



WELCOME TO JPSYS!

EMPLOYEE ORIENTATION

J P SYSTEMS CAREERS

BENEFITS

- PAID MEDICAL PLAN
- PAID DENTAL PLAN
- PAID VISION PLAN
- 401(k) RETIREMENT PLAN
- FLEXIBLE WORK SCHEDULE
- TELECOMMUTING
- PAID TIME OFF
- PAID VOLUNTEER DAY
- EDUCATIONAL BENEFITS
- MENTORING

**DESIGN THE DATA
DESIGN YOUR LIFE
ENJOY A FLEXIBLE WORK SCHEDULE
WHICH ALLOWS YOU TO BE YOU.**


JPSYS.COM

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* It is the intention of JP SYS to offer an attractive portfolio of benefits on an ongoing basis. We do however reserve the right to change plans and offerings or eliminate benefit plans at our sole discretion.

J P SYSTEMS ORGANIZATION CHART

J P SYSTEMS, INC. ORGANIZATIONAL CHART



CONSULTING SERVICES DIVISION

- Founded in 1983, J P Systems provides professional services for IT systems design and business architecture. We specialize in Healthcare IT and data architecture. We provide Subject Matter Experts based on client needs. Our personnel are active with standards development organizations such as HL7, LOINC & IHTSDO. We supply data modelers for the Federal Health Architecture (FHA) effort led by HHS ONC. We are experienced in VA and DoD VLER interoperability consulting. We perform:
 - Interoperability Planning
 - Data Quality Analysis for C-CDA Partner Exchanges
 - Data and Process Modeling in UML
 - HL7 and other Standards Development
 - Medical Terminology Standards
 - Medical Informatics
 - Shareholder and Community Engagement

JPSYS EMPLOYEE PORTALS AND LINKS

- ClickTime.com is for timesheets and expenses
 - Record your hours worked starting with your first day
- BambooHR.com is for Human Resources Data
 - Employee records, document signatures, company announcements, benefit tracking, PTO plans and recruiting.
- ShareFile.com Company Repository
 - Cloud storage solution by Citrix for document storage for projects, administrative purposes and proposals
- Dropbox.com for transferring large files and for your working files

CLICKTIME.COM TIMEKEEPING PORTAL

- ClickTime is a web based portal used to records your hours.
- Hours must be recorded daily to the proper charge numbers
- We must be DCAA compliant as a Federal prime contractor meaning our hours worked must be entered every day
- The federal government will audit your timesheets
- Paid time off (Holidays, Vacation and Sick time) is also entered into ClickTime
- There is a ClickTime phone app, but it is not DCAA compliant, and can't be used
- If you have to record hours late, you must enter a reason for the late entries. Entering a "." is not acceptable just to fill the space. For example: enter "Power outage" or other valid reason.

USING CLICKTIME

When you login to ClickTime, go to the 'Day View' tab to enter your hours for today. Enter your hours daily.

You do not have to use the stop watch tool, just enter the total hours you spend on each project and enter brief comments on what you did.

Paid Time off is also recorded in Clicktime using J P Systems as the client name.

All time is charged to a project charge number called a CLIN. The charge numbers have three parts:

1. Client name e.g. Terminology Standards Support (TSS) or JP Systems for internal support
2. Task Order Number / Project Year (called Period of Performance POP)
3. Project Name called a CLIN

PAYROLL

Pay periods are the 1st to the 15th and the 16th to the end of the month. Payroll is semimonthly & checks are cut on the 10th and the 25th every month.

We mail checks to the street address listed in your record in Bamboo HR. This will change to direct deposit. When you move, please change your street address.

To send your hours from ClickTime to Payroll, submit each week's timesheet at the end of each week. The week in ClickTime starts on a Sunday and ends on Saturday. When you are done for the week, or very early on Monday morning, go to the ClickTime **Timesheet tab** and press the **SUBMIT** button to send your hours data to your approver.

Your approver will review your hours. If there is a problem with charge numbers or other issues, your timesheet will be rejected and sent back with comments for your correction and resubmission. Once approved, your hours are sent to the Accounting Dept. for payroll.

For payroll or timesheet questions, contact Jodee Hecht Jodee.hecht@jpsys.com. For charge number (CLIN) questions, please contact your Project Manager.

BAMBOO HR HUMAN RESOURCES PORTAL

- **Bamboo HR stores employee information, PTO info, insurance plan deductions, & data about your job**
 - Bamboo has its own email system which can assign you tasks (e.g. forms to sign)
 - Displays company announcements
 - Your official Paid Time Off totals are shown on your paycheck stubs
 - Bamboo displays Paid Time Off but it may be out of synch
 - Has a built in signing capability for documents
 - Bamboo stores employee documents *except* for I-9s and HIPPA data (e.g. Drug tests)
- **B**amboo shows your PTO accumulations. Request paid time off (Vacation and Sick) through Bamboo. Sick and vacation accrue with every paycheck.
- Download the Bamboo smart phone app
- You must either apply for insurance plans or refuse them in writing.

BAMBOOHR.COM HUMAN RESOURCES PORTAL

- ❑ Stores your signed HR documents
- ❑ Has most recent version of the Employee Manual in your Files tab at the top (next to reports)

The screenshot displays the BambooHR Files interface. The browser address bar shows the URL <https://jpsys.bamboohr.com/files/>. The navigation menu includes Dashboard, My Info, Employees, Job Openings, Reports, and Files. The Files section is active, showing a list of folders and files. The 'Employee Manual' folder is expanded, revealing two PDF files: 'EmployeeManual_ver_4.9.4.pdf' (2.60MB) and 'JPSys_New_employee_briefing_ver2.pdf' (341KB). The interface is powered by BambooHR, as indicated in the bottom right corner. The system tray at the bottom shows the date and time as 8:07 AM on 10/2/2016.

JPSYS NEW EMPLOYEE ONBOARDING TASKS*

To do on day 1:

- Visit the [JPSys New Employee Page](#) and the [JPSys Employee Links](#) web pages at www.JPSys.com.
- **Login to your JPSYS email.** The link to the web based email is on the Employee Links page. You will receive emails with invitations to the various portals.
- **Download and read the Timesheet Instructions from the New Employee page.**
- **Login to ClickTime and view the Help tab as needed.**
- **Download and complete your I-9 form at a local bank with a notary.** Bring your passport or other forms of ID and print pages 8 and 9 of the I-9 form for the notary. The notary serves as our company representative. They must sign the form and view your ID.
- **Login to Bamboo HR** and process the forms in your Bamboo HR email box (a separate email system from your JPSys.com email).
- **Visit the Employee Notices page** to download your Federal and State notices www.jpsys.com/employee_notices If you work virtually, you must post these in your workspace.

* This is not a complete list of all tasks. Please contact your Project Manager for all needed items

BENEFITS INSURANCE PLANS*

Anthem Blue Cross Blue Shield Medical, Anthem Blue Vision, Anthem Complete Dental & Anthem Life

- We cover the cost for full time employees for these 4 insurance plans.
- You must work at least 30 hours a week to qualify for coverage as a part time employee.
- Eligibility for Anthem Blue Cross Blue Shield insurance starts after a waiting period of a whole calendar month on the first day of the next full month. If you start work on October 3, your plan eligibility start December 1. If you start work on Sept 30, your plan eligibility starts on November 1.
- You must either apply for insurance plans or refuse them in writing.
- Anthem medical plan, called Keycare, is a nationwide plan, a PPO
- Medical, Dental and Vision plans may be accepted or declined separately. (e.g. you can accept medical for yourself, decline vision, but accept dental for whole family).
- Dependent coverage can be selected as desired. Cost of all dependent coverage is deducted from your paycheck for FT and PT.
- Anthem Life Insurance is a separate application.
- See http://www.jpssys.com/employee_benefits.html

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OTHER BENEFITS*

- **Paid Time Off**
 - For full time employees: You will accrue two weeks of vacation and 5 days of sick time over the course of each year.
 - For full time employees: there are ten holidays a year, one day may be used as a floating holiday instead of Columbus day. The list of holidays is on the Bulletin Board http://www.jpsys.com/employee_bulletin.html
- **401(k) Plan eligibility starts 6 months after your start date.**
 - You must contact us to tell us you want to start on the retirement plan.
 - Contributions can be a fixed amount or a percentage
 - We contribute 3% - it is not just a match.
- **Volunteer Day:** One day a year we pay you to volunteer at an IRS recognized charity. Work may be related to your job or totally different. See the Employee Manual for details.
- **Education Benefit:** See the Employee Manual
- See http://www.jpsys.com/employee_benefits.html

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TRAVEL

- All travel must be pre-approved in writing by the client
- Client is very sensitive to all travel costs
- The client for the Terminology Standards Support program will not pay for rental cars. You may rent a car, but it is not reimbursed.
- Save all out of town meal and food purchase receipts.
- Save taxi receipts.
- You will be reimbursed in accordance with federal travel regulations.

- If you do not have a receipt, we can not reimburse you. Hand write a receipt and have vendor date & initial it if nothing else is available,

- Submit your travel expenses through ClickTime. Scan all your receipts and upload them.

LEADERSHIP



Ms. **M**ulrooney, is the President and founder of J P Systems, Inc. She has 35 years of business and technical consulting experience. She is highly experienced in requirements analysis, data architecture, software development, business process analysis and the design of Enterprise IT systems. Skills include all phases of project development from feasibility studies, system design, implementation and deployment. She excels in difficult multi-stakeholder enterprise environments while maintaining excellent client relations. She is the author of www.HealthcareITInteroperability.com.

She has been an IT and business consultant to over a 100 companies for JPSys since 1983 including the following industries and agencies: Healthcare, Defense, TV and Broadcasting, Transportation, Financial, Dod Secretary of Defense, Navy, Air Force, and Army.

She oversees all company departments including Contracts, HR, Finance, Sales and Marketing, R & D, Communications, and performs CEO functions for J P Systems. Ms. Mulrooney founded J P Systems in 1983. She designs and develops websites and graphics. She develops the companies' business strategies, oversees all contracts and actively monitors the finances. She provides financial and technical guidance along with process improvements and revenue stream improvements for her clients.

LEADERSHIP



Mr. **M**ulrooney, Exec. Vice President has over 27 years of software design and development experience, of which the past 15 years have concentrated on Health IT and 9 years on Enterprise Architecture. Mr. Mulrooney currently serves as a Standards Architect for the U.S. Veterans Health Administration under the auspices of the Chief Health Informatics Officer. In this capacity, he is the Lead Modeler for the Federal Health Information Model (FHIMS.org), which is a logical information model which, under the auspices of the Federal Health Architecture, is intended to guide the information exchange requirements and Information Architectures of the partner federal agencies.

Mr. Mulrooney is experienced in Enterprise Architecture, RM/ODP, Zachman Framework, the Federal Enterprise Architecture (FEA) and Service Oriented Architecture for healthcare. Within VHA, he serves as an advisor to eHMP development projects to provide guidance regarding the enterprise's architectural initiatives and interoperability standards. He is also experienced in the full system development life cycle, USDP, RUP, OOA, OOD, UML and ER modeling, EDI, database management systems, and business process reengineering. He has been a consultant on two VA T4 efforts: VLER Interoperability and VistA Evolution.

LEADERSHIP



Bruce Amato is our Program Manager for the VA IDIQ. He is an experienced Project and Program Manager and a subject matter expert in the VA systems, Health Information Technology and Healthcare Transformation.

Corporate Leadership | Recruiting | Mergers & Acquisitions | Strategy Creation
P&L Responsibility | Large-Scale Organizational Challenges | Turnaround & Change Management

Tech-savvy business executive with 30+ years of success in organizational leadership, organizational improvement, and general management in government, business, education and not-for-profit sectors. Cross-functional leader who energizes successful, stagnant, or declining companies in diverse lines of business, surmounting barriers to growth and delivering on commitments to achieve revenue and profit growth. Effective communicator, skilled contract negotiator, and leader with proven ability to institute and carry out initiatives that drive positive change, improve efficiency and increased profitability. Trusted advisor and confidante who possesses active DoD Secret and VA NACI clearances. Train and mentor future corporate leaders and drive improvement in human capital performance. Core competencies include:

Strategic Planning & Implementation | Team Recruitment, Training, & Motivation
Healthcare IT Management | IT Systems Lifecycle Management | High-Level Contract Negotiations
Information Technology Infrastructure Library (ITIL) Certified

LEADERSHIP



Jay Lyle *Interoperability and standards consultant, business architect, Medical Terminologist, Project Manager*

He is currently a consultant on the VA T4 VLER Interoperability project. In support of the Federal Health Architecture, Mr. Lyle supports the development of the Federal Health Terminology Model. This includes overseeing the creation of value sets in CDC's PHIN VADs, and the linkage of those value sets to the Federal Health Information Model in support of HHS ONC. This effort involves coordination of terminology experts from multiple partner agencies.

In support of Veterans Health Administration's Standards and Interoperability program, Mr. Lyle provides project management, business analysis, data modeling, healthcare terminology and informatics expertise to Health Terminology Standards related projects.

He supports VA Terminology goals at Standards Development Organizations such as HL7 and inter-agency initiatives such as the VA-DOD integrated Electronic Health Record (iEHR) and Federal Health Architecture. His program management advice, planning ability, communication skills and clear thinking is highly valued by our clients.

LEADERSHIP



Dr. Tim Cromwell has over 30 years of Healthcare IT experience in the VHA. He is a Registered Nurse with an earned doctorate in Nursing. He is an experienced Project and Program Manager and a subject matter expert in the VHA VLER and VistA systems, Clinical Informatics, Health Information Technology, Population Health and Healthcare Transformation.

Dr. Cromwell led the Line of Business for Health of the Virtual Lifetime Electronic Record project (VLER), one of the Secretary's Transformational Initiatives. Dr. Cromwell's VLER Health team delivered 11 pilot locations where VA, DoD and private sector partners exchange health information via the Nationwide Health Information Network (NwHIN). Responsibilities included managing a team of terminologists, vocabulary engineers and data architects to develop and sustain standards within VA EHR systems, and to move those systems to interoperability with the private sector. Dr. Cromwell was the VA's main POC for the VA's efforts to join the Nationwide Health Information Network (NwHIN).

For the DoD / VA Interagency Program Office responsibilities included IT and Business Development, and national deployment activities for standards based health information exchange within Department of Defense and the Department of Veterans Affairs. Areas of influence included: standards development and deployment, standards based health information exchange development and deployment, health IT architecture, and analytics related to returns on investment of health IT investments. Within these two positions, Dr. Cromwell controlled lifecycle investments in excess of \$100M, and directed staff whose skill sets included health informatics, medical and nursing terminologies, health IT architecture, analytics and research methodology, business analytics, as well as program management.

TSS CONTRACT DETAILS

- ❑ **Issued By:** US Department of Veterans Affairs as a small business set aside
- ❑ **Primary Customer:** VHA, OIA and Terminology Division within Knowledge Based Systems (KBS)
- ❑ 13 total tasks from various groups in the VHA awarded
- ❑ There are three program offices
- ❑ Weekly status reports are required to be turned in before the weekly project meeting – please provide meaningful details to describe your efforts and any issues or challenges which need to be discussed and worked out.

JPSYS PARTNERS

Establishing great relationships with other small and large businesses is a part of our company culture. For the TSS IDIQ we partner with [Deloitte Consulting LLC](#), Book Zurman, [Apelon](#), Diameter Health, Innoserv, Defined IT, MD Partners and Sanotics. For other contract work and collaborations we partner with many firms including [Wolters Kluwer](#) HLI, Suntiva, IntePros Federal, Apprio, Hewlett Packard Enterprise, Accenture and Aegis.

- ❖ Omar Bouhaddou, PhD (Sanotics)
- ❖ Nitin Jain (Innoserv)
- ❖ Vic Eilenfield (HC Advance)
- ❖ Jef Fuller (Eastern Bay Business Solutions)
- ❖ Kirsten Haake (Deloitte)
- ❖ Debra Konicek, MSN, RN (Deloitte)
- ❖ Jane Cook (Deloitte)
- ❖ Greg Rehwoldt (Deloitte)
- ❖ Janet Morris (Deloitte)
- ❖ Ketan Vijapura (Deloitte)
- ❖ Timothy Williams (Deloitte)
- ❖ Dan Morford (Book Zurman)
- ❖ Dr. Rob McClure, MD (MD Partners)

WHO TO CONTACT WITH QUESTIONS

- First Check Employee Home <http://www.jpsys.com/employee.html>
 - To contact other employees: see the employee directory in Bamboo HR
 - ClickTime timesheet system Janel.Downing@jpsys.com
 - Bamboo HR: Janel.Downing@jpsys.com
 - HR Dept.: Ginna.Yost@jpsys.com and RonRex@ronrex.com
 - Benefits: Jackie.Mulrooney@jpsys.com
 - ShareFile.com: file repository Janel.Downing@jpsys.com
 - Web site issues & changes: Jackie.Mulrooney@jpsys.com
 - Travel Authorization: Donna Freedman Dfreedman@jpsys.com
 - Contracts & Operations Donna Freedman Dfreedman@jpsys.com
 - Accounting: Jodee.Hecht@jpsys.com
 - Expense Reimbursement: Jodee.Hecht@jpsys.com
 - IDIQ Policy & Program Issues: Bruce.Amato@jpsys.com
 - Technical Project Issues: Galen.Mulrooney@jpsys.com
 - Purchasing of equipment: Jackie.Mulrooney@jpsys.com
 - Purchasing of office supplies Janel.Downing@jpsys.com
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- Main office in Virginia 1 877 644-6644 or 703 815-0900
 - Main Office Fax: 703 815-8090

Once again – Welcome Aboard!

OUR MISSION: WE ENABLE DATA EXCHANGE BETWEEN ENTERPRISES THROUGH USE OF ARCHITECTURAL PLANNING, ADVANCED TOOLING AND DATA STANDARDS TO INCREASE INTEROPERABILITY AMONG HEALTHCARE PROVIDERS.

The main company website for professional services is www.JPSys.com.

Hint: when writing your email address for those outside the company, **capitalize the JPS part of JPSys**. The reason being that an underline in a document link will make jpsys look like **ipsys**. You may not get your mail.

For more information on data exchange, see HealthcareITInteroperability.com

Also see the Federal Health Information Model at www.fhims.org.