

Shift Handoff Tool
Installation Guide



Clinician Desktop Service
Veterans Health Information Technology

Version 1
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Revision History

Date	Description of Change	Technical Writer, Project Manager
June 2008	Initial Release	C Arceneaux, K Condie

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Introduction

This manual covers one time information for the installation of the Shift Handoff Tool Version 1.0. Other information required to maintain this application is included in the Shift Handoff Tool Implementation Guide and Technical Manual.

The Shift Handoff Tool is a utility that assists hospital staff going off shift to create a report for the incoming shift. This report contains demographic and medical information about each patient being handed off. At a minimum it shows medications and allergies, but can be customized to show other medical information that is relevant to the patient's condition.

Installation

There is both an M (or Server) component and a Windows (or Client) component. All the required files are contained in the distribution zip file: SHIFTHANDOFFTOOL.ZIP

Contents of SHIFTHANDOFFTOOL.ZIP:

File	Description
ShiftHandoffTool.exe	ShiftHandoffTool Executable
CRHD.HLP	CRHD Help File
CRHDIG.DOC	Install Guide (Word Version)
CRHDIG.PDF	Install Guide
CRHDIGTM.DOC	Implementation Guide and Technical Manual (Word Version)
CRHDIGTM.PDF	Implementation Guide and Technical Manual
CRHDUM.DOC	User Manual (Word Version)
CRHDUM.PDF	User Manual
CRHDRN.DOC	CRHD Release Notes (Word Version)
CRHDRN.PDF	CRHD Release Notes

Software Retrieval

Together, the CRHD_1.KID file and the SHIFTHANDOFFTOOL.ZIP file contain all the software and documentation necessary to install the Shift Handoff Tool. These files are available in the Office of Information Field Office (OIFO) ANONYMOUS.SOFTWARE directories listed below:

OIFO	FTP Address	Directory
Albany	ftp.fo-albany.med.va.gov	anonymous.software
Hines	ftp.fo-hines.med.va.gov	anonymous.software
Salt Lake City	ftp.fo-slc.med.va.gov	anonymous.software
VistA Download Site	download.vista.med.va.gov	anonymous.software

Zip file contents:

File Name	Contents	Retrieval Format
SHIFTHANDOFFTOOL.ZIP	File(s) indented below	BINARY
- ShiftHandoffTool.exe	ShiftHandoffTool	Executable
- CRHD.HLP	CRHD Help File	Win Help 4
- CRHDIG.DOC	Install Guide (Word Version)	MS Word
- CRHDIG.PDF	Install Guide	PDF
- CRHDIGTM.DOC	Implementation/Technical Manual (Word Version)	MS Word
- CRHDIGTM.PDF	Implementation/Technical Manual	PDF
- CRHDUM.DOC	User Manual (Word Version)	MS Word
- CRHDUM.PDF	User Manual	PDF
- CRHDRN.DOC	CRHD Release Notes (Word Version)	MS Word
- CRHDRN.PDF	CRHD Release Notes	PDF

The files listed above may be obtained via FTP. The preferred method is to FTP the files from:

download.vista.med.va.gov

This transmits the files from the first available FTP server. Sites may also elect to retrieve software directly from a specific server as follows:

CIO FIELD OFFICE	FTP ADDRESS	DIRECTORY
Albany	ftp.fo-albany.med.va.gov	[anonymous.software]
Hines	ftp.fo-hines.med.va.gov	[anonymous.software]
Salt Lake City	ftp.fo-slc.med.va.gov	[anonymous.software]

Server Installation

Install the M component by installing patch CRHD*1. Installation should take less than 10 minutes, however, we recommend that you perform this installation at non-peak requirement hours.

Follow these steps:

1. From the Kernel Installation & Distribution System menu, select the Installation menu.
2. From the Kernel Installation & Distribution System menu, select the LOAD DISTRIBUTION option and load CRHD_1.KID.
3. From this menu, you may select to use the following options (when prompted for INSTALL NAME, enter CRHD 1.0):
 - a. You do not need to Backup a Transport Global – this patch contains routines in a new namespace, therefore there are not routines to back up.
 - b. You do not need to Compare Transport Global to Current System – this patch only contains new components not previously released, therefore there is nothing to compare.
 - c. Verify Checksums in Transport Global - this option will ensure the integrity of the routines that are in the transport global.
 - d. Print Transport Global – this option allows you to view the contents of the transport global.
4. Use the Install Package(s) option and select the package CRHD 1.0.
5. When prompted:

Want KIDS to Rebuild Menu Trees Upon Completion of Install? YES// **NO**

6. When prompted

Want KIDS to INHIBIT LOGONs during the install? YES// **NO**

7. When prompted

Want to DISABLE Scheduled Options, Menu Options, and Protocols? YES// **NO**

Server Installation Example

```
1      Load a Distribution
2      Verify Checksums in Transport Global
3      Print Transport Global
4      Compare Transport Global to Current System
5      Backup a Transport Global
6      Install Package(s)
      Restart Install of Package(s)
      Unload a Distribution

<CPM> Select Installation Option: 6  Install Package(s)
Select INSTALL NAME: CRHD 1.0      Loaded from Distribution 6/5/08@13:55:47
=> CRHD*1V12  KIDS BUILD ;Created on May 13, 2008@07:07:55

This Distribution was loaded on Jun 05, 2008@13:55:47 with header of
CRHD*1V12  KIDS BUILD ;Created on May 13, 2008@07:07:55
It consisted of the following Install(s):
      CRHD 1.0
Checking Install for Package CRHD 1.0

Install Questions for CRHD 1.0

Incoming Files:

183      CRHD HANDOFF PARAMETERS

183.2    CRHD TEMPORARY DATA

183.3    CRHD HOT TEAM PATIENT LIST

183.4    CRHD TEAM CONTACT LIST

Want KIDS to Rebuild Menu Trees Upon Completion of Install? YES// NO
Want KIDS to INHIBIT LOGONs during the install? NO// <Enter>
Want to DISABLE Scheduled Options, Menu Options, and Protocols? NO// <Enter>

Enter the Device you want to print the Install messages.
You can queue the install by enter a 'Q' at the device prompt.
Enter a '^' to abort the install.

DEVICE: HOME// TELNET PORT

Install Started for CRHD 1.0 :
      Jun 05, 2008@14:00:47

Build Distribution Date: May 13, 2008

Installing Routines:
      Jun 05, 2008@14:00:47

Installing Data Dictionaries:
      Jun 05, 2008@14:00:47

Installing PACKAGE COMPONENTS:

Installing SECURITY KEY

Installing REMOTE PROCEDURE

Installing OPTION

Installing PARAMETER DEFINITION
      Jun 05, 2008@14:00:47

Running Post-Install Routine: ENT^CRHDI01
```

```
Updating Routine file...
Updating KIDS files...
CRHD 1.0 Installed.
      Jun 05, 2008@14:00:47

Not a production UCI

NO Install Message sent
```

100%
Complete



Install Completed

Routine Checksums

CRHD*1.0 Routine CHECK1^XTSUMBLD values:

```
CRHD      value = 1457874
CRHD1     value = 15630604
CRHD10    value = 12600193
CRHD11    value = 12360222
CRHD2     value = 61931550
CRHD3     value = 39552167
CRHD4     value = 54955462
CRHD5     value = 10041807
CRHD6     value = 23982080
CRHD7     value = 4400083
CRHD8     value = 22543750
CRHD9     value = 70845564
CRHDAM    value = 18095609
CRHDDNR   value = 16560217
CRHDDR    value = 9947157
CRHDI01   Routine not in this UCI.(Post-install routine)
          Deleted automatically after installation
CRHDPL    value = 15561818
CRHDUD    value = 13222509
CRHDUT    value = 67060529
CRHDUT2   value = 14775379
```


Client Installation

The installation of the Windows component will vary according to your own local management policies. Basically, it consists of the following steps:

1. Place the executable, ShiftHandoffTool.exe, and the help file, CRHD.hlp, in the same directory on each workstation or on a network drive accessible from each workstation.
2. Add Shift Handoff Tool to the Tools menu of CPRS.

In addition, you can do the following to workstations in hospital areas that are going to use this tool:

- Place a shortcut to ShiftHandoffTool.exe on the desktop. The parameters on the command line of this shortcut (S= and P=) must be the same as the parameters in the CPRS shortcut.
S= vista server P= RPC Broker port number

Tools Menu

You may set up the tools menu on the User, Location, Service, Division, or System level. The lowest level overrides higher levels.

```
Select GUI Parameters Option: ?

CS      GUI Cover Sheet Display Parameters ...
HS      GUI Health Summary Types
TM      GUI Tool Menu Items
MP      GUI Parameters - Miscellaneous
UC      GUI Clear Size & Position Settings for User
RE      GUI Report Parameters ...
NV      GUI Non-VA Med Statements/Reasons
RM      GUI Remove Button Enabled
NON     GUI Remove Button Enabled for Non-OR Alerts
EIE     GUI Mark Allergy Entered in Error

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select GUI Parameters Option: TM GUI Tool Menu Items

CPRS GUI Tools Menu may be set for the following:

    1  User           USR   [choose from NEW PERSON]
    2  Location       LOC   [choose from HOSPITAL LOCATION]
    2.5 Service       SRV   [choose from SERVICE/SECTION]
    3  Division       DIV   [choose from INSTITUTION]
    4  System         SYS   [DEVCUR.FO-SLC.MED.VA.GOV]

Enter selection: 3 Division INSTITUTION
Select INSTITUTION NAME: salt
    1  SALT LAKE CITY   UT  EES      925
    2  SALT LAKE CITY   UT  NHC      6609AA
    3  SALT LAKE CITY   UT  USAF     660CZ
    4  SALT LAKE CITY HCS  UT  VAMC     660
    5  SALT LAKE CITY OIFO  UT  ISC     5000
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 5 SALT LAKE CITY OIFO  UT  ISC  5000

----- Setting CPRS GUI Tools Menu for Division: SALT LAKE CITY OIFO -----Select
Sequence: 2
Are you adding 2 as a new Sequence? Yes// y YES

Sequence: 2// 2
Name=Command: &Shift Handoff Tool=C:/CPRS/ShiftHandoffTool.exe S=%SVR P=%PORT
Select Sequence:
```

Converting from CAIRO Usage

We strongly urge all sites using CAIRO (Class III software) to install the ShiftHandoffTool.exe client component and use the Shift Handoff Tool. This insures you will continue to get timely customer support and software updates.



Note: Since CAIRO and the Shift Handoff Tool use different data files, you cannot continue to use the CAIRO client executable after the Shift Handoff Tool client executable is installed.

Data is copied from CAIRO into the Shift Handoff Tool file structure during the KIDS build. To seamlessly use the new tool, users need to be given CRHD SHIFT CHANGE HANDOFF in a menu or as a secondary menu option. Additionally, managers need to be given one or both of the following keys:

- CRHD SHIFT CHG HANDOFF MGR (This gives access to Preference Page)
- CRHD HOT TEAM MGR (This gives access to the configuration Handoff Tool (HOT) list)

Most parameters are transferred along with the data. The exceptions are:

CAIRO Parameter Name (Class III)	ShiftHandoff Tool Parameter Name	Description
AJRCHG DEFAULT PREFERENCE	CRHD DEFAULT PREFERENCE	Default Preference
AJRCHGOV DNR ORDER TITLE	CRHD DNR ORDER TITLE	DNR search strings
AJRCHGOV DNR ORDERABLE ITEMS	CRHD DNR ORDERABLE ITEMS	DNR search items
AJRCHG TEMP FLD EXPIRE	CRHD TEMP FLD EXPIRE	Temporary field expiration in days

The Default Preference is automatically set the first time each user starts the tool. The two DNR parameters can most effectively be set with the DNR Order tab of the Preference Configuration dialog. The temporary field expiration can be set on the Temporary Fields tab of the Preference Configuration dialog.



Note: You must explicitly set the CRHD DNR ORDER TITLE, CRHD DNR ORDERABLE ITEMS, and CRHD TEMP FLD EXPIRE parameters with VistA using the XPAR MENU TOOL option or by using the Preference Configuration dialog (preferred method) before using the Shift Handoff Tool.

For more details on implementation refer to the Shift Handoff Tool Implementation Guide and Technical Manual.