

**Prosthetics Purchasing and CPRS Enhancements Work  
Effort #20130608**

***Business Requirements Document***



**May 2015**

## Revision History

**NOTE:** *The revision history cycle begins once changes or enhancements are requested after the initial Business Requirements Document has been completed.*

Date	Description	Author
[REDACTED]	[REDACTED]	[REDACTED]
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# Business Requirements Document

## 1. Purpose

The Business Requirements Document (BRD) is authored by the business community for the purpose of capturing and describing the business needs of the customer/business owner identified within the New Service Request (NSR) [#20130608](#), “Prosthetics Business Environment Enhancement (Prosthetics GUI to eCMS and CPRS).” The BRD provides insight into the AS-IS and TO-BE business area, identifying stakeholders and profiling primary and secondary user communities. It identifies what capabilities the stakeholders and the target users need and why these needs exist, providing a focused overview of the request requirements, constraints, and Other Considerations identified. This document does not state the development methodology. The intended audience for this document is the Office of Information and Technology (OI&T).

## 2. Overview

This new service request (NSR) is supported by the Office of Patient Care Services. This request addresses changes and needs within the business environment for the Prosthetics and Sensory Aid Service (PSAS) package.

## 3. Customer and Primary Stakeholders

[Redacted]

## 4. Scope

This request includes the requirements needed to bring the current prosthetics business environment to modern GUI standards (e.g. Delphi standards or equivalent business standards). Additionally, the project must maintain or create interfaces with the department’s clinical ordering system, procurement and financial system, contract management system and inventory management system.

## 5. Goals, Objectives and Outcome Measures

Goal/Objective and Desired Outcome	Impact	Measurement
[Redacted]	[Redacted]	[Redacted]

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## 6. Enterprise Need/Justification

Several oversight investigations by the OIG and GAO as well as department level mandates to include:

- Department mandates requiring that all procurements above the micro-purchase level be completed by warranted contracting officers and that eCMS be utilized for all acquisitions above the micro-purchase level.
- The Office of Inspector General, Office of Audits and Evaluations issued an audit report in March 2012 titled, Audit of Prosthetics Supply Inventory Management (see [Appendix A](#)). The report directs Veterans Integrated Service Network (VISN) and VAMC directors to eliminate excess prosthetic inventories, avoid prosthetic shortages, develop a plan to implement a modern inventory system, and strengthen management of prosthetic supply inventories.

## 7. Requirements

### 7.1. Business Needs/Owner Requirements

ReqPro Tag BN/OWNR Number	Business Need (BN) / Owner Requirement (OWNR)	Priority*
NEED1555 BN 1	Adhere to the Enterprise Level requirements as specifically addressed in <a href="#">Appendix C</a> of this document.	
BN 4	Provide capabilities to complete Baseline Graphical User Interface (GUI) software to bring the current prosthetics business environment to modern GUI standards (e.g. Delphi or equivalent business standards).	
OWNR9098 4.1	Provide the ability to search for, display all transactional records and process a suspense record for a single patient within the prosthetics business environment	High
OWNR9100 4.2	Provide the ability to process a suspense record for a single patient within the prosthetics business environment.	High

<b>ReqPro Tag BN/OWNR Number</b>	<b>Business Need (BN) / Owner Requirement (OWNR)</b>	<b>Priority*</b>
OWNR9104 4.3	Provide the ability to prioritize consults (e.g. commodity, diagnosis, urgency, period of service).	High
OWNR9105 4.4	Provide the ability to clone a consult in the prosthetics business environment with the ability to manage restrictions.	High
OWNR9107 4.5	Provide the ability in prosthetics business environment to automatically add a patient to the Prosthetics Patient file in order to create a 2319 record for a patient.	High
OWNR9109 4.6	Provide the ability to change the main menu with in the prosthetics business environment to depict the functionality more accurately (e.g. Suspense Processing screen).	High
OWNR 4.7 (from RSD)	Provide the ability to deliver service or to issue equipment under certain circumstances (e.g. Create Manual Record).	High
OWNR 4.8	Provide the ability to comply with 508 requirements	High
OWNR 4.9	Provide the capability for Code Merge (modifications made for patches i.e. RMPR*3*168 and any other patches for this effort, ICD-10.	High
OWNR 4.10	Provide the ability for Integration of Prosthetics Inventory (PI) with Prosthetics Business Environment using the current inventory system (e.g. generic inventory package)	
4.11	Provide the ability to manage prosthetics requests as they are submitted to prosthetics through current clinical ordering system.	High
4.12	Provide the ability to send requirements (e.g. equipment, services, rentals) to contracting above micro purchase threshold	High
4.13	Provide the ability to create a procurement for prosthetic items below the micro purchase threshold	High
4.14	Provide the ability to communicate prosthetic requests between clinicians and prosthetic staff (i.e. view alert)	High
4.15	Provide ability to create a delivery order within a prosthetics business environment	High
4.16	Provide ability to create a "Not-to-Exceed" request for implantable items	High
4.17	Ensure that all prosthetic transactions are filed onto the patient record VAF-2319 (Record of prosthetic appliance or repair)	High



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## 8. Other Considerations

### 8.1. Alternatives

There are no alternatives.

### 8.2. Assumptions

It is assumed that:

- This request will be funded and there will be adequate human resources available to do the technical work.
- IFCAP software will continue to be available.
- Electronic Contract Management System (eCMS) will continue to be utilized.
- CPRS will continue to be the clinical system of record.
- Inventory Management System will be utilizing generic inventory package

### 8.3. Dependencies

There are dependencies on eCMS, CPRS, IFCAP/GIP, Patient File, Billing, Decision Support System, and the Federal Procurement Data System.

### 8.4. Constraints

No constraints identified.

### 8.5. Business Risks and Mitigation

**Business Risks:** Noncompliance with Inspector General (IG) recommendations for inventory control

**Mitigation:** Prioritize recommendations and estimate schedule impact/delay to incorporate changes.

**Business Risks:** Manual handoff of patient consults from clinician order to procurement requisition to award and then back to patient record increases chances for delays in patient care, reduced data integrity, and loss of fiscal integrity.

**Mitigation:** Automate consults to eliminate delays and loss of data/fiscal integrity.

**Business Risks:** Loss of opportunity to increase efficiencies for field staff.

**Mitigation:** Automate inventory processing to increase efficiencies.

**Business Risk:** If the solution is not developed there could be a delay in patient care as well as a loss of revenue.

**Mitigation:** Require staff to check IFCAP for a purchase order and pull the data from IFCAP and post it to the patient's prosthetic record.

**Business Risk:** Assignment of development work to a contractor unfamiliar with the VistA code set for PSAS, PVS and Generic Inventory Package(GIP) could delay the project past the funded 5 month period.

**Mitigation:** Utilize government development resources familiar with the VistA code set.

## Appendix A. References

- Veterans Health Administration Audit of Prosthetics Supply Inventory Management, Office of Inspector General, March 30, 2012, Report No. 11-00312-127  
<http://www.va.gov/oig/pubs/VAOIG-11-00312-127.pdf>
- Prosthetics Manuals, VistA Documentation Library  
<http://www.va.gov/vdl/application.asp?appid=96>
- Prosthetics Service Consults, Memorandum from Deputy Under Secretary for Health for Operations and Management to Network Directors, April 6, 2007.  
<http://vaww.teamshare.va.gov/PCLO/ProstheticsDirectivesMemosMisc/Memos%20%20Misc/Consults%20Memo.pdf>
- VA Handbook 6500 – Information Security Program  
[http://vaww1.va.gov/vapubs/viewPublication.asp?Pub\\_ID=364&FType=2](http://vaww1.va.gov/vapubs/viewPublication.asp?Pub_ID=364&FType=2)
- Project Notebook for Strategic Asset Management (SAM): Phase 2  
<http://tspr.vista.med.va.gov/warboard/anotebk.asp?proj=1329>



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## Appendix C. Enterprise Requirements

Below is a subset of Enterprise-level Requirements that are of particular interest to the business community. These requirements MUST be addressed within each project resulting from this work effort. If OI&T cannot address these Enterprise-level requirements, the Business Owners responsible for each area MUST be engaged in any waiver discussions prior to any decisions being made. This section is not meant to be a comprehensive list of all Enterprise-level requirements that may apply to this work effort and should not preclude the technical community from reviewing all Enterprise-level requirements, and identifying others that should apply to this work effort as well.

ReqPro Tag	Requirement Type	Description
ENTR25	Security	All VA security requirements will be adhered to. Based on Federal Information Processing Standard (FIPS) 199 and National Institute of Standards and Technology (NIST) SP 800-60, recommended Security Categorization is HIGH.  The Security Categorization will drive the initial set of minimal security controls required for the information system. Minimum security control requirements are addressed in NIST SP 800-53 and VA Handbook 6500, Appendix C.
ENTR10	Privacy	All VA Privacy requirements will be adhered to. Efforts that involve the collection and maintenance of individually identifiable information must be covered by a Privacy Act system of records notice.
ENTR95	508 Compliance	All Section 508 requirements will be adhered to.
ENTR7	Executive Order	All executive order requirements will be adhered to.
ENTR8	Identity Management	All Enterprise Identity Management requirements will be adhered to. These requirements are applicable to any application that adds, updates, or performs lookups on persons.
ENTR991	Terminology Services	Application/services shall reference the Standard Data Services (SDS) as the authoritative source to access non-clinical reference terminology.
ENTR1092	Terminology Services	Application/Services shall use the VA Enterprise Terminology Services (VETS) as the authoritative source to access clinical reference terminology.
ENTR1848	Terminology Services	Applications exchanging data summarizing a patient's medical status shall conform to standards defined by the VHA-endorsed version of C 32 – Health Information Technology Standards Panel (HITSP) Summary Documents Using Health Level Seven (HL7) Continuity of Care Document (CCD) Component.

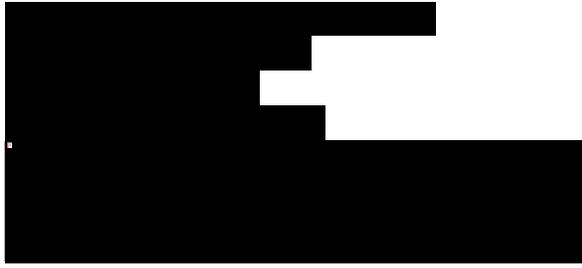
## Appendix D. Acronyms and Abbreviations

OI&T Master Glossary: [http://vaww.oed.wss.va.gov/process/Library/master\\_glossary/masterglossary.htm](http://vaww.oed.wss.va.gov/process/Library/master_glossary/masterglossary.htm)

<b>Term</b>	<b>Definition</b>
ANR	Automated Notification Reporting
BN	Business Need
BRD	Business Requirements Document
CA	Certification and Accreditation
CCD	Continuity of Care Document
CDW	Corporate Data Warehouse
CPRS	Computerized Patient Record System
eCMS	Electronic Contract Management System
HER	Electronic Health Record
ESM	Enterprise Systems Management
FIPS	Federal Information Processing Standard
GIP	Generic Inventory Package
GUI	Graphical User Interface
HISA	Home Improvement Structural Alterations
HITSP	Health Information Technology Standards Panel
HL7	Health Level Seven
HSPM	Health Systems Portfolio Management
ICD-10	International Classification of Diseases 10 <sup>th</sup> Edition
IFCAP	Integrated Funds Control, Accounting, and Procurement system
IG	Inspector General
IT	Information Technology
JC	Joint Commission
NIST	National Institute of Standards and Technology
NPPD	National Prosthetics Patient Database
NSR	New Service Request
OEF/OIF	Operation Enduring Freedom/Operation Iraqi Freedom
OI&T	Office of Information and Technology
OM	Operations and Maintenance
OWNR	Owner Requirement
PD	Product Development
PI	Prosthetics Inventory
PM&R	Physical Medicine & Rehabilitation
PO	Purchase Order
PSAS	Prosthetics and Sensory Aid Service

<b>Term</b>	<b>Definition</b>
PVS	Prosthetics VistA Suite
RAEM	Requirements Analysis and Engineering Management
RDM	Requirements Development and Management
RSD	Requirements Specification Document
SAM	Strategic Asset Management
SDS	Standard Data Services
SLA	Service Level Agreement
SME	Subject Matter Expert
VA	Department of Veterans Affairs
VETS	VA Enterprise Terminology Services
VHA	Veterans Health Administration
VISN	Veterans Integrated Service Network
VistA	Veterans Health Information Systems and Technology Architecture

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