



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Distribution Management

(ADS)

User Manual

Version 1.0 Patch 2
November 2021

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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
1.2	September 2021	Brian Everett	All	All	Patch 2 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 provided 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.

The ADS Version 1.0 Patch 2 release contains logic to send additional site license information to the central server. This document describes the new functionality provided with the Patch 2 release.

2.0 System Navigation

This section describes the original functionality released with V.1.0, additional functionality released in Patch 1 as well as the new functionality released in Patch 2.

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 Options

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 : 93
License Unit Max Date/Time : 09/14/2021 10:31:15
License Unit Max Reset Date/Time : 09/10/2021 09:43:56
Server Last Start Date/Time : 09/14/2021 06:49:11
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               : F1Q2D
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
License Key              : 41247000200000200000000000ABCDEF1234567890

```

```

License Expiration Date      : 12/1/2021
License HS4                  : 200
License HLU                  : 1
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 : 93
License Unit Max Date/Time : 09/14/2021 10:34:09
License Unit Max Reset Date/Time : 09/14/2021 10:34:09
Server Last Start Date/Time : 09/14/2021 06:49:11
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              : F1Q2D
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
License Key             : 41247000200000200000000000ABCDEF1234567890
License Expiration Date : 12/1/2021
License HS4             : 200
License HLU             : 1
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 FIELD(S)	VALUE
Facility	Site STATION NUMBER	8999
InstitutionNumber	INSTITUTION	13541
SiteName	IEN POINTER LOCATION NAME	2016 DEMO HOSPITAL RX
OfficialRegisteringFacility	REGISTRATION PARAMETERS OFFICIAL REGISTERING FACILITY	NO
RPMSDBID	LOCATION UNIQUE RPMS DB ID	
ASUFACIndex	LOCATION ASUFAC INDEX	
PseudoPrefix	LOCATION	

StationNumber	PSEUDO PREFIX INSTITUTION STATION NUMBER	
SiteASUFAC	Site ASUFAC	202101
SiteDBID	Site DBID	99999
SiteStreet	INSTITUTION STREET ADDR. 1/2	5300 HOMESTEAD RD NE
SiteCity	INSTITUTION CITY	ALB
SiteState	INSTITUTION STATE	NEW MEXICO
SiteZip	INSTITUTION ZIP	87110
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 NPI	1122334466
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	Child
Parent	INSTITUTION Derived from ASSOCIATIONS	2016 DEMO HOSPITAL
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 FIELD(S)	VALUE
Facility	Site STATION NUMBER	8999
InstitutionNumber	INSTITUTION IEN POINTER	2602
SiteName	LOCATION NAME	WEWOKA HL CT
OfficialRegisteringFacility	REGISTRATION PARAMETERS OFFICIAL REGISTERING FACILITY	
RPMSDBID	LOCATION UNIQUE RPMS DB ID	16593
ASUFACIndex	LOCATION ASUFAC INDEX	506411
PseudoPrefix	LOCATION PSEUDO PREFIX	OMA
StationNumber	INSTITUTION STATION NUMBER	8211
SiteASUFAC	Site ASUFAC	202101
SiteDBID	Site DBID	99999
SiteStreet	INSTITUTION STREET ADDR. 1/2	STREET 1 HERE
SiteCity	INSTITUTION CITY	
SiteState	INSTITUTION STATE	
SiteZip	INSTITUTION ZIP	
AreaOffice	LOCATION AREA	OKLAHOMA
AREAOfficeCode	LOCATION AREA CODE	50
SiteITUDesignation	LOCATION CURRENT TYPE	
Class	LOCATION CLASS Subfields	
SiteServiceUnit	LOCATION SERVICE UNIT	WEWOKA
SiteServiceUnitCode	LOCATION SU CODE	64
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	
	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

ASUFACIndex	UNIQUE RPMS DB ID LOCATION	202101
PseudoPrefix	ASUFAC INDEX LOCATION	XXX
StationNumber	PSEUDO PREFIX INSTITUTION	8999
SiteASUFAC	STATION NUMBER 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
SiteState	CITY INSTITUTION	NEW MEXICO
SiteZip	STATE	87110
AreaOffice	INSTITUTION ZIP	ALBUQUERQUE
AREAOfficeCode	LOCATION AREA	20
SiteITUDesignation	LOCATION AREA CODE	IHS
Class	LOCATION CURRENT TYPE	
01/01/2004~IHS~CLINIC/CENTER	LOCATION	
SiteServiceUnit	CLASS Subfields LOCATION	ALBUQUERQUE
SiteServiceUnitCode	SERVICE UNIT LOCATION	21
FacilityLocationCode	SU CODE LOCATION	001
MailingStreet	FACILITY LOCATION CODE INSTITUTION	5678 O'MALLEY STREET
MailingCity	ST. ADDR. 1/2 (MAILING)* INSTITUTION	ALB
MailingState	CITY (MAILING)* INSTITUTION	NEW MEXICO
MailingZip	STATE (MAILING)* INSTITUTION	87110
MultiDivisional	ZIP (MAILING)* INSTITUTION	
NationalProviderID	MULTI-DIVISION FACILITY INSTITUTION	1122334455
DEANumber	NPI LOCATION	545454
FederalTaxID	DEA REGISTRATION NO. LOCATION	888888888
MedicareProviderID	FEDERAL TAX NO. LOCATION	HSZ888
FinancialLocationCode	MEDICARE NO. LOCATION	001
DirectEmailAddress	FINANCIAL LOCATION CODE LOCATION	
Mnemonic	DIRECT EMAIL ADDRESS LOCATION	HQ
ABBRV	MNEMONIC 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

Period: 10/13/21 to 10/20/21

Latest 25 IZP Events Logged

```

DTS ID (gid)	EVENT DATE	VALUE
477686	10/18/2021 22:00	8993 2021 DEMO HOSPITAL (INST) COVID ALL AGES 2.5.1 R1.5 2016+ UNKNOWN A 232101 99999
477685	10/18/2021 22:00	8993 2021 DEMO HOSPITAL (INST) ALL AGES 2.5.1 R1.5 2016+ ARIZONA P 232101 99999
477637	10/18/2021 22:00	8993 2021 DEMO HOSPITAL (INST) COVID ALL AGES 2.5.1 R1.5 2016+ UNKNOWN A 232101 99999

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

```

```

972465          9/13/2021 09:18  8999|OIT-AZDEV|104|09/13/2021 09:18:12|09/10/2021
09:43:56|09/13/2021 06:54:02|HealthShare 2017.2.2
                                Windows (x86-64)|Windows (x86-
64)|RPMSDEVCON01.rpmsedo.ihs|10.76.6.151|F1Q2D|AUTO|HealthShare 2017.2 HS4:200,
HLU:1, DeepSee Analyzer, DeepSee Model, Multi-Server, Platform Independent, Web Add-
On, DeepSee Vis|202101|99999|Test|4124700020000020000000000ABCDEF1234567890
|12/1/2021|200|1

<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
DTS Field                      VALUE
Facility                       8999
KeyCustomerName                 OIT-AZDEV
LUMaxConsumed                   104
LUMaxDateTime                   09/13/2021 09:18:12
LUMaxResetDateTime              09/10/2021 09:43:56

```



```

StartDateTime      09/13/2021 06:54:02
FullVersion        HealthShare 2017.2.2 Windows (x86-64)
OSVersion          Windows (x86-64)
ServerFQDN         RPMSDEVCON01.rpmsedo.ihs
ServerIP           10.76.6.151
Namespace          F1Q2D
GeneratedBy        AUTO
KeyLicenseCapacity HealthShare 2017.2 HS4:200, HLU:1, DeepSee Analyzer,
DeepSee Model, M   multi-Server, Platform Independent, Web Add-On, DeepSee
Vis
SiteASUFAC         202101
SiteDBID           99999
SiteSetAs          Test
LicenseKey         41247000200000200000000000ABCDEF1234567890
KeyExpirationDate  12/1/2021
HS4                200
HLU                1

<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://home.ihs.gov/security/index.cfm>.

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

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