

Enrollment Application System (EAS) Setup Checklist

10-10EZ and Means Test Letters

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
10-10EZ			
1. Implementation occurs as soon as the server option, EAS EZ SERVER, has been entered as a remote member of the VA1010EZ Mail Group. The server routine will then be invoked as each 10-10EZ Application is received via e-mail			
2. Proper setup and maintenance of the VA1010EZ mail group is critically important. A FileMan listing of this group from the Mail Group File (#3.8) must show the following: A. NAME: VA1010EZ B. TYPE: public C. ALLOW SELF ENROLLMENT?: NO D. RESTRICTIONS: UNRESTRICTED E. REMOTE MEMBER: S.EAS EZ SERVER@your-site.VA.GOV The character string in “your-site.VA.GOV” should exactly match the contents of ^XMB(“NETNAME”) for your VISTA system.			
3. Consult with your local HAS ADPAC or management to confirm the identity of an appropriate organizer for the mail group. Since self-enrollment is not allowed, this person will be responsible for maintenance of group membership. Ensure that the Organizer has sufficient system access to add and remove mail group members as needed. Ideally, the Organizer should also be a Member of			

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the group in order to receive all in-coming messages			
<p>A. The Organizer should then verify that all facility staff with responsibilities to review and process 10-10EZ Applications are included as Members of the mail group. All Members of the VA1010EZ mail group should also be given access to the EAS EZ 1010EZ PROCESSING option, which is the entry point to the processing module.</p>			
MEANS TEST LETTERS			
<p>A. You must have the EAS MTSUPV key to use the EAS MT Parameter Menu option.</p>			
<p>1) EAS MT Parameter Entry/Edit option will display the current parameters for MT letters and allow for editing of the individual parameters as desired Items includes</p> <ul style="list-style-type: none"> a) Primary Print Device – device much be setup in the Device File (3.5) b) Allow Filtering by Location – if enabled the software will query the preferred facility field of the patient file for the veteran. Only MT letters where the veteran’s preferred facility matches will be printed. c) Seed Means Test Completion Notice: - If enabled this will result in a bulletin generation upon completion of data entry of the veterans MT information. Bulletin will be sent to users identified in the EAS MT LETTER mailgroup d) Envelope Offset – You should not have to set this unless you need to move the veteran’s addressed to make it appear properly in a window envelope 			

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e) Allow Alternate Return Address? This indicates whether the primary facility's return address or the return address for the preferred facility will print on the MT reminder letters			
4. BACKGROUND JOBS A. EAS MT LETTERS BG SEARCH B. EAS MT LETTERS BG PRINT C. EAS MT EXPIRATION BG PRINT			
5. MAILGROUP 1) EAS MT LETTERS			
6. SECURITY KEY 1) EAS MTSUPV			