OFFICE OF
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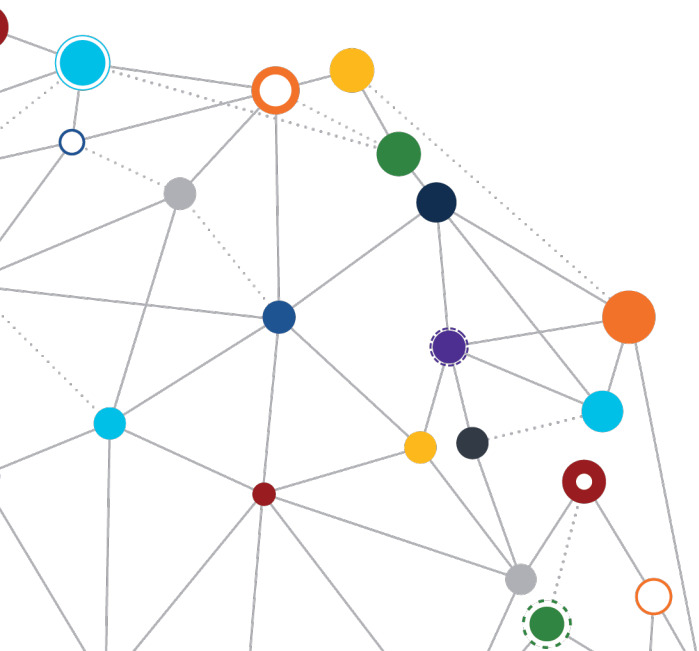
VistA Audit Solution (VAS)
User Guide

Version 2.3

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Revision History

Date	Version	Description	Author
01/08/2025	2.3	Addition of Filter Metadata Records section and Hide/Reveal Inquiries section, revision of Ascending/Descending Sort section, additional minor changes	Booz Allen Hamilton
10/23/2024	2.2	Addition of Generate Data under Date Search functionality and new screenshots, addition of Section 1.4 References	Booz Allen Hamilton
02/22/2024	2.1	Addition of Date Search functionality and new screenshots, rearranging of User Search functionality	Booz Allen Hamilton
11/15/2023	2.0	Removal of VistA guidance, addition of Print User List functionality, updating figures	Booz Allen Hamilton
10/12/2022	1.0	Initial creation of the User Guide for VistA Audit Solutions project	Booz Allen Hamilton

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1 Introduction

1.1   VistA Audit Solution (VAS)

The Veterans Health Information Systems and Technology Architecture (VistA) Audit Solution (VAS) was designed as a real-time web-based interface. VAS provides a nationwide Health Insurance Portability and Accountability Act (HIPAA) compliant Audit Tracking Solution with the ability to track and report on access logs for patients' Personally Identifiable Information (PII)/Protected Health Information (PHI) data across all VistA instances. VAS users are Privacy Officers, Information Systems Security Officers (ISSO), and their authorized representatives who need the ability to view the log of Creation, Retrieval, Updating, and Deletion (CRUD) operations on patient information ***to respond to HIPAA, employee and Inspector General (IG) requests***. This data originates from VistA and flows through in-memory database servers to be stored in the Veterans Affairs Enterprise Cloud (VAEC) Amazon Web Services (AWS). VAS web-based User Interface (UI) will access and display the data stored in AWS.

Authorized VAS users may view the patient data that was accessed and modified, as well as the individual that performed the actions.

1.2   Purpose

The purpose of the VAS User Guide v2.3 is to familiarize authorized users in the usage of the VAS UI.

1.3   Document Disclaimer

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This document (including any enclosures, attachments, and hyperlinks) has been prepared for the exclusive use and benefit of the U.S. Department of Veterans Affairs VAS and solely for the purpose for which it is provided. Unless provided express prior written consent, no part of this document should be reproduced, distributed, or communicated to any third party.

The VAS Team endeavors to supply accurate information in this report; however, errors and omissions may occur.

1.4   References

- WEBS*2*4 Patch Description

2 System Summary

The VAS UI portal is hosted in VAEC AWS GovCloud. The system is only accessible within the VA intranet to authorized users such as Privacy Officers and ISSOs to perform consent management tasks.

3 Getting Started

3.1 Access to VAS UI

This section describes the steps for accessing and understanding the VAS UI Portal functionalities.

To gain access to the VAS UI, a user will need the following:

- VAS UI Uniform Resource Locator (URL)
- Active Personal Identification Verification (PIV) card with Personal Identification Number (PIN)
- Google Chrome or Microsoft Edge
- To be Whitelisted

3.2 Steps to Access

Take the following steps to access VAS UI via Single Sign-On Integration (SSOi) with an active PIV card.

Note: Users will only use their PIV card to access.

1. Navigate to the VAS UI by entering the URL (https://var.va.gov/) into a browser (Chrome or Edge).
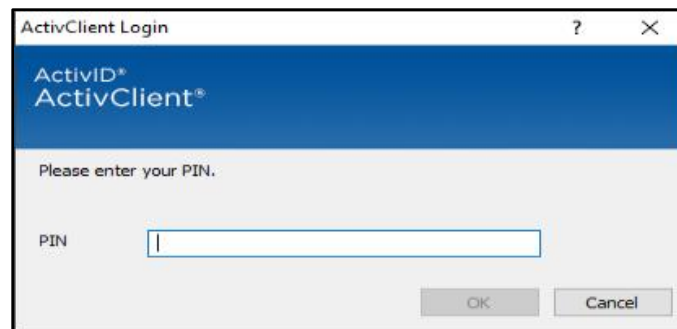2. When prompted, enter the PIN associated with the PIV card and click **OK**.

Figure 1: PIN Prompt

3. The VAS UI has been accessed when the screen providing *Getting Started with VistA Audit Solution (VAS)* displays.

Figure 2: VAS UI Patient Search Portal

4 Understanding the Functionality

The VAS UI portal provides the following functionalities:

- Audited patient data accessed and modified within VistA is available for viewing.
- Viewing and identifying the actions made by the VistA user(s) for targeted audit records, including the individual that performed the actions.

4.1 Patient Search Tab

The *Patient Search* tab allows the user to perform a Full or Partial search for the Patient record.
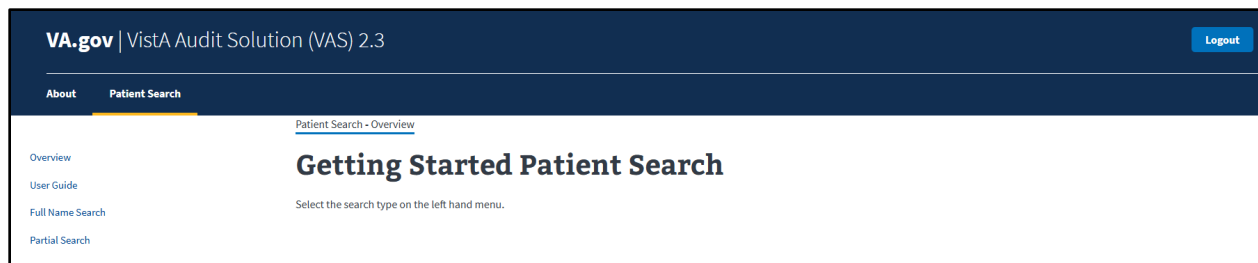
Figure 3: Patient Search Overview Page

4.2 Full Search

To conduct a Full Search in the VAS UI, a user needs to have:

- Access to the VAS UI;
- The Patient's full name (Last,First Middle);
  - There is no space between "Last,First". If a space is entered, no record will be found. Example: SMITH,JOHN
  - Middle Name or Initial is not required.
- The Patient's DOB (MM/DD/YYYY); or
- The Patient's Social Security Number (SSN) (no spaces or dashes included)

4.2.1 Steps for Full Search

1. Select the **Full Name Search** option on the left of the screen.
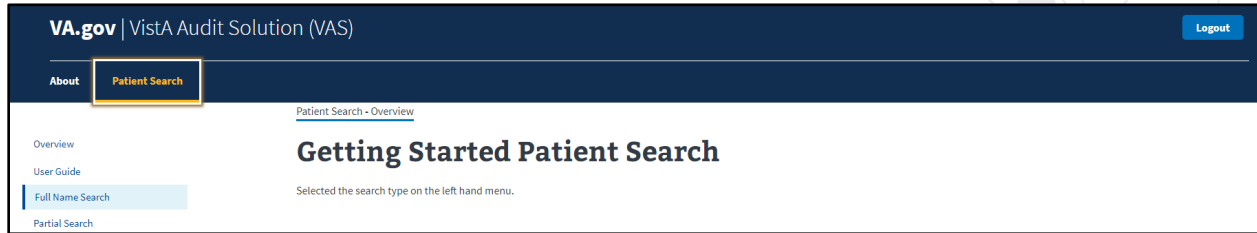
Figure 4: Full Name Search Button

The *Patient Full Search* window displays as seen below:

Figure 5: Patient Full Search Page

2. Enter Patient Full Name (Last,First Middle) ***required field**
   - There is no space between "Last,First." If a space is entered, no record will be found.
   - Middle Name or Initial is <u>not</u> required.
3. Enter Date of Birth OR SSN *required field.
   - The **Search for Patient** button will be enabled once all required fields are entered.
   - The **Search for Patient** button will remain disabled if the search criteria are entered incorrectly or left blank.
4. Click the **Search for Patient** button.

Figure 6: Search for Patient Button

4.2.2   Single Patient Results – Full Search

The patient search information will display on the screen when a single record is returned. This includes the patient's name, date of birth, and SSN. Users will be given the option to run a **User Search** or a **Date Range Search** for the patient by selecting the respective buttons provided below the patient information as seen in Figure 7.
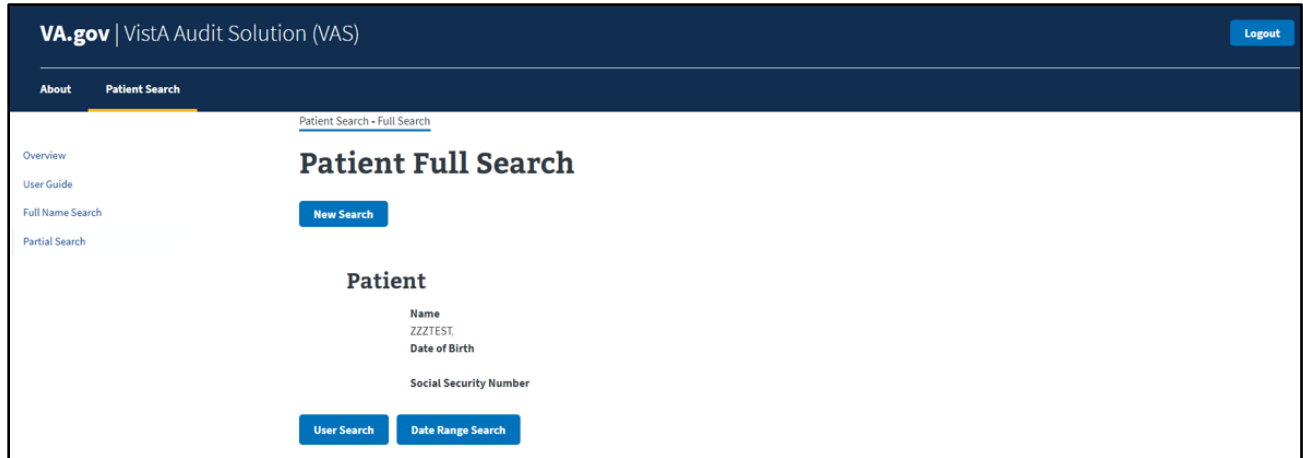

Figure 7: Full Search – Single Patient Result

4.2.3   Multiple Patient Results – Full Search

When multiple results are returned, click the **Select Patient** button for the desired Patient's record.

Figure 8: Full Search – Multiple Patient Results

4.2.4   No Patient Results – Full Search

The screen will not display any patient information if the search criteria entered cannot locate a record. The user should verify that the correct search data were entered when performing the Full Search function. The **New Search** button will display, allowing the user to perform a new search.

Figure 9: Full Search – No Patient Results

4.3   Partial Search

To conduct a Partial Search in the VAS UI, a user needs to have:
- Access to the VAS UI
- The first initial of the Patient's Last Name
- Last 4 digits of the Patient's SSN

4.3.1   Steps for Partial Search

1. Select the **Partial Search** option on the left of the screen.
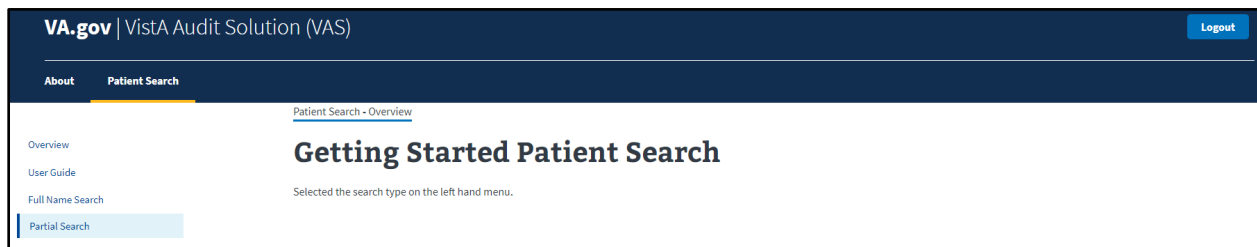
Figure 10: Partial Search Button

2. The Partial Search window displays as seen below.
   - Enter the Patient's First Initial of Last Name. ***required field**
   - Enter the Last 4 digits of the Patient's SSN. ***required field**

Figure 11: Patient Partial Search Page

3. Once the required fields have been entered, the **Search for Patient** button will be enabled.
   - The **Search for Patient** button will remain disabled if the search criteria are entered incorrectly or left blank.
4. Click **Search for Patient**.

4.3.2 Single Patient Results – Partial Search

The patient search information will display on the screen when the results return a single record. This includes the patient's name, date of birth, and SSN. A drop-down list labeled *User Name* will display below the patient's information. This list contains the individuals within the VistA environment that have accessed the patient's record. The **New Search** button will display, allowing the user to perform a new search.

Figure 12: Patient Partial Search - Single Patient Results

4.3.3 Multiple Patient Results – Partial Search

When multiple results are returned, click the **Select Patient** button for the desired Patient's record.
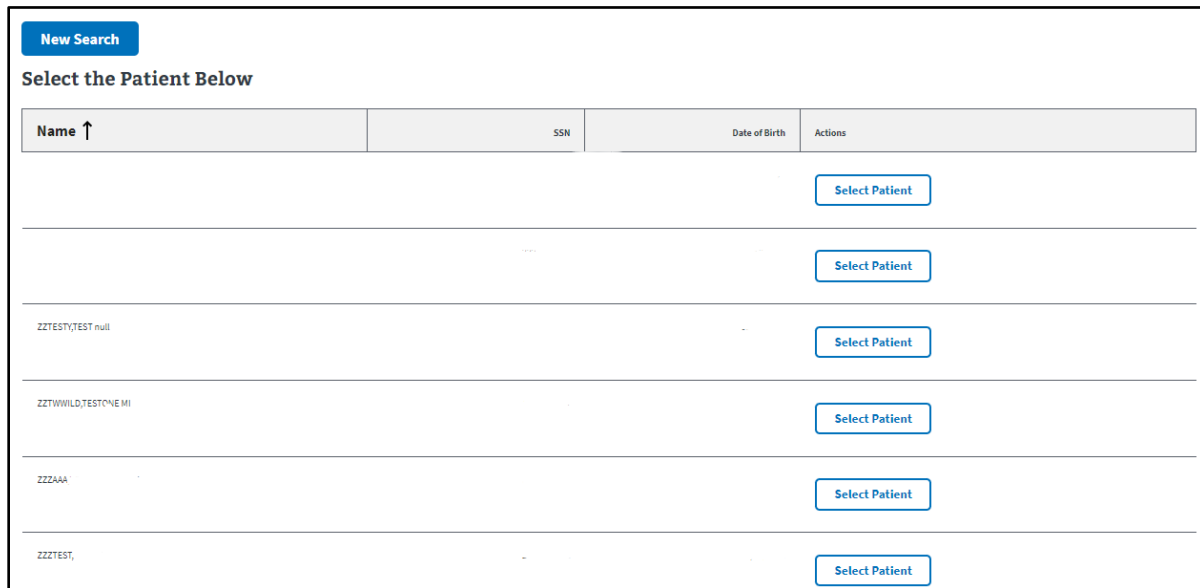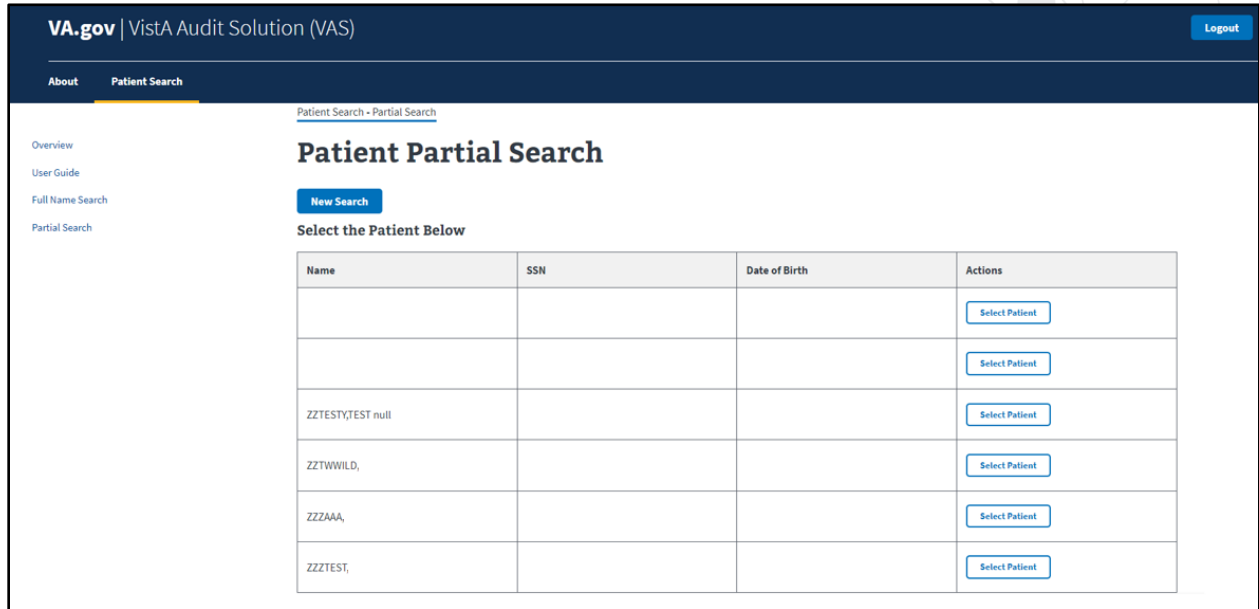
Figure 13: Patient Partial Search - Multiple Patient Results

4.3.4 No Patient Results – Partial Search

The screen will not display any patient information if the search criteria entered cannot locate a record. The user should verify that the search criteria were entered accurately when performing the Partial Search function. The **New Search** button will display, allowing the user to perform a new search.
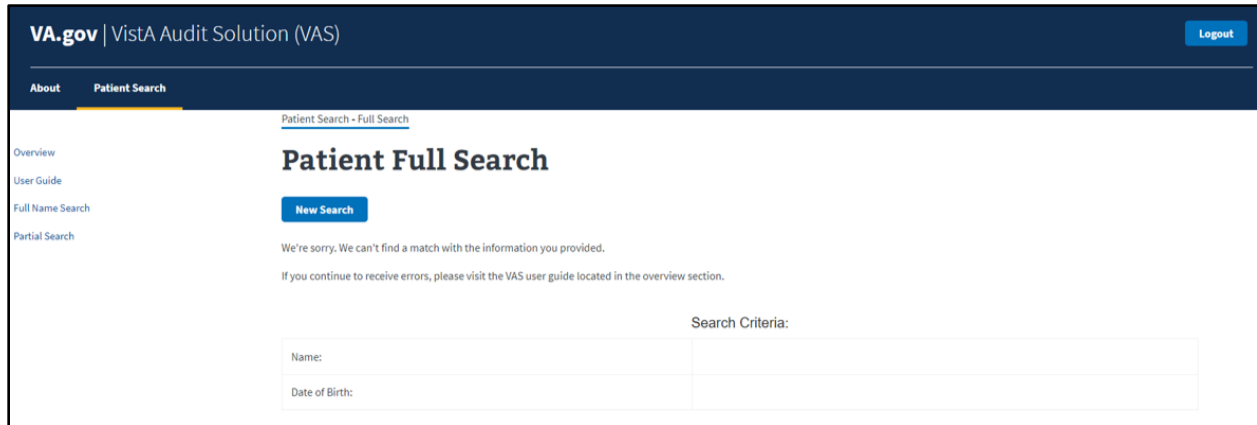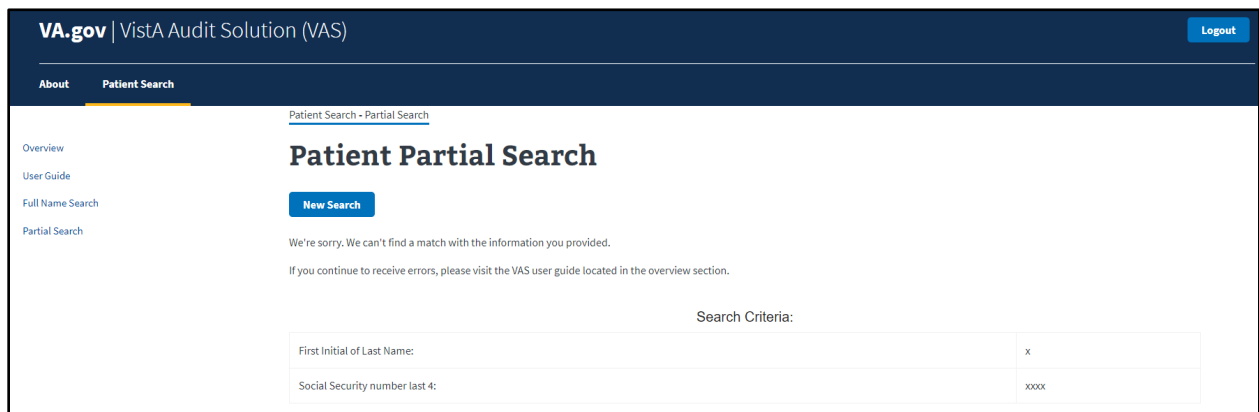

Figure 14: Partial Search – No Patient Results

4.4 User Search

Once a patient record is chosen from a Full or Partial Search, a User search may be conducted by clicking the **User Search** button. The *User Name* drop-down list will appear, as well as the **Print User List** button. The *User Name* drop-down list contains the individuals within the VistA environment that have accessed the patient's record. The **New Search** button will display, allowing the user to perform a new search.

Figure 15: User Search

4.4.1 Print User List

The user name list may be printed at any point from a patient search result. Click on the **Print User List** button below the *User Name* drop-down menu and follow local printing procedures.

Figure 16: Print User List

4.4.2   Steps to Select a User

1. Click the drop-down arrow for the *User Name* menu. The *User Name* drop-down menu will contain the names of users who have accessed the Patient's records.
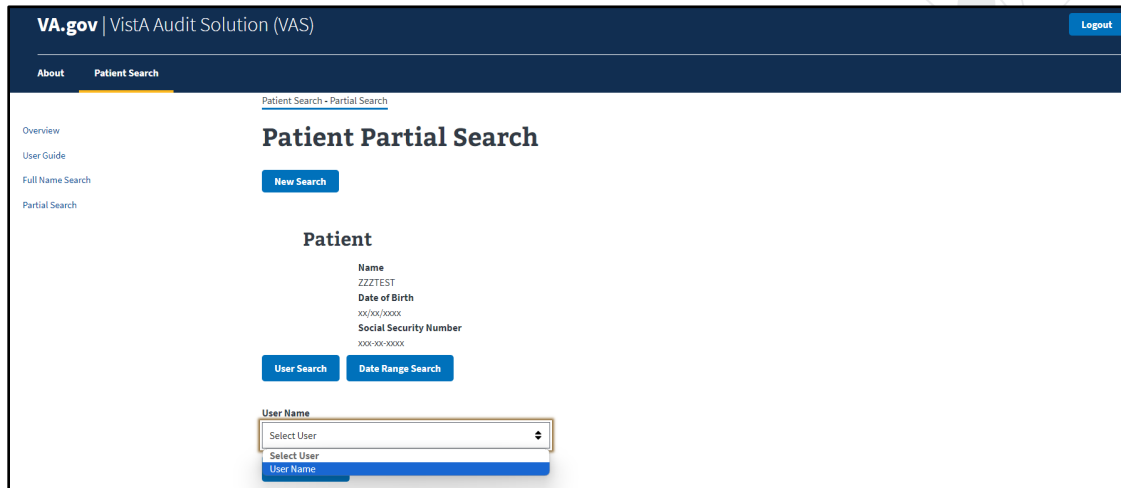
Figure 17: User Name Drop-Down Menu

2. Click on the desired user name.

4.4.3   Metadata Records for User Search

Once the desired user name is selected, the corresponding Metadata Records for the Patient record accessed by the user are displayed in groups of 10 lines (default).

- Each line includes:
    - **Field Changed** – the field that has been updated for the record, when appropriate.
    - **Request Type** – the type of action taken to the record.
        - Create: New record created.
        - Inquiry: Record has been viewed.
        - Update: Field within the record that has been updated. Includes actions to add new data, change data and delete data.
    - **Date** – the date and time the action was taken within VistA.
    - **Site of Data Origin** – the VistA site where the data was accessed.
    - **Actions**
        - The **Open Record** button for each record available that expands to display more information for the respective record.
        - The **Close Record** button for each record available that collapses the expanded display.

Patient Partial Search

New Search

Patient

Name
Last Name,FirstName
Date of Birth
xx/xx/xxxx
Social Security Number
xxx-xx-xxxx

User Name

Last Name,First Name

Print User List

Add Filter

Hide
Inquiries

VAS Data is good from August 10th 2023 - Present

Field Changed	Request Type	Date	Site of Data Origin ↑↓	Actions
ASSIGNING AUTHORITY	UPDATE	04/20/2023 - 12:53pm	CHEYENNE VA MEDICAL	Open Record
INSTITUTION	UPDATE	04/20/2023 - 12:53pm	CHEYENNE VA MEDICAL	Open Record

Figure 18: Metadata Records View

4.5   Date Range Search

Once a patient record is chosen from a Full or Partial Search, a Date Range search may be conducted by clicking the **Date Range Search** button. A *Start Date* field and *End Date* field will appear. Enter the desired date range within the *Start Date* and *End Date* fields to search for records of all users for that given patient within that timeframe.

Figure 19: Date Range Search

4.5.1 Steps to Enter a Date Range

1. Click the **Date Range Search** button.
2. Enter a desired start date in the *Start Date* field in MM/DD/YYYY format.
3. Enter a desired end date in the *End Date* field in MM/DD/YYYY format.

Figure 20: Date Range Search Start Date and End Date

4. Click the **Search** button. Metadata Records for the given timeframe for all users will be displayed.
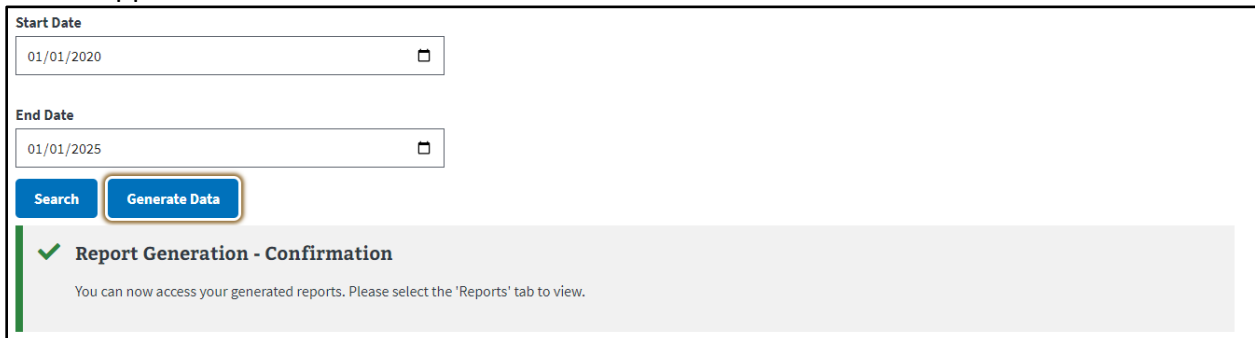
4.5.2   Metadata Records for User Search

Once the desired date range is selected, the corresponding Metadata Records for the Patient record accessed by all users in that date range are displayed in groups of 10 lines (default).

- Each line includes:
    - **User** – name of user that accessed the patient's information (Date Range Search only)
    - **Field Changed** – the field that has been updated for the record, when appropriate.
    - **Request Type** – the type of action taken to the record.
        - Create: New record created.
        - Inquiry: Record has been viewed.
        - Update: Field within the record that has been updated. Includes actions to add new data, change data and delete data.
    - **Date** – the date and time the action was taken within VistA.
    - **Site of Data Origin** – the VistA site where the data was accessed.
    - **Actions**
        - The **Open Record** button for each record available that expands to display more information for the respective record.
        - The **Close Record** button for each record available that collapses the expanded display.

4.6   Date Range Search – Generate Data

Once a desired date range is selected, a report of data from every user within that timeframe can be generated.

1. From either patient search, select **Date Range Search**.
2. Enter a desired *Start Date* and *End Date* in the respective date fields.
3. Click the **Generate Data** button. A *Report Generation – Confirmation* message will appear.

Start Date

| 01/01/2020 | 🗓 |

End Date

| 01/01/2025 | 🗓 |

[Search] [Generate Data]

✓ **Report Generation - Confirmation**

You can now access your generated reports. Please select the 'Reports' tab to view.

Figure 21: Report Generation Confirmation

4. A new **Reports** tab will become available in the main ribbon. Click the **Reports** option.

Note: To see the new **Reports** tab, refresh the UI.
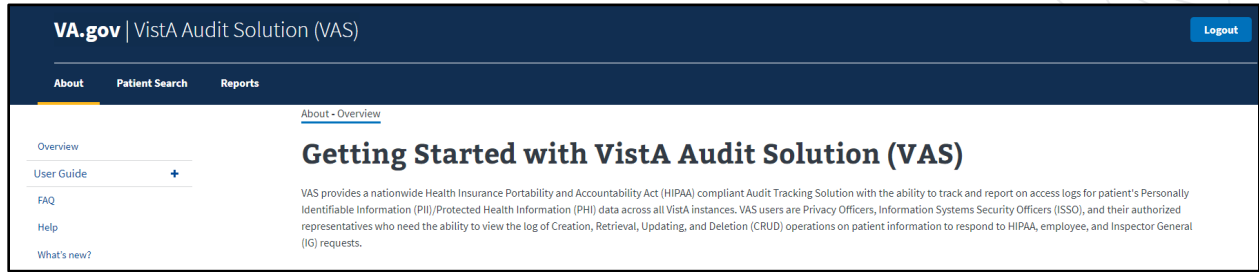
Figure 22: New Reports Tab

5. The Active Reports page will open with a table displaying all downloadable and pending reports. The table will include the name, SSN, and date of birth of the patient, the creation time of the report, and any available actions.
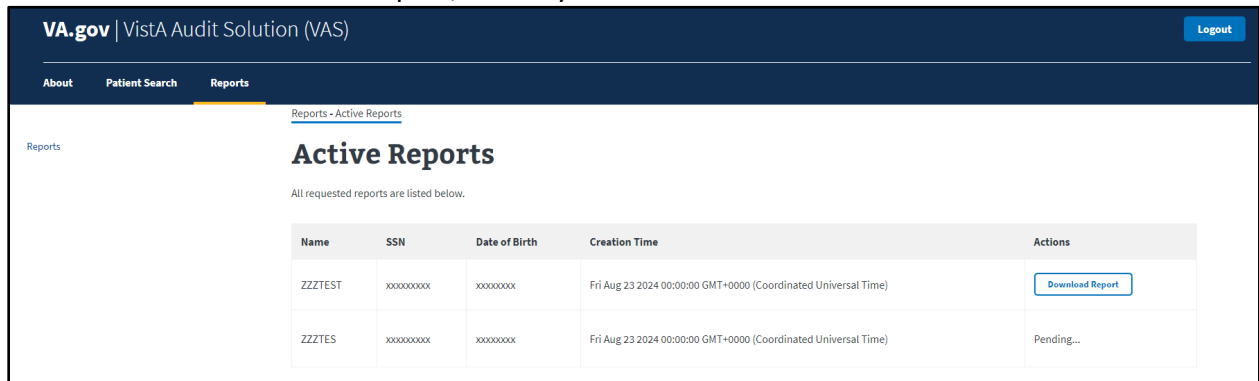
Figure 23: Active Reports

6. For reports that are available for download, click the **Download Report** button under the *Actions* column.
7. Save the report utilizing your local options. The report should be saved with a Microsoft Excel extension. The report can change depending on the audits that are performed by users.

4.7   Filter Metadata Records

Users can filter the results by *User, Field Changed, Request Type,* and/or *Location (Site of Data Origin)*. There are no limits to the number of filters applied to any Metadata Records table.

1. To add a filter(s), click the **Add Filter** button. A *Filter* section will appear above the button with three columns:
   a. Filter By
   b. Search Type
   c. Search

Figure 24: Filtering Metadata

2. Select the desired filter type(s) from the *Filter By* drop-down menu. The options include:
   a. User
   b. Field Changed
   c. Request Type
   d. Location (Site of Data Origin)
3. Next, select the method in which you would like to conduct the search by selecting *Text Search* or *Select Box*.
   a. **Text Search** – A text box will appear under the *Search* column that will allow you to type in any desired text.
   b. **Select Box** – A drop-down menu will appear under the *Search* column that will allow you to select one of the options corresponding to that specific filter type.

Figure 25: Metadata Records Filters

4. For *Text Search* search types, enter the desired text in the *Search* field under the *Search* column.
5. For *Select Box* search types, select an item from the drop-down list under the *Search* column.

Figure 26: Entering Filter Data

6. The Metadata Records table will display records that match all filter types applied to the table.
7. Click the **Delete Filter** button to remove the corresponding filter.

Figure 27: Delete Filter

4.8 Navigate Metadata Records

VAS contains functionality that allows the user to navigate through the data provided in several ways.

4.8.1 Page Forward/Backward

In cases where the Metadata records exceed 10 rows (default page size), select the **Next >** and backward **<Previous** buttons at the bottom of the screen to navigate through the pages.

Field Changed	Request Type	Date	Site of Data Origin ↑↓	Actions
(none)	I	02/04/2022 - 01:04pm	MNTVBB.ISC-ALBANY.VA.GOV	Open Record
(none)	I	02/04/2022 - 01:04pm	MNTVBB.ISC-ALBANY.VA.GOV	Open Record
(none)	I	02/04/2022 - 01:03pm	MNTVBB.ISC-ALBANY.VA.GOV	Open Record
(none)	I	02/04/2022 - 01:03pm	MNTVBB.ISC-ALBANY.VA.GOV	Open Record
(none)	I	02/04/2022 - 01:03pm	MNTVBB.ISC-ALBANY.VA.GOV	Open Record
(none)	I	02/04/2022 - 01:03pm	MNTVBB.ISC-ALBANY.VA.GOV	Open Record
(none)	I	02/04/2022 - 01:02pm	MNTVBB.ISC-ALBANY.VA.GOV	Open Record
(none)	I	02/04/2022 - 12:46pm	MNTVBB.ISC-ALBANY.VA.GOV	Open Record
(none)	I	02/04/2022 - 12:42pm	MNTVBB.ISC-ALBANY.VA.GOV	Open Record
(none)	I	02/04/2022 - 12:42pm	MNTVBB.ISC-ALBANY.VA.GOV	Open Record

‹ Previous   1 **2** 3   Next ›

10 ⇕

Figure 28: Metadata Record Navigation

4.8.2 Rows Per Page

The default page size for the Metadata Records is 10 rows per page. The user may choose to display this as 25, 50, or 100 rows per page.

1. Click on the drop-down menu in the bottom right corner of the screen that shows the default number of rows (10).
2. Select the number of rows desired.
   - The rows per page will return to the default of 10 per page once another Patient is selected.

Figure 29: Change Rows Per Page

4.8.3 Ascending/Descending Sort

The Metadata Records table may be sorted in ascending or descending order by clicking the header titles. The columns that can be sorted are:
- User (Date Range Search only)
- Field Changed
- Request Type
- Date
- Site of Data Origin

Sort Order:
- Ascending order: Smallest to largest (e.g., A to Z or 0 to 9)

Figure 30: Records in Ascending Date Order

- Descending order (default): Largest to smallest (e.g., Z to A or 9 to 0)

Field Changed	Request Type	Date	Site of Data Origin ↑↓	Actions
(none)	INQUIRY	12/21/2023 - 01:56pm	CHYSHR TEST LAB	Open Record
(none)	INQUIRY	12/21/2023 - 01:55pm	CHYSHR TEST LAB	Open Record
CITY	UPDATE	12/21/2023 - 01:55pm	CHYSHR TEST LAB	Open Record

Figure 31: Records in Descending Date Order

The columns will toggle sorting back and forth from ascending to descending order for any displayed column in the table.

4.8.4   Hide/Reveal Inquiries

When performing searches, inquiry request types can be hidden or revealed in the Metadata Records results.

1. Click the **Hide Inquiries** (default) button to hide all inquiry request types.

Hide Inquiries			VAS Data is good from August 10th 2023 - Present	
Field Changed	Request Type	Date	Site of Data Origin ↑↓	Actions
(none)	INQUIRY	12/21/2023 - 01:56pm	CHYSHR TEST LAB	Open Record
(none)	INQUIRY	12/21/2023 - 01:55pm	CHYSHR TEST LAB	Open Record
(none)	INQUIRY	12/20/2023 - 12:58pm	PUGET SOUND HEALTH CARE SYSTEM - AMERICAN LAKE DIVISION	Open Record
(none)	INQUIRY	12/20/2023 - 12:58pm	PUGET SOUND HEALTH CARE SYSTEM - AMERICAN LAKE DIVISION	Open Record
(none)	INQUIRY	12/20/2023 - 12:58pm	PUGET SOUND HEALTH CARE SYSTEM - AMERICAN LAKE DIVISION	Open Record
(none)	INQUIRY	12/20/2023 - 12:56pm	CHYSHR TEST LAB	Open Record

Figure 32: Hide Inquiries

2. All inquiry request types will no longer display, and the **Hide Inquiries** button will become the **Reveal Inquiries** button.

Field Changed	Request Type	Date	Site of Data Origin ↑↓	Actions
COUNTY	UPDATE	12/21/2023 - 01:55pm	CHYSHR TEST LAB	Open Record
COUNTY	UPDATE	12/21/2023 - 01:55pm	CHYSHR TEST LAB	Open Record
CITY	UPDATE	12/21/2023 - 01:55pm	CHYSHR TEST LAB	Open Record
STATE	UPDATE	12/21/2023 - 01:55pm	CHYSHR TEST LAB	Open Record
STREET ADDRESS [LINE 1]	UPDATE	12/21/2023 - 01:55pm	CHYSHR TEST LAB	Open Record
ZIP+4	UPDATE	12/21/2023 - 01:55pm	CHYSHR TEST LAB	Open Record

VAS Data is good from August 10th 2023 - Present

Figure 33: Reveal Inquiries

3. Click the **Reveal Inquiries** button to display the inquiry request types.

4.9   Select/View Audit Record

Viewing data from selected audit records provides information about the VistA user who accessed the record, the updates and inquiries made, as well as the date and time these actions were performed. The major functions for Select/View of Audit Records are:

- View the description, from the VistA Data Dictionary, of the field changed.
- View Audit Record details regarding the actions taken in VistA for the patient record.

4.9.1   Audit Record Fields

When clicking the **Open Record** button for a row in the Metadata Record table, the audited data information expands as shown below.

STATE	UPDATE	10/05/2021 - 04:44pm	ALBANY-MDEVC	**Close Record**

Date Time :	10/05/2021 - 04:44:38pm
Site:	ALBANY-MDEVC
Station Number :	500
DFN:	48
MVI:	(none)
Patient Name :	Last Name,First Name
Request Type :	UPDATE
Title:	SYSTEMS ANALYST
UID:	1034220614
User Name :	Last Name,First Name
Week:	41
Year:	2021
ACCESSED:	
FIELD NAME:	STATE
FILE NAME:	PATIENT
FILE NUMBER:	2
MENU OPTION USED:	
NEW VALUE:	<deleted>
OLD VALUE:	NEW YORK
PROTOCOL or OPTION USED:	N/A
RECORD ADDED:	

COUNTY	UPDATE	10/05/2021 - 04:44pm	ALBANY-MDEVC	**Open Record**

Figure 34: Opened Record from Metadata Record

The fields are populated with data specific to the selected record. The fields are dynamic and can change depending on the audit. Each Audit Record *may* contain the following fields:

- **Date/Time**: Date and Time that the field was accessed by the chosen VistA site User.
- **Site:** VistA Site where the record resides, and action was taken.
- **Station Number**: Station ID where the record resides, and action was taken.
- **DFN:** Data File Number (DFN) is the Internal Entry Number (IEN) in the PATIENT file (#2).
- **VA MPI**: VA Master Person Index (VA MPI) is the authoritative source for person identity data. Maintains identity data for persons across VA systems, a unique universal identifier for each person.
- **Patient Name**: Name of the patient.
- **User Name**: The Name of the VistA user that took the action at the VA site for the patient record.
- **Request Type**: The type of request that was done for the selected record. Request types include Create, Update, and Inquiry.
- **Title:** User Title is the position title for the VistA user.
- **UID:** Unique User ID (UID) is the unique identifier for the VistA user by Security ID. This field is also known as the SECID for VA Single Sign-On (SSOi).
- **Week**: Displays the calendar week number that the Audit Record action occurred.
- **Year**: Displays the calendar year that the Audit Record action occurred.
- **Field Name**: The name of the field for the action taken in VistA.
- **Menu Option Used**: Name of the menu option utilized by the VistA user to Create, Update, or Inquire for the selected record.
- **New Value**: The value that the VistA user updated or added to the audited field.

- **Old Value**: The value in the field prior to the update action. If there was no old value, the field will be populated with <no previous value>.

The **Open Record** button expands the selected record. The **Close Record** button collapses the expanded record.

5 Logout/Close/Exit VAS UI

5.1 Logout

Clicking the **Logout** button in the top right corner of the VAS UI page will log the user out of VAS. The user will be brought to the VA Single Sign-On logout page and a message will read **You have been logged out of Vista Audit Solution (VAS)**.

VA | VistA Audit Solution   Logout

Figure 35: Logout Button for VAS

5.2 Close/Exit

Closing the UI browser will exit the user from the VAS application. Below are a few ways this may be accomplished.

- In Chrome or Edge, the keyboard shortcut, Alt + F4, will quickly close the active window and all open windows.
- Click the 'X' located on the right side of the VistA Audit Solution tab. This will close the browser.

VistA Audit Solution   ✕

Figure 36: Exit VAS UI

- To close all tabs in Chrome or Edge, click the 'X' located in the far upper right corner.

VA Welcome to VA Insider - VA INSI ✕   VistA Audit Solution   ✕   +   ✕

Figure 37: Close Browser

6 Troubleshooting

6.1 VAS is Unresponsive

Unresponsive behavior can occur with a session timeout or loss of network connectivity. Input entered prior to a loss of connectivity or timeout will not be saved or recoverable. Refreshing the page may keep you on the same page if a timeout occurs, but you may be re- prompted for the PIN for your PIV.

Session timeout will occur when PIV cache is expired on the browser. The PIV dialog will be shown and require PIN entry.

6.2   Contact VAS Team

For additional support and information, contact the VAS Support team using the email group available in the VA Global Address List (GAL) as displayed below.

Figure 38: VA Global Address List

Appendix A: Acronyms and Abbreviations

Term	Definition
API	Application Programming Interface
AWS	Amazon Web Services
CRUD	Creation, Retrieval, Updating, and Deletion
DFN	Data File Number
DG	Registration package
GAL	Global Address List
HIPAA	Health Insurance Portability and Accountability Act
IEN	Internal Entry Number
IG	Inspector General
ISSO	Information Systems Security Officer
OIT	Office of Information and Technology
PHI	Protected Health Information
PII	Personally Identifiable Information
PIN	Personal Identification Number
PIV	Personal Identification Verification
REST	Representational State Transfer
SSOi	Single Sign-On Integration
UI	User Interface
UID	Unique User ID
URL	Uniform Resource Locator
VA	Department of Veterans Affairs
VA MPI	VA Master Person Index
VAS	VistA Audit Solution
VAEC	Veterans Affairs Enterprise Cloud
VAMC	Veterans Administration Medical Center
VistA	Veterans Health Information Systems and Technology Architecture