



Update 2_0_29

Clinical Reminders

VA-HOMELESSNESS FOOD INSECURITY REMINDER

Install Guide

August 2017

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

The Secretary of the Department of Veterans Affairs has made it a priority to eliminate homelessness in our Veteran population.

The objective of the VA-Homelessness Screening Clinical Reminder is to: (a) identify Veterans and their families who are at imminent risk of homelessness or who have very recently become homeless; (b) ensure that those who are at-risk or who are currently homeless are referred for the appropriate assistance; and (c) update the current living situation for Veterans. Information collected by the VA-Homelessness Screening reminder will guide staff to refer Veterans for further assessment and the appropriate intervention to prevent or quickly end homelessness.

VHA will focus on the issue of food insecurity, the identification of Veterans at risk, the needed training of VHA staff and the coordination of resources and initiatives to support the veterans for whom we care.

This update will update the reminder definition VA-Homelessness Screening to include a new question about Food Insecurity when it comes due. The print name of the reminder has been updated to be Homelessness/Food Insecurity Screen. This reminder will also no longer exclude from the cohort logic patients that are receiving homelessness services. For those patients, the reminder dialog will use branching logic to only display the new food insecurity question. A positive response to the food insecurity question that is more recent than a negative response will cause the reminder to be due again in 3 months.

UPDATE_2_0_29 contains 1 Reminder Exchange entry:

UPDATE_2_0_29 VA-HOMELESSNESS AND FOOD INSECURITY

The exchange file contains the following components:

TIU TEMPLATE FIELD

BLANK SPACE1

HOMELESSNESS EDUCATIONAL MATERIALS

HEALTH FACTORS

VA-REMINDER UPDATES

VA-UPDATE_2_0_29

HOMELESSNESS SCREENING

UNABLE TO PERFORM HOMELESS SCREEN

DECLINES HOMELESS SCREEN

NURSING HOME RESIDENT

VA-HOMELESS FOOD SCREEN NOT PERFORMED

VA-HOMELESSNESS FOOD SHORTAGE NO

REFERRED TO DIETICIAN FOOD

REFERRED TO SOCIAL WORK

REFERRED TO SOCIAL WORK FOOD

NO REFERRALS REQUESTED FOOD
VA-HOMELESSNESS FOOD SHORTAGE YES
ALREADY RECEIVING ASSIST WITH HOUSING
VA-HOMELESS SCREENING NOT PERFORMED
BEST WAY TO REACH
DECLINES HOMELESS REFERRAL
REFERRED TO HOMELESS PROGRAM
CURRENT LIVING
LIVES OTHER
LIVES ON STREET
LIVES IN SHELTER
LIVES IN INSTITUTION
LIVES IN MOTEL/HOTEL
LIVES WITH FRIEND OR FAMILY
LIVES IN HOUSE WITH SUBSIDY
LIVES IN HOUSE NO SUBSIDY
POSITIVE - HAS NO STABLE HOUSING
NEGATIVE - HAS NO HOUSING CONCERNS
DECLINES SOCIAL WORK REFERRAL
POSITIVE - HAS WORRIES ABOUT HOUSING
NEGATIVE - HAS STABLE HOUSING

REMINDER SPONSOR

HOMELESSNESS OFFICE

REMINDER LOCATION LIST

VA-HOMELESSNESS STOP CODES

REMINDER TERM

VA-REMINDER UPDATE_2_0_29

VA-HOMELESSNESS - ALREADY RECEIVING SERVICES

REMINDER DEFINITION

VA-HOMELESSNESS FREQUENCY 2Y

VA-HOMELESSNESS SCREENING

REMINDER DIALOG

VA-HOMELESSNESS SCREENING

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_29.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 less than 15 minutes.

Pre-Install

1. Using the menu, Reminder Manager, Reminder Term Management, Inquire about Reminder Term, Inquire into the Reminder Term VA-HOMELESSNESS - ALREADY RECEIVING SERVICES and save for reference post install.
2. Using the menu, Reminder Dialog Management, Reminder Dialogs, Change the view to element and do an inquiry into element VA-OI HOMELESS REFERRAL and note the orderable item that is a finding or an additional finding item for reference post install.
3. Using the menu, Reminder Dialog Management, Reminder Dialogs, Change the view to element and do an inquiry into element VA-OI SOCIAL WORK REFERRAL and note the orderable item that is a finding or an additional finding item for reference post install.

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      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// LWH Load Web Host File ←
Input the url for the .prd file: http://vista.med.va.gov/reminders/UPDATE_2_0_29.PRD
```

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

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

http://vista.med.va.gov/reminders/UPDATE_2_0_29.PRD

```
-----
http://vista.med.va.gov/reminders/UPDATE_2_0_29.PRD successfully loaded.
```

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

Search and locate an entry titled UPDATE_2_0_29 VA-HOMELESSNESS FOOD INSECURITY in reminder exchange.

```

+Item  Entry                               Source                               Date Packed
72  UPDATE_2_0_29 VA-HOMELESSNESS          GRIFFITH@SALT LAKE CI             07/18/2017@07:56
    FOOD INSECURITY
73  UPDATE_2_0_30 VA-IRAQ &                GRIFFITH@SALT LAKE CI             05/11/2017@05:37
    AFGHAN POST-DEPLOY
74  UPDATE_2_0_30 VA-IRAQ &                GRIFFITH@SALT LAKE CI             05/18/2017@13:25
    AFGHAN POST-DEPLOY
75  UPDATE_2_0_31 VA-REACH                  GRIFFITH@SALT LAKE CI             07/05/2017@07:55
76  UPDATE_2_0_3_2 TBI SCREENING            MONTGOMERY@SALT LAKE CI           10/28/2015@07:12
77  UPDATE_2_0_4 VA-VETERANS                GRIFFITH@SALT LAKE CI             12/07/2015@06:03
    CHOICE/MAMMOGRAM/TBI UPDATE
+      + 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 (1-214): 72

```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
 Enter the number that corresponds with your entry **UPDATE_2_0_29 VA-HOMELESSNESS FOOD INSECURITY** (in this example it is entry 72, it will vary by site)

```

Component                               Category  Exists
Source:  GRIFFITH,ELIZABETH A at SALT LAKE CITY
Date Packed: 07/18/2017@07:56:01
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER TERM
  VA-REMINDER UPDATE_2_0_29

REMINDER DEFINITION
  VA-HOMELESSNESS SCREENING

Keywords:

Components:

+      Enter ?? for more actions  >>>
IA  Install all Components          IS  Install Selected Component
Select Action: Next Screen// IA

```

At the Select Action prompt, type **IA** to install all components.

You will then see the following prompts, THE PROMPTS YOU SEE MAY VARY depending on your prior configuration of this reminder, As a general rule, you will **Install** all new Components, **Merge** any existing Reminder Terms if they are different and **Overwrite** the other components that are different, there is one example below you should **SKIP**:

```

Select Action: Next Screen// IA  Install all Components
TIU TEMPLATE FIELD entry named BLANK SPACE1 already exists and the
packed component is identical, skipping.

```

TIU TEMPLATE FIELD entry named HOMELESSNESS EDUCATIONAL MATERIALS already exists and the packed component is identical, skipping.
HEALTH FACTORS entry named VA-REMINDER UPDATES already exists and the packed component is identical, skipping.
HEALTH FACTORS entry VA-UPDATE_2_0_29 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 FACTORS entry named HOMELESSNESS SCREENING already exists and the packed component is identical, skipping.
HEALTH FACTORS entry named UNABLE TO PERFORM HOMELESS SCREEN already exists and the packed component is identical, skipping.
HEALTH FACTORS entry named DECLINES HOMELESS SCREEN already exists and the packed component is identical, skipping.
HEALTH FACTORS entry named NURSING HOME RESIDENT already exists and the packed component is identical, skipping.
HEALTH FACTORS entry VA-HOMELESS FOOD SCREEN NOT PERFORMED 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 FACTORS entry VA-HOMELESSNESS FOOD SHORTAGE NO 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 FACTORS entry REFERRED TO DIETICIAN FOOD 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 FACTORS entry REFERRED TO SOCIAL WORK FOOD 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 FACTORS entry NO REFERRALS REQUESTED FOOD 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 FACTORS entry VA-HOMELESSNESS FOOD SHORTAGE YES 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 FACTORS entry named ALREADY RECEIVING ASSIST WITH HOUSING
already exists and the packed component is identical, skipping.
HEALTH FACTORS entry VA-HOMELESS SCREENING NOT PERFORMED 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 FACTORS entry named BEST WAY TO REACH already exists and the
packed component is identical, skipping.
HEALTH FACTORS entry named DECLINES HOMELESS REFERRAL already exists
and the packed component is identical, skipping.
HEALTH FACTORS entry named REFERRED TO HOMELESS PROGRAM already exists
and the packed component is identical, skipping.
HEALTH FACTORS entry named CURRENT LIVING already exists and the
packed component is identical, skipping.
HEALTH FACTORS entry named LIVES OTHER already exists and the packed
component is identical, skipping.
HEALTH FACTORS entry named LIVES ON STREET already exists and the
packed component is identical, skipping.
HEALTH FACTORS entry named LIVES IN SHELTER already exists and the
packed component is identical, skipping.
HEALTH FACTORS entry named LIVES IN INSTITUTION already exists and
the packed component is identical, skipping.
HEALTH FACTORS entry named LIVES IN MOTEL/HOTEL already exists and
the packed component is identical, skipping.
HEALTH FACTORS entry named LIVES WITH FRIEND OR FAMILY already exists
and the packed component is identical, skipping.
HEALTH FACTORS entry named LIVES IN HOUSE WITH SUBSIDY already exists
and the packed component is identical, skipping.
HEALTH FACTORS entry named LIVES IN HOUSE NO SUBSIDY already exists
and the packed component is identical, skipping.
HEALTH FACTORS entry named POSITIVE - HAS NO STABLE HOUSING already
exists and the packed component is identical, skipping.
HEALTH FACTORS entry named NEGATIVE - HAS NO HOUSING CONCERNS already
exists and the packed component is identical, skipping.
HEALTH FACTORS entry named DECLINES SOCIAL WORK REFERRAL already
exists and the packed component is identical, skipping.

HEALTH FACTORS entry named REFERRED TO SOCIAL WORK already exists and the packed component is identical, skipping.
HEALTH FACTORS entry named POSITIVE - HAS WORRIES ABOUT HOUSING already exists and the packed component is identical, skipping.
HEALTH FACTORS entry named NEGATIVE - HAS STABLE HOUSING already exists and the packed component is identical, skipping.
REMINDER SPONSOR entry named HOMELESSNESS OFFICE already exists and the packed component is identical, skipping.
REMINDER LOCATION LIST entry named VA-HOMELESSNESS STOP CODES already exists but the packed component is different, what do you want to do?

- C Create a new entry by copying to a new name
- O Overwrite the current entry
- U Update
- Q Quit the install
- S Skip, do not install this entry

Enter response: **O// Skip, do not install this entry**

REMINDER TERM entry VA-REMINDER UPDATE_2_0_29 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**

REMINDER TERM entry named VA-HOMELESSNESS - ALREADY RECEIVING SERVICES already exists but the packed component is different, what do you want to do?

Select one of the following:

- C Create a new entry by copying to a new name
- M Merge findings
- O Overwrite the current entry
- U Update
- Q Quit the install
- S Skip, do not install this entry

Enter response: **O// Merge findings**

REMINDER DEFINITION entry named VA-HOMELESSNESS FREQUENCY 2Y already exists but the packed component is different, what do you want to do?

Select one of the following:

- C Create a new entry by copying to a new name
- O Overwrite the current entry
- U Update
- Q Quit the install
- S Skip, do not install this entry

Enter response: **O// verwrite the current entry**

Are you sure you want to overwrite? **N// YES**

REMINDER DEFINITION entry named VA-HOMELESSNESS SCREENING already exists but the packed component is different, what do you want to do?

Select one of the following:

- C Create a new entry by copying to a new name
- O Overwrite the current entry
- U Update
- Q Quit the install
- S Skip, do not install this entry

Enter response: **O// verwrite the current entry**

Are you sure you want to overwrite? **N// YES**

You will then be prompted to install the reminder dialog:

```
Packed reminder dialog: VA-HOMELESSNESS SCREENING
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-HOMELESSNESS SCREENING	dialog	X
2	5	VA-GP HOMELESSNESS SCREEN AND FOOD INSECURITY Finding: *NONE*	group	
3	5.5	VA-GP HOMELESSNESS SCREEN Finding: *NONE*	group	X
4	5.5.5	VA-GP HOMELESS LAST 60 DAYS - STABLE HOUSING? Finding: *NONE*	group	X
5	5.5.5.5	VA-GP HOMELESS - STABLE HOUSING Finding: NEGATIVE - HAS STABLE HOUSING (HEALTH FACTOR)	group	X
6	5.5.5.5.5	VA-GP HOMELESS WORRIED NEXT 60 DAYS Finding: *NONE*	group	X
7	5.5.5.5.5.5	VA-GP HOMELESS - AT RISK NEAR FUTURE - RECENT HOUSING Finding: POSITIVE - HAS WORRIES ABOUT HOUSING (HEALTH	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**

At the **Select Action** prompt, type **IA** to install the dialog – VA-HOMELESSNESS SCREENING

Select Action: Next Screen// **IA Install All**

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

```
Packed reminder dialog: VA-HOMELESSNESS SCREENING  
VA-HOMELESSNESS SCREENING (reminder dialog) installed from exchange file.
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-HOMELESSNESS SCREENING	dialog	X
2	5	VA-GP HOMELESSNESS SCREEN AND FOOD INSECURITY Finding: *NONE*	group	X
3	5.5	VA-GP HOMELESSNESS SCREEN Finding: *NONE*	group	X
4	5.5.5	VA-GP HOMELESS LAST 60 DAYS - STABLE HOUSING? Finding: *NONE*	group	X
5	5.5.5.5	VA-GP HOMELESS - STABLE HOUSING Finding: NEGATIVE - HAS STABLE HOUSING (HEALTH FACTOR)	group	X
6	5.5.5.5.5	VA-GP HOMELESS WORRIED NEXT 60 DAYS Finding: *NONE*	group	X
7	5.5.5.5.5.5	VA-GP HOMELESS - AT RISK NEAR FUTURE - RECENT HOUSING Finding: POSITIVE - HAS WORRIES ABOUT HOUSING (HEALTH	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**

When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q**.

```
Component                                Category  Exists
Source:      GRIFFITH,ELIZABETH A at SALT LAKE CITY
Date Packed: 07/18/2017@07:56:01
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER TERM
  VA-REMINDER UPDATE_2_0_29

REMINDER DEFINITION
  VA-HOMELESSNESS SCREENING

Keywords:

Components:

+      + Next Screen  - Prev Screen  ?? More Actions  >>>
IA  Install all Components          IS  Install Selected Component
Select Action: Next Screen// Q
```

You will then be returned to this screen. At the **Select Action** prompt, type **Q**.

Install Completed

Post Installation

1. Compare the reminder term VA-HOMELESSNESS - ALREADY RECEIVING SERVICES to the pre-install inquiry:

Using the menu, Reminder Manager, Reminder Term Management, Add/Edit Reminder Term, edit the reminder term VA-HOMELESSNESS - ALREADY RECEIVING SERVICES to align with your pre-install inquiry.

- If your site **did not** have the mapped finding(s) CF.VA-PROGRESS NOTE pre-installation, you can delete those finding items from the term.
- If your site **DID** have the mapped finding(s) CF.VA-PROGRESS NOTE, then update the computer finding parameter field of those finding items to match your pre-install mapped item.

2. Add the orderable items within the dialog:

Using the menu, Reminder Dialog Management, Reminder Dialogs, Change the view to dialog and search for the reminder dialog VA-HOMELESSNESS SCREENING. Within that dialog, you can Search for the following components and edit.

- Add the same Quick Order from your pre-install inquiry as an additional finding to the element VA-OI HOMELESSNESS REFERRAL
- Add the same Quick Order from your pre-install inquiry as an additional finding to the element VA-OI SOCIAL WORK REFERRAL
- Add a quick order that represents a referral or consult to social work for patients that have food insecurity as an additional finding to the element VAL-OI SOCIAL WORK REFERRAL. This is a local element and you can change the wording if appropriate to best match your local service. Consult with your Social work service to determine the best option. You can use the same order from above
- Add a quick order that represents a referral or consult to nutrition services as an additional finding to the element VAL-OI DIETARY REFERRAL. This is a local element and you can change the wording if appropriate to best match your local service. Consult with your dietary or nutrition services to identify the order that should be used here.

***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 1-888-596-4357 and have them submit a national CA ticket to the Incident Area: NTL.APP.VISTA.CLINICAL REMINDERS 2_0 and someone will contact you.*