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Researchers' Introduction to the KLFMenu "Create Report" Option

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This is the second issue of VIREC Insights that introduces researchers to an aspect of KLFMenu. Researchers are encouraged to obtain VIREC Insights Vol. 3, No. 2 on pre-defined reports and data set contents and to become familiar with those KLFMenu options as well as the "Create Report" option that is the focus of this Insights issue.

The KLFMenu is a system of report-generating programs provided via the VA Intranet by the VISN Support Service Center (VSSC). The VSSC website on the Intranet includes a point-and-click interface that enables users to obtain reports according to their specifications using a variety of VA corporate data sources maintained at the VA Austin Automation Center. The KLFMenu option, "Create Report," allows a user to compose SAS® software statements with a point-and-click interface to produce a custom report. Many reports are almost instantaneously available for downloading to a personal computer. Other reports that take longer for computer processing are routed to the user's account on the Austin Automation Center mainframe computer and can be downloaded to a personal computer from there.

For VA researchers, the KLFMenu is a valuable means to quickly obtain data needed for planning a study, developing a Letter of Intent, writing a proposal, and confirming or interpreting study analyses. The purpose of this *Insights* issue is to introduce researchers to the "Create Report" option of KLFMenu. This issue of *Insights* also includes suggested sources of information and advice for VA researchers who wish to utilize the KLFMenu.

Accessing the VSSC Web Site / KLFMenu

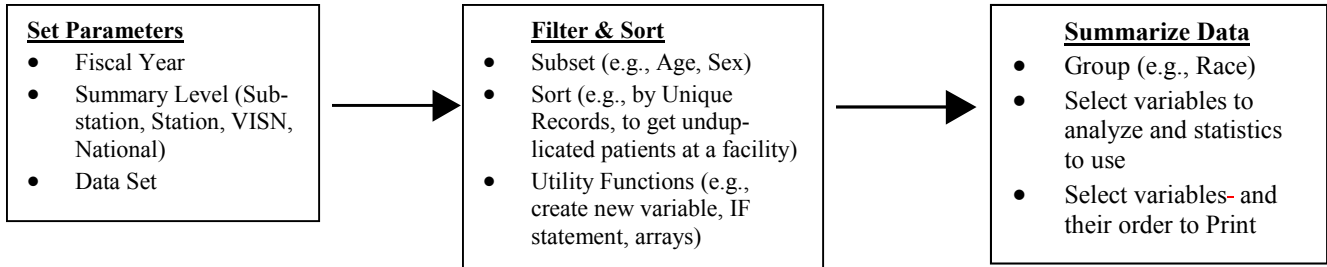
The VSSC website is on the VA Intranet, so access is limited to users within the VA firewall. The URL for the website is [REDACTED].

The VSSC website home page has a list on the left margin of folders and subfolders from which to choose reports, including the option to "Create Report." Most users will need to have a User ID and password for the Austin Automation Center time-sharing system. (See the later section, "Sources of Additional Information.")

¹ SAS/STAT and all other SAS Institute, Inc., product or service names are registered trademarks or trademarks of SAS Institute, Inc., in the USA and other countries. ® indicates USA registration.

A Three-Phase Process

Using the KLFMenu “Create Report” option is generally a three-phase process:



All of the phases are demonstrated step-by-step in the example below. The Filter & Sort and Summarize Data phases are performed by selecting options from a screen entitled “Report Management Tools.” The following illustration of the screen has been edited to show which selections usually are related to the phases of the process:

Related To:

F&S

SD

SD

SD

F&S

F&S



F&S = Filter & Sort
SD = Summarize Data .

Report Management Tools

Click any of the following options to perform the described action.

- Define Non-National **Subset** Criteria to Reduce Your Data Query Size (this option needs a few seconds to load)
- Select Variable(s) to **Print** (for non-summarized, detailed output)
- Select Variable(s) to **Group** (for summarized output, frequencies are default statistic)
- Select Variable(s) to **Analyze** with Corresponding **Statistics** (averages, totals, etc.)
- Select Variable(s) to **Sort** (sort order and the ability to unique records)
- Perform **Utility Functions** (Arrays, New Variables, If Statements, Real SSN Subsetting, Change the Fiscal Year and/or Summary Level)
- Create a **Relational Link** (currently unavailable)

In the example that follows, a report will be created using:

- **Fiscal Year 2000** } **Set Parameters**
- **outpatient care data;**
- to find:
- **Unique patients** } **Filter & Sort**
- **over age 50,**
- **By Means Test Indicator;**
- and show the numbers:
- **For a specified VA facility.** } **Summarize Data**

Set Parameters

Sign on to the VSSC website. Select “Create Report” (Step 1), Fiscal Year 2000 (Step 2), facility summary level (Step 3), and the Outpatient Encounters dataset (Step 4):

Step 1

- Create Report
- Clinical Wait Time
- DSS
- Enrollment
- Financial
- Human Resources

Allows users to customize reports using Inpatient PTF, Outpatient Files, Inpatient Census, Extended Care, Extended Care Census; Contract Hospital, FEE, RUG Surveys, VERA, AMIS, ASISTS, or KLF Unique SSN data.

and resources available through the ADUSH and the page.

(ADUSH) and the Networks. The VSSC support

Create Your Own Report

Multiple Fiscal Years can be chosen by pressing the **Ctrl** key while making those selections.

Select Fiscal Year(s):

2002
2001
2000
1999

Select Summary Level:

Sub-Station
Station
VISN
National

Step 2

Step 3

Choose the Data Set(s) you wish to analyze.
Multiple choices must be of a similar type (i.e. all Bedsection, etc.)

Inpatient PTF: Main (discharge) Bedsection Surgical Procedures Non-surgical procedures	Inpatient Census: Main (discharge) Bedsection Surgical Procedures Non-surgical procedures	Inpatient Observation: Main (discharge) Bedsection Non-surgical procedures	Contract Hospital: Main (discharge) Bedsection Surgical Procedures Non-surgical Procedures
Extended Care: Main (discharge) Bedsection Surgical Procedures Non-surgical Procedures	Extended Care Census: Main (discharge) Bedsection Surgical Procedures Non-surgical Procedures	Outpatient: Clinic Stops Outpatient Procedures Diagnosis Encounters	
FEE: Medical (Outpatient) Inpatient PTF Inpatient Ancillary Pharmacy	Other: VERA Patient Summary VERA Station Summary ASISTS	RUG: April Survey October Survey	KLF Unique SSNs: Sub-Station Level

Step 4

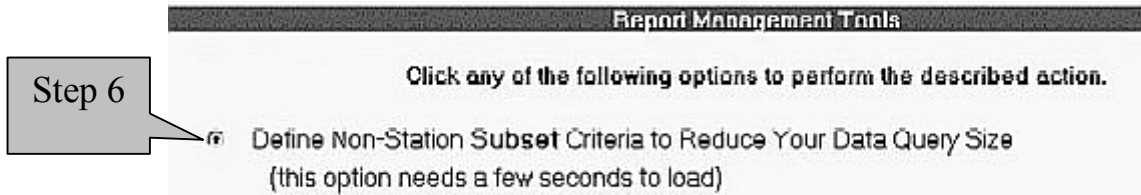
Scroll down and select View Later as the Submission Type (Step 5). This submission type is required for all outpatient data and requires an Austin User ID and Password.

Step 5

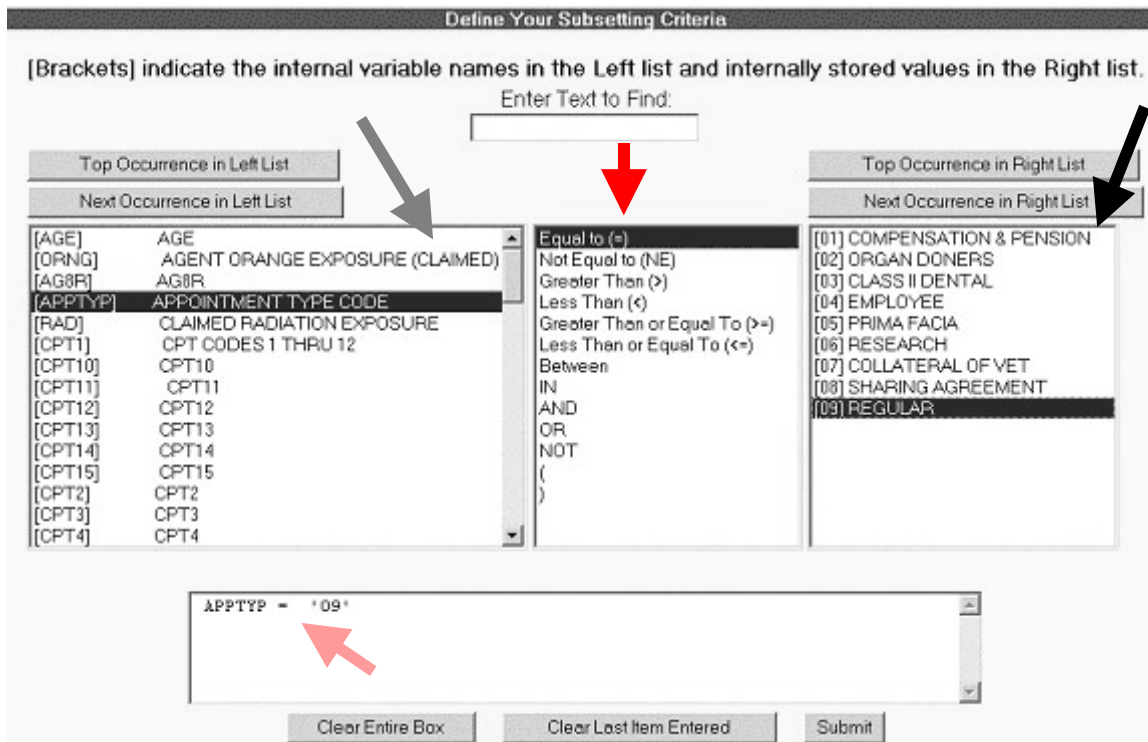
View Now View Later Reset Data Set Contents

Filter and Sort

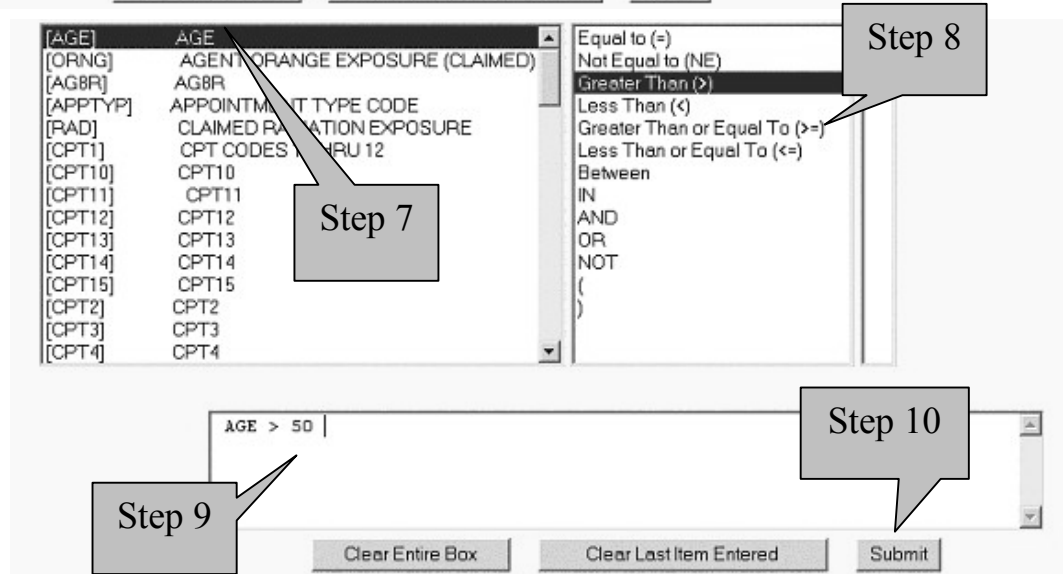
The Report Management Tools screen appears next. For the example, data must be filtered to obtain patients over age 50 and then sorted to obtain unique records. This involves using the Report Management Tools screen twice. First, select Subset on the Report Management Tools screen (Step 6):



On the next screen, “Define Your Subsetting Criteria, a user specifies variables and **operational statements** and, for the **variable value**, either types in or makes a selection from the possibilities that appear in the right box. The selections appear in the lower box and comprise the **SAS® program statement** that will be used to subset the data.



For the example, select Age (Step 7) and Greater Than (>) (Step 8); type “50” in the statement box (Step 9), and click on Submit (Step 10):



The Report Management Tools screen appears. To get a count of unique patients, as needed for the example, select Sort option (Step 11):

Step 11 Select Variable(s) to **Sort**
(sort order and the ability to unique records)

The screen “Select Your Sorting Order” appears. Scroll down in the left box and highlight the variable Scrambled Social Security Number (Step 12); it will appear in the right box. At the bottom of the screen, check the first box to request unique records (Step 13), and Submit (Step 14):

The screen for Report Management Tools appears again.

Summarize Data

First, select the Group option on the Report Management Tools screen (Step 14):

Step 14 Select Variable(s) to **Group**
(for summarized output, frequencies are default statistic)

The next screen is “Select the Order of Your Grouping Variables.” The example requires only one grouping. In the left box, highlight the variable Means Test Indicator (Step 15), which will appear in the right box, and Submit (Step 16):

Select the Order of Your Grouping Variable(s)

[Brackets] indicate the internal variable names.

Enter Text to Find:

Top variables will be displayed first.

[MEANS] MEANS TEST INDICATOR	[MEANS] MEANS TEST INDICATOR
[ELIG] ELIGIBILITY CODE	
[ENV] ENVIRONMENTAL INDICATOR	
[HOMELESS] HOMELESS CODE	
[LOCVZ] LOCATION OF VISIT	
[MARITAL] MARITAL STATUS	
[MULT] MULTIPLE/SINGLE STATION INDICATOR	
[NCODES] NUMBER OF CPTS THIS SEGMENT	
[NDIAG] NUMBER OF DIAG CODES	
[NPROVID] NUMBER OF PROV IDS THIS SEGMENT	
[NPROV] NUMBER OF PROV THIS SEGMENT	
[STA3N] PARENT STATION	
[CL] PRIMARY CLINIC STOP	
[DXLSF] PRIMARY DX STAY (ICD9) (6-DIGIT)	
[HOMEPSA] PRIMARY SERVICE AREA	

Buttons: Move Item Up, Move Item Down, Clear Item, Submit, Reset

When the Report Management Tools screen appears, select Station(s) and Submit Job (Step 17).

Select Station(s) and Submit Job Step 17

Because the report requires outpatient data and the necessary Submission Type of “View Later,” the next screen is a prompt for information needed to put the report in the user’s Austin Automation Center account. After completing the screen as appropriate, click on OK (Step 18) and follow the instruction on the resulting screen (Step 19):

Please Enter Austin UserId: <input type="text"/>	Please Enter Austin Password: <input type="password"/>
Enter the Austin name where your output will be filed: <i>(Begin with userid, followed by period. Up to 58 characters, every 8 separated by periods.) (e.g., s999abc.chocv1)</i>	File Format: <input type="radio"/> Flat File (w/ Header) <input checked="" type="radio"/> SAS File (Binary) <input type="radio"/> Delimited (no Header)
<input type="text" value="example"/>	

Optional Austin Parameters:

Job Card: <input type="text"/>	Check here to run at night: <input type="checkbox"/>
Check here to format variables: <input checked="" type="checkbox"/>	Service Level Code: <input type="radio"/> 9 <input checked="" type="radio"/> 8 <input type="radio"/> 7 <input type="radio"/> 6

Optional FTP & ZIP Functions:

Provide an IP address when you wish to send the compiled results directly back to your FTP server. An UNZIP utility is required on your computer to properly handle the ZIP format (when chosen).

IP Address: <input type="text"/>	Click here to create a compressed (zip) version of your file: <input type="checkbox"/>
Login ID: <input type="text"/>	
Login Password: <input type="password"/>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>	

Step 18

I will remember your Userid for this session.

Step 19

Please Click the X in the upper right hand corner of this small window.

On the next screen, select the facility to be included in the data submission (Step 20) and submit the job (Step 21).

Select Facilities to be Included in Report

ENTER TEXT TO FIND:

Click to Find

Step 20

- 101 VACO
- 200 AUSTIN
- 358 MANILA
- 359 HONOLULU
- 363 ANCHORAGE
- 402 TOGUS
- 405 WHITE RIVER JUNCTION
- 436 FORT HARRISON
- 437 FARGO
- 438 SIOUX FALLS
- 442 CHEYENNE
- 452 WICHITA
- 455 SAN JUAN
- 459 HONOLULU
- 460 WILMINGTON

Reset to Blank

View Your Selections

Submit the Job

Step 21

The resulting screen is a report confirming submission of the example batch job.

Create Your Own ... Results (via Batch Job)

- Return to the Report Management Tools to modify query parameters
- Save these query parameters for future Create sessions.

A batch job has been submitted on the mainframe under your userid with a jobname of S and job # of 16387.
 You can monitor this job's progress via the [Check Job Status](#) section.
 Once completed, the job's output will reside in a file named S .EXAMPLE on the mainframe.
 You also have the ability to view this file's contents through the browser via the [View Reports](#) section.

A listing of your JOBNAMEs and JOB IDs:

JobName	JobID	Status	Process	StepNum	StepName	JP	MaxComp	Records
	JOB16387	X-SYP	MAIN	1	1 SAS	1		0

***** Bottom of Data *****

The appearance of the completed report will depend on specifications made when providing the Austin User Id and password.

For some tasks, researchers with an Austin User ID and even limited SAS® expertise may find it more efficient to work directly on the Austin computer to modify a previously used SAS® program or to quickly compose a new one. This would be true, for example, if a report must include only patients with specified diagnoses and use of a SAS® array would be advisable. A user could run this program at Austin with less commitment of user time, in light of the SAS® expertise needed to create such a report through the “Create Report” process on the KLFMenu.

However, as stated earlier, researchers will find the KLFMenu a valuable means to quickly obtain data needed for planning a study, developing a Letter of Intent, writing a proposal, and confirming or interpreting study analyses. It is a good investment of time for researchers to explore the VSSC website and become familiar with the many reports available via KLFMenu.

Veterans Affairs Information Researchers' Guide To VA Data

VIREC Mission: To improve the quality of VA research that uses databases and information systems.

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Sources of Additional Information

User ID and password for the Austin Automation Center

- The Austin Help Desk
512-326-6780
- The VA Information Resource Center
http://www.virec.research.va.gov/TOOLKIT/VIRECINSIGHTS_VOL002NO001.PDF

Utilizing the KLFMenu programs and selecting pre-defined reports

- The VSSC website
[REDACTED]
- The VSSC KLF Help Desk
vsscklfhd@med.va.gov

Utilizing and interpreting cost data

- The Health Economics Resource Center
<http://www.herc.research.med.va.gov/>

Selecting data sources

- The VA Information Resource Center
http://www.virec.research.va.gov/TOOLKIT/VIRECINSIGHTS_VOL002NO001.PDF