

Army MEPRS Program Office Newsletter

December 10, 2014



Inside this issue:

- Best-of-The-Best
- MTF Ranking
- Army Audit Agency (AAA) Audit—Square Feet/Square Feet Cleaned
- DMHRSi-Task Limitations
- Reporting of MTF Response to Ebola Virus
- New Procedures for DMHRSi Login Errors
- Q & A
- Hail & Farewells

Congratulations! You have successfully closed out FY14 and have headed full force into FY15. Thank you again for all your hard work, dedication, and most of all your patience as we worked through the continued challenges with DMHRSi. I can't promise you we won't experience any system issues in FY15, but I will promise you we will continue to do our best in providing you the support and guidance you need and deserve to get you through the year.

AMPO would like to wish you and yours Happy Holidays. As we struggle with shopping lists and invitations, compounded by December's bad weather, it is good to be reminded that there are people in our lives who are worth this aggravation, and people to whom we are worth the same. Take some deserved time off to be with your families and loved ones.

May Peace be your gift at Christmas and your blessing all year through!
~Author Unknown

Have a great month!

BEST-OF-THE-BEST Data Reporting Month of September 2014

Army Medical Treatment Facilities (MTF) MEPRS Office personnel are known for their dedication and meticulous performance of their duties. This is evident when reviewing the compliance with requirements placed on them from within their commands along with those imposed by MEDCOM.

MTF Ranking is based on point values assessed for compliance with current FY EAS Timeliness, Defense Medical Human Resource System internet (DMHRSi) Timecard Compliance, Financial Reconciliation submission, Narrative submission, Discrepancies for FY09-FY14 (AMPO Discrepancies, and Unauthorized FTE's), and un-validated discrepancies on the Advice and Assist Reports generated as a result of MEWACS data population. Contact your AMPO analyst for additional details on the ranking methodology.

MEDCEN

BROOKE AMC
SONJA KOONS & STAFF

C.R. DARNALL AMC
STACIE RITCHEY & STAFF

BEDDED

G.L. WOOD ACH
MARSHA RIEDER & STAFF

BRIAN ALLGOOD ACH
TYLER CHASE & STAFF

UNBEDDED

LYSTER AHC
KATHY KELLEY & STAFF

FOX AHC
CATHY COLLINS & STAFF

BAVARIA AHC
ROBERT KESLER & STAFF

Army Audit Agency (AAA) Audit—Square Feet/Square Feet Cleaned

SRMC Tasker: OPORD 15-12 (MEPRS Data Standardization in DMLSS)

Problem Statement: Medical Expense Performance Reporting System Errors

IAW USAAA Audit (A-2014-IEM-0033.000): Based on square footage, housekeeping costs were misallocated. AAA noted physical changes to MTF (such as clinics in different location than what was identified in DMLSS & EASi or additions created to the clinic). Space variations varied from 14% to more than 100% change. Clinic space was overstated creating additional costs that weren't associated with the clinic. Responsible personnel at MTF stated EASi had not been updated in more than 2 years and some areas as long as 5 years. Facilities personnel stated that they have higher priorities and don't have the resources to provide updated information to MEPRS personnel.

Contributing factors were identified as:

- MTF Physical changes not reflected in DMLSS
- Housekeeping costs misallocated
- Inaccurate SRM Data in DMLSS

Goals

- Align DMLSS Org Structure with EAS ASDs (MEPRS Codes)
- Align DMLSS FM with MTF Physical characteristics (SQ FT)
- Add Housekeeping Data into DMLSS FM & Automate Exhibit D
- Reduce Housekeeping Exhibit D errors & variation: <10%
- Eliminate late Housekeeping contract submission costs: \$30K ea.

The identified shortcoming was attributed to a lack of coordination between the Logistics, Facility Management, and MEPRS Offices. The SRMC Logistics Office developed a plan, with the Commander's intent of delivering accurate DMLSS data to the MEPRS Office, the SRMC HQ and other AMEDD & DHA Organizations, addressed the AAA identified issue. This plan was tested and proved successful at the Reynolds Army Community Hospital, Ft Sill, OK.

The MEDCOM Logistics Office is utilizing the SRMC plan and is working to develop a OPORD for distribution to all MTFs. This OPORD focuses mainly on the reconciling of the DMLSS Organization Structure and Room Inventory records, and the Facility Management Organizational Structure, Physical Structure, and Housekeeping requirements, with the Expense Assignment System (EAS) Account Subset Definition Table MEPRS FCCs. The MTF MEPRS staff will be responsible for identifying the appropriate MEPRS FCC for the physical locations within the MTFs in conjunction with the DMLSS and Facility Management Point of Contact.

DMHRSi—Task Limitations

AMPO has been notified that MTF staff have reported that they are being advised by the local MTF MEPRS staff that they can only report up to 3 different tasks on their DMHRSi timecard.

This is patently false; all time associated with performance of their Duties/missions, health care and readiness related are to be reported on the timecard.

Per the DoD 6010.13-M, Available Time is: Those hours worked or expensed in support of the healthcare and readiness missions regardless of the type of personnel. (See Appendix 3 for procedures for charging available time.)

Reporting of MTF Response to Ebola Virus

The following guidance related to reporting of the MTF response to Ebola virus situations is provided.

B*** - When a patient is being seen, in a valid existing work center, for twice daily temperature checks and medical screenings for Ebola virus; man-hours are reportable to the B*** MEPRS FCC of the clinic where the patient care is provided.

GGA8 - Preparation and meetings to discuss the required training and discussions on the preparations for handling patients (screening and monitoring), this is reportable to GGA8 without a sub-task number.

GGA8.01 - TEACHING EBOLA VIRUS: Used when MTF staff is conducting training on various subjects associated with Ebola Virus regardless of target audience.

GGA8.02 - EBOLA VIRUS TRAINING: Used when MTF staff is receiving training on various subjects associated with Ebola Virus

GGA8.03 - DEPLOYED EBOLA VIRUS: Used when MTF staff is officially deployed, in a TDY and return status, in support of the nation's response to the Ebola Virus.

GGA8.04 - EBOLA QUARANTINE SPT: Performing the monitoring/screening of the quarantined personnel resulting from potential exposure to Ebola virus; conducting the twice daily temperature checks and medical screenings.

MTF Staff performing temperature checks and medical screenings; reportable in DMHRSi

Non-MTF staff (not borrowed), non-MTF assets performing temperature checks and medical screenings not performed in an MTF building; not reportable in DMHRSi.

If a person were to show symptoms of Ebola, MTF must admit and isolate them in a facility with capabilities to treat Ebola virus. At the point the patient is admitted patient care and man-hours are reported under the "A" FCC of the admitting provider.

Guidance on clinical coding/documentation is available from PASBA.



NEW PROCEDURES FOR DMHRSi LOGIN ERRORS

Effective immediately, Sites must follow the new AMPO procedures when submitting DMHRSi Login Errors to the AMPO office. This includes all issues logging into DMHRSi, such as 401 Errors, or any other issue affecting individual users. Any email sent to our office not following the new procedures will be rejected and/or not addressed.

The email must be addressed to the AMPO Functional mailbox only. usarmy.jbsa.medcom-usamitc.mbx.meprs-army-func-spt@mail.mil

The MTF must use the standard subject line: DMHRSi Login Error ('Installation Name and DMIS ID')
Example: "DMHRSi Login Error (Ft Benning – 0048)"

The sites must use the most current updated DMHRSi Login Error Form, currently being updated.

Each field (A thru K) must be filled out completely and accurately for each user listed on the DMHRSi Login Error Form. If the username is unknown, enter "Unknown". Without these fields being filled in completely, the request will be rejected.

A screen shot of each user's error should be submitted with the request.

Any resubmissions, must be submitted on the DMHRSi Login Error Form, in column "H" state the reason it was resubmitted, such as "user followed instructions provided by AMPO, but still unable to login;" or "user now has a new error." State that new error in that field also.

Any information pertaining to the user, should be on the DMHRSi Login Error form, not in the email. This ensures all pertinent information will be consolidated into the Database.

Please ensure the MTF MEPRS staff has attempted to resolve the issue(s) before the request is forwarded to AMPO.

The AMPO staff appreciates your cooperation while we work to streamline this process. Please work with us so we can assist you in a more efficient manner.



Question: In the October 2014 AMPO Newsletter, MTF MEPRS personnel were reminded that they need to refresh the Site Discrepancy Report no earlier than the day after they transmitted to identify any discrepancies they may have. How can I find the AMPO Site Discrepancy queries?

Answer: The AMPO Site Discrepancy Queries can be found within the EAS IV Repository.

Log into the Repository:

Double click on: EAS IV Repository Reports folder to open the folder

Double click on: Army folder

Double click on: Discrep Queries folder

Double click on: Wkld – Discrepancies

Enter FY (if different then what is listed)

Click run to refresh report

Once the report is refreshed, follow instructions at the top of each report on how to filter the data

Hail & Farewells

We welcome the following new members and bid farewell to those who have retired/ or embarked on new paths!

Hail

Employee	Site	Date
Raphael Connor	Ft Eustis, MCAHC	17 Nov 2014

Farewell

Employee	Site	Date

