



**Update\_2\_0\_75**

**Clinical Reminders**

**VA-PTSD STATUS FORM**

**Install Guide**

**April 2019**

Product Development  
Office of Information Technology  
Department of Veterans Affairs

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# Introduction

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The PTSD Status Form (PSF) is a required questionnaire completed by PTSD specialty programs on each new Veteran enrolling in care. The general purpose of the PSF is to gather information regarding the population served and is collected and aggregated for reporting by the Northeast Program Evaluation Center (NEPEC). The PSF is most commonly collected by providers during the first 2 clinical appointments in PTSD specialty clinics. Historically it has been submitted using a variety of platforms, the most recent an Adobe form. This has created extra work for providers who must complete clinical and administrative documentation. The PSF CPRS template was designed to allow providers to complete clinical document and simultaneously submit the data to NEPEC via health factors in the template. Each item/question in the template generates a health factor, which once the template is completed can be pulled into a data report by NEPEC. This remove the extra submission step and also puts the data collection into a format most familiar to clinicians, i.e., CPRS. A hardcopy of the PSF can be provided to the Veteran as part of standard measurement-base care activities and then reviewed with the Veteran and entered by the provider following the visit when completing the clinical documentation.

## **UPDATE\_2\_0\_75 contains 1 Reminder Exchange entry:**

UPDATE\_2\_0\_75 VA-PTSD STATUS FORM

## **The exchange file contains the following components:**

### **TIU TEMPLATE FIELD**

VA-PTSD DO NOT ENTER INFORMATION IN THE BOX

VA-CHECK ONLY ONE

VA-CHECK ALL THAT APPLY

### **HEALTH FACTORS**

VA-REMINDER UPDATES

VA-UPDATE\_2\_0\_75

VA-PTSD PSF

VA-PSF PCL

VA-PSF Psychotherapy if Accepted

VA-PSF Psychotherapy if Offered

VA-PSF Psychotherapy Offered

VA-PSF Race

VA-PSF Presenting Problems

VA-PSF Family Involvement

VA-PSF MH from Non-VA

VA-PSF Vet Center Services

VA-PSF Pain interference past week

VA-PSF Pain rating past week

VA-PSF Pain more than 3 months

VA-PSF Trauma Treated in PCT-Non Mil  
VA-PSF Trauma Treated in PCT-Military  
VA-PSF Social Support-Help  
VA-PSF Social Support-Trust  
VA-PSF Social Support-Understands  
VA-PSF Barriers to Treatment  
VA-PSF Period of Service  
VA-PSF Applying for Benefits  
VA-PSF If not working, reason  
VA-PSF Working for Pay  
VA-PSF Housing

**REMINDER SPONSOR**

Office of Patient Care Services

**REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_75

**REMINDER DIALOG**

VA-PTSD STATUS FORM

## **Install Details**

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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\\_75.PRD](http://vista.med.va.gov/reminders/UPDATE_2_0_75.PRD)**

If your site is unable to use LWH, please use LMM for load mail message functionality. You should have been mailed the reminder exchange file when the update was released. If you do not have it in your VistA mail, please contact us.

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 20 minutes.

## **Install Example**

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

### LWH Option

```
+      + 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          LWH  Load Web Host File
DFE  Delete Exchange File Entry      RI   Reminder Definition Inquiry
IFE  Install Exchange File Entry     RP   Repack
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_75.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\\_75.PRD](http://vista.med.va.gov/reminders/UPDATE_2_0_75.PRD)**

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

### LMM Option

```
+      + 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            RP   Repack
Select Action: Next Screen// LMM
```

Then you will select the CREX mailman that has CREX:UPDATE\_2\_0\_75 as the subject

Search and locate an entry titled **UPDATE\_2\_0\_75 VA-PTSD STATUS FORM** in reminder exchange

+Item	Entry	Source	Date Packed
426	UPDATE_2_0_75 VA-PTSD STATUS FORM	MONTGOMERY@SALT LAKE CI	04/11/2019@06:59
427	UPDATE_2_0_78 MISC UPDATE 8	MONTGOMERY@SALT LAKE CI	03/22/2019@07:18
428	UPDATE_2_0_8 MH UPDATES	MONTGOMERY@SALT LAKE CI	01/20/2017@12:26
429	UPDATE_2_0_9 VA-COLORECTAL CANCER SCREENING	GRIFFITH@SALT LAKE CI	03/20/2018@08:45
430	V*-LGS COORDINATOR TEMPLATE (LRADS)	PATIRE@FARGO VA HCS	03/03/2016@16:07
431	V1-AIMS TESTING	O'NEIL@PROVIDENCE V	02/03/2014@08:59
432	V1-DIABETIC FOOT EXAM	RUMFELT@PROVIDENCE V	04/26/2012@11:45
+    + 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	LWH	Load Web Host File
DFE	Delete Exchange File Entry	RI	Reminder Definition Inquiry
IFE	Install Exchange File Entry	RP	Repack
IH	Installation History		
Select Action: Next Screen// IFE    Install Exchange File Entry			
Enter a list or range of numbers (1-617): 426			

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry  
Enter the number that corresponds with your entry titled **UPDATE\_2\_0\_75 VA-PTSD STATUS FORM** (in this example it is entry 426, it will vary by site)  
If you have more than one entry, choose the one with date of 4/11/2019@06:59:14

Component	Category	Exists
Source: MONTGOMERY,ALAN at SALT LAKE CITY		
Date Packed: 04/11/2019@06:59:14		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-PTSD STATUS FORM		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_75		
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** for Install all Components and hit enter.  
Select Action: Next Screen// **IA Install all Components**

During the installation, you will see several prompts: \*Note that you will **Install** all new components\*

**You will be prompted to install the dialog component:**

```
Packed reminder dialog: VA-PTSD STATUS FORM [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-PTSD STATUS FORM	dialog	
2	5	VA-PTSD STATUS FORM VERSION Finding: *NONE*	element	
3	10	VA-GP PTSD STATUS FORM (PSF) Finding: *NONE*	group	
4	10.10	VA-TXT PSF PATIENT DEMOGRAPHICS Finding: *NONE*	element	
5	10.15	VA-TXT PSF RACE Finding: VA-PSF Race (HEALTH FACTOR)	element	X
6		PXRM PSF RACE	prompt	
7	10.20	VA-TXT PSF HOUSING Finding: VA-PSF Housing (HEALTH FACTOR)	element	X
8		PXRM PSF HOUSING	prompt	
+      + 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-PTSD STATUS FORM**

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

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

```
Packed reminder dialog: VA-PTSD STATUS FORM [NATIONAL DIALOG]
VA-PTSD STATUS FORM (reminder dialog) installed from exchange file.
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-PTSD STATUS FORM	dialog	X
2	5	VA-PTSD STATUS FORM VERSION Finding: *NONE*	element	X
3	10	VA-GP PTSD STATUS FORM (PSF) Finding: *NONE*	group	X
4	10.10	VA-TXT PSF PATIENT DEMOGRAPHICS Finding: *NONE*	element	X
5	10.15	VA-TXT PSF RACE Finding: VA-PSF Race (HEALTH FACTOR)	element	X
6		PXRM PSF RACE	prompt	X
7	10.20	VA-TXT PSF HOUSING Finding: VA-PSF Housing (HEALTH FACTOR)	element	X
8		PXRM PSF HOUSING	prompt	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: MONTGOMERY,ALAN at SALT LAKE CITY		
Date Packed: 04/11/2019@06:59:14		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-PTSD STATUS FORM		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_75		
Keywords:		
Components:		
+ Enter ?? for more actions >>>		
IA	Install all Components	IS Install Selected Component
Select Action: Next Screen// Q		

You will be returned to this screen. Type Q to quit.

Install Completed



# Post Installation

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## 1. Make the Dialog templates available to be attached to a Personal or Shared template or to be able to attach the dialog 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
- 151       VACO TRANSPLANT REFERRAL (D)

*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>**

Clinical Reminder Dialog: **VA-PTSD STATUS FORM** **<Enter>**

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

## 2. Setup of a Shared Template

A shared template will need to be created to use with this reminder dialog template.

The new shared template that needs to be created is:

**VA-PTSD STATUS FORM** or you may name it according to your site naming parameters.

### Associate the reminder dialog with the template in CPRS.

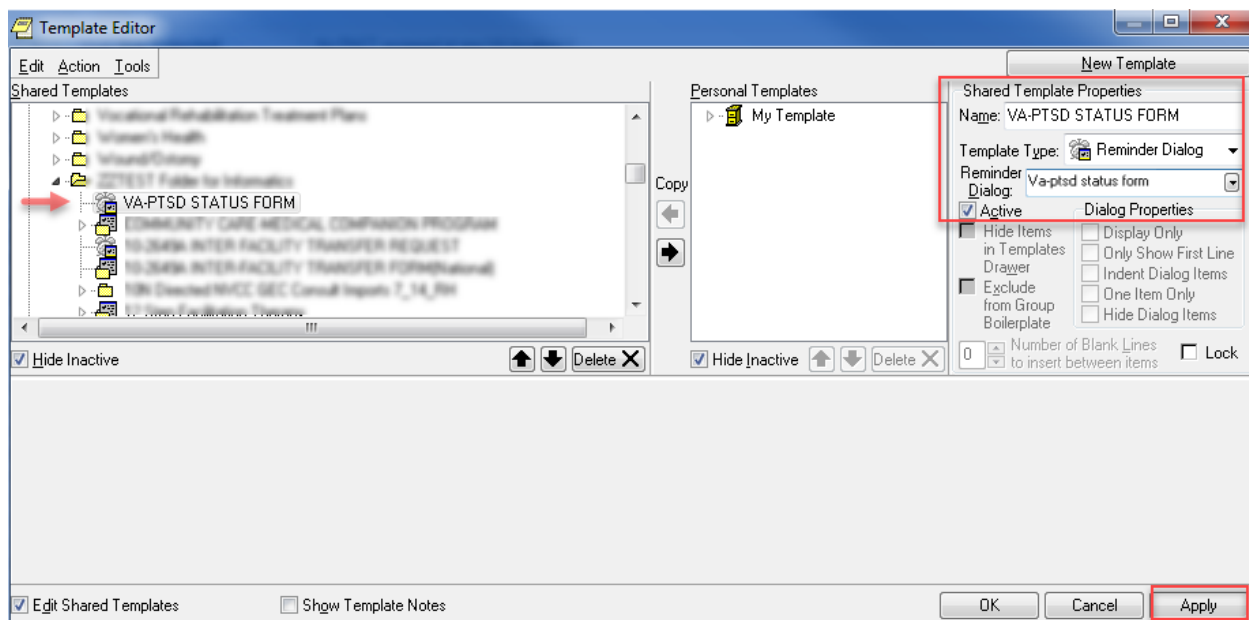
To do this, go to Template Editor, then Shared Templates, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).

Type in the following information:

Name: **VA-PTSD STATUS FORM**

Template Type: Reminder Dialog

Reminder Dialog: **VA-PTSD STATUS FORM**



After selecting the appropriate reminder dialog, hit Apply.

## 3. Setup of Note title (optional)

A note title will need to be created to use with this reminder dialog template.

The new note title that needs to be created is:

**PTSD STATUS FORM**

This note title is to be mapped to the following VHA Enterprise Standard Title:

**PSYCHOLOGY NOTE**

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

**Associate the reminder dialog with the note title in CPRS.**

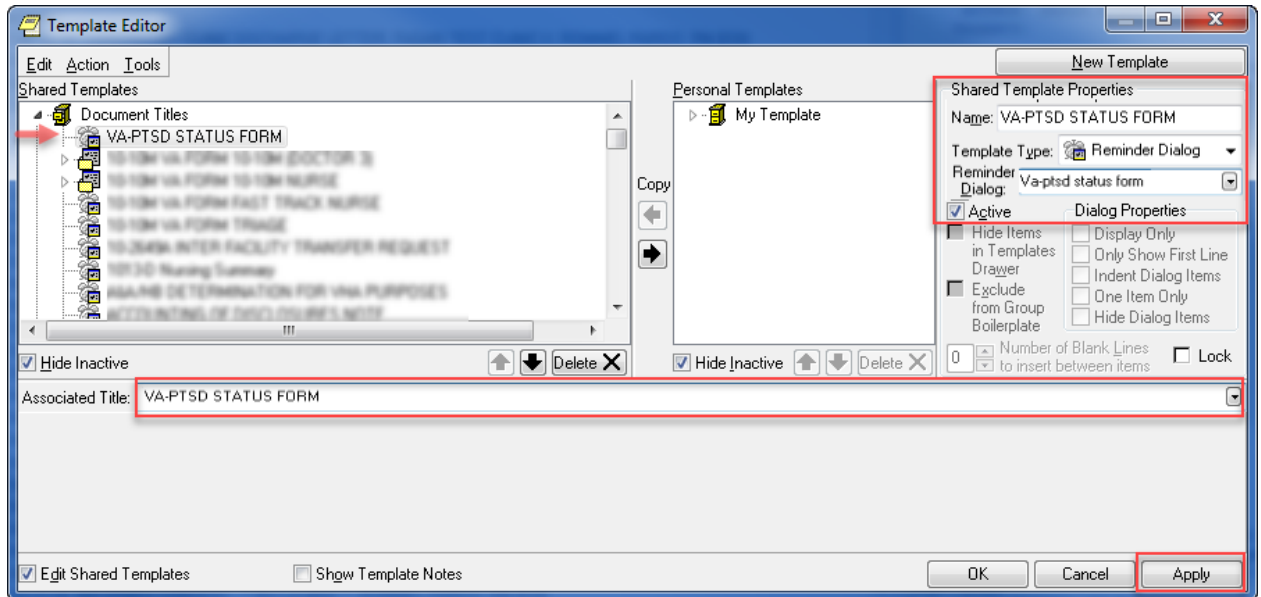
To do this, go to Template Editor, then Document Titles, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).

Type in the following information:

Name: **VA-PTSD STATUS NOTE**

Template Type: Reminder Dialog

Reminder Dialog: **VA-PTSD STATUS FORM**



Next, type in the Associated Title, which in this case is VA-PTSD STATUS FORM and hit Apply.

*NOTE: If you require further technical assistance, if there are any questions or problems during the installation, please notify your local IT support to log a national help desk ticket or contact the VA Service Desk and have them submit a national ticket to:*

*Category: Enterprise Applications*

*Subcategory: Applications*

*Enterprise Application: VistA - Clinical Reminders*

*Assignment Group: NTL SUP Clin 2*