This document is intended for use as a companion guide to the web-based 2005 Inventory of VHA Organizational Characteristics, for your convenience in completing the on-line Inventory. Please do not submit answers using this document.

## For instructional purposes, the screens in this guide are numbered in the upper left corner. You will not see these screen numbers on the actual Inventory.

## **Introductory Message and Instructions**

Clicking on the web link in your invitation e-mail will bring you to an introduction, followed by a set of instructions on how to use the web *Inventory* (screens 1-2).

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	2005 Inventory of VHA Organizational Characteristics	
	Welcome to the 2005 Inventory of VHA Organizational Characteristics, conducted by the Center for Organization, Leadership and Management Research (COLMR), a VA HSR&D Center of Excellence, in conjunction with the COLMR Collaborating Partners Council (CPC).	
	The goal of this inventory is to learn about organizational structures and processes in your network; for example, major divisions and reporting relationships, quality improvement processes, local and regional committee involvement. This information is being collected as part of a broader COLMR/CPC effort to create a systematic database containing organizational characteristics of the networks and facilities within the Veterans Health Administration (VHA).	
	As <b>Network Director</b> , you have been designated to act as <b>principal respondent</b> for completion of the <i>Inventory</i> for your VISN. Please answer all questions with regard to operations in your particular network.	
	The following screen contains important <b>instructions</b> regarding completion of the <i>Inventory</i> . Please read them carefully before you begin. Only one complete <i>Inventory</i> will be submitted per VISN.	
	Click 'Next' for Instructions:	
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## The Inventory Questions

Following are print-screens of all possible *Inventory* questions, beginning with screen 3.

When you are filling out these questions on-line, the computer may skip some based on your answer to a prior yes/no-type question. In this guide, yellow direction boxes designate such questions. In the actual *Inventory*, however, your next question will always be automatically selected for you.

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NETWORK CHARACTERISTICS IN	VENTORY
VISN 1	
For certain questions in this inventory, you will be asked to submit suppler provide the full title of committees/councils, etc. rather than using acronyn clearly mark all attachments with your VISN number.	
A. Network Structure	
This section asks about the formal organizational structure, the council ar participation in the network.	nd committee structure and labor
For the first three questions, you will be asked to submit supplemental ma acronyms, please provide the corresponding full title, and be sure to your VISN name.	
Please submit an <b>organizational chart</b> and/or <b>position chart</b> for your VIS reporting relationships, and locations to:	SN office; including position titles,
O I have submitted the file via e-mail to: <u>zoe.levan@med.va.gov</u> O I have faxed a hard copy to <b>857-364.4438</b> (Attn: Zoe LeVan)	
Comments (Optional) :	

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	Please submit a list of VISN or network ELC/ELB mem	b <b>ership</b> by	job title.						
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	Please submit a list of <b>major standing VISN committe</b> chairperson and membership by job title for each.	es/council	s and su	ıbcommit	tees/subcou	i <b>cils</b> , with			
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	For each sta	anding VISN cor	nmittee/counc	il, list its <b>chai</b>	<b>rperson</b> by jo	ob title.					
	Indicate whi	ch committees/	councile are <b>r</b> e	aularly attor	<b>dad</b> hy the N	Jotwork Diro	ctor Chief	Medical Officer			
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	Does this network have a structure or process that brings together labor and management representatives on a regular, recurring basis to discuss issues of mutual concern?	
	O Yes O No	
	Is a union representative appointed as a member of the ELC/ELB? ○ Yes ○ No No If you select <b>Yes</b> here, you will see screen <b>7</b> next. If you select <b>No</b> here, you	
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	About how often does the union representative attend the ELC/ELB? O Never O Occasionally	
	O About half the time O Most of the time	
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	Are union representatives appointed as members to the other <b>standing VISN committees/councils</b> ?	
	C Yes, to all standing committees/councils C Yes, to most standing ∀ISN committees/councils	
	O Yes, to a few standing VISN committees/councils	
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	B. Network Policies and Practices									
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	For which <b>administrative areas</b> are there <b>VISN-wide</b> pr directives)? (Please check all that apply.)	olicies	or gu	uidelin	i <b>es</b> (other t	han N	ational/VA	400		
	<ul> <li>Human Resources</li> <li>Fiscal</li> <li>Facilities Management</li> <li>Information Systems</li> <li>Ethics</li> <li>Business Office</li> <li>Contracting and Purchasing</li> <li>Emergency Management</li> <li>Compliance</li> <li>Other administrative area:</li> <li>Other administrative area:</li> </ul>									
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	For which <b>clinical areas</b> are there <b>VISN-wide policies</b> (For example, clinical practice guidelines in cardiology, c check all that apply.)									
	<ul> <li>Primary Care</li> <li>Medicine</li> <li>Surgery</li> <li>Pharmacy</li> <li>Mental Health</li> <li>Dental Care</li> <li>Prosthetics</li> <li>Rehabilitation</li> <li>Patient Safety</li> <li>Quality Assurance and Utilization Review</li> <li>Patient Transfers/Referrals</li> </ul>									
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