RESOURCE AND PATIENT MANAGEMENT SYSTEM

Distribution Management

(ADS)

User Manual

Version 1.0 Patch 1
February 2021

Office of Information Technology
Division of Information Technology

Table of Contents

Revision History

Version	Date	Author	Section	Page Number	Summary of Change
1.0	April 2020	Ken Halfpenny	All	All	New release
1.1	January 2021	Arlis Acord	All	All	Patch 1 updates

Preface

This user manual describes the use of the reports and related options in the Distribution Management (ADS) package.

1.0   Introduction

The ADS package is a collection of reports and utilities collecting specific data from the Indian Health Service (IHS) Resource and Patient Management System (RPMS).

The original ADS version release included an InterSystems License report which sends monthly updates to a central server for the purposes of tracking the maximum number of license units used at each specific site. This information is collated with other data, and when working with InterSystems, helps determine licensing costs. The ADS Version 1.0 Patch 1 release provides further reporting utilities which send additional information to the central server. This information includes site-specific setup information such as site addresses, namespaces, installed application versions and patch installation history and immunization exchange information. This document describes the new functionality provided with the Patch 1 release.

2.0   System Navigation

This section describes the original functionality released with V.1.0 as well as the new functionality released in Patch 1.

2.1   Original V.1.0 Functionality

The InterSystems License Report is an option (**ADSLICRPT**) that is scheduled during installation of the original v.1.0 release as a background task in TaskMan on a daily (1D) basis at 10:00 p.m.

> **Note:** The system administrator may adjust the scheduled time if required based on local preferences, but it must run at least once daily.

The report takes less than one minute to compile and does not use significant system resources, so it can be scheduled at any time during the day. Data, including the maximum number of license units in use, as well as several site identifiers, is automatically sent to the central server every 30 days.

System administrators can run the report at any time in addition to its scheduled run time to determine how many license units are currently in use.

There is also an option to reset the maximum number of license units to the current **In Use** value. This option should only be used if the system has experienced an unusual condition, such as runaway jobs, that has artificially inflated the number of license units in use. The reset option will reduce this number to the current **In Use** value and update the counter so that the next report is sent 30 days in the future.

2.2   V.1.0 Patch 1 Functionality

The ADS Site Information Export (**ADSSITEEXPORT**) is a menu option that is scheduled during installation of patch 1 as a background task in TaskMan on a daily (1D) basis at 10:00 p.m.

> **Note:** The system administrator may adjust the scheduled time if required based on local preferences, but it must run at least once daily.

This option extracts information obtained from the site's INSTITUTION (#4), LOCATION (#9999999.06) and IZ PARAMETERS (#90480) files. It also retrieves application patch installation history. All of this information is collected and placed as log entries on the IHS STANDARD TERMINOLOGY (BSTS) log queue and is transmitted to the DTS server along with the other BSTS log entries.

3.0 Package Management

The InterSystems License Report (the **ADSLICRPT** option) and the ADS Site Information Export (**ADSSITEEXPORT**) options are scheduled during their installation to run on a daily basis. Figure 3-1 shows the scheduled ADSLICRPT option. Sites may adjust the value for **QUEUED TO RUN AT WHAT TIME** based on their schedule (the default time is 2200), but the **RESCHEDULING FREQUENCY** should remain as "1D."

```
Select Systems Manager Menu <TEST ACCOUNT> Option: Taskman Management

         Schedule/Unschedule Options
         One-time Option Queue
         Taskman Management Utilities ...
         List Tasks
         Dequeue Tasks
         Requeue Tasks
         Delete Tasks
         Print Options that are Scheduled to run
         Cleanup Task List
         Print Options Recommended for Queueing
Select Taskman Management <TEST ACCOUNT> Option: Schedule/Unschedule
Options

Select OPTION to schedule or reschedule: ?
 Answer with OPTION SCHEDULING NAME
 Do you want the entire 78-Entry OPTION SCHEDULING List? N  (No)
 Answer with OPTION NAME
 Do you want the entire OPTION List? N  (No)
Select OPTION to schedule or reschedule: ADSLICRPT     ADS INTERSYSTEMS
LICENSE REPORT
         ...OK? Yes//   (Yes)
      (R)
                       Edit Option Schedule
    Option Name: ADSLICRPT
    Menu Text: ADS INTERSYSTEMS LICENSE REPORT          TASK ID: 26039
_____
  QUEUED TO RUN AT WHAT TIME: APR 14,2020@22:00

DEVICE FOR QUEUED JOB OUTPUT:

 QUEUED TO RUN ON VOLUME SET:

     RESCHEDULING FREQUENCY: 1D

          TASK PARAMETERS:

          SPECIAL QUEUEING:
_____
Exit     Save     Next Page     Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: E                              Press <PF1>H for help    Insert
Select OPTION to schedule or reschedule:
```

Figure 3-1: Scheduling ADSLICRPT option

4.0   Package Operation

Users who need access to this information should be assigned the **ADSZMENU** security key for the ADS Menu Options [**ADSMENU**] option. Figure 4-1 shows the ADS Menu options.

```
Select IHS Kernel <TEST ACCOUNT> Option: ADS  ADS Menu Options


   ASU    ADS DISPLAY ASUFAC REPORT
   LIC    ADS DISPLAY LICENSE REPORT
   LOG    ADS DTS LOG REPORT
   PKG    ADS DISPLAY PACKAGE REPORT


You have PENDING ALERTS
         Enter  "VA to jump to VIEW ALERTS option

Select ADS Menu Options <TEST ACCOUNT> Option:
```

Figure 4-1: The ADS Menu Option

4.1   ADS DISPLAY ASUFAC REPORT

Running the **ADS DISPLAY ASUFAC REPORT** option will provide a report of the facility related information that is getting sent nightly to the central server. This information is pulled from the site's INSTITUTION (#4) and LOCATION (#9999999.06) entries. Figure 4-2 is an example of the **ADS DISPLAY ASUFAC REPORT** option.

```
Select ADS Menu Options <TEST ACCOUNT> Option: ASU  ADS DISPLAY ASUFAC
REPORT


DEVICE: HOME//   VIRTUAL    Right Margin: 80//


----------------------------------------------------------------------------
Institution Number          : 2547
Site Name                   : HOLTON HC
Official Registering Facility? : NO
Unique RPMS DB ID           : 11756
ASUFAC Index                : 505410
Pseudo Prefix               : ODB
Station Number              : 505410
Site ASUFAC                 : 202101
Site DBID                   : 99999
Site Street Address         : MAIL STREET 1, MAIL STREET 2
Site City                   : COCHRANTON
Site State                  : PENNSYLVANIA
Site Zip Code               : 16314
Site Mailing Street Address : PO BOX 190
Site Mailing City           : HOLTON
Site Mailing State          : KANSAS
Site Mailing Zip            : 66436
AREA Office                 : OKLAHOMA
AREA Office Code            : 50
Site I/T/U Designation      : TRIBE (NON-638)
Site Service Unit           : HOLTON
Site Service Unit Code      : 54
Facility Location Code      : 10
Facility Type               : MC(M)
```

```
Multidivisional              : NO
Multidivisional Type         : Parent
Parent                       :
Child                        : HO-CK CD OUTPT PROGRAM
NPI#                         : 1212121218
DEA#                         : 545454
Financial Location Code      : 087
Federal Tax ID               : 73-9999999
Medicare Provider ID         : 545456
Direct Email Address         : DIRECT@IHS.GOV
MNEMONIC                     : HT
ABBRV                        : HO
Short Name                   : HOL
Medical Center Name          : SECOND MEDICAL CENTER NAME
Agency Code                  : IHS
Pointer to Agency            : IHS
Associations                 : PARENT FACILITY
Parent of Association        : HO-CK CD OUTPT PROGRAM
Class Info                   : 06/28/1994~IHS~CLINIC/CENTER&10/02/2020~TRIBE (NON-
638)~PRIMARY CARE
-----------------------------------------------------------------------


Enter RETURN to continue or '^' to exit:


-----------------------------------------------------------------------
Institution Number           : 2549
Site Name                    : 2016 DEMO HOSPITAL
Official Registering Facility? : YES
Unique RPMS DB ID            : 99999
ASUFAC Index                 : 202101
Pseudo Prefix                : XXX
Station Number               : 8999
Site ASUFAC                  : 202101
Site DBID                    : 99999
Site Street Address          : Really long address 1 placed right here, Really
 long address 2 placed right here
Site City                    : ALB
Site State                   : NEW MEXICO
Site Zip Code                : 87110
Site Mailing Street Address  : 5300 HOMESTEAD RD NE
Site Mailing City            : ALB
Site Mailing State           : NEW MEXICO
Site Mailing Zip             : 87110
AREA Office                  : ALBUQUERQUE
AREA Office Code             : 20
Site I/T/U Designation       : IHS
Site Service Unit            : ALBUQUERQUE
Site Service Unit Code       : 21
Facility Location Code       : 001
Facility Type                :
Multidivisional              :
Multidivisional Type         : Parent
Parent                       :
Child                        : 2016 DEMO HOSPITAL RX
NPI#                         : 1122334455
DEA#                         : 545454
Financial Location Code      : 001
Federal Tax ID               : 888888888
Medicare Provider ID         : HSZ888
Direct Email Address         :
MNEMONIC                     : HQ
ABBRV                        : DB
Short Name                   : DEMO HOSP
Medical Center Name          : 2016 DEMO HOSPITAL
Agency Code                  : IHS
Pointer to Agency            : IHS
Associations                 : PARENT FACILITY
Parent of Association        : 2016 DEMO HOSPITAL RX
Class Info                   : 01/01/2004~IHS~CLINIC/CENTER
```

```
      -------------------------------------------------------------------

      Enter RETURN to continue or '^' to exit:
```

Figure 4-2: Running the ADS DISPLAY ASUFAC REPORT option

4.2   ADS DISPLAY LICENSE REPORT

4.2.1   ADS DISPLAY LICENSE REPORT Option Without Reset

Running the **ADS DISPLAY LICENSE REPORT** option and typing **NO** at the
reset prompt (Figure 4-3) causes the report to display the current values to the screen
or other selected DEVICE. These are the values that will be sent to the central server.
The most significant value is the License Unit Max Consumed, which shows the
maximum number of license slots used on the server since the last time that the
values were reset.

```
Select OPTION NAME: ADSLICRPT        ADS INTERSYSTEMS LICENSE REPORT
ADS INTERSYSTEMS LICENSE REPORT

NOTE: Only answer YES at the manual reset prompt if the system has
      experienced a runaway process or other similar issue that has caused
      the license count to become temporarily and artificially high.

Manually reset license counts to current values? NO//

DEVICE: HOME//   CONSOLE    Right Margin: 80//


-------------------------------------------------------------------------
Facility                         : 8999
Key Customer Name                : OIT-AZDEV
License Unit Max Consumed         : 97
License Unit Max Date/Time        : 02/05/2021 14:57:17
License Unit Max Reset Date/Time : 01/25/2021 10:49:57
Server Last Start Date/Time       : 02/05/2021 06:49:06
Full Version                     : HealthShare 2017.2.2 Windows (x86-64)
OS Version                       : Windows (x86-64)
Server FQDN                      : RPMSDEVCON01.rpmsedo.ihs
Server IP                        : 10.76.6.151
Namespace                        : F0Q1D
Generated By                     : MANUAL
Key License Capacity             : HealthShare 2017.2 HS4:200, HLU:1,
DeepSee Analyzer, DeepSee Model, Multi-Server, Platform Independent, Web
Add-On, DeepSee Vis
Site ASUFAC                      : 202101
Site DBID                        : 99999
Production or Test               : Test
-------------------------------------------------------------------------

Enter RETURN to continue or '^' to exit:
```

Figure 4-3: Running the ADS DISPLAY LICENSE REPORT option without reset

4.2.2   ADS DISPLAY LICENSE REPORT Option with Reset

Running the **ADS DISPLAY LICENSE REPORT** option and typing **YES** at the reset prompt (Figure 4-4) causes the report to display the current values to the screen or other selected DEVICE as above. It also triggers a reset of the **License Unit Max Consumed** value and the reset date so that the count begins again based on the current **In Use** value.

> **Note:** The value displayed on the report is not updated, just the
>   base value for future calculations.

```
Select OPTION NAME: ADSLICRPT      ADS INTERSYSTEMS LICENSE REPORT
ADS INTERSYSTEMS LICENSE REPORT

NOTE: Only answer YES at the manual reset prompt if the system has
      experienced a runaway process or other similar issue that has caused
      the license count to become temporarily and artificially high.

Manually reset license counts to current values? NO// YES

DEVICE: HOME//   CONSOLE    Right Margin: 80//


-----------------------------------------------------------------------------
Facility                        : 8999
Key Customer Name               : OIT-AZDEV
License Unit Max Consumed        : 97
License Unit Max Date/Time       : 02/05/2021 14:59:18
License Unit Max Reset Date/Time : 02/05/2021 14:59:18
Server Last Start Date/Time      : 02/05/2021 06:49:06
Full Version                     : HealthShare 2017.2.2 Windows (x86-64)
OS Version                       : Windows (x86-64)
Server FQDN                      : RPMSDEVCON01.rpmsedo.ihs
Server IP                        : 10.76.6.151
Namespace                        : F0Q1D
Generated By                     : MANUAL
Key License Capacity             : HealthShare 2017.2 HS4:200, HLU:1,
DeepSee Analyzer, DeepSee Model, Multi-Server, Platform Independent, Web
Add-On, DeepSee Vis
Site ASUFAC                      : 202101
Site DBID                        : 99999
Production or Test               : Test
-----------------------------------------------------------------------------

Enter RETURN to continue or '^' to exit:
```

Figure 4-4: Running the ADS DISPLAY LICENSE REPORT option with reset

4.3   ADS DTS LOG REPORT

The **ADS DTS LOG REPORT** option allows sites to view the exact information that has been already transmitted to the central server. Selecting this option will display the screen shown in Figure 4-5. Each of the log entry types are documented below.

```
Select ADS Menu Options <TEST ACCOUNT> Option: LOG  ADS DTS LOG REPORT
```

```
DISPLAY ADS RECORD LOG HISTORY

     Select one of the following:

          A          ASU Log Entries
          I          IZP Log Entries
          L          License Log Entries
          P          Package Log Entries

Enter the type of log entry to retrieve: ASU Log Entries//
```

Figure 4-5: Running the ADS DTS LOG REPORT option

4.3.1   ASU Log Entries

The **ASU Log Entries** selection will return the ASU log records transmitted to the central server. The returned information can be displayed in Summary mode (which returns the formatted string of data sent to the central server) or Detail mode (which parses the transmitted data). Figure 4-6 shows the ASU Log Entries selection displayed in Summary mode while Figure 4-7 shows the ASU Log Entries selection displayed in Detail mode.

```
Select ADS Menu Options <TEST ACCOUNT> Option: LOG  ADS DTS LOG REPORT

DISPLAY ADS RECORD LOG HISTORY

     Select one of the following:

          A          ASU Log Entries
          I          IZP Log Entries
          L          License Log Entries
          P          Package Log Entries

Enter the type of log entry to retrieve: ASU Log Entries//

     Select one of the following:

          S          Summary
          D          Detail

Display log summary or detail: Summary//

Choose the report page width. Note that the report will display much better
when exported or in 132 character wide mode

     Select one of the following:

          S          Standard (80)
          W          Wide (132)
          E          Export (No Breaks)

Select the report page width: Wide (132)//

Display From Date: :  T-7// T-1

Display To Date: :  T//

Maximum number of results to return: :   (1-9999): 25//
```

```
Select the output device. Note that if the 132 page width display was
chosen that the device may need to be set up for 132 column printing.

DEVICE: HOME// 0;132;999  VIRTUAL

                                  ADS DTS LOG HISTORY - SUMMARY
                                  Period: 02/07/21 to 02/08/21
                                  Latest 25 ASU Events Logged

DTS ID (gid)    EVENT DATE        VALUE

568568          2/8/2021 10:01    8999|13541|2016 DEMO HOSPITAL
RX|NO|||||202101|99999|5300 HOMESTEAD RD NE|ALB|NEW MEXICO|87110|||||
                                  |||||||||1122334466||||||||||||||||Child|2016 DEMO
HOSPITAL||
568567          2/8/2021 10:01    8999|2602|WEWOKA HL
CT||16593|506411|OMA|8211|202101|99999|STREET 1 HERE||||OKLAHOMA|50|||WEWOKA|64
                                  ||P.O. BOX 1475 & SMITH
STREET|A'POSTREPHE|OKLAHOMA|74884||||||||||||||||||||
568566          2/8/2021 10:01    8999|2549|2016 DEMO
HOSPITAL|YES|99999|202101|XXX|8999|202101|99999|Really long address 1 placed ri
                                  ght here, Really long address 2 placed right
here|ALB|NEW MEXICO|87110|ALBUQUERQUE|20|IHS|01/01/200
                                  4~IHS~CLINIC/CENTER|ALBUQUERQUE|21|001|5678
O'MALLEY STREET|ALB|NEW MEXICO|87110||1122334455|545454
                                  |888888888|HSZ888|001||HQ|DB|DEMO HOSP|2016 DEMO
HOSPITAL|IHS|IHS|PARENT FACILITY||Parent||2016 DEM
                                  O HOSPITAL RX|2016 DEMO HOSPITAL RX
568565          2/8/2021 10:01    8999|2547|HOLTON
HC|NO|11756|505410|ODB|505410|202101|99999|MAIL STREET 1, MAIL STREET 2|COCHRANTON
                                  |PENNSYLVANIA|16314|OKLAHOMA|50|TRIBE (NON-
638)|06/28/1994~IHS~CLINIC/CENTER&10/02/2020~TRIBE (NON-
                                  638)~PRIMARY CARE|HOLTON|54|10|PO BOX
190|HOLTON|KANSAS|66436|NO|1212121218|545454|73-9999999|54545
                                  6|087|DIRECT@IHS.GOV|HT|HO|HOL|SECOND MEDICAL
CENTER NAME|IHS|IHS|PARENT FACILITY|MC(M)|Parent||HO-
                                  CK CD OUTPT PROGRAM|HO-CK CD OUTPT PROGRAM

<END OF REPORT>

Press 'Return to continue':
```

Figure 4-6: Summary view of the transmitted ASU Log Entries

```
Enter the type of log entry to retrieve: ASU Log Entries// ASU Log Entries

     Select one of the following:

        S          Summary
        D          Detail

Display log summary or detail: Summary// Detail

Choose the report page width. Note that the report will display much better
when exported or in 132 character wide mode

     Select one of the following:

        S          Standard (80)
        W          Wide (132)
```

```
           E         Export (No Breaks)

Select the report page width: Wide (132)//

Display From Date: :  T-7// T-1

Display To Date: :  T//

Maximum number of results to return: :  (1-9999): 25//

Select the output device. Note that if the 132 page width display was
chosen that the device may need to be set up for 132 column printing.

DEVICE: HOME// 0;132;999  VIRTUAL

                              ADS DTS LOG HISTORY - DETAIL
                              Period: 02/07/21 to 02/08/21
                              Latest 25 ASU Events Logged

***** DTS ID (gid): 568568    EVENT DATE: 2/8/2021 10:01 *****


DTS Field                     RPMS LOCATION FILE          VALUE
                              FIELD(S)


Facility                      Site STATION NUMBER         8999


InstitutionNumber             INSTITUTION                 13541
                              IEN POINTER
SiteName                      LOCATION                    2016 DEMO HOSPITAL RX
                              NAME
OfficialRegisteringFacility   REGISTRATION PARAMETERS     NO
                              OFFICIAL REGISTERING FACILITY
RPMSDBID                      LOCATION
                              UNIQUE RPMS DB ID
ASUFACIndex                   LOCATION
                              ASUFAC INDEX
PseudoPrefix                  LOCATION
                              PSEUDO PREFIX
StationNumber                 INSTITUTION
                              STATION NUMBER
SiteASUFAC                    Site ASUFAC                 202101


SiteDBID                      Site DBID                   99999


SiteStreet                    INSTITUTION                 5300 HOMESTEAD RD NE
                              STREET ADDR. 1/2
SiteCity                      INSTITUTION                 ALB
                              CITY
SiteState                     INSTITUTION                 NEW MEXICO
                              STATE
SiteZip                       INSTITUTION                 87110
                              ZIP
AreaOffice                    LOCATION
                              AREA
AREAOfficeCode                LOCATION
                              AREA CODE
SiteITUDesignation            LOCATION
                              CURRENT TYPE
Class                         LOCATION
                              CLASS Subfields
SiteServiceUnit               LOCATION
                              SERVICE UNIT
```

```
SiteServiceUnitCode             LOCATION
                                SU CODE
FacilityLocationCode            LOCATION
                                FACILITY LOCATION CODE
MailingStreet                   INSTITUTION
                                ST. ADDR. 1/2 (MAILING)*
MailingCity                     INSTITUTION
                                CITY (MAILING)*
MailingState                    INSTITUTION
                                STATE (MAILING)*
MailingZip                      INSTITUTION
                                ZIP (MAILING)*
MultiDivisional                 INSTITUTION
                                MULTI-DIVISION FACILITY
NationalProviderID              INSTITUTION             1122334466
                                NPI
DEANumber                       LOCATION
                                DEA REGISTRATION NO.
FederalTaxID                    LOCATION
                                FEDERAL TAX NO.
MedicareProviderID              LOCATION
                                MEDICARE NO.
FinancialLocationCode           LOCATION
                                FINANCIAL LOCATION CODE
DirectEmailAddress              LOCATION
                                DIRECT EMAIL ADDRESS
Mnemonic                        LOCATION
                                MNEMONIC
ABBRV                           LOCATION
                                ABBRV
ShortName                       LOCATION
                                SHORT NAME
MedicalCenterName               MEDICAL CENTER DIVISION
                                NAME**
AgencyCode                      INSTITUTION
                                AGENCY CODE
PointertoAgency                 INSTITUTION
                                POINTER TO AGENCY
Association                     INSTITUTION
                                ASSOCIATIONS
FacilityType                    INSTITUTION
                                FACILITY TYPE
MultiDivisionalType             INSTITUTION             Child
                                Derived from ASSOCIATIONS
Parent                          INSTITUTION             2016 DEMO HOSPITAL
                                Derived from ASSOCIATIONS
Child                           INSTITUTION
                                Derived from ASSOCIATIONS
ParentofAssociation             Derived from ASSOCIATIONS

***** DTS ID (gid): 568567      EVENT DATE: 2/8/2021 10:01 *****

DTS Field                       RPMS LOCATION FILE      VALUE
                                FIELD(S)

Facility                        Site STATION NUMBER     8999

InstitutionNumber               INSTITUTION             2602
                                IEN POINTER
SiteName                        LOCATION                WEWOKA HL CT
                                NAME
OfficialRegisteringFacility     REGISTRATION PARAMETERS
```

```
                              OFFICIAL REGISTERING FACILITY
RPMSDBID                      LOCATION                     16593
                              UNIQUE RPMS DB ID
ASUFACIndex                   LOCATION                     506411
                              ASUFAC INDEX
PseudoPrefix                  LOCATION                     OMA
                              PSEUDO PREFIX
StationNumber                 INSTITUTION                  8211
                              STATION NUMBER
SiteASUFAC                    Site ASUFAC                  202101

SiteDBID                      Site DBID                    99999

SiteStreet                    INSTITUTION                  STREET 1 HERE
                              STREET ADDR. 1/2
SiteCity                      INSTITUTION
                              CITY
SiteState                     INSTITUTION
                              STATE
SiteZip                       INSTITUTION
                              ZIP
AreaOffice                    LOCATION                     OKLAHOMA
                              AREA
AREAOfficeCode                LOCATION                     50
                              AREA CODE
SiteITUDesignation            LOCATION
                              CURRENT TYPE
Class                         LOCATION
                              CLASS Subfields
SiteServiceUnit               LOCATION                     WEWOKA
                              SERVICE UNIT
SiteServiceUnitCode           LOCATION                     64
                              SU CODE
FacilityLocationCode          LOCATION
                              FACILITY LOCATION CODE
MailingStreet                 INSTITUTION                  P.O. BOX 1475 & SMITH
STREET
                              ST. ADDR. 1/2 (MAILING)*
MailingCity                   INSTITUTION                  A'POSTREPHE
                              CITY (MAILING)*
MailingState                  INSTITUTION                  OKLAHOMA
                              STATE (MAILING)*
MailingZip                    INSTITUTION                  74884
                              ZIP (MAILING)*
MultiDivisional               INSTITUTION
                              MULTI-DIVISION FACILITY
NationalProviderID            INSTITUTION
                              NPI
DEANumber                     LOCATION
                              DEA REGISTRATION NO.
FederalTaxID                  LOCATION
                              FEDERAL TAX NO.
MedicareProviderID            LOCATION
                              MEDICARE NO.
FinancialLocationCode         LOCATION
                              FINANCIAL LOCATION CODE
DirectEmailAddress            LOCATION
                              DIRECT EMAIL ADDRESS
Mnemonic                      LOCATION
                              MNEMONIC
ABBRV                         LOCATION
                              ABBRV
```

```
ShortName                     LOCATION
                              SHORT NAME
MedicalCenterName             MEDICAL CENTER DIVISION
                              NAME**
AgencyCode                    INSTITUTION
                              AGENCY CODE
PointertoAgency               INSTITUTION
                              POINTER TO AGENCY
Association                   INSTITUTION
                              ASSOCIATIONS
FacilityType                  INSTITUTION
                              FACILITY TYPE
MultiDivisionalType           INSTITUTION
                              Derived from ASSOCIATIONS
Parent                        INSTITUTION
                              Derived from ASSOCIATIONS
Child                         INSTITUTION
                              Derived from ASSOCIATIONS
ParentofAssociation           Derived from ASSOCIATIONS


***** DTS ID (gid): 568566    EVENT DATE: 2/8/2021 10:01 *****


DTS Field                     RPMS LOCATION FILE          VALUE
                              FIELD(S)


Facility                      Site STATION NUMBER         8999

InstitutionNumber             INSTITUTION                 2549
                              IEN POINTER
SiteName                      LOCATION                    2016 DEMO HOSPITAL
                              NAME
OfficialRegisteringFacility   REGISTRATION PARAMETERS     YES
                              OFFICIAL REGISTERING FACILITY
RPMSDBID                      LOCATION                    99999
                              UNIQUE RPMS DB ID
ASUFACIndex                   LOCATION                    202101
                              ASUFAC INDEX
PseudoPrefix                  LOCATION                    XXX
                              PSEUDO PREFIX
StationNumber                 INSTITUTION                 8999
                              STATION NUMBER
SiteASUFAC                    Site ASUFAC                 202101

SiteDBID                      Site DBID                   99999

SiteStreet                    INSTITUTION                 Really long address 1
placed right here, Really long address 2 placed
                              STREET ADDR. 1/2             right here
SiteCity                      INSTITUTION                 ALB
                              CITY
SiteState                     INSTITUTION                 NEW MEXICO
                              STATE
SiteZip                       INSTITUTION                 87110
                              ZIP
AreaOffice                    LOCATION                    ALBUQUERQUE
                              AREA
AREAOfficeCode                LOCATION                    20
                              AREA CODE
SiteITUDesignation            LOCATION                    IHS
                              CURRENT TYPE
Class                         LOCATION
01/01/2004~IHS~CLINIC/CENTER
```

```
                                CLASS Subfields
SiteServiceUnit                 LOCATION                    ALBUQUERQUE
                                SERVICE UNIT
SiteServiceUnitCode             LOCATION                    21
                                SU CODE
FacilityLocationCode            LOCATION                    001
                                FACILITY LOCATION CODE
MailingStreet                   INSTITUTION                 5678 O'MALLEY STREET
                                ST. ADDR. 1/2 (MAILING)*
MailingCity                     INSTITUTION                 ALB
                                CITY (MAILING)*
MailingState                    INSTITUTION                 NEW MEXICO
                                STATE (MAILING)*
MailingZip                      INSTITUTION                 87110
                                ZIP (MAILING)*
MultiDivisional                 INSTITUTION
                                MULTI-DIVISION FACILITY
NationalProviderID              INSTITUTION                 1122334455
                                NPI
DEANumber                       LOCATION                    545454
                                DEA REGISTRATION NO.
FederalTaxID                    LOCATION                    888888888
                                FEDERAL TAX NO.
MedicareProviderID              LOCATION                    HSZ888
                                MEDICARE NO.
FinancialLocationCode           LOCATION                    001
                                FINANCIAL LOCATION CODE
DirectEmailAddress              LOCATION
                                DIRECT EMAIL ADDRESS
Mnemonic                        LOCATION                    HQ
                                MNEMONIC
ABBRV                           LOCATION                    DB
                                ABBRV
ShortName                       LOCATION                    DEMO HOSP
                                SHORT NAME
MedicalCenterName               MEDICAL CENTER DIVISION     2016 DEMO HOSPITAL
                                NAME**
AgencyCode                      INSTITUTION                 IHS
                                AGENCY CODE
PointertoAgency                 INSTITUTION                 IHS
                                POINTER TO AGENCY
Association                     INSTITUTION                 PARENT FACILITY
                                ASSOCIATIONS
FacilityType                    INSTITUTION
                                FACILITY TYPE
MultiDivisionalType             INSTITUTION                 Parent
                                Derived from ASSOCIATIONS
Parent                          INSTITUTION
                                Derived from ASSOCIATIONS
Child                           INSTITUTION                 2016 DEMO HOSPITAL RX
                                Derived from ASSOCIATIONS
ParentofAssociation             Derived from ASSOCIATIONS   2016 DEMO HOSPITAL RX


***** DTS ID (gid): 568565    EVENT DATE: 2/8/2021 10:01 *****


DTS Field                       RPMS LOCATION FILE          VALUE
                                FIELD(S)


Facility                        Site STATION NUMBER         8999

InstitutionNumber               INSTITUTION                 2547
                                IEN POINTER
```

```
SiteName                        LOCATION                    HOLTON HC
                                NAME
OfficialRegisteringFacility     REGISTRATION PARAMETERS      NO
                                OFFICIAL REGISTERING FACILITY
RPMSDBID                        LOCATION                    11756
                                UNIQUE RPMS DB ID
ASUFACIndex                     LOCATION                    505410
                                ASUFAC INDEX
PseudoPrefix                    LOCATION                    ODB
                                PSEUDO PREFIX
StationNumber                   INSTITUTION                 505410
                                STATION NUMBER
SiteASUFAC                      Site ASUFAC                 202101

SiteDBID                        Site DBID                   99999

SiteStreet                      INSTITUTION                 MAIL STREET 1, MAIL
STREET 2
                                STREET ADDR. 1/2
SiteCity                        INSTITUTION                 COCHRANTON
                                CITY
SiteState                       INSTITUTION                 PENNSYLVANIA
                                STATE
SiteZip                         INSTITUTION                 16314
                                ZIP
AreaOffice                      LOCATION                    OKLAHOMA
                                AREA
AREAOfficeCode                  LOCATION                    50
                                AREA CODE
SiteITUDesignation              LOCATION                    TRIBE (NON-638)
                                CURRENT TYPE
Class                           LOCATION
06/28/1994~IHS~CLINIC/CENTER&10/02/2020~TRIBE (NON-638)~PRIMARY CARE
                                CLASS Subfields
SiteServiceUnit                 LOCATION                    HOLTON
                                SERVICE UNIT
SiteServiceUnitCode             LOCATION                    54
                                SU CODE
FacilityLocationCode            LOCATION                    10
                                FACILITY LOCATION CODE
MailingStreet                   INSTITUTION                 PO BOX 190
                                ST. ADDR. 1/2 (MAILING)*
MailingCity                     INSTITUTION                 HOLTON
                                CITY (MAILING)*
MailingState                    INSTITUTION                 KANSAS
                                STATE (MAILING)*
MailingZip                      INSTITUTION                 66436
                                ZIP (MAILING)*
MultiDivisional                 INSTITUTION                 NO
                                MULTI-DIVISION FACILITY
NationalProviderID              INSTITUTION                 1212121218
                                NPI
DEANumber                       LOCATION                    545454
                                DEA REGISTRATION NO.
FederalTaxID                    LOCATION                    73-9999999
                                FEDERAL TAX NO.
MedicareProviderID              LOCATION                    545456
                                MEDICARE NO.
FinancialLocationCode           LOCATION                    087
                                FINANCIAL LOCATION CODE
DirectEmailAddress              LOCATION                    DIRECT@IHS.GOV
                                DIRECT EMAIL ADDRESS
```

```
Mnemonic                         LOCATION                        HT
                                 MNEMONIC
ABBRV                            LOCATION                        HO
                                 ABBRV
ShortName                        LOCATION                        HOL
                                 SHORT NAME
MedicalCenterName                MEDICAL CENTER DIVISION         SECOND MEDICAL CENTER
NAME
                                 NAME**
AgencyCode                       INSTITUTION                     IHS
                                 AGENCY CODE
PointertoAgency                  INSTITUTION                     IHS
                                 POINTER TO AGENCY
Association                      INSTITUTION                     PARENT FACILITY
                                 ASSOCIATIONS
FacilityType                     INSTITUTION                     MC(M)
                                 FACILITY TYPE
MultiDivisionalType              INSTITUTION                     Parent
                                 Derived from ASSOCIATIONS
Parent                           INSTITUTION
                                 Derived from ASSOCIATIONS
Child                            INSTITUTION                     HO-CK CD OUTPT PROGRAM
                                 Derived from ASSOCIATIONS
ParentofAssociation              Derived from ASSOCIATIONS       HO-CK CD OUTPT PROGRAM


Field explanations

*  The mailing address is first pulled from the INSTITUTION file fields
   listed. If all of the fields are blank the mailing address is pulled
   from the LOCATION file mailing address fields.
** The Medical Center Name is pulled from the MEDICAL CENTER DIVISION
   file entry that points to the selected INSTITUTION file entry.

<END OF REPORT>

Press 'Return to continue':
```

Figure 4-7: Detail view of the transmitted ASU Log Entries

4.3.2   IZP Log Entries

The **IZP Log Entries** selection will return the IZP log records transmitted to the central server. The returned information can be displayed in Summary mode (which returns the formatted string of data sent to the central server) or Detail mode (which parses the transmitted data). Figure 4-8 shows the IZP Log Entries selection displayed in Summary mode while Figure 4-9 shows the IZP Log Entries selection displayed in Detail mode.

```
Enter the type of log entry to retrieve: ASU Log Entries// IZP Log Entries

     Select one of the following:

         S          Summary
         D          Detail

Display log summary or detail: Summary//
```

```
Choose the report page width. Note that the report will display much better
when exported or in 132 character wide mode

     Select one of the following:

          S          Standard (80)
          W          Wide (132)
          E          Export (No Breaks)

Select the report page width: Wide (132)//

Display From Date: :  T-7// T-1

Display To Date: :  T//

Maximum number of results to return: :  (1-9999): 25//

Select the output device. Note that if the 132 page width display was
chosen that the device may need to be set up for 132 column printing.

DEVICE: HOME// 0;132;999  VIRTUAL

                              ADS DTS LOG HISTORY - SUMMARY
                              Period: 02/07/21 to 02/08/21
                              Latest 25 IZP Events Logged

DTS ID (gid)     EVENT DATE          VALUE

568574          2/8/2021 10:01   8999|2016 DEMO HOSPITAL RX|COVID|ALL AGES|2.5.1
R1.5 2016+|UNKNOWN|A|202101|99999
568573          2/8/2021 10:01   8999|2016 DEMO HOSPITAL RX|NEW MEXICO|ALL
AGES|2.5.1 R1.5 2016+|NEW MEXICO|A|202101|99999
568572          2/8/2021 10:01   8999|2016 DEMO HOSPITAL RX||UNDER 19 AND OVER
64|2.5.1 R1.5 <2016|ARIZONA|P|202101|99999
568571          2/8/2021 10:01   8999|2016 DEMO HOSPITAL|O'COVID|ALL AGES|2.5.1 R1.5
2016+|UNKNOWN|A|202101|99999
568570          2/8/2021 10:01   8999|2016 DEMO HOSPITAL||ALL AGES|2.5.1 R1.5
2016+|MINNESOTA|P|202101|99999

<END OF REPORT>

Press 'Return to continue':
```

Figure 4-8: Summary view of the transmitted IZP Log Entries

```
Enter the type of log entry to retrieve: ASU Log Entries// IZP Log Entries

     Select one of the following:

          S          Summary
          D          Detail

Display log summary or detail: Summary// Detail

Choose the report page width. Note that the report will display much better
when exported or in 132 character wide mode

     Select one of the following:

          S          Standard (80)
          W          Wide (132)
```

```
          E          Export (No Breaks)

Select the report page width: Wide (132)//


Display From Date: :  T-7// T-1


Display To Date: :  T//


Maximum number of results to return: :  (1-9999): 25//


Select the output device. Note that if the 132 page width display was
chosen that the device may need to be set up for 132 column printing.

DEVICE: HOME// 0;132;999  VIRTUAL
```

Figure 4-9: Detail view of the transmitted IZP Log Entries

4.3.3   License Log Entries

The **License Log Entries** selection will return the license log records transmitted to the central server. The returned information can be displayed in Summary mode (which returns the formatted string of data sent to the central server) or Detail mode (which parses the transmitted data). Figure 4-10 shows the License Log Entries selection displayed in Summary mode while Figure 4-11 shows the License Log Entries selection displayed in Detail mode.

```
Enter the type of log entry to retrieve: ASU Log Entries// License Log Entries

     Select one of the following:

        S          Summary
        D          Detail

Display log summary or detail: Summary//

Choose the report page width. Note that the report will display much better
when exported or in 132 character wide mode

     Select one of the following:

        S          Standard (80)
        W          Wide (132)
        E          Export (No Breaks)

Select the report page width: Wide (132)//


Display From Date: :  T-7// T-1


Display To Date: :  T// T


Maximum number of results to return: :  (1-9999): 25//


Select the output device. Note that if the 132 page width display was
chosen that the device may need to be set up for 132 column printing.

DEVICE: HOME// 0;132;999  VIRTUAL

                         ADS DTS LOG HISTORY - SUMMARY
```

```
                                  Period: 02/07/21 to 02/08/21
                                  Latest 25 License Events Logged

DTS ID (gid)      EVENT DATE          VALUE

568564          2/8/2021 10:01    8999|OIT-AZDEV|109|02/08/2021 10:01:17|02/05/2021
14:59:18|02/08/2021 06:47:59|HealthShare 2017.2.2
                                  Windows (x86-64)|Windows (x86-
64)|RPMSDEVCON01.rpmsedo.ihs|10.76.6.151|F0Q1D|AUTO|HealthShare 2017
                                  .2 HS4:200, HLU:1, DeepSee Analyzer, DeepSee Model,
Multi-Server, Platform Independent, Web Add-On,
                                  DeepSee Vis|202101|99999|Test


<END OF REPORT>

Press 'Return to continue':
```

Figure 4-10: Summary view of the transmitted License Log Entries

```
Enter the type of log entry to retrieve: ASU Log Entries// License Log Entries

     Select one of the following:

        S          Summary
        D          Detail

Display log summary or detail: Summary// Detail

Choose the report page width. Note that the report will display much better
when exported or in 132 character wide mode

     Select one of the following:

        S          Standard (80)
        W          Wide (132)
        E          Export (No Breaks)

Select the report page width: Wide (132)//

Display From Date: :  T-7// T-1

Display To Date: :  T//

Maximum number of results to return: :  (1-9999): 25//

Select the output device. Note that if the 132 page width display was
chosen that the device may need to be set up for 132 column printing.

DEVICE: HOME// 0;132;999  VIRTUAL

                        ADS DTS LOG HISTORY - DETAIL
                        Period: 02/07/21 to 02/08/21
                        Latest 25 License Events Logged

***** DTS ID (gid): 568564    EVENT DATE: 2/8/2021 10:01 *****

DTS Field                     VALUE

Facility                      8999
KeyCustomerName               OIT-AZDEV
LUMaxConsumed                 109
```

```
LUMaxDateTime                 02/08/2021 10:01:17
LUMaxResetDateTime            02/05/2021 14:59:18
StartDateTime                 02/08/2021 06:47:59
FullVersion                   HealthShare 2017.2.2 Windows (x86-64)
OSVersion                     Windows (x86-64)
ServerFQDN                    RPMSDEVCON01.rpmsedo.ihs
ServerIP                      10.76.6.151
Namespace                     F0Q1D
GeneratedBy                   AUTO
KeyLicenseCapacity            HealthShare 2017.2 HS4:200, HLU:1, DeepSee Analyzer,
DeepSee Model, M
                              ulti-Server, Platform Independent, Web Add-On, DeepSee
Vis
SiteASUFAC                    202101
SiteDBID                      99999
SiteSetAs                     Test


<END OF REPORT>

Press 'Return to continue':
```

Figure 4-11: Detail view of the transmitted License Log Entries

4.3.4   Package Log Entries

The **Package Log Entries** selection will return the license log records transmitted to the central server. The returned information can be displayed in Summary mode (which returns the formatted string of data sent to the central server) or Detail mode (which parses the transmitted data). Figure 4-12 shows the License Log Entries selection displayed in Summary mode while Figure 4-13 shows the License Log Entries selection displayed in Detail mode.

```
Enter the type of log entry to retrieve: ASU Log Entries// Package Log Entries

     Select one of the following:

        S         Summary
        D         Detail

Display log summary or detail: Summary//

Choose the report page width. Note that the report will display much better
when exported or in 132 character wide mode

     Select one of the following:

        S         Standard (80)
        W         Wide (132)
        E         Export (No Breaks)

Select the report page width: Wide (132)//

Display From Date: :   T-7// T-1

Display To Date: :   T//

Maximum number of results to return: :   (1-9999): 25//
```

```
Select the output device. Note that if the 132 page width display was
chosen that the device may need to be set up for 132 column printing.

DEVICE: HOME// 0;132;999  VIRTUAL

                        ADS DTS LOG HISTORY - SUMMARY
                        Period: 02/07/21 to 02/08/21
                        Latest 25 PKG Events Logged

DTS ID (gid)    EVENT DATE        VALUE

568569          2/8/2021 10:01   8999|ADS|DISTRIBUTION
MANAGEMENT|1.0|1|01/25/2021|202101|99999

<END OF REPORT>

Press 'Return to continue':
```

Figure 4-12: Summary view of the transmitted PKG Log Entries

```
Enter the type of log entry to retrieve: ASU Log Entries// Package Log Entries

     Select one of the following:

         S         Summary
         D         Detail

Display log summary or detail: Summary// Detail

Choose the report page width. Note that the report will display much better
when exported or in 132 character wide mode

     Select one of the following:

         S         Standard (80)
         W         Wide (132)
         E         Export (No Breaks)

Select the report page width: Wide (132)//

Display From Date: :  T-7// T-1

Display To Date: :  T// T

Maximum number of results to return: :  (1-9999): 25//

Select the output device. Note that if the 132 page width display was
chosen that the device may need to be set up for 132 column printing.

DEVICE: HOME// 0;132;999  VIRTUAL

                          ADS DTS LOG HISTORY - DETAIL
                          Period: 02/07/21 to 02/08/21
                          Latest 25 PKG Events Logged

DTS ID (gid)    EVENT DATE     PKG  NAME                          VRSN PATCH
568569          2/8/2021 10:01   ADS  DISTRIBUTION MANAGEMENT     1.0  1

<END OF REPORT>
```

```
Press 'Return to continue':
```

Figure 4-13: Detail view of the transmitted PKG Log Entries

4.4   ADS DISPLAY PACKAGE REPORT

Running the **ADS DISPLAY PACKAGE REPORT** option will provide a report of the package related information that will be getting sent nightly to the central server. Running the report and answering **Yes** at the "Display all packages" prompt will provide a report detailing all of the patch installs for the latest versions of each application. See Figure 4-14 for an example.

```
Select ADS Menu Options <TEST ACCOUNT> Option: pkg  ADS DISPLAY PACKAGE REPORT

Compiling ADS package report. This may take a few minutes to complete

NOTE: Answering NO at the display all packages prompt will show only
      the package info that will be sent via the next nightly report.

Display all packages? YES//

DEVICE: HOME//   VIRTUAL    Right Margin: 80//

NSP  PACKAGE NAME                          VERSION   DATE        PATCH#
---  -----------                          -------   ----        ------
A4A7 NEW PERSON                           1.01
A4A7 NEW PERSON                           1.01      04/19/2003  9
A4A7 NEW PERSON                           1.01      04/19/2003  10
A4A7 NEW PERSON                           1.01      04/19/2003  11
AAPC AAPC AMBULATORY PATIENT CARE         2         06/24/1994
ABM  IHS 3P BILLING SYSTEM                2.6       03/27/2010
ABM  IHS 3P BILLING SYSTEM                2.6       03/27/2010  1
ABM  IHS 3P BILLING SYSTEM                2.6       07/21/2010  2
ABM  IHS 3P BILLING SYSTEM                2.6       08/22/2010  3
ABM  IHS 3P BILLING SYSTEM                2.6       12/11/2010  4
ABM  IHS 3P BILLING SYSTEM                2.6       01/22/2011  5
ABM  IHS 3P BILLING SYSTEM                2.6       06/18/2011  6
ABM  IHS 3P BILLING SYSTEM                2.6       09/02/2011  7
ABM  IHS 3P BILLING SYSTEM                2.6       11/19/2011  8
ABM  IHS 3P BILLING SYSTEM                2.6       06/24/2012  9
ABM  IHS 3P BILLING SYSTEM                2.6       12/02/2012  10
ABM  IHS 3P BILLING SYSTEM                2.6       09/22/2013  11
ABM  IHS 3P BILLING SYSTEM                2.6       03/12/2014  12
ABM  IHS 3P BILLING SYSTEM                2.6       04/22/2014  13
ABM  IHS 3P BILLING SYSTEM                2.6       10/24/2014  14
Enter RETURN to continue or '^' to exit:
```

Figure 4-14: Running the ADS DISPLAY PACKAGE REPORT and answering 'Yes'

Answer **NO** to only see those packages that will be sent in the next nightly report. See Figure 4-15 for an example.

```
Display all packages? YES// NO

DEVICE: HOME//   VIRTUAL    Right Margin: 80//
```

```
NSP   PACKAGE NAME                              VERSION   DATE        PATCH#
---   ------------                              -------   ----        ------
ABM   IHS 3P BILLING SYSTEM                     2.6       01/08/2021   31
ADS   DISTRIBUTION MANAGEMENT                   1.0       01/08/2021   1
LR    LAB SERVICE                               5.2       01/08/2021   1048
Enter RETURN to continue or '^' to exit:
```

Figure 4-15: Running the ADS DISPLAY PACKAGE REPORT and answering 'No'

Appendix A   Rules of Behavior

The Resource and Patient Management (RPMS) system is a United States Department of Health and Human Services (HHS), Indian Health Service (IHS) information system that is ***FOR OFFICIAL USE ONLY***. The RPMS system is subject to monitoring; therefore, no expectation of privacy shall be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

All users (Contractors and IHS Employees) of RPMS will be provided a copy of the Rules of Behavior (RoBs) and must acknowledge that they have received and read them prior to being granted access to a RPMS system, in accordance IHS policy.

For a listing of general RoBs for all users, see the most recent edition of IHS General User Security Handbook (SOP 06-11a).

For a listing of system administrators/managers rules, see the most recent edition of the IHS Technical and Managerial Handbook (SOP 06-11b).

Both documents are available at this IHS website: https://security.ihs.gov/.

> **Note**:   Users must be logged on to the IHS D1 Intranet to access these documents.

The RoBs listed in the following sections are specific to RPMS.

A.1   All RPMS Users

In addition to these rules, each application may include additional RoBs that may be defined within the documentation of that application (e.g., Dental, Pharmacy).

A.1.1   Access

RPMS users shall

- Only use data for which you have been granted authorization.

- Only give information to personnel who have access authority and have a need to know.

- Always verify a caller's identification and job purpose with your supervisor or the entity provided as employer before providing any type of information system access, sensitive information, or nonpublic agency information.

Be aware that personal use of information resources is authorized on a limited basis within the provisions Indian Health Manual Part 8, "Information Resources Management," Chapter 6, "Limited Personal Use of Information Technology Resources."

RPMS users shall not

- Retrieve information for someone who does not have authority to access the information. Access, research, or change any user account, file, directory, table, or record not required to perform their official duties.

- Store sensitive files on a PC hard drive, or portable devices or media, if access to the PC or files cannot be physically or technically limited.

- Exceed their authorized access limits in RPMS by changing information or searching databases beyond the responsibilities of their jobs or by divulging information to anyone not authorized to know that information.

A.1.2   Information Accessibility

RPMS shall restrict access to information based on the type and identity of the user. However, regardless of the type of user, access shall be restricted to the minimum level necessary to perform the job.

RPMS users shall

- Access only those documents they created and those other documents to which they have a valid need-to-know and to which they have specifically granted access through an RPMS application based on their menus (job roles), keys, and FileMan access codes. Some users may be afforded additional privileges based on the functions they perform, such as system administrator or application administrator.

- Acquire a written preauthorization in accordance with IHS policies and procedures prior to interconnection to or transferring data from RPMS.

A.1.3   Accountability

RPMS users shall

- Behave in an ethical, technically proficient, informed, and trustworthy manner.

- Log out of the system whenever they leave the vicinity of their personal computers (PCs).

- Be alert to threats and vulnerabilities in the security of the system.

- Report all security incidents to their local Information System Security Officer (ISSO).

- Differentiate tasks and functions to ensure that no one person has sole access to or control over important resources.

- Protect all sensitive data entrusted to them as part of their government employment.

- Abide by all Department and Agency policies and procedures and guidelines related to ethics, conduct, behavior, and information technology (IT) information processes.

A.1.4   Confidentiality

RPMS users shall

- Be aware of the sensitivity of electronic and hard copy information, and protect it accordingly.

- Store hard copy reports/storage media containing confidential information in a locked room or cabinet.

- Erase sensitive data on storage media prior to reusing or disposing of the media.

- Protect all RPMS terminals from public viewing at all times.

- Abide by all Health Insurance Portability and Accountability Act (HIPAA) regulations to ensure patient confidentiality.

RPMS users shall not

- Allow confidential information to remain on the PC screen when someone who is not authorized to that data is in the vicinity.

- Store sensitive files on a portable device or media without encrypting.

A.1.5   Integrity

RPMS users shall

- Protect their systems against viruses and similar malicious programs.

- Observe all software license agreements.

- Follow industry standard procedures for maintaining and managing RPMS hardware, operating system software, application software, and/or database software and database tables.

- Comply with all copyright regulations and license agreements associated with RPMS software.

RPMS users shall not

- Violate federal copyright laws.

- Install or use unauthorized software within the system libraries or folders.

- Use freeware, shareware, or public domain software on/with the system without their manager's written permission and without scanning it for viruses first.

A.1.6   System Logon

RPMS users shall

- Have a unique User Identification/Account name and password.

- Be granted access based on authenticating the account name and password entered.

- Be locked out of an account after five successive failed login attempts within a specified time period (e.g., one hour).

A.1.7   Passwords

RPMS users shall

- Change passwords a minimum of every 90 days.

- Create passwords with a minimum of eight characters.

- If the system allows, use a combination of alpha-numeric characters for passwords, with at least one uppercase letter, one lower case letter, and one number. It is recommended, if possible, that a special character also be used in the password.

- Change vendor-supplied passwords immediately.

- Protect passwords by committing them to memory or store them in a safe place (do not store passwords in login scripts or batch files).

- Change passwords immediately if password has been seen, guessed, or otherwise compromised, and report the compromise or suspected compromise to their ISSO.

- Keep user identifications (IDs) and passwords confidential.

RPMS users shall not

- Use common words found in any dictionary as a password.

- Use obvious readable passwords or passwords that incorporate personal data elements (e.g., user's name, date of birth, address, telephone number, or social security number; names of children or spouses; favorite band, sports team, or automobile; or other personal attributes).

- Share passwords/IDs with anyone or accept the use of another's password/ID, even if offered.

- Reuse passwords. A new password must contain no more than five characters per eight characters from the previous password.

- Post passwords.

- Keep a password list in an obvious place, such as under keyboards, in desk drawers, or in any other location where it might be disclosed.

- Give a password out over the phone.

A.1.8   Backups

RPMS users shall

- Plan for contingencies such as physical disasters, loss of processing, and disclosure of information by preparing alternate work strategies and system recovery mechanisms.

- Make backups of systems and files on a regular, defined basis.

- If possible, store backups away from the system in a secure environment.

A.1.9   Reporting

RPMS users shall

- Contact and inform their ISSO that they have identified an IT security incident and begin the reporting process by providing an IT Incident Reporting Form regarding this incident.

- Report security incidents as detailed in the IHS Incident Handling Guide (SOP 05-03).

RPMS users shall not

- Assume that someone else has already reported an incident. The risk of an incident going unreported far outweighs the possibility that an incident gets reported more than once.

A.1.10   Session Timeouts

RPMS system implements system-based timeouts that back users out of a prompt after no more than 5 minutes of inactivity.

RPMS users shall

- Utilize a screen saver with password protection set to suspend operations at no greater than 10 minutes of inactivity. This will prevent inappropriate access and viewing of any material displayed on the screen after some period of inactivity.

A.1.11   Hardware

RPMS users shall

- Avoid placing system equipment near obvious environmental hazards (e.g., water pipes).

- Keep an inventory of all system equipment.

- Keep records of maintenance/repairs performed on system equipment.

RPMS users shall not

- Eat or drink near system equipment.

A.1.12   Awareness

RPMS users shall

- Participate in organization-wide security training as required.

- Read and adhere to security information pertaining to system hardware and software.

- Take the annual information security awareness.

- Read all applicable RPMS manuals for the applications used in their jobs.

A.1.13   Remote Access

Each subscriber organization establishes its own policies for determining which employees may work at home or in other remote workplace locations. Any remote work arrangement should include policies that

- Are in writing.

- Provide authentication of the remote user through the use of ID and password or other acceptable technical means.

- Outline the work requirements and the security safeguards and procedures the employee is expected to follow.

- Ensure adequate storage of files, removal, and nonrecovery of temporary files created in processing sensitive data, virus protection, and intrusion detection, and provide physical security for government equipment and sensitive data.

- Establish mechanisms to back up data created and/or stored at alternate work locations.

Remote RPMS users shall

- Remotely access RPMS through a virtual private network (VPN) whenever possible. Use of direct dial in access must be justified and approved in writing and its use secured in accordance with industry best practices or government procedures.

Remote RPMS users shall not

- Disable any encryption established for network, internet, and Web browser communications.

A.2   RPMS Developers

RPMS developers shall

- Always be mindful of protecting the confidentiality, availability, and integrity of RPMS when writing or revising code.

- Always follow the IHS RPMS Programming Standards and Conventions (SAC) when developing for RPMS.

- Only access information or code within the namespaces for which they have been assigned as part of their duties.

- Remember that all RPMS code is the property of the U.S. Government, not the developer.

- Not access live production systems without obtaining appropriate written access and shall only retain that access for the shortest period possible to accomplish the task that requires the access.

- Observe separation of duties policies and procedures to the fullest extent possible.

- Document or comment all changes to any RPMS software at the time the change or update is made. Documentation shall include the programmer's initials, date of change, and reason for the change.

- Use checksums or other integrity mechanism when releasing their certified applications to assure the integrity of the routines within their RPMS applications.

- Follow industry best standards for systems they are assigned to develop or maintain and abide by all Department and Agency policies and procedures.

- Document and implement security processes whenever available.

RPMS developers shall not

- Write any code that adversely impacts RPMS, such as backdoor access, "Easter eggs," time bombs, or any other malicious code or make inappropriate comments within the code, manuals, or help frames.

- Grant any user or system administrator access to RPMS unless proper documentation is provided.

- Release any sensitive agency or patient information.

A.3   Privileged Users

Personnel who have significant access to processes and data in RPMS, such as, system security administrators, systems administrators, and database administrators, have added responsibilities to ensure the secure operation of RPMS.

Privileged RPMS users shall

- Verify that any user requesting access to any RPMS system has completed the appropriate access request forms.

- Ensure that government personnel and contractor personnel understand and comply with license requirements. End users, supervisors, and functional managers are ultimately responsible for this compliance.

- Advise the system owner on matters concerning information technology security.

- Assist the system owner in developing security plans, risk assessments, and supporting documentation for the certification and accreditation process.

- Ensure that any changes to RPMS that affect contingency and disaster recovery plans are conveyed to the person responsible for maintaining continuity of operations plans.

- Ensure that adequate physical and administrative safeguards are operational within their areas of responsibility and that access to information and data is restricted to authorized personnel on a need-to-know basis.

- Verify that users have received appropriate security training before allowing access to RPMS.

- Implement applicable security access procedures and mechanisms, incorporate appropriate levels of system auditing, and review audit logs.

- Document and investigate known or suspected security incidents or violations and report them to the ISSO, Chief Information Security Officer (CISO), and systems owner.

- Protect the supervisor, superuser, or system administrator passwords.

- Avoid instances where the same individual has responsibility for several functions (i.e., transaction entry and transaction approval).

- Watch for unscheduled, unusual, and unauthorized programs.

- Help train system users on the appropriate use and security of the system.

- Establish protective controls to ensure the accountability, integrity, confidentiality, and availability of the system.

- Replace passwords when a compromise is suspected. Delete user accounts as quickly as possible from the time that the user is no longer authorized system. Passwords forgotten by their owner should be replaced, not reissued.

- Terminate user accounts when a user transfers or has been terminated. If the user has authority to grant authorizations to others, review these other authorizations. Retrieve any devices used to gain access to the system or equipment. Cancel logon IDs and passwords and delete or reassign related active and backup files.

- Use a suspend program to prevent an unauthorized user from logging on with the current user's ID if the system is left on and unattended.

- Verify the identity of the user when resetting passwords. This can be done either in person or having the user answer a question that can be compared to one in the administrator's database.

- Shall follow industry best standards for systems they are assigned to and abide by all Department and Agency policies and procedures.

Privileged RPMS users shall not

- Access any files, records, systems, etc., that are not explicitly needed to perform their duties

- Grant any user or system administrator access to RPMS unless proper documentation is provided.

- Release any sensitive agency or patient information.

Acronym List

Acronym	Term Meaning
CISO	Chief Information Security Officer
HHS	Department of Health and Human Services
HIPAA	Health Insurance Portability and Accountability Act
ID	Identification
IHS	Indian Health Service
ISSO	Information System Security Officer
RoB	Rules of Behavior
RPMS	Resource and Patient Management System
SAC	Standards and Conventions
VPN	Virtual Private Network

Contact Information

If you have any questions or comments regarding this distribution, please contact the IHS IT Service Desk.

Phone: (888) 830-7280 (toll free)

Web: https://www.ihs.gov/itsupport/

Email: itsupport@ihs.gov