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CHAPTER 6. REPORTS AND RECORDS

6.01 CHAPLAIN SERVICE: VA FORM 10-7347, AUTOMATED MANAGEMENT INFORMATION SYSTEM (AMIS)

a. Purpose. This report provides administrative census and workload data concerning chaplain activities. This data must be accurate. It is essential for program evaluation and administrative and planning purposes.

b. Procedure. Each facility chaplain will submit workload data on VA Form 10-7347a, Monthly worksheet (AMIS). A consolidated report of all staff chaplains' activities will then be submitted for each facility via the AMIS report. Detailed reporting procedures and a description of data elements may be found in VA Manual MP-6, part VI, Supplement No. 1.2, chapter 45.

c. Reports Control System. RCS 10-0059 is assigned.

6.02 CHAPLAIN'S FUND: VA FORM 10-7347b (AMIS)

a. Purpose. This report provides an account of all receipts, disbursements and balances of each facility chapel fund for the reporting period.

b. Procedure. A report for every faith group fund at each facility will be prepared and submitted on VA Form 10-7347b (AMIS) semi-annually for the periods ending March 31 and September 30.

6.03 CHAPLAIN NARRATIVE: VA FORM 10-7347c (AMIS)

a. Purpose. The Chaplain's Narrative Report provides a detailed explanation of work for the past six months. This report provides statistical and narrative data relative to the operation of the Chaplain Service Program.

b. Procedure. Each facility chaplain will complete and submit the individual Narrative Report to the Chief.

c. Distribution and Forwarding Date

(1) A consolidated report will be prepared by the Chief and will be signed by all chaplains.

(2) The consolidated report will be submitted to the facility Director for comments, approval and signature. The report will be forwarded to Central Office by the close of business the eleventh workday after the end of the period.

(3) The Chief will retain the consolidated copy and the original report submitted by each staff chaplain.

d. Frequency and Report Period. The Narrative Report will be prepared semi-annually for the periods ending March 31 and September 30.

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e. Instructions for Data Entry. Except where stated otherwise, all entries will be in narrative form.

(1) Section 1. Professional Activities Outside Medical Center. Describe all types of professional activities encountered outside the medical center, e.g., guest preaching, addresses to organizations, etc. Part-time chaplains will not report activities related to their parish responsibilities.

(2) Section 2. Items of Interest. Describe any items to be shared with other chaplains in the interest of improving pastoral care (e.g. new and effective programs using visual aids, etc.).

(3) Section 3. Significant Problems. Describe any significant problems encountered during the period which were related to the Chaplain Service Program. Do not report the problems of patients. State succinctly both problems and recommendations for their resolution.

(4) Section 4. Number of Days of Leave. State the number of days of annual, sick and military leave and authorized absence for each chaplain during the period.

(5) Section 5. Change of Status. For chaplains who have been promoted, are on extended sick leave, have retired or resigned or who may have died during the period, list the names and indicate the nature of the changes.

(6) Section 6. Continuing Education Program. Specify the type and give the number of hours spent during the period in training experiences, including in-service.

(7) Section 7. Roster of Less Than Full-time Chaplains. List the names of all chaplains. Give the number of hours per annum of part-time and intermittent chaplains. Give the number of visits or funding allocation for contract or fee-basis chaplains. (To be reported by the Chief, Chaplain Service, only).

f. Tour of Duty and Schedule of Work. A copy of the tour of duty and schedule of work in effect on the reporting date for each full-time and part-time chaplain will be submitted with the consolidated copy of the narrative report for that period. Each schedule will be clearly identified with the facility name, chaplain's name and the RCS (Report Control Symbol).

g. Reports Control System. RCS 10-0017 is assigned.

6.04 ADMINISTRATIVE AIDS

a. VA Form 10-7012, Chaplain's Card

(1) A card file containing patient information is authorized to be established and maintained in the chaplain's office. VA Form 10-7012, Chaplain's Card, will be used for this purpose.

(2) The space on the Chaplain's Card which is not used by Medical Administration Service may be utilized by the chaplain to record items concerning ministry to the veteran (e.g. visits, administration of the sacraments, prayers, devotions and interviews).

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(3) The chaplain is also authorized to maintain a file of 3" x 5" cards containing information necessary for ward visitation.

(4) VA Form 10-7012 and the 3" x 5" cards used for ward visitation will be disposed of in accordance with VHS&RA Records Control Schedule 10-1 after determination has been made by the chaplain in possession of the cards that disposal is appropriate. Due to the confidential nature of the information contained on these cards, strict adherence to disposition regulations is required.

b. The maintenance of files by individual chaplains, or for individual faith groups shall be a matter of local determination.

c. The chaplain will be furnished with the daily "Gains and Losses" Report, the seriously ill list, the surgery schedule and other pertinent information for an effective ministry.

d. The chaplain will be furnished with a daily computer print-out listing patients by faith groups giving ward location, room number and bed number.

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Figure 1. VA Form 10-7347, Chaplain Service Code Sheet

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Figure 2. VA Form 10-7347a, Chaplain's Worksheet (Monthly)

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Figure 3. VA Form 10-7347b, Chaplain's Fund Code Sheet

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Figure 4. VA Form 10-7347c, Chaplain Narrative Report

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Second page Figure 4.

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Figure 5. VA Form 10-7012, Chaplain's Card

CODES FOR RELIGIOUS PREFERENCES

- 00 Roman Catholic
- 01 Jewish
- 02 Orthodox (Greek, Russian, Eastern)
- 03 Baptist
- 04 Methodist
- 05 Lutheran
- 06 Presbyterian
- 07 United Church of Christ (Congregational, Evangelical and Reformed)
- 08 Episcopal (Anglican)
- 09 Adventist
- 10 Assemblies of God
- 11 Brethren (Dunkers)
- 12 Christian Science
- 13 Church of Christ
- 14 Church of God
- 15 Disciples of Christ (Christian)
- 16 Evangelical Covenant (Mission Covenant)
- 17 Friends (Quakers)
- 18 Jehovah's Witnesses
- 19 Latter Day Saints (Mormon)
- 20 Muslim (Mohammedan, Islam)
- 21 Nazarene
- 22 Other Religions
- 23 Pentecostal
- 24 Protestant, Other (Any protestant group not listed)
- 25 Buddhist
- 26 Reformed (Protestant Reformed; Christian Reformed)
- 27 Salvation Army
- 28 Unitarian; Universalist
- 29 Unknown/No Preference