Aid to Process for Ch31 Electronic Request for Medical Services using CAPRI and CPRS

This document is an Aid intended to help follow the process of handling electronic medical requests to Veterans Health Administration (VHA) for services to Chapter 31 (Ch31) Vocational Rehabilitation and Employment (VR&E) participants. Electronic medical requests are generated and tracked in CAPRI (Compensation and Pension Record Interchange) and interface with the consult functionality of CPRS (Computerized Patient Record System). NOTE: Training resources for use of CAPRI Ch31 functionality and for CPRS are provided at the end of this Aid.

The VR&E functionality is accessible to authorized CAPRI users via Security Keys:

- Veterans Benefits Administration (VBA) VR&E Vocational Rehabilitation Counselors (VRC) and designated VR&E staff approved by VR&E Officer –
 - CAPRI access request <u>form</u> -
 - DVBA CAPRI VRE_COUNSELOR (on the CLAIMS system)
 - MAILMAN mail group: DVBA VR VOCREHAB PERSONNEL (on the VistA system)
 - Adding and Removing CAPRI Security Keys for VR&E Employees March 1, 2013
- Veterans Health Administration (VHA) Coordinators appointed by facility Directors
 - DVBA CAPRI VRE_COUNSELOR
 - DVBA CAPRI VHA_COORDINATOR
 - MAILMAN mail group: DVBA VR VOCREHAB PERSONNEL

VISTA Sign-on	
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	Change Verify Code
Server	LICI PRO Port

Illustration: Log into CAPRI through either the VISTA or CAPRI log-in screen.

Other Facilities Visited
Enter New Pt.

Illustration: Enter the Veteran's Last Name, First Name, Social Security Number or DFN (a VistA system unique patient designated file number) into CAPRI Patient Selection screen.

and sector		2
Patient ID: <mark> 2</mark> L	Selected Palient I SSN: I MALE 32 y/o 01/04/1982 Ward:	
	Claim Number: ICN:	
	Other Facilities Visited	
	Other Facilities <u>Visited</u> DoD data is available. Enter New Pt.	\$

Illustration: Highlight and select the Veteran's record.

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AUG	26,	20148	12:02	2 1							
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				- P-	1114	1			CONT.		

Illustration: Select VocRehab tab in CAPRI record and click Add New Request.

Patient Name: I	VA Claim #:		Request Date:	09/09/2014	
Anticipated Date of Rehabilitation (mm/dd/yyyy)	Regional Office			Point of Contact	
11/30/2018	304 PROVIDE	NCE-RO	-	- 6 2	
Medical Services Requested		Comme	nts / Notes		
DENTAL	-	Phone	Number:		*
Other Description					
Reason for Referral					
Pain upper right tooth					
Rehabilitation Objectives					
Social Worker					+
		line and			-
Preferred Schedule Date (mm/dd/yyyy)					
09/16/2014					
Professed Schedule Date Peason					
Please contact Vet for appt					
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January 9, 2015

Illustration: This is the Add Medical Services Request screen – VR&E Vocational Rehabilitation Counselor (VRC) will complete the entries on this screen.

There are **4 required entries:** Anticipated Date of Rehabilitation; Medical Services Requested; Reason for Referral; and Rehabilitation Objectives. The VRC may use the optional fields: Other Description when "other" is chosen from the Medical Services Requested drop-down list; and/or Preferred Schedule Date and Preferred Schedule Date Reason (required when preferred date field is used). Comments/Notes – In addition to the required fields, the VRC will enter the Veteran's address, phone number and e-mail address (if available) that appear in Corporate WINRS to ensure Veterans Health Administration staff are able to contact the Veteran to schedule an appointment.

Select one of the 3 function buttons at the bottom of the screen:

- Send Medical Services Request this will send the request and alert the VHA Point of Contact (POC) via an e-mail message of the new request
- Cancel Medical Services Request this option may be used after the request has been sent and while it is still in New status
- Cancel this option may be used to clear and cancel the request

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hone	
999-999-9999]	
mail	
nicole.rinaudo@va.gov	
mail nicole.rinaudo@va.gov	

Illustration: Point of Contact (POC) shows which VR&E or VHA has current control over the request. While it is in New status, the VR&E employee who entered the request will be displayed in the Point of Contact detail box. The POC's name will also appear in VR&E Reports.

	Medical Services Re	quests
Date Requested	Date Completed	Date Cancelled
AR 03, 2014010:1	7	
JG 26, 2014912:0	2 1	1
Add	lew Request	Egt Request

Illustration: New Medical Services Request submission complete. All requests submitted will be displayed on this screen – the status of the request will be updated as the services are either Completed or Cancelled.



Illustration: Access CAPRI Reports by selecting File/Reports/VR&E Reports to monitor status of the request for medical services. NOTE: If the CAPRI request is not successfully linked to the consult and appointment schedule, the referral Status will not be updated irrespective of the outcome – Completed or Cancelled. If Reports does not show Completed or Cancelled, users can validate services provided through CAPRI Administrative/Scheduling tab and/or Clinical Notes. Instructions for linking requests to consults and schedule, and instructions for using Reports features appear later in this Aid.

File Edit View To	ools Help			Non-	
		Visit Not Selected Provider:	Primary Care Team Unassigned MH Treatment Coordinator.		Elag VisteWeb Postings
		11 - 11 - P C.			
	* 11	No Known Allergies		Con	nge sent/Research/ (t) Oct 11,2012
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Necent Lab Results No Orders Found	T 98.1 F	Oct 23,2012 08:38(36.7 C) ORAL		Appointments/Visits/Add	nesions Iental - Aegd A
	P 69 R 20 BP 120/88 HT 72.25 in WT 208 b PN 6	Oct 23.2012 08:38 PALPATED Apr 07.2012 06:33 SPONTANE DUS Oct 23.2012 08:38 BRACHAL, ADU Oct 23.2012 08:38 ACTU Oct 23.2012 08:38 ACTU Oct 23.2012 08:38 ACTU	LT CUFF AL AL	Sep 17,2014 14:00 Pro Sep 16,2014 15:3014 Pro Sep 03,2014 08:10 Pro Aug 21,2014 14:00 Pro Aug 19,2014 14:00 Pro Aug 11,2014 14:00 Pro	IbsP-Unger (indiv) IpsP-Rayner Ind IpsP-Unger (indiv) IpsP-Unger (indiv) IpsP-IpsP-IpsP-IpsP-IpsP-IpsP-IpsP-IpsP-
CoverSheet Problems	Meds Orders Notes	Consults Surgery D/C Summ Labs R	eports		

Illustration: CPRS Cover Sheet.

The VHA Coordinator will work in CPRS to process the following steps:

- 1. Create a Consult "order"
- 2. Sign the Consult "order"

The VHA Coordinator will work in CAPRI to process the following step:

1. Link the Consult in CAPRI to the Consult in CPRS.

When the daily CAPRI background process is run, the Ch31 request is automatically updated with the Consult date and with new status (Pending).

Updating the Ch31 Referral when medical services are completed or cancelled in CPRS:

 When the Consult is completed/cancelled and signed, and the daily CAPRI background process is run, the Ch31 request is automatically updated (referral form and VR&E Reports) with new status (Completed or Cancelled).

		Visit Not Si	Aot Selected Primary Care Team Unassigned						Flag	VistaWeb	Posting
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ww Orders	Active Orders	Includes Pending & Recent Activity		s				-		ormuloumored -	
tive Orders Includes Per	Service	Order	- HEL SETTICE	-	Start / Stop	Provider	Nurse	Clerk	Chart	Status	Location
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rite Delayed Orders		ARIPIPRAZOLE TAB 5MG			Start: 07/16/14	Rayner, Christine				active	Pr-Ops-P-
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		Non-VA SUMATRIPTAN ORAL TA	B 50MG			Rayner, Christine				active	Pr-Ops-P-
	-	TAKE ONE TABLET BY MOUTH	PRN pt receives f	rom a JP VA							
		Non-VA DIMETHYL FUMARATE	AP.EC 240MG			Rayner, Christine				active	Pr-Ops-P-
		TAKE 1 CAPSULE BY MOUTH TV	VICE A DAY pt re	ceives med from JP VA							
		Non-VA VITAMIN D TAB 1000UM	IT			Doyle, Thomas J M	d			active	Pr-Ops-P-
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	Lab	THYROID SCREEN (TSH, REFLI	Cocation 1	for Current Activities						pending	Pr-Ops-P-
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					Cancel						
		CREATININE (BLOOD) BLOOD (G	Encounter Los	cation						pending	Pr-Ops-P-
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Illustration: Select Orders function and select Clinic Appointment.

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Illustration: Order a Consult – this illustration displays "Ch31 Vocational Rehabilitation Referral" annotation for Dental Clinic eligibility validation.

onput to Service/Specialty		Urgency	Attention
DENTAL ELIGIBILITY	1.1	ROUTINE -	
JENTAL ELIGIBILITY		Earliest appropriate date: TODAY Patient will be seen as an: C Inpatient © Qutpatient	Place of Consultation
		Provisional Dx (REQUIRED)	-
		Dental	Lexicon
OTHER CLINICS, WITHIN 30 DAYS). IO THEIR EXPOSURE OR EXPERIENCE Service Connection: 90%	. THIS INCL E IN COMBAT.	UDES ALL CLINICAL CAR	E RELATED

Illustration: Reason for Medical Services Request is added to the Consult Order. Press "Accept Order" button.

				OEF S Provide	ep 09,14 12:31 *	Primary Care Team U MH Treatment Coord	nassigr nator:	ed				CV M4	lag Y 20,2015	VistaWeb Iemote Data	Postin
iders Orders (includes Pendir	Active Order	s (includes Pending Order	& Recent A	Activity) - ALL SERVICE	5		Start / Stop	Provider		Nurse	Clerk	Chart	Status	Location
		Consulta	DENTAL ELIG	IBILITY C	Cons Consultant's Ch	oice "UNSIGNED"								unreleased	Pr-Oel/
		, Out Meds	LITHIUM TAB, SA	A 300MG				Start 07/16/14		_				active	Pr-Ops-F
4 0			Co	nsulte		CDigne.		Stop. Or Tor To							
	ALL Consult: If more are r	are authorize	d for	MAX	IMUM of 2 Visits!***	• •	por	Start: 07/16/14 Stop: 07/16/15						active	Pt-Ops-I
	If more are needed contact the Audiology/Providence RI Outpt		Prima 21	ary Care Provider (P	СРЈ		1						active	Pr-Ops-	
			ар.	22	Paliative Care Consul	t Team (inpt)	E	14		_				active	Pr-Ops
2	Autopsy Co	nsult		23 23a	Paliative Care Consul Paliative Care E Cons	t Team (Outpt) sult Outpt	Ŀ	1				-		active	Pr-Ops
				236	HBPC Consult		Ŀ			в		-		active	Pr-Ops
4	Chaplain			24	Pharmacy Inpatient										
5	Dental Eligi	pility		25	Pharmacy Outpatient		SP	Start 07/15/14						pending	Pr-Ops
6	Dental Inpt			26 29	Inpatient Pharmacy P Phys.Medicine & Reh	ost Fall Assessment ab (0T/PT/ST)	E	Start 07/15/14				-	-	pending	Pr-Ops
8 9	Ethics Advis GEC Refer	sory Committee C al	onsult Service	30	Primary Care Consult	Screen .		Start 01/29/14					-	pending	Pr-Ops-P-I
			LYTES BLOOD (GOLD/SST) SERUM SP ONCE LB	#1544494		Start 01/29/14						pending	Pr-Ops-
			LITHIUM BLOOD	GOLD/SS	ST) SERUM SP LB #15	44494		Start 01/29/14				-		pending	Pr-Ops-
			AST BLOOD (GO	LD/SST) S	ERUM SP ONCE LB #	544494		Start 01/29/14				-	-	pending	Pr-Ops-

Illustration: Consult Order has been added.

			OEF Sep 09,14 12:31 Provider:	Primary Care Team Unassign MH Treatment Coordinator:	ed			CV M4	Flag N N 20,2015 R	/istaWeb 20	Postings W
/iew Orders	Active Orders	(includes Pendi	ng & Recent Activity) - ALL SERVICE:	S	1	1.0.00	1	1.0.1	1.0	1.	
Active Uiders (include: Pen	Consulta	DENTAL ELI	GIBILITY Cons Consultant's Ch	nice "UNSIGNED"	Start / Stop	Provider	Nurse	Clerk	Chait	Status	Location
	0000000										
Write Delayed Orders	Out, Meds	LITHIUM TAB. TAKE FIVE TA	SA 300MG REFTS BY MOUTH AT RED TIME TO	STABILIZE MOOD	Start: 07/16/14 Stor: 07/16/15					active	Pr-Ops-P-R
Vite Orders	_	Quantity: 150 F	lefils: 1		ong. office to						
Add New Orders		ARIPIPRAZOL TAKE ONE-HA Quantity: 15 Re	E TAB 5MG LF TABLET BY MOUTH EVERY DA' sfils: 1	Y FOR DEPRESSION AND MOOD	Start: 07/16/14 Stop: 07/16/15					active	Pr-Ops-P-R
	Non-VA Med	Non-VA LORA TAKE ONE TA	TADINE TAB,ORAL 10MG BLET BY MOUTH EVERY DAY pres	cribed by JP VA						active	Pr-Ops-P-R
		Non-VA SUMA TAKE ONE TA	TRIPTAN ORAL TAB 50MG BLET BY MOUTH PRN pt receives fi	rom a JP VA						active	Pr-Ops-P-R
		Non-VA DIMET TAKE 1 CAPSU	HYL FUMARATE CAP.EC 240MG JLE BY MOUTH TWICE A DAY pt re	ceives med from JP VA						active	Pt-Opt-P-R
		Non-VA VITAM TAKE ONE TA	IN D TAB 1000UNIT BLET BY MOUTH AS DIRECTED							active	Pr-Ops-P-Fi
	Lab	THYROID SCI LB #1635252	REEN (TSH, REFLEX TO FREE T4)	BLOOD (GOLD/SST) SERUM SP	Start 07/15/14					pending	Pr-Ops-P-R
			Sign Orders			8	- • •			pending	Pr-Ops-P-R
		CREATINE A	I Orders Except Controlled Susbtanc	e Orders						nendina	Pr.One.P.B
			DENTAL ELIGIBILITY Cons Consu					periong	11 oport 11		
		LYTES BL								pending	Pr-Ops-P-R
		LITHIUM								pending	Pt-Ops-P-R
		AST BLOC								pending	Pr-Ops-P-R
		ALT BLOC	BLOC							pending	Pr-Ops-P-R
		LIPID PRI T Sign Cancel								pending	Pt-Ops-P-R
		BILIRUBI	-					1		pending	Pr-Ops-P-R
		CBC w/ AUTO	DIFFERENTIAL BLOOD (LAVENDE)	R) SP ONCE LB #1544494	Start: 01/29/14					pending	Pr-Ops-P-R
		GLUCOSE BLO	OOD (GOLD/SST) SERUM SP ONCE	LB #1544494	Start 01/29/14					pending	Pr-Ops-P-R
		BUN BLOOD (SOLD/SST) SERUM SP ONCE LB #	1544494	Start 01/29/14					pending	Pt-Oot-P-B

Illustration: Enter Electronic Signature Code and consult order is complete.

	OEI Prov	FSep 09 vider:	.14 12:3	I P M
All Consults	Sep 09.14	(p)	DENT	AL ELIGIBILI
All consults Sep 03.14 (c) DENTAL ELIGIBILITY Cont. Cont Sep 03.14 (c) DENTAL MAGING REQUEST C Aug 27.14 (c) DENTAL IMAGING REQUEST C Mar 07.14 (c) DENTAL Cons Consult #: 14364 Mar 07.14 (c) DENTAL Cons Consult #: 13649 Mar 03.14 (c) DENTAL MAGING REQUEST C Jun 01.12 (c) VRRC 0EF/0IF V0CATIONAL OL Jun 01.12 (dc) PSVCHOSOCIAL REHABILITAT Jul 06.10 (dc) SUBSTANCE ABUSE TREATME Jun 14.10 (c) POLYTRAUMA/TBI OUTPT Con Jun 14.10 (dc) POLYTRAUMA/TBI OUTPT Con	Current Primary Patient CV Electrony Service SC Perce Rated D	Pat. St Eligib: Type: ible: : Connect ent: isabilit	tatus: ility: tion/Rat	Outpatic SERVICE SC VETE: YES Ved Disab: 90% POST-TRJ SLEEP A: NEUROGEN INFLAMOU IMPAIRMI SUPERFIC 2ND DEGI NEOPLASS
- 👸 Jun 08,10 (c) OEF/OIF Interdisciplinary Cons C	Order In To Servi From Sen Request: Service	nformat: ice: rvice: ing Prov is to 1	ion vider: be rende	DENTAL H

Illustration: CPRS screen display of a completed consult order.

AUG 30	, 2012@15:	:49 (s) PSYC	CONSULT OU	Π
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Illustration: Note – Screen snapshot was selected from CAPRI on-line Help. This screen is only visible to users who have a security key of DVBA CAPRI VHA_COORDINATOR. The user selects a consult that was previously created for the Veteran in CPRS to assign to the Medical Services Request under the VocRehab tab. This assignment must take place in order for the consult status to be tracked. Only one consult can be assigned to one Medical Services Request.

Patient Name:	VA Claim #: I	1.1	: SEP 09, 2014@12:16				
Anticipated Date of Rehabilitation (mm/dd/yyyy)	Regional Office	<u>(</u>	Point of Contact				
11/30/2018	PROVIDENCE-R0			62			
Medical Services Requested		Comm	ents / Notes				
DENTAL		Phone Number:					
Other Description							
		Denta	I consult placed o	n 9/9/2014.			
Reason for Referral							
Pain upper right tooth							
Rehabilitation Objectives							
Social Worker							
Preferred Schedule Date (mm/dd/yyyy)		Consul	t Selected				
09/16/2014		SEP 09, 2014@12:39 - DENTAL ELIGIBILIT					
Preferred Calendale Data Descen		1					
Please contact Vet for appt							

Illustration: Medical Services Request is updated when VHA Coordinator connects the consult to the request.

Email Forwarding Address Automated mail bulletins will be forwarded to the e-mail address you specify. Current forwarding address:	
NDNE SPECIFIED Set to: C Dther: C butter, ein@providence, med, va, gov C Don't Forward Messages @ <u>NO CHANGE</u>	
<u></u> K	

Illustration: E-mail notifications – CAPRI allows users to select a preference of the method to receive "alerts" or notifications regarding the status of the Request for Medical Services. The default is MAILMAN – use Tools/Change Forwarding Address/Other to enter Outlook address if preferred. NOTE: Without a proper selection of e-mail preference, CAPRI will be unable to forward "alerts."

Name		
BUTLER, ERI	N	
Phone		
No phone		
Email		
erin.butler2	@va.gov	

Illustration: VHA POC contact information is auto-populated based on e-mail forwarding selection.

Chey133_Secure Shell.r2w - Reflection for UNIX and OpenYMS	
Elle Edit Connection Selpio Marco Window Hello	A PRICE A
Subj: CAPRI: Chapter 31 Referral for Medical Services New [#138261] 09/07/12015:32 11 lines From: DELACRUZ,KRISTINA M CAPRI In 'IN' basket. Page 1 «New»	
Sent: 09/07/2012 3:32:06 pm To: DV8A VR VOCREHAB PERSONNEL Subject: CAPRI: Chapter 31 Referral for Medical Services New	
The following veteran has a New Chapter 31, FORM 28-8861	
DFN: "32496 Request Date: SEP 07, 2012014:32	
**NBTE: To view the patient using the DFN, paste the DFN number into the CAPRI Patient Selector 'Patient ID' field to find the patient. Be sure to include the ' (backward-apostrophe) character.	
Enter message action (in IN basket): Ignore//	

Illustration: Screen snapshot displays a message using "test case" data from CAPRI on-line Help – no real Veteran Personally Identifiable Information (PII) is contained in the screen snapshot. Upon specific

events, MAILMAN messages are sent to VHA Coordinators who must be a member of the MAILMAN mail group: DVBA VR VOCREHAB PERSONNEL and the VR&E Counselor(s) receive e-mail notifications via Outlook. These notifications are sent for the following status changes to the Medical Services Request - Note: the Veteran's name will not be included in the e-mail notification – instead a Veteran-specific DFN is transmitted.

- New Status: This message reads: Chapter 31 Referral for Medical Services New. **This notification is only sent to the VHA Coordinator via MAILMAN
- Pending Status: This message reads: Chapter 31 Referral for Medical Services pending. **In CAPRI, once the VHA Coordinator or designated person links the consult request to the original Chapter 31, VA Form 28-8861 CAPRI Request for Medical Services, the status of the consult in CAPRI is then changed to Pending. Both the VHA Coordinator and VR&E Counselor receive notification messages
- Completed Status: This message reads: Chapter 31 Referral for Medical Services Completed ** Both the VHA Coordinator and VR&E Counselor receive notification messages
- Cancelled Status: This message reads: Chapter 31 Referral for Medical Services Cancelled ** Both the VHA Coordinator and VR&E Counselor receive notification messages

To locate the Veteran's CAPRI record, enter the 5-digit DFN in the Patient ID field on Patient Selector screen and follow system prompts for record selection.

January 9	, 2015
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MENTAL HEALTH (*)	
Select a Cancellati	on Reason
DUPLICATE MEDICA VETERAN WITHDRE ADEQUATE MEDICA VETERAN DIED OTHER	L REQUEST W MEDICAL REQUEST FOR SERVICES L EVIDENCE RECEIVED
Cancellation Expla	nation

Illustration: Screen snapshot obtained from CAPRI on-line Help. This screen allows a VHA user to cancel a Medical Services Request. This option is only available if a consult has not already been linked (assigned) to this request. A request cancellation reason must be selected from the choices displayed on the screen. If "Other" is selected as a reason, then an explanation must be entered in the "Cancellation Explanation" field.

CAPRI on-line Help includes all of the steps illustrated above.

Using CAPRI VR&E Reports functionality.

CAPRI Reports	
<u>F</u> ile <u>E</u> dit	
Select a report & press [space].	
C&P EXAMS AMIS 290 AMIS 290 by Division Insufficient Exam Report Pending C&P Exams C&P Exams Checklist Re-Print C&P Final Report(s) Exam Requests by Date Range Request Status by Date Range	
HOSPITAL ADJUSTMENT Admission Report for SC Veterans Admission Inquiry by Date Special Report for A&A/Pension Re-Admission Report Discharge Report Incompetent Veterans Report CNH Display Episode of Care CNH Roster Print CNH Report of Admissions/Discha CNH Stays in Excess of 90 Days	
REQUEST FOR INFO Pending Form 7131 Requests 21 Day Certificate Printing Reprint a 21 Day Certificate Reprint a Notice of Discharge	
VHA REPORTS Template Activity	
VR & E REPORTS VR&E Status	

Illustration: Access Reports via File option on Menu Bar.



Illustration: Highlight and click VR&E Status and a "Vocational Rehab – Report Setup" form appears. Use the drop-down features to set a date range or select a pre-set date range in the "Report By" feature. Enter a Regional Office number using drop-down selections or check "All RO's" – NOTE: VHA facilities that serve more than one VBA Regional Office will choose "All RO's" to see all Ch31 Medical Requests. Highlight a status. Select Report Format – Plain Text will appear on screen with no option to print.

VR&E Report Format Option 1 – Plain Text:

🔚 CAPRI Reports															
<u>F</u> ile <u>E</u> dit															
Select a report & press [space].	8861 Requ	est for	Medical Se	ervices, Ch	apter 3	31 Status R	eport								
C&P EXAMS AMIS 290 AMIS 290 by Division	Date Rang Regional Request S	e: 08/0 Office: tatus:	1/2014 - 09 ALL for si ALL	9/17/2014 ite: PROVID	ENCE V	AMC (650)									
Insufficient Exam Report	Date		Patient		1	POC	POC		Pend	Canc	Comp	Consult	Appt	Appt	Consult
C&P Exams Checklist	Received	Status	Name		SSN 1	Name	Locat	ion	Days	Days	Days	Service	Days	Date	Date
Re-Print C&P Final Report(s) Exam Requests by Date Range	Destere	1 0661	DROVIDE	NCE-DO (20											
Request Status by Date Range	Regiona	I UIIIC		SNCE-RO (30											
HOSPITAL ADJUSTMENT															
Admission Report for SC Veterans Admission Inquiry by Date	09/16/14	NEW					PROVI	DENCE-RO ((304)						
Special Report for A&A/Pension	08/18/14	PEND					PROVI	DENCE-RO (304) 42			DENTAL			08/18/14
Discharge Report	08/26/14	PEND					PROVI	DENCE-RO (304) 33			DENTAL			08/27/14
Incompetent Veterans Report	08/14/14	CANC					PROVI	DENCE-RO (304)	13					
CNH Roster Print	08/01/14	CANC					PROVI	DENCE-RO (304)	3					
CNH Report of Admissions/Discha	09/09/14	CANC					PROVI	DENCE-RO ((304)			DENTAL ELI	GIBIL		09/09/14
UNH Stays in Excess of 90 Days	08/25/14	COMP					PROVI	DENCE-RO ((304)		15	DENTAL			08/25/14
REQUEST FOR INFO	09/11/14	COMP					PROVI	DENCE-RO ((304)		13	DENTAL IMA	GING		09/22/14
Pending Form 7131 Requests															
Reprint a 21 Day Certificate				Avg Davs	Avg Day	vs New	Pending	Cancelle	d Compl	ete					
Reprint a Notice of Discharge	Totals	for R.	0.	Pending	Complet	te Requests	Requests	Requests	Reque	sts 1	[otal:	в			
VHA REPORTS Template Activity	ALL			37	14	1	2	3	2		8				
VR & E REPORTS VR&E Status															

Illustration: VR&E on-screen Report displays results based on "Vocational Rehab Report Set-up" selections.

VR&E Report Format Option 2 – Delimited Export Data:

🚰 CAPRI Reports		
File Edit		
Select a report & press [space].		
- C&P EXAMS AMIS 290 AMIS 290 by Division Insufficient Exam Report Pending C&P Exams C&P Exams Checklist Re-Print C&P Final Report(s) Exam Requests by Date Range Request Status by Date Range - HOSPITAL ADJUSTMENT Admission Report for SC Veterans Admission Report for SC Veterans Admission Report for SC Veterans Admission Report for A&A/Pension Re-Admission Report Discharge Report Incompetent Veterans Report CNH Display Episode of Care CNH Roster Print CNH Report of Admissions/Dische CNH Stays in Excess of 90 Days - REQUEST FOR INFO Pending Form 7131 Requests 21 Day Certificate Printing Reprint a 21 Day Certificate Reprint a Notice of Discharge - VHA REPORTS Template Activity	Vocational Rehab Report Setup Vocational Rehab Report Setup Start Date (Oldest) Stop Date (Newest) 08/01/2014 • 09/17/2014 • Regional Office Image: Status Report By NEW PENDING CANCELLED COMPLETE All Fiscal Years All Fiscal Years Calendar Years Plain Text • Delimited Export Data	
VR & E REPORTS VR&E Status	<u>O</u> K <u>C</u> ancel	

Illustration: Report creation using Delimited Export Data. Delimited Export Data creates a text file – save to a local drive and then open in Excel.

Step 1 – Select Delimited Export Data and click OK.

🚰 Save As		×
Save <u>i</u> n:	Desktop 💌 🔶 🛅 🕶	
Recent Places	Libraries System Folder	* III
Desktop	System Folder	
Libraries	Computer System Folder	
Computer	Network System Folder	
Network		
		Ψ.
	File name: Form8861StatusRpt_20140801_20140917	<u>B</u> ave
	Save as type: Text file (*.txt)	ancel

Step 2 – Save to local drive. Rename if desired. Leave file type as .txt.

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Step 3 – Start an Excel document. Select File/Open.

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Organize 🔻 New folder		:= - 🗌 🔞
☑ Microsoft Excel ★ Favorites	Name	^
🧮 Desktop	=	
〕 Downloads		
Recent Places Libraries		No preview available.
Documents		
👌 Music		E
Pictures		
Mideos Videos	Form8861StatusRpt_20140801_20140917	
P Computer	▼ <	F.
File <u>n</u> ame:	 Text Files Too<u>l</u>s ▼ 	Cancel

Step 4 – Locate the CAPRI delimited text file you saved to your local drive. Highlight the file name and press Open. This starts the 3-step Text Import Wizard as follows:

Text Import Wizard - Step 1 of 3	? <mark>- x</mark>
The Text Wizard has determined that your data is Delimited.	
If this is correct, choose Next, or choose the data type that best describes your data.	
Original data type	
Choose the file type that best describes your data: Delimited Characters such as commas or tabs separate each field. 	
○ Fixed width - Fields are aligned in columns with spaces between each field.	
Start import at <u>r</u> ow: 1 File <u>o</u> rigin: 437 : OEM United States	×
Preview of file C:\Users\vrcrcome373\Desktop\Form8861StatusRpt_20140801_20140917.txt.	
<u>18861</u> Request for Medical Services, Chapter 31 Status Report <u>2</u> Date Range: 08/01/2014 - 09/17/2014 <u>3</u> Regional Office: ALL for site: PROVIDENCE VAMC (650) <u>4</u> Request Status: ALL	
5 DateReceived^ReqStat^PatientName^SSN^POCName^POCLocation^PendDays^C	nclDay 🔻
< III.	+
Cancel < Back <u>N</u> ext >	<u>F</u> inish

Verify that Delimited file type is selected and press "Next."

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January 9, 2015
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Text Import Wizard - Step 2 o	f3 ? 🔀
This screen lets you set the del below.	miters your data contains. You can see how your text is affected in the preview
Delimiters Tab Semicolon Comma Space Quther: Data greview	at consecutive delimiters as one Jalifier:
8861 Request for Med Date Range: 08/01/20 Regional Office: ALL Request Status: ALL DateReceived	ical Services, Chapter 31 Status Report 14 - 09/17/2014 for site: PROVIDENCE VAMC (650) ReqStat Patient
	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish

Un-check "Tab" and place a check-mark in "Other" then enter carrot (located on numeral 6 key) in the associated field and press "Next".

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No changes are necessary on this screen – press "Finish."

January	9,	2015	
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F	ile Home	Insert	Page Layout	Formulas	Data	Review	View	PowerPivot						
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	A1	- (0	<i>f</i> × 88	61 Request f	or Medica	al Services	, Chapter	31 Status Re	eport					
1	А	В		С		D	E	F	G	Н	1	J	К	L
1	8861 Request fo	r Medical	Services, Cha	pter 31 Statu	s Report									
2	Date Range: 08/	01/2014 - (09/17/2014											
3	Regional Office	: ALL for si	te: PROVIDEN	NCE VAMC (65	50)									
4	Request Status:	ALL												
5	DateReceived	ReqStat	PatientNam	e	SSN		POCName	POCLocati	PendDays	s CnclDays	Consults	ApptDays	ApptDate	ConsultD
6														
7				•1										
8	Regional Office	e: PROVID	ENCE-RO (304	4)										
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19														
20	08/25/2014	COMPLET	E					PROVIDEN	0	0	15	DENTAL	0	
21	09/11/2014	COMPLET	E					PROVIDEN	0	0	13	DENTAL IN	0	
22														
23	Avg Days	Avg Days	New		Pending		Cancelled	Complete						
24	Totals for R.O.	Pending	Complete		Request	s	Requests	Requests	Requests	Totals				
25	ALL	37		14	L	1	. 2	3	2	8				

Step 5 – Print or save CAPRI VR&E Report data.

VR&E Reports provide a single-location source of data on the status of medical requests – they are accessible by VR&E users as well as VHA users. A good practice in the use of CAPRI VR&E Reports is to schedule regular review and follow-up of outstanding requests.

CAPRI on-line Help includes all of the steps shown above.

VR&E Training in use of CAPRI functionality to request medical services is available on Talent Management System (TMS) – 3812161.

VHA Training in use of Computerized Patient Record System (CPRS) to process consult orders is available on TMS – 8512. Additional CPRS training topics are available via search "CPRS."