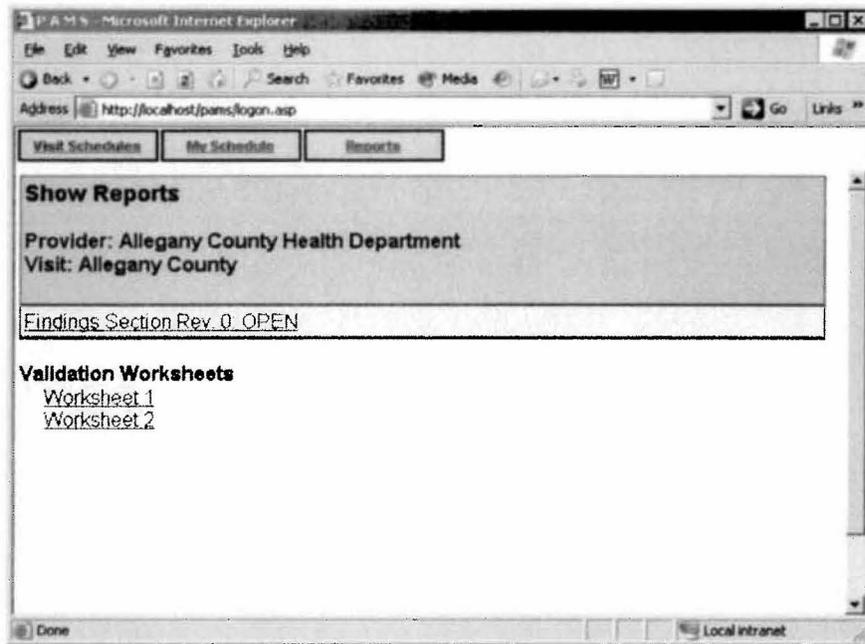
4. To calculate the report, click on the **Calculate New** button. The PAMS report engine will analyze the survey information, and produce the **Final Report Edit** screen.



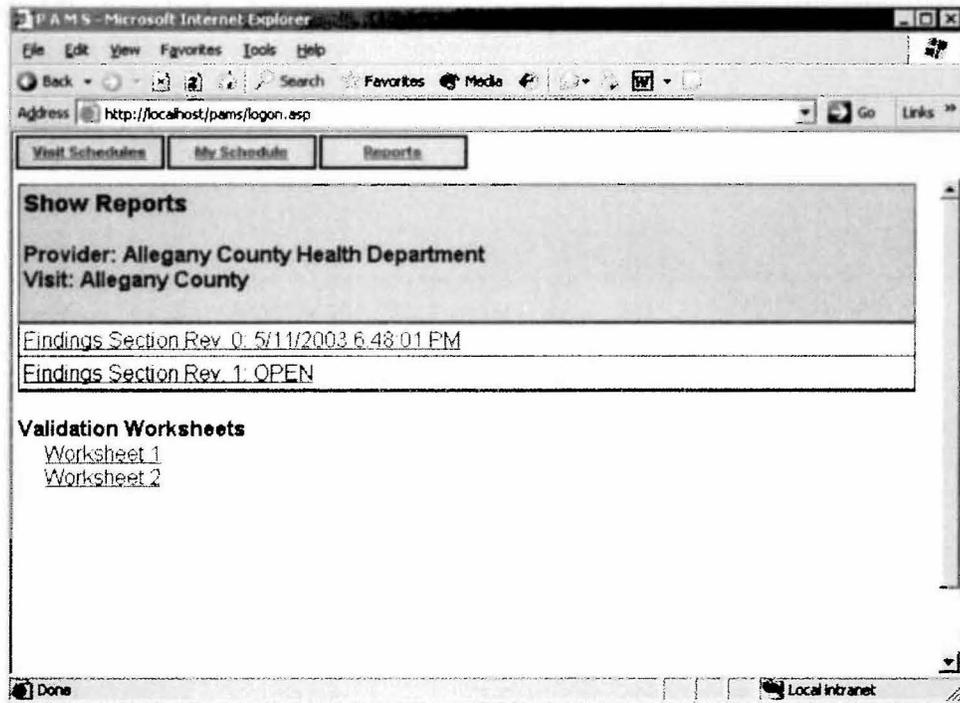
5. Each indicator which meets the requirements will be displayed in a separate line item.

NOTE: Due to the nature of Internet based applications, it is recommended that operations be saved frequently.

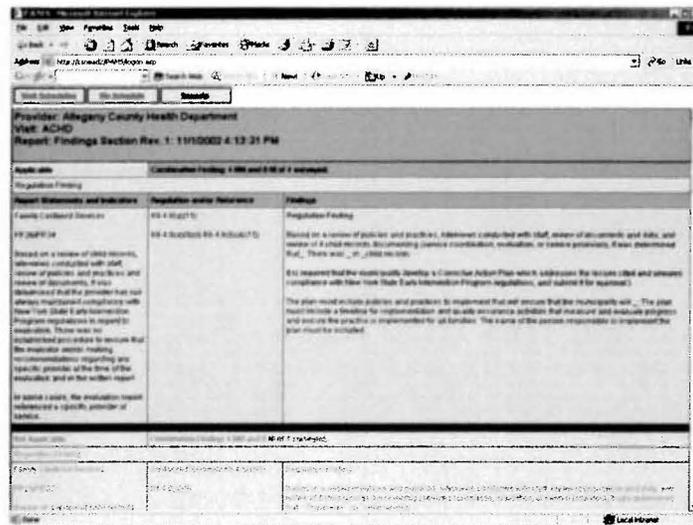
6. Each indicator can have its default text modified. The status of the indicator may also be changed from a regulation finding to a needs improvement, or be disabled. Disabled findings will not be shown on the final report, or be counted.
7. To save the report for later modification, click on the **Save For Later** button located at the bottom of the screen.
8. To return to the **Final Reports** screen, click on the **Back** button located at the bottom of the screen.



9. The most recently saved modifiable version of the final report will have the word OPEN next to it. To modify the report, click on the link.
10. Reports can be versioned. To save a new version of a final report, open the report, then click on **New Revision** button located at the bottom of the screen.



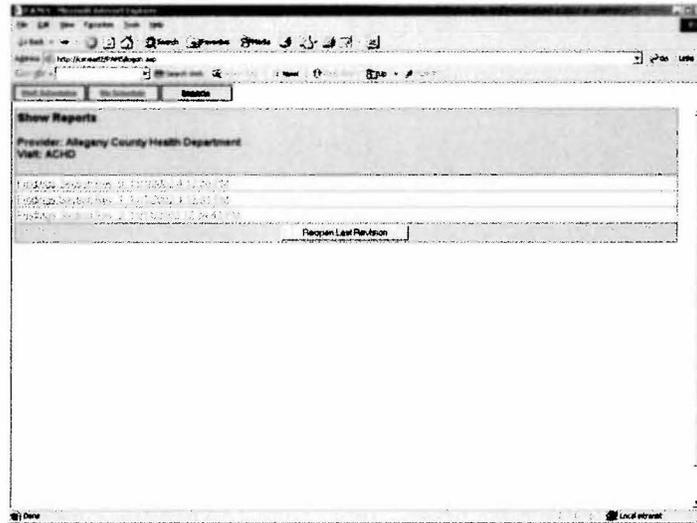
11. The last currently saved version of the report will be copied, assigned a version number, and the date and time of the version will be displayed. Any previously saved revision will be displayed in read only mode.



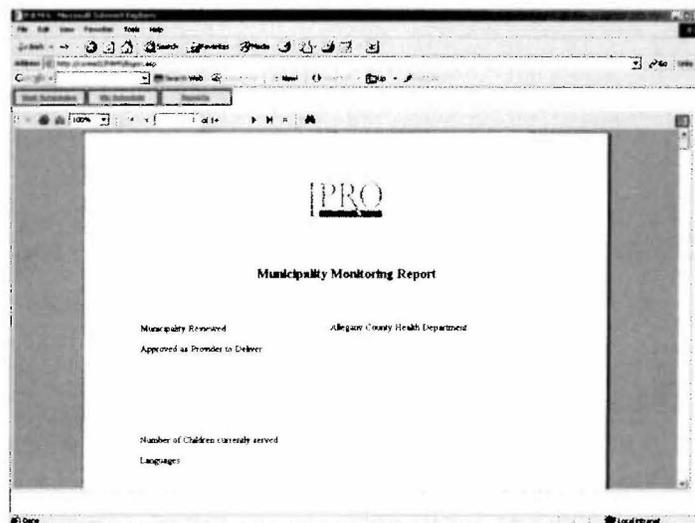
12. If changes have been made to any of the survey information after a version of the final report has been saved, the report will have to be recalculated. To recalculate the report, open the report, then click on the **Recalculate** button located at the bottom of the screen. Any new finding will be displayed, any findings which no longer meet the criteria will be removed. Any remaining findings will not be changed.

NOTE: Recalculated reports must still be saved, otherwise the recalculated information will be lost. This is to allow for multiple recalculations to be performed with having to generate a new line item for each calculation.

- When a final version of the report is ready, click the **Save As Complete** button located at the bottom of the screen. This will close the open revision.



- If changes are desired after a final report has been saved as complete, then a user with administrator privileges may reopen the report by clicking on the **Reopen Last Revision** button. This will reopen the last saved revision. When the desired changes have been made, clicking on the **Save As Complete** button will close the open revision.
- To print a final report, click on the **Print Report** button. This will open a Crystal Reports window with the final report ready to be printed.





Provider Assessment Laptop Site

PALS

Data Dictionary

tChildInfo

Purpose Stores child information needed to perform a child record review.

| Field Name | Field Type | Field Size | Domain | Description |
|------------|------------|------------|-------------------|--|
| ChildID | int | | Valid Child ID | Primary Key - Child ID downloaded from PAMS. |
| ProviderID | int | | Valid Provider ID | Primary Key - Provider ID downloaded from PAMS. |
| VisitID | int | | Valid Visit ID | Primary Key - Visit ID downloaded from PAMS |
| FName | varchar | 20 | Valid name | Child's first name |
| LName | varchar | 20 | Valid name | Child's last name |
| Initials | varchar | 20 | Valid initials | Child's initials |
| DOB | datetime | | Valid date | Child's date of birth |

tEvalText

Purpose Stores default text for the evaluation section of surveys and record reviews.

| Field Name | Field Type | Field Size | Domain | Description |
|-------------------|-------------------|-------------------|------------------|---|
| SurveyID | int | | Valid Survey ID | Primary Key - Applicable survey ID. |
| SectionID | int | | Valid Section ID | Primary Key - Applicable Section ID |
| EvalType | int | | Valid Eval Type | Primary Key - Eval Type - -1=N/A, 0=Criteria Met, 1=Criteria Not Met |
| Evaltext | varchar | 1000 | Text | Eval Text |

tProviderInfo

Purpose Stores provider information needed to perform a site visit.

| Field Name | Field Type | Field Size | Domain | Description |
|-------------------|-------------------|-------------------|-------------------|--|
| ProviderID | int | | Valid Provider ID | Primary Key - Provider ID downloaded from PAMS. |
| VisitID | int | | Valid Visit ID | Visit ID downloaded from PAMS. |
| Name | varchar | 100 | Valid Name | Provider Name |
| Type | int | | Valid Type | Provider Type - 0=Provider, 1=Municipality |

tSectionAnswers

Purpose Stores survey results for uploading to PAMS.

| Field Name | Field Type | Field Size | Domain | Description |
|----------------|------------|------------|---------------------|---|
| SurveyNumber | int | | Valid survey number | Primary Key - System generated survey number. Will be changed by PAMS when |
| SectionID | int | | Valid section ID | Applicable Section ID |
| StaffID | int | | Valid staff id | Staff ID of person completing the survey. |
| IsUsed | tinyint | | Valid code | Determines if section is enabled/disabled - 0=Enabled, 1=Disabled |
| SectionStatus | tinyint | | Valid code | Section grade - 0=Not Answered, 1=Met, 2=Not Met |
| SectionComment | varchar | 250 | text | Section Comment |
| N0 | varchar | 50 | Valid name | Name of person interviewed - Executive Interview |
| N1 | varchar | 50 | Valid name | Name of person interviewed - Staff Interview 1 |
| N2 | varchar | 50 | Valid name | Name of person interviewed - Staff Interview 2 |
| N3 | varchar | 50 | Valid name | Name of person interviewed - Staff Interview 3 |
| N4 | varchar | 50 | Valid name | Name of person interviewed - Data/Observation |
| N5 | varchar | 50 | Valid name | Name of person interviewed - Written Policy |

uploaded.

tSectionAnswers

tSectionInfo

Purpose Store default section information needed to display a survey.

| Field Name | Field Type | Field Size | Domain | Description |
|-------------------|-------------------|-------------------|------------------|---|
| SurveyID | int | | Valid survey ID | Primary Key - Survey to which section belongs |
| SectionID | int | | Valid section ID | Primary Key - Section ID |
| SectionOrder | int | | Valid order | Order in which section is to be displayed when listed. |
| SectionName | varchar | 100 | Valid Name | Name of section |
| ColumnNames | varchar | 500 | Valid code | Used to store codes representing column names and attributes. |

tSession

Purpose Used to store information about the current logged in user.

| Field Name | Field Type | Field Size | Domain | Description |
|-------------------|-------------------|-------------------|----------------|--|
| GUID | varchar | 50 | Valid GUID | System generated 16-byte code used to identify user. |
| LastAccessed | datetime | | Valid date | Time last page was loaded. |
| StaffID | int | | Valid staff ID | ID of logged in staff. |
| FName | varchar | 20 | Valid name | Staff first name |
| LName | varchar | 20 | Valid Name | Staff last name |

tStaffInfo

Purpose Used to store information about staff who can log onto PALS.

| Field Name | Field Type | Field Size | Domain | Description |
|-------------------|-------------------|-------------------|-----------------|--|
| StaffID | int | | Valid Staff ID | Primary Key - Staff ID as stored in PAMS. |
| FName | varchar | 20 | Valid name | Staff first name |
| LName | varchar | 20 | Valid name | Staff last name |
| UserName | varchar | 20 | Valid user name | Staff user ID. |
| Password | varchar | 20 | Valid password. | Staf password. |

tSurveyAnswerInfo

Purpose Used to store survey information prior to uploading to PAMS.

| Field Name | Field Type | Field Size | Domain | Description |
|--------------|------------|------------|---------------------|---|
| SurveyNumber | int | | Valid survey number | Primary Key - System generated ID. Will be reset by PAMS after upload. |
| VisitID | int | | Valid visit ID | Applicable visit ID |
| ProviderID | int | | Valid provider ID | Applicable Provider ID |
| SurveyID | int | | Valid Survey ID | Applicable Survey ID |
| SectionID | int | | Valid Section ID | Applicable Section ID |
| ChildID | int | | Valid Child ID | Applicable Child ID, if used. 0=No Child Used |
| IsUsed | tinyint | | Valid Code | Determines if survey is enabled/disabled - 0=Enabled, 1=Disabled |
| SurveyStatus | int | | Valid Code | Survey Grade = 0=Not Answered, 1=Met, 2=Not Met |
| IsComplete | tinyint | | Valid Code | Determines status of survey - 0=Saved, 1=Complete, 2=Uploaded |

tSurveyInfo

Purpose Stores information needed to display a survey

| Field Name | Field Type | Field Size | Domain | Description |
|-----------------|------------|------------|--------------------|---|
| SurveyID | int | | Valid survey ID | Primary Key - Survey ID downloaded from PAMS. |
| SurveyRev | varchar | 10 | Valid Rev number | Survey revision |
| SurveyOrder | int | | Valid order number | Order in which survey is to be displayed. |
| SurveyName | varchar | 100 | Valid Name | Survey name. |
| FormClass | varchar | 50 | Valid class name | Class used to render survey. |
| FormTable | varchar | 50 | Valid table name | Table in which survey data is stored |
| FormProc | varchar | 50 | Valid stored proc | Stored procedure used to display information |
| FormCols | tinyint | | Valid columns | Number of columns used in survey |
| AnsProc | varchar | 50 | Valid stored proc | Stored procedure used to save survey information |
| NewRevProc | varchar | 50 | Valid stored proc | Stored procedure used to create a new revision. |
| IsCurrent | tinyint | | Valid code | Determines if survey is current revision used - 0=No, 1=Yes. |
| ChildUsed | tinyint | | Valid code | Determines if children are used with this survey - 0=No, 1=Yes. |
| Type | int | | Valid code | Determines type of Survey - 0=Provider, 1=Municipality |
| ReportName | varchar | 100 | N/A | Not Used |
| IsSelfAssesment | int | | Valid code | Determines if survey is a self assessment - 0=No, 1=Yes |
| IsReportable | int | | Valid code | Determines if survey is used in final report calculation - 0=No, 1=Yes. |

tSyncInfo

Purpose Used to store synchronization information needed to upload/download with PAMS.

| Field Name | Field Type | Field Size | Domain | Description |
|-------------------|-------------------|-------------------|---------------|---|
| GUID | varchar | 50 | Valid GUID | 16-Byte code generated by PAMS on successful login. |
| Code | int | | Valid code. | Login status |

tTypeA_Data

Purpose Used to store survey line info prior to uploading to PAMS.

| Field Name | Field Type | Field Size | Domain | Description |
|---------------|------------|------------|---------------------|--|
| SurveyNumber | int | | Valid survey number | Primary Key - Applicable survey number. |
| SectionID | int | | Valid section ID | Primary Key - Applicable section ID |
| LineID | int | | Valid line ID | Primary Key - Applicable line ID. |
| LineOrder | int | | Valid line order | Order in which line is displayed on survey. |
| IsUsed | tinyint | | Valid code | Determines if line enabled/disabled - 0=Enabled, 1=Disabled. |
| ReportSection | tinyint | | N/A | Not used |
| LineStatus | int | | Valid code | Stores line grade - 0=Not Answered, 1=Met, 2=Not Met |
| LineComment | varchar | 50 | Text | Line comment |
| A0 | varchar | 50 | Valid code | Stores line answer - Null=Not Answered, 1=Yes, 2=No |
| A1 | varchar | 50 | Valid code | Stores line answer - Null=Not Answered, 1=Yes, 2=No |
| A2 | varchar | 50 | Valid code | Stores line answer - Null=Not Answered, 1=Yes, 2=No |
| A3 | varchar | 50 | Valid code | Stores line answer - Null=Not Answered, 1=Yes, 2=No |
| A4 | varchar | 50 | Valid code | Stores line answer - Null=Not Answered, 1=Yes, 2=No |
| A5 | varchar | 50 | Valid code | Stores line answer - Null=Not Answered, 1=Yes, 2=No |
| ClusterID | int | | | Not Used |

tTypeA_Form

Purpose Used to store default information needed to display a survey

| Field Name | Field Type | Field Size | Domain | Description |
|-------------------|-------------------|-------------------|------------------|--|
| SurveyID | int | | Valid survey ID | Primary Key - Applicable survey ID |
| SectionID | int | | Valid section ID | Primary Key - Applicable section ID |
| LineID | int | | Valid Line ID | Primary Key - Applicable line ID. |
| LineOrder | int | | Valid line order | Order in which line is to be displayed. |
| F0 | varchar | 1100 | text | Default column text. |
| F1 | varchar | 1100 | text | Default column text. |
| F2 | varchar | 1100 | text | Default column text. |
| F3 | varchar | 1100 | text | Default column text. |
| F4 | varchar | 1100 | text | Default column text. |
| ClusterID | int | | Valid ID | Cluster line is associated with. |
| AnswerTypes | varchar | 500 | Valid code. | Stores codes needed to drawn line information. |

tUpdates

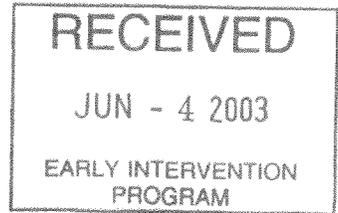
Purpose Used to store update information

| Field Name | Field Type | Field Size | Domain | Description |
|-------------------|-------------------|-------------------|---------------|---------------------------------|
| UpdateNum | int | | Valid ID | Update ID |
| UpdateComplete | int | | Valid Code | Update completed - 0=No, 1=Yes. |

tVisitInfo

Purpose Used to store visit information needed to perform a survey.

| Field Name | Field Type | Field Size | Domain | Description |
|-------------------|-------------------|-------------------|---------------|---|
| VisitID | int | | Valid ID | Primary Key - Visit ID downloaded from PAMS. |
| VisitName | varchar | 100 | Valid name. | Visit name. |



Provider Assessment Master Site

PAMS

Data Dictionary

tAccessLevels

Purpose Used to store access levels determining state of controls on specific pages based on security ID.

| Field Name | Field Type | Field Size | Description |
|-----------------|------------|------------|--|
| SecurityGroupID | int | | Primary Key: System generated unique ID. |
| PageID | int | | Primary Key: Page ID |
| AccessLevel | numeric | | Integer containing bit flags definig the state of specific controls on the defined page. |

tClosedChildren

Purpose Contains list of children assigned to closed visits.

| Field Name | Field Type | Field Size | Description |
|------------|------------|------------|---|
| ChildID | int | | Primary Key: Unique ID identifying child. |
| VisitID | int | | Primary Key: Unique ID identifying visit. |
| ProviderID | int | | Primary Key: Unique ID identifying provider. |
| ReportIDs | varchar | 100 | Not Used. |
| Initials | varchar | 6 | Child's Initials. |
| DOB | datetime | | Child's Date of Birth |

tClosedEvents

Purpose

Contains list of closed events.

| Field Name | Field Type | Field Size | Description |
|------------|------------|------------|---|
| EventID | int | | Primary Key: Unique Event ID. |
| ProviderID | int | | Primary Key: Unique Provider ID. |
| VisitID | int | | Primary Key: Unique Visit ID. |
| StaffIDs | varchar | 100 | List of staff ID's associated with the visit. |
| ClosedDate | datetime | | Date Event was closed. |
| ReportID | int | | Not Used |
| Name | varchar | 50 | Event name. |
| Comments | text | | Event comments. |

tClosedEvents_Default

Purpose Contains list of default events associated with closed visits.

| Field Name | Field Type | Field Size | Description |
|------------|------------|------------|---|
| EventID | int | | Primary Key: Unique event ID. |
| VisitID | int | | Primary Key: ID of visit event list associated with. |
| NoticeDate | datetime | | Notification date for event. |
| DueDate | datetime | | Date event is due. |
| NLTDate | datetime | | Absolute due date for event. |
| ReportID | int | | Not Used. |

tClosedProviders

Purpose Contains list of providers associated with closed visits.

| Field Name | Field Type | Field Size | Description |
|------------|------------|------------|---|
| VisitID | int | | Primary Key: ID of visit provider associated with. |
| ProviderID | int | | Primary Key Provider ID. |
| POC_FName | varchar | 100 | Point-of-Contact first name. |
| POC_LName | varchar | 100 | Point-of-Contact last name. |
| POC_Phone | varchar | 20 | Point-of-Contact phone number. |
| POC_Fax | varchar | 20 | Point-of-Contact fax number. |
| Priority | tinyint | | Visit priority. |
| County | varchar | 50 | Provider County |
| ChildIDs | varchar | 100 | Not Used |
| CloseDate | datetime | | Date visit closed. |

tClosedVisits

Purpose Contains list of closed visits.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|---------------------------------------|
| VisitID | int | | Primary Key: Unique visit ID. |
| VisitName | varchar | 100 | Visit Name |
| VisitType | int | | Not Used. |
| ScheduleID | int | | ID of schedule visit associated with. |
| OfficeID | int | | Not Used. |
| VisitStartDate | datetime | | Visit start date. |
| VisitEndDate | datetime | | Visit end date. |
| CloseDate | datetime | | Date visit closed. |
| Street1 | varchar | 50 | Street location of visit. |
| Street2 | varchar | 50 | Street location of visit. |
| City | varchar | 50 | City location of visit. |
| State | varchar | 5 | State location of visit. |
| Zip | varchar | 10 | Visit zip code. |
| StaffRequired | tinyint | | Number of staff required for visit. |
| DaysRequired | tinyint | | Number of days required for visit. |

tCountyCodes

Purpose Contains list of DOH provided county codes.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|--------------------------------|
| CountyID | int | | Primary Key: County ID. |
| CountyName | varchar | 50 | County name. |
| RegionID | int | | Region county associated with. |

tEvalText

Purpose Contains survey eval text.

| Field Name | Field Type | Field Size | Description |
|------------|------------|------------|---|
| SurveyID | int | | Primary Key: Survey ID |
| SectionID | int | | Primary Key: Section ID. |
| EvalType | int | | Eval Type: -1=None, 0=Criteria Met, 1=Criteria Not Met. |
| EvalText | varchar | 1000 | Eval text. |

tEventGroups

Purpose Contains list of event groups.

| Field Name | Field Type | Field Size | Description |
|--------------|------------|------------|--|
| EventGroupID | int | | Primary Key: Unique event group ID. |
| GroupName | varchar | 50 | Event group name. |

tEvents

Purpose Contains list of default events.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|---|
| EventID | int | | Primary Key: Unique event ID. |
| VisitType | int | | Visit Type as defined on tVisitTypes. |
| Name | varchar | 100 | Event name. |
| NoticeDay | int | | Days from visit date for notification date. |
| DueDay | int | | Days from visit date visit is due. |
| NLTDay | int | | Days from visit date of absolute due date. |
| EventGroupIds | varchar | 100 | List of event groups event applies to. |

tManagementReports

Purpose Used to Fill Data for management reports before printing

| Field Name | Field Type | Field Size | Description |
|--------------|------------|------------|---|
| Report_ID | int | | A report ID is generated for each report request. |
| Report_Date | datetime | | Report Date |
| Row_ID | numeric | | Used to set the Row Order from tRowHeaders table. |
| DateType | varchar | 100 | Type od Date - 0-Start Date, 1-End Date, 2-Close Date |
| StartDate | datetime | | Start Date |
| EndDate | datetime | | End Date |
| ProviderType | varchar | 100 | Type of Provider - -1-All, 0-Provider Agency, 1-Provider Individual, 2-Municipal Provider |
| Status | varchar | 100 | Status Visit - 0-Open, 1-Close |
| Region | varchar | 100 | List of all Regions |
| Staff_Person | int | | List of all Staff Persons |
| County | int | | List of all Counties |
| Prov_Ind | int | | List of Provider Indicators |
| C0 | varchar | 50 | Default column text. |
| C1 | varchar | 50 | Default column text. |
| C2 | varchar | 50 | Default column text. |
| C3 | varchar | 50 | Default column text. |
| C4 | varchar | 50 | Default column text. |
| C5 | varchar | 50 | Default column text. |
| C6 | varchar | 50 | Default column text. |
| C7 | varchar | 50 | Default column text. |
| C8 | varchar | 50 | Default column text. |
| C9 | varchar | 50 | Default column text. |
| C10 | varchar | 50 | Default column text. |
| C11 | varchar | 50 | Default column text. |
| Total | varchar | 50 | Default column text. |

Purpose Contains list of IPRO offices staff associated with.

| Field Name | Field Type | Field Size | Description |
|------------|------------|------------|---------------------------------------|
| OfficeID | int | | Primary Key: Unique office ID. |
| Name | varchar | 50 | Office name. |
| Phone | varchar | 20 | Office phone. |
| Fax | varchar | 20 | Office fax. |
| Street1 | varchar | 50 | Office street address. |
| Street2 | varchar | 50 | Office street address. |
| City | varchar | 50 | Office city. |
| State | varchar | 5 | Office state. |
| Zip | varchar | 10 | Office zip. |
| ManagerID | int | | Staff ID of office manager. |
| Zones | varchar | 200 | Not Used. |

tOpenChildren

Purpose List of children associated with open visits.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|---|
| ChildID | int | | Primary Key: ID of child associated with visit. |
| VisitID | int | | Primary Key: Visit ID. |
| ProviderID | int | | Primary Key: ID of provider child associated with. |
| ReportIDs | varchar | 100 | Not used. |
| Initials | varchar | 6 | Child's initials. |
| DOB | datetime | | Child's date of birth. |

tOpenEvents

Purpose List of open events associated with a provider scheduled in an open visit.

| Field Name | Field Type | Field Size | Description |
|------------|------------|------------|---|
| VisitID | int | | Primary Key: Visit event associated with. |
| EventID | int | | Primary Key: Event ID. |
| ProviderID | int | | Primary Key: Provider event associated with. |
| Name | varchar | 100 | Event name. |
| NoticeDate | datetime | | Notification date for event. |
| DueDate | datetime | | Event due date. |
| NLTDate | datetime | | Event absolute not-later-than date. |
| ReportID | int | | Not Used. |
| Comments | text | | Event Comments. |
| VisitType | int | | Visit type from tVisitTypes. |

tOpenEvents_Default

Purpose Contains default list of events for a specific visit.

| Field Name | Field Type | Field Size | Description |
|------------|------------|------------|--|
| EventID | int | | Primary Key: Event ID from tEvents. |
| VisitID | int | | Primary Key: Visit ID from tOpenVisits. |
| Name | varchar | 100 | Event name. |
| VisitType | int | | Visit Type from tVisitTypes. |
| NoticeDate | datetime | | Notice date for event. |
| DueDate | datetime | | Due date of event. |
| NLTDate | datetime | | Absolute due date for event. |
| ReportID | int | | Not Used. |
| StaffIDs | varchar | 100 | ID's of staff associated with visit. |

tOpenProviders

Purpose Contains list of providers associated with an open visit.

| Field Name | Field Type | Field Size | Description |
|------------|------------|------------|--|
| VisitID | int | | Primary Key: ID of associated visit. |
| ProviderID | int | | Primary Key: Provider ID from tProviders. |
| POC_FName | varchar | 100 | Point-of-Contact first name. |
| POC_LName | varchar | 100 | Point-of-contact last name. |
| POC_Phone | varchar | 30 | Point-of-Contact phone. |
| POC_Fax | varchar | 20 | Point-of-contact fax. |
| Priority | tinyint | | Provider priority. |
| County | varchar | 50 | Provider county. |
| ChildIDs | varchar | 100 | Not Used. |
| SAUser | varchar | 20 | ID for Provider access to PAMS. |
| SAPassword | varchar | 20 | Password for Provider access to PAMS. |
| Street1 | varchar | 50 | Provider street address. |
| Street2 | varchar | 50 | Provider street address. |
| City | varchar | 50 | Provider city. |
| State | varchar | 5 | Provider state. |
| Zip | varchar | 10 | Provider zip. |
| LastSeen | datetime | | Date of last provider visit. |

tOpenVisits

Purpose Contains list of open visits.

| Field Name | Field Type | Field Size | Description |
|-----------------|------------|------------|--|
| VisitID | int | | Primary Key: System generated visit ID. |
| VisitName | varchar | 100 | Visit name. |
| OfficeID | int | | Not used. |
| VisitType | int | | Visit type from tVisitTypes. |
| ScheduleID | int | | Schedule ID from tSchedules. |
| VisitStartDate | datetime | | Visit start date. |
| VisitEndDate | datetime | | Visit end date |
| Street1 | varchar | 50 | Street address of visit. |
| Street2 | varchar | 50 | Street address of visit. |
| City | varchar | 50 | City location of visit. |
| State | varchar | 5 | Satae location of visit. |
| Zip | varchar | 10 | Visit ZIP. |
| StaffRequired | tinyint | | Number of staff required. |
| DaysRequired | tinyint | | Days required for visit. |
| Flag | bit | | |
| DefaultProvider | bit | | Default provider for address. |
| VisitStartTime | datetime | | Visit start time. |
| VisitEndTime | datetime | | Visit end time. |

tOpenVisits_Staff

Purpose Contains list of staff assigned to visits.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|-----------------------------------|
| VisitId | int | | ID of visit staff assigned to. |
| ScheduleId | int | | ID of schedule staff assigned to. |
| StaffId | int | | Staff ID. |

tPages

Purpose Contain IDs of pages for use in tAccessLevels

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|--------------------|
| PageID | int | | ID of Page. |
| PageName | varchar | 50 | Page name. |

tProvUpload

Purpose Table for uploading of Provider information from DOH for processing.

| Field Name | Field Type | Field Size | Description |
|----------------|------------|------------|--|
| StateID | int | | Primary Key: Provider's State ID. |
| Name | varchar | 200 | Provider name. |
| ProviderType | tinyint | | Provider Type: 0=Provider, 1=Municipality. |
| ProviderStatus | tinyint | | Provider Status: 0=Agency, 1=Individual. |
| Priority | tinyint | | Visit Priority. |
| POC_FName | varchar | 50 | POC first name |
| POC_LName | varchar | 50 | POC last name. |
| OfficePhone | varchar | 30 | Provider phone number. |
| OfficeFax | varchar | 20 | Provider fax number. |
| Street1 | varchar | 100 | Provider street address. |
| Street2 | varchar | 100 | Provider street address. |
| City | varchar | 50 | Provider city. |
| State | varchar | 5 | Provider state. |
| Zip | varchar | 10 | Provider zip. |
| County | varchar | 50 | Provider county. |
| CountyID | int | | Provider county ID from tCountyCodes |
| RegionID | int | | Region provider associated with. |
| LastUpdated | datetime | | Date info last updated. |

tProviders

Purpose List of providers used by system.

| Field Name | Field Type | Field Size | Description |
|---------------|------------|------------|---|
| ProviderID | int | | Primary Key: System generated provider ID. |
| StateID | int | | DOH state ID. |
| Name | varchar | 200 | Provider name. |
| Type | tinyint | | Provider Type: 0=Provider, 1=Municipality. |
| ProvType | int | | 0=Agency, 1=Individual. |
| Priority | tinyint | | Agency priority. |
| RegionID | int | | Region ID. |
| LastSeen | datetime | | Date of last visit. |
| POC_FName | varchar | 100 | POC first name. |
| POC_LName | varchar | 100 | POC last name. |
| OfficePhone | varchar | 30 | Provider phone. |
| OfficeFax | varchar | 20 | Provider fax number. |
| County | varchar | 50 | Provider county. |
| Street1 | varchar | 100 | Provider street address |
| Street2 | varchar | 100 | Provider street address |
| City | varchar | 50 | Provider city. |
| State | varchar | 5 | Provider state. |
| Zip | varchar | 10 | Provider zip. |
| StaffRequired | tinyint | | Number of staff required. |
| DaysRequired | tinyint | | Number of days required. |
| RevisitFlag | bit | | Not used. |
| CountyID | int | | County ID from tCountyCodes |
| LastUpdated | datetime | | Date info last updated. |

tRSARetry

Purpose Stores information required by the RSA authentication service between authentications.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|--------------------------------------|
| GUID | varchar | 50 | System generated 16-byte session ID. |
| Mode | int | | Retry Mode. |
| RequestID | varchar | 50 | Request ID. |
| LastTried | datetime | | Time last tried. |
| NumTried | int | | Number of times tried. |
| OldPIN | varchar | 50 | Old PIN number. |
| UID | varchar | 50 | User ID. |

tRSASession

Purpose

Stores information required by RSA Authentication system to perform authentication.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|--------------------------------|
| RequestID | varchar | 50 | 16-byte system generated GUID. |
| UpdateDT | datetime | | Date updated. |
| UserName | varchar | 50 | User ID. |
| SDIHandle | int | | RSA ID code. |
| Status | int | | Authentication status. |
| Event | int | | Authentication event. |
| CallBackAddress | int | | Callback address. |

tRegions

Purpose Stores list of regions.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|--------------------------------|
| RegionID | int | | Primary Key: Region ID. |
| Name | varchar | 50 | Region name. |

tRemoteUpdates

Purpose Stores list of updates used by PALS.

| Field Name | Field Type | Field Size | Description |
|------------|------------|------------|---|
| UpdateNum | int | | Primary Key: System generated update ID. |
| UpdateType | int | | Update Type: 1=Staff, 2=Survey. |
| IsCurrent | int | | Current update: 0=False, 1=True |
| UpdateVar | varchar | 50 | Additional update information. |
| UpdateDesc | varchar | 500 | Update description. |

tReportClusterCount

Purpose Used by final report engine to store cluster counts.

| Field Name | Field Type | Field Size | Description |
|--------------|------------|------------|---|
| ReportID | int | | Primary Key: ID of report associated with cluster count. |
| ClusterID | int | | Primary Key: Cluster ID. |
| ClusterType | int | | Primary Key: 0=Provider, 1=Municipality. |
| TotalMet | int | | Total met clusters. |
| TotalCounted | int | | Toal clusters counted. |

tReportClusters

Purpose Lookup table containing Clusterinformation.

| Field Name | Field Type | Field Size | Description |
|-----------------|------------|------------|--|
| ClusterID | int | | Primary Key: Unuque cluster ID. |
| ClusterInitials | varchar | 100 | Cluster initials. |
| ClusterName | varchar | 100 | Cluster name. |
| RepClusterName | varchar | 100 | Report cluster name. |
| ClusterText | text | | Appendix A text. |
| ClusterTextMuni | text | | Appendix D text. |

tReportData

Purpose Stores final report calculated data.

| Field Name | Field Type | Field Size | Description |
|---------------|------------|------------|---|
| ReportID | int | | Primary Key: Report ID from tReportHeader |
| ReportLineID | int | | Primary Key: ReportLineID from tReportInfo |
| SurveyID | int | | Applicable Survey ID. |
| SectionID | int | | Applicable Section ID. |
| Disabled | int | | Line Enabled or Disabled: 0=False, 1=True. |
| RegStat | int | | Line Status: 0=Violation, 1=Needs Improvement. |
| RegType | int | | Not Used. |
| RegNMCount | int | | Total not met. |
| RegNICount | int | | Total needs improvement. |
| RegCount | int | | Total not met and needs improvement. |
| RegTotal | int | | Total counted. |
| StatementText | text | | Statement text. |
| ReferenceReg | varchar | 500 | Regulation text |
| ReferenceText | text | | Reference text. |
| SurveyType | int | | SurveyType: 0=Provider, 1=Municipality. |
| Updated | int | | Line item updated. |
| PrintOrder | int | | Print order. |

tReportFindings

Purpose Stores default report finding text.

| Field Name | Field Type | Field Size | Description |
|-------------|------------|------------|--|
| FindingID | int | | Primary Key: Inique Finding ID. |
| FindingType | varchar | 50 | Finding Type |
| FindingPos | int | | Finding Position. |
| FindIngText | varchar | 1000 | Finding Text. |

tReportHeader

Purpose Stores header information for generation of the final report.

| Field Name | Field Type | Field Size | Description |
|----------------|------------|------------|--|
| ReportID | int | | Primary Key: System generated unique Report ID. |
| VisitID | int | | Associated Visit ID. |
| ProviderID | int | | Associated Provider ID. |
| Revision | int | | Revision number. |
| IsComplete | int | | Report completed: 0=No, 1=Yes. |
| IsLast | int | | Last report: 0=No, 1=Yes. |
| DateClosed | datetime | | Date report closed. |
| LineCount | int | | Number or report lines. |
| Comments | text | | Report comments. |
| ReportType | int | | Report Type: 0=Provider, 1=Municipality. |
| MoniteringTeam | varchar | 5000 | Monitoring Team. |

tReportInfo

Purpose

Lookup table translating survey line items to default report text.

| Field Name | Field Type | Field Size | Description |
|-------------------|------------|------------|--|
| ReportLineID | int | | Primary Key: Unique ReportLineID. |
| ReportLineName | varchar | 100 | Report line short name. |
| ReportLineComment | varchar | 2000 | Report line long name. |
| ClusterID | int | | ClusterID from tReportClusters. |
| StatementID | int | | StatementID from tReportStatements. |
| ReferenceID | int | | Reference ID from tReportReferences. |
| PercentViolation | real | | Trip point for calculating a violation. |
| FindingType | varchar | 10 | Finding Type |
| Matchable | int | | Combination cluster: 0=No, 1=Yes. |
| PrintOrder | int | | Print order. |

tReportMatchGroups

Purpose Lookup table containing combination cluster groups.

| Field Name | Field Type | Field Size | Description |
|-------------|------------|------------|--------------------------------------|
| GroupID | int | | Primary Key: Unique group ID. |
| FindingType | varchar | 10 | Finding type. |
| IsActive | int | | Group Active: 0=No, 1=Yes. |

tReportMatches

Purpose Lookup table containing items for matching groups.

| Field Name | Field Type | Field Size | Description |
|--------------|------------|------------|---|
| ReportLineID | int | | Primary Key: ReportLineID from tReportInfo. |
| GroupID | int | | PrimaryKey: GroupID from tReportMatchGroups. |
| Type | varchar | 5 | Combination type. |
| Alt | varchar | 5 | Alternate Combination type. |

tReportReferences

Purpose Lookup table containing final report reference text.

| Field Name | Field Type | Field Size | Description |
|---------------|------------|------------|--|
| ReferenceID | int | | Primary Key: Unique reference ID. |
| ReferenceName | varchar | 1000 | Reference short name. |
| ReferenceReg | varchar | 250 | Reference regulation. |
| ReferenceText | varchar | 8000 | Reference text. |

tReportStatementHeaders

Purpose Lookup table containing statement headers for final report text.

| Field Name | Field Type | Field Size | Description |
|------------|------------|------------|---------------------------------------|
| HeaderID | int | | Primary Key: Unique header ID. |
| HeaderName | varchar | 50 | Header short name. |
| HeaderText | text | | Header text. |

tReportStatements

Purpose Lookup table for default statements used for generating final reports.

| Field Name | Field Type | Field Size | Description |
|---------------|------------|------------|--|
| StatementID | int | | Primary Key: Unique statement ID. |
| StatementName | varchar | 100 | Statement short name. |
| HeaderID | int | | HeaderID from tReportStatementHeaders. |
| AltHeaderID | int | | HeaderID from tReportStatementHeaders. |
| StatementText | varchar | 2000 | Statement text. |

tReportWorksheetCombos

Purpose Contains calculated data for report worksheet 2.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|--|
| ReportID | int | | Primary Key: Provider ID from tProviders. |
| ComboName | varchar | 50 | Combo name. |
| IndName1 | varchar | 20 | Indicator 1 name |
| IndStat1 | varchar | 3 | Indicator 1 violation status: 0=No, 1=Yes. |
| IndName2 | varchar | 20 | Indicator 2 name. |
| IndStat2 | varchar | 3 | Indicator 2 violation status: 0=No, 1=Yes. |
| ComboStat | varchar | 3 | Combo violation status: 0=No, 1=Yes. |

tReportWorksheetData

Purpose Contains calculated data for report worksheet 2.

| Field Name | Field Type | Field Size | Description |
|------------|------------|------------|--|
| ReportID | int | | Primary Key: Provider ID from tProviders. |
| PageNo | numeric | | Page number of report. |
| PolicyType | varchar | 20 | ReportLineName from tReportInfo. |
| Cluster | varchar | 20 | ClusterInitials from tReportClusters. |
| D0 | varchar | 20 | Status of Child 0 |
| D1 | varchar | 20 | Status of Child 1 |
| D2 | varchar | 20 | Status of Child 2 |
| D3 | varchar | 20 | Status of Child 3 |
| D4 | varchar | 20 | Status of Child 4 |
| D5 | varchar | 20 | Status of Child 5 |
| D6 | varchar | 20 | Status of Child 6 |
| D7 | varchar | 20 | Status of Child 7 |
| D8 | varchar | 20 | Status of Child 8 |
| D9 | varchar | 20 | Status of Child 9 |
| D10 | varchar | 20 | Status of Child 10 |
| D11 | varchar | 20 | Status of Child 11 |
| D12 | varchar | 20 | Status of Child 12 |
| D13 | varchar | 20 | Status of Child 13 |
| D14 | varchar | 20 | Status of Child 14 |

tReportWorksheetHeader

Purpose Contains calculated data for report worksheet 2.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|--|
| ReportID | int | | Primary Key: Provider ID from tProviders. |
| PageNo | int | | Page number of report. |
| PolicyType | varchar | 50 | ReportLineName from tReportInfo. |
| Cluster | varchar | 50 | ClusterInitials from tReportClusters. |
| C0 | varchar | 50 | Initials and Date of Birth of Child 0 |
| C1 | varchar | 50 | Initials and Date of Birth of Child 1 |
| C2 | varchar | 50 | Initials and Date of Birth of Child 2 |
| C3 | varchar | 50 | Initials and Date of Birth of Child 3 |
| C4 | varchar | 50 | Initials and Date of Birth of Child 4 |
| C5 | varchar | 50 | Initials and Date of Birth of Child 5 |
| C6 | varchar | 50 | Initials and Date of Birth of Child 6 |
| C7 | varchar | 50 | Initials and Date of Birth of Child 7 |
| C8 | varchar | 50 | Initials and Date of Birth of Child 8 |
| C9 | varchar | 50 | Initials and Date of Birth of Child 9 |
| C10 | varchar | 50 | Initials and Date of Birth of Child 10 |
| C11 | varchar | 50 | Initials and Date of Birth of Child 11 |
| C12 | varchar | 50 | Initials and Date of Birth of Child 12 |
| C13 | varchar | 50 | Initials and Date of Birth of Child 13 |
| C14 | varchar | 50 | Initials and Date of Birth of Child 14 |
| ProviderName | varchar | 200 | Provider name. |
| StateID | int | | Provider's DOH State ID. |
| ReportDate | datetime | | Date worksheet calculated. |

tReportWorksheetSummary

Purpose Contains calculated data for report worksheet 2.

| Field Name | Field Type | Field Size | Description |
|---------------|------------|------------|--|
| ReportID | int | | Primary Key: Provider ID from tProviders. |
| PageNum | int | | Page number of report. |
| PolicyType | varchar | 20 | ReportLineName from tReportInfo. |
| TotalCounted | int | | Total findings counted. |
| TotalDisabled | int | | Total findings disabled. |
| TotalMet | int | | Total findings met. |
| TotalNM | int | | total findings not met. |
| TotalNI | int | | Total findings needs improvement. |
| TripPercent | real | | Trip percent. |
| TripPoint | real | | Trip point. |
| IsViolation | int | | IsViolation: 0=No, 1=Yes. |
| DispOrder | int | | Display order. |

tReportWorksheetSurveyStat

Purpose Contains calculated data for report worksheet 2.

| Field Name | Field Type | Field Size | Description |
|--------------|------------|------------|--|
| ReportID | int | | Primary Key: Provider ID from tProviders. |
| SurveyName | varchar | 100 | Survey name. |
| SurveyStatus | varchar | 3 | Survey Status. |

tRowHeaders

Purpose Stores header information for generation of management reports

| Field Name | Field Type | Field Size | Domain | Description |
|-------------|------------|------------|--------|--|
| Row_ID | numeric | | | Primary Key: Unique Row_ID |
| Description | varchar | 50 | | Description of the row header |
| ReportType | int | | | Type of Report - 0-Productivity Report, 1-Quality Report |

tSchedules

Purpose Stores schedule information.

| Field Name | Field Type | Field Size | Description |
|-------------|------------|------------|---|
| ScheduleID | int | | Primary Key: System generated schedule ID. |
| RegionID | int | | Region ID from tRegions. |
| Name | varchar | 50 | Schedule name. |
| VisitStatus | tinyint | | Visit Status: 0=Pending, 1=Approved, 2=Active, 3=Inactive |
| StartDate | datetime | | Schedule start date. |

tSectionAnswers

Purpose Stores survey section answer information

| Field Name | Field Type | Field Size | Domain | Description |
|----------------|------------|------------|--------|---|
| SurveyNumber | int | | | Primary Key: SurveyNumber from TSurveyAnswerInfo. |
| SectionID | int | | | SectionID from tSectionInfo |
| StaffID | int | | | StaffID from tStaff |
| IsUsed | tinyint | | | Determines if section is enabled/disabled - 0=Enabled, 1=Disabled |
| SectionStatus | tinyint | | | Section grade - 0=Not Answered, 1=Met, 2=Not Met |
| SectionComment | varchar | 250 | | Section comment |
| N0 | varchar | 50 | | Name of person interviewed - Executive Interview |
| N1 | varchar | 50 | | Name of person interviewed - Staff Interview 1 |
| N2 | varchar | 50 | | Name of person interviewed - Staff Interview 2 |
| N3 | varchar | 50 | | Name of person interviewed - Staff Interview 3 |
| N4 | varchar | 50 | | Name of person interviewed - Data/Observation |
| N5 | varchar | 50 | | Name of person interviewed - Written Policy |

tSectionInfo

Purpose

Store default information used to display a survey.

| Field Name | Field Type | Field Size | Domain | Description |
|-------------------|-------------------|-------------------|---------------|---|
| SurveyID | int | | | Primary Key: SurveyId from tSurveyInfo |
| SectionID | int | | | Primary Key: Unique section ID. |
| SectionOrder | int | | | Section order |
| SectionName | varchar | 100 | | Section name. |
| ColumnNames | varchar | 500 | | Used to store codes representing column names and attributes. |

tSecurityGroups

Purpose Used to store security group information.

| Field Name | Field Type | Field Size | Description |
|-----------------|------------|------------|--------------------------------|
| SecurityGroupID | int | | Primary Key: Unique ID. |
| GroupName | varchar | 20 | Group name. |

tSessionInfo

Purpose Used to store session information.

| Field Name | Field Type | Field Size | Domain | Description |
|------------------|------------|------------|--------|---|
| GUID | varchar | 50 | | Primary Key: System generated 16-byte GUID |
| StaffID | int | | | Staff ID from tStaff |
| OfficelD | int | | | OfficelD from tOffices |
| LastAccessed | datetine | | | Time last accessed. |
| FName | varchar | 20 | | Staff first name |
| LName | varchar | 20 | | Staff last name. |
| EMail | varchar | 50 | | Staff email address |
| SecurityGroupIDs | varchar | 100 | | Staff SecurityGroupIDs |
| ProviderName | varchar | 100 | | Provider name |
| Type | char | 1 | | Provider Type |
| ProviderID | int | | | ProviderID |
| VisitID | int | | | VisitID |
| PType | int | | | Provider Ptype. |

tStaff

Purpose Used to store Staff information.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|--------------------------------------|
| StaffID | int | | Primary Key: Unique Staff ID. |
| OfficeID | int | | Office ID staff assigned to. |
| FName | varchar | 20 | Staff first name. |
| LName | varchar | 20 | Staff last name. |
| EMail | varchar | 50 | Staff email address. |
| SecurityGroupIDs | varchar | 100 | Staff security group IDs. |
| UserName | varchar | 20 | Staff logon name. |
| Password | varchar | 20 | Staff logon passwords. |
| EventGroupIDs | varchar | 100 | Staff event group IDs. |
| IsActive | bit | | Staff Active: 0=No, 1=Yes. |
| IsReviewer | bit | | Staff Reviewer: 0=No, 1=Yes. |

tSurveyAnswerInfo

Purpose Used to store survey data.

| Field Name | Field Type | Field Size | Description |
|--------------|------------|------------|--|
| SurveyNumber | int | | Primary Key: System generated unique ID. |
| VisitID | int | | VisitID from tOpenVisits. |
| ProviderID | int | | ProviderID from tProviders. |
| SurveyID | int | | SurveyID from tSurveyInfo. |
| SectionID | int | | SectionID from tSectionInfo |
| IsUsed | int | | Determines if survey is enabled/disabled - 0=Enabled, 1=Disabled |
| ChildID | int | | ChildId from tOpenChildren. |
| SurveyStatus | int | | Survey Grade = 0=Not Answered, 1=Met, 2=Not Met |
| IsComplete | tinyint | | Determines status of survey - 0=Saved, 1=Complete, 2=Uploaded |
| DateComplete | datetime | | Date survey completed. |

tSurveyData

Purpose Used to store survey data for survey printing.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|---|
| ReportID | numeric | | System generated unique ID for each survey to be printed. |
| SurveyNumber | numeric | | Survey number from tSurveyAnswerInfo |
| SurveyID | numeric | | SurveyID from tSurveyInfo |
| SectionID | numeric | | SectionID from tSectionInfo |
| LineID | numeric | | LineID from tTypeA_Data |
| LineComment | varchar | 250 | Line Comment |
| LineStatus | int | | Line Status from tTypeA_Data |
| A0 | varchar | 50 | Stores line answer from tTypeA_Data |
| A1 | varchar | 50 | Stores line answer from tTypeA_Data |
| A2 | varchar | 50 | Stores line answer from tTypeA_Data |
| A3 | varchar | 50 | Stores line answer from tTypeA_Data |
| A4 | varchar | 50 | Stores line answer from tTypeA_Data |
| A5 | varchar | 50 | Stores line answer from tTypeA_Data |
| Type | int | | Type of Answer from tTypeA_Form |
| VisitName | varchar | 200 | Visit Name |
| ProviderName | varchar | 200 | Provider Name |
| ChildName | varchar | 200 | Child Name |
| SurveyName | varchar | 200 | Survey Name |
| ReportDate | datetime | | Date of the Report |

tSurveyInfo

Purpose

Used to store default data used to display survey info.

| Field Name | Field Type | Field Size | Description |
|------------------|------------|------------|---|
| SurveyID | int | | Primary Key: Unique SurveyID. |
| SurveyRev | varchar | 10 | Survey revision |
| SurveyOrder | int | | Order in which survey is to be displayed. |
| SurveyName | varchar | 100 | Survey name. |
| FormClass | varchar | 50 | Class used to render survey. |
| FormTable | varchar | 50 | Table in which survey data is stored |
| FormProc | varchar | 50 | Stored procedure used to display information |
| FormCols | tinyint | | Number of columns used in survey |
| AnsProc | varchar | 50 | Stored procedure used to save survey information |
| NewRevProc | varchar | 50 | Stored procedure used to create a new revision. |
| IsCurrent | tinyint | | Determines if survey is current revision used - 0=No, 1=Yes. |
| ChildUsed | tinyint | | Determines if children are used with this survey - 0=No, 1=Yes. |
| Type | int | | Determines type of Survey - 0=Provider, 1=Municipality |
| ReportName | varchar | 100 | Not Used |
| IsReportable | int | | Determines if survey is used in final report calculation - 0=No, 1=Yes. |
| IsSelfAssessment | int | | Determines if survey is a self assessment - 0=No, 1=Yes |

tTypeA_Data

Purpose Used to store survey line info.

| Field Name | Field Type | Field Size | Description |
|---------------|------------|------------|--|
| SurveyNumber | int | | Primary Key: Survey number from tSurveyAnswerInfo. |
| SectionID | int | | Primary Key - Applicable section ID |
| LineID | int | | Primary Key - Applicable line ID. |
| LineOrder | int | | Order in which line is displayed on survey. |
| IsUsed | int | | Determines if line enabled/disabled - 0=Enabled, 1=Disabled. |
| ReportSection | tinyint | | Not used |
| LineStatus | int | | Stores line grade - 0=Not Answered, 1=Met, 2=Not Met |
| LineComment | varchar | 1000 | Line comment |
| A0 | varchar | 50 | Stores line answer - Null=Not Answered, 1=Yes, 2=No |
| A1 | varchar | 50 | Stores line answer - Null=Not Answered, 1=Yes, 2=No |
| A2 | varchar | 50 | Stores line answer - Null=Not Answered, 1=Yes, 2=No |
| A3 | varchar | 50 | Stores line answer - Null=Not Answered, 1=Yes, 2=No |
| A4 | varchar | 50 | Stores line answer - Null=Not Answered, 1=Yes, 2=No |
| A5 | varchar | 50 | Stores line answer - Null=Not Answered, 1=Yes, 2=No |
| ClusterID | int | | Not Used |

tTypeA_Form

Purpose Used to store information needed to display survey information.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|--|
| SurveyID | int | | Primary Key - Applicable survey ID |
| SectionID | int | | Primary Key - Applicable section ID |
| LineID | int | | Primary Key - Applicable line ID. |
| LineOrder | int | | Order in which line is to be displayed. |
| F0 | varchar | 1100 | Default column text. |
| F1 | varchar | 1100 | Default column text. |
| F2 | varchar | 1100 | Default column text. |
| F3 | varchar | 1100 | Default column text. |
| F4 | varchar | 1100 | Default column text. |
| ClusterID | int | | Cluster line is associated with. |
| AnswerTypes | varchar | 500 | Stores codes needed to drawn line information. |

tUploadedChildren

Purpose

Used to store child information uploaded from DOH.

| Field Name | Field Type | Field Size | Description |
|-------------------|-------------------|-------------------|---|
| ProviderID | int | | ProviderID of provider child associated with. |
| FName | varchar | 100 | Child first name. |
| LName | varchar | 100 | Child last name. |
| DOB | datetime | | Child DOB. |
| Initials | varchar | 6 | Child initials. |
| StateID | int | | DOH State ID for associated provider. |

tVisitTypes

Purpose

Used to store visit types.

| Field Name | Field Type | Field Size | Description |
|-------------|------------|------------|--|
| VisitTypeID | int | | Primary Key: Unique VisitType ID. |
| TypeName | varchar | 20 | Visit type name. |

Entity Relationship Diagram

The Provider Assessment Laptop Site (PALS)

| tSurveyInfo | |
|-------------|--|
| PK | <u>SurveyID</u> |
| | SurveyRev SurveyOrder SurveyName FormClass FormTable FormProc FormCols AnsProc NewRevProc IsCurrent ChildUsed Type ReportName IsSelfAssesment IsReportable |

| tSurveyAnswerInfo | |
|-------------------|---|
| PK | <u>SurveyNumber</u> |
| | VisitID ProviderID SurveyID SectionID ChildID IsUsed SurveyStatus IsComplete |

| tSectionAnswers | |
|-----------------|---|
| PK | <u>SurveyNumber</u> |
| | SectionID StaffID IsUsed SectionStatus SectionComment N0 N1 N2 N3 N4 N5 |

| tProviderInfo | |
|---------------|--------------------------|
| PK | <u>ProviderID</u> |
| | VisitID Name Type |

| tStaffInfo | |
|------------|--|
| PK | <u>StaffID</u> |
| | FName LName UserName Password |

| tSyncInfo | |
|-----------|---------------------|
| | |
| | GUID Code |

| tVisitInfo | |
|------------|-----------------------|
| PK | <u>VisitID</u> |
| | VisitName |

| tSession | |
|-----------|---|
| PK | <u>GUID</u> |
| | LastAccessed StaffID FName LName |

| tChildInfo | |
|------------|-----------------------------------|
| PK | <u>ChildID</u> |
| PK | <u>ProviderID</u> |
| PK | <u>VisitID</u> |
| | FName LName Initials DOB |

| tUpdates | |
|----------|------------------------------------|
| | |
| | UpdateNum UpdateComplete |

| tTypeA_Data | |
|-------------|--|
| PK | <u>SurveyNumber</u> |
| PK | <u>SectionID</u> |
| PK | <u>LineID</u> |
| | LineOrder IsUsed ReportSection LineStatus LineComment A0 A1 A2 A3 A4 A5 ClusterID |

| tTypeA_Form | |
|-------------|---|
| PK | <u>SurveyID</u> |
| PK | <u>SectionID</u> |
| PK | <u>LineID</u> |
| | LineOrder F0 F1 F2 F3 F4 ClusterID AnswerTypes |

| tSectionInfo | |
|--------------|--|
| PK | <u>SurveyID</u> |
| PK | <u>SectionID</u> |
| | SectionOrder SectionName ColumnNames |

| tEvalText | |
|-----------|-------------------------|
| PK | <u>SurveyID</u> |
| PK | <u>SectionID</u> |
| PK | <u>EvalType</u> |
| | Evaltext |