![VistA logo]

Update _2_0_51

Clinical Reminders

VA-DOD Hospital Notification Note

Install Guide

November 2018

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

Description:

The Community Care DoD Hospital Notification allows timely care coordination and eligibility determination for self- referred Veterans to the DoD Military Treatment facilities due to an Emergency.
Eligibility for all self-referred Veterans to the DoD Military Treatment Facility Emergency Department are based on the VHA Directive 1601.02 eligibility criteria.
The Community Care DOD Hospital Notification note includes the VA Health Care Eligibility Determination VHA Directive 1601.02 in determining Veterans eligibility for VA Health Care Benefits and is required for all DoD Hospital Notifications.

One reminder dialogs is being distributed with this update:
  VA-DOD TREATMENT FACILITY HOSPITAL NOTIFICATION NOTE (D)

UPDATE_2_0_51 contains 1 Reminder Exchange entry:
  UPDATE_2_0_51 VA-DOD HOSPITAL NOTIFICATION NOTE

The exchange file contains the following components:

TIU TEMPLATE FIELD
  VA-TEXT EXCEPTIONS LIST DETERMINATION
  VA-DOD TEXT VA HEALTH CARE BENEFITS INFO
  WORD PROCESSING (NOT REQUIRED)
  DODSERVICE OUTPT
  GEN TEXT BOX 50 REQUIRED
  DATE
  DATE (REQ)
  TEXT (1-20 CHAR) REQ
  GEN WORD PROCESSING LARGE
  TEXT-ADD LOC SC OBJECT
  DATE & TIME (REQ)
  DATE (*)
  DATE NOW DEFAULT
  GEN WORD PROC NARROW
  GEN TEXT 5 SPACES
  GEN TEXT BOX 2 SPACES
  GEN TEXT BOX 25
  GEN DATE/REQ TIME
  GEN TEXT BOX 50
  NVCC VA/DOD
  GEN YES NO SINGLE LINE
  GEN TEXT BOX LONG2
  WORD PROCESSING - 2 LINES

DOD DISCHARGE DISPOSITION
          GEN YES/NO
          GEN YES/NO/NA
          YES/NO/UNKNOWN NOT REQUIRED
          WORD PROCESS (REQUIRED)
          DOD CARE DAY/MONTH
          NUMBER BOX
          DOD LEVEL OF CARE
          DOD WORKSHEET METHOD/CONTACT
          GEN NOT APPLICABLE
          DOD ADMISSION ROUTE
          GEN TEXT BOX 20 SPACES
          GEN BED TYPE
          WP*2LINE/60/INDENT 2
          GEN PLEASE EXPLAIN
          GEN TEXT 15 SPACES REQ
          GEN TEXT BOX 25 REQUIRED
          NVCC POC DEPT
          GEN TEXTBOX 20 SPACES

HEALTH FACTORS
          VA-REMINDER UPDATES
          VA-UPDATE_2_0_51

REMINDER SPONSOR
          VHA Office of Community Care

REMINDER TERM
          VA-REMINDER UPDATE_2_0_51

REMINDER DIALOG
          VA-DOD HOSPITAL NOTIFICATION NOTE (D)

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_51.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_51.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_51.PRD

```
http://vista.med.va.gov/reminders/UPDATE_2_0_51.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_51 VA-DOD HOSPITAL NOTIFICATION NOTE** in reminder exchange

```
+Item   Entry                          Source                 Date Packed
  107   UPDATE_2_0_51 VA-DOD HOSPITAL  GRIFFITH@SALT LAKE CI  11/20/2018@07:23
        NOTIFICATION NOTE
  108   UPDATE_2_0_52 VA-RELATIONSHIP  GRIFFITH@SALT LAKE CI  10/25/2018@10:10   <----
        HEALTH AND SAFETY ASSESSMENT
        NOTE
  109   UPDATE_2_0_53 MH UPDATES 5.0   MONTGOMERY@SALT LAKE CI 08/29/2018@08:21
  110   UPDATE_2_0_55 VA-ATHLETES      GRIFFITH@SALT LAKE CI  11/06/2018@11:22
        MEDICAL INFORMATION
  111   UPDATE_2_0_56 VA-QT            GRIFFITH@SALT LAKE CI  07/20/2018@12:00
        PROLONGING MEDS ORDER CHECK
+             + 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 (1-201): 107
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entry titled **UPDATE_2_0_51 VA-DOD HOSPITAL NOTIFICATION NOTE** *(in this example it is entry 96 it will vary by site)*

```
        Component                                            Category      Exists
Source:        GRIFFITH,ELIZABETH A at SALT LAKE CITY
Date Packed: 11/20/2018@07:23:26
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-DOD HOSPITAL NOTIFICATION NOTE (D)

REMINDER TERM
  VA-REMINDER UPDATE_2_0_51

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

You will see several prompts, for all new entries you will choose **I to Install**

For components that already exists but the packed component is different, you will choose **O to Overwrite.**

You will be promped to install the reminder dialog component:

```
Packed reminder dialog: VA-DOD HOSPITAL NOTIFICATION NOTE (D) [NATIONAL DIALOG]

 Item  Seq. Dialog Findings                                  Type      Exists
   1       VA-DOD HOSPITAL NOTIFICATION NOTE (D)              dialog

   2    10 VA-DOD SHARING FACILITY INTAKE (G)                 group
            Finding: *NONE*
   3    10.10 VA-DOD SHARING INTAKE FACILITY (G)              group
            Finding: *NONE*
   4    10.10.10 VA-DOD SHARING INTAKE FACILITY INFO (G)      group
            Finding: *NONE*
   5    10.10.20 VAL-GP DOD TREATMENT FACILITY NAME           group
            Finding: *NONE*
   6    10.10.30 VA-GP DOD TREATING FACILITY DATE/CHIEF       group
         COMPLAINT
            Finding: *NONE*
   7    10.10.40 VA-DOD SHARING INTAKE FACILITY ADMITTED (G)  group
            Finding: *NONE*
+           + 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-DOD HOSPITAL NOTIFICATION NOTE (D)**

Select Action: Next Screen// IA   Install All

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

```
Packed reminder dialog: VA-DOD HOSPITAL NOTIFICATION NOTE (D) [NATIONAL DIALOG]
VA-DOD HOSPITAL NOTIFICATION NOTE (D) (reminder dialog) installed from exchange
 Item  Seq. Dialog Findings                                      Type    Exists
   1      VA-DOD HOSPITAL NOTIFICATION NOTE (D)                  dialog      X

   2   10 VA-DOD SHARING FACILITY INTAKE (G)                     group       X
            Finding: *NONE*
   3   10.10 VA-DOD SHARING INTAKE FACILITY (G)                  group       X
            Finding: *NONE*
   4   10.10.10 VA-DOD SHARING INTAKE FACILITY INFO (G)          group       X
            Finding: *NONE*
   5   10.10.20 VAL-GP DOD TREATMENT FACILITY NAME               group       X
            Finding: *NONE*
   6   10.10.30 VA-GP DOD TREATING FACILITY DATE/CHIEF           group       X
         COMPLAINT
            Finding: *NONE*
   7   10.10.40 VA-DOD SHARING INTAKE FACILITY ADMITTED (G)      group       X
            Finding: *NONE*
+         + 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: 11/20/2018@07:23:26
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-DOD HOSPITAL NOTIFICATION NOTE (D)

REMINDER TERM
  VA-REMINDER UPDATE_2_0_51

Keywords:

Components:

+         Enter ?? for 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 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-DOD HOSPITAL NOTIFICATION NOTE (D)
    then <enter> reminder dialog NATIONAL
   OK? Yes// <Enter> (Yes)

2. **Setup of Note title/ Associate the reminder dialog with the note title or shared template in CPRS**
The VA-DOD HOSPITAL NOTIFICATION NOTE (D) template should be set up with its own note title. The note title should include your four digit character abbreviation of the DOD Medical Treatment facility.

Using the document definition manager, create the following note title in the document class where other community care notes are stored at your facility.
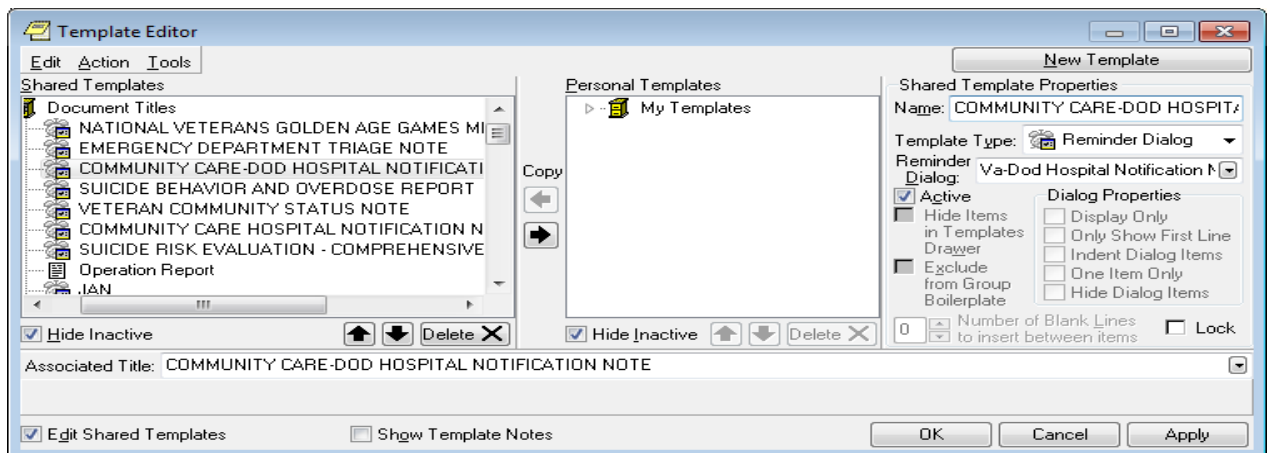
Name: *COMMUNITY CARE-DOD HOSPITAL NOTIFICATION NOTE XXXX*
        VHA Enterprise Standard Title: NONVA NOTE

The "XXXX" is the 4 digit character abbreviation for the DOD Medical Treatment Facility.

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

You will need to connect the document definition to the reminder dialog VA-DOD HOSPITAL NOTIFICATION NOTE (D).

- Open Template Editor
- Click 'triangle' to left of Shared Templates to expand
- Select the Document Titles folder
- Choose New Template

- Type COMMUNITY CARE-DOD HOSPITAL NOTIFICATION NOTE in the Name box
- Click down arrow and Click on Reminder Dialog in Template Type Box
- Type VA-DOD HOSPITAL NOTIFICATION NOTE in Reminder Dialog box
- Type COMMUNITY-CARE-DOD HOSPITAL NOTIFICATION NOTE in the Associated Title.
- Click Apply
- Start a new progress note on a test patient and make sure the template is connected to the note title.

Coordinate connection of the note template to the note title with your local community care staff.

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