

NOTIFICATION OF ADMISSION OR DISCHARGE OF ACTIVE DUTY PERSONNEL

- 1. REASON FOR ISSUE:** This Veterans Health Administration (VHA) Directive provides the policy and procedures for notifying the Department of Defense (DoD) when an Active Duty Servicemember is admitted to or discharged from a Department of Veterans Affairs (VA) medical facility.
- 2. SUMMARY OF MAJOR CHANGES:** None.
- 3. RELATED ISSUES:** None.
- 4. RESPONSIBLE OFFICE:** The Chief Business Office (10NB) is responsible for the contents of this VHA Directive. Questions may be addressed to 202-382-2500.
- 5. RESCISSIONS:** VHA Directive 2009-016, dated March 17, 2009, is rescinded.
- 6. RECERTIFICATION:** This document is scheduled for recertification on or before the last working day of May 2020.

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Interim Under Secretary for Health

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

1. PURPOSE: This Veterans Health Administration (VHA) Directive provides the policy and procedures for notifying the Department of Defense (DoD) when an Active Duty Servicemember is admitted to or discharged from a Department of Veterans Affairs (VA) medical facility.

AUTHORITY: 38 U.S.C. 7301(b), Memorandum of Understanding (MOU) For The Purpose Of Sharing Specified Information On Active Duty Personnel Admitted To VA Health Care Facilities (February 6, 2008).

2. BACKGROUND: DoD's Wounded Warrior Pay Management Program (WWPMP) has identified pay issues for Active Duty Servicemembers who are admitted to VA medical facilities. DoD has experienced difficulties in keeping accountability for this population and the lack of accurate accountability may adversely impact the pay of Servicemembers. VHA and DoD have entered into an MOU authorizing VHA to provide notice when Active Duty Servicemembers are admitted to or discharged from any VA medical facility. See Appendix B for a copy of the MOU.

3. POLICY: It is VHA policy to notify the DoD WWPMP whenever an Active Duty Servicemember is admitted to or discharged from a VA medical facility. This notification will be accomplished through the use of the Veterans Health Information Systems and Technology Architecture (VistA) Wounded Ill and Injured (WII) software application.

4. RESPONSIBILITIES:

a. **VA Medical Facility Director.** Each VA medical facility Director is responsible for ensuring that:

(1) A point(s) of contact (POC) in the facility business office (or functional equivalent) is designated and charged with ensuring that the procedures in Appendix A are implemented. The POC(s) will be identified (name and contact information) to the Health Eligibility Center (HEC) by email to the [VHA HEC EED MANAGEMENT](#) mail group. POC(s) will also be added to the designated VistA Mail group (WII ADT REVIEWER) in order to receive weekly bulletins for action.

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

(3) Instructions on the use of the software are included in the WII User manual, which can be accessed at:

http://www.va.gov/vdl/documents/Financial_Admin/Wounded_Injured_and_III_Warriors/wii_1_1_um.pdf

b. **Health Eligibility Center Director.** The Director of the HEC is responsible for:

(1) Maintaining a list of the POCs identified by each VA medical facility Director.

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

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

Personnel identified by the VA medical facility Director as being responsible for ensuring compliance with this Directive must perform the following functions:

(1) Ensure that their 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) On a weekly basis, use the REVIEW ADT EVENTS [WII REVIEW ADT EVENTS] option to briefly review and approve the list of the previous week’s Active Duty Servicemember admissions and discharges that have been compiled by the system. Since the DFAS system attempts to match the incoming patient information with existing Servicemembers in its database, any WII information coming in that does not match an existing Servicemember record is dropped. This means that the POC can mark all entries displayed Approved and then Quit, which will trigger the transmission of the WII entries.

A screen capture of the WII REVIEW ADT EVENTS process is provided below:

Select Systems Manager Menu <TEST ACCOUNT> Option: REVIEW ADT EVENTS

GWOT/WII ADT **Nov 05, 2013@15:08:42** **Page: 1 of 1.**

Active Duty Service Member - Admission/Discharges
Pending Action List

NAME	SSN	ADMISSION	DISCHARGE	VA FAC.
1. HHHHHHHH,DDDDDD DDDD	xxxxxxxxxx	10/30/2013@15:08		999
2. ALLLLLLL,GGGGGGG	xxxxxxxxxx	10/31/2013@09:00		999
3. AHHHHH,GGGGG J	xxxxxxxxxx	11/01/2013@09:13		999
4. AJJJJ,DDDDD	xxxxxxxxxx	11/01/2013@11:13		999

Enter ?? for more actions **>>>.**

PL Print List **RV DFAS Approved Pending**
RM Remove Entry **AE Add Adm/Dischg to list**
Select Action: Quit// AP Approve Record
Select records to Transmit: (1-4): 1-4 <- *enter the entire range of records*
Records 1,2,3,4, will be put in the transmit queue

At the next Select Action prompt: hit return to exit the option and transmit the entries.

(4) Provide the required accounting of disclosure information to the facility Privacy Officer regarding the information collected and send to the central collection site so that the Privacy Officer can enter the disclosure into the DSS ROI Plus Software. *NOTE: The specific accounting of disclosure information required will be provided in the training. 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 Department of Defense (DoD).*

Memorandum of Understanding (MOU)

MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF VETERANS AFFAIRS, VETERANS HEALTH
ADMINISTRATION
AND
DEPARTMENT OF DEFENSE

FOR THE PURPOSE OF SHARING SPECIFIED INFORMATION ON ACTIVE
DUTY PERSONNEL ADMITTED TO VA HEALTH CARE FACILITIES

1. Purpose:

This memorandum memorializes the agreement between Department of Veterans Affairs (VA) and Department of Defense (DoD) regarding the transfer of certain specified information on active duty military personnel from VA to DoD, to ensure that DoD can maintain an accurate accounting of the location of active duty personnel for administrative purposes essential to military operations.

2. Authorities:

VA has authority under the Privacy Act of 1974 (5 USC 552a) and under the provisions of the Standards for Privacy of Individually Identifiable Health Information ("Privacy Rule") at 45 C.F.R. 164.512(k)(1)(i), to disclose information to DoD relating to active duty personnel treated at VA health care facilities for purposes deemed necessary by DoD authorities to ensure proper execution of the military mission. VA has published a routine use in its System of Records entitled Patient Medical Records – VA (24VA19) for this disclosure. DoD has published, as required under the Privacy Rule, information related to this authority in the Federal Register. (68 Fed. Reg. 17357, April 8, 2003).

As required by these authorities, DoD has determined that the transfer of information under this memorandum is necessary to ensure operations essential to the administrative functioning of the military.

3. Information to be provided:

VA shall provide notice to DoD when a patient is admitted to a VA health care facility who is identified as an active duty military personnel. The notice provided by VA to DoD under this agreement will contain the following elements relating to any active duty personnel admitted to a VA health care facility for inpatient treatment:

- a. Social security number;
- b. Last name;
- c. First name;

(DATE)

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- d. Middle name or initial;
- e. Admission date – date patient admitted to VA health care facility;
- f. Discharge date – date patient discharged from VA health care facility; and
- g. Facility name – identification of VA health care facility admitting patient.

The notice will be provided by VA personnel at VA health care facilities upon admission or discharge of any active duty personnel. DoD will designate the point(s) of contact to whom VA should provide the information. The form, format, and intervals for providing the information will be determined by mutual agreement of those directly responsible for implementation of this transfer.

4. Scope of the memorandum:

This memorandum pertains to the transfer of data as detailed above. It does not amend or rescind any other memorandum of understanding or agreement between the parties.

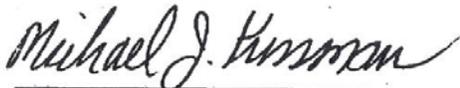
5. Modification and termination:

This memorandum may be modified or terminated by mutual agreement of the parties.

6. Effective date:

The transfer of information under the memorandum is effective as of the date of the last signature of the parties.

Approval:



Michael J. Kussman, MD, MS, MACP
Under Secretary for Health
Veterans Health Administration
Department of Veterans Affairs



S. Ward Casscells
Assistant Secretary of Defense
for Health Affairs
Department of Defense

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