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T - VENA Contacts

T.1 VENA Contact Interface

The VENA Contact interface allows the user to view, add, edit, and delete VENA contact information. This interface can be found on the VENA tab of the Participant Folder as well as the VENA panel from within the Certification Guided Script.

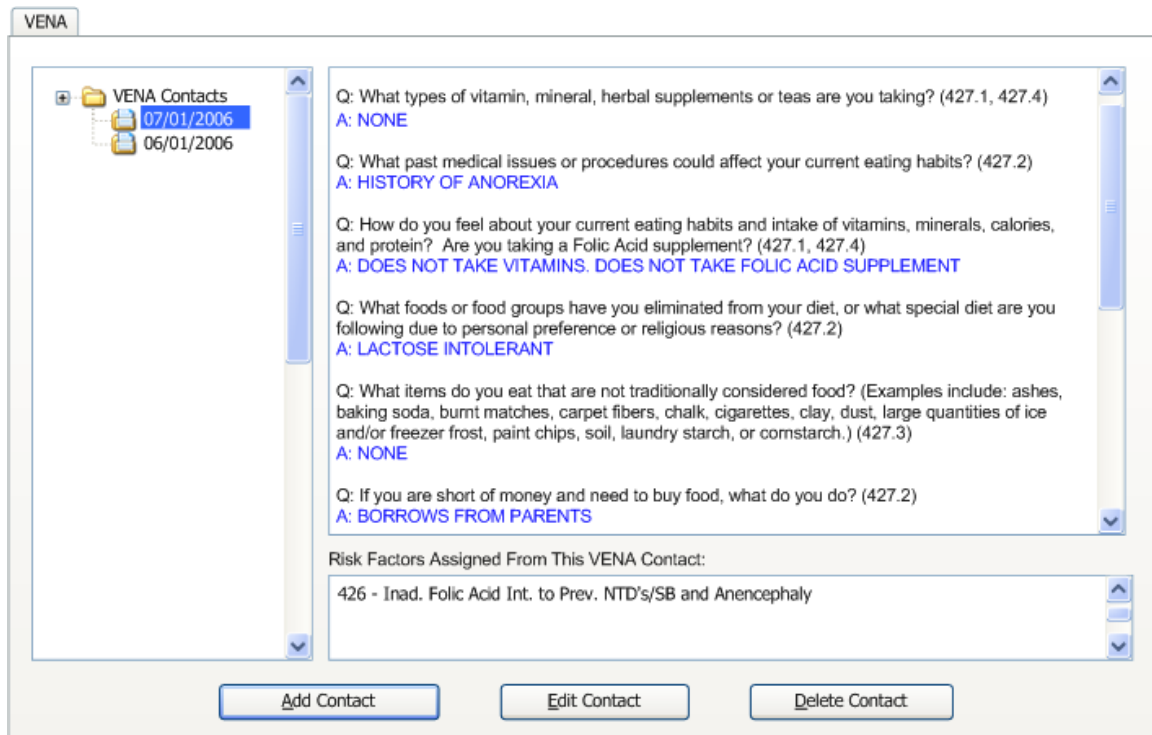


Figure 1 – VENA Panel (Participant Folder)

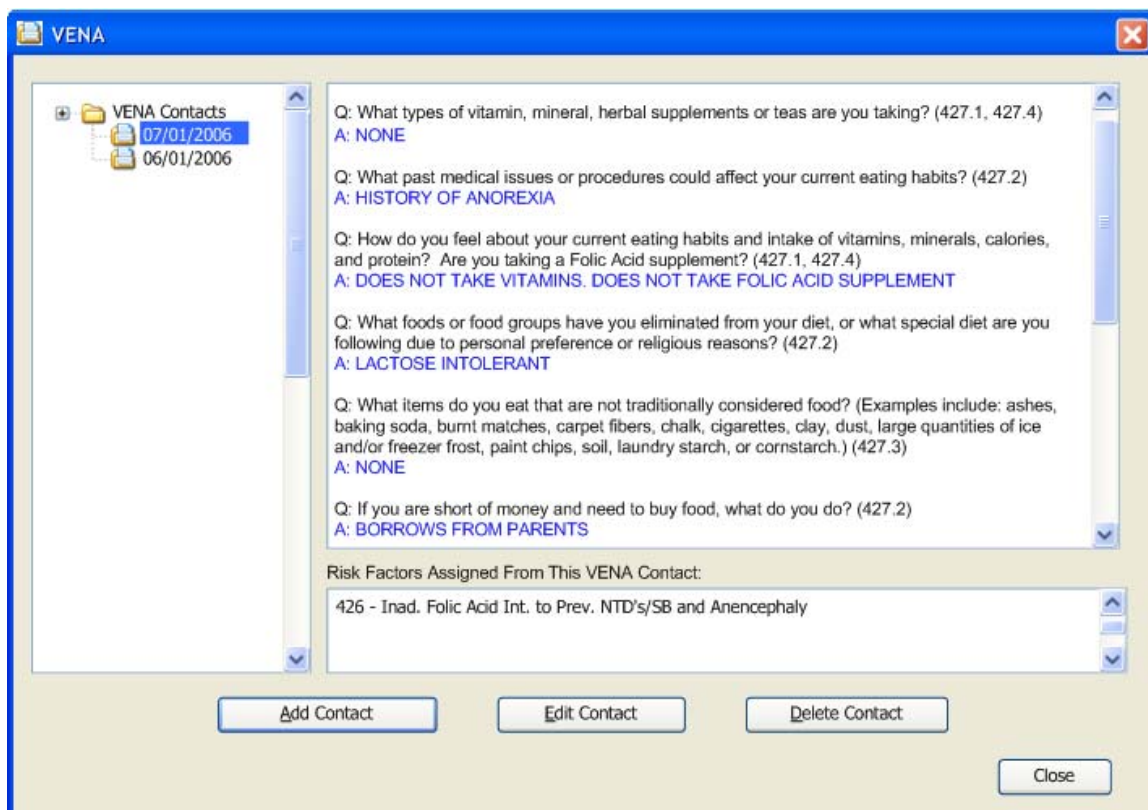


Figure 2 – VENA Panel (Certification Guided Script)

T.1.1 Controls

This section describes the behavior of the controls on the VENA panel.

T.1.1.1 VENA Contacts Display Tree View

This control allows the user to view the VENA contacts for the participant along with information gathered at the time of the contact including answers to questions and risk factors assigned. The tree view will be enabled when the VENA panel is active. It will consist of the following hierarchical structure:

```
VENA Root
|
|_VENA Contact Node
```

The panel will display all existing VENA contacts for the participant. If none exist, the root node of the tree will display the text “No VENA contacts exist for this participant.” Otherwise, the root node will display the text “VENA Contacts”.

VENA contacts will display in chronological order with the most recent contact (determined by the contact date) appearing at the top of the list. The most recent VENA contact will be selected. The data values on the tree view will be read-only.

T.1.1.2 VENA Contact Tree View Node

This node of the VENA display tree view allows the user to view the date on which the VENA contact took place. The node will consist of an appropriate icon and VENA contact date in the format of MM/DD/CCYY. Selecting a contact on the tree view refreshes the contact detail and risk factors controls.

T.1.1.3 Contact Detail Text Box

This control allows the user to view the questions posed and answers provided for the selected VENA contact. Questions will be prefaced with “Q:” and are displayed in black text. Answers are prefaced with “A:” and are displayed in blue text. There is a blank line between each question/answer pair for readability. All information in the text box is read-only. The questions will be loaded from VENAQUESTION.CAPTION for each VENACONTACTITEM.QUESTIONID. The answers will be loaded from VENACONTACTITEM.ANSWER.

T.1.1.4 Risk Factors Assigned from this VENA Contact List Box

This control allows the user to view the list of risk factors that were assigned to the participant by the staff member as part of the selected VENA contact. Items in the list are read-only and are formatted as follows:

- [XXXXXX] – [Risk Factor Description]

Where [XXXXXX] is the 6-character alpha-numeric risk factor ID and [Risk Factor Description] is the description of the risk factor. All information in the list box is read-only.

T.1.1.5 Add Contact Button

This control allows the user to add a VENA contact for the participant. Pressing this button displays the VENA Contact dialog. The Add Contact button will be enabled when the VENA tab is active. In the Central Administrative Site and State Office mode, the Add Contact button will not be visible. It will have a mnemonic of “A” and will be the default button for the dialog. Upon successfully returning from the VENA Contact dialog (add mode), the new contact is added to the tree view and is automatically selected.

If the [VENAISREQUIRED](#) business rule is set to “Y”, the addition of a VENA contact is required during the certification process.

T.1.1.6 Edit Contact Button

This control allows the user to edit a VENA contact for the participant. Pressing this button displays the selected VENA contact using the VENA Contact dialog. The Edit button will be enabled when the VENA tab is active and a VENA contact is selected in the tree view. The VENA contact may be edited from the Participant Folder VENA tab only if the VENA contact was added through the Participant Folder and the edit date is the same date as the date the VENA contact was added and is not associated with a completed Certification for the participant. In the Central Administrative Site and State Office mode, the Edit Contact button will not be visible. It will have a mnemonic of "E". Upon successfully returning from the VENA Contact dialog (Edit mode), the selected contact information is updated to reflect the changes made while editing the contact.

T.1.1.7 Delete Contact Button

This control allows the user to delete a VENA contact for the participant. The Delete Contact button will be enabled when the VENA tab is active and a VENA contact record with a contact date equal to the current system date is selected in the tree view and no risk factors were assigned while saving the contact. Prior to deleting the contact, the system will prompt the user to confirm the delete request. The VENA contact may be deleted from the Participant Folder VENA tab only if the VENA contact was added through the Participant Folder and the contact date is the same date as the date the VENA contact was entered and is not associated with a completed Certification for the participant. In the Central Administrative Site and State Office mode, the Delete Contact button will not be visible. It will have a mnemonic of "D".

T.1.1.8 Close Button

Pressing this control dismisses the VENA Dialog. Characteristics of the Close button are defined in [Consistencies](#).

T.1.2 Processes

T.1.2.1 Initializing the Interface

The VENA Contacts display tree view displays previously saved VENA contacts in reverse chronological order. The first (most recent) date in the tree view will initially be selected. The Contact Detail text box and the Risk Factors list box will initially contain the information associated with the VENA contact selected in the tree.

T.1.2.2 Edits

There are no updateable controls on the VENA tab; therefore, there are no edits performed on this panel.

T.1.2.3 Saving the Data

There are no updateable controls on the VENA tab; therefore, no data is written to the database.

T.1.2.4 Add VENA Contact Information

Upon selection of the Add Contact button, the system will invoke the VENA Contact dialog in Add mode. If the user does not have the appropriate permissions (VENAContact.Add or FullControl), the system will invoke a standard error message with the text “You do not have the necessary permissions to add a VENA contact. Please see the supervisor.”

If the [VENAISREQUIRED](#) business rule is set to “Y”, the addition of a VENA contact is required during the certification process.

T.1.2.5 Edit VENA Contact Information

Upon selection of the Edit Contact button, the system will invoke the VENA Contact dialog in Edit mode. If the user does not have the appropriate permissions (VENAContact.Edit or FullControl), the system will invoke a standard error message with the text “You do not have the necessary permissions to edit a VENA contact. Please see the supervisor.”

T.1.2.6 Delete VENA Contact Information

Upon selection of the Delete Contact button, the system will present a delete confirmation message. The message text will be: “Are you sure you want to delete the selected VENA Contact?” Yes and No buttons will be available. The No button will be the default button for the confirmation dialog. If the user does not have the appropriate permissions (VENAContact.Delete or FullControl), the system will invoke a standard error message with the text “You do not have the necessary permissions to delete a VENA contact. Please see the supervisor.”

T.1.2.7 Data Map

| Control | Table | Column | Comments |
|-----------------|-----------------------------|--|--------------------------------------|
| VENA Contacts | VENACONTACT | CONTACTDATE | Read only |
| | VENACONTACT | RFASSIGNED | Y if any risk factors were assigned. |
| Contact Details | (Question Text)VENAQUESTION | (Question Text) CAPTION for the QUESTIONID in VENACONTACTITE | |

| | | | |
|-----------------|------------------------------|---------------------|--|
| | | M | |
| Contact Details | (Answer Text)VENACONTACTITEM | (Answer Text)ANSWER | |
| Risk Factors | VENACONTACTRF | RISKFACTORID | |
| | | | |

T.2 Add/Edit VENA Contact Information

The VENA Contact dialog allows the user to add or edit a VENA contact. The dialog uses a wizard style interface allowing the user to move through the list of questions to be asked of the participant. The dialog also allows the user to assign risk factors to the participant. The caption of the dialog indicates the date of the contact, the current question, and the total number of questions included as part of the contact. It is invoked upon the following user actions:

- Selection of the Add Contact button on the VENA panel in the Participant Folder.
- Selection of the Edit Contact button on the VENA panel in the Participant Folder.
- Selection of the Add Contact button on the VENA dialog during the Certification Guided Script.
- Selection of the Edit button on the VENA dialog during the Certification Guided Script.

The screenshot shows a dialog box titled "Add VENA Contact for 04/02/2008 - Question 1 of 29". The dialog is divided into three sections: "Question", "Answer", and "Risk Factors". The "Question" section contains a text box with the text "Does your child drink water?". The "Answer" section has a "Copy Previous Answer" button and a text box containing "None". The "Risk Factors" section features an empty list box, an "Add" button, and a "Delete" button. At the bottom of the dialog are four buttons: "<<Previous", "Next>>", "Finish", and "Cancel".

Figure 3 – Add VENA Contact Information Dialog

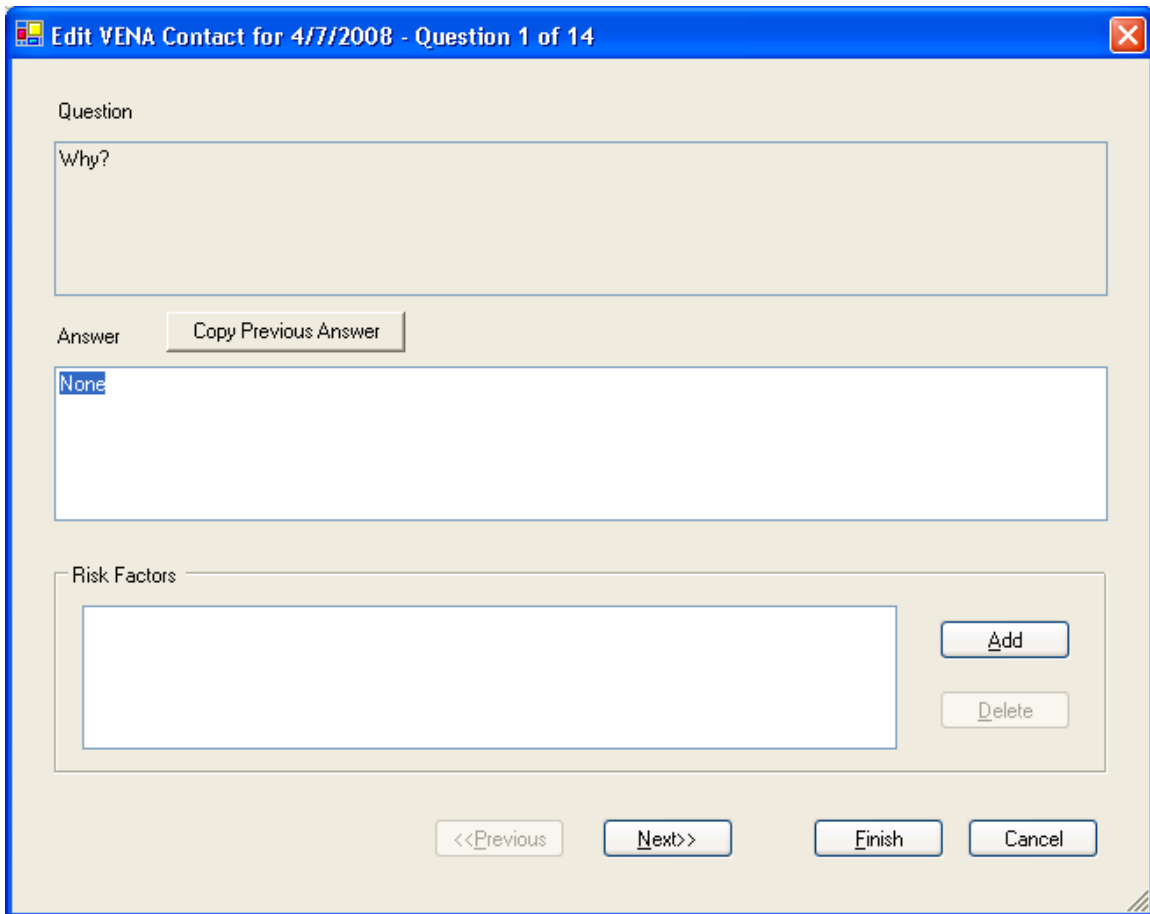


Figure 4 – Edit VENA Questions Dialog

T.2.1 Controls

This section describes the behavior of the controls on the Add/Edit VENA Contact dialog.

T.2.1.1 Question Text Box

This multi-line text box displays the current question to be posed to the participant. The control will be enabled when the VENA Contact dialog is active. The information in the text box is read-only.

T.2.1.2 Copy Previous Answer Button

This button allows the user to copy the answer given on the current date for the current question by a household member. The control will be enabled when the VENA Contact dialog is active and an answer to the current question exists for the current date for the current household.

T.2.1.3 Answer Text Box

This multi-line text box allows the user to record the answer to the question being posed. The control will be enabled when the VENA Contact dialog is active. The value of “None” will be defaulted into the control. It will be highlighted so that text keyed will replace the defaulted value. When the amount of information keyed reaches the maximum number of characters that can be displayed on a line, the text will wrap to the next line. The control will accept entry of alphanumeric and special characters. The user may enter a maximum of 4000 characters in the text box.

T.2.1.4 Risk Factors List Box

This control displays the list of all risk factors to be assigned to the participant as a result of the answers provided during this VENA contact. The control will be enabled when the VENA Contact dialog is active. The list is displayed in ascending order by risk factor ID.

T.2.1.5 Add Button

This control allows the user to add one or more risk factors for the participant. The Add button will be enabled when the Add/Edit VENA Contact dialog is active. Selection of this button displays the Select Risk Factors dialog. Upon returning from that dialog, the selected risk factors are added to the list. The mnemonic for this button is “A”.

T.2.1.6 Delete Button

This control allows the user to remove a risk factor that has been selected. Pressing this button deletes the selected risk factor from the list. It is enabled when the Add/Edit VENA Contact dialog is active and an item is selected in the Risk Factors List and the risk factor has not yet been assigned. Prior to deleting the item from the list, the system prompts the user to confirm the delete request. The message text will be: “Are you sure you want to remove the selected risk factor?”. The mnemonic for this button is “D”.

T.2.1.7 Previous Button

This control allows the user to return to the previous question. Pressing this button refreshes the question and answer controls to display the previous question and answer. The button is enabled when the Add/Edit VENA Contact dialog is active and is displaying any question other than the first question. The mnemonic for this button is “P”.

T.2.1.8 Next Button

This control allows the user to move to the next question. Pressing this button refreshes the question and answer controls to display the next question. The button is enabled when the Add/Edit VENA Contact dialog is active and is displaying any question other than the last question. The mnemonic for this button is “N”.

T.2.1.9 Finish Button

This control allows the user to complete the process of adding or editing a VENA contact by recording the answers provided and adding any risk factors listed on the dialog. Once the information is saved and all processing is completed, the dialog is dismissed. This button is enabled when the Add/Edit VENA Contact dialog is active since the user can finish the process at any time. The mnemonic for this button is “F”.

T.2.1.10 Cancel Button

This control allows the user to discard any changes made and dismiss the Add/Edit VENA Contact dialog. The Cancel button will be enabled when the Add/Edit VENA Contact dialog is active. Characteristics for the Cancel button are defined in [Consistencies](#).

T.2.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Add/Edit VENA Contact dialog.

T.2.2.1 Initializing the Interface

In Add Mode:

- The title bar text will be set to “Add VENA Contact for {date}-Question 1 of #” where:
 - {Date} is the contact date being assigned. (Current system date)
 - # is the total number of questions to be asked of this participant
- The Question section will contain the text of the first question.
- The Answer section will be initially defaulted to “None”. The word “None” will be highlighted so that any information keyed will “overwrite” the defaulted value.

In Edit Mode:

- The title bar text will be set to “Edit VENA Contact for {date}-Question 1 of #” where:
 - {Date} is the contact date of the selected contact
 - # is the total number of questions to be asked of this participant
- The Question section will contain the text of the first question.

- The Answer and Risk Factors sections will contain any previously saved information.

T.2.2.2 Copy Previous Answer

Upon selection of the Copy Previous Answer button, the Copy Answer dialog will be instantiated.

T.2.2.3 Edits

No edits are performed on this dialog.

T.2.2.4 Saving the Data

Upon selection of the Finish button:

- The system will save the values to the database as defined by the Data Map below.
- The system will return focus to the VENA panel of the Participant Folder or Certification Guided Script.
- The VENA Contacts tree view will be refreshed to display the added or updated record.

T.2.2.5 Data Map

| Control | Table | Column | Comments |
|----------------|-----------------|---------------|-----------------|
| Question | VENAQUESTION | CAPTION | Read only |
| Answer | VENACONTACTITEM | ANSWER | |
| Risk Factors | VENACONTACTRF | RISKFACTORID | |

Note that a VENACONTACTITEM record is created for each question even if an answer is not provided.

Note that a VENACONTACTRF record is created for each risk factor assigned.

T.3 Copy Answer

The Copy Answer dialog allows the user to select an answer given by a household member for the current VENA question. The Copy Answer dialog is invoked in response to clicking the Copy Previous Answer button on the VENA Contact

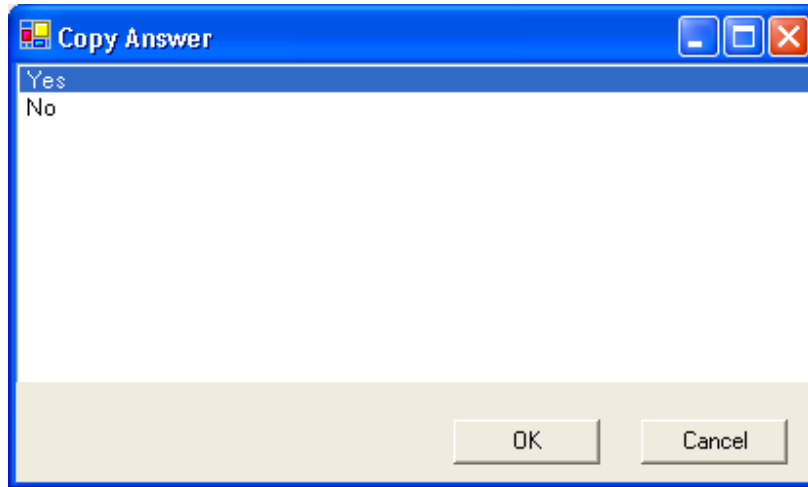


Figure 5 - Linked Participant Dialog

T.3.1 Controls

This section describes the behavior of the controls on the Linked Participant dialog.

T.3.1.1 Copy Answer Display Grid

When answering a VENA question, this control allows the user to view all answers given by members of the household to the current question for the current date. The user may select one of the answers displayed in the grid to copy that answer into the current question for the VENA contact in progress.

T.3.1.2 OK Button

The OK button will be enabled when the dialog is active. Characteristics for the OK button are defined in [Consistencies](#).

T.3.1.3 Cancel Button

The Cancel button will be enabled when the dialog is active. Characteristics for the Close button are defined in [Consistencies](#).

T.3.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Linked Participant dialog.

T.3.2.1 Edits

If a selection is not made in the Copy Answer display grid, the system will invoke a standard error message with the text “A selection is required in the {control label}”.

T.3.2.2 Returns

Upon successful completion of the above-listed edits, the system will return the values on the Copy Answer dialog to the Answer text box on the VENA Contact dialog.

T.4 Select Risk Factors

The Select Risk Factors dialog allows the user to select one or more risk factors to be assigned to a participant. The dialog is displayed in response to pressing the Add button in the Risk Factors section of the VENA Contact dialog

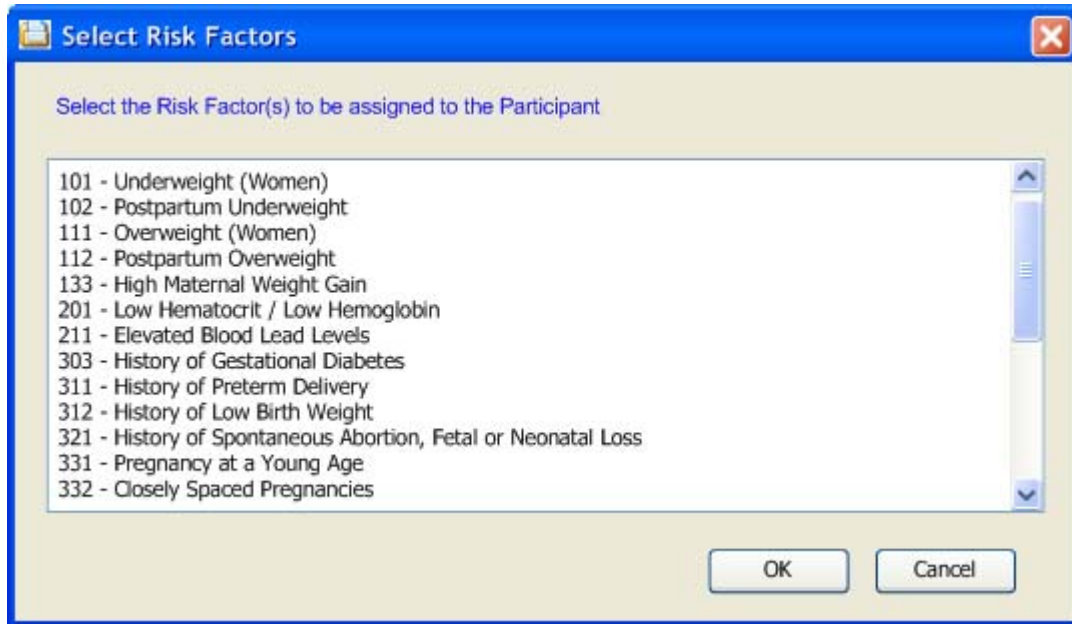


Figure 6 – Select Risk Factors Dialog

T.4.1 Controls

This section describes the behavior of the controls on the Select Risk Factors dialog.

T.4.1.1 Risk Factors List Box

This multi-select list displays the risk factors that a CPA can assign to the participant (both CPA assigned and hybrid). The list is filtered to include only those risk factors that applicable to the participant's WIC Category that have not already been assigned or already listed on the VENA Contact dialog. The control will be enabled when the Select Risk Factors dialog is active. The information in the text box is read-only.

T.4.1.2 OK Button

This control allows the user to instruct the system add the selected risk factors to the VENA Contact and to exit the VENA dialog. The OK button will be enabled when the VENA dialog is active. Characteristics for the OK button are defined in [Consistencies](#).

T.4.1.3 Cancel Button

This control allows the user to dismiss the Select Risk Factors dialog without assigning any of the selected risk factors. The Cancel button will be enabled when the Select Risk Factor dialog is active. Characteristics for the Cancel button are defined in [Consistencies](#).