



Update_2_0_35

Clinical Reminders

VA-BENETRAVEL UPDATES

INSTALLATION and SETUP GUIDE

January 2018

Product Development
Department of Veterans Affairs

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Introduction

This clinical reminder update has two main functions. The first is to install a new national clinical reminder dialog for Beneficiary Travel Consult Reply and or Completion. (Title: CONSULT/BENEFICIARY TRAVEL). The second is to update dialog elements, groups, health factors and add branching logic to the previously released VA-BENEFICIARY TRAVEL reminder dialog.

Beneficiary Travel:

Due to Congressional inquiries and other VA reporting requirements, establishing seven (7) standardized national templates will satisfy the requirement to demonstrate VA has an accurate and consistent means of documenting and tracking nearest appropriate facilities (exceptions to facilities other than closest), special mode transportation and for Veterans receiving Aid and Attendance (A&A) or Housebound Benefits (HB). The seven (7) templates have been merged into one (1) Reminder Dialog for ease of use by providers at the point of care. The addition of a Progress Note Title with linked reminder dialog will allow local travel staff to reply and or complete Beneficiary Travel consult request orders. The new Consult/Beneficiary Travel dialog has health factors that will be used within the VA-BENEFICIARY TRAVEL reminder dialog branching logic. With this update, clinical staff that begin a new travel request are notified if a Veteran has an active approved travel request. Information on that approval will be displayed and the dialog will ask the author to contact local travel staff before entering a new request. If no such approval exists, the full Beneficiary Travel dialog will be displayed and available for use.

The following are current legislative, regulatory and VHA Manual guidelines for VA BENEFICIARY TRAVEL:

- United States Code (USC)
- [Payments or allowances for BENEFICIARY TRAVEL – 38 U.S.C. § 111](#)
- Code of Federal Regulations (CFR)
- [Purpose and Scope – 38 C.F.R. § 70.1](#)
- [Definitions – 38 C.F.R. § 70.2](#)
- [Determination of Secretary – 38 C.F.R. § 70.3](#)
- [Criteria for Approval – 38 C.F.R. § 70.4](#)
- [Eligible persons – 38 C.F.R. § 70.10](#)
- [Application – 38 C.F.R. § 70.20](#)
- [Where to Apply – 38 C.F.R. § 70.21](#)
- [Payment Principles – 38 C.F.R. § 70.30](#)
- [Deductibles – 38 C.F.R. § 70.31](#)
- [Reimbursement or Prior Payment – 38 C.F.R. § 70.32](#)
- [Administrative Procedures – 38 C.F.R. § 70.40](#)
- [Recovery of Payments – 38 C.F.R. § 70.41](#)
- [False Statements – 38 C.F.R. § 70.42](#)
- [Reduced fare requests – 38 C.F.R. § 70.50](#)

PLEASE NOTE: ALL facilities are expected to install and activate the approved **BENEFICIARY TRAVEL (BT) and CONSULT/BENEFICIARY TRAVEL - reminder dialog templates, create the Beneficiary Travel consult service, create Beneficiary Travel and Consult/Beneficiary Travel progress note titles and to convert remaining locally developed BENEFICIARY TRAVEL consults to the standardized consult/referral template format.**

UPDATE_2_0_35 includes multiple reminder dialog updates. It contains Reminder Exchange entry: **UPDATE_2_0_35 VA-BENEFICIARY TRAVEL UPDATES**

This update will update the following reminder content:

TIU TEMPLATE FIELD

VA-BENE DATE REQUIRED
EDIT 7*
VA-BENE TRAV MEAL/LODGING GSA HYPERLINK
VA-BENE TRAV MEAL/LODGING STATEMENT(EXCLUDED TEXT)
DATE (REQ)
VA-BENE TRAV WORD PROCESS REQUIRED
VA-BENE TRAV SPECIAL MODE EST TIME FRAME
STATEMENT DISPLAY
VA-BENEFIT TRAVEL
VA-BENE TRAV TYPE OF CARE PROVIDED
VA-BENE 45 BOX
VA-BENE TRAV TRANSPORTATION CC MODES
VA-BENE TRAV POV NOT ACCESSABLE
VA-BENE TRAV WORD PROCESSING
VA-BENE TRAV MEDICALLY NECESSARY
VA-BENE 45 BOX (REQUIRED)
VA-BENE TRAV ESTIMATED TIME FRAME
DISPLAY-ATTENDANT
VA-BENE TRAV WORD PROCESS RQD
VA-BENE TRAV ESTIMATED TIME FRAME
DISPLAY-CAREGIVER
VA-BENE TRAV CAREGIVER TYPE
VA-BENE DATE
VA-BENE TRAV INTER-FACILITY TRANSFER
VA-BENE TRAV SPECIAL MODE OTHER NEEDS O2
VA-BENE TRAV SPECIAL MODE OTHER NEEDS IV
VA-BENE TRAV TYPE WC
VA-BENE TRAV WORD INDENT REQ
VA-BENE TRAV SM ALS DISPLAY
VA-BENE TRAV CLINICAL CONDITION
VA-BENE TRAV YES NO
VA-BENE TRAV EDIT 50 REQ
VA-BENE TRAV ESTIMATED TIME FRAME DISPLAY
VA-BENE TRAVEL ELIGIBILITY
VA-BENE TRAV AA HL

HEALTH FACTORS

VA-REMINDER UPDATES
VA-UPDATE_2_0_35
VA-BENE CONSULT REPLY
VA-BENE REPLY-LODGING
VA-BENE REPLY-MEALS
VA-BENE REPLY-RETURN TRIP
VA-BENE REPLY-ONE WAY
VA-BENE REPLY-1 YEAR
VA-BENE REPLY-6 MONTHS
VA-BENE REPLY-3 MONTHS
VA-BENE REPLY-ONE TIME
VA-BENE REPLY-APPROVED
VA-BENE REPLY-LOST ELIGIBILITY
VA-BENE REPLY-AUTHORIZATION EXPIRES
VA-BENE REPLY-CHANGE IN BENEFITS
VA-BENE REPLY-SECOND REVIEW NO ACTION
VA-BENE REPLY-SECOND REVIEW NEEDS CLARIF
VA-BENE REPLY-SECOND REVIEW CONSISTENT
VA-BENE REPLY-SECONDARY REVIEW
VA-BENE REPLY-DISAPPROVED
VA-BENE CC MEDICAL JUSTIFICATION
VA-BENE TRAV CC SERVICE ANIMAL-YES
VA-BENE TRAV CC SERVICE ANIMAL-NO
VA-BENE TRAV CC CERTIFIED CAREGIVER-YES
VA-BENE TRAV CC CERTIFIED CAREGIVER-NO
VA-BENE TRAV CC CARE INTER FAC TRANS-D/C
VA-BENE TRAV CC CARE OPT APPT
VA-BENE TRAV CC CARE TRANSPLANT CARE
VA-BENE TRAV CC CARE ADM-D/C
VA-BENE TRAV CC CARE NVAC INPT
VA-BENE TRAV CC CARE NVAC OPT
VA-BENE TRAV CC CARE INPT ADM-D/C
VA-BENE TRAV CC CARE TYPE PROVIDED
VA-BENE TRAV CC TRANS MODES TAXI/CAR
VA-BENE TRAV CC TRANS MODES OTHER
VA-BENE TRAV CC TRANS MODES PLANE
VA-BENE TRAV CC TRANS MODES TRAIN
VA-BENE TRAV CC TRANS MODES TRANS SYS
VA-BENE TRAV CC TRANS MODES BUS
VA-BENE TRAV CC TRANSPORT MODES
VA-BENE TRAV CC POV NOT ACCESSABLE
VA-BENE SM DURATION
VA-BENE COMMON CARRIER 1 YEAR
VA-BENE COMMON CARRIER 6 MONTHS
VA-BENE COMMON CARRIER 3 MONTHS

VA-BENE COMMON CARRIER ONE TIME
VA-BENE ATTENDANT
VA-BENE ATTENDANT-NO
VA-BENE MEDICAL REASON ATTENDANT
VA-BENE MEDICAL REASON ATTENDANT-NO
VA-BENE TYPE OF APPOINTMENT
VA-BENE TYPE OF APPOINTMENT-INPT/NVCC
VA-BENE TYPE OF APPOINTMENT-OUTPT/NVCC
VA-BENE TYPE OF APPOINTMENT-INPT
VA-BENE TYPE OF APPOINTMENT-OUTPT
VA-BENE ATTENDANT-FAMILY/FRIEND
VA-BENE ATTENDANT-STAFF MEMBER
VA-BENE TRAV ESTIMATED TIME FRAME
VA-BENE ATTENDANT TRAV TIME FRAME 1YR
VA-BENE ATTENDANT TRAV TIME FRAME 6MTHS
VA-BENE ATTENDANT TRAV TIME FRAME 3MTHS
VA-BENE ATTENDANT TRAV TIME FRAME 1X
VA-BENE TYPE OF TRANSPORT/ASSISTANCE
VA-BENE TRANS/ASSIST-ATTENDANT LODGING
VA-BENE TRANS/ASSIST-ATTN COM CARRIER
VA-BENE TRANS/ASSIST-ATTN WHEELCHAIR
VA-BENE MEDICAL REASON ATTENDANT-YES
VA-BENE SER DOG PROVIDER STATEMENT
VA-BENE SER DOG MEDICALLY REQUIRED
VA-BENE TRANS/ASSIST-SERVICE DOG LODGING
VA-BENE TRANS/ASSIST-SEV DOG COM CARRIER
VA-BENE TRANS/ASSIST-SEV DOG WHEELCHAIR
VA-BENE SER DOG LEGALLY BLIND
VA-BENE SER DOG LEGALLY BLIND-NO
VA-BENE SER DOG LEGALLY BLIND-YES
VA-BENE SER DOG ABLE TO SELF TRANSPORT
VA-BENE SER DOG ABLE TO SELF TRNSPT-NO
VA-BENE SER DOG ABLE TO SELF TRNSPT-YES
VA-BENE SER DOG MEDICAL REASON
VA-BENE SER DOG MEDICAL REASON-MOBILITY
VA-BENE SER DOG MEDICAL REASON-HEARING
VA-BENE SER DOG MEDICAL REASON-VISUAL
VA-BENE TRAVEL
VA-BENE SERVICE DOG
VA-BENE TRAV MODE TRANSPORT
VA-BENE TRAV MODE TRANSPORT-OTHER
VA-BENE TRAV MODE TRANSPORT-PLANE
VA-BENE TRAV MODE TRANSPORT-TRAIN
VA-BENE TRAV MODE TRANSPORT-TRANSIT SYS
VA-BENE TRAV MODE TRANSPORT-BUS
VA-BENE TRAV MODE TRANSPORT-TAXI

VA-BENE CAREGIVER
VA-BENE CAREGIVER/TRAINING
VA-BENE CAREGIVER/SECONDARY (2)
VA-BENE CAREGIVER/SECONDARY (1)
VA-BENE CAREGIVER/PRIMARY
VA-BENE SM TYPE
VA-BENE SM TYPE WC
VA-BENE SM BLS REASON
VA-BENE SM BLS RIGID NECK BRACE
VA-BENE SM BLS VRE
VA-BENE SM BLS OTHER
VA-BENE SM BLS 02
VA-BENE SM BLS NG TUBE
VA-BENE SM BLS MRSA
VA-BENE SM BLS WEARING HALO
VA-BENE SM BLS FOLEY
VA-BENE SM BLS DNR
VA-BENE SM BLS DNI
VA-BENE SM BLS BARIATRIC STRETCHER
VA-BENE SM TYPE BLS TYPE
VA-BENE SM TYPE BLS TYPE RESTRAINT
VA-BENE SM TYPE BLS TYPE CARE
VA-BENE SM TYPE BLS TYPE STRETCHER
VA-BENE SM TYPE BLS
VA-BENE ALS REASON
VA-BENE SM ALS VRE+
VA-BENE SM ALS RIGID NECK BRACE
VA-BENE SM ALS RESTRAINTS/HIGH-RISK
VA-BENE SM ALS OTHER
VA-BENE SM ALS OPEN IV
VA-BENE SM ALS OPEN CENTRAL LINE
VA-BENE SM ALS OXYGEN
VA-BENE SM ALS NG TUBE
VA-BENE SM ALS MONITOR
VA-BENE SM ALS INTRAOUSSEOUS LINE
VA-BENE SM ALS FOLEY
VA-BENE SM ALS ENDOTRACHEAL INTUBATION
VA-BENE SM ALS EMERGENT TRANSPORT
VA-BENE SM ALS DNR
VA-BENE SM ALS DNI
VA-BENE SM ALS HIGH CPR
VA-BENE SM ALS CHEST TUBE
VA-BENE SM ALS BARIATRIC STRETCHER
VA-BENE SM ALS AIR AMBULANCE
VA-BENE SM TYPE ALS
VA-BENE SM FREQUENCY

VA-BENE SM FREQUENCY ROUND TRIP
VA-BENE SM FREQUENCY 1 WAY
VA-BENE SM 1 YEAR
VA-BENE 6 MONTHS
VA-BENE SM 3 MONTHS
VA-BENE SM ONE TIME
VA-BENE SM MEDICAL JUSTIFICATION
VA-BENE SM MEDICAL JUSTIFICATION NO
VA-BENE SM MEDICAL JUSTIFICATION YES
VA-BENE SM FACILITY TRANSFER
VA-BENE SM FACILITY TRANSFER NO
VA-BENE SM FACILITY TRANSFER YES
VA-BENE NEAREST FACILITY DURATION
VA-BENE NEAREST FACILITY 1 YEAR(SC)
VA-BENE NEAREST FACILITY 6 MONTHS(SC)
VA-BENE NEAREST FACILITY 3 MONTHS(SC)
VA-BENE NEAREST FACILITY ONE TIME(SC)
VA-BENE NEAREST FACILITY REASON
VA-BENE NEAREST FAC REASON ESTAB (SC)
VA-BENE NEAREST FAC REASON UNAVAIL(SC)
VA-BENE NEAREST FACILITY SERVICE TYPE
VA-BENE NEAREST FACILITY OTHER/SPEC CARE
VA-BENE NEAREST FACILITY ONE TIME(MH)
VA-BENE NEAREST FACILITY 1 YEAR(MH)
VA-BENE NEAREST FACILITY 6 MONTHS(MH)
VA-BENE NEAREST FACILITY 3 MONTHS(MH)
VA-BENE NEAREST FAC REASON ESTAB (MH)
VA-BENE NEAREST FAC REASON UNAVAIL(MH)
VA-BENE NEAREST FACILITY MH
VA-BENE NEAREST FACILITY 1 YEAR(PC)
VA-BENE NEAREST FACILITY 6 MONTHS(PC)
VA-BENE NEAREST FACILITY 3 MONTHS(PC)
VA-BENE NEAREST FACILITY ONE TIME(PC)
VA-BENE NEAREST FAC REASON ESTAB (PC)
VA-BENE NEAREST FAC REASON UNAVAIL(PC)
VA-BENE NEAREST FACILITY PC
VA-BENE A&A/HB
VA-BENE PROVIDER-PT SUBMITTED 21-2680
VA-BENE PROVIDER-21-2680 ON FILE
VA-BENE PROVIDER-PHY EXAM-TO SATISFY
VA-BENE HOUSEBOUND
VA-BENE AID AND ATTENDANCE

REMINDER SPONSOR

Office of Nursing Service
Veteran Transportation Program (VTP)

REMINDER TERM

VA-REMINDER UPDATE_2_0_35
VA-BENEFICIARY TRAVEL (BT)

REMINDER DEFINITION

VA-BENEFICIARY TRAVEL (BT)

REMINDER DIALOG

VA-BENEFICIARY TRAVEL (BT)CONSULT REPLY
VA-BENEFICIARY TRAVEL (BT)

HEALTH SUMMARY TYPE

BENE TRAVEL (ACTIVE APPROVAL)

HEALTH SUMMARY OBJECTS

BENE TRAVL - BT (ACTIVE APPROVAL)

HEALTH SUMMARY TYPE

BENE TRAVL - BT (ACTIVE APPROVAL)

Install Details

This update is being distributed as a web host file. The address for the host file is:

http://vista.med.va.gov/reminders/UPDATE_2_0_35.PRD

The file will be installed using Reminder Exchange, programmer access is not required.

Installation:

=====

This update can be loaded with users on the system. Installation will take approximately an hour. Please allow time for the post install setup and configuration which add additional time to the installation process depending on what you currently have configured.

Pre-Install

1. Using the Vista menu, Reminder Dialog Management, Reminder Dialogs, change view to Group, inquire into group VA-BENE TRAV GP OPTIONAL INTER-FACILITY TRANSFER YES and identify the local orderable item used as a finding item. During the installation, when this prompt “FINDING entry Q. ORZ BENE TRAV OPTIONAL INTER-FACILITY does not exist. Select one of the following:” appears during installation, you will replace with your local QO for beneficiary travel inter-facility transfer. Your facility may not have an order as a finding item for this group. If you do not have an order as a finding item, when this prompt “FINDING entry Q. ORZ BENE TRAV OPTIONAL INTER-FACILITY does not exist. Select one of the following:” appears during installation, you will delete the finding item.
2. Using the Vista menu, Reminder Dialog Management, Reminder Dialogs, change view to Group, inquire into group VA-BENE TRAV GP OPTIONAL INTER-FACILITY TRANSFER NO and identify the local orderable item used as a finding item. During the installation, when this prompt “FINDING entry Q. ORZ VA BENEFICIARY TRAVEL does not exist. Select one of the following:” appears during installation, you will replace with your local QO for beneficiary travel
3. **Consult Service** - Prior to installation, verify that you have a local consult service for **BENEFICIARY TRAVEL (BT)** . **ALL Sites SHOULD have this consult already created and in use.**

If not found you will need to create the consult service for **BENEFICIARY TRAVEL (BT)** using the guidelines below:

Set up using local business practices, ensuring the following required fields for the local consult service created:

PROVISIONAL DX PROMPT: REQUIRE//

PROVISIONAL DX INPUT: LEXICON//

ADMINISTRATIVE: YES//

Consult set up, must include printer set up to the Beneficiary Travel Clerk or designated staff

Consult set up to include key staff that need notification e.g. BENEFICIARY TRAVEL Clerks and access/permissions to close the consult

New consult services will need to have the CONSULT ASSOCIATED STOP CODE mapped to **stop code 674 (ADMIN PAT ACTIVITIES (MASNONCT))**.

Install Example

To Load the Web Host File. Navigate to Reminder exchange in Vista

```
+      + Next Screen  - Prev Screen  ?? More Actions  >>>
CFE Create Exchange File Entry      IH  Installation History
CHF Create Host File                 LHF  Load Host File
CMM Create MailMan Message           LMM  Load MailMan Message
DFE Delete Exchange File Entry       LWH  Load Web Host File
IFE Install Exchange File Entry       RI  Reminder Definition Inquiry
Select Action: Next Screen// LWH  Load Web Host File
Input the URL for the .prd file: http://vista.med.va.gov/reminders/UPDATE_2_0_35.PRD
```

At the **Select Action:** prompt, enter **LWH** for Load Web Host File

At the **Input the url for the .prd file:** prompt, type or copy and paste the following web address:

http://vista.med.va.gov/reminders/UPDATE_2_0_35.PRD

```
http://vista.med.va.gov/reminders/UPDATE_2_0_35.PRD successfully loaded.
```

You should see a message at the top of your screen that the file successfully loaded.

Search and locate the entry that begins with UPDATE_2_0_35 in reminder exchange.

```
+Item  Entry                                     Source                                     Date Packed
 81  UPDATE_2_0_35 VA-BENEFICIARY TRAVEL UPDATES  GRIFFITH@SALT LAKE CI  12/22/2017@05:23
 82  UPDATE_2_0_36 MISC UPDATE 5                GRIFFITH@SALT LAKE CI  12/07/2017@05:33
 83  UPDATE_2_0_36 TELEHEALTH UPDATES          GRIFFITH@SALT LAKE CI  12/07/2017@05:35
 84  UPDATE_2_0_39 VA-OSP SUICIDE SAFETY PLAN    GRIFFITH@SALT LAKE CI  12/13/2017@08:41
 85  UPDATE_2_0_3_2 TBI SCREENING                MONTGOMERY@SALT LAKE CI 10/28/2015@07:12
 86  UPDATE_2_0_4 VA-VETERANS CHOICE/MAMMOGRAM/TBI UPDATE  GRIFFITH@SALT LAKE CI  12/07/2015@06:03
+      + Next Screen  - Prev Screen  ?? More Actions  >>>
CFE Create Exchange File Entry      LHF  Load Host File
CHF Create Host File                 LMM  Load MailMan Message
CMM Create MailMan Message           LR   List Reminder Definitions
DFE Delete Exchange File Entry       LWH  Load Web Host File
IFE Install Exchange File Entry       RI  Reminder Definition Inquiry
IH  Installation History
Select Action: Next Screen// IFE  Install Exchange File Entry
Enter a list or range of numbers (1-225): 81
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry

Enter the number that corresponds with your entries titled UPDATE_2_0_35 VA-BENEFICIARY TRAVEL UPDATES (in this example it is entry 81, it will vary by site).

```

Component                                     Category  Exists
Source:      GRIFFITH,ELIZABETH A at SALT LAKE CITY
Date Packed: 12/22/2017@05:23:09
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-BENEFICIARY TRAVEL (BT)
  VA-BENEFICIARY TRAVEL (BT)CONSULT REPLY

REMINDER TERM
  VA-REMINDER UPDATE_2_0_35
Non-exchangeable order dialog(s):
-----
                                Name: ORZ VA BENEFICIARY TRAVEL
                                Type: Menu
+      Enter ?? for more actions                                     >>>
IA  Install all Components          IS  Install Selected Component
Select Action: Next Screen// IA

```

At the **Select Action** prompt, type **IA** for Install All Component and hit enter.

During the install, you will see multiple prompts. Please follow the guidance below.

1. If a reminder component does not exist, use the **INSTALL** action
2. If a reminder component exists, but the packed component is different, use the **OVERWRITE**.

There are two reminder dialogs included in this update, you will be prompted two different times to install the dialog components

```

Packed reminder dialog: VA-BENEFICIARY TRAVEL (BT)CONSULT REPLY [NATIONAL DIALOG
Item  Seq.  Dialog Findings                                     Type  Exists
1      VA-BENEFICIARY TRAVEL (BT)CONSULT REPLY         dialog
2      5 VA-BENE TRAV GP CONSULT REPLY                   group
   Finding: *NONE*
3      5.5 VA-BENE TRAV GP CONSULT APPROVAL             group
   Finding: VA-BENE REPLY-APPROVED (HEALTH FACTOR)
4      PXRМ VISIT DATE FORCED TODAY                     forced  X
5      5.5.10 VA-BENE TRAV GP CONS APPROVAL REASON     group
   Finding: *NONE*
6      5.5.10.5 VA-BENE CONS APPROVAL QUALIFIED        element
   APPOINTMENTS
   Finding: *NONE*
7      PXRМ VISIT DATE FORCED TODAY                     forced  X
8      PXRМ COMMENT                                     prompt  X
9      5.5.10.10 VA-BENE CONS APPROVAL SERVICE CONNECTED element
+      + Next Screen  - Prev Screen  ?? More Actions
DD  Dialog Details      DT  Dialog Text      IS  Install Selected
DF  Dialog Findings     DU  Dialog Usage     QU  Quit
DS  Dialog Summary      IA  Install All
Select Action: Next Screen// IA

```

At the **Select Action** prompt, type **IA** to install the dialog – **VA-BENEFICIARY TRAVEL (BT)CONSULT REPLY**

Select Action: Next Screen// IA Install All

All dialog components for VA-BENEFICIARY TRAVEL (BT)CONSULT REPLY are new.
 Install reminder dialog and all components with no further changes: Y// ES

```
Packed reminder dialog: VA-BENEFICIARY TRAVEL (BT)CONSULT REPLY [NATIONAL DIALOG
VA-BENEFICIARY TRAVEL (BT)CONSULT REPLY (reminder dialog) installed from exchang
```

Item	Seq.	Dialog Findings	Type	Exists		
1		VA-BENEFICIARY TRAVEL (BT)CONSULT REPLY	dialog	X		
2	5	VA-BENE TRAV GP CONSULT REPLY Finding: *NONE*	group	X		
3	5.5	VA-BENE TRAV GP CONSULT APPROVAL Finding: VA-BENE REPLY-APPROVED (HEALTH FACTOR)	group	X		
4		PXRM VISIT DATE FORCED TODAY	forced	X		
5	5.5.10	VA-BENE TRAV GP CONS APPROVAL REASON Finding: *NONE*	group	X		
6	5.5.10.5	VA-BENE CONS APPROVAL QUALIFIED APPOINTMENTS Finding: *NONE*	element	X		
7		PXRM VISIT DATE FORCED TODAY	forced	X		
8		PXRM COMMENT	prompt	X		
9	5.5.10.10	VA-BENE CONS APPROVAL SERVICE CONNECTED	element	X		
+ + Next Screen - Prev Screen ?? More Actions						
DD	Dialog Details		DT	Dialog Text	IS	Install Selected
DF	Dialog Findings		DU	Dialog Usage	QU	Quit
DS	Dialog Summary		IA	Install All		
Select Action: Next Screen// Q						

After completing this dialog install, you will type Q to move to the next dialog to install

```
Packed reminder dialog: VA-BENEFICIARY TRAVEL (BT) [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists		
1		VA-BENEFICIARY TRAVEL (BT)	dialog	X		
2	10	VA-BENEFICIARY TRAVEL(BT)* Finding: *NONE*	group	X		
3	10.10	VA-BENEFICIARY TRAVEL GP AA/HB MAIN Finding: *NONE*	group	X		
4	10.10.2	VA-BENEFICIARY TRAVEL GP AA/HB MAIN DISPLAY TEXT Finding: *NONE*	group	X		
5	10.10.2.10	VA-BENEFICIARY TRAVEL GP AID AND ATTENDANCE Finding: ORZ VA BENEFICIARY TRAVEL (ORDER DIALOG) Add. Finding: VA-BENE AID AND ATTENDANCE (HEALTH FACTOR)	group	X		
6		PXRM VISIT DATE FORCED TODAY	forced	X		
7	10.10.2.10.10	VA-BENE TRAV GP AA VIEW ELIGIBILITY	group	X		
+ + Next Screen - Prev Screen ?? More Actions						
DD	Dialog Details		DT	Dialog Text	IS	Install Selected
DF	Dialog Findings		DU	Dialog Usage	QU	Quit
DS	Dialog Summary		IA	Install All		
Select Action: Next Screen// IA Install All						

At the **Select Action** prompt, type **IA** to install the dialog – **VA-BENEFICIARY TRAVEL (BT)**

Install reminder dialog and all components with no further changes: Y// ES

YOU WILL BE SEEING THIS PROMPT SEVERAL TIMES:

FINDING entry **Q.ORZ VA BENEFICIARY TRAVEL** does not exist.

Select one of the following:

- D Delete
- P Replace with an existing entry
- Q Quit the install

Enter response: **P Replace with an existing entry**

Select ORDER DIALOG NAME: **Replace with your local QO identified in the pre-install for beneficiary travel**

FINDING entry **Q.ORZ VA BENE TRAV OPTIONAL INTER-FACILITY** does not exist.

Select one of the following:

- D Delete
- P Replace with an existing entry
- Q Quit the install

Enter response: **If you identified an existing order in the pre-install, you will choose P and replace with your local QO for beneficiary travel inter-facility transfer. Your facility may not have an order as a finding item for this group. If you do not have an order as a finding item, when this prompt displays choose D.**

```
Packed reminder dialog: VA-BENEFICIARY TRAVEL (BT) [NATIONAL DIALOG]
VA-BENEFICIARY TRAVEL (BT) (reminder dialog) installed from exchange file.
Item  Seq.  Dialog Findings                                     Type  Exists
-----
  1    VA-BENEFICIARY TRAVEL (BT)                         dialog  X
  2   10 VA-BENEFICIARY TRAVEL(BT)*
      Finding: *NONE*
  3   10.10 VA-BENEFICIARY TRAVEL GP AA/HB MAIN
      Finding: *NONE*
  4   10.10.2 VA-BENEFICIARY TRAVEL GP AA/HB MAIN DISPLAY
      TEXT
      Finding: *NONE*
  5   10.10.2.10 VA-BENEFICIARY TRAVEL GP AID AND
      ATTENDANCE
      Finding: ORZ VA BENEFICIARY TRAVEL (ORDER DIALOG)
      Add. Finding: VA-BENE AID AND ATTENDANCE (HEALTH FACTOR)
  6   PXR VISIT DATE FORCED TODAY                         forced  X
  7   10.10.2.10.10 VA-BENE TRAV GP AA VIEW ELIGIBILITY
      group  X
+      + Next Screen  - Prev Screen  ?? More Actions
DD  Dialog Details      DT  Dialog Text      IS  Install Selected
DF  Dialog Findings    DU  Dialog Usage     QU  Quit
DS  Dialog Summary     IA  Install All
Select Action: Next Screen// Q
```

After completing this dialog install, you will type Q and be prompted for the items below.

HEALTH SUMMARY TYPE entry BENE TRAVEL (ACTIVE APPROVAL) is NEW,
what do you want to do?

Select one of the following:

- C Create a new entry by copying to a new name
- I Install
- Q Quit the install
- S Skip, do not install this entry

Enter response: **I// nstall**

HEALTH SUMMARY OBJECTS entry BENE TRAVL-BT(ACTIVE APPROVAL) is NEW,
what do you want to do?

Select one of the following:

- C Create a new entry by copying to a new name
- I Install
- Q Quit the install
- S Skip, do not install this entry

Enter response: **I// nstall**

TIU DOCUMENT DEFINITION entry BENE TRAVL-BT(ACTIVE APPROVAL) is NEW,
what do you want to do?

Select one of the following:

- C Create a new entry by copying to a new name
- I Install
- Q Quit the install
- S Skip, do not install this entry

Enter response: **I// nstall**

```
Component                                     Category   Exists
Source:      GRIFFITH,ELIZABETH A at SALT LAKE CITY
Date Packed: 12/22/2017@05:23:09
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-BENEFICIARY TRAVEL (BT)
  VA-BENEFICIARY TRAVEL (BT)CONSULT REPLY

REMINDER TERM
  VA-REMINDER UPDATE_2_0_35
Non-exchangeable order dialog(s):
-----
Name: ORZ VA BENEFICIARY TRAVEL
Type: Menu
+      + Next Screen  - Prev Screen  ?? More Actions  >>>
IA  Install all Components      IS  Install Selected Component
Select Action: Next Screen// Q
```

After all the dialogs and components have been installed, you will then be returned to this screen. At the **Select Action** prompt, type **Q**.

Post-Install Set-up Instructions

1. Make the new Dialog able to be attached to a Personal or Shared template or to be able to attach the dialogs to a progress note title.

From the Reminders Manager Menu:

Select Reminder Managers Menu Option: **CP CPRS Reminder Configuration**

CA Add/Edit Reminder Categories

CL CPRS Lookup Categories

CS CPRS Cover Sheet Reminder List

MH Mental Health Dialogs Active

PN Progress Note Headers

RA Reminder GUI Resolution Active

TIU TIU Template Reminder Dialog Parameter

DL Default Outside Location

PT Position Reminder Text at Cursor

Select CPRS Reminder Configuration Option: **TIU TIU Template Reminder Dialog Parameter**

Reminder Dialogs allowed as Templates may be set for the following:

1 User USR [choose from NEW PERSON]

3 Service SRV [choose from SERVICE/SECTION]

4 Division DIV [choose from INSTITUTION]

5 System SYS [NATREM.FO-SLC.MED.VA.GOV]

Enter selection: **5** *Choose the appropriate number for your site. Your site may do this by System or other levels. The example below uses SYSTEM level*

Setting Reminder Dialogs allowed as Templates for System:

Select Display Sequence: **?**

148 VA-VETERANS CHOICE NOTE

149 VA-TBI SCREENING

*When you type a question mark above, you will see the list of #'s (with dialogs) that are already taken. Choose a number **NOT** on this list. For this example, looking above I see the number 150 is not present, so I will use 150.*

Select Display Sequence: **150**

Are you adding 150 as a new Display Sequence? Yes// **Y YES**

Display Sequence: 150// **<Enter>** 150

Clinical Reminder Dialog: **VA-BENEFICIARY TRAVEL (BT) CONSULT REPLY**

reminder dialog LOCAL

OK? Yes// **<Enter>** (Yes)

2. Setup of Note Title

Post installation, verify that you have a local note title for travel staff use when completing a Beneficiary Travel BT Consult:

Example Note Title “CONSULT/BENEFICIARY TRAVEL (BT)”

The note title at your site may vary based on your local naming conventions. Please review your consult note titles to see if the appropriate title already exists.

If not found you will need to create it following your local naming conventions.

You will need to add the new note title to your consult TIU document class. Map the progress note to the VHA Enterprise Standard Title CONSULT.

Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the [TIU/ASU Implementation Guide](#)

3. Associate the reminder dialogs with the note title in CPRS.

To do this, go to Template Editor, then Document Titles, select the appropriate folder (if applicable), and choose New Template (top right-hand corner). *If you have a template already associated with your consult reply note, you will need to delete the associated title on that entry before completing this step.*

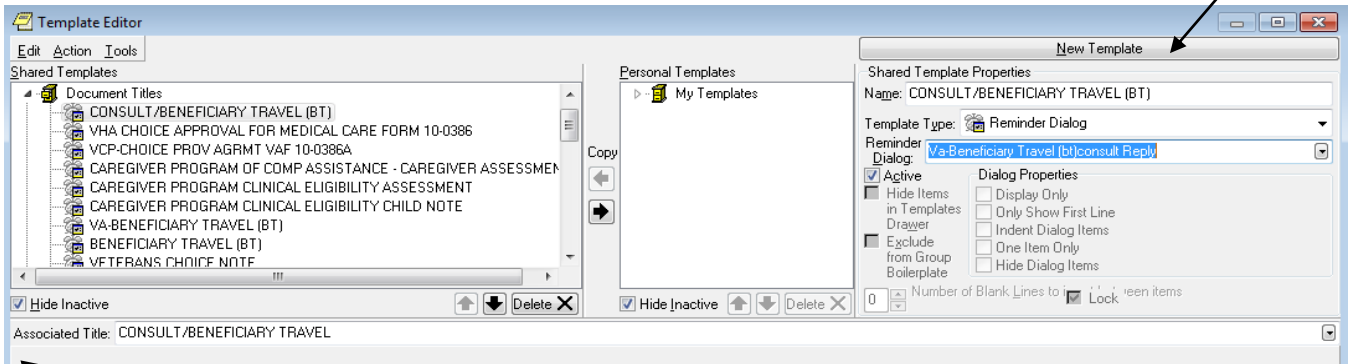
1. Type in the following information:

Name: **Consult/Beneficiary Travel (BT) or (your local note title)**

Template Type: Reminder Dialog

Reminder Dialog: **VA-BENEFICIARY TRAVEL (BT)CONSULT REPLY**

Associated Title: **CONSULT/BENEFICIARY TRAVEL (BT) or (your local note title)**



Next, type in the Associated Title, which in this case is **CONSULT/BENEFICIARY TRAVEL (BT) or (your local note title) NOTE**, and hit Apply:

4. Update Health Summary Type to include the new health factors

The BENEFICIARY TRAVEL (BT) Health Summary will should already exist in the reason for request for the Beneficiary Travel Consult quick order. There are new health factors that need to be added to it.

From the Health Summary Coordinator's Menu:

- 1 Print Health Summary Menu ...
- 2 Build Health Summary Type Menu ...
- 3 Set-up Batch Print Locations
- 4 List Batch Health Summary Locations
- 5 CPRS Reports Tab 'Health Summary Types List' Menu ...

Select Health Summary Coordinator's Menu Option: **2 Build Health Summary Type Menu**

1. Create/Modify Health Summary Type
2. Delete Health Summary Type
3. Health Summary Objects Menu...
4. Information Menu...
5. Print Health Summary Menu...

Select Build Health Summary Type Menu <TEST ACCOUNT> Option: **1 Create/Modify Health Summary Type**

Select Health Summary Type: **BENEFICIARY TRAVEL (BT)**
OK? YES// <Enter> **YES**

WARNING: You are about to edit a Health Summary Type that is being used by a Health Summary Object. Changing the structure of this Health Summary Type will alter how the Object will display.

Do want to continue? NO// **YES**

NAME: BENEFICIARY TRAVEL (BT) Replace <Enter>

TITLE:

SUPPRESS PRINT OF COMPONENTS WITHOUT DATA: yes//<Enter>

SUPPRESS SENSITIVE PRINT DATA: NO SSN// <Enter>

Do you wish to review the Summary Type structure before continuing? **NO//**
<Enter> NO

Select COMPONENT: **SHF** PCE HEALTH FACTORS SELECTED SHF

PCE HEALTH FACTORS SELECTED is already a component of this summary.

Select one of the following:

- E Edit component parameters
- D Delete component from summary

Select Action: **Edit component parameters**
 SUMMARY ORDER: 5// 5 <Enter>
 OCCURRENCE LIMIT: <Enter>
 TIME LIMIT: 3D// <Enter>
 HEADER NAME: Health Factor Select Replace <Enter>

Current selection items are: VA-BENE TYPE OF TRANSPORT/ASSISTANCE
 VA-BENE TYPE OF APPOINTMENT
 VA-BENE TRAVEL ELIGIBLE
 VA-BENE TRAVEL
 VA-BENE TRAV MODE TRANSPORT
 VA-BENE TRAV ESTIMATED TIME FRAME
 VA-BENE SM TYPE BLS TYPE
 VA-BENE SM MEDICAL JUSTIFICATION
 VA-BENE SM FREQUENCY
 VA-BENE SM FACILITY TRANSFER
 VA-BENE SM DURATION
 VA-BENE SM BLS REASON
 VA-BENE SER DOG MEDICAL REASON
 VA-BENE SER DOG LEGALLY BLIND
 VA-BENE SER DOG ABLE TO SELF TRANSPORT
 VA-BENE NEAREST FACILITY SERVICE TYPE
 VA-BENE NEAREST FACILITY REASON
 VA-BENE NEAREST FACILITY DURATION
 VA-BENE MEDICAL REASON ATTENDANT
 VA-BENE CAREGIVER
 VA-BENE ATTENDANT
 VA-BENE ALS REASON
 VA-BENE SM TYPE
 VA-BENE A&A/HB

Select new items one at a time in the sequence you want them displayed.
 You may select any number of items.

Select SELECTION ITEM: VA-BENE A&A/HB// **VA-BENE CC MEDICAL JUSTIFICATION**

Searching for a HEALTH FACTORS, (pointed-to by SELECTION ITEM)

Searching for a HEALTH FACTORS
 VA-BENE CC MEDICAL JUSTIFICATION CATEGORY
 ...OK? Yes// <Enter> (Yes)
 Select SELECTION ITEM: VA-BENE SER DOG PROVIDER STATEMENT

Searching for a HEALTH FACTORS, (pointed-to by SELECTION ITEM)

Searching for a HEALTH FACTORS
 VA-BENE SER DOG PROVIDER STATEMENT CATEGORY
 ...OK? Yes// <Enter> (Yes)
 Select SELECTION ITEM: <Enter>
 PCE HEALTH FACTORS SELECTED (SHF)

- 1 VA-BENE TYPE OF TRANSPORT/ASSISTANCE CATEGORY
- 2 VA-BENE TYPE OF APPOINTMENT CATEGORY
- 3 VA-BENE TRAVEL ELIGIBLE CATEGORY – *this category is not in the updated template but you can leave it in your object if it is there. If it is not there, you do not need to add it.*
- 4 VA-BENE TRAVEL CATEGORY
- 5 VA-BENE TRAV MODE TRANSPORT CATEGORY
- 6 VA-BENE TRAV ESTIMATED TIME FRAME CATEGORY
- 7 VA-BENE SM TYPE BLS TYPE CATEGORY
- 8 VA-BENE SM MEDICAL JUSTIFICATION CATEGORY
- 9 VA-BENE SM FREQUENCY CATEGORY
- 10 VA-BENE SM FACILITY TRANSFER CATEGORY
- 11 VA-BENE SM DURATION CATEGORY
- 12 VA-BENE SM BLS REASON CATEGORY
- 13 VA-BENE SER DOG MEDICAL REASON CATEGORY
- 14 VA-BENE SER DOG LEGALLY BLIND CATEGORY
- 15 VA-BENE SER DOG ABLE TO SELF TRANSPORT CATEGORY
- 16 VA-BENE NEAREST FACILITY SERVICE TYPE CATEGORY
- 17 VA-BENE NEAREST FACILITY REASON CATEGORY
- 18 VA-BENE NEAREST FACILITY DURATION CATEGORY
- 19 VA-BENE MEDICAL REASON ATTENDANT CATEGORY
- 20 VA-BENE CAREGIVER CATEGORY
- 21 VA-BENE ATTENDANT CATEGORY
- 22 VA-BENE ALS REASON CATEGORY
- 23 VA-BENE SM TYPE CATEGORY
- 24 VA-BENE A&A/HB CATEGORY
- 25 VA-BENE CC MEDICAL JUSTIFICATION CATEGORY ← Newly Added HF Category

**26 VA-BENE SER DOG PROVIDER STATEMENT
CATEGORY ← Newly Added HF Category**

Do you want to resequence the selection items? <Enter>
Select COMPONENT: <Enter>

Do you wish to review the Summary Type structure before continuing? NO//
<Enter>

Please hold on while I resequence the summary order.

5. Your TIU Object “PATIENT WEIGHT” needs to be inserted into the following 2 elements:

VAL-BENE TRAV SPECIAL MODE BASIC LIFE SUPPORT
VAL-BENE TRAV SPECIAL MODE ADVANCED LIFE SUPPORT

Navigate to Reminder Dialogs and change your view to ELEMENTS. Search for “VA-BENE TRAV SPECIAL MODE BASIC LIFE SUPPORT. Do this again with element “VA-BENE TRAV SPECIAL MODE ADVANCED LIFE SUPPORT”

Edit and add your facility’s local data object for patient weight if it is different than [PATIENT WEIGHT].

6. You may replace the TIU Object “VA-WRIISC ADDRESS” in the following 5 elements with your local TIU for Patient Address if you have one:

VAL-BENE TRAV NEAREST FACILITY PC FROM LOCATION PTS RESIDENTS
VAL-BENE TRAV NEAREST FACILITY MH FROM LOCATION PTS RESIDENTS
VAL-BENE TRAV NEAREST FACILITY SC FROM LOCATION PTS RESIDENTS
VAL-BENE TRAV COMMON CARRIER FROM LOCATION PTS RESIDENTS
VAL-BENE TRAV ATTENDANT FROM LOCATION PTS RESIDENTS

Navigate to Reminder Dialogs and change your view to ELEMENTS. Search for “VAL-BENE TRAV NEAREST FACILITY PC FROM LOCATION PTS RESIDENTS”. Do this again with each of the remaining 4 elements listed above.

7. Make local EDITS to the VA-BENEFICIARY TRAVEL (BT)CONSULT REPLY reminder dialog.

Add your local travel office phone number to the following groups and elements:

VAL-BENE TRAV CONSULT DISAPPROVED TEXT (PLEASE DIRECT)
VAL-BENEFICIARY TRAVEL(BT)ALTERNATE TEXT

Navigate to Reminder Dialogs and change your view to ELEMENTS. Search for “VAL-BENE TRAV CONSULT DISAPPROVED TEXT (PLEASE DIRECT)”. **(REPLACE (***)ADD LOCAL TRAVEL OFFICE PHONE NUMBER HERE***)** with your Site’s **Local Travel Office Phone Number**. If your site has more than one phone number, you can create a txml field and replace the text with the newly created txml field. Do this again with element “VAL-BENEFICIARY TRAVEL(BT)ALTERNATE TEXT”

Add your local travel office phone number to the following Group: VAL-BENE TRAVEL GP (BT)REPLACEMENT-ACTIVE APPROVAL

Navigate to Reminder Dialogs and change your view to GROUP. Search for “VAL-BENE TRAVEL GP (BT)REPLACEMENT-ACTIVE APPROVAL”. **(REPLACE (***)ADD LOCAL TRAVEL OFFICE PHONE NUMBER HERE***)** with your Site’s **Local Travel Office Phone Number**. If your site has more than one phone number, you can create a txml field and replace the text with the newly created txml field.

8. Add the appropriate orders to the VA-BENE TRAVEL reminder dialog

- a. Review reminder dialog group GROUP VA-BENE TRAV GP OPTIONAL INTER-FACILITY TRANSFER YES and confirm that your local facility order is included as a finding item. **Review Pre-Install inquiry to assist in identifying the correct order.**
Note: If you did not have an order mapped pre-install to this group, you do not need to map one now. This inclusion of an order on this group depends on local policy.
- b. Confirm that your local facility order for beneficiary travel is included as a finding item in the following groups and elements. **Review Pre-Install inquiry to assist in identifying the correct order.**

REMINDER Dialog Groups:

VA-BENEFICIARY TRAVEL GP AID AND ATTENDANCE
VA-BENEFICIARY TRAVEL GP HOUSEBOUND
VA-BENEFICIARY TRAVEL GP AID AND ATTENDANCE HOUSEBOUND
VA-BENE TRAV GP OPTIONAL INTER-FACILITY TRANSFER NO
VA-BENE TRAV GP COMMON CARRIER
VA-BENE TRAV GP CAREGIVER
VA-BENE TRAV GP ATTENDANT

REMINDER Dialog Elements:

VA-BENE TRAV NEAREST FACILITY
VA-BENE TRAV TYPE OF TRANS/ASSIST-WHEELCHAIR ATTENDANT

VA-BENE TRAV TYPE OF TRANS/ASSIST-ATTENDANT COM CARRIER
VA-BENE TRAV TYPE OF TRANS/ASSIST-ATTENDANT LODGING
VA-BENE TRAV TYPE OF TRANS/ASSIST-WHEELCHAIR SERVICE DOG
VA-BENE TRAV TYPE OF TRANS/ASSIST-SERVICE DOG COM CARRIER
VA-BENE TRAV TYPE OF TRANS/ASSIST-SERVICE DOG LODGING

NOTE: If you require further technical assistance, please notify your local IT support to log a national CA Service Desk Manager (SDM) ticket (previously a Remedy™ ticket) or contact the VA Service Desk at 855-673-4357 and have them submit a national CA ticket to the Incident Area:

NTL.APP.VISTA.CLINICAL REMINDERS 2_0 and we will contact you.