

Department of Veterans Affairs  
Under Secretary for Health  
Veterans Health Administration  
Washington, DC 20420

September 9, 1994

VHA MEMORANDUM  
NO. 10-94-005

APPROVAL PROCESS FOR DECENTRALIZED HOSPITAL COMPUTER PROGRAM (DHCP)  
SOFTWARE RELEASES

1. **PURPOSE:** This memorandum sets forth policy governing the approval process for DHCP software releases. It replaces Memorandum 10-92-011.

2. **POLICY**

a. All DHCP software is required to have a memo indicating approval of the functionality of the application signed by the Chairperson or designee of the Applications Requirements Group (ARG) responsible for the development of the software at the time the application is sent to verification. A memorandum of approval of the functionality from the Chairperson of the Expert Panel involved in developing the software specifications may also be included, but is not mandatory. When more than one ARG is involved in the development of the software, the Chair of the Information and Technology Group (ITARG) will be responsible for sign off.

b. A letter from the Information Systems Center (ISC) Director responsible for verification indicating that verification of the application has been completed successfully, and a letter from the Documentation Directorate stating that the manuals meet all documentation standards are required before the letter approving release. The letter approving release of the application to all Department of Veterans Affairs medical centers (VAMCs) will be signed by the Program Office(s) and the Director, Medical Information Resources Management Office (MIRMO).

c. In addition, a letter to VAMC directors indicating the functionality of the application, its benefits and resource requirements, is required.

3. **ACTION:** All DHCP software applications require the following letters of approval before being released to all VAMCs:

a. **ARG Chairperson or designee letter.** This letter should be addressed to the director of the development ISC and state that the software meets the functionality requirements supported by the ARG. The letter should be received before the software is sent to verification, but should not delay verification. It must be an attachment to the release letter when the release letter is submitted for signature.

b. **Verification letter.** The ISC verifying the software must prepare a letter stating that the software has been successfully verified. It must be an attachment to the release letter when the release letter is submitted for signature.

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c. **Documentation letter.** A letter from the Director, National Center for Documentation, to the director of the ISC responsible for the software development stating that all documentation meets the DHCP documentation standards. It must be an attachment to the release letter when the release letter is submitted for signature.

d. **Director's letter.** A letter from the ISC to the VAMC directors stating in non-technical language the functionality of the application, the benefits to be derived from installing and using it, and the resources required to run it, both human and hardware. It must be an attachment to the release letter when the release letter is submitted for signature.

e. **Release letter.** A letter of approval for national release signed by the director(s) of the Central Office program office(s) and the Director, Medical Information Resources Management Office (MIRMO). This letter is addressed to the director of the development ISC; letters a, b, c, and d are attached. All five of the above letters are to accompany the software when it is sent to the field facilities.

4. **REFERENCES:** None.
5. **FOLLOW-UP RESPONSIBILITY:** Director, MIRMO (162).
6. **RESCISSIONS:** Memorandum 10-92-011 is rescinded. This VHA memorandum expires September 9, 1997.

9/9/94 S/Dennis Smith for

JOHN T. FARRAR, M.D.  
Acting Under Secretary for Health

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