

Care Coordination (CC)
Standardized Episodes of Care (SEOC)
Software Version 1.21
Database User Guide



December 2023

Department of Veterans Affairs

Office of Information and Technology (OIT)

Revision History

NOTE: The revision history cycle begins once changes or enhancements are requested after the document has been baselined.

Date	Revision	Description	Author
12/11/2023	18.0	Updated for v1.21.0: <ul style="list-style-type: none"> • Updated version number. • Updated screens throughout the document to match the new UI. 	VetsEZ
08/21/2023	17.0	Updated for v1.20.0: <ul style="list-style-type: none"> • Updated version number. Updated screens throughout the document to match the new UI.	VetsEZ
04/24/2023	16.0	Updated for v1.19.0: <ul style="list-style-type: none"> • Updated version number. • Updated screens throughout the document to match the new UI. • Added Exporting Data section. 	VetsEZ
01/24/2023	15.0	Updated for v1.18.0: Updated version number.	VetsEZ
10/24/2022	14.0	Updated for v1.17.0: <ul style="list-style-type: none"> • Updated version number. • Updated screens and definitions to include the Filter by Service Line menu. • Updated screens and definitions to include the Filter by Billing Code field. 	VetsEZ
06/29/2022	13.0	Updated for v1.16.0: Updated version number.	VetsEZ
01/21/2022	12.0	Updated for v1.14.0: Updated version number.	VetsEZ
08/31/2021	11.0	Updated for v1.12.0: Updated screen captures.	VetsEZ
02/05/2021	10.0	Updated for v1.11.1: Updated screen captures.	AbleVets
10/28/2020	9.0	Updated for v1.11: <ul style="list-style-type: none"> • Updated screen captures. • Updated Acronyms and Abbreviations section. 	AbleVets
01/13/2020	8.0	Updated for v1.10: <ul style="list-style-type: none"> • Updated document name to <i>Care Coordination (CC) Standardized</i> 	AbleVets

Date	Revision	Description	Author
		<p><i>Episodes of Care (SEOC) v1.10 Database User Guide.</i></p> <ul style="list-style-type: none"> Removed all Admin content. The Admin content can now be found in the new <i>Care Coordination (CC) Standardized Episodes of Care (SEOC) v1.10 Administrative User Guide.</i> Updated screen captures. 	
9/18/2019	7.0	<p>Updated for v1.9:</p> <ul style="list-style-type: none"> Updated screen captures. Added section: Export the SEOC Data to a JSON File. Added section: Export the SEOC PreCert Data to a JSON File. Added section: Sort SEOCs Alphabetically by Name. Added section: Invalid Characters. Added section: Show Invalid Characters. Added section: Fix Invalid Characters. Added section: Revert a Date Hold SEOC back to In-Progress. Updated definitions for the Standardized Episodes of Care table fields. Updated the steps in the JSON Instructions section. 	AbleVets
06/11/2019	6.0	<p>Updated for v1.8:</p> <ul style="list-style-type: none"> Draft New SEOC section Activate an In-Progress SEOC section Delete an In-Progress SEOC section Revert SEOC to In-Progress section 	AbleVets
3/05/2019	5.0	<p>Updated for v1.7. Added Managing Billing Codes, Updated screen captures to reflect v1.7</p>	AbleVets
1/02/2019	4.0	<p>Updated for v1.6 Updated screen captures, Added Exporting SEOC Data section, added Appendix A.</p>	AbleVets
10/04/2018	3.0	<p>Updated for v1.5 Included Manage Users features: Filter by Role, Filter by Name, Delete Selected User, Edit Selected User, and Add New User.</p>	AbleVets

Date	Revision	Description	Author
09/25/2018	2.0	Finalized for Software Version 1.0.04.1	AbleVets
09/14/2018	1.3	Finalized for Build 5	AbleVets
08/09/2018	1.2	Updated for Build 5	AbleVets
07/20/2018	1.1	Updated for Software Version 1.0.4 Build 4	AbleVets
06/25/2018	1.0	Initial Draft Delivery	AbleVets

Artifact Rationale

Per the Veteran-focused Integrated Process (VIP) Guide, the User's Guide is required to be completed prior to Critical Decision Point #2 (CD2), with the expectation that it will be updated as needed. A User Guide is a technical communication document intended to give assistance to people using a particular system, such as VistA end users. It is usually written by a technical writer, although it can also be written by programmers, product or project managers, or other technical staff. Most user guides contain both a written guide and the associated images. In the case of computer applications, it is usual to include screenshots of the human-machine interfaces, and hardware manuals often include clear, simplified diagrams. The language used is matched to the intended audience, with jargon kept to a minimum or explained thoroughly. The User Guide is a mandatory, build-level document, and should be updated to reflect the contents of the most recently deployed build. The sections documented herein are required if applicable to your product.

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1. Introduction

The Care Coordination (CC) Standardized Episodes of Care (SEOC) is a reference database for managing care bundles for use by Veterans Information Systems and Technology Architecture (VistA) and other Department of Veterans Affairs (VA) systems. Services are grouped together within the SEOC system into bundles so that clinicians can add these bundles to patients consult records in a standardized fashion, reducing the amount of time spent manually entering consult instructions, and providing uniformity among the patient records and across facilities for how patient care is prescribed for similar complaints.

These bundles group together one or more services that are preselected for different specialties to be added to the consult records. In addition, the clinician is provided with information regarding prescribing rules and preauthorization requirements, so they can make the most informed decisions regarding patient care.

Additionally, SEOC data will be accessible outside of the VistA/Computerized Patient Record System (CPRS) system so that users of downstream applications will be accessing the centralized data, and SEOC descriptions, reducing the chances of disconnects.

1.1. Purpose

The purpose of this document is to provide instruction for utilizing the SEOC application to standardize and streamline consult management for Community Care.

1.2. Document Orientation

The *Care Coordination (CC) Standardized Episodes of Care (SEOC) v1.21 Database User Guide* will provide explanations of each screen and of all user interface options within the context of an easy-to-understand demonstration data scenario.

This document is also designed to provide the user with screen-by-screen “how to” information on the usage of CC SEOC.

1.2.1. Organization of the Manual

Section 1: Introduction

The Introduction section provides the purpose of this manual, an overview of the SEOC software, an overview of the software used, project references, contact information for the user to seek additional information, and an acronyms and abbreviations list for this manual.

Section 2: System Summary

The System Summary section provides a graphical representation of the equipment, communication, and networks used by the system, user access levels, how the software will be accessed, and contingencies and alternative modes of operation.

Section 3: Getting Started

Information for the Getting Started section provides a general walk-through of the system from initiation through exit, enabling the user to understand the sequence and flow of the system.

Section 4: Using the Software

This section gives the user the “how to” information to use SEOC, including many step-by-step procedures.

Section 5: Troubleshooting

This section provides troubleshooting for the SEOC user.

Section 6: Acronyms and Abbreviations

This section provides a list of acronyms and abbreviations found in this document.

1.2.2. Assumptions

This guide was written with the following assumed experience/skills of the audience:

- The SEOC user has been assigned the user role of SEOC Analyst. The SEOC Analyst can view Active or Discontinued SEOCs on the Home Page. These users can View, Print, or Track Version Changes on selected SEOCs.
- User has Google Chrome and/or Microsoft Edge installed on their machine.
- The SEOC user has basic knowledge of the SEOC system (such as the use of commands, menu options, and navigation tools).
- The SEOC user has been provided the appropriate active roles, menus, and security keys required for the SEOC User Interface (UI).
- The SEOC user is using SEOC to perform their daily consult creation workflow and perform the required SEOC functions.
- The SEOC user has validated access to the SEOC UI.
- The SEOC user has been provided training on the SEOC UI and has reviewed the User Guide.
- SEOC Content Authors: The SEOC Content Authors are responsible for creating and update the content within the SEOC repository using the SEOC UI. These users are required to VA access rights and privileges and will sign on to the SEOC

application using their Single Sign-On Integration (SSOI) credentials (typically their Personal Identification Verification (PIV) and access code).

- CPRS Clinicians that are responsible for documenting patient consult records. These clinicians utilize the SEOC content as part of their daily consult creation workflow such that they will add a SEOC bundle to the patient consult record which will provide for a standardized documentation and care plan approach across the VA for these consults.

1.2.3. Coordination

One Consult - Consult Toolbox 1.9.02 and above and the HealthShare Referral Manager (HSRM) depend on the availability of the SEOC System. Consult Toolbox 1.9.02 requires active SEOCs whereas HSRM requires active and discontinued SEOCs. Coordination between the One Consult – Consult Toolbox, HSRM, and SEOC team is necessary with any updates to SEOC.

1.2.4. Disclaimers

1.2.4.1. Software Disclaimer

This software was developed at the Department of Veterans Affairs (VA) by employees of the Federal Government in the course of their official duties. Pursuant to title 17 Section 105 of the United States Code this software is not subject to copyright protection and is in the public domain. VA assumes no responsibility whatsoever for its use by other parties, and makes no guarantees, expressed or implied, about its quality, reliability, or any other characteristic. We would appreciate acknowledgement if the software is used. This software can be redistributed and/or modified freely provided that any derivative works bear some notice that they are derived from it, and any modified versions bear some notice that they have been modified.


1.2.4.2. Documentation Disclaimer

The appearance of external hyperlink references in this manual does not constitute endorsement by the Department of Veterans Affairs (VA) of this Web site or the information, products, or services contained therein. The VA does not exercise any editorial control over the information you may find at these locations. Such links are provided and are consistent with the stated purpose of the VA.

1.2.5. Documentation Conventions

This manual uses several methods to highlight different aspects of the material.

Table 1. Documentation Symbols and Descriptions

Symbol	Description
	CAUTION: Used to caution the reader to take special notice of critical information.

NOTE: Notes are used to inform the reader of general information including references to additional reading material.

1.2.6. References and Resources

Readers who wish to learn more about CPRS and CC SEOC should consult the VA Software Document Library.

1.3. National Service Desk and Organizational Contacts

For issues related to the CC SEOC that cannot be resolved by this manual or the site administrator, please contact the National Service Desk.

2. System Summary

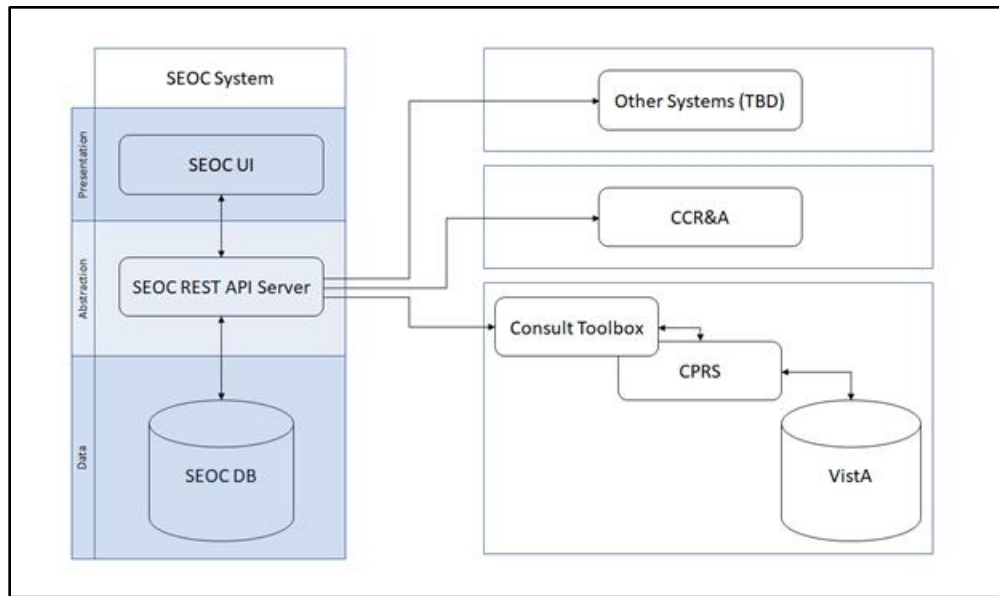
There was an immediate need to provide clinicians the ability to quickly and consistently add care bundles to a patient's consult record within VistA. SEOC provides this feature for a higher level of uniformity in patient care, easier access to appropriate services, based on initial diagnoses, and the ability to better control care costs. SEOC allows clinicians to enhance the coordination of care for the Veteran.

The system contains SEOCs, or care bundles, that clinicians or other designated individuals can assign to VA patients. These bundles allow for the consistent use of procedures when certain conditions are diagnosed. This consistency allows the VA to effectively manage patient care and provides easier traceability.

2.1. System Configuration

The SEOC System is designed to be a simple reference database with a supporting SEOC Application Program Interface (API) and UI layer. The SEOC system comprises three application tiers as shown below.

Figure 1: Overview of SEOC System



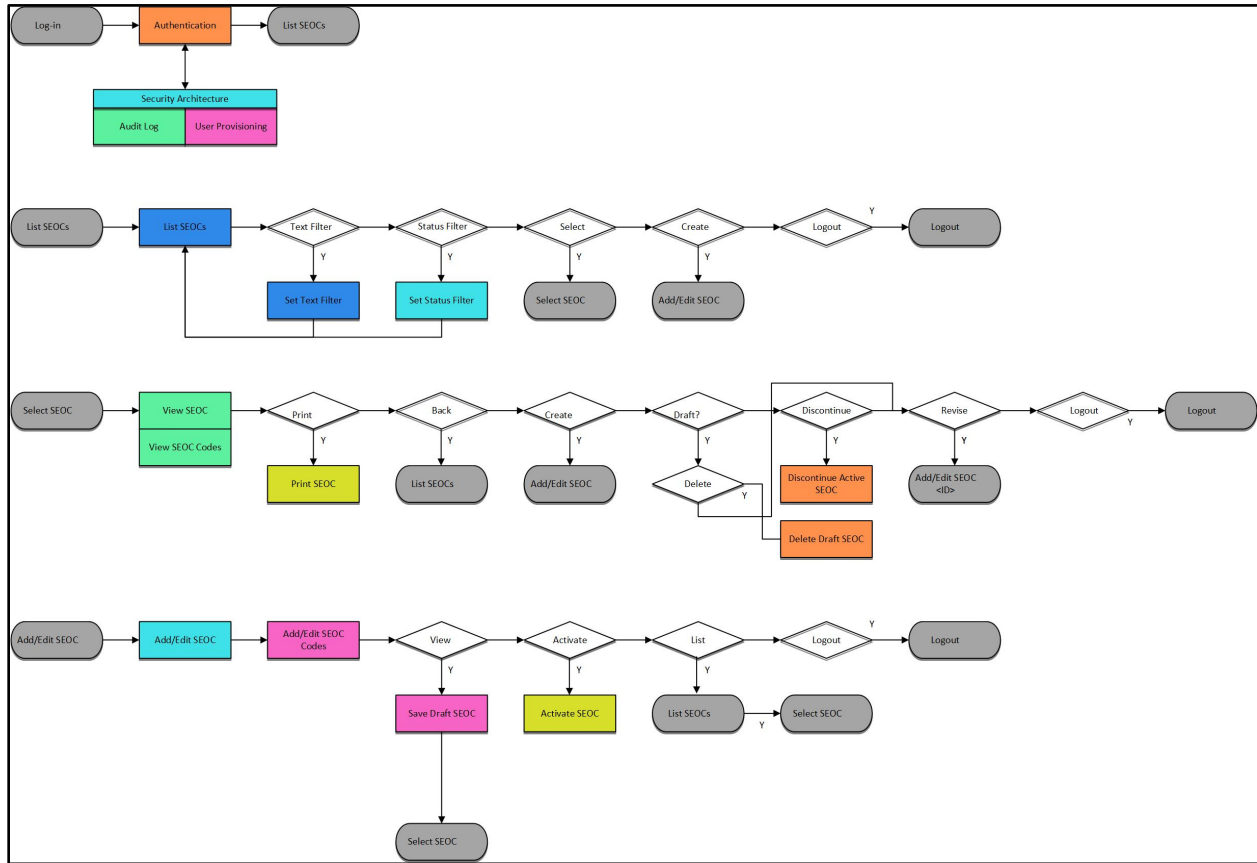
The first tier is the Data Tier. This tier contains SEOC data. SEOC uses Microsoft Structured Query Language (SQL) Server as the database. SEOC data consists of reference data, such as SEOC name, associated procedures, associated Current Procedural Terminology (CPT) codes, procedure durations, etc. Additionally, user role information is maintained within the tables, but no passwords or other credentials are stored. No Protected Health Information (PHI) or Personally Identifiable Information (PII) is stored in the database. SEOC data is associated with patient data in the VistA consult record.

The second tier is the Abstraction Tier. This tier acts as the data broker for the SEOC system. It is a Representational State Transfer (REST) API, built as a microservice hosted on container infrastructure (Docker Container). The API itself is built on the Spring Model-View-Controller (MVC) framework. The API receives web API calls that are forwarded to the database appropriately. Consuming applications are able to query the SEOC system through the SEOC REST API but will not be able to perform updated operations. The SEOC UI uses certificates to authenticate with the SEOC REST API to allow data modification within the SEOC system by authenticated users. Users are authenticated using SSOI. Additionally, a VistA/MUMPS patch is created to insert the SEOC associations into File # 123.

The third and final tier is the Presentation Tier. This tier consists of the SEOC UI, which provides a user interface for approved, authenticated users to maintain the SEOC collection. This application is a web application built as a microservice hosted on container infrastructure (Docker Container). The UI is built using the React.js JavaScript framework for web applications.

2.2. Data Flows

Figure 2: SEOC Data Flow Diagram



2.3. User Access Levels

SEOC user profiles comprise of the following “types of users”:

- **SEOC Content Authors:** The SEOC Content Authors are responsible for creating and update the content within the SEOC repository using the SEOC UI. These users are required to VA access rights and privileges and will sign on to the SEOC application using their SSOI credentials (typically their PIV and access code).
- **CPRS Clinicians** that are responsible for documenting patient consult records. These clinicians utilize the SEOC content as part of their daily consult creation workflow such that they will add a SEOC bundle to the patient consult record which will provide for a standardized documentation and care plan approach across the VA for these consults.
- SEOC data is also accessible to other external consumers in the future (in addition to CPRS users). The SEOC API is a RESTful API that other (to be determined) users will have access to use.

2.4. Continuity of Operation

The SEOC system is maintained by Enterprise Operations (EO). The continuity of operations is managed by EO.

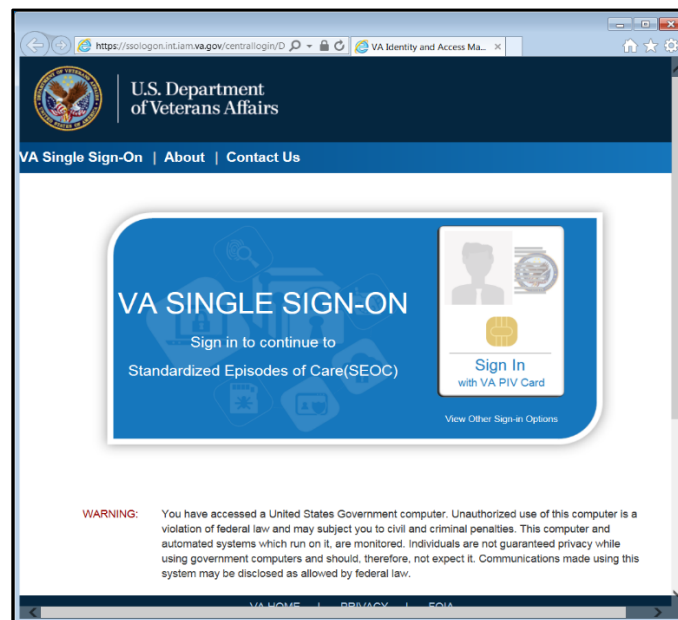
3. Getting Started

This section provides a general walkthrough of CC SEOC from initiation through exit.

3.1. Logging On

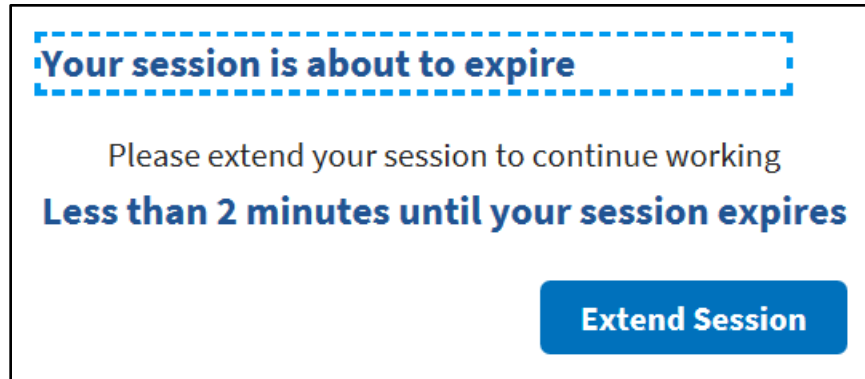
CC SEOC is accessed using the VA SSOi log in.

Figure 3: VA Single Sign-On for SEOC



NOTE: After 15 minutes of inactivity the system will automatically log you out. After 13 minutes of inactivity the system will prompt you to extend your session.

Figure 4: 2 Minutes Until Session Expires Warning



3.2. System Menu

The Standardized Episodes of Care dashboard offers several features: **Filter by Billing Code**, **Filter by Service Line**, **Filter by Status**, **Filter by Name**, **View Selected SEOCs**, and **Export SEOCs**. The home page also displays the username and user role at the top right of the page.

Figure 5: Standardized Episodes of Care Dashboard

Standardized Episodes of Care

Logout (Analyst)


SEOC ADMINISTRATOR
VERSION 1.1.1

SEOC LIST
VIEW SELECTED SEOC
EXPORT SEOCs

Billing Code Filter: [] [Q]
Service Line Filter: [] [v]
Status Filter: ALL [v]
Name Filter (contains): [] [Q]

1915 Items Page 1 of 192 [1] [2] [3] ... [192] Next

Service Line	SEOC Name	Version	Effective Date	End Date	Status
AUD	1.19 UAT Story 4	1.11.1	08-21-2023		ACTIVE
AUD	1.19 UAT Story 4.7	1.7.1	05-01-2023		ACTIVE
AUD	1.19 UAT Story 5	1.6.1	05-01-2023		ACTIVE
AUD	Audiology	1.0.1	11-01-2017	12-07-2018	DISCONTINUED
AUD	Audiology Cochlear Implant Annual Follow Up	1.3.9	08-31-2023	09-01-2023	DISCONTINUED
AUD	Audiology Cochlear Implant Annual Follow Up	1.3.8	06-07-2023	08-31-2023	DISCONTINUED
AUD	Audiology Cochlear Implant Annual Follow Up	1.3.7	06-07-2023	08-31-2023	DISCONTINUED

 **CAUTION:** To view the list of SEOCs using a keyboard interface with assistive technology, you will need to use the “Tab” key to navigate through the list.

Standardized Episodes of Care table fields:

- **Service Line** – A broad category of care for the services and procedures included which is intended to be used to group and filter SEOCs for easier accessibility. A standardized three-letter abbreviation of the service line is included at the beginning of the SEOC ID.
- **SEOC Name** – A unique title that categorizes a SEOC by specialty/subspecialty or area of clinical practice.
- **Version** – The version number of the SEOC. The version number is formatted A.B.C where the first digit will be 1, the second digit is the number of published SEOCs in the same Category of Care when a new SEOC is activated, and the third digit is a serialized revision number.
- **Effective Date** –The date the SEOC status was made from In-Progress to Active.
- **End Date** –The date the SEOC status was discontinued.
- **Status** –The SEOC statuses are as follows:
 - **Active:** When a SEOC is Active, it will be available for all end users (e.g. API users, scheduling, payment, and auditing purposes).
 - **Date Hold:** When the SEOC status is Date Hold, it is pending and set for activation on a designated future date. This status is only available for SEOC Administrative users for editing purposes.
 - **Discontinued:** When a SEOC is Discontinued, read-only users will not have access to the discontinued SEOC in the SEOC Database or the scheduling interface. However, the discontinued version will still be available for payment and auditing purposes. Discontinued SEOCs will remain in the SEOC database for up to six (6) years in the central repository.
 - ⊖ **In-Progress:** The SEOC is available for editing purposes by the Administrators and Authors prior to activation. These SEOCs will not be available via SEOC Database API.

3.3. Changing User ID and Password

If you need to change your user password, you will need to contact your local PIV office.

3.4. Exit System

If you are finished working, log out of VA Single Sign-On and close any secure sessions that may still be open by selecting the **Logout** button.

4. Using the Software

The CC SEOC provides user functionality for the following items:

- **View Selected SEOC**
 - **View a Selected SEOC**
 - **Search for a SEOC by Name**
 - **Sort SEOCs Alphabetically by Name**
 - **Filter SEOCs by Status**
 - **Print a SEOC**
 - **Track Version Changes**
- **Export SEOC**
 - **Export the SEOC Data to an Excel File**
 - **Export the SEOC Data to a JSON File**
 - **Export the VA PreCert Webpage Data to a JSON File**

4.1. View SEOCs

4.1.1. View a Selected SEOC

To view a SEOC from the SEOC list, follow the steps listed below:

1. From the SEOC home page, select the SEOC you would like to view.
2. Select **View Selected SEOC** or tap the selected SEOC to view. The **View SEOC** page displays.

Figure 6: View SEOC (1 of 2)

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION [Icons]

SEOC LIST

SELECTED SEOC

Print

Track Versions

EXPORT SEOCS

Audiology
Audiology Cochlear Implant Annual Follow Up 1.3.10 Active

Effective Date: 09-01-2023

Category of Care: AUDIOLOGY

REV: No

Pre-certification Required: Yes

QASP: General Care

Description:
 This authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult order.

Duration: 60 days

Procedural Overview:

1. Follow-up visits for cochlear implant programming

Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic. Questions regarding where to submit documentation should be directed to the referring facility community care office.

Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA

Figure 7: View SEOC (2 of 2)

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION [Icons]

SEOC LIST

SELECTED SEOC

Print

Track Versions

EXPORT SEOCS

Audiology
Audiology Cochlear Implant Annual Follow Up 1.3.10 Active

Additional Information:

- * Please visit the VHA Storefront www.va.gov/COMMUNITYCARE/providers/index.asp for additional resources and requirements pertaining to the following:
- * Pharmacy prescribing requirements
- * Durable Medical Equipment (DME), Prosthetics, and Orthotics prescribing requirements
- * Precertification (PRCT) process requirements
- * Request for Services (RFS) requirements

Provider Taxonomy Codes:

HPTC	Grouping	Classification	Specialization
231H00000X	Speech, Language and Hearing Service Providers	Audiologist	

Payable Services:

Line Item	Clinical Service	Visits/Units	Frequency	Description	Billing Codes
				1. Follow-up visits for cochlear implant programming Note: Any needed audiologic devices including hearing aids, assistive listening devices	

4.1.2. View Filtered SEOCs

SEOC allows you to filter SEOCs by billing code, service line, status, and name. You also have the option to sort the displayed columns by selecting the arrow to the right of the column heading name.

4.1.2.1. Filter SEOCs by Billing Code

To filter the list of SEOCs by billing code, follow the steps listed below:

NOTE: Those with a Viewer role are unable to filter SEOCs by billing code.

1. From the SEOC Admin home page, enter the billing code in the **Billing Code Filter** field.

Figure 8: Billing Code Filter Field

The screenshot shows the 'Standardized Episodes of Care' page. On the left, there is a sidebar with the VA Community Care logo, 'SEOC ADMINISTRATOR', and 'VERSION' with a refresh icon. The main area has a search bar with four filters: 'Billing Code Filter' (with an empty input field and a search button), 'Service Line Filter' (with a dropdown arrow), 'Status Filter' (with a dropdown menu showing 'ACTIVE'), and 'Name Filter (contains)' (with an empty input field and a search button). A 'Logout' link and '(Analyst)' role indicator are in the top right.

2. Select the **Search** button. The SEOC list refreshes to display the SEOCs list filtered by the billing code type.

Figure 9: Billing Code Filter Search Results

The screenshot shows the same interface as Figure 8, but with the 'Billing Code Filter' field containing '92557' and the search button clicked. Below the filters, it says '6 Items Page 1 of 1' and '1' in a blue box. A table displays the results:

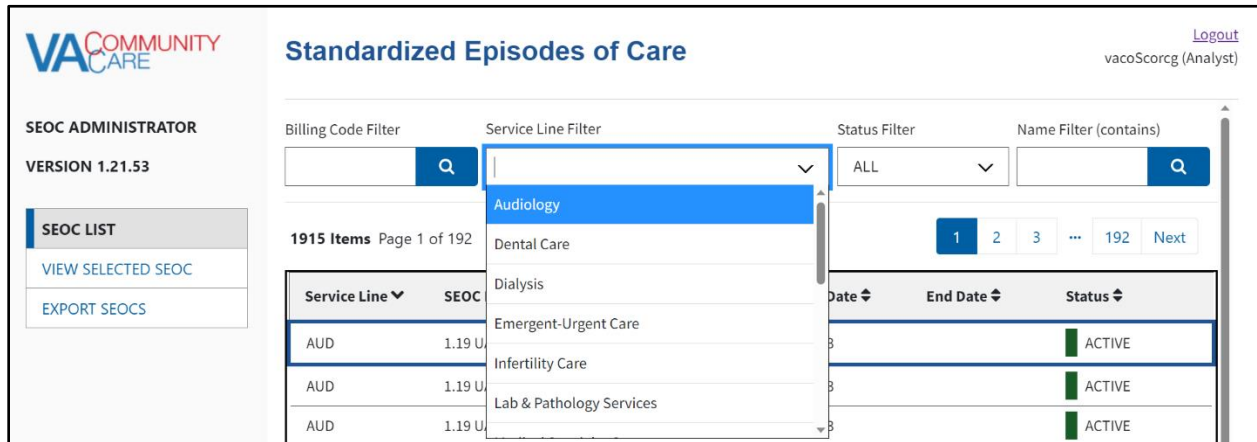
Service Line	SEOC Name	Version	Effective Date	End Date	Status
AUD	Audiology Cochlear Implant Annual Follow Up	1.3.10	09-01-2023		ACTIVE
AUD	Audiology Cochlear Implant Surgery and Follow-Up	1.2.10	06-01-2023		ACTIVE
AUD	Audiology DS Routine	1.0.9	06-23-2022		ACTIVE
MSC	Amyotrophic Lateral Sclerosis	1.2.2	02-15-2022		ACTIVE
PMR	Speech Therapy- Speech Language Pathology Comprehensive	1.0.10	02-15-2022		ACTIVE

4.1.2.2. Filter SEOCs by Service Line

To filter the list of SEOCs by Service Line, follow the steps listed below:

1. From the SEOC Admin home page, select **Filter by Service Line** menu.

Figure 10: by Service Line Filter Menu Options



2. From the list of options, select one of the service line types to filter by. The SEOC list refreshes to display the SEOCs list filtered by the selected service line type.

4.1.2.3. Filter SEOCs by Status

To filter the list of SEOCs by status, follow the steps listed below:

1. From the SEOC home page, select **Filter By Status** menu.

Figure 11: Filter by Status Menu Options



2. From the list of options select to filter by: **All, Active, Date Hold, Discontinued, or In-Progress**. The SEOC list refreshes to display the status filtered by.

4.1.2.4. Filter SEOCs by Name

To filter the SEOCs by name, follow the steps listed below:

1. From the SEOC home page, enter the name of the SEOC in the **Filter by Name (contains)** field.

Figure 12: Filter by Name Field

The screenshot shows the 'Standardized Episodes of Care' page in the SEOC Administrator. The interface includes a sidebar with the VA Community Care logo, 'SEOC ADMINISTRATOR', and 'VERSION 1.1.1.1'. The main content area has four filter fields: 'Billing Code Filter', 'Service Line Filter', 'Status Filter' (set to 'ALL'), and 'Name Filter (contains)'. The 'Name Filter (contains)' field is highlighted with a blue border and contains a search icon.

2. Select the **Search** button. The **Filter by Name Results** display.

Figure 13: Filter by Name Results

The screenshot shows the 'Standardized Episodes of Care' page after a search. The 'Name Filter (contains)' field now contains 'IVF' and is highlighted with a blue border. Below the filters, there is a table with 23 items. The table has columns for Service Line, SEOC Name, Version, Effective Date, End Date, and Status. The first row is highlighted in blue.

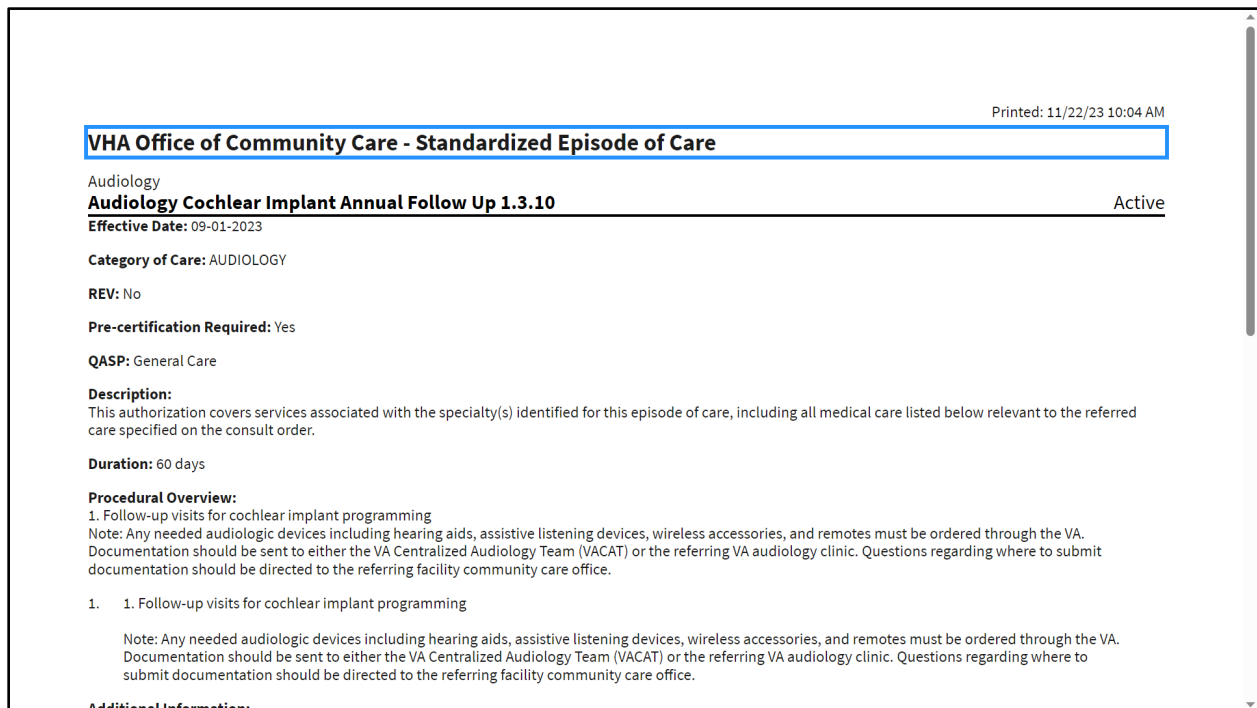
Service Line	SEOC Name	Version	Effective Date	End Date	Status
INF	ART-IVF Female	1.0.2	01-02-2019	01-22-2019	DISCONTINUED
INF	ART-IVF Female	1.0.1	11-01-2017	01-02-2019	DISCONTINUED
INF	Cryopreservation Storage for IVF-ART	1.6.3	01-04-2021	02-06-2021	DISCONTINUED
INF	Cryopreservation Storage for IVF-ART	1.6.2	10-01-2020	01-04-2021	DISCONTINUED
INF	IVF ART Female	1.4.8	02-15-2022		ACTIVE
INF	IVF ART Female	1.4.7	10-01-2021	02-15-2022	DISCONTINUED
INF	IVF ART Female	1.4.6	07-16-2021	10-01-2021	DISCONTINUED
INF	IVF ART Female	1.4.5	01-04-2021	07-16-2021	DISCONTINUED

4.1.3. Print a SEOC

To print a SEOC, follow the steps listed below:

1. From the SEOC home page, select the SEOC you would like to print.
2. Select **View Selected SEOC** or tap the selected SEOC to view, the **View SEOC** page displays.
3. Select **Print SEOC**. The printed SEOC will display in another window. Print or save using local browser capabilities.

Figure 14: Printed SEOC Window



4.1.4. Track Version Changes

To track the version changes of a SEOC, follow the steps listed below:

1. From the SEOC home page, select a **SEOC** with a previous version.
2. Select **View Selected SEOC** or tap the selected SEOC to view, the **View SEOC** page displays.
3. Select the **Track Version Changes** button when it becomes active. The **Track Version Changes** page will display.

Figure 15: Track Version Changes Page

The screenshot displays the VA Community Care SEOC Administrator interface. At the top left is the VA Community Care logo. The user is logged in as an Analyst, with a 'Logout' link in the top right. The page title is 'Audiology Cochlear Implant Annual Follow Up' with version '1.3.91.3.10'. The status is 'Discontinued' (red) and 'Active' (green). The effective date is '09-01-2023' (green) and the end date is '09-01-2023' (red). The category of care is 'AUDIOLOGY'. The revision is 'No'. Pre-certification is required. The QASP is 'General Care'. The description states that the authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult order. The duration is 60 days. The procedural overview includes follow-up visits for cochlear implant programming and a note that any needed audiologic devices must be ordered through the VA. At the bottom, there are four buttons: 'RETURN TO SEOC LIST', 'VIEW SEOC', 'PRINT SEOC', and 'PREVIOUS VERSION' (highlighted in blue), and 'NEXT VERSION' (disabled).

4. Select the **Previous Version** button. The changes for the previous version will be shown. If the previous version is the first version of this **SEOC**, no changes will be displayed.
5. Select the **Next Version** button. The changes for the next version will be shown.
6. Select the **Print SEOC** button. The **Print SEOC** page will display with the current changes.

Figure 16: Print SEOC from Track Version Changes Page

Printed: 11/22/23 10:11 AM

VHA Office of Community Care - Standardized Episode of Care

Audiology

Audiology Cochlear Implant Annual Follow Up 1.3.9 1.3.10 Discontinued
Active

Effective Date: ~~08-31-2023~~ 09-01-2023

End Date: ~~09-01-2023~~

Category of Care: AUDIOLOGY

REV: No

Pre-certification Required: Yes

QASP: General Care

Description:
This authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult order.

Duration: 60 days

Procedural Overview:
1. Follow-up visits for cochlear implant programming
Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic. Questions regarding where to submit documentation should be directed to the referring facility community care office.

1. 1. Follow-up visits for cochlear implant programming

Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA.

NOTE: By default, Internet Explorer 11 will not print the red and green background colors. To print the red and green background colors, check the **Print Background Colors and Images** box in the **Page Setup** dialog from the **Print** menu.

4.2. Exporting Data

NOTE: Those with a Viewer role are unable to export data.

4.2.1. Export the SEOC Data to an Excel File

To export the **SEOC Data**, follow the steps listed below:

1. As an **Analyst, Coder, Publisher, or Administrator** on the SEOC Admin home page, select **Export**. The **Export SEOC** window displays with the Export SEOCs tab open by default.

Figure 17: Export SEOC Window

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION

SEOC LIST

EXPORT SEOCs

Standardized Episodes of Care

Logout (Analyst)

Export SEOCs

Export Precert Webpage Data

EXPORT TO EXCEL
Excel exports have a limit of 1,048,576 rows by 16,384 columns. If you think you may exceed this, try JSON instead.

Export SEOCs

Excel JSON

Select which statuses to include:

All

Active

Date Hold

Discontinued

NEXT

2. Select **Excel** from the **Export SEOCs** section.

NOTE: Excel exports have a limit of 1,048,576 rows by 16,384 columns. If you think you may exceed this, select JSON instead. The steps to export to a JSON file can be found in the Export the SEOC Data to a JSON File section.

3. Select which status options to include in the export and select **Continue**. The **Export SEOC Data Properties** display.
4. Select which properties to include in the export and select **Export**. The SEOC data will be exported to an Excel file that you will need to save.

NOTE: If no SEOCs match the export criteria, the following message will display "No SEOCs found that match your export request, please select different options to export SEOCs."

4.2.2. Export the SEOC Data to a JSON File

To export the **SEOC Data**, follow the steps listed below:

1. As an **Analyst, Coder, Publisher, or Administrator** on the SEOC Admin home page, select **Export**. The **Export SEOC** window displays with the Export SEOCs tab open by default.

Figure 18: Export SEOC Window

The screenshot shows the 'Standardized Episodes of Care' interface. On the left, there is a sidebar with the VA Community Care logo, 'SEOC ADMINISTRATOR', and a 'VERSION' dropdown. Below that is a menu with 'SEOC LIST' and 'EXPORT SEOCs'. The main content area has two tabs: 'Export SEOCs' (selected) and 'Export Precert Webpage Data'. A light blue box contains an 'EXPORT TO EXCEL' warning: 'Excel exports have a limit of 1,048,576 rows by 16,384 columns. If you think you may exceed this, try JSON instead.' Below this, the 'Export SEOCs' section has radio buttons for 'Excel' (selected) and 'JSON'. Underneath, 'Select which statuses to include:' has checkboxes for 'All', 'Active', 'Date Hold', and 'Discontinued', all of which are checked. A 'NEXT' button is at the bottom left. The top right shows a 'Logout' link and '(Analyst)'.

2. Select **JSON** from the **Export SEOC Data** section.
3. Select which status options to include in the export and select **Continue**. The SEOC data will be exported to a JSON file that you will need to save.

NOTE: If no SEOCs match the export criteria, the following message will display "No SEOCs found that match your export request, please select different options to export SEOCs."

NOTE: Please refer to Appendix A for additional steps on converting the JSON file into an Excel file.

4.2.3. Export the VA PreCert Webpage Data to a JSON File

For all users who can **Export SEOC Data**, the **SEOC Admin UI** also allows them to export the data required for the **VA PreCert Webpage**.

To export the **SEOC PreCert Data**, follow the steps listed below:

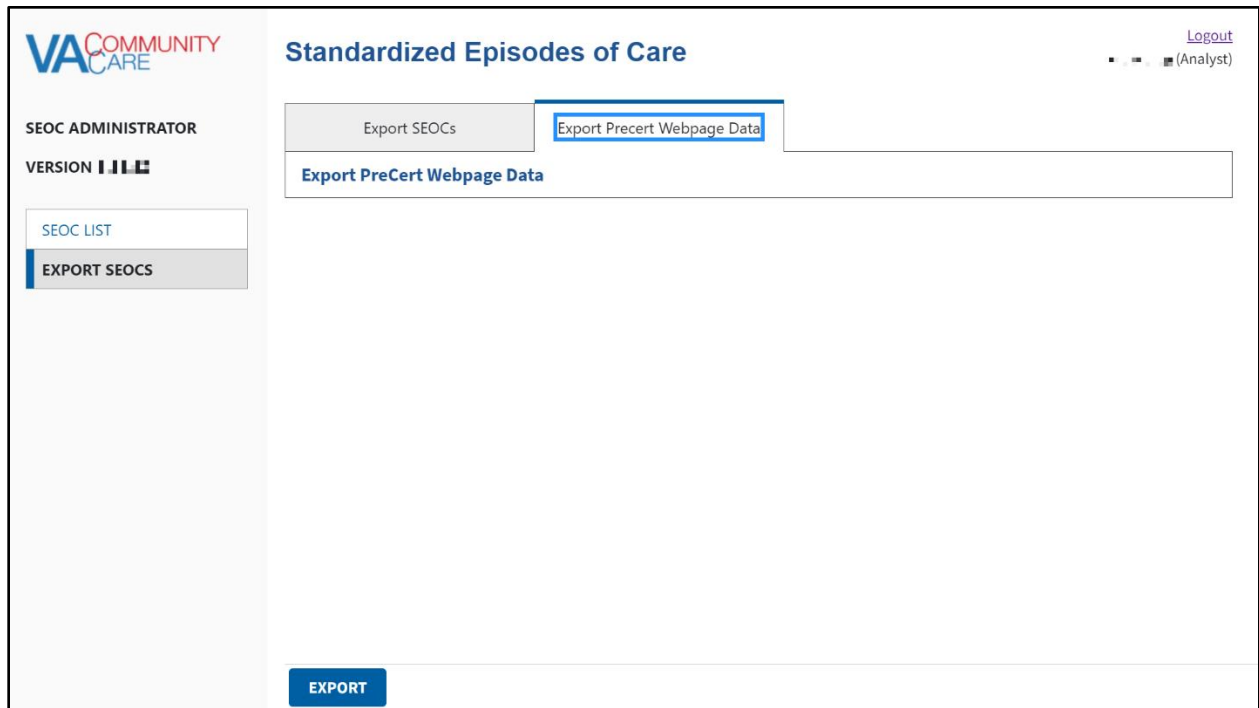
1. As an **Analyst, Coder, Publisher, or Administrator** on the SEOC Admin home page, select **Export**. The **Export SEOC** window displays with the Export SEOCs tab open by default.

Figure 19: Export SEOC Window

The screenshot shows the 'Standardized Episodes of Care' interface. On the left is a sidebar with 'VA COMMUNITY CARE' logo, 'SEOC ADMINISTRATOR', 'VERSION', 'SEOC LIST', and 'EXPORT SEOCs' (highlighted). The main area has two tabs: 'Export SEOCs' (active) and 'Export Precert Webpage Data'. A light blue box contains the text: 'EXPORT TO EXCEL. Excel exports have a limit of 1,048,576 rows by 16,384 columns. If you think you may exceed this, try JSON instead.' Below this, 'Export SEOCs' is shown with radio buttons for 'Excel' (selected) and 'JSON'. Under 'Select which statuses to include:', there are four checked checkboxes: 'All', 'Active', 'Date Hold', and 'Discontinued'. A 'NEXT' button is at the bottom left. The top right shows a 'Logout' link and '(Analyst)'.

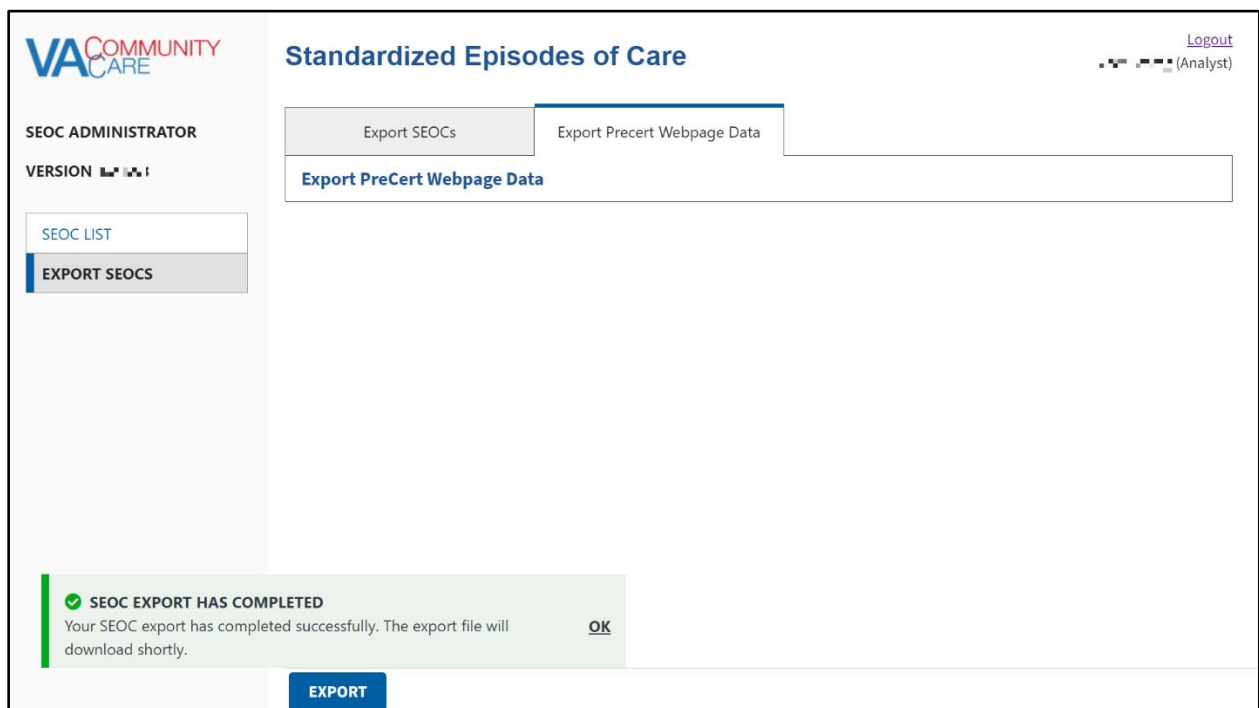
2. Select the **Export VA Precert Webpage Data** tab.

Figure 20: Export VA Precert Webpage Data Tab



3. Select **Export**. The SEOC data will be exported to a JSON file that you will need to save.

Figure 21: SEOC Export Completed Confirmation Message



4. Select **OK**. The SEOC data will be exported to a JSON file that you will need to save.

NOTE: Please refer to Appendix A for additional steps on converting the JSON file into an Excel file.

5. Troubleshooting

Users may encounter the following errors while using the SEOC UI.

Table 2: SEOC Error Codes with Descriptions

Error Code	Description
204	No Content Found
401	Unauthorized
403	Forbidden
404	Not Found

6. Acronyms and Abbreviations

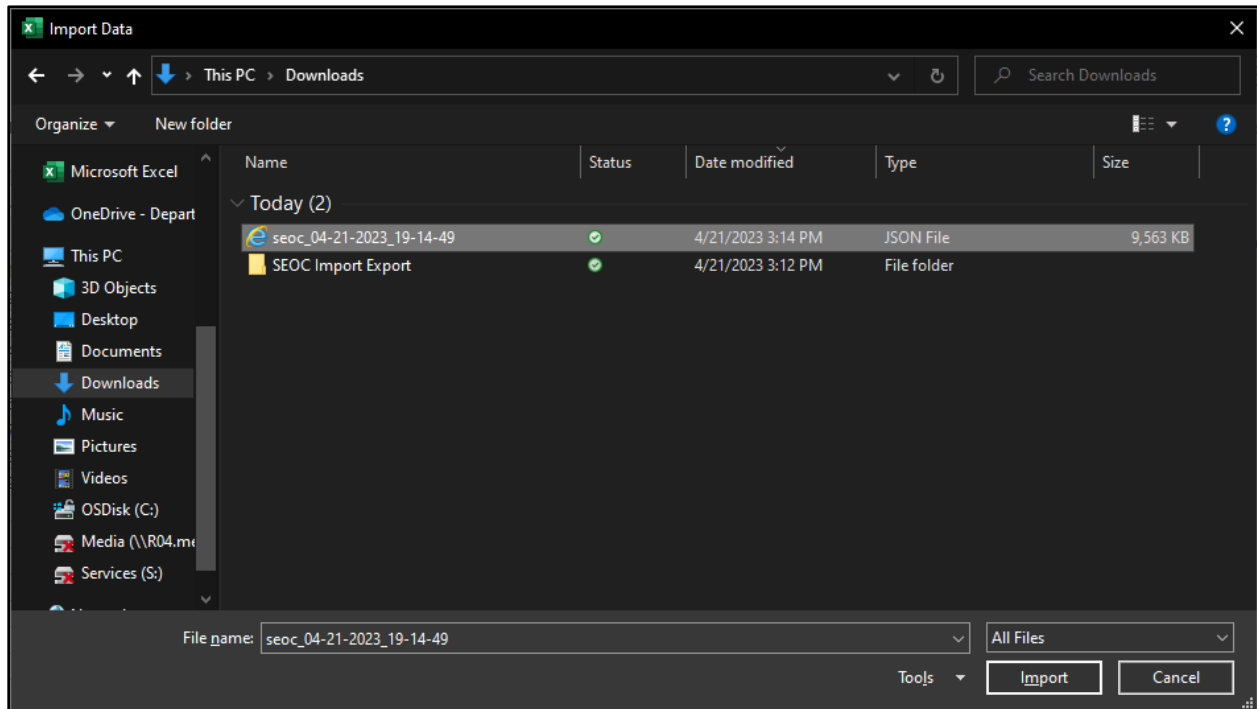
Acronym	Definition
API	Application Program Interface
CC	Care Coordination
CCAD	Community Care Agile Development
CPRS	Computerized Patient Record System
CPT	Current Procedural Terminology
HSRM	HealthShare Referral Manager
EO	Enterprise Operations
JSON	JavaScript Object Notification
MVC	Model-View-Controller
NSD	National Service Desk
OIT	Office of Information and Technology
PHI	Protected Health Information
PII	Personally Identifiable Information
PIV	Personal Identification Verification
REST	Representational State Transfer
SEOC	Standardized Episode of Care
SQL	Structured Query Language
SSOI	Single Sign-On Integration
UI	User Interface
VA	Department of Veterans Affairs
VDL	VA Software Document Library
VIP	Veteran-focused Integrated Process
VistA	Veterans Health Information Systems and Technology Architecture

Appendix A: JSON Instructions

To convert the SEOC JSON file to an Excel file, follow the steps listed below:

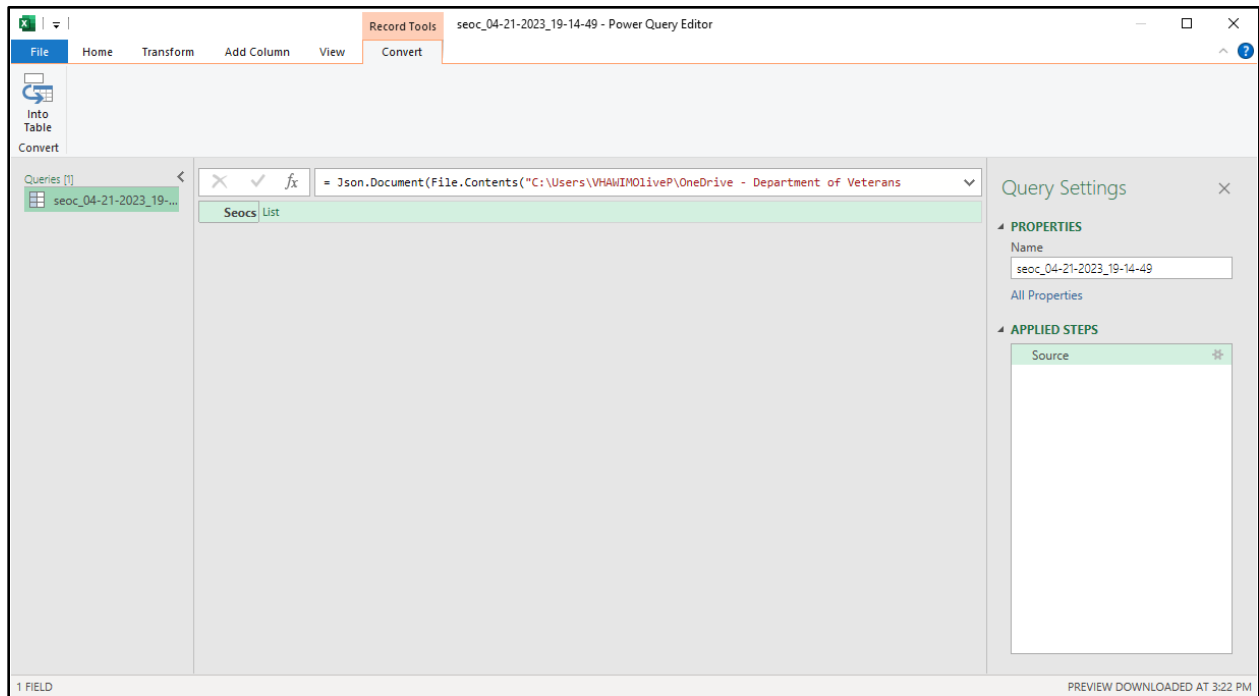
1. Open a blank workbook in Excel.
2. Select the **Data** tab, then **Get Data** > **From File** > **From JSON**. The **Import Data** window displays.

Figure 22: Import Data Window



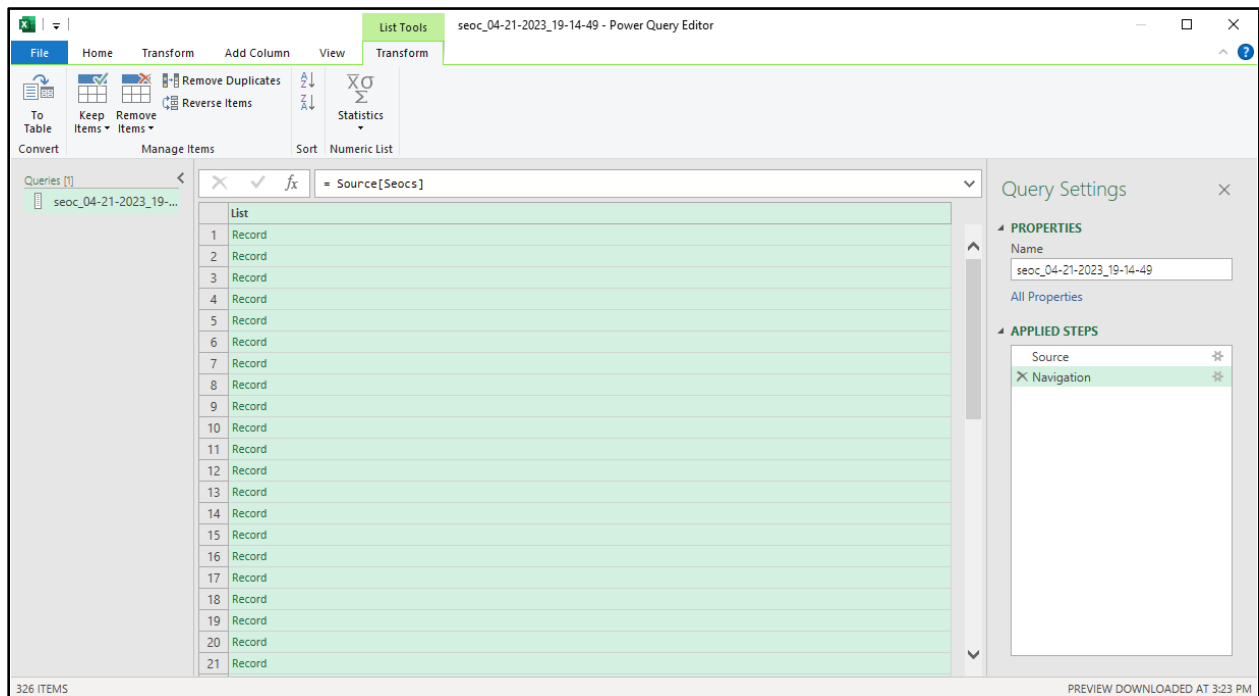
3. Select the JSON file you downloaded and select **Import**. Excel will open the file in the **Query Editor**.

Figure 23: Query Editor



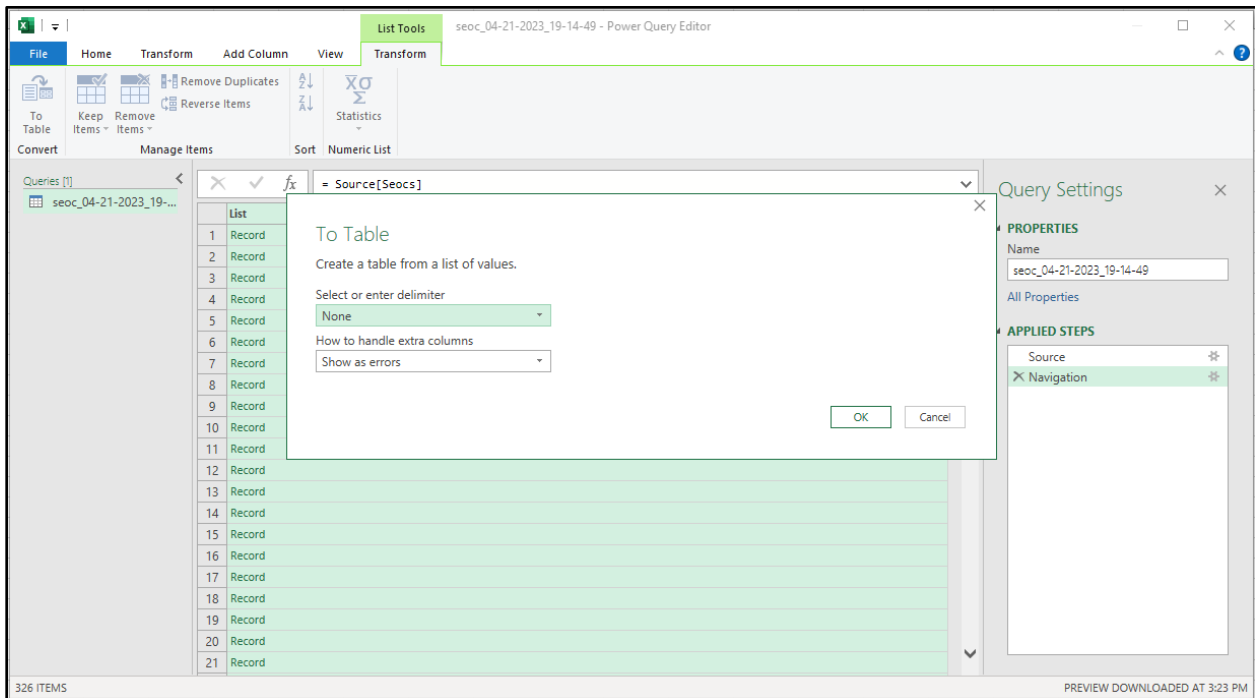
4. Select the **List** header to the right of SEOCs to display a list of records.

Figure 24: List of Records



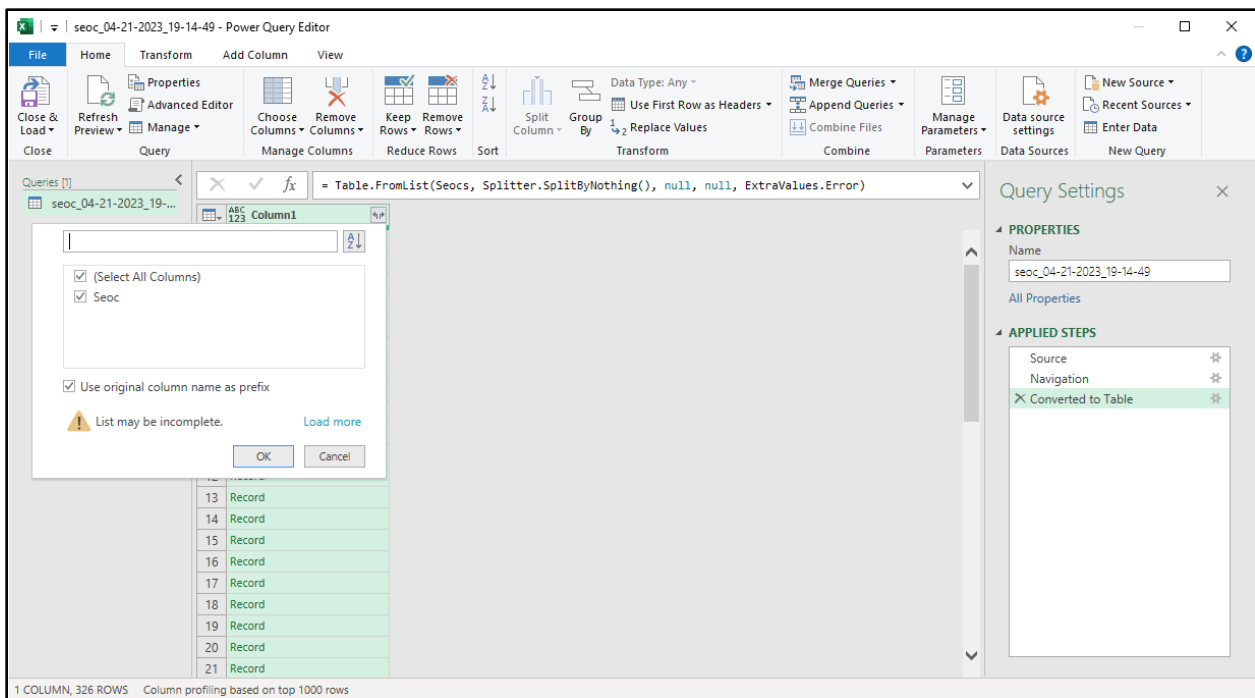
5. From the **Transform** tab, select the **Convert To Table** icon and select **OK**. The **To Table** dialog box displays.

Figure 25: To Table Dialog Box



6. From the **To Table** dialog box keep the default selections and select **OK**.
7. Select on the expand icon (<-||->) to the right of the **Column1** header to display the **Search Columns to Expand** dialog box.

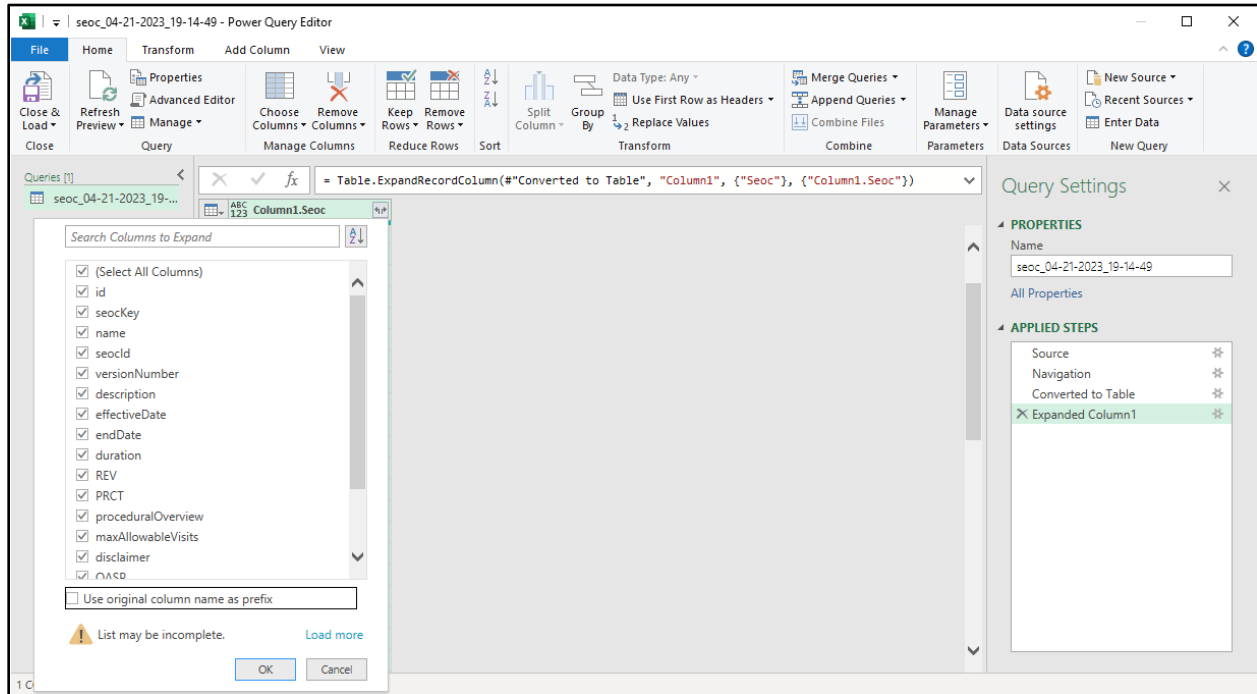
Figure 26: Search Columns to Expand Dialog Box



8. De-select the **Use original column name as prefix** check box.

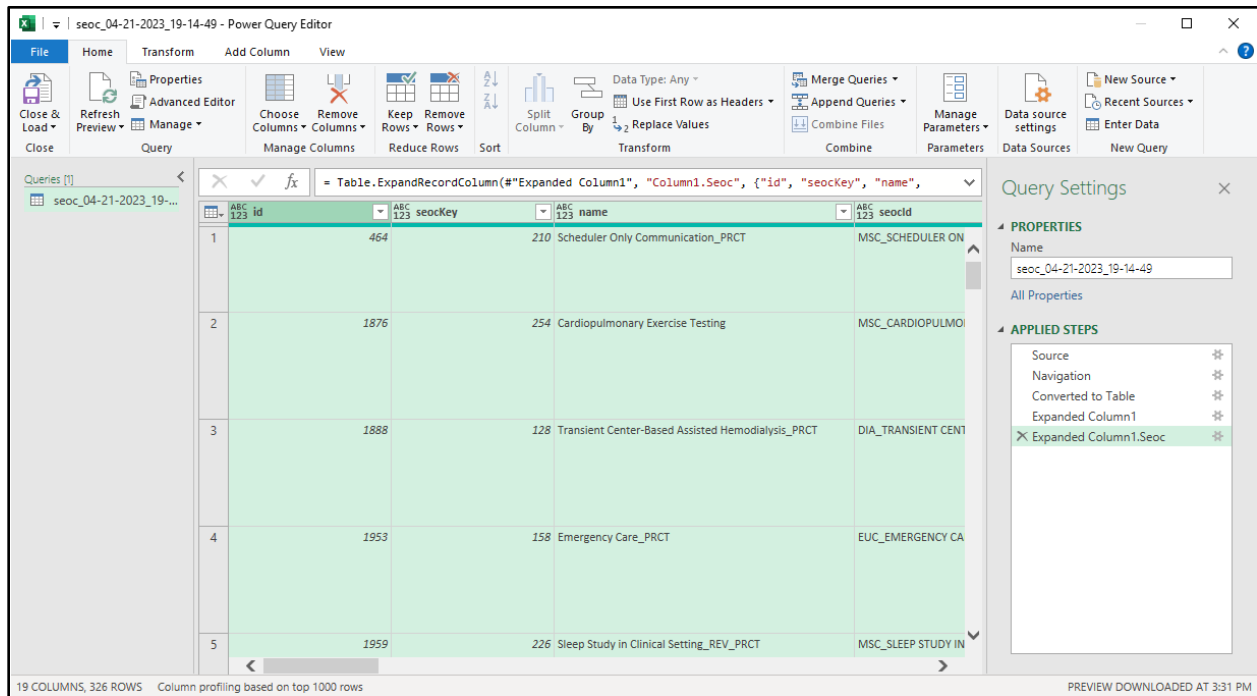
9. Select **OK**.
10. Select on the expand icon (<-||->) to the right of the **SEOC** header to display the **Search Columns to Expand** dialog box.

Figure 27: Search Columns to Expand



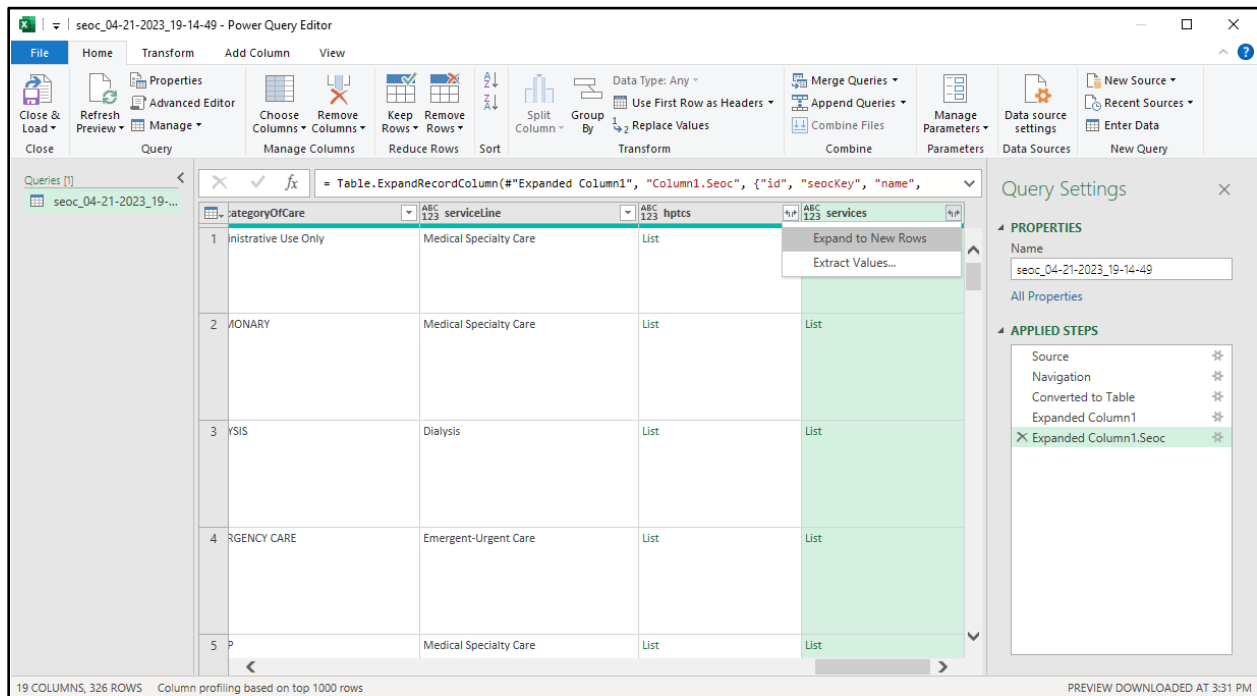
11. Uncheck the **Use original column name as prefix** check box.
12. Select **OK**. The fields in the SEOC table will be expanded to columns as shown below.

Figure 28: Expanded SEOC Fields



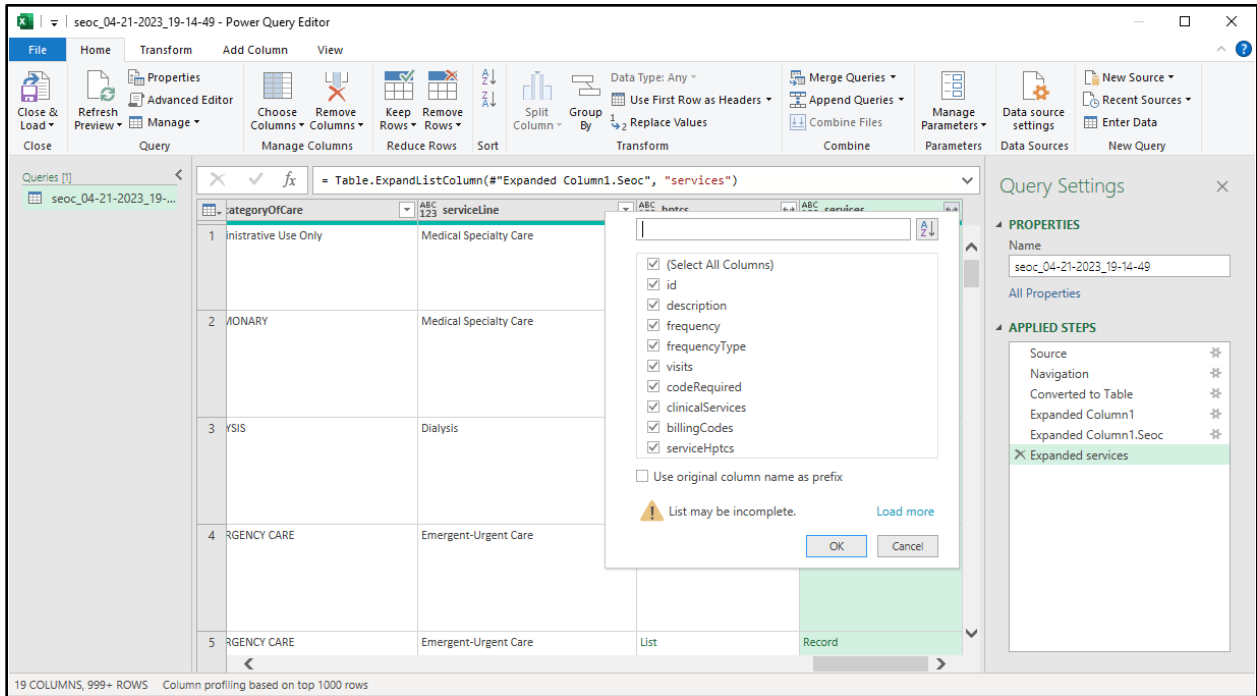
13. Scroll right to the **services** column, select on the expand icon, and select **Expand to New Rows** to display the records.

Figure 29: Expand to New Rows Menu Option



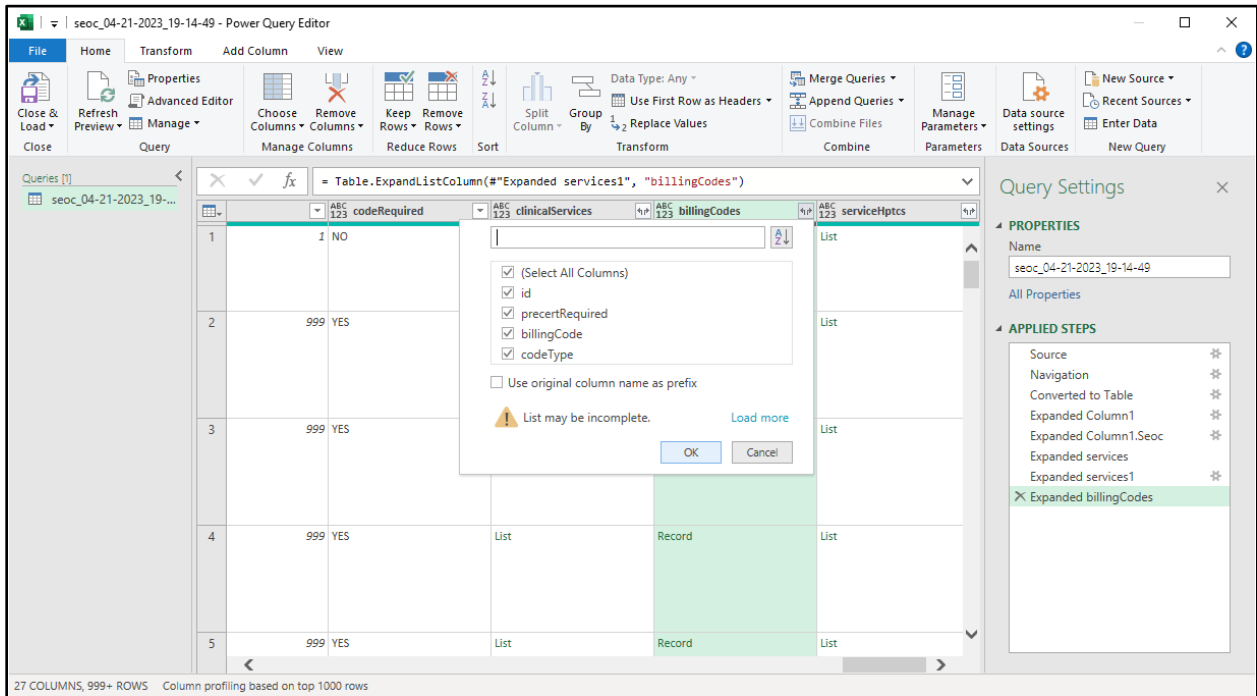
14. Select the expand icon again and press **OK** to expand the Payable Services fields into columns.

Figure 30: Payable Services Columns



15. Scroll right to the **billingCodes** column and repeat the last two steps to expand the **Billing Code** fields into columns.

Figure 31: Billing Code Columns



16. Optional - Repeat the last two steps again for the **serviceHpts** column if you want to see the cross-walked HPTCs that are sent for each Payable Service.

