

March 17, 2009

**NOTIFICATION OF ADMISSION OR DISCHARGE
OF ACTIVE DUTY PERSONNEL**

1. PURPOSE: This Veterans Health Administration (VHA) Directive provides policy and procedures for notifying the Department of Defense (DOD) when an active duty service member is admitted to or discharged from a VA health care facility.

2. BACKGROUND: DOD's Wounded Warrior Pay Management Program (WWPMP) has identified pay issues for Active Duty service members who are admitted to VA health care facilities. DOD has experienced difficulties in keeping accountability for this population and the lack of accurate accountability may adversely impact the pay of service members. VHA and DOD have entered into a Memorandum of Understanding authorizing VHA to provide notice when active duty service members are admitted to or discharged from any VHA health care facility.

3. POLICY: It is VHA policy that notice be given to DOD WWPMP whenever an active duty service member is admitted to or discharged from a VA health care facility. *NOTE: To facilitate compilation of the required information, a software program (Patch WII*1*1) is being released to local information technology points of contact for installation in Vista.*

4. ACTION

a. **Medical Center Director.** Each VHA Medical Center Director is responsible for ensuring that:

(1) Patch WII*1*1 is installed as required in the related patch release within the time frame designated in the patch release.

(2) A point(s) of contact in the facility business office (or functional equivalent), charged with ensuring the procedures in Attachment A are implemented, is identified (name and contact information) to the Health Eligibility Center (HEC) at 404-828-5257 or by email to the VHA HEC ALERT group on Outlook not later than (*When the document is signed 19E1 will insert a date that is 10 business days after the date of distribution of the document*).

(3) Changes in point(s) of contact are provided to HEC.

(4) Training related to the subject of this Directive is made available for the individuals tasked with performing these duties.

c. **Health Eligibility Center Director.** The Director at the HEC is responsible for:

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(1) Maintaining a list of the point(s) of contact identified by each medical center Director and ensuring each is included on the designated VistA Mail group (WII ADT REVIEWER).

(2) Providing training to the appropriate personnel on gathering and transmitting the necessary information on active duty admissions and discharges by use of the software program.

5. REFERENCE: Memorandum of Understanding For The Purpose Of Sharing Specified Information On Active Duty Personnel Admitted To VA Health Care Facilities (February 6, 2008).

6. FOLLOW-UP RESPONSIBILITY: The Chief Business Office (16) is responsible for the contents of this Directive.

7. RECISSIONS: None. This Directive expires March 31, 2014.

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Under Secretary for Health

Attachment

DISTRIBUTION: E-mailed to the VHA Publication Distribution List 3/17/2009

ATTACHMENT A

**POINTS OF CONTACT RESPONSIBILITIES FOR NOTIFICATION OF
ADMISSION OR DISCHARGE OF ACTIVE DUTY PERSONNEL**

Personnel identified by the medical center Director as being responsible for ensuring compliance with this Directive must perform the following functions.

1. Ensure that their own names are added to WII ADT REVIEWER mail group and that they are given a new VistA menu option [WII REVIEW ADT EVENTS]. *NOTE: The system will send an alert to these staff members weekly when the data is ready for review.*

2. Participate in training options to ensure they understand and are prepared to perform the duties listed in this Attachment.

3. Review each record on the list of the previous week's admissions and discharges that have been compiled by the system and take action to approve (flag for transmission) records on the list that pertain to an active duty service member. *NOTE: Active duty service members' records would include one or more of the following eligibility codes: Sharing Agreement, TRICARE, or Other Federal Agency Records.* Records that do not pertain to active duty service members must be deleted from the list. *NOTE: The list is accessed through a new VistA menu option [WII REVIEW ADT EVENTS].*

4. Review the final list to ensure each record contains the following information:

- a. Last name, first name, and middle name or initial of the active duty service member;
- b. Social Security Number (SSN);
- c. Date admitted or discharged at facility; and
- d. Name or facility number of the admitting/discharging facility.

5. Forward the approved records to VA's central collection site coordinator using the "APPROVE RECORD" option, once all entries are reviewed and identified for transmittal.

6. Provide sufficient information to the facility Privacy Officer regarding the information collected and sent to the central collection site so that the Privacy Officer can make the required disclosure entry into the DSS Release of Information (ROI) Manager Software tracking system. *NOTE: The specific information needed will be provided in the training.*

NOTE: All messages to the central collection site must be sent using VistA email messaging service only; Outlook will not be used. Personnel at individual facilities must NOT send information directly to DOD.