jRAVEN INSTALLATION GUIDE
Version 1.3.0

10/01/2015

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Introduction

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.

Once data collection is completed facilities are able to export their data from the application and submit it to the appropriate state and/or national data repository.

jRAVEN releases will consist of full "releases" and "upgrades".

jRAVEN will be 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. One other jRAVEN Guide is provided, the jRAVEN User Guide, which covers all the user functionality found in the User Tool, 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/index.php

jRAVEN 1.3.0 shall support the latest Minimum System Requirements.

Software Downloads

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

The CMS Website: https://www.qtso.com/cmslinks.html

The QTSO Website: https://www.qtso.com/ravendownload.html

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

Enter QTSO Website: https://www.qtso.com/ravendownload.html into your URL and display the website.

1. The jRAVEN download page displays.

   Please Note: It is possible that the jRAVEN section on QTSO.com may be updated after the release of this document. The verbiage below may not exactly match what is posted on QTSO.com.

2. Along the left-hand side, titled 'jRAVEN Downloads/Documentation', review the description as follows:
   - jRAVEN Downloads/Documentation
   - **jRAVEN 1.3.0** (posted 10/01/2015) NEW
   - A production version of jRAVEN software (Version 1.3.0) is now available to download.
   - To install jRAVEN please follow the **jRAVEN 1.3.0 Installation Guide**.
   - jRAVEN 1.3.0 includes the following updates:

     - Item Set changes
     - Data Specification updates
     - VUT update
     - Hot Key updates
     - ICD 10
     - Grouper IV updated
     - Help Contents/RAI manual updates
     - New Disclaimer and CAM verbiage
     - Outdated Assessment Status
     - Cosmetic Report changes
     - Enhanced Resident Match
     - Facility Information Display
     - Resident Lock/Unlock
     - Encryption updates
     - Server upgrade
     - Database restore enhancements

- **Note: If jRAVEN has NOT been upgraded to at least 1.2.0, this must be done BEFORE installing version 1.3.0**

3. Along the right-hand side, titled 'File Name', select the version needed for downloading the software, review the description as follows:
   - File Name
   - **jRAVEN User Guide**
     jRAVEN_1.3.0_User_Guide (PDF 3.79 MB)
   - **jRAVEN Installation Guide**
     jRAVEN_1.3.0_Installation_Guide_ (PDF 1.3 MB)
   - **jRAVEN Install File (this install contains the Standalone and client version of jRAVEN)**
     Readme text (1 KB)
     jRAVEN Setup-1.3.0.exe (140 MB)

   - **Note: Please refer to the jRAVEN User Guide for further information regarding using the application.**

4. Click on the setup file.

5. The File Download window will display.

6. Click Run.

7. The progress bar will illustrate the progress of the install.

8. The Icons for the Application AND the User Guide will appear on the desktop.

Installation Guide – General Overview

Installers Access Rights
To install jRAVEN, 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 installed.

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\.

Types of Installations

There are two types of installations available for jRAVEN.

- 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 install file (.exe). 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.

On the database server, complete the following steps to install.

1. Locate the appropriate file for download by reviewing the New Client/Server User Read Me document found on the QTSO Website at: https://www.qtso.com/ravendownload.html.

2. Click on the Server Setup. File name: jRAVENServerSetup-1.3.0.exe.

   a. The File Download – Security Warning screen displays. 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.

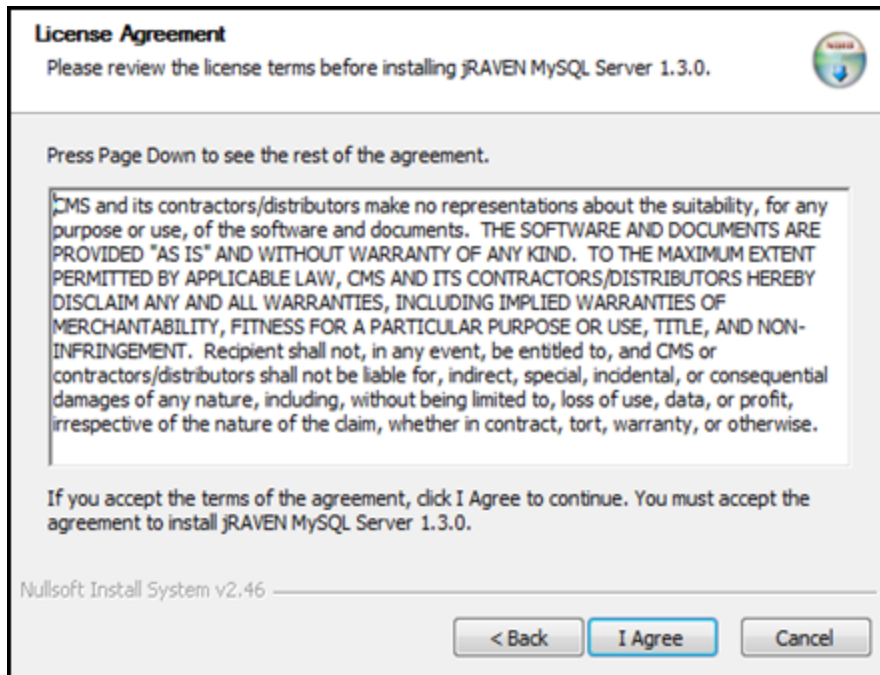3. The 'Setup is loading' message displays.
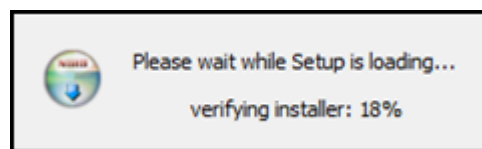
4. The 'Welcome to the jRAVEN MySQL Server 1.3.0 Setup Wizard' displays when the load is finished. This wizard will guide you through the installation of jRAVEN MySQL Server 1.3.0.

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.
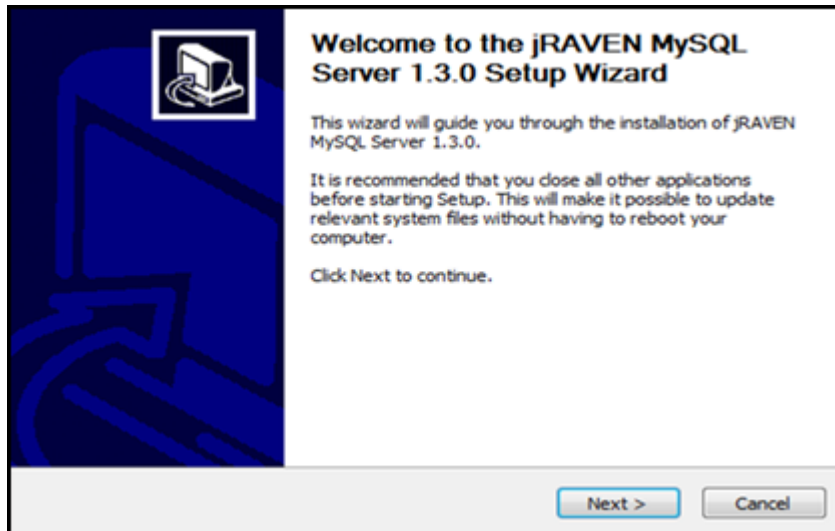
5. Click Next to continue with the setup.

6. The License Agreement screen displays. Please review the license terms before installing jRAVEN MySQL Server 1.3.0.

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Press Page Down to see the rest of the agreement.

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If you accept the terms of the agreement, click I Agree to continue. You must accept the agreement to install jRAVEN MySQL Server 1.3.0.

Nullsoft Install System v2.46

< Back · I Agree · Cancel

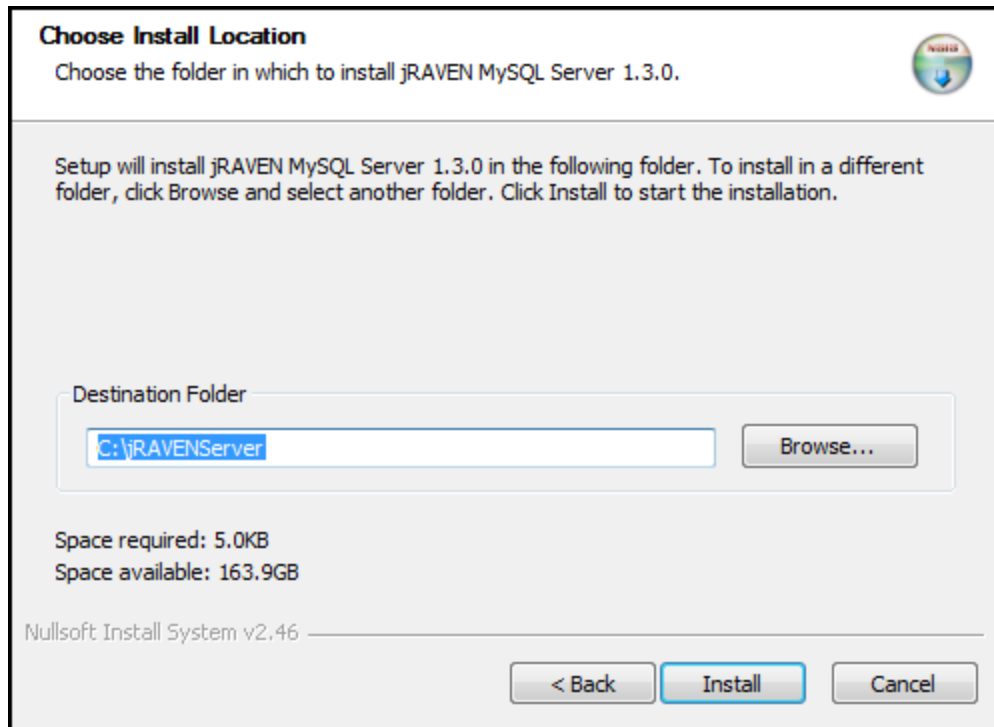7. If you accept the terms of the agreement, click I Agree to continue.

8. The 'Choose Port' screen displays. Enter the port number here. The default port number is 3330.

Choose Port
Enter the Port for use in the install of jRAVEN MySQL Server 1.3.0.

Port: 3330

Nullsoft Install System v2.46

< Back · Next > · Cancel
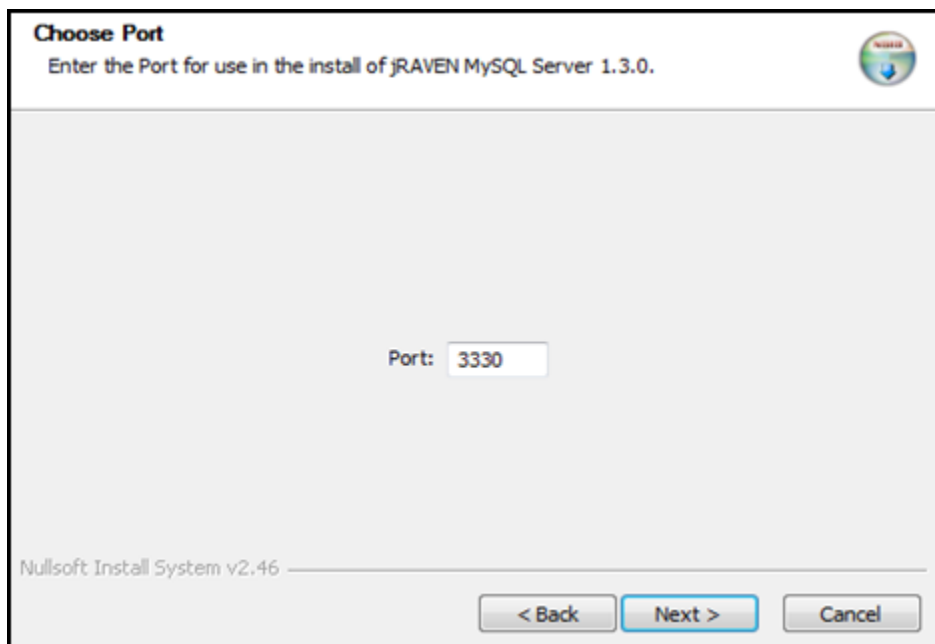
9. Click Next to continue.

10. The 'Choose Installation Location' screen displays.

11. Choose the folder in which to install jRAVEN MySQL Server 1.3.0. Setup will install jRAVEN MySQL Server 1.3.0 in the selected folder. To install in a different folder click Browse to select another folder or manually type in the location.

12. Click the Install button to begin the installation.

13. A progress bar on the Installing screen allows the user to monitor the progress.
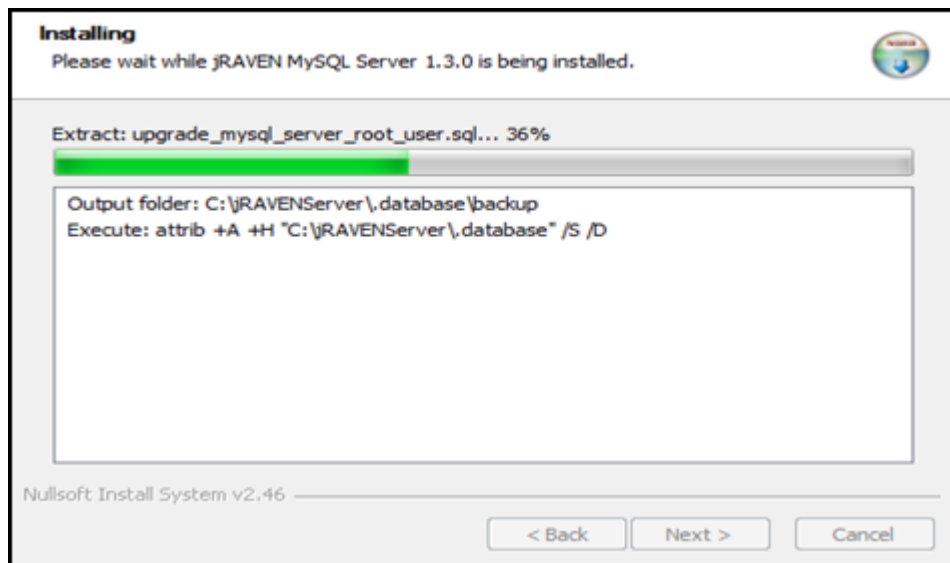
14. The 'Completing the jRAVEN MySQL Server 1.3.0 Setup Wizard' displays.
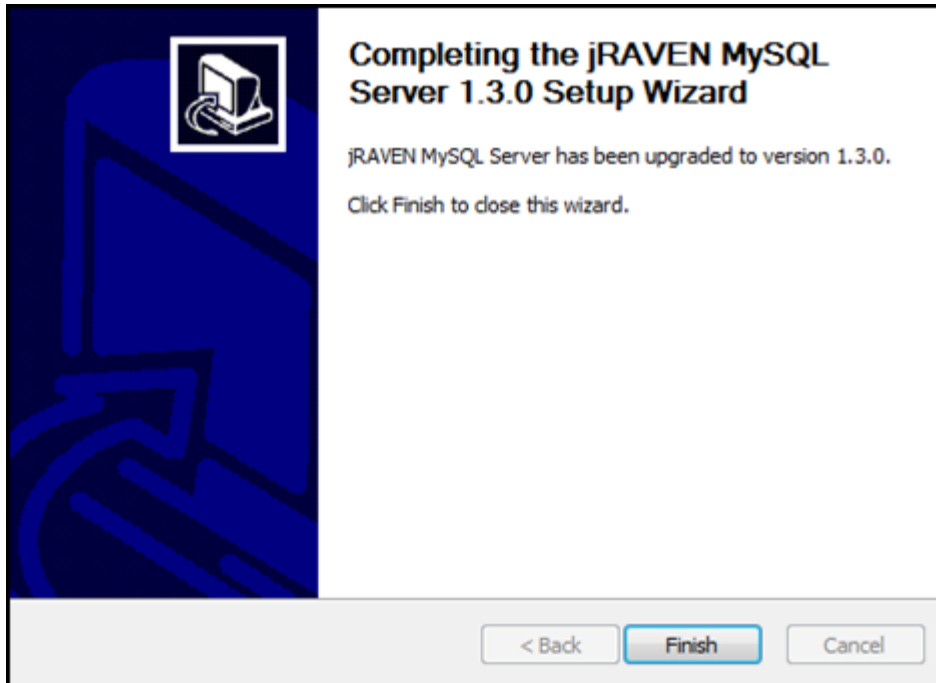
15. Click Finish to complete this portion of the installation process.

NOTE: There are no desktop icons for the Server OR the User Guide at the end of the Server Installation. The Client Installation must be run before your entire installation process is complete.

16. Go to the Standalone & Client Installation section.

Standalone & Client Installation

Install the Software

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.

Complete the following steps to install.

1. Double click on the appropriate Setup executable (filename extension = .exe): jRAVENSetup-1.3.0.exe

2. Click on Run.

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

   The setup completes and the 'Welcome to the jRAVEN 1.3.0 Setup Wizard' screen displays. This wizard will guide you through the installation of jRAVEN 1.3.0. 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.

4. Click Next to continue.

5. The License Agreement screen displays. Please review the license terms before installing jRAVEN 1.3.0.

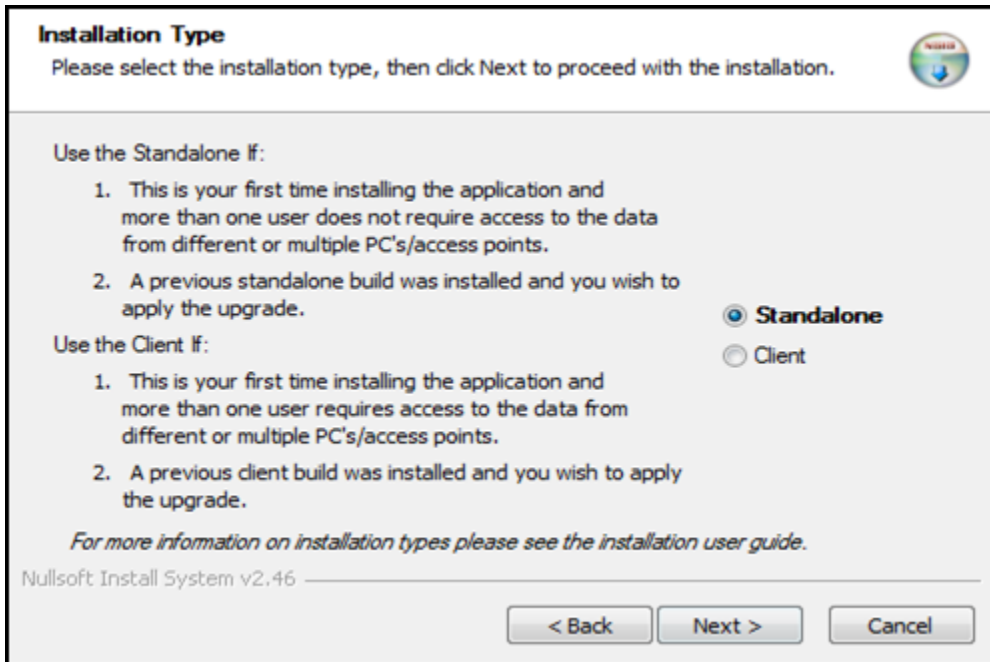   a. CMS and its contractors/distributors make no representations about the suitability, for any purpose or use, of the software and documents. THE SOFTWARE AND DOCUMENTS ARE PROVIDED "AS IS" AND WITHOUT WARRANTY OF ANY KIND. To the maximum extent permitted by applicable law, CMS and its contractors/distributors hereby disclaim ANY and all WARRANTIES, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR USE, TITLE, AND NON-INFRINGEMENT. Recipient shall not, in any event, be entitled to, and CMS or contractors/distributors shall not be liable for, indirect, special, incidental, or consequential damages of any nature, including, without being limited to, loss of use, data, or profit, irrespective of the nature of the claim, whether in contract, tort, warranty, or otherwise.

License Agreement

Please review the license terms before installing jRAVEN 1.3.0.

Press Page Down to see the rest of the agreement.

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If you accept the terms of the agreement, click I Agree to continue. You must accept the agreement to install jRAVEN 1.3.0.

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[< Back]   [I Agree]   [Cancel]

6. If you accept the terms of the agreement, click I Agree to continue. You must accept the agreement to install jRAVEN 1.3.0.

7. The 'Installation Type' screen displays.

8. 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 PC's/access points."

        ii. "A previous standalone build was installed and you wish to apply the upgrade."

Installation Type
Please select the installation type, then click Next to proceed with the installation.

Use the Standalone If:

1. This is your first time installing the application and more than one user does not require access to the data from different or multiple PC's/access points.

2. A previous standalone build was installed and you wish to apply the upgrade.

Use the Client If:

1. This is your first time installing the application and more than one user requires access to the data from different or multiple PC's/access points.

2. A previous client build was installed and you wish to apply the upgrade.

For more information on installation types please see the installation user guide.

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○ Standalone
○ Client

< Back   Next >   Cancel

   b. 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 PC's/access points."
      ii. "A previous client build was installed and you wish to apply the upgrade."

Installation Type
Please select the installation type, then click Next to proceed with the installation.

Use the Standalone If:

1. This is your first time installing the application and more than one user does not require access to the data from different or multiple PC's/access points.

2. A previous standalone build was installed and you wish to apply the upgrade.

Use the Client If:

1. This is your first time installing the application and more than one user requires access to the data from different or multiple PC's/access points.

2. A previous client build was installed and you wish to apply the upgrade.

For more information on installation types please see the installation user guide.

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○ Standalone
○ Client

< Back   Next >   Cancel

9. Click Next.

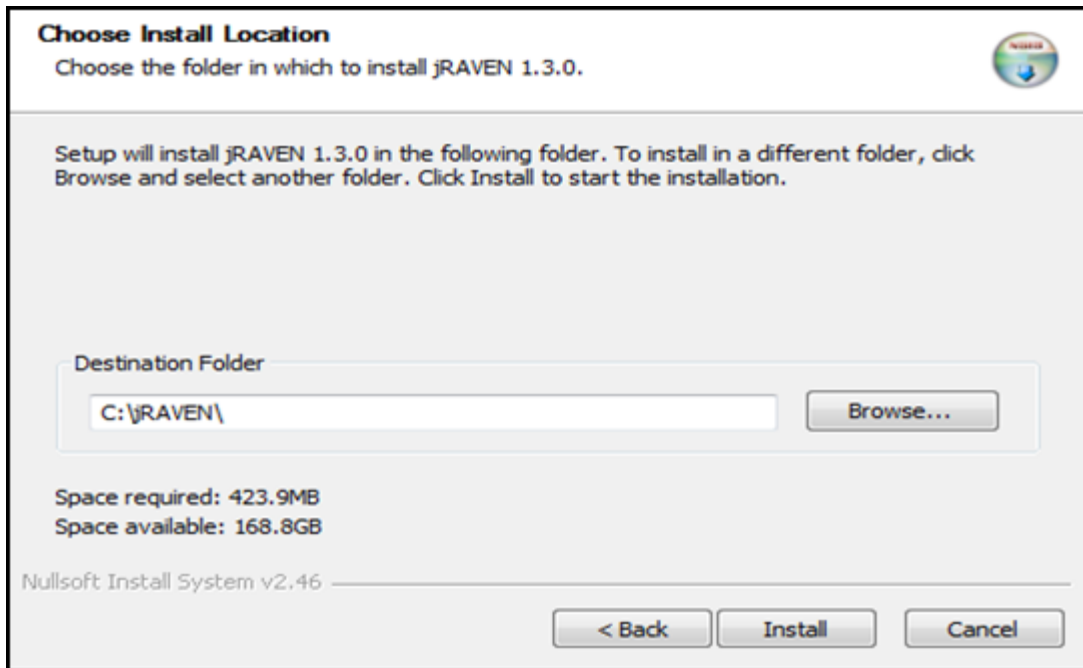   a. You will receive the following message if your previous install was the Standalone and you select Client:

"You have selected Client, but currently have the Standalone version installed, Proceed with the Standalone version upgrade?" Select Yes to Proceed with the Standalone version upgrade or No to Proceed with the Client version install.
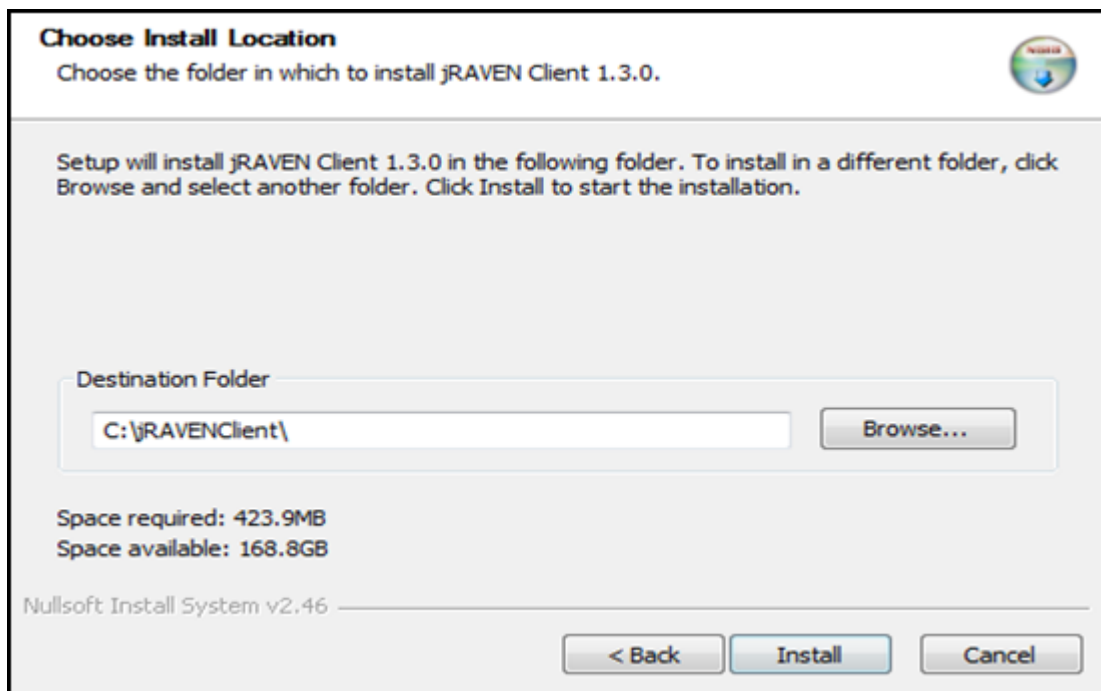
You have selected Client, but currently have the Standalone version installed.
Proceed with the Standalone version upgrade?

Yes   No
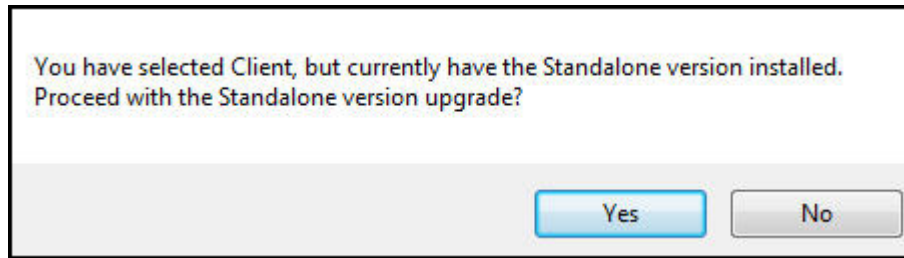
b. You will receive the following message if your previous install was the Client and you select Standalone:

i. "You have selected Standalone, but currently have the Client version installed, Proceed with the Standalone version upgrade?" Select Yes to Proceed with the Standalone version upgrade or No to Proceed with the Client version install.

You have selected Standalone, but currently have the Client version installed.
Proceed with the Client version upgrade?

Yes   No
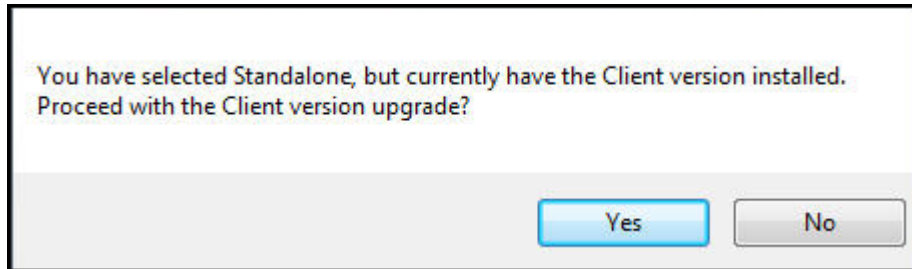
10. The 'Choose Install Location' screen displays. Choose the folder in which to install jRAVEN 1.3.0. Setup will install jRAVEN 1.3.0 in the selected folder. To install in a different folder, click Browse to select another folder or manually type in the location.

a. Standalone default will be:

i. C:\jRAVEN

Choose Install Location
Choose the folder in which to install jRAVEN 1.3.0.

Setup will install jRAVEN 1.3.0 in the following folder. To install in a different folder, click Browse and select another folder. Click Install to start the installation.

Destination Folder

C:\jRAVEN\   Browse...

Space required: 423.9MB
Space available: 168.8GB

Nullsoft Install System v2.46

< Back   Install   Cancel

b. Client default will be:

    i. C:\jRAVENClient

Choose Install Location
Choose the folder in which to install jRAVEN Client 1.3.0.

Setup will install jRAVEN Client 1.3.0 in the following folder. To install in a different folder, click Browse and select another folder. Click Install to start the installation.

Destination Folder

C:\jRAVENClient\   Browse...

Space required: 423.9MB
Space available: 168.8GB

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< Back   Install   Cancel

11. Click 'Install' or 'Upgrade' to start the installation.

NOTE: The install process itself determines whether this is a full install or an upgrade to the software that is already on the workstation. This is seen in the action buttons and shall either say Install or Upgrade.

12. The 'Installing' screen displays. A progress bar on this screen allows the user to monitor the progress.
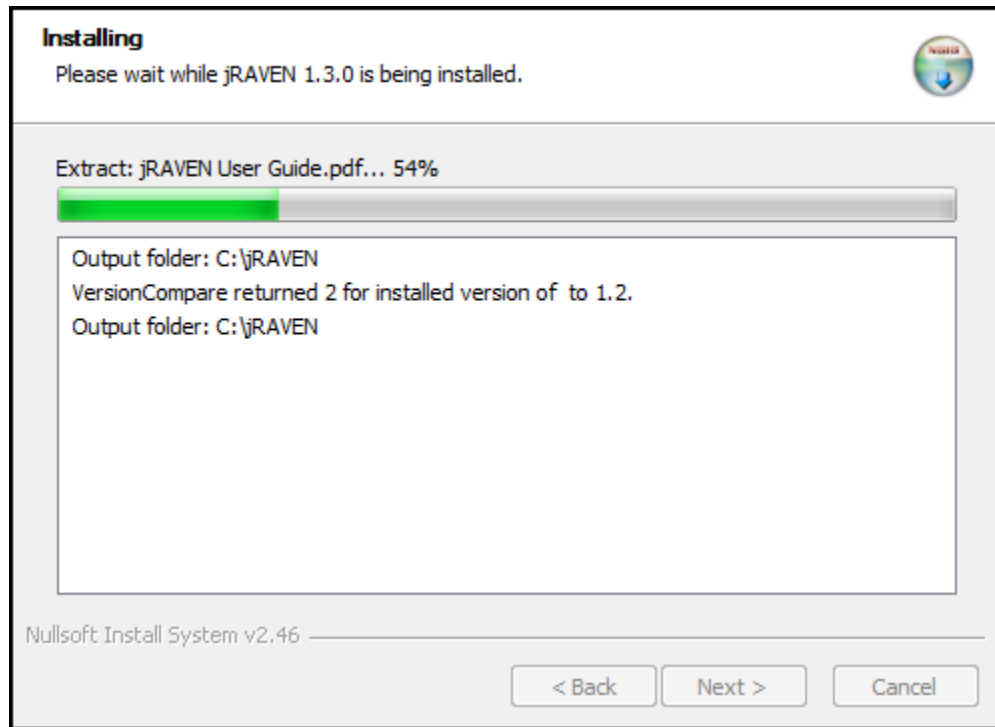
13. When the install is complete, the 'Completing the jRAVEN 1.3.0 Setup Wizard' displays.

    a. The Standalone Completion screen with 'Run' checked will auto-launch the application.

    b. The Standalone Completion screen without 'Run' checked will NOT auto-launch the application.

NOTE: If the installation is an upgrade, the 'Run jRAVEN 1.3.0' checkbox will not be present.
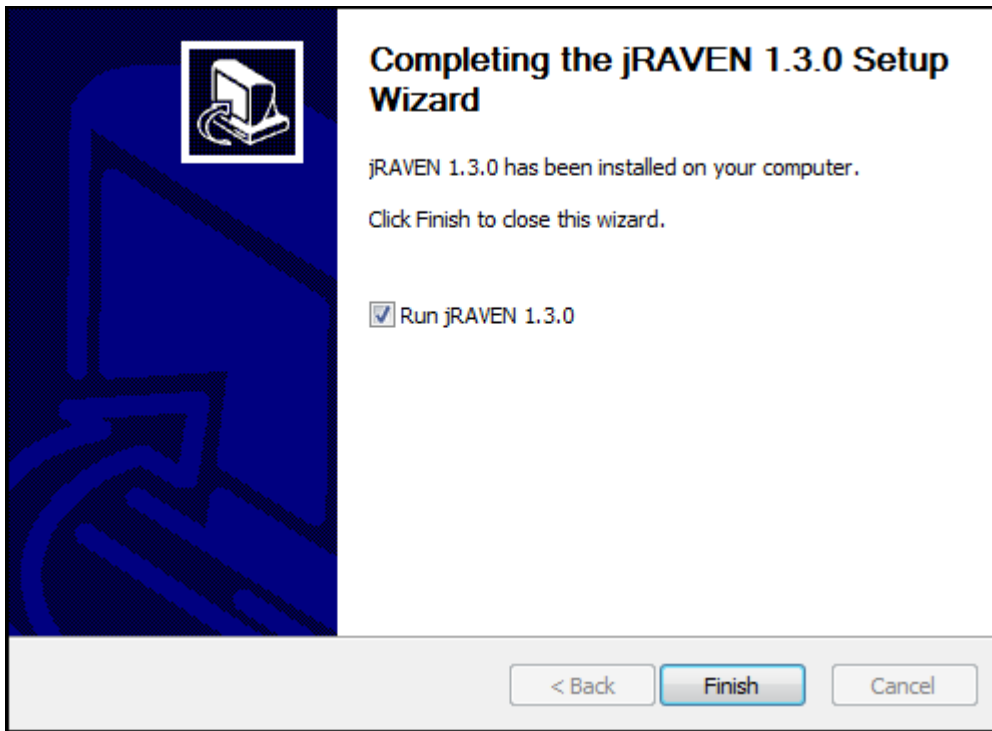
14. Click Finish to complete the installation process.

Opening the Application

When the installation process is complete, the appropriate ICON will be available on the Desktop, depending upon which installation has been performed.

Desktop ICONS

The Installation will place the application icon on the Desktop. The jRAVEN User Guide icon will also be placed on the Desktop.

Initial Setup of jRAVEN

The initial user signing into the software and completing the 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 database before any other processing is allowed.

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

NOTE: When using the Network Client/Server installation type the default user must know the port number (default 3330) as well as the Server Name (server IP address) to complete the client/server connection prior to the initial login.

1. The application may be opened by double-clicking on the jRAVEN/jRAVEN Client ICON.

2. The jRAVEN splash screen displays momentarily.

Default Password

The default User ID/Password will be the user tool's lower-case acronym. The User ID and Password are case sensitive.

- The default User ID will be: jraven
- The default Password will be: jraven

3. The Login pop-up window is displayed.

a. Enter the default User ID and enter the default Password. See Default Password above.

b. Click Login.

c. The Change Password screen displays and displays the password rules as follows:

i. The new password and the confirm new password must match.

ii. The new password must be at least 8 characters long.

iii. The new password must be no more than 20 characters long.

iv. The new password must not contain any space.

v. The new password must not contain the User ID, First Name, Last Name, or Email.

vi. The new password must not begin with a number.

vii. The new password can only contain a maximum of 3 repetitive characters.

viii. The new password must contain at least one for each of the following type of characters:

- Upper-case Character: A-Z

- Lower-case Character: a-z

- Number: 0-9

- Special Character: &~`!-@#$%^*()_+={}[]|\:;"'<>,.?/

ix. The new password must not match any of the user's most recent 6 passwords.

x. The new password will be set to expire in 60 days.

The new password and the confirm new password must match.
The new password must be at least 8 characters long.
The new password must be no more than 20 characters long.
The new password must not contain any space.
The new password must not contain the User ID, First Name, Last Name, or Email.
The new password must not begin with a number.
The new password can only contain a maximum of 3 repetitive characters.
The new password must contain at least one for each of the following type of characters:
        Upper-case Character: A-Z
        Lower-case Character: a-z
        Number: 0-9
        Special Character: &~`!-@#$%^*()_+={}[]|\:;"'<>,.?/
The new password must not match any of the user's most recent 6 passwords.
The new password will be set to expire in 60 days.

New Password   [   ]

Confirm New Password   [   ]

            [Continue]   [Cancel]

d. Enter a new password in the New Password and Confirm New Password fields. The password is case sensitive and must match in both fields.

e. Click Continue to complete the login process.

f. When Cancel is clicked, then 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".

g. Clicking Cancel on this pop-up takes the user back to the previous Change Password pop-up. Clicking OK takes the user to the login screen.

h. The Security Questions screen displays and the questions are as follows:

    i. What city were you born in?

    ii. What year did you graduate from high school?

    iii. What is your favorite sport?

    iv. What was the make of your first car?

    v. What was the color of your first car?

    vi. What is your mother's maiden name?

    vii. What was the name of your first pet?

    viii. What size shoe do you wear?

    ix. What is your favorite season of the year?

    x. What is your favorite movie?

To enable the OK button, a minimum of 6 answers are required.

What city were you born in? _____

What year did you graduate from high school? _____

What is your favorite sport? _____

What was the make of your first car? _____

What was the color of your first car? _____

What is your mother's maiden name? _____

What was the name of your first pet? _____

What size shoe do you wear? _____

What is your favorite season of the year? _____

What is your favorite movie? _____

[OK] [Cancel]

i. Complete the answers to at least six (6) questions of your choice. Then tab forward.

j. Click OK.

k. The initial application screen displays for the default user role. The password for the default user account has now been changed.

Initial Setup – First Data Created

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

- Facility Setup
- User Setup

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.
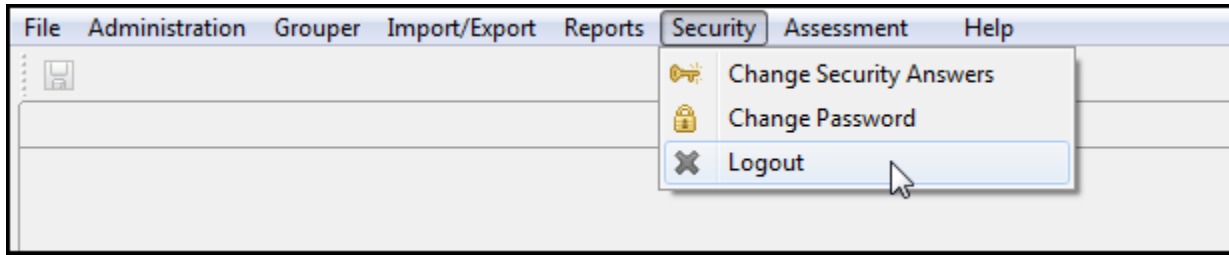
Add a System Administrator User

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 users 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 will display in the User Summary section on the left side of the screen.

6. After successfully creating at least one Facility and one System Administrator the user must log out of the application and log back in with the newly created System Administrator User ID.

a. Select 'Logout' from the Security drop down on the menu bar.

b. The login pop-up window displays.

c. Enter the new System Administrator User ID, which was just added into jRAVEN, into the User Id field.

d. Enter the same User ID in the Password field.

Both the User ID and Password MUST be the same. They are case sensitive.

Uninstalling the Software

Windows 'All Programs'
The user will find the jRAVEN/jRAVEN Client folder under 'Start' - 'All Programs'.
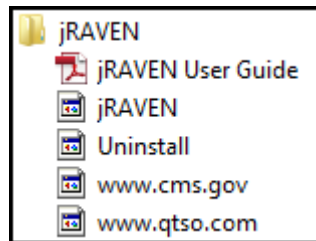
Complete the following steps to uninstall the Standalone and Client/Server from the 'Start' - 'All Programs' drop down.

1. Click on 'Uninstall' .

2. The question pop-up will ask if you are sure you want to completely remove jRAVEN 1.3.0 and all of its components? The database backup file(s) will NOT be removed.

Are you sure you want to completely remove jRAVEN 1.3.0 and all of its components? The database backup file(s) will NOT be removed.

Yes   No
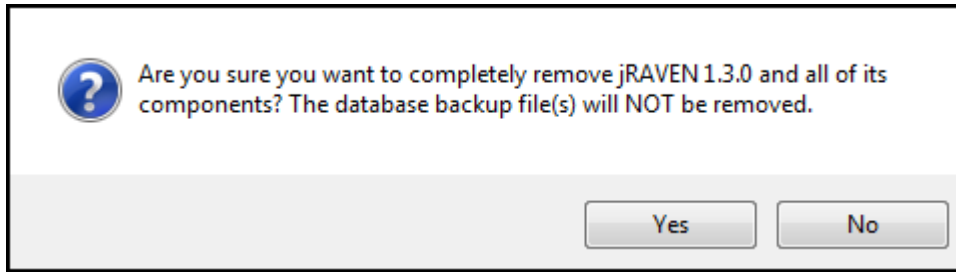
3. Click on 'Yes' if you wish to continue with the uninstall process.

4. The progress bar will illustrate the progress of the uninstall process.

5. When the Uninstall is complete, the final message will be displayed. jRAVEN 1.3.0 was successfully removed from your computer.

6. Click OK.

Windows Control Panel

Uninstalling the application and server may also be accomplished using Windows 'Control Panel'/Uninstall or change a program feature.

1. Double-click on the desired install you wish to remove.
2. Follow the instructions to complete the uninstall process.

Note: Uninstalling the Client install will not uninstall the Server and vice versa. You will have to manually uninstall both if you wish to remove the entire Client/Server application.