



MENTAL HEALTH
ADDICTION SEVERITY INDEX
MULTIMEDIA VERSION (ASI-MV)
INSTALLATION AND USER GUIDE

PATCH YS*5.01*67

Version 5.01

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Department of Veterans Affairs
VISTA System Design and Development

Preface

The Veterans Health Information Systems and Architecture (**VISTA**) Mental Health (MH) Addiction Severity Index Multimedia Version (ASI-MV) Installation and User Guide for Patch YS*5.01*67 provides detailed instructions required for installing and implementing the new MH ASI-MV software.

Mental Health ASI-MV Installation and User Guide Orientation:

Security Information section provides security risk countermeasures information for the **VISTA** Mental Health ASI-MV software.

Pre-installation Information section provides information needed beforehand to install Patch YS*5.01*67.

Installation Instructions section contains instructions and examples of Patch YS*5.01*67 installation process.

Post Installation Instructions section provides directions for implementing **VISTA** MH ASI-MV and COTS ASI-MV software.

ASI-MV User Guide section provides detailed instructions required to use the **new VISTA** MH ASI-MV software.

Installation and User Guide Screen Displays

Screen Captures

The computer dialogue appears in Courier font, no larger than 10 points.

Example: `Courier font 10 points`

User Response

User entry response appears in boldface type Courier font, no larger than 10 points.

Example: **`Boldface type`**

Return Symbol

User response to computer dialogue is followed by the <RET> symbol that appears in Courier font, no larger than 10 points, and bolded.

Example: **<RET>**

Tab Symbol

User response to computer dialogue is followed by the symbol that appears in Courier font, no larger than 10 points, and bolded.

Example: **<Tab>**

Software and Manual Retrieval

NOTE: All sites are encouraged to use the FTP capability to obtain these files. Use the FTP address “*download.vista.med.va.gov*” (without the quotes) to connect to the first available FTP server where the files are located.

The **VISTA** Mental Health ASI-MV Patch YS*5.01*67 software files and Installation and User Guide (i.e., *YSASIMV_IGUM.PDF*) are available on the following Office of Information Field Office (OIFO) ANONYMOUS SOFTWARE directories:

OIFOs	FTP ADDRESS	DIRECTORY
Albany	ftp.fo-albany.med.va.gov	[ANONYMOUS.SOFTWARE]
Hines	ftp.fo-hines.med.va.gov	[ANONYMOUS.SOFTWARE]
Salt Lake City	ftp.fo-slc.med.va.gov	[ANONYMOUS.SOFTWARE]

VISTA Mental Health ASI-MV software and Installation and User Guide are exported as part of Patch YS*5.01*67 in the formats listed below:

FILE NAME	CONTENTS	RETRIEVAL FORMATS
YS_501_67.KID	YS*501*67 KIDS build	ASCII
YS_501_67.ZIP		BINARY
- <i>YS50167_ASIMV.EXE</i>	<i>ASIMV Executable</i>	
- <i>YS50167_SecureDesktop.EXE</i>		<i>SecureDesktop Executable</i>
- <i>YS50167_KeyboardHook.DLL</i>		<i>Keyboard Hook</i>
- <i>YSASIMV_IGUM.PDF</i>	<i>YSASIMV Installation and User Guide</i>	

Website Locations

VISTA Mental Health (MH) Addiction Severity Index Multimedia Version (ASI-MV) Installation and User Guide for Patch YS*5.01*67 is available in Portable Document Format (PDF) (i.e., YSASIMV_IGUM.PDF) at the following two Intranet locations:

Mental Health Version 5.01 Home Page

<http://vista.med.va.gov/ClinicalSpecialties/menthlth/>

VISTA Documentation Library (VDL)

<http://vista.med.va.gov/vdl/>

Related Manual

Addiction Severity Index Multimedia Version (ASI-MV) Guidebook

By: Inflexxion

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Introduction

Overview

The Addiction Severity Index (ASI) is the primary instrument used in Veterans Health Administration (VHA) to evaluate individual patients' response to substance dependence treatment and to evaluate the overall effectiveness of substance dependence treatment programs. Currently the ASI interview is administered through the **VISTA** roll-and-scroll functionality. Patients' ASI interviews are generally recorded on paper and entered later by the clinician or clerk. The ASI interview is a labor-intensive measure. It requires 45-60 minutes to administer an ASI interview and an additional 20 minutes following the interview to enter the data into the **VISTA** Mental Health (MH) database using the roll-and-scroll method.

The principal objective of the **VISTA** MH ASI-MV software application is to allow patients to respond to an ASI interview conducted by *virtual* (computer-animated) counselors. The **VISTA** MH ASI-MV software application is a significant time-saver for clinicians, because clinicians need not be present during the interview, and are freed to use this time for other tasks.

A VA clinician logs on to **VISTA** through ASI-MV interface using the RPC Broker logon screen. This enables a connection for data exchange, for selecting a patient, and performing other configuration tasks. The clinician configures the remaining ASI-MV session parameters, and explains to the patient how to use the self-administer ASI-MV interview software. Patients are then given privacy and allowed time to complete an interview. The time it takes to complete an interview varies from forty-five minutes to one and a half hours, or longer.

After a ASI-MV interview is completed, the clinician logs on to **VISTA** through ASI-MV interface software, at this time the ASI-MV interview data is translated to a **VISTA** format and uploaded to the **VISTA** database.

VISTA Mental Health Addiction Severity Index Multimedia Version (ASI-MV) Interface Software

The **VISTA** Mental Health (MH) Addiction Severity Index Multimedia Version (ASI-MV) interface software is a **new** accompaniment to the existing Addiction Severity Index (ASI) component of the **VISTA** Mental Health V. 5.01 software application. The **VISTA** MH ASI-MV interface introduces the **new** functionality required to run the Commercial Off The Shelf (COTS) Addiction Severity Index Multimedia Version (ASI-MV) software. The interface allows clinicians and patients to enter demographics and self-administered ASI-MV interviews via a PC workstation using video and audio technology. The **VISTA** MH ASI-MV interface works mostly in the background. The demographic and interview data is temporarily stored on a PC workstation when an interview is completed and saved to the **VISTA** MH database automatically when the software is executed again.

Commercial Off The Shelf (COTS) ASI-MV Software

The COTS ASI-MV software is an effective, efficient, and scientifically researched tool used in substance abuse treatment centers, employee assistance programs, and other healthcare settings. The software utilizes a mouse-driven personal computer (PC) for administering an ASI-MV interview and gathering clinical data directly from a client/patient/employee. The COTS ASI-MV software generates **VISTA**-compatible data records that can be uploaded to the **VISTA** database.

SecureDesktop

The SecureDesktop software prevents patient access to the Windows desktop and task-switching functions. This software implements the bulk of security countermeasures for the **VISTA** MH ASI-MV interface software and the COTS ASI-MV software applications.

Security Information

The **VISTA** MH ASI-MV interface software implements the following security risk countermeasures:

1. Immediately after patient selection, the connection to **VISTA** is closed to prevent unauthorized access to **VISTA**.
2. No patient-identifiable data is stored locally. The ASI-MV interface interprets the patient Internal Entry Numbers (IENs) and identifies the patient in **VISTA**.
3. When the security risk countermeasures are invoked in the ASI-MV interface, all active programs **NOT** required for an ASI-MV interview session are closed. This prevents the patient from accessing unauthorized programs while responding to the ASI-MV interview.
4. During an ASI-MV interview session the Desktop is disabled, no icons are visible, the desktop does not respond to mouse clicks, or keyboard entries.
5. Upon completing an ASI-MV interview the Desktop session is terminated, and the patient is automatically logged off the system. This prevents patients from accessing other programs, after ASI-MV terminates.
6. All keystrokes are trapped and filtered out with an appropriate response. In all cases, this response is to ignore or cancel the keystroke.
7. All keystrokes are trapped at the system user level, which detects and processes the keystrokes generated by any application in the current desktop session.
8. The taskbar is disabled. The Start key is neither visible nor active. The taskbar will not respond to mouse clicks or keyboard entries.
9. The Microsoft Office Shortcut Bar is non-operational.
10. A maximum of 10 “accidental” keystrokes are allowed. On the 11th keystroke, all programs are terminated and the user is logged off.
11. Every keystroke activates the screensaver. After a brief pause the workstation is locked, requiring the user to enter a password to regain access.

12. If ASI-MV interface is terminated normally or abnormally, all programs are terminated and the user is logged off.
13. The ASI-MV has a timer event that activates every 200 millisecond.
14. On the timer event, if the ASI-MV is not the topmost window (covering the entire screen view), then it is forced to be topmost, thus, hiding any open windows behind it.
15. On the timer event, a keystroke count is updated and evaluated. If the keystrokes count > 10 then the session is shut down and the user is logged off. This allows for the 10 accidental keystrokes.
16. On the timer event, if a “Windows NT or WIN2000 Task Manager”, “Windows NT or WIN2000 Security”, or Windows Explorer application is active, it is immediately closed. This counteracts the CTRL-ALT-DEL keystroke that allows access to the task manager in Windows NT and WIN2000.
17. On the timer event, the status of the COTS ASI-MV product is detected. If ASI-MV is not running, then the session is closed and the user is logoff.

Pre-Installation Information

The following information contains recommendations and requirements that should be acknowledged **prior** to installing the **VISTA** Mental Health ASI-MV Patch YS*5.01*67.

Recommended Users:

Information Resources Management (IRM) Staff

IRM staff is recommended for installing and supporting **VISTA** Mental Health ASI-MV Patch YS*5.01*67 requirements.

Mental Health Clinician

It is recommended that Mental Health clinicians enter patient demographics and interviews parameters data using COTS ASI-MV and MH ASI-MV software.

Patients

All patients being treated in the specialized Substance User Disorder treatment programs are required to have an ASI at the beginning of treatment and 6 months later. The ASI-MV is an efficient way of administering the ASI because minimal staff time is required.

Test Sites

The **VISTA** Mental Health ASI-MV Patch YS*5.01*67 has been tested at the following sites:

- Boston, MA Health Care System
- Puget Sound, WA Health Care System
- Salt Lake City, UT
- Upstate New York, NY VA Health Care Network System
- White City, OR

VISTA Operating System

The **VISTA** MH Version 5.01 software application package currently runs on the standard hardware platforms used by the Department of Veterans Affairs Healthcare facilities. These systems consist of standard or upgraded Alpha AXP clusters, and run either VMS or NT and WIN2000 and the Open M product. All current 486 sites are being converted to Alpha 1000A AXP Cluster, NT and WIN2000, and Open M systems.

VISTA Operating System Performance Capacity

There are no significant changes in the performance capacity of the **VISTA** operating system once the Mental Health ASI-MV Patch YS*5.01*67 has been installed. The software should not create any appreciable global growth or network transmission problems. There are no memory constraints.

VISTA MH ASI-MV Hardware and Software Requirements

NOTES:

1. The request for workstations, servers, and cabling plants are beyond the basic upgrading of the facility's main computer cluster to the newer DEC Alpha systems to provide the additional capacity needed to run the Mental Health ASI-MV software and related applications (e.g., CPRS, TIU, PCMM, PDM).
2. VHA facilities are encouraged to budget and purchase PC workstations as replacements for dumb terminals. The VHA LAN and Workstation task force report is recommended as a guide.

MH ASI-MV Interface Software Requirements

- **VISTA's** Remote Procedure Call (RPC) Broker Version 1.1 or greater software **must** be properly installed and configured on the MH ASI-MV PC workstation.
- Audio card with software driver **must** be installed and properly configured.
- Insure that the Windows screensaver is active and that it is password-protected.

Workstation Hardware Requirements and Guidelines

- Video card and a software driver capable of a minimum 800x600 dpi and 16-bit color display **must** be installed and properly configured.
- Computer with CD player, soundcard, and speakers
- Color VGA monitor (set at 24 bit)
- Printer, mouse, and keyboard
- 166 MHz processor with at least, 64 megabytes RAM
- 10 megabytes free hard drive space
- Microsoft Windows NT (with service pack 6) or WIN2000 4.0

Software Installation Time:

Mental Health ASI-MV patch installation time is less than 5 minutes during off peak hours, and less than 15 minutes during peak hours (i.e., off peak hours is RECOMMENDED).

Users on the System

Users may remain on the system, but installation should be done during off peak.

Backup Routines

It is **highly** recommended that a backup of the transport global be performed before installing the patch.

Kernel Installation and Distribution System (KIDS)

Patch YS*5.01*67 distribution is using KIDS.

NOTE: For further instructions on using KIDS, please refer to the Kernel Version 8.0 Systems Manual.

Namespace

The **VISTA** Mental Health software namespace is YS.

Required VISTA Software Applications:

Software Applications	Versions
Mental Health	5.01
RPC Broker	1.1
Kernel	8.0
VA FileMan	22.0
Mailman	7.1
Toolkit	7.3

Required Patch:

Patch YS*5.01*55 **MUST** be installed prior to installing **VISTA** Mental Health ASI-MV Patch YS*5.01*67.

Routine List

The YSASNAR routine was modified to produce the ASI-MV Item Report and ASI-MV Narrative.

The **new** YTAPI8 routine allows silent entries to be added to ADDICTION SEVERITY INDEX file (#604).

New Option

The **new** YS BROKER [YS BROKER] option contains the context necessary to interface the ASI-MV to **VISTA**.

Data Dictionary Changes

The following data dictionary changes were made to accommodate the **new** MH ASI-MV software functionality:

ADDICTION SEVERITY INDEX file (#604) include the following changes:

- **CLASS field (#.04)**, Addiction Severity Index Fifth Edition interview question G8 was edited to add the **new** set of code “FOR ASI-MV” entry. This is the fourth entry for this field.
- **CONTACT CODE field (#.07)**, Addiction Severity Index Fifth Edition interview question G9 was edited to add the **new** set of code “FOR ASI-MV” entry. This is the third entry for this field.
- **ELECTRONICALLY SIGNED field (#.51)**, data attributes have been changed to allow the field data to be edited.
- **E SIGNATURE INTERVIEWER field (#.52)**, data attributes have been changed to allow the field data to be edited.

ASI QUICK FORM file (#604.66) include the following changes:

- **REQUIRED field (#11)**, entries have been changed from a '1' to a Null value, causing the following questions to be non-required for scoring the ASI: M10, M11, E23, E24, L31, L32, F37, F38, P21 and P22. This action is created by the post-routine YS67.

ASI NARRATIVE file (#604.68) include the following changes:

- **TEXT field (#1)** containing the text and M code used to construct the ASI narrative has been edited to add the two **new** ASI-MV Item Report (i.e., patient general information and medical status) and ASI-MV Narrative (i.e., patient psychosocial history) entries.

Installation Instructions

VISTA Mental Health ASI-MV Patch YS*5.01*67 is using the Kernel Installation and Distribution System (KIDS). For further instructions on using KIDS, please refer to the Kernel V. 8.0 Systems Manual.

This patch should be installed during 'OFF PEAK' hours when few or no users are on the system. Installation of the patch will take less than 5 minutes.

1. START UP KIDS

From the KERNEL Installation and Distribution Systems (KIDS) Menu, select the Installation menu [XPD INSTALLATION MENU]:

- Installation
- Edits and Distribution
- Utilities
- Installation

2. SELECT INSTALLATION OPTION

Select Installation Option: Load a Distribution
Enter a Host File: YS_501_67.KID

This Distribution contains Transport Globals for the following Package(s): YS*5.01*67

Use INSTALL NAME: YS*5.01*67 to install the Distribution.

NOTE: The following are OPTIONAL:

- a. Backup a Transport Global - This option will create a backup message of any routines exported with this patch. It will not backup any other changes, such as DDs or templates.
- b. Compare Transport Global to Current System - This option will allow you to view all changes that will be made when this patch is installed. It compares all components of this patch (routines, DDs, templates, etc.).
- c. Verify Checksums in Transport Global - This option will allow you to ensure the integrity of the routines that are in the transport global.

3. SELECT INSTALLATION OPTION: Install Package(s)

Select KIDS OPTION: INSTALL PACKAGE(S)

Select INSTALL NAME: YS*5.01*67

4. When prompted "Want KIDS to Rebuild Menu Trees Upon Completion of Install? Yes//", respond "NO".

5. When asked "Want KIDS to INHIBIT LOGONS during the install? Yes//", respond "NO".

6. When prompted "Want to DISABLE Scheduled Options, Menu Options, and Protocols? YES//", respond YES. When prompted to select the options you would like to place out of order, enter the following:

Addiction Severity Index [YSAS ASI USER MENU]

7. Retrieve and open the file: YS_501_67.ZIP

8. Place the MENTAL HEALTH ADDICTION SEVERITY INDEX MULTIMEDIA VERSION (ASI-MV) INSTALLATION AND USER GUIDE in a location that can be accessed by the IRM staff and ASI-MV users.

9. Please refer to the POST INSTALLATION INSTRUCTIONS section of the MENTAL HEALTH ADDICTION SEVERITY INDEX MULTIMEDIA VERSION (ASI-MV) INSTALLATION AND USER GUIDE to install the COTS ASI-MV software, YS50167_ASIMV.EXE, YS50167_SecureDesktop.EXE, and YS50167_KeyboardHook.DLL.

10. Place the YS BROKER [YS BROKER] option on the Mental Health users secondary menu.

11. Routine YS67 will be deleted after successful patch installation.

Installation Example:

```
Select Installation Option: install Package(s)
Select INSTALL NAME:      YS*5.01*67      Loaded from Distribution
9/13/01@15:11:06

=> 08/21/01 TEST V4      ;Created on Aug 21, 2001@15:54:52

This Distribution was loaded on Sep 13, 2001@15:11:06 with header of
08/21/01      ;Created on Aug 21, 2001@15:54:52
It consisted of the following Install(s):
    YS*5.01*67
Checking Install for Package YS*5.01*67
Will first run the Environment Check Routine, YS67

Install Questions for YS*5.01*67

Incoming Files:

    604          ADDICTION SEVERITY INDEX
Note:  You already have the 'ADDICTION SEVERITY INDEX' File.

    604.68      ASI NARRATIVE  (including data)
Note:  You already have the 'ASI NARRATIVE' File.
I will OVERWRITE your data with mine.

Want KIDS to Rebuild Menu Trees Upon Completion of Install? YES// NO<RET>

Want KIDS to INHIBIT LOGONs during the install? YES// NO<RET>
Want to DISABLE Scheduled Options, Menu Options, and Protocols? YES// <RET>

Enter options you wish to mark as 'Out Of Order': YSAS ASI USER MENU
Addiction Severity Index

Enter options you wish to mark as 'Out Of Order': <RET>

Enter protocols you wish to mark as 'Out Of Order': <RET>

Delay Install (Minutes):  (0-60): 0// <RET>

Enter the Device you want to print the Install messages.
You can queue the install by enter a 'Q' at the device prompt.
Enter a '^' to abort the install.

DEVICE: HOME//<RET>
```

Installation Instructions

Install Started for YS*5.01*67 :
Sep 13, 2001@15:53:22

Build Distribution Date: Aug 21, 2001

Installing Routines:
Sep 13, 2001@15:53:22

Installing Data Dictionaries: ...
Sep 13, 2001@15:53:23

Installing Data:
Sep 13, 2001@15:53:23
YS*5.01*67

Installing PACKAGE COMPONENTS:

Installing REMOTE PROCEDURE

Installing OPTION
Sep 13, 2001@15:53:23

Running Post-Install Routine: POST^YS67

Updating Routine file...

Updating KIDS files...

YS*5.01*67 Installed.
Sep 13, 2001@15:53:24

Install Message sent #22108

	+	-----	+
100%		25 50 75	
Complete	+	-----	+

Install Completed

Post Installation Instructions

After installing the **VISTA** Mental Health ASI-MV Patch YS*5.01*67 the following instructions **must** be applied for the MH ASI-MV software to function as designed:

NOTE: The ASI-MV software application **must** be installed on a mouse-driven PC Workstation.

IRM Staff:

NOTE: The user installing ASI-MV software **must** have Administrator privileges on the PC Workstation platform.

NOTE: Insure that the Windows screensaver is active and that it is password-protected.

COTS ASI-MV Software Instructions

1. Install the COTS ASI-MV software per manufacturer's instructions, using the CD-ROM supplied by the vendor.

VISTA Mental Health ASI-MV Software Instructions

1. Add YS Broker [YS Broker] to the MH Users secondary menu.
2. Retrieve and open the YS_501_67.ZIP file that contains the YSASIMV_IGUM.PDF, YS50167_ASIMV.EXE, YS50167_SecureDesktop.EXE, and YS50167_KeyboardHook.DLL files from one of the following Office of Information Field Office (OIFO) Anonymous Software Directory:

Albany	ftp.fo-albany.med.va.gov	[ANONYMOUS.SOFTWARE]
Hines	ftp.fo-hines.med.va.gov	[ANONYMOUS.SOFTWARE]
Salt Lake City	ftp.fo-slc.med.va.gov	[ANONYMOUS.SOFTWARE]

3. Place the **VISTA** Mental Health Addiction Severity Index Multimedia Version (ASI-MV) Installation and User Guide (YSASIMV_IGUM.PDF) in a location that is accessible by MH ASI-MV users.
4. Copy the YS50167_ASIMV.EXE, YS50167_SecureDesktop.EXE, and YS50167_KeyboardHook.DLL files to the same folder where the asimv4.exe file was installed.

Example: C:\Program Files\asimv4

5. Create a desktop shortcut icon for the YS50167_ASIMV.EXE file. The shortcut command-line parameters **must** indicate the correct server name and port number used for connecting:

- A. Right-click on the YS50167_ASIMV.EXE file shortcut icon you just created.
- B. From the pop-up menu, select “properties.”
- C. Click on the “shortcut” tab.
- D. In the “target” edit box, append:
S=your sites IP address and P=port number, to the contents of the edit box.

NOTE: When defining your site’s IP address enter a space after the closing apostrophe preceding the site’s IP address and port number entry.

Example:

"C:\Program Files\asimv4\ YS50167_ASIMV.EXE" S=10.4.229.28 P=9200

- E. Click on Apply button. Click on Ok button.

6. ADD ***YOUR SITE*** TO THE ENTRIES IN YOUR "HOSTS" FILE:

A. Search for a text file named HOSTS (that is right, no filename extender). This file is typically found in c:\WINNT\system32\drivers\etc. Search for it using HOSTS *.*.

B. Open the HOSTS file and append the entry USING NOTEPAD

Example:

Your Site's IP Address	Site Name	Port
10.4.229.28	Bay Pines	9200

C. Save HOSTS file changes.

7. Start the ASI-MV software application.

A. Double-click on the Desktop shortcut icon you just created.

NOTE: You will be prompted to logon to **"YOUR SITE"**.

8. Reference the following **VISTA** Mental Health ASI-MV User Guide section for instructions required to use the **VISTA** MH ASI-MV software application.

VISTA MENTAL HEALTH (MH) ADDICTION SEVERITY INDEX MULTIMEDIA VERSION (ASI-MV) USER GUIDE

Mental Health Addiction Severity Index Multimedia Version (ASI-MV) User Guide

The **VISTA** Mental Health ASI-MV User Guide section provides detailed instructions for using the **VISTA** MH ASI- MV software. The software is a combined multimedia product used by clinicians for entering patient demographics and patient self-administered ASI-MV interviews. The software utilizes video and audio technology to simulate a self-administered ASI-MV interview. The patient is guided through a series of ASI-MV interview screens throughout the interview session, during which, a patient respond to questions presented on the ASI-MV interview screens. The ASI-MV interview screens require clinicians and patients to use a mouse-driven PC for entering demographics and self-administered MH ASI-MV interviews.

Demographics and ASI-MV interviews are automatically stored temporarily on the PC Workstation when the ENTIRE ASI-MV interview is completed. When the ASI-MV software is executed again, demographics and self-administered ASI-MV interviews are saved automatically to the **VISTA** database.

NOTE: If an ASI-MV interview is **not** ENTIRELY completed, data will **not** be temporarily stored on the PC workstation. Therefore, the ASI-MV interview will need to be repeated.

After the demographics and ASI-MV interview data has been saved to the **VISTA** MH database, clinician can review and print itemized and narrative reports, composite score summaries and utilization reports using the familiar **VISTA** MH roll-and-scroll screens.

Starting MH ASI-MV Software Application

The following information provides detailed instructions including screen displays to assist clinicians and patients with administering the **new** ASI-MV interviews.

Clinician:

1. Retrieve the COTS ASI-MV CD-ROM and (optional) headphones from a secure storage area.

NOTE: It is recommended that the COTS ASI-MV CD-ROM and (optional) headphones be stored safely away from the PC Workstation when not in use.

2. Insert the COTS ASI-MV CD-ROM into the PC Workstation CD-ROM player.
3. Double click the YS50167_ASIMV.EXE icon.

Example: YS50167_ASIMV.EXE icon

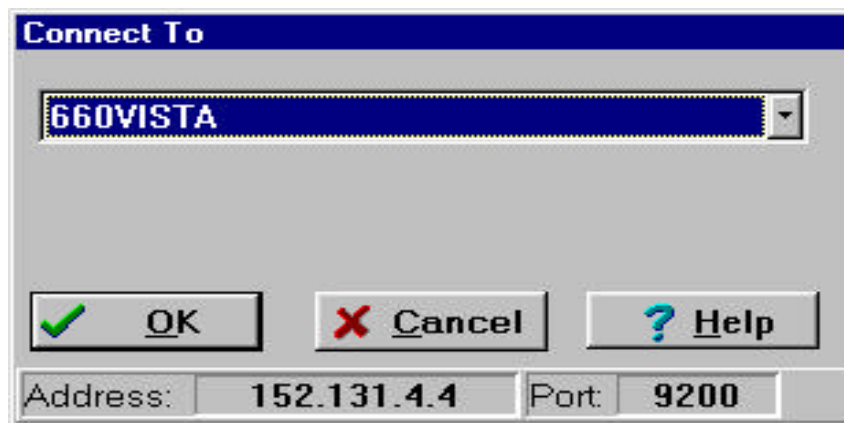


Choosing a VISTA Server

4. Select the **VISTA** server you wish to use.

NOTE: If your PC Workstation is configured to interact with more than one **VISTA** server, you will be prompted to select a server from a list of servers. However, most PC Workstations are not set up this way. Therefore, you may never see the following **VISTA** Server Screen example.

Example: VISTA Server Screen



VISTA Application Sign-on

5. Use the standard **VISTA** Access and Verify Code sign-on procedures to access the **VISTA** software application.

Example: VISTA Sign-on Screen

VISTA Sign-on

>>>> NOTICE <<<<
This account is established for software demonstration,
testing and user training only.
The data in this TEST system is protected by the same
confidentiality regulations, statutes, and penalties for
unauthorized disclosure as the production system.

VA

Access Code:

Verify Code:

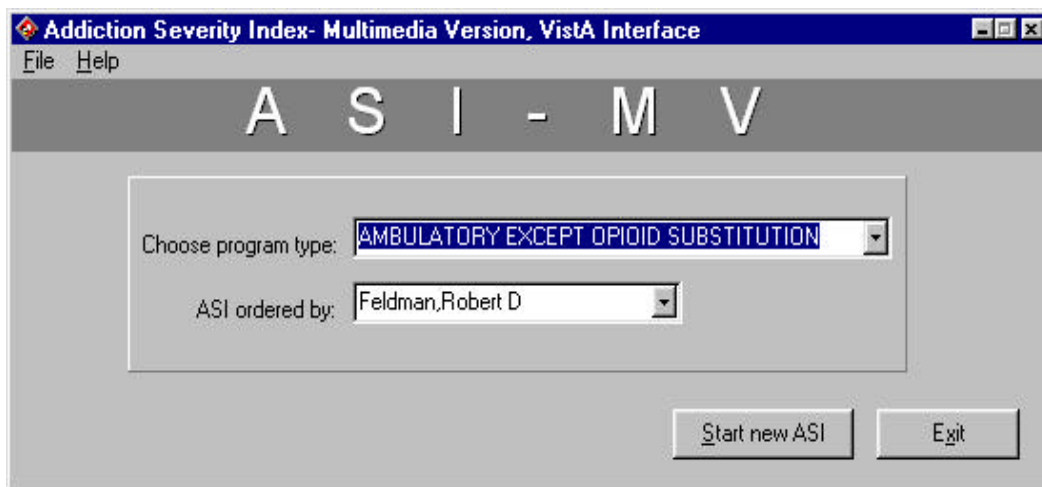
Server: **660TST** Volume: **ROU** UCI: **VAH** Port: **_NLA0:**

Choosing Program Types

6. Click on the “Choose program type” and “ASI ordered by” buttons and scroll down the list to make a selection. After the selections are made, click the “Start new ASI” button to advance to the next screen.

NOTE: The selection examples displayed are default values from the previous interview.

Example: VISTA ASI-MV Interface Screen



Selecting a Patient

7. To select a patient, click on the down-arrow symbol and scroll through the patient list. After the patient selection has been made, click on the “OK” button to advance to the next screen.

Example: Patient Selection Screen

Patient Selection

Patient List

☐ No Default
☐ Providers
☐ Teams
☐ Specialties
☐ Clinics
☐ Wards
☒ All

Patients

Aaadtxy,Zlub K

Aaadtxy,Irllyh I
 Aaadtxy,Jeluaht A
 Aaadtxy,Juldf J
 Aaadtxy,Laguhi H
 Aaadtxy,Lyiuhp
 Aaadtxy,Tshqhy U
 Aaadtxy,Udjelui A
 Aaadtxy,Ulnzxyi H
 Aaadtxy,Wedaadw
 Aaadtxy,Wlsudjb C
Aaadtxy,Zlub K
 Aaadtxy,Zxuudt H
 Aaadyfhu,Uxkhus H
 Aaadyfsxy,Lus S
 Aaadytxy,Pdaadlz K
 Aaafhdhu,Chuun I

Aaadtxy,Zlub K
 SSN: 588-81-1825
 DOB: Jan 20,1960
 Male
 Veteran
 10% Service Connected

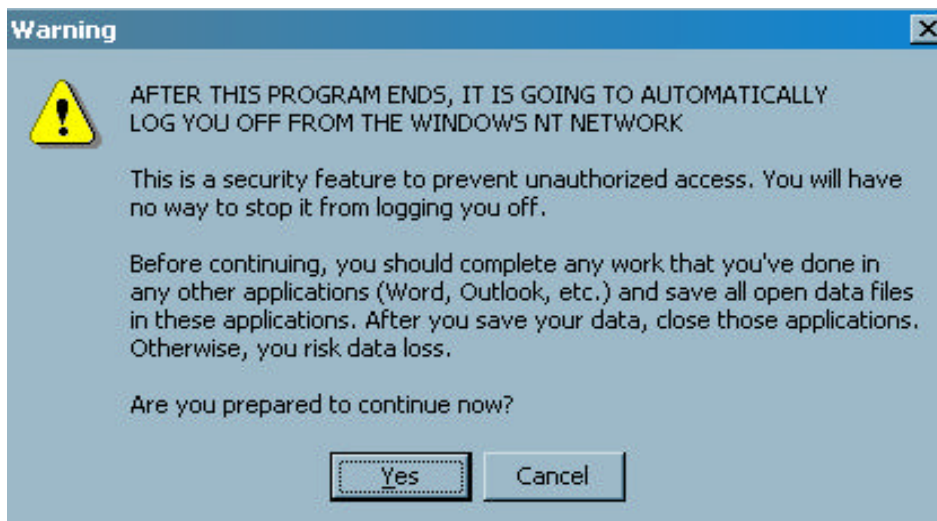
OK Cancel

Save Patient List Settings

ASI-MV Interface Security Warning #1**NOTES:**

- Place the keyboard in a position or location where the patient will **NOT** accidentally cause a keyboard key press.
- Each “accidental” keystroke will activate a screensaver, after a brief pause the workstation becomes locked, requiring the re-enter of the password to regain access.
- A maximum of 10 “accidental” keystrokes are allowed, on the 11th keystroke, the ASI-MV interview session is terminated and logged off.

8. This screen addresses the security actions that will take place when the user clicks on the “Yes” button to continue. If the user clicks on the “Cancel” button you will be exited to the last application you were executing on your DeskTop.

Example: ASI-MV Interface Security Warning #1 Screen

ASI-MV Interface Security Warning #2

9. This screen instructs the user on what to do with the Desktop's keyboard from this point on. Click on the "OK" button to continue.

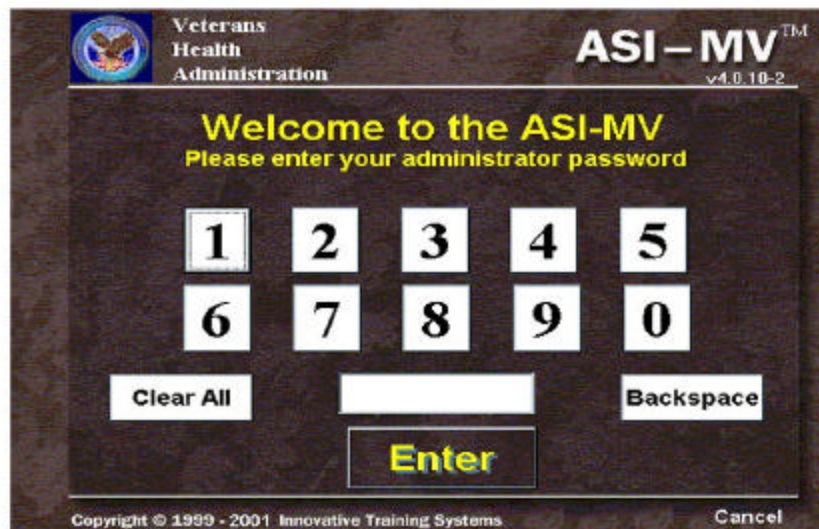
Example: ASI-MV Interface Security Warning #2 Screen



ASI-MV Access Screen

10. You MUST enter the following administrator password (**1235**) by CLICKING on the numbers located on ASI-MV Screen (i.e., **typing** in the password numbers are not allowed). Once the password is entered, click on the “Enter” button to advance to the next screen.

Example: ASI-MV Screen

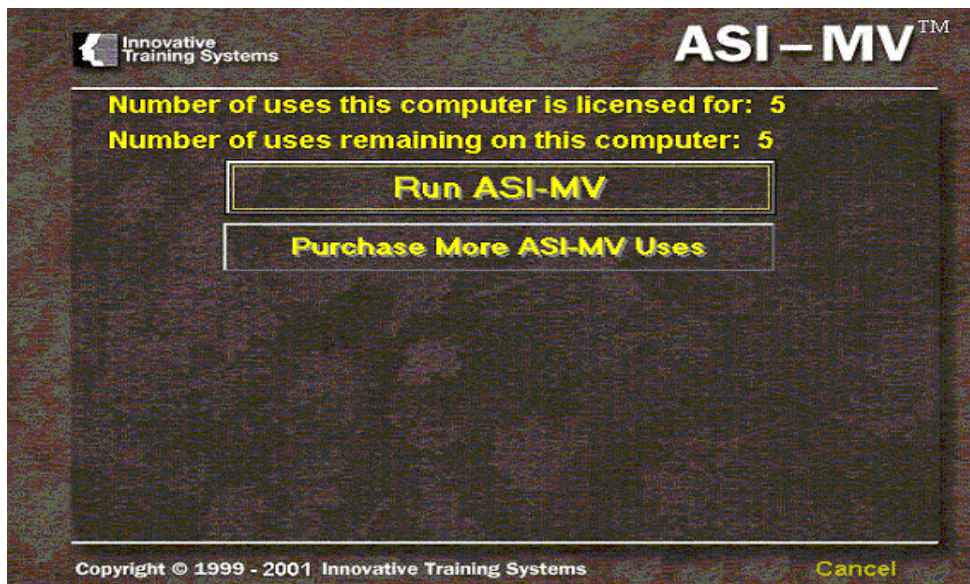


Starting the ASI-MV Screen

11. Click on the “Run ASI-MV” button to advance to the next screen.

NOTE: Click on the “Purchase More ASI-MV Uses” button to purchase more ASI-MV license uses for the PC workstation.

Example: ASI-MV Screen



ASI-MV Interview Screen

NOTES:

Clinician, this is a good time to instruct the patient on the following functions of the self-administered ASI-MV interview session. From this point on the patient will self-administer the ASI-MV interview.

- Place the keyboard in a position or location where the patient will **NOT** accidentally cause a keyboard key press.
- Demonstrate to the patient how to correctly use the mouse.
- Give the patient a brief description of the self-administer ASI-MV Interview session.
- On the first screen of the self-administer ASI-MV Interview, when the multimedia characters begin to speak, ask the patient to adjust the speaker or headphone's volume to a comfortable level.

Patient:

12. To begin the ASI interview “Click Screen To Start”

Example: Addiction Severity Index Multimedia Version screen



NOTE: When the self-administered ASI-MV interview is totally completed by the patient, the interview session will end automatically. The ASI-MV interview data is temporarily stored on the PC workstation until the ASI-MV software is accessed again.

Saving the ASI-MV Interview Data

13. Insert the ASI-MV CD ROM and click on the YSASIMV.EXE icon to automatically save the previously administered interview data to the **VISTA** MH database.

NOTES:

The “Processing” screen will immediately appear displaying “Saving data to **VISTA**. Please wait...” Saving the data is an automatic process requiring NO user interaction. Please **do not** use the computer when the “Processing” screen is displayed.

When previously administered ASI-MV data has already been uploaded, the “Processing” screen will **not** appear.

Example: Processing screen - Saving Data to **VISTA**

