



# OI News You Can Use

Published by the Office of Information (OI)

Volume 1 • Issue 4 • June 2008



OI Chief Officer Craig B. Luigart and Dr. Ross Fletcher, Chief of Staff, Washington VA Medical Center, host a delegation headed by the Chief of the Singapore Armed Forces Medical Corps, Rear Admiral (Dr.) Wong Chee Meng, who pronounced the trip to learn about VistA well worth it – even though the transit time was over 30 hours each way!

## Records Management - an Important Responsibility

You may have heard that VA must comply with new Federal Records Management laws. Actually, these laws are not new and VA has been very diligent about maintaining its federal records. **We need everyone's help** in reviving these responsibilities and managing records in accordance with the laws created by the National Archives and Records Administration (NARA).

NARA regulations stipulate that all government agencies must meet certain standards on how they create, use, maintain, save, or destroy the records used for normal government business. This requirement applies to all federal records regardless of the form they take, including electronic, paper, film, and other record types used by VA to do business. The regulations make it possible for government agencies to find records when needed and appropriately dispose of records no longer needed, thus reducing the risk of information loss.

### How can you help VA comply with this important responsibility?

All facilities should have a Records Manager assigned with their name reported to Kenya Van Doren ([kenya.vandoren@va.gov](mailto:kenya.vandoren@va.gov)), Veterans Health Administration's new Records Manager. The next step is assigning a Records Liaison for each office within your facility. These liaisons are tasked with making sure NARA requirements are followed in their respective office. NARA specifies a number of responsibilities a facility should meet, including keeping an inventory of the records created, and managing and destroying those records in accordance with VHA's Record Control Schedule -- the officially approved schedule for how and when VHA may destroy Federal Records. VHA Records Control Schedule 10-1, last published in March 2008, is the authoritative source of information on records retention and disposition in VHA. It can be accessed at VHA Forms, Publications & Records Management internet site at <http://www1.va.gov/vhapublications/> (Intranet site: <http://vaww1.va.gov/vhapublications/>)

### Have questions?

The VHA Forms, Publications, and Records Management service, organized under VHA's Office of Information, can help. Contact the group via email at VHA 19 OI Forms, Pubs Record Management.

## Craig's Corner



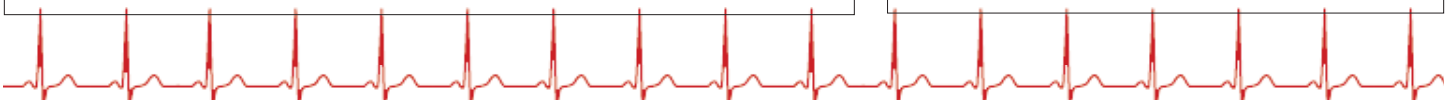
This issue of "OI News You Can Use" has a very important message about the storage of patient records. VA is subject to strict regulations -- our veterans deserve the best.

Shortly after this issue is released, Veterans eHealth University (VeHU) will kick off its 12th year of concentrated educational sessions, July 15-17 in Tampa, Florida. If you're not able to attend, there will be 96 classes, including all General Sessions so you can participate through Live Meeting. To take part, please go to <https://vaww.vehu.va.gov/vehu2008/lm.cfm>. Following the conference, many of the classes will be converted to web-based training modules. Nearly all classes are developed and delivered by "those in the know" -- experts in the field.

VeHU is one example of the many training opportunities VA provides for VistA. This concentration on training and support is one reason for VistA's success -- success that brings us a lot of positive recognition. Read about our participation in the U.S. Senate's Health IT Showcase in "Around the Office" and see how the word on VistA has spread beyond our borders. I was pleased to participate in a visit by senior officials from the Government of Singapore's Ministry of Health and Ministry of Defense in May 2008.

Summer is upon us. Enjoy yourselves, be safe, and don't forget our veterans on July 4th. Without them we wouldn't be celebrating Independence Day!

Best regards,  
Craig B. Luigart  
Chief Officer, VHA Office of Information



## Information Data Management Committee (IDMC) Joint Meeting a Great Success

A new era of close collaboration between VHA and VA in Health IT activities began on June 3, 2008 in Oakbrook, IL. The occasion was a joint meeting of VHA's Informatics and Data Management Committee (IDMC) with VA's Office of Information & Technology (OI&T). Thirty-eight attendees from VHA's Office of Information (OI), OI&T and IDMC members agreed to five initial steps:

1. Identifying operational needs, including basic facility infrastructure needs and maintenance support, as well as operational needs generated by new developments or modernization
2. Prioritizing these needs, including defining the role of the IDMC in the Operational Prioritization Process
3. Creating a method for escalating issues; possibly a formal tracking and reporting structure
4. Ensuring customers know the appropriate points of contact for specific issues
5. Adding OI&T Human Resources Issues as an agenda item

All participants found the meeting beneficial and plans are underway for future, regularly-scheduled joint meetings.

Look for more detailed information in the July IDMC Newsletter. Meeting minutes will also be posted to the IDMC website, [http://nlb.vssc.med.va.gov/Committees/Informatics%20%20Data%20Management%20\(/Informatics%20and%20Data%20Management/Pages/default.aspx](http://nlb.vssc.med.va.gov/Committees/Informatics%20%20Data%20Management%20(/Informatics%20and%20Data%20Management/Pages/default.aspx)

## Around The Office...News You Should Know

### VistA Wows the World!

VistA is getting a great deal of attention thanks to those of you responsible for its development and use in health care. Many foreign governments have sent delegations to study VA's success, and on June 12, 2008, we were invited to exhibit in the Hart Senate Office Building for a Health IT Showcase. There were demonstrations of CPRS, VistA Imaging, My Health@Vet and Bar Code Medication Administration. In addition, there was information on Care Coordination / Telehealth, along with a presentation by Dr. Adam Darkins.

VA was the only organization (out of 24) offered two tables. More than a few attendees spent as much as 30 minutes asking questions. Best of all, one of the Senate's experts on Health IT, Senator Sheldon Whitehouse (RI), praised VistA from the speaker's podium. VA was the only organization, public or private, mentioned by any of the members of Congress!

## Class III to Class I Announcement - Shift Change Handoff Tool

Congratulations to the Shift Change Handoff Tool pilot project team! Following its release to Enterprise Product Support on June 18, the project became the second successfully deployed Class III to Class I conversion project. Many individuals' hard work aided in the release of the Shift Change Handoff Tool project software, including developer Charlet Lynn Cottee and project manager Kenny Condie. National release of the software is currently in progress. The Office of Enterprise Development and VHA Office of Information would like to congratulate this team on this great accomplishment!

The Shift Change Handoff Tool software will be used by VA Medical Center (VAMC) physicians to standardize communication across shift handoffs. The tool provides concise and standard written reports for staff changing shifts. Physicians can quickly review patient reports and immediately follow up with colleagues going off duty to ensure continuity of veteran care. The tool was developed in response to the National Center for Patient Safety's assessment that communication issues are the largest contributing factor to adverse events reported by the VAMCs.

The Class III to Class I Conversion initiative is a standardized assessment process designed to deploy local innovative solutions on a national level. All VHA software developed outside of the Office of Enterprise Development (OED) development is considered Class III. Field development has long contributed to VistA's success, customer focus, and sustained evolution. It complements and extends development done by OED. The Class III to Class I conversion initiative works actively to bring the best in field innovation to a Class I level for national deployment.

For more information on the Shift Handoff Tool, please visit [http://sds.oit.va.gov/application\\_support/field\\_development/project\\_cairo\\_handoff\\_tool.asp](http://sds.oit.va.gov/application_support/field_development/project_cairo_handoff_tool.asp).

## OI Template Heartbeat...Upgraded to Healthy

OI powerpoint and fact sheet templates have changed the heartbeat to reflect a healthy beat. Please use the new template for developing all future briefings and fact sheets. Contact your Communication Point of Contact for the latest version.

