Update _2_0_65

Clinical Reminders

VA-VETERAN COMMUNITY STATUS NOTE

Install Guide

January 2019

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

Description:

VHA Handbook 1160 and all memos/related handbooks require extensive follow-up and continuity for Veterans. High risk Veterans or Veterans recently discharged from intensive services require extensive follow-up. There are SAIL measures which capture how well we are doing the follow-ups, however they do not capture the follow-up when Veterans are in the community and not able to be followed-up within the VA. When Veterans receive care in the community there is no current way of tracking this. This template will enable providers to document where the Veteran is in the community and will aid in tracking these details.

UPDATE_2_0_65 contains 1 Reminder Exchange entry:
     UPDATE_2_0_65 VA-VETERAN COMMUNITY STATUS NOTE

The exchange file contains the following components:

TIU TEMPLATE FIELD
     DATE

HEALTH FACTORS
     VA-REMINDER UPDATES
     VA-UPDATE_2_0_65
     VA-MH HIGH RISK NO FOLLOWUP [C]
     VA-MH VETERAN GETTING CARE VET CENTER
     VA-MH VETERAN IS IN COMMUNITY REHAB
     VA-MH VETERAN IS IN COMMUNITY NURSING
     VA-MH VETERAN IS IN COMMUNITY HOSPITAL
     VA-MH VETERAN IS INCARCERATED
     VA-MH PATIENT IS HUMANITARIAN
     VA-MH VETERAN ELIGIBILITY EXPIRED
     VA-MH VETERAN IS NOT ELIGIBLE
     VA-MH VETERAN IS ADJUDICATING
     VA-MH DISCHARGE OTHER THAN HONORABLE
     VA-MH VETERAN IS ON ACTIVE DUTY

REMINDER SPONSOR
     Mental Health Services

REMINDER TERM
     VA-REMINDER UPDATE_2_0_65

REMINDER DIALOG
      VA-MH VETERAN COMMUNITY STATUS NOTE

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_65.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 10 minutes.

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_6D
```

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_65.PRD

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_65 VA-MH VETERAN COMMUNITY STATUS NOTE** in reminder exchange.

```
+Item   Entry                          Source                    Date Packed
   124  UPDATE_2_0_65 VA-MH VETERAN    SMALLEY@SALT LAKE CI      12/20/2018@10:44
        COMMUNITY STATUS NOTE
   125  UPDATE_2_0_65 VA-VETERAN       GRIFFITH@SALT LAKE CI     12/11/2018@12:07
        COMMUNITY STATUS NOTE
   126  UPDATE_2_0_67 VA-POST 9/11     GRIFFITH@SALT LAKE CI     12/20/2018@08:22
        CASE MANAGEMENT SCREENING
   127  UPDATE_2_0_68 VA-NUR SUR FIRE  PLOTT@SALT LAKE CI        12/12/2018@09:56
        RISK ASSESSMENT
   128  UPDATE_2_0_7                   MONTGOMERY@SALT LAKE CI   10/06/2015@11:24
   129  UPDATE_2_0_70 VA-VHA CHOICE/PC GRIFFITH@SALT LAKE CI     12/14/2018@07:59
+          + 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//
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entry titled **UPDATE_2_0_65 VA-MH VETERAN COMMUNITY STATUS NOTE** (in this example it is entry 124 it will vary by site)

```
Exchange File Components        Dec 20, 2018@10:49:16        Page:    1 of    3

        Component                                        Category      Exists
Source:       SMALLEY,STEPHANIE at SALT LAKE CITY
Date Packed: 12/20/2018@10:44:30
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-MH VETERAN COMMUNITY STATUS NOTE

REMINDER TERM
  VA-REMINDER UPDATE_2_0_65

Keywords:

Components:

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

At the **Select Action** prompt, type **IA** for Install all Components and hit enter.
Select Action: Next Screen// IA   Install all Components
You will see several prompts, for all new entries you will choose **I to Install**

You will be promped to install the reminder dialog component:

At the **Select Action** prompt, type **IA** to install the dialog – **VA-MH VETERAN COMMUNITY STATUS NOTE**
Select Action: Next Screen// IA   Install All
Install reminder dialog and all components with no further changes: Y// Yes

```
Dialog Components              Dec 20, 2018@10:50:26          Page:    1 of    4
Packed reminder dialog: VA-MH VETERAN COMMUNITY STATUS NOTE [NATIONAL DIALOG]

 Item  Seq. Dialog Findings                                    Type      Exists
   1       VA-MH VETERAN COMMUNITY STATUS NOTE                 dialog      X

   2    3 VA-MH VETERAN COMMUNITY STATUS VERSION               element     X
            Finding: *NONE*

   3    10 VA-GP MH VETERAN COMMUNITY STATUS TEXT              group       X
            Finding: *NONE*
   4    10.5 VA-MH SPECIAL INSTRUCTIONS FOR CONTACT            element     X
            Finding: *NONE*
   5    PXRM COMMENT                                           prompt      X
   6    10.10 VA-MH HIGH RISK NO FOLLOW DEATH                  element     X
            Finding: *NONE*
   7    10.15 VA-MH VETERAN INCARCERATED                       element     X
            Finding: VA-MH VETERAN IS INCARCERATED (HEALTH FACTOR)          X
   8    PXRM COMMENT                                           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// IA
```

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

```
Dialog Components              Dec 20, 2018@10:51:48          Page:    1 of    4
Packed reminder dialog: VA-MH VETERAN COMMUNITY STATUS NOTE [NATIONAL DIALOG]
VA-MH VETERAN COMMUNITY STATUS NOTE (reminder dialog) installed from exchange fi
 Item  Seq. Dialog Findings                                    Type      Exists
   1       VA-MH VETERAN COMMUNITY STATUS NOTE                 dialog      X

   2    3 VA-MH VETERAN COMMUNITY STATUS VERSION               element     X
            Finding: *NONE*

   3    10 VA-GP MH VETERAN COMMUNITY STATUS TEXT              group       X
            Finding: *NONE*
   4    10.5 VA-MH SPECIAL INSTRUCTIONS FOR CONTACT            element     X
            Finding: *NONE*
   5    PXRM COMMENT                                           prompt      X
   6    10.10 VA-MH HIGH RISK NO FOLLOW DEATH                  element     X
            Finding: *NONE*
   7    10.15 VA-MH VETERAN INCARCERATED                       element     X
            Finding: VA-MH VETERAN IS INCARCERATED (HEALTH FACTOR)          X
   8    PXRM COMMENT                                           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.**

Install complete.

Post Installation

1. **Make the Dialog able to be attached to a Personal/Shared template or 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**: type in the name of the dialog**
   VA-MH VETERAN COMMUNITY STATUS NOTE then **<enter>**
   OK? Yes// **<Enter>** (Yes)

2. **Setup of Note title**
   The Veteran Community Status reminder dialog template can be set up with its own note title or can be added to the shared templates for use or you can do both. Please work with the mental health professionals at your site to determine the best set up for them.

   If you set it up as a note title, using the document definition manager, create the following note title in the document class where other mental health notes are stored at your facility.
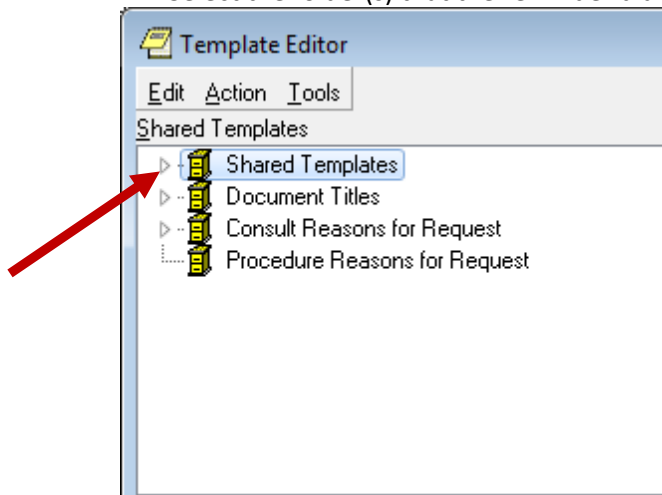
   Name: VETERAN COMMUNITY STATUS NOTE
   VHA Enterprise Standard Title: MENTAL HEALTH NOTE

   Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the TIU/ASU Implementation Guide.

3. **Add the reminder dialog template as a stand-alone shared template**
   - Open Template Editor
   - Click 'triangle' to left of Shared Templates to expand
   - Select the folder(s) that the reminder dialog template should be located
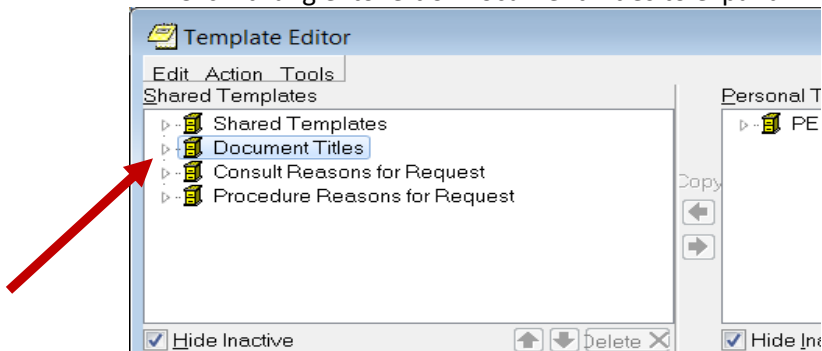

   - Click New Template button
   - Type VETERAN COMMUNITY STATUS in the Name box
   - Click down arrow and Click on Reminder Dialog in Template Type Box
   - Type VA-MH VETERAN COMMUNITY STATUS NOTE in Reminder Dialog box
   - Click Apply
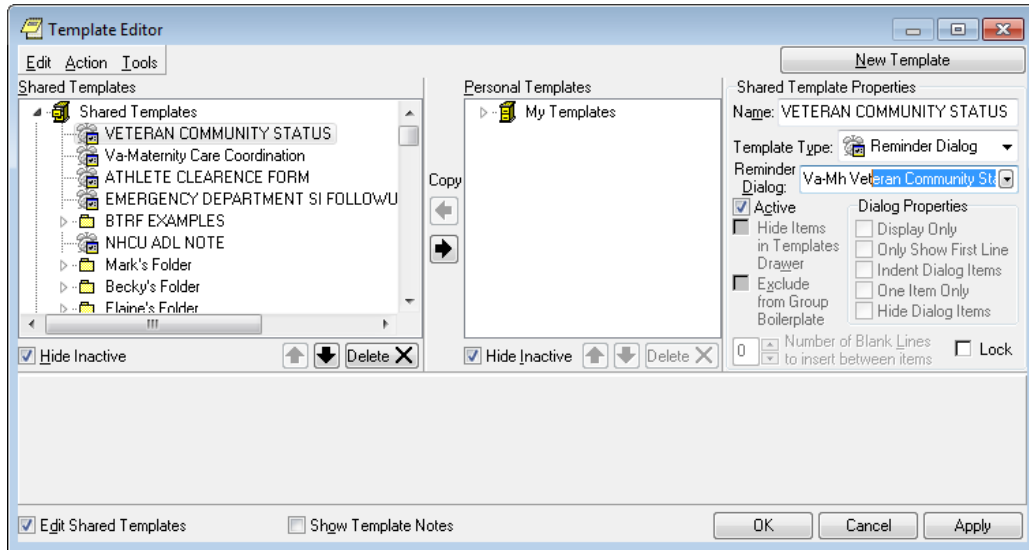
Test the shared template in CPRS to verify that the template opens when selected

4. **Associate the reminder dialog with the note title**
   - Open Template Editor
   - Click 'triangle' to left of Document Titles to expand

   - Click New Template button
   - Type VETERAN COMMUNITY STATUS in the Name box
   - Click down arrow and Click on Reminder Dialog in Template Type Box
   - Type VA-MH VETERAN COMMUNITY STATUS NOTE in Reminder Dialog box
   - Type VETERAN COMMUNITY STATUS NOTE in Associated Title Box
   - Click Apply
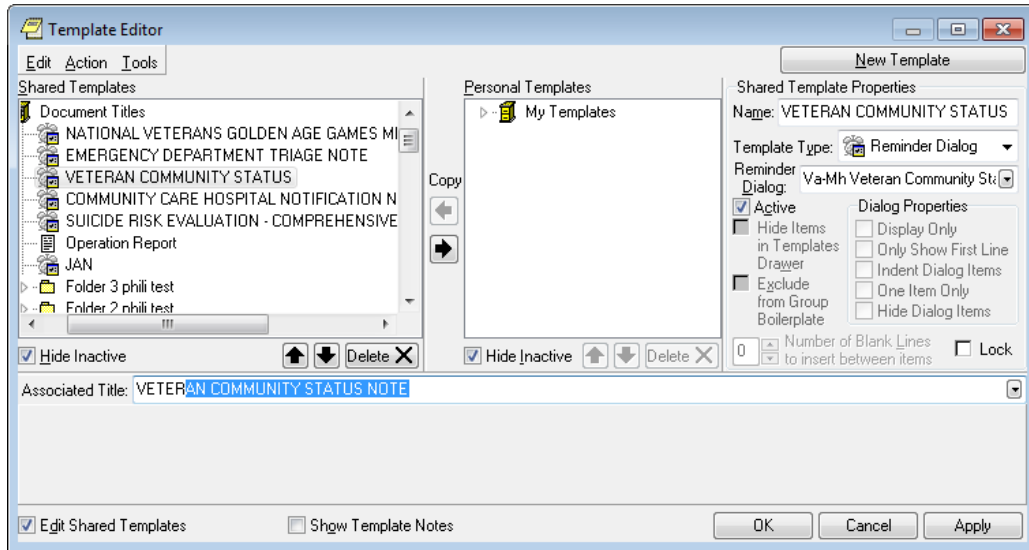
Test the progress note title in CPRS to see new template is attached.

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