Inpatient Rehabilitation Assessment Validation and Entry Systems (jIRVEn) Installation Guide

In support of Software Version 1.2.0
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Introduction

IRVEN/jIRVEN

The Centers for Medicare and Medicaid Services (CMS) sponsored the development of the Inpatient Rehabilitation Validation and Entry (IRVEN) system. jIRVEN is a Java-based data entry system for Inpatient Rehabilitation Facilities (IRFs). jIRVEN offers users the ability to collect the IRF Patient Assessment Instrument (IRF-PAI) in a database.

The jIRVEN application displays the IRF-PAI in a similar format as the paper version of the form. Once data collection is completed, facilities are able to export their data from the application and submit it to the appropriate national data repository.

For more detail, go to the CMS website: http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/InpatientRehabFacPPS/IRFPAI.html

The data collected is used for assessing the clinical characteristics of patients in rehabilitation hospitals and rehabilitation units in acute care hospitals. The data will provide survey facilities with a means to objectively measure and compare facility performance and quality. It will also provide researchers with information to support the development of improved standards. The data entry software imports and exports data in standard CMS record format. The software maintains facility and patient information, enforces data integrity via rigorous edit checks, and provides comprehensive online help. It includes a data dictionary and a grouper calculation.

The jIRVEN version number is displayed on several screens in the application. In this document, references to the version number are documented as X.x.x.

NOTE: This guide is being updated for jIRVEN version 1.2.0. Therefore, the X.x.x equates to 1.2.0 for this edition. The screen shots will also reflect the version number 1.2.0 OR 1.2.

jIRVEN is designed to work with external screen reader software (e.g., JAWS) for compliance with Section 508. At the login screen, users have the checkbox option to select “Enable Accessibility Features”. This option should be checked when an external screen reader will be used. This option also controls the availability of some jIRVEN functions. If a function only exists when enhanced 508 compatibility is checked, then it will be described as available only in 508 mode. If a function only exists when “Enable Accessibility Features” is unchecked, then it will be described as available only in non-508 mode.

Document Purpose

The installation process for User Tools has been standardized across the User Tools. All the User Tool releases will consist of full “releases” and “upgrades”.

All the User Tools are developed into two (2) types of application software:
• Standalone Software Application
• Network Client/Server Application

This Guide will be used to install and set up both types of software. A User Guide will also be provided, which covers all the user functionality found in jIRVEN, as well as the Help and Security features.

On-Line Help is provided within the application once a successful login is completed. The Help Desk is also available to assist.

Note: The Help Desk is available for technical support and assistance with problems or questions regarding the software. Contact information for the QIES Help Desk: 1-800-339-9313 or help@qtso.com.

Hardware/Software Specifications

The QTSO home page lists the CMS websites for the System Requirements: https://www.qtso.com/

![Minimum System Requirements for Home Health Agencies, Hospice Providers, Long Term Care Facilities, Inpatient Rehabilitation Facilities and Long Term Care Hospitals.
NEW: FY2015 System Requirements [PDF 141KB] Effective 10/01/2015 - 09/30/2016
FY2014 System Requirements [PDF 22KB] Effective 10/01/2014 - 09/30/2015](#)

Select the date range for this release of 10/01/2015 – 09/30/2016.

**Software Downloads**

To download the files required for installing the User Tool software, navigate to the Centers for Medicare & Medicaid Services website or the QIES Technical Support Office (QTSO) website.

The CMS Websites: [https://www.qtso.com/cmslinks.html](https://www.qtso.com/cmslinks.html)
The QTSO Website, [https://www.qtso.com/](https://www.qtso.com/), has all the hyperlinks to download each of the User Tools.

Complete the following steps to download software from the QTSO Website:

1. Enter QTSO Website: [https://www.qtso.com/](https://www.qtso.com/) into your URL and display the website.
   a. The left-hand panel contains the User Tool Acronyms:
2. Select the ‘jIRVEN \ IRVEN’ from the left-hand panel; click on the user tool acronym.
3. The download page displays.
4. The panel entitled “jIRVEN Downloads/Documentation” includes the following information.

**JIRVEN 1.2.0** - Posted (mm/dd/yyyy) jIRVEN software Update (version 1.2.0) is now available to download.

The following enhancements have been made:
1. ICD-10 Implementation
2. Data Spec Changes (v1.12.0)
3. Item/Data Set Changes (v1.3)
4. Errata Changes (v1.12.0)
5. Updates to the Installation Guide & the User Guide (v1.2.0)

**WARNING!!**
**CURRENT jIRVEN Client/Server Users!!**

When using the Network Client/Server application, ALL Client workstations **MUST** be upgraded **BEFORE any of them** logs into the application. **Failure to do so will result in a corrupt database and loss of data.**
5. Review the descriptions given and select the version required.
6. The panel entitled “File Name” includes the following information indicating what files are available for download.

**JIRVEN 1.2.0** is new release of the jIRVEN application.

**Attention!**

**Current jIRVEN Users**

If jIRVEN has NOT been upgraded to at least version 1.1.0, this must be done BEFORE installing version 1.2.0.

Please contact the QIES Help Desk at 1-800-339-9313 or help@qtso.com for instructions on installing jIRVEN 1.2.0.

**jIRVEN Guides**

- jIRVEN InstallationGuide_1.2.0.pdf (xx MB)
- jIRVEN_UserGuide_1.2.0.pdf (xx MB)

**jIRVEN Installation**

Verify which type of jIRVEN you would like to install (Standalone or Network Client/Server) and follow the appropriate readme.txt and installation guide instructions.

**Standalone Install File** (for an individual workstation with the database on the same workstation, which does NOT need to access the same database from multiple workstations)

- jIRVEN_ReadMe_Text_1.2.0.txt (xx KB)
- jIRVENSetup-1.2.0.exe (xx MB)

**Network Install File** (The Network Client/Server Install is only needed to connect multiple workstations to a centralized jIRVEN database)

- jIRVEN_Server_ReadMe_Text_1.2.0.txt (xx KB)
- jIRVENSErverSetup-1.2.0.exe (xx MB)
- jIRVENSetup-1.2.0.exe (xx MB)

7. Review the description given and select the version required.

**NOTE:** Please review ALL alerts and warnings before beginning an install or upgrade.
8. Click on the setup file required.
9. The File Download – Security Warning window displays, asking “Do you want to run or save this file?”

![File Download Security Warning](image)

10. Click the Run button.
11. The Verify jIRVEN Setup window will provide a progress bar illustrating the progress of the install.
12. The Icons for the jIRVEN Application AND the jIRVEN User Guide will appear on the desktop.

**New Installation Guide – General Overview**

**Installers Access Rights**

To install a User Tool, the user must be logged into the PC as a Workstation Administrator. Users of the application must have read/write access to the location where the database is to be installed.

**Types of Installations**

There are two types of installations available for the User Tool.

- The Network Client/Server install, which uses a server to support one or more individual workstations all accessing one database by multiple computers and users.
  - Servers hold the central database and must be installed using the Server Install first.
  - Clients are individual workstations that have access to the server. This is installed after the Server Installation has been successfully completed.
- The Standalone install, which is self-contained on one workstation.

Examples are shown in the Software Downloads section of this document.

**NOTE:** The Client and the Standalone installs use the same installation. There is a point in the process where the user must select one or the other: Standalone or Client.

**Server Installation**

The database, which the clients will connect to, must be installed first, using the Server installation.

**TIP:** When selecting the Network Client/Server install, it is strongly recommended that the Server and the Client installations be performed on different workstations for ease of recovery.

**Client and Standalone Installation – The ‘Installer’**

**Window Settings**

In order to ensure the reliable operation of the software, it is imperative that the following Windows properties be set.
Using the Microsoft Windows Operating Systems, which are supported, the Windows Font Size property must be set to “Small Fonts”. This property can be found under the Settings tab of desktop properties: Control Panel\Appearance and Personalization\Display\.

**Server Installation**

WARNING: The Server install should ONLY BE RUN IF the user has NOT installed the Network Client/Server jIRVEN application previously. Doing so will delete the current database.

On the database server, complete the following steps to install. To download the appropriate files, see the Software Downloads section.

1. Click on the Server Setup.
   a. File name ServerSetup-X.x.x.exe.

2. The ‘File Download – Security Warning’ screen displays asking “Do you want to run or save this file?”

3. Click Run to start the installation.

   NOTE: Click Save to save the installation file to the workstation for installation at a later time. If installation files are saved to the workstation, double click the installation icon to start the installation.

4. The ‘Setup Loading’ message displays.

5. The ‘Welcome to the jIRVEN MySQL Server X.x.x Setup Wizard’ displays when the load is finished.
a. "This wizard will guide you through the installation of this jIRVEN MySQL Server X.x.x. It is recommended that you close all other applications before starting Setup. This will make it possible to update relevant system files without having to reboot your computer."

6. Click Next to continue with the setup.
7. The jIRVEN MySQL Server X.x.x Setup: License Agreement screen displays.
a. "Please review the license terms before installing jIRVEN MySQL Server. If you accept the terms of the agreement, click Agree to continue. You must accept the agreement to install jIRVEN MySQL Server X.x.x."

8. Click "I Agree" to continue with the setup.
9. The 'jIRVEN MySQL Server X.x.x Setup, Choose Port’ screen displays.

![Choose Port screen](image)

a. “Enter the Port for use in the install of jIRVEN MySQL Server X.x.x.
b. The system will input the default port of 3430 for jIRVEN automatically.

10. Enter the port number, if not using the default port.
11. Click the Next button to begin the installation.

NOTE: The application will determine if this is an installation or an upgrade and will provide the correct option button.

NEW User? If the user has never before installed the Network Client/Server application, they are a ‘new’ user and this is an install. Continue with Step 10; skip Step 11, move on to Step 12.

CURRENT User? If the user already has the Network Client/Server application running, they are a ‘current’ user and this is an upgrade. Skip Step 10; continue with Step 13.

12. NEW User Installing: The ‘jIRVEN MySQL Server X.x.x Setup, Choose Install Location’ screen displays.
a. The default Destination Folder field will contain “C:\jIRVENServer” and auto-filled.
b. Click Next to continue on to Step 12.

13. CURRENT User Upgrading: The ‘jIRVEN MySQL Server X.x.x Setup, Choose Install Location’ screen displays.
   a. The default Destination Folder will be “C:\jIRVENServer” and auto-filled.
   b. Click Next to continue on to Step 12.

14. The ‘jIRVEN MySQL Server X.x.x Setup, Installing’ screen displays.
   a. A progress bar on the Installing screen allows the user to monitor the progress.
b. When the install is complete, click the ‘Next’ button.

15. The ‘jIRVEN MySQL Server X.x.x Setup, Completing the jIRVEN MySQL Server X.xx Setup Wizard’ displays.

![Completing the jIRVEN MySQL Server Setup Wizard](image)

a. “jIRVEN MySQL Server X.x.x has been successfully installed on your computer. Check finish to close the wizard.”

16. Click the Finish button to complete this portion of the installation process.

NOTE: There are no Desktop icon for the jIRVEN Server or for the jIRVEN User Guide at the end of the Server Installation. The Client Installation must be run before your entire Installation process is complete.

17. Go to the Standalone & Client Installation section.

NOTE: Firewall Settings: If the User Tool client is unable to connect to the database server please contact your IT System Administrator. It is likely that a firewall setting is blocking the connection. If connection problems continue please contact the QIES Help Desk.
Standalone & Client Workstation Installation

Using the User Tool ‘Installer’

One process is used to install both the standalone and the client application on a workstation. This process will be referred to as the ‘Installer’. To download the files required for the installation, see Software Downloads section.

Install the Software

Complete the following steps to install.

1. Double click on the appropriate Setup executable (filename extension = .exe):
   jIRVENSetup-X.x.x.exe

2. The ‘File Download – Security Warning’ screen displays, asking “Do you want to run or save this file?”

3. Click on Run.

4. The Setup message displays and will continuously update with the progress of the download.

5. When the setup completes, the jIRVEN X.x.x Setup, Welcome to the jIRVEN X.xx Setup Wizard screen displays.
   a. “The wizard will guide you through the installation of jIRVEN X.x.x. It is recommended that you close all other applications before starting Setup. This will make it possible to update relevant system files without having to reboot your computer.”

6. Click Next to continue.

7. The ‘jIRVEN X.x.x Setup, License Agreement’ screen displays.
a. "Please review the license terms before installing jIRVEN X.x.x. If you accept the terms of the agreement, click Agree to continue. You must accept the agreement to install jIRVEN X.x.x."

8. Click ‘I Agree’ to continue with the setup.
9. The ‘jIRVEN X.x.x Setup, Installation Type’ screen displays.
10. Select the type of installation required:
   a. Use the Standalone if:
      i. “This is the first time installing the application and more than one user does NOT require access to the data from different or multiple PCs/access points.”
      ii. “A previous standalone build was installed and you wish to apply the upgrade.”
a. Use the Client if:
   i. “This is your first time installing the application and more than one user requires access to the data from different or multiple PCs/access points.”
   ii. “A previous client build was installed and you wish to apply the upgrade.”

11. Click Next.
12. Confirming selection of application Type:
   a. If a version is already installed on the machine, one of the following pop-up decision messages will be displayed if the installation is not the same version as last version installed. Confirm the installation type selected is correct.
      i. “You selected standalone for a client upgrade. Proceed with the proper client upgrade?”
ii. “You selected client for a standalone upgrade. Proceed with the proper standalone upgrade?”

b. Action button Options:
   i. To continue with the selection stated in the message, click ‘OK’ button.
      1. The Application continues on to the ‘jIRVEN X.x.x Setup, Choose Installation Location’ screen displays, Step 14 which follows.
   ii. If the selection made, needs to be changed, click the ‘Cancel’ button.
      1. The Application returns to the ‘jIRVEN X.x.x Setup, Installation Type’ screen in Step 9 above.

13. The ‘jIRVEN X.x.x Setup, Choose Installation Location’ screen displays.

a. Standalone will be:
   i. “Choose the folder in which to install jIRVEN X.x.x”
   ii. “Setup will install jIRVEN in the following folder. To install in a different folder, click Browse and select another folder.”
   iii. Default folder will be C:\jIRVEN

b. Client will be:
   i. “Choose the folder in which to install jIRVEN Client X.x.x”
ii. “Setup will install jIRVEN Client X.x.x in the following folder. To install in a
different folder, click Browse and select another folder.”

iii. Default folder will be “C:\jIRVENClient”

14. Click the ‘Install’ or ‘Upgrade’ button to begin.

   NOTE: The install process itself determines whether this is a full install or an
   upgrade to the software that is already on the workstation. The process displays
   one of the process buttons: “Install” button or “Upgrade” button.

15. The ‘jIRVEN X.x.x Setup, Installing’ screen displays. A progress bar on this screen allows the
   user to monitor the progress.
   a. “Please wait while jIRVEN X.x.x is being installed [or upgraded] to version 1.2.0.”
   b. Standard install Installing Screen

![Standard install Installing Screen](image)

16. The Installer will not allow installation of the same version and build that is already installed on
   the computer. If this situation occurs, then a message will display, “jIRVEN is up to date.”

   a. Click the OK button.
   b. Application returns to the Upgrading screen.
c. Click the Cancel button.

17. When the install is complete, the ‘jIRVEN X.x.x Setup, Completing the jIRVEN X.xx Setup Wizard’ displays.

18. Click Finish to complete the installation process.

**Desktop ICONS**

The Installation will place the appropriate application icon on the Desktop. Only one jIRVEN Icon will be displayed on the desktop; the last version installed.

The User Tool User Guide icons will also be placed on the Desktop.
Opening the Application

When the installation process is complete, the appropriate ICON will be available on the Desktop, depending upon the installation last performed. For detail explanation of icons on the desktop, see Desktop ICONS above.

The application may be opened by double-clicking on the appropriate ICON. The appropriate User Tool splash screen displays momentarily.

Initial Setup of the User Tool

The initial user signing into the software, for the initial Setup, will be referred to as the “default user”. They will be required to set up at least one Facility and one System Administrator within the software before any other processing is allowed.

Default Password

The default User ID/Password will be the jIRVEN lower-case acronym: ‘jirven’/‘jirven’.

The following steps are required to be completed to initialize the software. The User must complete the initial setup of as the default user.

1. The Welcome to screen displays while the program is loading. This may take a few minutes.
2. The Login pop-up window is displayed.
   a. User ID field
   b. Password field
   c. Login button
   d. Cancel button
   e. Forgot Password button
   f. Enable Accessibility Features check box.
3. Enter the default user’s User ID\default Password for jIRVEN, which are always jirven/jirven, respectively. These MUST be exactly as shown here.
4. Click Login.
5. The Change Password screen displays. Passwords are case-sensitive. The following rules are displayed at the top of the Change Password screen:
   a. The new password and the confirm new password must match.
   b. The new password must be at least eight (8) characters long.
   c. The new password must be no more than 20 characters long.
   d. The new password must not contain any space.
   e. The new password must not contain the User ID, First Name, Last Name, or Email.
   f. The new password must not begin with a number.
   g. The new password can only contain a maximum of three (3) repetitive characters.
   h. The new password must contain at least one for each of the following type of characters.
      i. Upper-case Character: A-Z
      j. Lower-case Character: a-z
      k. Number: 0-9
      l. Special Character: - &~'!@#$%^*()_+={}\|:;''<>?,./
   m. The new password must not match any of the user’s most recent six (6) passwords.
   n. The new password will be set to expire in 60 days.
6. Enter a new password in both the New Password and Confirm New Password fields. The password is case sensitive and must match in both fields.
7. Click Continue to complete the login process.
8. When the Cancel button is clicked, another Change Password pop-up comes up with the following message: “You must change your password before accessing the system. If you do not change password, you will be logged off the system”.
9. Clicking the Cancel button on this pop-up takes the user back to the previous Change Password pop-up. Clicking the OK button takes the user to the login screen.

![Security Questions Screen]

11. Complete the answers to at least six (6) questions, seen below. Then tab forward.
   a. “What city were you born in?”
   b. “What year did you graduate from high school?”
   c. “What is your favorite sport?”
   d. “What was the make of your first car?”
   e. “What was the color of your first car?”
   f. “What is your mother’s maiden name?”
   g. “What was the name of your first pet?”
   h. “What size shoe do you wear?”
   i. “What is your favorite season of the year?”
   j. “What is your favorite movie?”

12. Tab forward.
13. The OK button will become enabled.
14. Click OK.
15. The Home Screen displays navigation options for the default user role. The password for the default user account has now been changed.
Initial Setup of the Database – First Data Created

Detail instructions for adding Facility data and System Administrator data are found in the User Guide for each individual User Tool. The following icon is on the Desktop.

If the icons for the Guides cannot be found on the desktop, they are also on the QTSO website: https://www.qtso.com/ for each User Tool. Locate your User Tool application in the blue panel on the left, double click and find the user Guide on the download site.

The following sections provide only the most basic steps, with no screen shots. For detailed instructions, see the following sections in the jIRVEN User Guide:

- Facility Screen – Add & Maintain an Facility
- User Screen – Add and Maintain a User

Home Tab

The User may use the Home tab to link to the areas of the application required: Facility and User. They can also link directly to the User Guide, if need be.

NOTE: If the user has moved the User Guide from its original path where it was located during the installation, The ‘Go To User Guide’ link will no longer work; the Guide will not open.
**Add a Facility**

During the initial setup, a Facility must be the first data record added. The default user must create at least one Facility. Complete the following steps to create a new Facility.

1. Select the Facility option from the Administration drop down on the Menu Bar.
2. The Facility Information screen displays.
3. Enter facility data in the fields listed on the right side of the screen.
4. After facility information has been entered, click the Save icon.
5. Saved facility information will display in the Facility Summary section on the left side of the screen.

**Add a System Administrator User**

TIP: It is highly recommended to set up more than one System Administrator user as a back-up, in the event that one of the System Administrator user becomes locked.

Complete the following steps to create a new System Administrator User ID.

1. Select the User option from the Administration drop down on the Menu Bar.
2. The User Information screen displays.
3. Enter user data in the column on the right side of the screen. Required fields display on the screen in bold type with an asterisk.
4. After user information has been entered, click the Save icon.
5. Saved user information.
6. User Information will display in the User Summary section on the left side of the screen.
7. After successfully adding at least one System Administrator and at least one Facility, the user may log out of the application and log back in with the newly created System Administrator User ID.
   a. Select the ‘Logout’ from the Security drop down on the menu bar.
   b. The login pop-up window displays containing:
      i. User ID field
      ii. Password Field
      iii. Login button
iv. Cancel button  
v. Forgot Password button  
vi. Enable Accessibility Feature Check box.
c. Enter the new System Administrator User ID, which was just added into the User Tool, into the User Id field.  
d. Enter the same User ID in the Password field.  

TIP: Both the User ID and Password MUST be exactly the same. They are case sensitive.
Uninstalling the Software

Windows ‘All Programs’

The user will find the following list under ‘Start’ - ‘All Programs’.

Complete the following steps to uninstall the application

1. Close the jIRVEN application.
   a. If left open the following message displays.
      i. “jIRVEN is currently open. To avoid future installation issues, please close jIRVEN before proceeding.”

2. Access the ‘Start’ - ‘All Programs’ drop down. Locate the jIRVEN list.

3. Click on the ‘Uninstall’ button.
4. The question pop-up will ask if you are sure you wish to uninstall.
   a. Client:
      i. “jIRVEN MySQL Server X.x was successfully removed from your computer.”
      And “Are you sure you want to completely remove jIRVEN MySQL Server X.x and all its components?”
   b. Standalone:
      i. “Are you sure you want to completely remove jIRVEN X.x and all of its components? The database backup file(s) will NOT be removed.”

5. Click on the ‘Yes’ button.
6. The uninstall will remove the application. The Uninstall pop-up window will display progress.
7. When the Uninstall is complete, the final message will be displayed.
   a. “JIRVEN X.x.x was successfully removed from your computer.”
8. Click OK.

**Windows Control Panel**

Uninstalling the application may also be accomplished using Windows ‘Control Panel’.
1. Locate the application.
2. Double-click on the appropriate jIRVEN name.
3. Follow the standard Windows® instructions to complete the uninstall.

**Uninstall When Both Application Types have been Installed**

Complete the following steps if the computer being used has had BOTH versions, Standalone AND Network Client/Server installed AND you wish to remove both versions.
1. Identify which version has a desktop icon on the computer. That is the version last installed.
2. Locate that version in the ‘Start – All programs list and select Uninstall, performing the steps in Windows ‘All Programs’ above.
3. This version will uninstall.
4. Go to the Windows Control Panel and Uninstall; perform the steps in Windows Control Panel above.
5. This version will uninstall.
6. Each uninstall process will display a message to verify the uninstall was successful. The database backup folder will remain on the computer.
End of jIRVEN Installation Guide

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