

Document Finder Tool Orientation for ORD, ORO, OGC STAR

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 - ✓ **Please do not use Chat to send in questions.**
 - ✓ **Be sure to send questions to "All panelists".**
- ✓ We would be ever so grateful if you would complete the post-webinar evaluation survey that pops up once you exit the webinar.
- ✓ Experiencing sound issues – you can call in using the number included on the handouts and on your registration confirmation email that you received.

ORD Document Finder Tool Orientation Agenda and Contents

	Topic	Objectives
1	Introduction	<ul style="list-style-type: none">✓ Purpose of this Orientation for ORD, ORO, OGC STAR✓ Context: VA Research Enterprise
2	Benefits & Capabilities	<ul style="list-style-type: none">✓ Benefits the Document Finder tool provides✓ Capabilities of the Document Finder tool
3	Overview of the Tool	<ul style="list-style-type: none">✓ How to Access✓ Screen Layouts✓ Situations and Use-Cases
5	Live Demonstration	
4	Providing Feedback	<ul style="list-style-type: none">✓ How to provide feedback – Click the Search Button✓ Frequency
6	Questions	<ul style="list-style-type: none">✓ Real-Time Q&A

Benefits and Capabilities of the Document Finder Tool

Efficiency is the goal!

Types of Documents Included	Limitations
<ul style="list-style-type: none">• Directives• Fact Sheets• Guidance• Handbooks• Program Guides• Policies	<ul style="list-style-type: none">• Not all VA or VHA documents are included<ul style="list-style-type: none">○ Please continue to use the VA Publications Page when needed

Benefits and Capabilities of the Document Finder Tool

Text Search

Title

Purpose

Publication Number

Scope

Topic

Definition

Roles and Responsibilities

Program

Key Terms

Policy Content

Filter

Topic

Program Areas

Roles and Responsibilities

Sort and View results

Rank-ordered relevance

Most recently updated

Provide Feedback

Easily accessed form

Monthly monitoring and updates

Overview of Document Finder Tool



ORD Document Finder Tool - Power Apps

- Need to be logged in to VA network

Layout: Search Term Entry Screen

The screenshot shows the 'ORD DOCUMENT FINDER TOOL' interface. At the top, there is a dark blue header with the text 'Have Feedback? Click Here' on the left, the 'VA' logo in the center, and the 'U.S. Department of Veterans Affairs' logo on the right. The main title 'ORD DOCUMENT FINDER TOOL' is centered in large blue letters. Below the title is a search input field containing the text 'HIPAA' and a magnifying glass icon. To the right of the input field is a dark blue 'SEARCH' button. Below the input field is a 'Recent Searches' section with a list of three items: 'HIPAA', 'alteration in HIPAA', and 'combined ICF, HIPAA', each with a magnifying glass icon. In the bottom right corner, the text 'Version 1.1' is visible. Two orange circles with numbers '1' and '2' are used as callouts. Circle '1' is positioned to the left of the search input field, with an arrow pointing to it and the text 'Enter Search Term'. Circle '2' is positioned to the right of the 'SEARCH' button, with an arrow pointing to it and the text 'Click to Search'. A light blue box on the left side of the interface contains the text: 'Recent Searches Automatically Appear. - Clicking one will start a search.' A bracket on the right side of this box points to the 'Recent Searches' list.

1
Enter Search Term

2
Click to Search

Recent Searches Automatically Appear.
- Clicking one will start a search.

Version 1.1

- Hover mouse over the list of Recent Searches that appear
- Scroll through the list of recent searches, and
- Click on one to automatically Search that term

Layout: Main Screen – Search Results: Document Gallery and Detailed Content

Back to Doc Finder Start*

Gallery of Document Titles

View and Filter all Policies

PDF View Screen

The screenshot displays the 'ORD DOCUMENT FINDER TOOL' interface. At the top, there is a search bar containing the text 'credentialing' and a 'SEARCH' button. To the right of the search bar is a 'See All Policies' button. Below the search bar is a 'Gallery of Document Titles' with a list of items: 'Handbook 11100.19: Credentialing And Privileging', 'Office of Quality, Safety, and Value (10A4E)', 'Directive 1200.18: Determination Of Rights For Inventions And Discoveries', 'ORD (10P)', 'Handbook 1605.04: Notice Of Privacy Practices', 'Office of Informatics and Analytics (10P2C1)', and 'Directive 1200.02: Research Business Operations'. A 'Click for Less Details' toggle is visible at the top of the gallery. On the right side, a 'PDF View Screen' is shown, displaying the content of the selected document, '11100.19: Credentialing and Privileging'. The PDF content includes a notice that the credentialing portion has been superseded by VHA Directive 1100.20, dated September 15, 2021, and the title 'VHA HANDBOOK 11100.19 Transmittal Sheet October 15, 2012'. The main content is titled 'CREDENTIALING AND PRIVILEGING' and lists reasons for issue and a summary of major changes.

* Use this Back arrow to go back to the Document Finder Start/Home Search entry screen. Do not use your browser's back arrow.

Gallery: Functionality

The screenshot shows a search results gallery with the following elements and annotations:

- Switch: More/Less Details:** A toggle switch at the top right, currently set to "Click for Less Details".
- Type of policy document:** Annotations point to the document type labels: "Handbook", "Directive", "ORD (10P)", and "Handbook".
- Ranked Relevancy of Search Term:** Annotations point to the ranking numbers: "1", "2", and "3".
- VA Office where policy is from:** Annotations point to the office names: "Office of Quality, Safety, and Value (10A4E)", "Office of Informatics and Analytics (10P2C1)", and "Office of Informatics and Analytics (10P2C1)".
- Open PDF document in another window:** An annotation points to a download icon (a square with a downward arrow) on the right side of the first result.
- Scroll through results:** An annotation points to the vertical scrollbar on the right side of the gallery.

The search results are as follows:

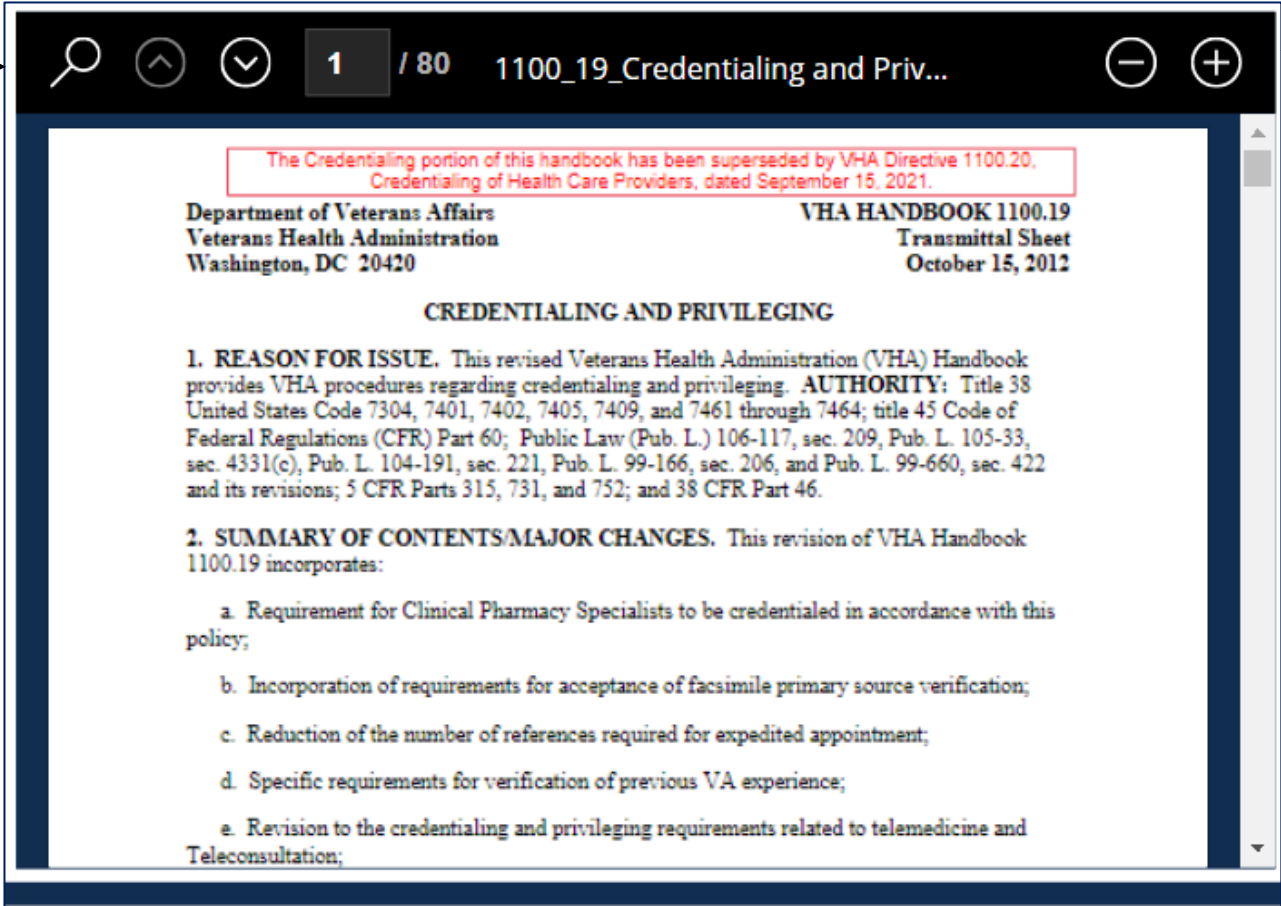
Rank	Document Type	VA Office	Title
1	Handbook	Office of Quality, Safety, and Value (10A4E)	1100.19: Credentialing And Privileging
2	Directive	Office of Informatics and Analytics (10P2C1)	1200.18: Determination Of Rights For Inventions And Discoveries
3	Handbook	Office of Informatics and Analytics (10P2C1)	1605.04: Notice Of Privacy Practices
3	Directive	Office of Informatics and Analytics (10P2C1)	1200.02: Research Business Operations

PDF View Screen: Functionality

Search for term or phrase w/in document

Page up / down

Zoom out / in



The screenshot displays a PDF viewer interface. At the top, there is a search bar with a magnifying glass icon, navigation arrows for page up/down, a page indicator showing '1 / 80', and zoom controls with minus and plus signs. The document content includes a red-bordered warning box at the top stating: 'The Credentialing portion of this handbook has been superseded by VHA Directive 1100.20, Credentialing of Health Care Providers, dated September 15, 2021.' Below this, the header identifies the 'Department of Veterans Affairs, Veterans Health Administration, Washington, DC 20420' and 'VHA HANDBOOK 1100.19 Transmittal Sheet, October 15, 2012'. The main title is 'CREDENTIALING AND PRIVILEGING'. The first section is '1. REASON FOR ISSUE. This revised Veterans Health Administration (VHA) Handbook provides VHA procedures regarding credentialing and privileging. AUTHORITY: Title 38 United States Code 7304, 7401, 7402, 7405, 7409, and 7461 through 7464; title 45 Code of Federal Regulations (CFR) Part 60; Public Law (Pub. L.) 106-117, sec. 209, Pub. L. 105-33, sec. 4331(c), Pub. L. 104-191, sec. 221, Pub. L. 99-166, sec. 206, and Pub. L. 99-660, sec. 422 and its revisions; 5 CFR Parts 315, 731, and 752; and 38 CFR Part 46.' The second section is '2. SUMMARY OF CONTENTS/MAJOR CHANGES. This revision of VHA Handbook 1100.19 incorporates:' followed by a list of five items (a-e) detailing changes such as requirements for clinical pharmacy specialists, facsimile primary source verification, reduction of references, and telemedicine requirements.

Option to “See All Policies” and Filter based on Topic or Title

If your search isn't successful, or to **filter** based on available Topics,

ORD DOCUMENT FINDER TOOL [Have Feedback? Click Here](#) VA U.S. Department of Veterans Affairs

credentialing SEARCH

Not what you're looking for? See All Policies

1 Click See All Policies

ORD DOCUMENT FINDER TOOL VA U.S. Department of Veterans Affairs

credentialing Results: 81 Viewing All Documents

1004.06 Integrated Ethics

Directive Pub Date: 10/24/2018 National Center for Ethics in Health Care (10E1E)

1 / 80 1004.06_IntegratedEthics10.20.20

The Credentialing portion of this handbook has been superseded by VHA Directive 1100.20, Credentialing of Health Care Providers, dated September 15, 2021.

Department of Veterans Affairs: Veterans Health Administration VHA HANDBOOK 1100.19

2 Click the Filter Tool

Options for Using the Filter Tool

The screenshot shows the 'ORD DOCUMENT FINDER TOOL' interface. At the top, there is a navigation bar with a back arrow, a funnel icon, 'Results: 81', and 'Viewing All Documents'. Below this is a 'Filters' section with a checkmark icon. The 'Filters' section contains two input fields: 'Title:' with a text box containing 'Enter Title Search Word Here', and 'Topic:' with a dropdown menu currently set to 'All'. To the right of the 'Topic:' dropdown is a 'Topic List' showing a scrollable list of categories: 'All', 'VA International Research', 'Non-Research Activities', 'Participation of Non-Veterans as Research Subjects', 'VA Employees and Appointments / Trainees', and 'Research Funding / Financial Operations'. Annotations include: '1. A' pointing to the 'Title' input field with the text 'Enter a word from a Document Title'; '1. B' pointing to the 'Topic' dropdown with the text 'Click the Drop Down to see a list of Topics and Categories associated with Documents'; and '2' pointing to the checkmark icon with the text 'Next, Click the Checkmark to See Results'.

1. A
Enter a word from a Document Title

1. B
Click the Drop Down to see a list of Topics and Categories associated with Documents

2
Next, Click the Checkmark to See Results

Topic List

Live Demo of Document Finder Tool



Choose **VA**

For questions, please use Q&A box and address to "All Panelists."
All Webinars will be recorded and posted within one week.

VA



U.S. Department
of Veterans Affairs

How to Provide Feedback



Choose **VA**

For questions, please use Q&A box and address to "All Panelists."
All Webinars will be recorded and posted within one week.

VA



U.S. Department
of Veterans Affairs

Feedback Form

From the Document Finder Home Screen,

1 Click the Button 



Document Finder Tool Feedback

Feel free to submit often as you continue to use the app.

Hi, Eileen. When you submit this form, the owner will see your name and email address.

* Required

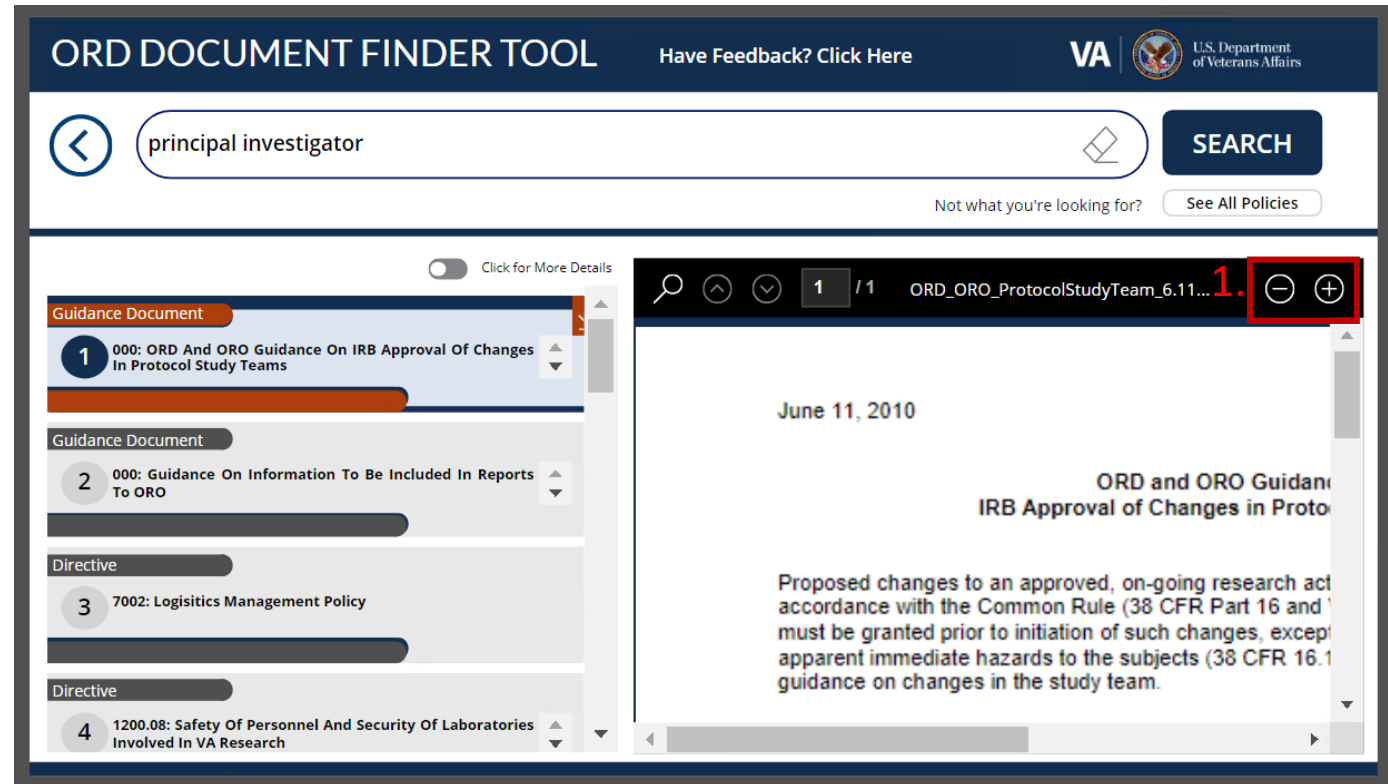
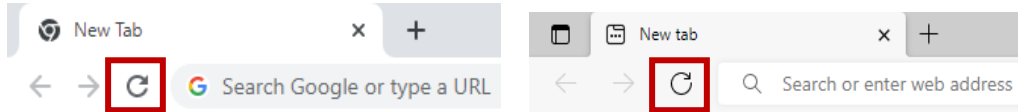
1. Which Department do you work with? *

2 Complete the Form that appears

Troubleshooting

In the case a page does not display correctly:

1. Close and re-open browser
2. Use application zoom settings
3. Refresh the application
4. Use a different browser
 - Preferred: Edge / Chrome



Next Steps



Next Steps

Next Steps for ORD, ORO, OGC STAR:

- 1) Use the Tool in your everyday work
- 2) Provide Feedback using the link and form at the top of the tool
 - Fill it out at any time
 - Fill it out multiple times
- 3) A reminder to provide feedback will be sent by the ORPPE Apps team bi-weekly on Tuesdays throughout July and August 2022
- 4) If you have questions, please fill out the feedback form in the app



Questions?

