jRAVEN Installation Quick Start Guide for Network Install

Version 1.1.4

4/01/2012

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Install: Starting the Application, and Initial Setup

The Resident Assessment Instrument (RAI) and the Minimum Data Set (MDS) were developed by the Centers for Medicare & Medicaid Services (CMS).
jRAVEN (Resident Assessment Validation and Entry) is a free, Java-based application that provides an option for facilities to collect and maintain Facility, Resident, and MDS Assessment information for subsequent submission to the appropriate state and/or national data repository.
jRAVEN displays the MDS assessment instrument similar to the paper version of the form.

IMPORTANT: Refer to the jRAVEN User Guide for information regarding using the application.

The version of jRAVEN is displayed on several windows in the application. In this document, the version is not displayed on the pictures of the screens, but rather is documented in the text as 1.X.X.

Overview of this guide

1. Download and install jRAVEN Server/Client.
   NOTE: To install jRAVEN, the user must be logged into the PC as an Administrator.
   Users of jRAVEN must have read/write access to the location where the jRAVEN database is installed.
2. Log in utilizing jraven as the user ID *and* password. **NOTE: The userID and password are case-sensitive.** The initial user signing in is required *to* setup at least one facility and one user with the System Administrator role.
3. Change password for user jraven.
4. Answer security questions for user jraven.
5. Setup the facility.
6. Setup users with the System Administrator role.
   NOTE: It is highly recommended to set up more than one System Administrator account as a back-up, in the event that one of the System Administrator accounts becomes locked.
7. Log out as jraven user and log in with a System Administrator role.

To complete these steps, follow the details included in this guide.

INSTALL / SETUP

A workstation System Administrator is required to complete the initial installation.
User's that will be using jRAVEN must have read/write access to the location on the PC where the jRAVEN database is installed.

Required installation files and instructions are located on the QIES Technical Support Office (QTSO) website (https://www.qtso.com/ravendownload.html) and/or the Centers for Medicare & Medicaid Services MDS 3.0 Technical Information page (https://www.cms.gov).

System Configuration

jRAVEN has been designed as a standalone application.
A standalone workstation is installed and used on independent user workstation.

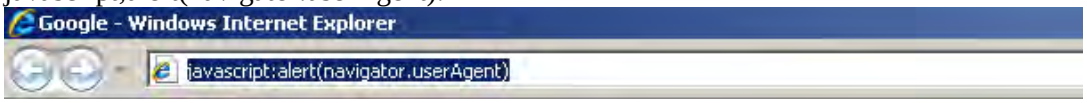
jRAVEN may also be used in a network configuration.
A network installation is intended to be used for a group of users with a designated database server in a separate location.

Supported systems:

- Windows XP with Service Pack 2 or 3
- Windows Vista with Service Pack 1 or 2 and all current security patches applied
- Windows 7, 32-bit operating system
- Pentium 4 1.4 GHz PC workstation with minimum 1 GB of free RAM
- 1 GB hard disk space available
- Color monitor, display setting at 1024 x 768 and minimum of 256 colors
- 32-bit operating system

NOTE: The .NET framework is required for jRAVEN to function correctly. To verify the computer has .NET framework:
Open an internet connection.

Enter, or copy and paste the following into the internet address/search bar:
javascript;alert(navigator.userAgent).



A message displays with a semicolon-separated value of the Browser Name and version, OS (operating system) Platform version, .Net CLR (Common Language Runtime), and versions installed in windows XP and above. The .NET framework should be listed (other items may also be listed).

If .NET is **NOT** listed:
Using the internet, navigate to the Microsoft downloads page.
Follow the instructions for downloading the current version of the .NET framework.

NOT supported:
Windows 2000, Windows ME or Windows 98
64-bit operating system
Any non-Microsoft operating system
All version of Windows Server

Functionality

jRAVEN software provides the following functionality:

- Facility Setup/Maintenance
- User Setup/Maintenance
- Resident Setup/Maintenance
- Assessment
- Reporting
- Importing and Exporting
- Grouper\RUGS configuration

Steps to install jRAVEN

Navigate to the QIES Technical Support Office (https://www.qtso.com/ravendownload.html) website.

Network (Server/Client) Install: used to connect multiple workstations to a centralized jRAVEN database.

Click on the appropriate jRAVENServerSetup.exe.

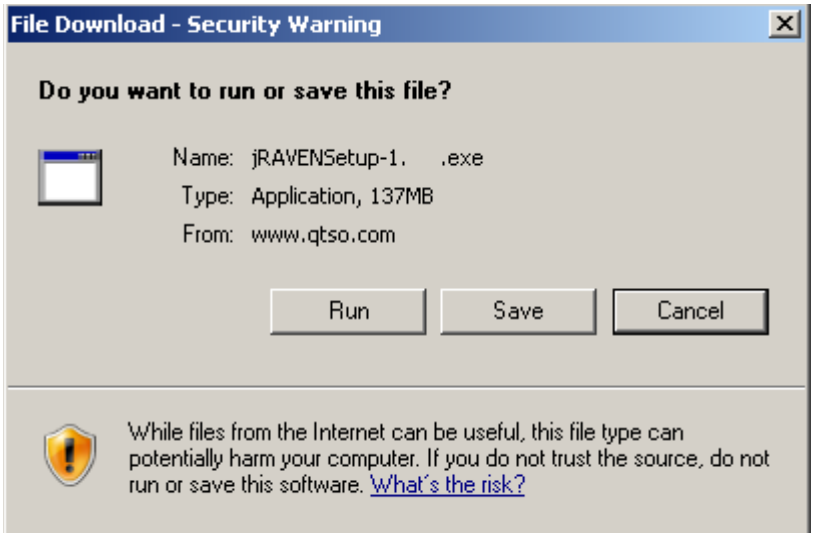
Important Notes:

When completing a network installation, the Server install MUST be completed first
The Client and Server installations must not be performed in the same location
Only a Windows Administrator (Admin rights to the PC) may perform a server installation.

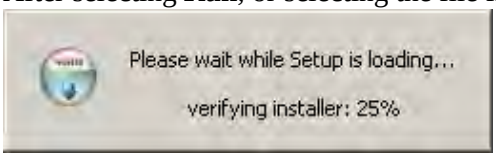
On the **File Download – Security Warning** window:

- Click **Run** to start the installation
- Click **Save** to save the installation file to the workstation
- Click **Cancel** to cancel the installation and close the File Download window

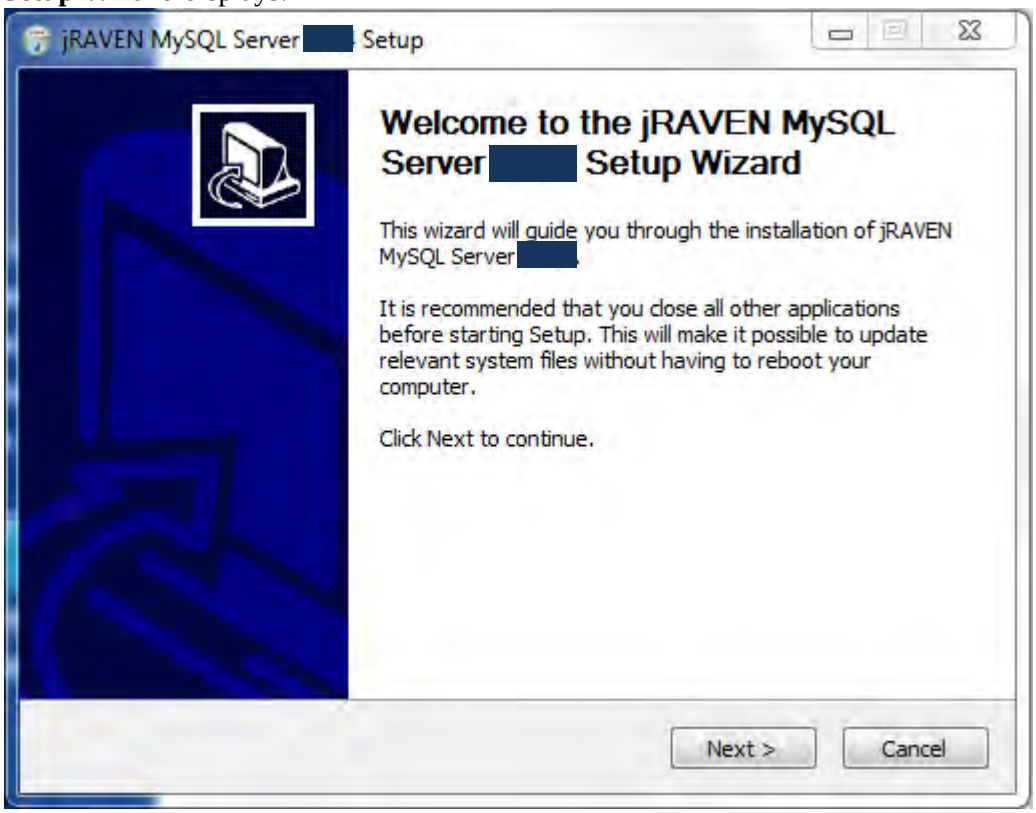
NOTE: If Installation files are saved to the workstation, double click the jRAVEN.exe to start the installation.



After selecting **Run**, or selecting the file from its saved location, the **Setup is loading** message displays:

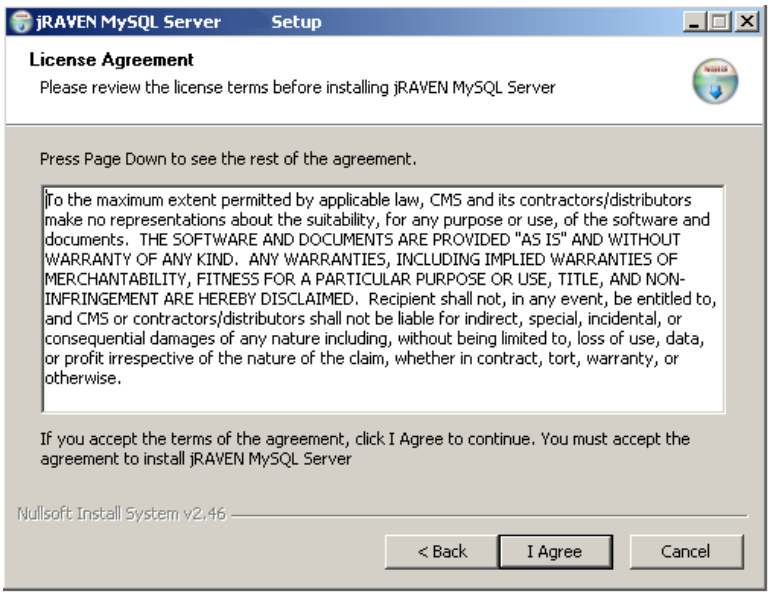


Once the Setup is loading message has completed, the **Welcome to the jRAVEN MySQL Server 1.X.X Setup Wizard** displays:

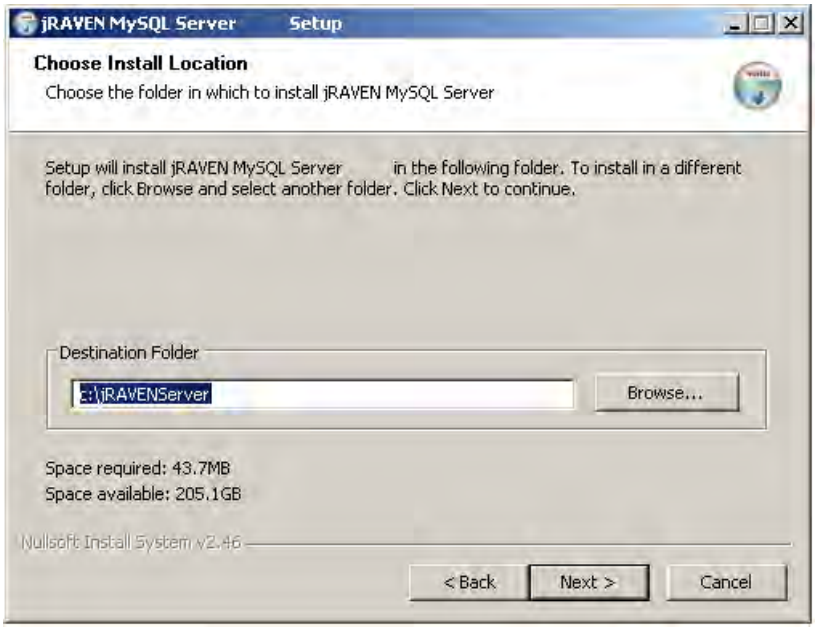


- Click **Next** to continue with the set up.
- Click **Cancel** to cancel the install/set up and close the window.

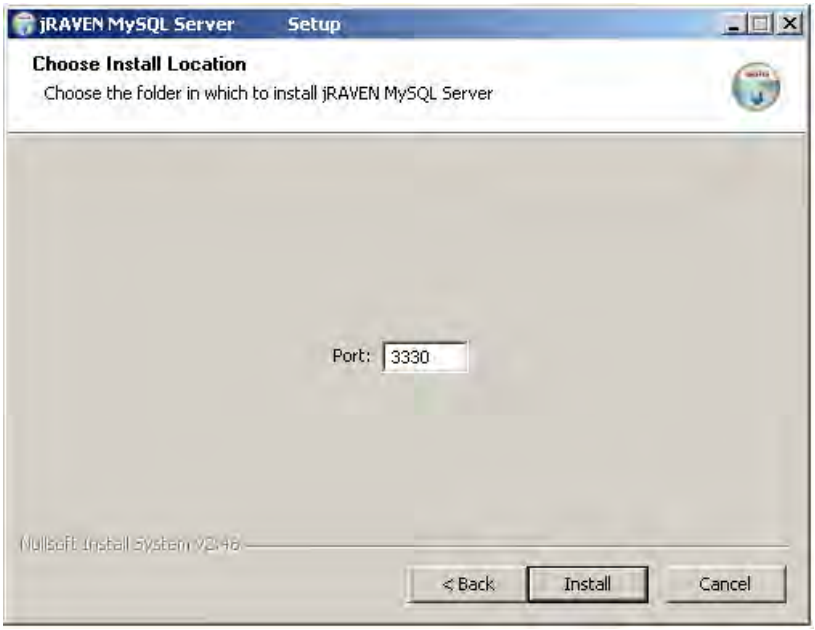
After clicking **Next** on the **Welcome to the jRAVEN MySQL Server 1.X.X Setup Wizard,** the License Agreement window displays. Click **I Agree** to continue with the installation.
Click Back to return to the previous window.
Click Cancel to close the window and cancel the installation.



After clicking **I Agree**, the **Choose Install Location** window displays.
The default location for the install destination folder is C:\jRAVENServer\.
To install in a different location, use the Browse button to navigate to the applicable location.

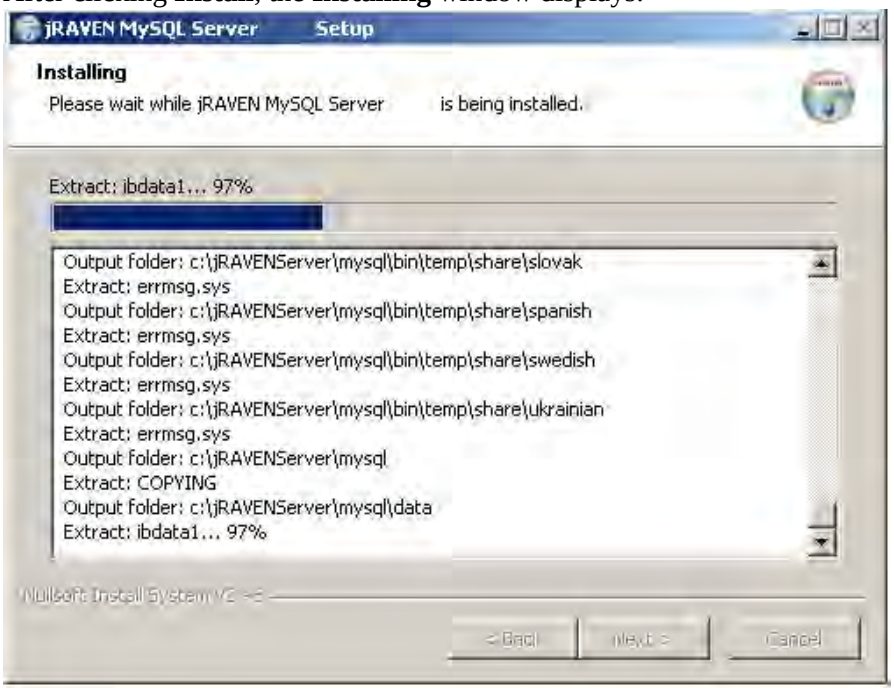


- Click **Next** to continue with the installation.
- Click **Cancel** to close the window and cancel the installation.
- Click **Back** to return to the previous window.



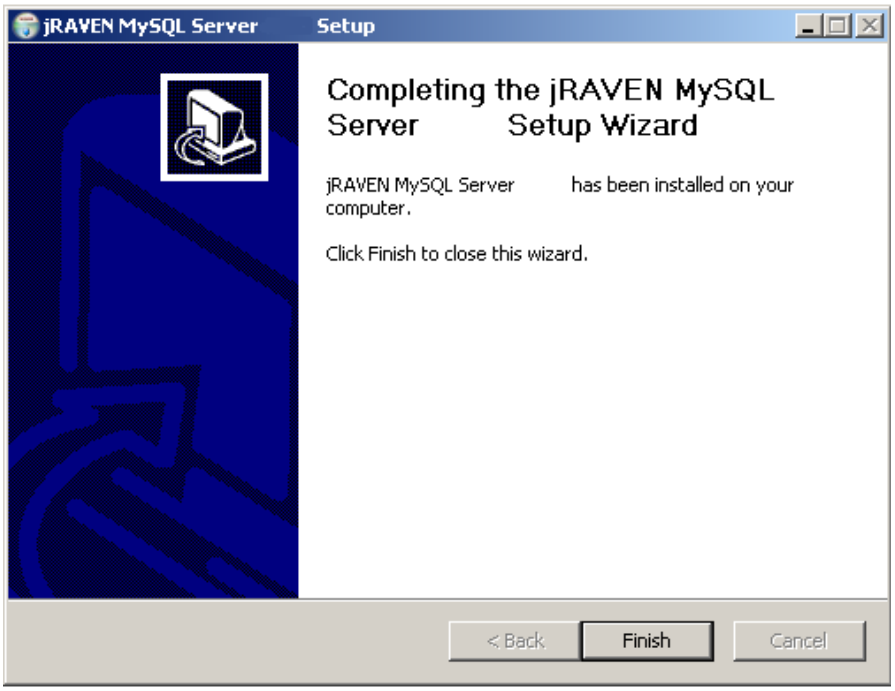
After clicking Next, enter the desired port or use the default of 3330.
Click Back to return to the previous window.
Click Cancel to close the window and cancel installation.
Click **Install** to continue installation.
NOTE: The Port information will be needed later to complete the install of jRAVEN.

After clicking **Install**, the **Installing** window displays:



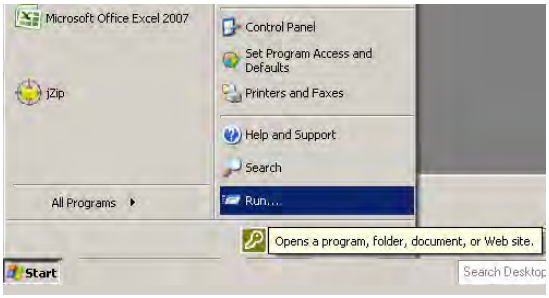
No action is required by the user while the JRAVEN application is being installed. A progress bar on the **Installing** window allows the user to monitor the progress.

Once the install is complete, the **Completing the jRAVEN MySQL Server 1.X.X Setup Wizard** window displays:

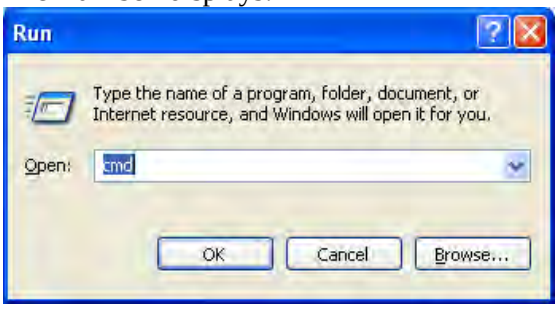


Click **Finish** to close the window.

If a PC is used for the sever installation, before starting and running jRAVEN, navigate to the PC Start menu. Click **Start**. Select **Run** from the menu.

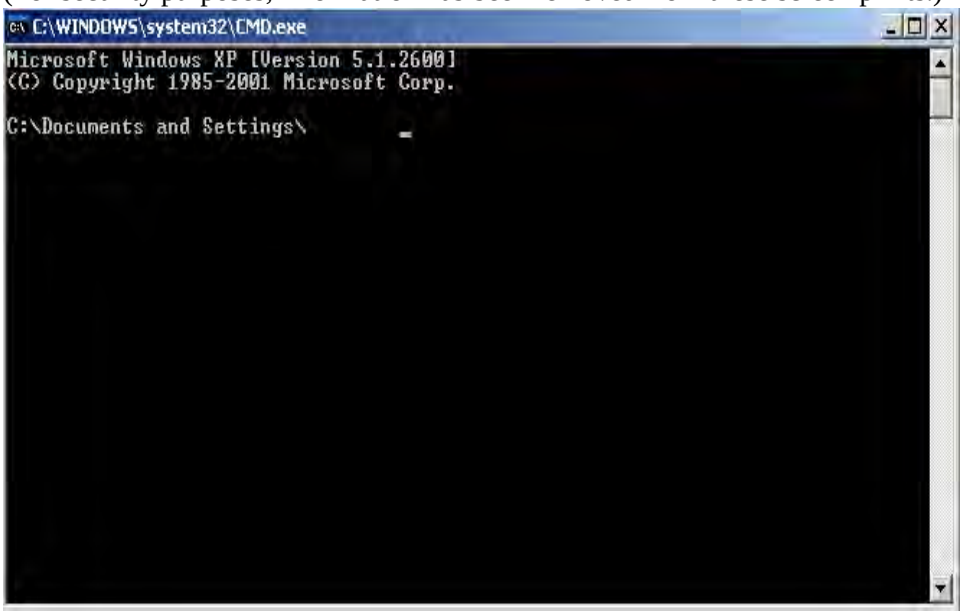


The **Run** box displays:



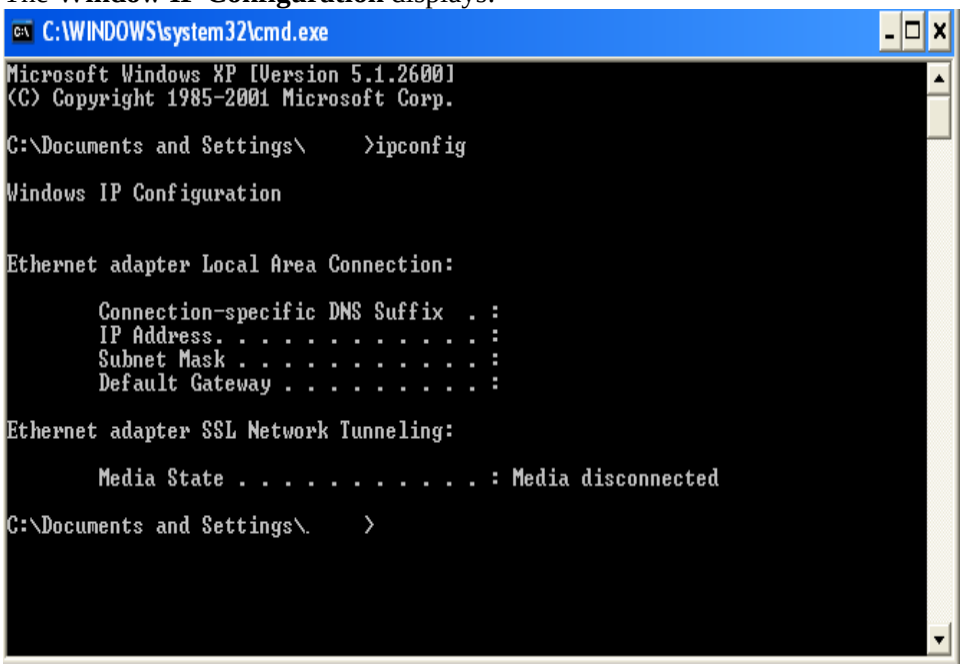
Type cmd, and click **OK**.

The **Windows system** window displays:
(For security purposes, information has been removed from these screen prints.)



Type **ipconfig** and press Enter on the keyboard.

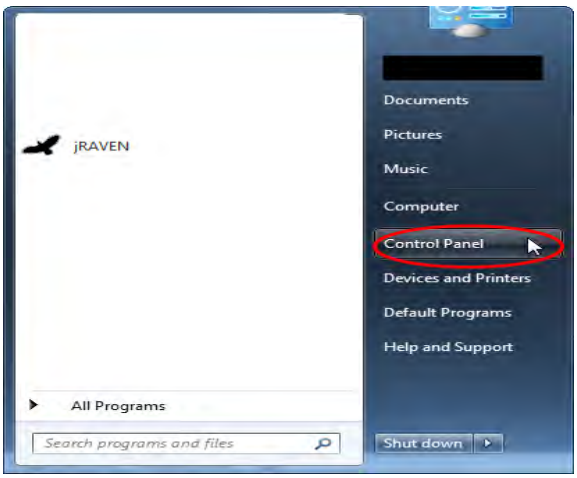
The **Window IP Configuration** displays:

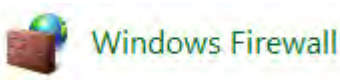


Make note of the IP Address that displays.
NOTE: The IP Address will be needed to complete the install.
Type Exit and press **Enter** to exit from the Windows system window.

If a PC is used as the server (used to store the database), follow these additional steps on the PC where the server is installed:

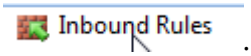
WINDOWS 7 INSTRUCTIONS:
From the Start menu, navigate to Control Panel:



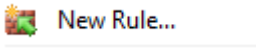
Select 

In the left pane, select

. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

In the Windows Firewall with Advanced Security dialog box, in the left pane, select 

.

Then, in the right pane, select 

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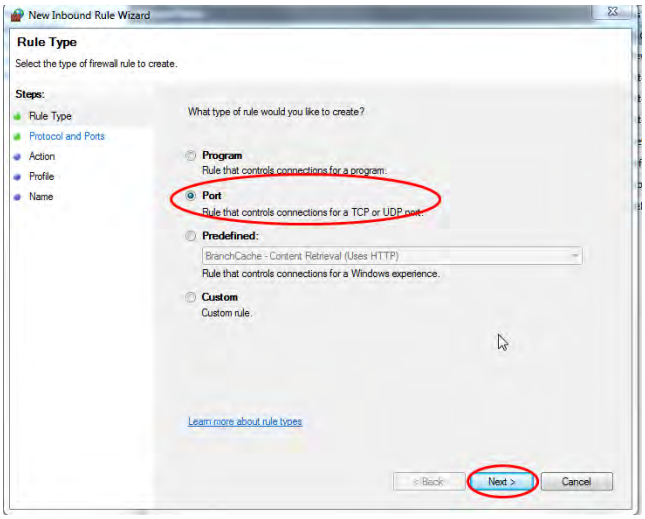
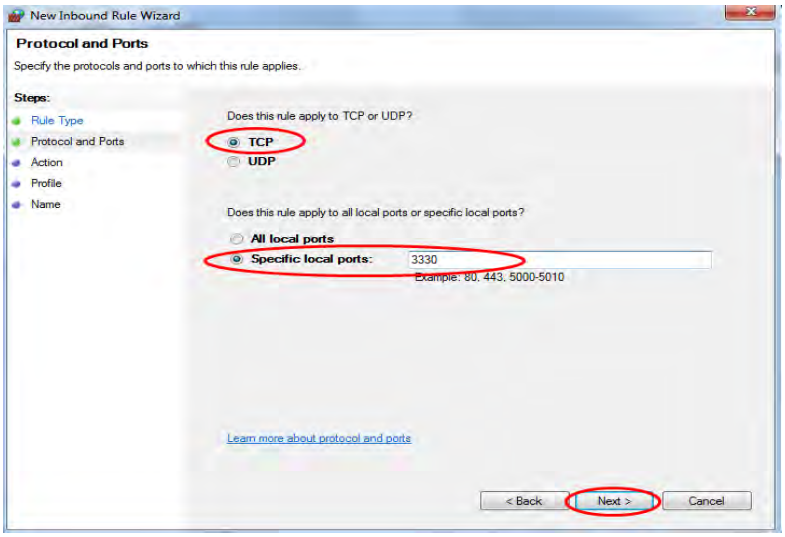
In the New Inbound Rule Wizard, select 'Port' and hit the 'Next' button.

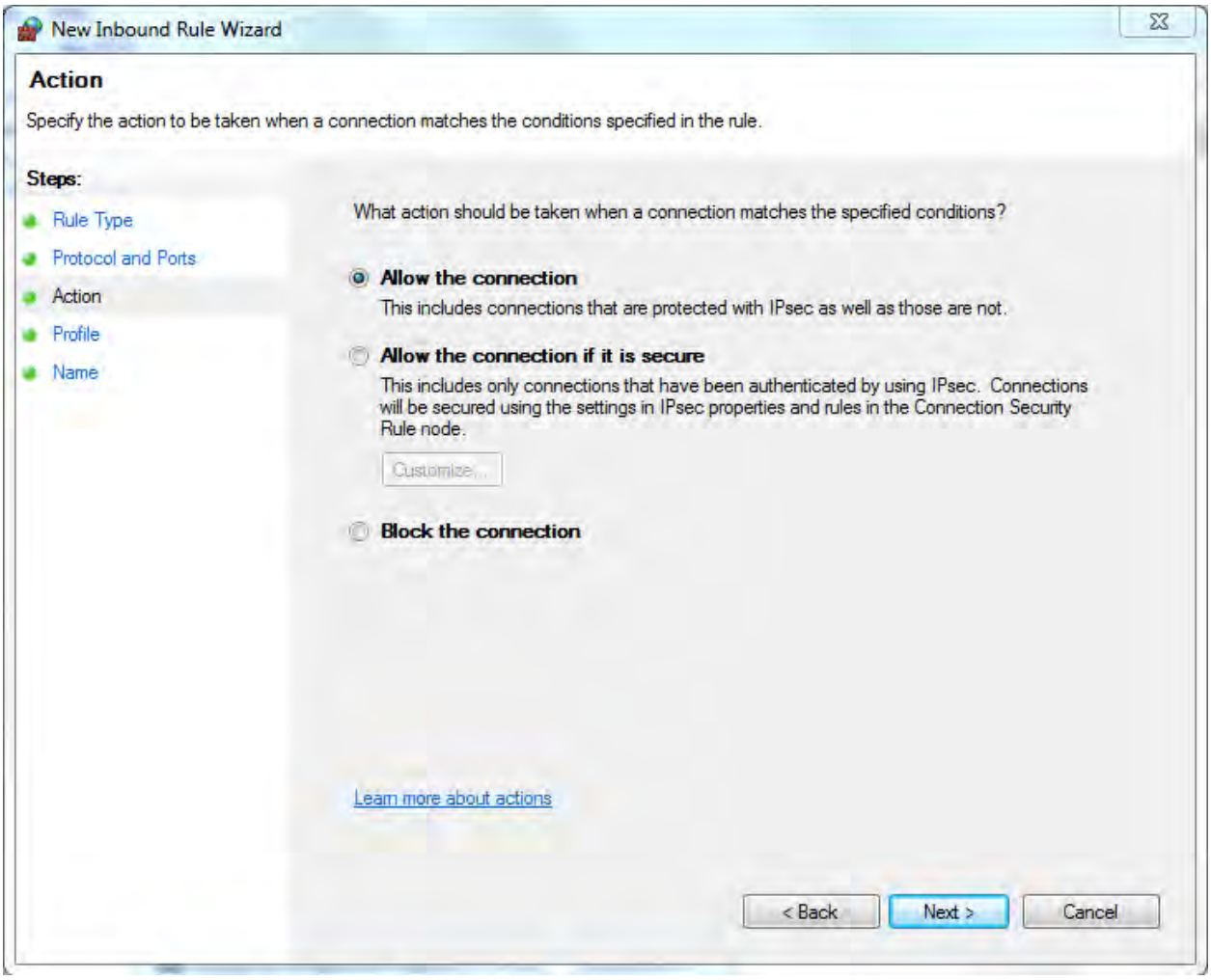


Select the TCP option.

(TCP stands for Transmission Control Protocol. Using this method, the computer sending the data connects directly to the computer it is sending the data to. The PC remains connected for the duration of the transfer. With this method, the two computers can guarantee the data has arrived safely and correctly. This method also allows the PCs to disconnect the connection. This method of transferring data tends to be quicker and more reliable, but puts a higher load on the computer as it has to monitor the connection and the data going across it.)

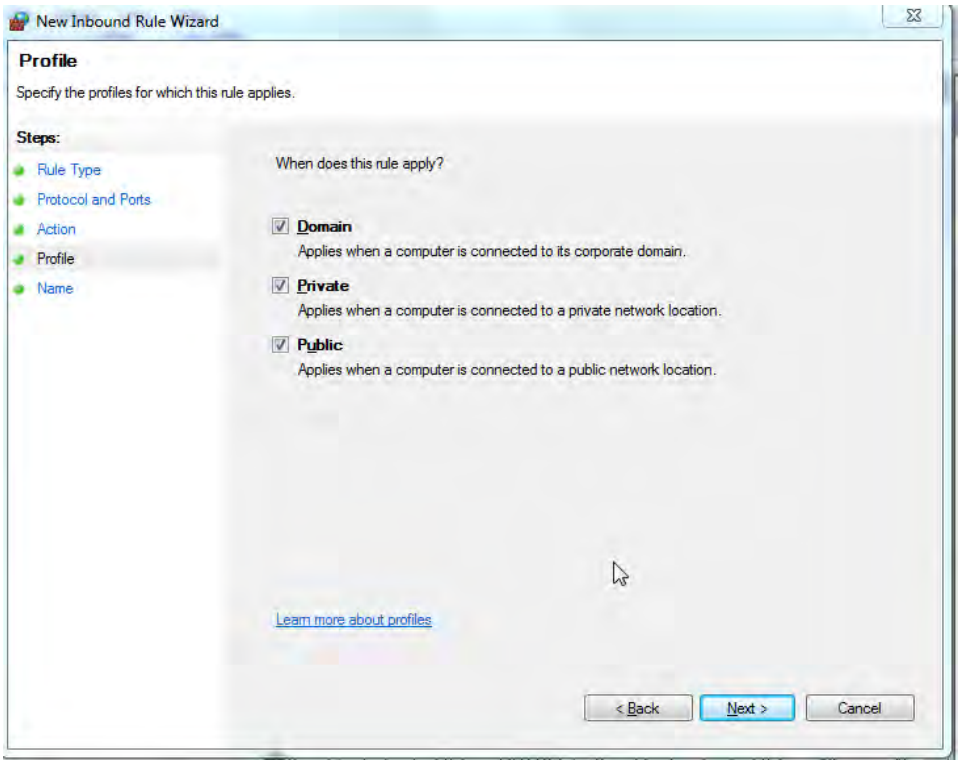
Enter a specific local port number of 3330 and hit the 'Next' button.





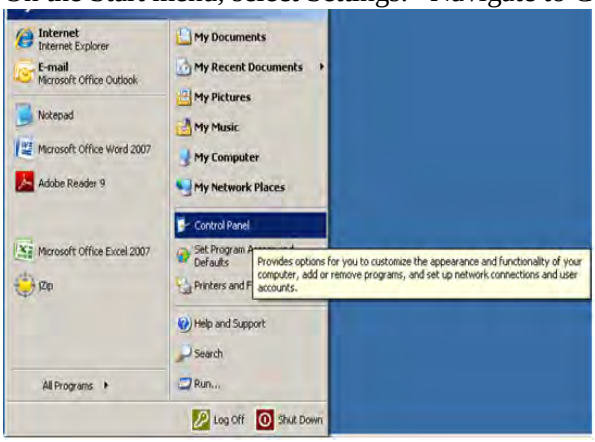
Select the ‘Allow the Connection’ option and hit the ‘Next’ button.

Select when the rule should apply and hit the next button.



On the next screen, enter a name for the port (jRAVEN) and an optional description. Hit the 'Finish' button. Installation of the jRAVEN Server Setup is now complete.

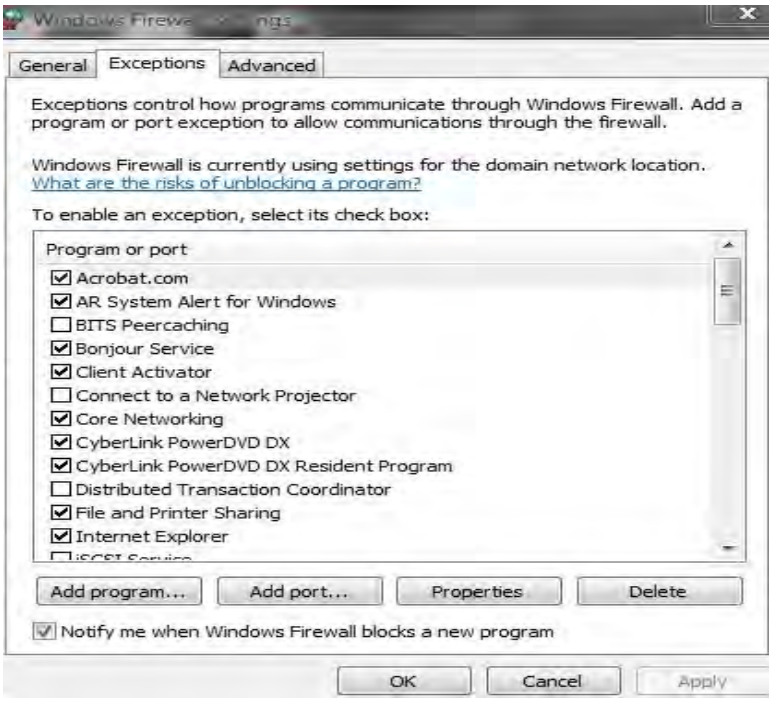
XP INSTRUCTIONS:
On the Start menu, select Settings. Navigate to Control Panel:



Select **Windows Firewall**.

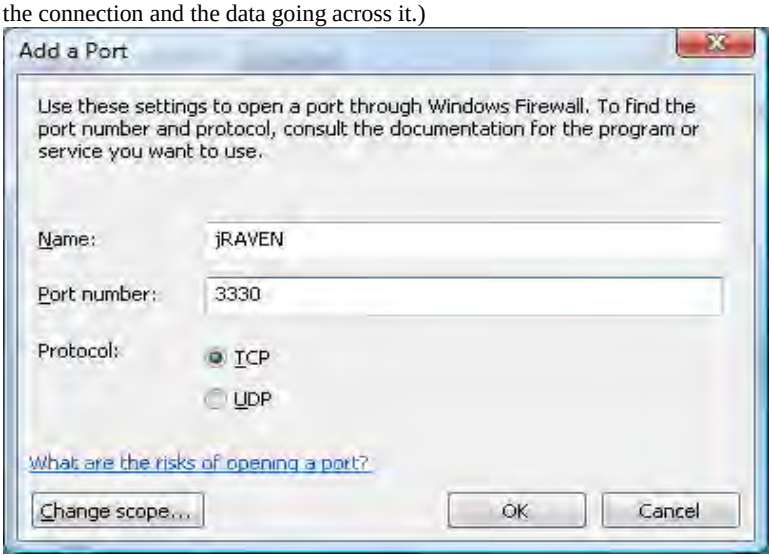
From the **Windows Firewall** line, select the **Change Settings** link.

Select the **Exceptions** tab. Click on the **Add Port** button.



In the **Add a Port** window, enter a **Name** for the port, enter desired port number, or use the default value of 3330.

Next to Protocol, click the TCP radio button:
(TCP stands for Transmission Control Protocol. Using this method, the computer sending the data connects directly to the computer it is sending the data to. The PC remains connected for the duration of the transfer. With this method, the two computers can guarantee the data has arrived safely and correctly. This method also allows the PCs to disconnect the connection. This method of transferring data tends to be quicker and more reliable, but puts a higher load on the computer as it has to monitor the connection and the data going across it.)



Click **OK** to close the **Add Port** window. Click **OK** to close the **Windows Firewall Settings** window. Close the **Windows Firewall** window.

Installation of the jRAVEN Server Setup is now complete.

CLIENT INSTALLATION

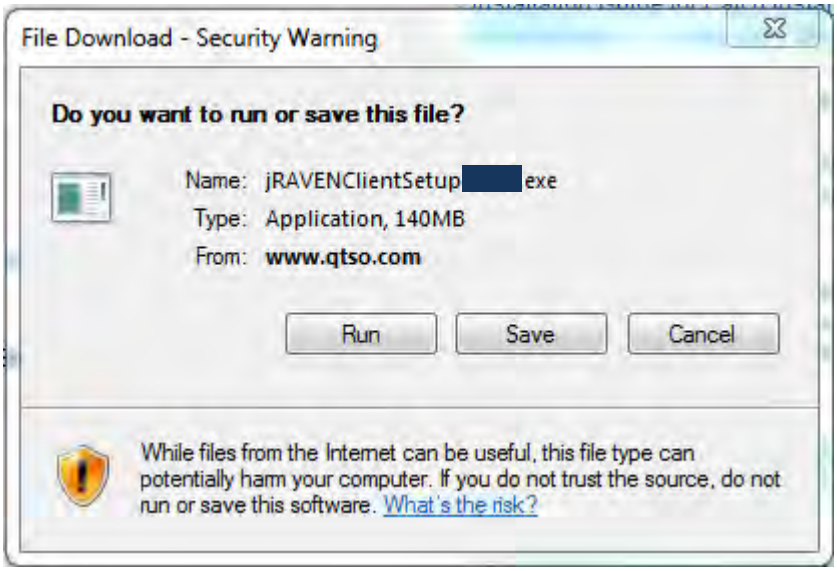
Important Reminders

- **When completing a network installation, the Server install MUST be completed first**
- **The Client and Server installations must not be performed in the same location**

Navigate to the QIES Technical Support Office (https://www.qtso.com/ravendownload.html) website. Click on the appropriate jRAVENClientSetup-1.X.X.exe.

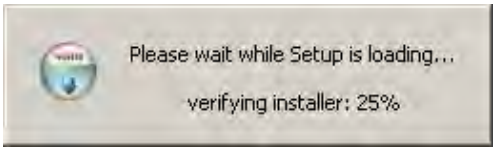
On the **File Download – Security Warning** window:

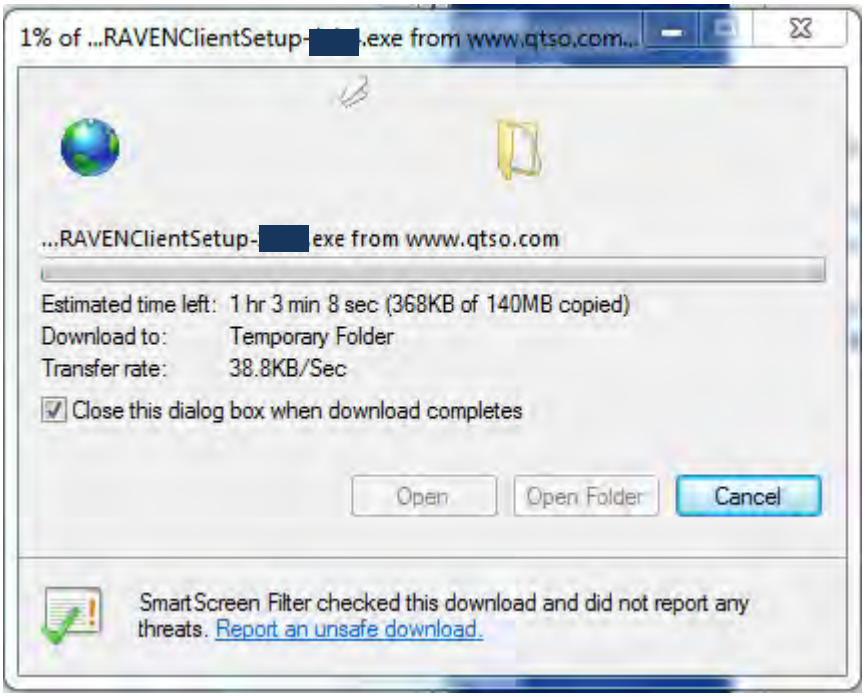
- Click **Run** to start the installation
- Click **Save** to save the installation file to the workstation
- Click **Cancel** to cancel the installation and close the File Download window

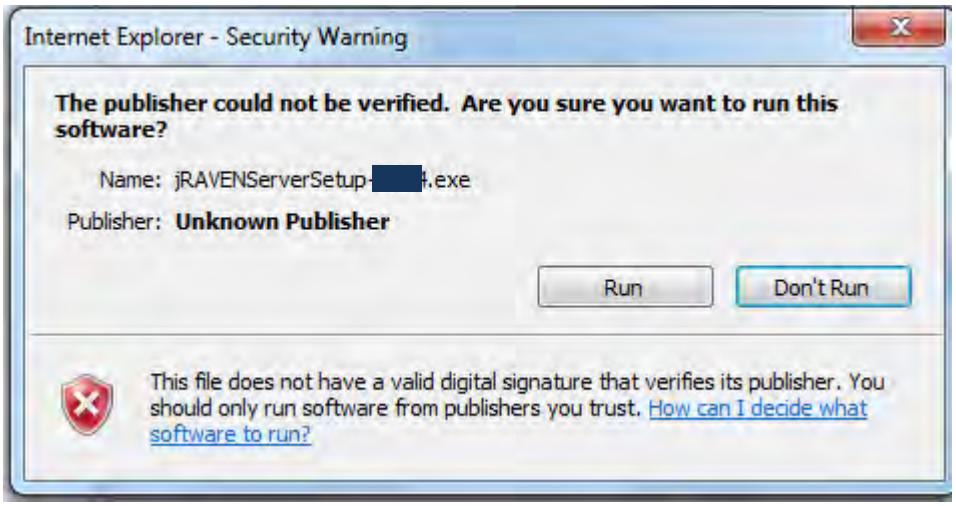


NOTE: If Installation files are saved to the workstation, double click the jRAVEN.exe to start the installation.

After selecting **Run**, or selecting the file from its saved location, the **Setup is loading** message displays:



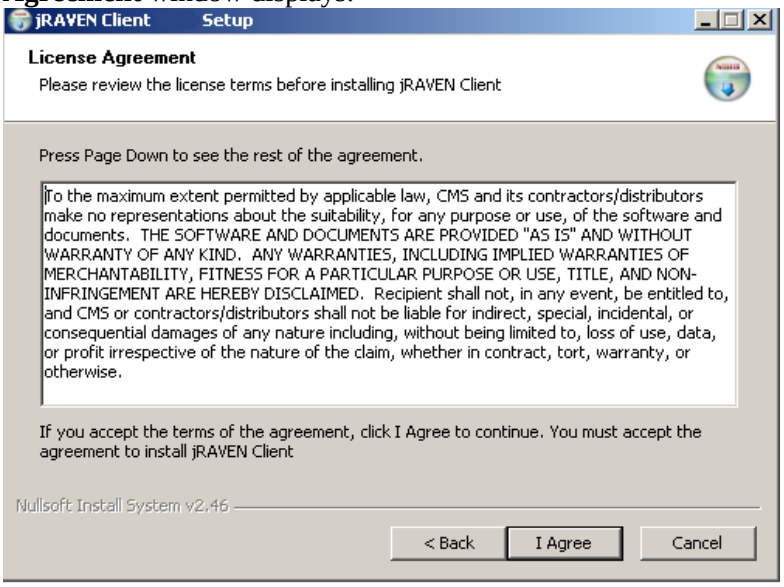

1% of ...RAVENClientSetup-[redacted].exe from www.qtso.com...
...RAVENClientSetup-[redacted]exe from www.qtso.com
Estimated time left: 1 hr 3 min 8 sec (368KB of 140MB copied)
Download to: Temporary Folder
Transfer rate: 38.8KB/Sec
Close this dialog box when download completes
Open
Open Folder
Cancel
SmartScreen Filter checked this download and did not report any threats. Report an unsafe download.


Internet Explorer - Security Warning
The publisher could not be verified. Are you sure you want to run this software?
Name: jRAVENServerSetup-[redacted].exe
Publisher: Unknown Publisher
Run
Don't Run
This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust. How can I decide what software to run?

Once the Setup is loading message has completed, the **Welcome to the jRAVEN Client 1.X.X Setup Wizard** displays:

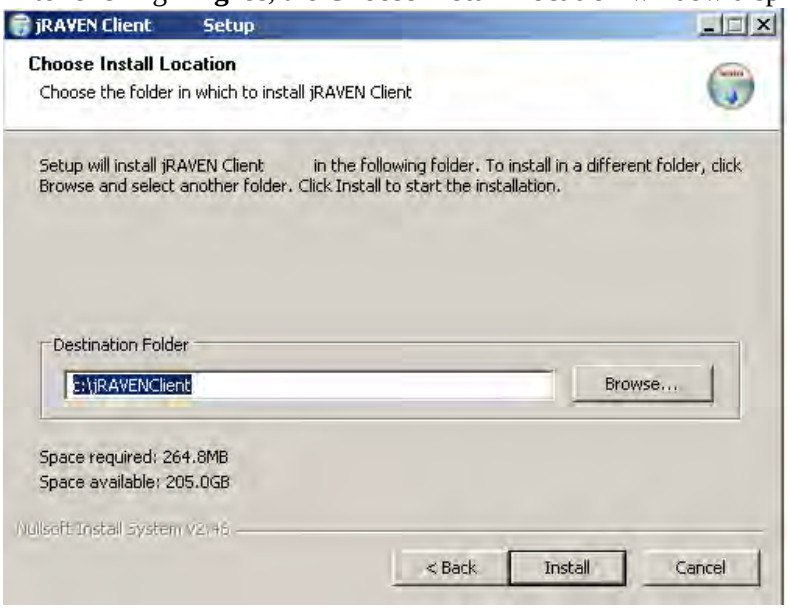
Click Cancel to close the window and cancel the installation.
Click Next to continue with the installation.

After clicking **Next,** on the **Welcome to the jRAVEN Client 1.X.X Setup Wizard**, the **License Agreement** window displays:



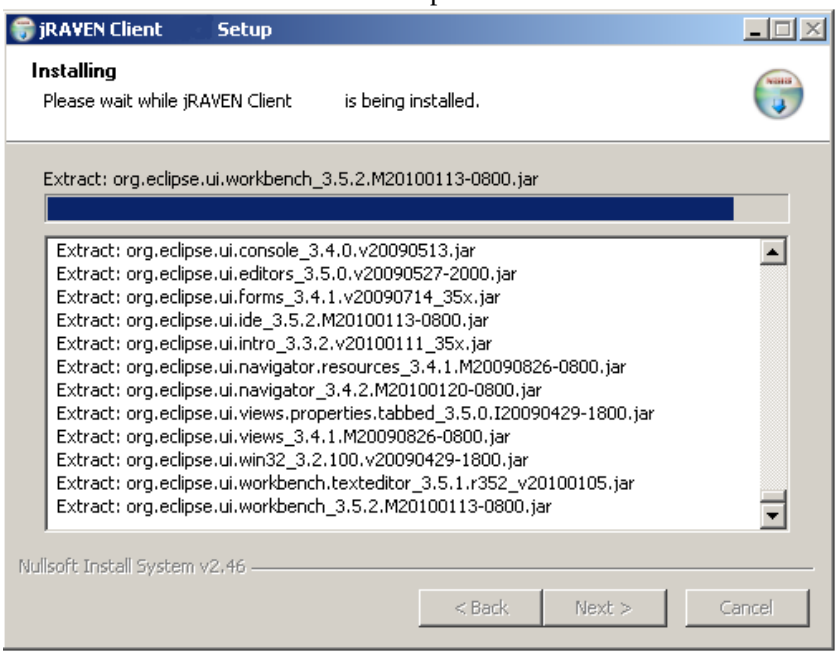
Click **I Agree,** to continue the setup.
Click **Back,** to return to the previous window.
Click **Cancel,** to cancel the set up process and close the window.

After clicking **I Agree**, the **Choose Install Location** window displays:



The default location for the install destination folder is C:\jRAVENClient.
To install in a different location, use the **Browse** button to navigate to the applicable location.

Click **Install** to start the installation process:



No action is required by the user while the JRAVEN application is being installed. A progress bar on the **Installing** window allows the user to monitor the progress.

Once the install is complete, the **Completing the jRAVEN 1.X.X Setup Wizard** window displays:

The **Run jRAVEN** checkbox is checked by default and will start jRAVEN directly after install is complete. Uncheck the box to complete the install **without** automatically starting jRAVEN.
Select **Finish,** to complete the installation process.

Initial Setup Overview

The initial "jraven" user signing into the application is **required to:**

1. **Setup at least one Facility.**
2. **Setup one User with the System Administrator user type role.** (System Administrator is the highest user level).

Once this is completed, the System Administrator may:

- Setup and maintain Facility information.
- Setup and maintain User accounts, establish User IDs and security settings for all users.
- On the facility screen, establish the default Submission Requirement (subreq) value (A0410) :
  1. Neither Federal nor State required submission.
  2. State but not Federal required submission.
  3. Federal required submission.

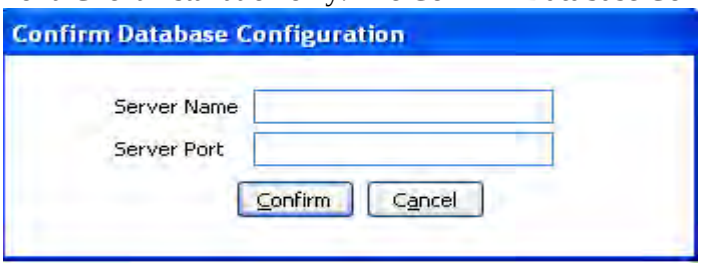
STARTING the jRAVEN APPLICATION

NOTE: Instructions for entering data in jRAVEN can be found in the jRAVEN User Guide.
To access jRAVEN
Select jRAVEN from one of the following methods:

- **Start** menu, click on the jRAVEN icon in the start menu.
- On the desktop, double click the jRAVEN icon .

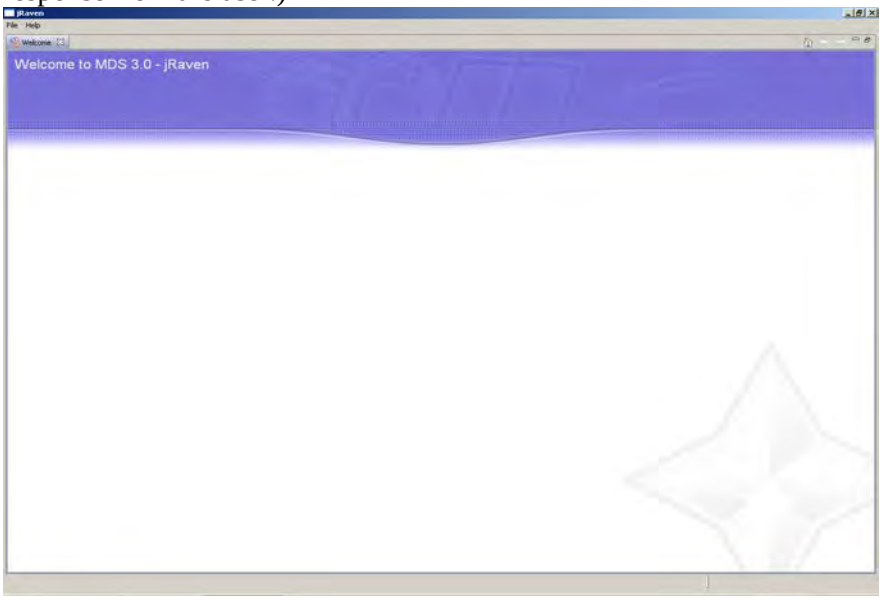
The jRAVEN screen displays:

For a Client installation only: The **Confirm Database Configuration** window displays:

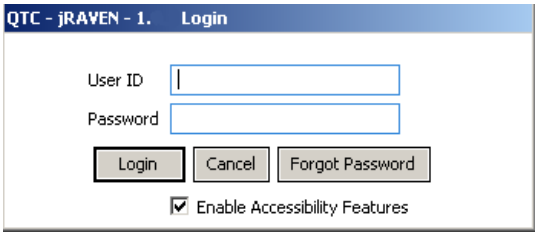


Enter the IP Address in the Server Name field (documented from the **IP Configuration** window**).**
Enter the Port in the **Server Port** field (documented in the jRAVENServerSetup.exe install).
Note: you only need to enter this information once.
Click **Confirm**.

The **Welcome to MDS 3.0 – jRAVEN** screen displays:
(This screen displays while the program is loading. This may take a few minutes and requires no response from the user.)



When jRAVEN is completely loaded, the login window displays:
The title bar of the login window displays the application name (jRAVEN) and version number.
(**Note: this picture does not display a full version number.**)



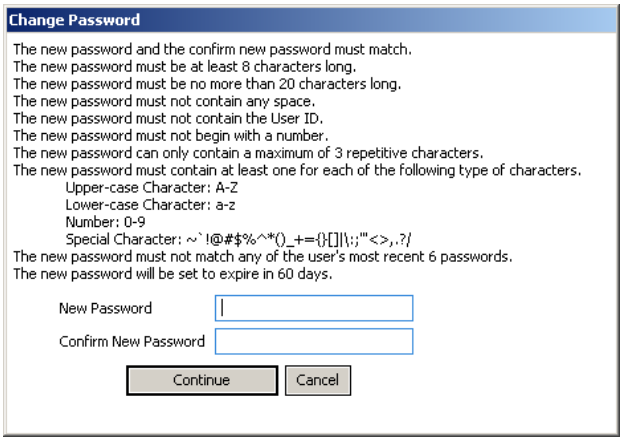
Selecting the **Enable Accessibility Features** box at the bottom of the login window will turn on accessibility features for users requiring assistive technology (e.g.; screen readers).
Note: The box is checked by default. Uncheck the box if the accessibility features are not needed. This only needs to be done once.

Log in to jRAVEN first time after installation:

Enter <u>jraven</u> in the User ID field. (Case-sensitive)
Enter <u>jraven</u> in the Password field. (Case-sensitive)

Click **Login**.
A **Change Password** box displays. The Password rules are also displayed at the top of the screen followed by the New Password, Confirm New Password fields.

NOTE: To enhance security, users are **<u>required</u>** to change the password before accessing the jRAVEN system.
<u>The generic (jraven/jraven) user will not be available after the initial login is complete and may not be used to create assessments.</u>



Enter a new password in the **New Password** and **Confirm New Password** fields.
This will change the password for the "jraven" user account.
Click **Continue**.

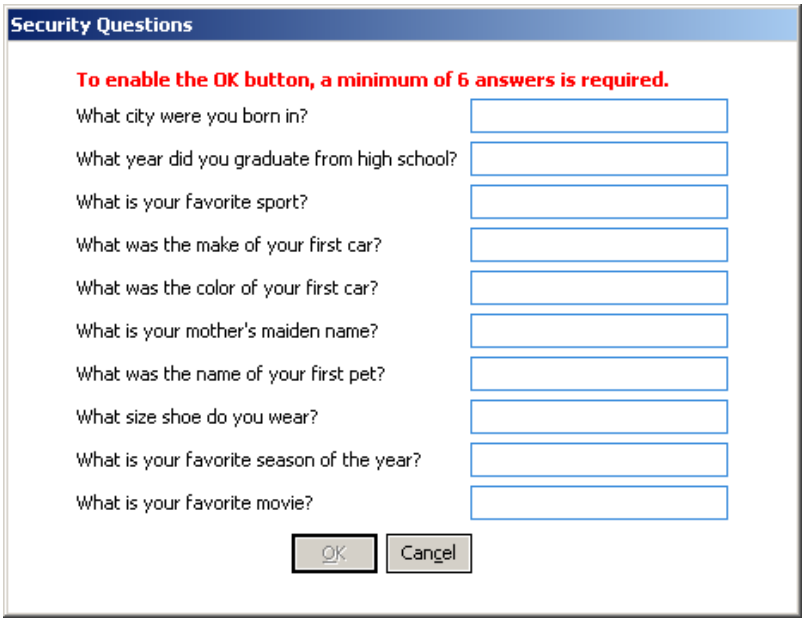
If the user does not change the password and clicks **Cancel**, a message displays:

Click **OK** to return to the log in window.
Click **Cancel** to close the message and change the password.

PASSWORD RULES

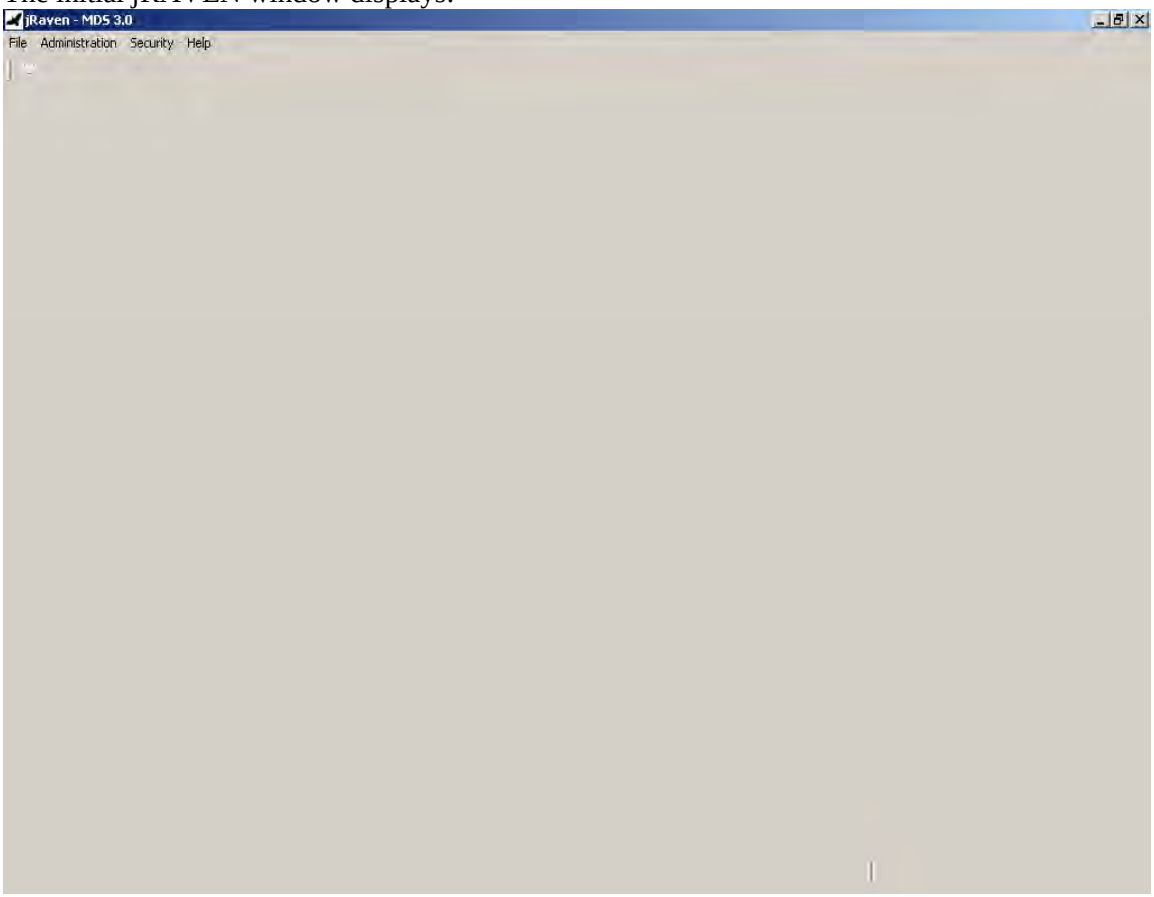
- Use a minimum of eight characters and a maximum of twenty.
- Must contain at least one upper case and one numeric character, and one special character (the valid special characters are displayed on the Change Password screen).
- Passwords are case-sensitive.
- Users cannot set their password to contain their User ID, First Name, Last Name or E-mail address.
- Must not contain more than three consecutive-like characters.
- Must wait a minimum of six password changes to reuse a password. The new password will be set to expire in 60 days.
- Must not contain any spaces.
- Must not begin with a number.

After changing the password, the **Security Questions** box displays.
It is **required** to answer six of the ten Security Questions listed.
Tab off (press the **Tab** key on computer keyboard) after answering at least 6 questions to enable the **OK** button.



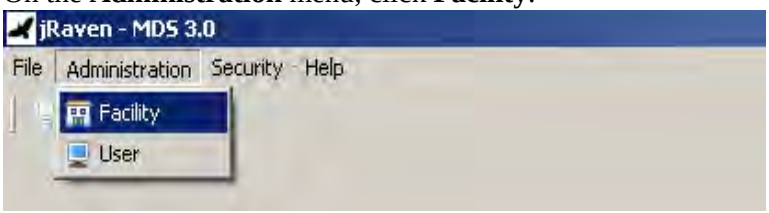
Click **OK -** after completing at least 6 of the 10 questions.

The initial jRAVEN window displays:

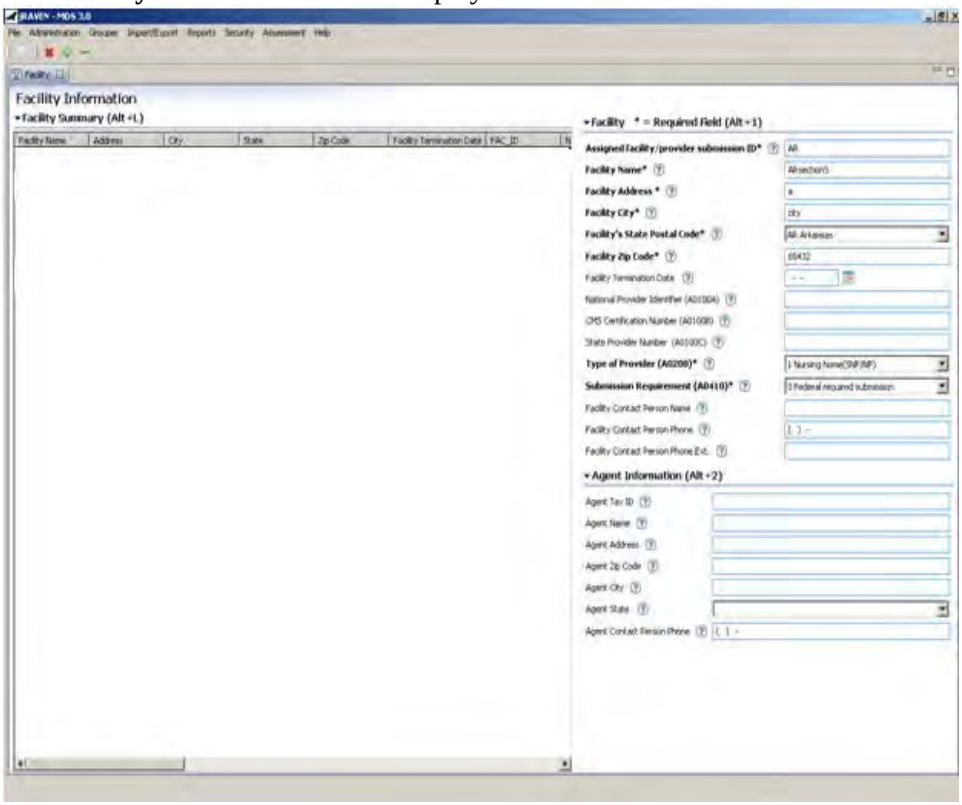


Add Facility

On the **Administration** menu, click **Facility**:



The **Facility Information** screen displays:



Enter data in the facility fields. Required fields display on the screen in bold type with an asterisk.
NOTE: A0410 - Submission requirement (sub req) is selected on the Facility Screen. The selected value will be the default for all assessments associated with the facility.
A0410 may be modified for an individual assessment when the assessment is added. For assistance with A0410, refer to the Help section of the jRAVEN User Manual.

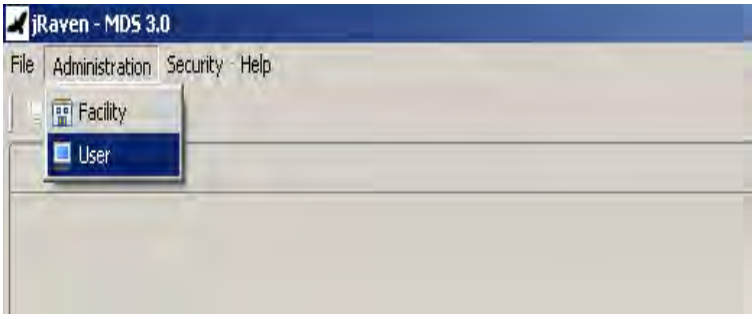
Click **Save** . Saved facility information will display in the **Facility Summary** section.

To add additional facilities, click the **New icon** **,** enter data and click **Save** **.**

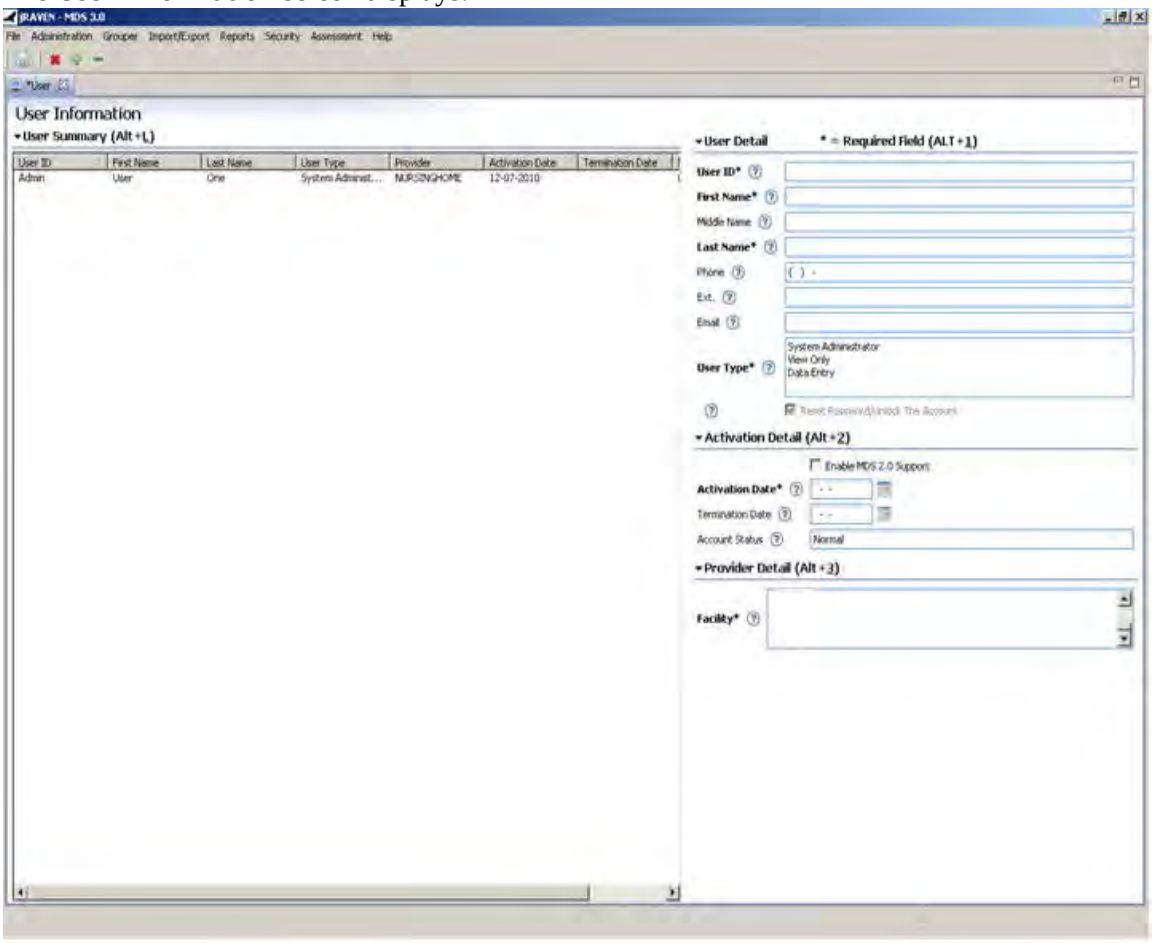
Add System Administrator User

It is highly recommended to set up more than one System Administrator account, in the event that one of the System Administrator accounts becomes locked.

On the **Administration** menu, click **User**:



The **User Information** screen displays:



Enter data in **User Detail** fields. Required fields display on the screen in bold type with an asterisk.

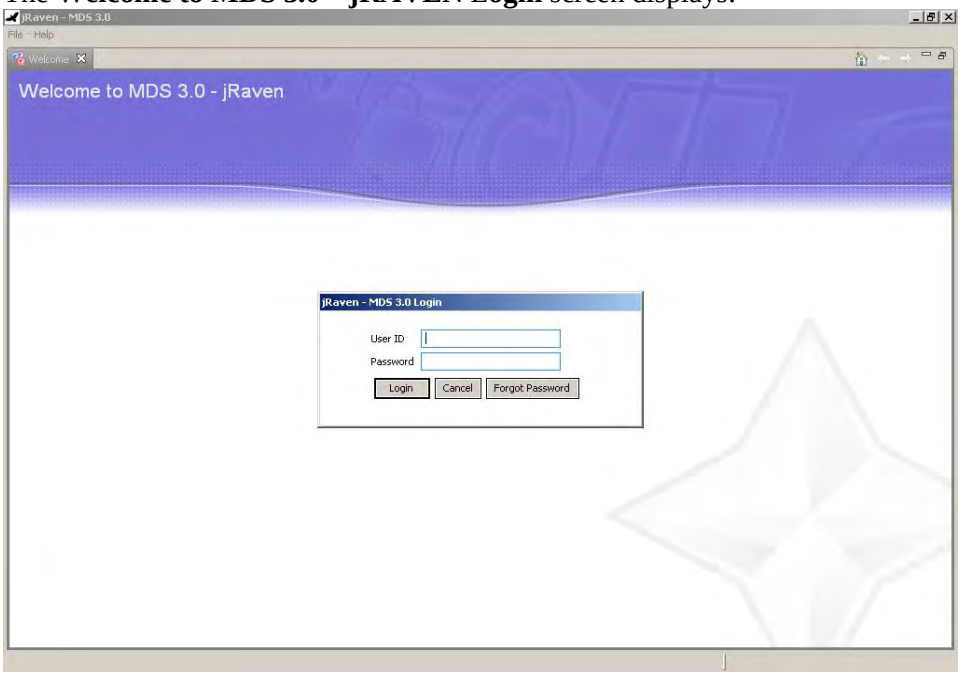
Once the data is entered, click **Save**. Saved user information will display in the **User Summary** section.

To add additional users, click the **New** icon, enter data and click **Save**.

After successfully adding at least one System Administrator role and at least one facility, the user must log out of the application and log in with the newly created UserID.

To log out - select the **Security** menu on the tool and select **Logout**:

The **Welcome to MDS 3.0 – jRAVEN** L**ogin** screen displays:



Initial Login

1. Enter the new User ID assigned by the System Administrator.
2. Enter that same User ID value in the Password field (user id / user id).
   NOTE: They are case-sensitive. First-time through the values are the same – until prompted to change.
3. Click **Login**. The Change Password screen displays.
4. Enter a new password in the New Password and Confirm New Password fields.
5. Click **Continue**.
6. The Security Questions box displays. Response to six of the ten listed Security Questions is required, click **OK**.
7. The jRAVEN window displays.

IMPORTANT: Refer to the jRAVEN User Guide for information regarding using the application. The jRAVEN User Guide (.pdf) is included with the jRAVEN install and is added to the desktop of the user's PC and is also available on QTSO (https://www.qtso.com/ravendownload.html).

Help

Additional Information for using jRAVEN can be found in the jRAVEN User Guide (part of tool install). The User Guide includes information regarding settings, reports functionality, RUGS, exports and imports.

Users are strongly encouraged to read the jRAVEN User Guide carefully to assist with accurate use of the tool.

The Help Desk is available for technical support and assistance with problems or questions that may arise regarding the JRAVEN software.

Contact information for the Help Desk:
1-800-339-9313 or help@qtso.com.