



**Update\_2\_0\_44**

**Clinical Reminders**

**VA-MHRRTP DIALOGS**

**INSTALLATION and SETUP GUIDE**

**July 2018**

Product Development  
Department of Veterans Affairs

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# Introduction

The Mental Health Residential Rehabilitation Treatment Program (MH RRTP) Screening, Status Update, and Discharge Templates were developed by the Veterans Health Administration Office of Mental Health and Suicide Prevention in collaboration with MH RRTP managers from several VISNs, VISN and facility mental health leadership, and other subject-matter-experts.

The templates were designed to address the need for critical information at the time of screening, while waiting for admission (Status Update), and at the time of discharge. The purpose of the three templates is to use national health factors to capture local data that will improve the ability of programs to more accurately track wait times and provide local outcome data that has previously been unavailable to most programs. The templates also will allow for the development of tools to support program operations. Planned tools include the development of a real-time dashboard that will provide information on Veterans pending admission including risk factor data. The information provided by the templates also is expected to supplement data currently monitored by programs for accreditation purposes, allowing program managers to quickly identify discharge outcomes including housing and employment. The three templates are brief and were designed to be integrated into existing, local processes for documentation. The templates capture only that information where there was a need for standardized data capture. The templates do not reflect the full scope of typical documentation for screening, discharge and clinical encounters with the hope that this will maximize flexibility in local implementation.

**Programs are not required to use a standard note template. Programs are strongly encouraged to integrate the templates into existing documentation processes so accurate and reliable data will be available to the programs.**

For clinical questions related to the templates, contact Jennifer Burden, PhD, Deputy Director, MH RRTP, Office of Mental Health and Suicide Prevention at [Jennifer.Burden@va.gov](mailto:Jennifer.Burden@va.gov).

This update will update the following reminder content:

**TIU TEMPLATE FIELD**  
VA-MHRRTP EDIT

**HEALTH FACTORS**  
VA-REMINDER UPDATES  
VA-UPDATE\_2\_0\_44  
VA-MH-RRTP  
VA-MH-RRTP DCEMP OTHER  
VA-MH-RRTP DCEMP UNKNOWN  
VA-MH-RRTP DCEMP VOLUNTEER  
VA-MH-RRTP DCEMP STUDENT  
VA-MH-RRTP DCEMP TRAIN  
VA-MH-RRTP DCEMP CWT  
VA-MH-RRTP DCEMP FULL  
VA-MH-RRTP DCEMP PART  
VA-MH-RRTP DCEMP UNEMPSEEK  
VA-MH-RRTP DCEMP UNEMPNOT  
VA-MH-RRTP DCEMP RETIRE

VA-MH-RRTP DCDISP OTHER  
VA-MH-RRTP DCDISP UNKNOWN  
VA-MH-RRTP DCDISP INCARCERATE  
VA-MH-RRTP DCDISP NOTHABIT  
VA-MH-RRTP DCDISP SHELTER  
VA-MH-RRTP DCDISP HOTEL  
VA-MH-RRTP DCDISP LTC  
VA-MH-RRTP DCDISP INPTMED  
VA-MH-RRTP DCDISP INPTMH  
VA-MH-RRTP DCDISP RRTP  
VA-MH-RRTP DCDISP TRANSHOUSE  
VA-MH-RRTP DCDISP FAMFRIENDS  
VA-MH-RRTP DCDISP OWNHOUSE  
VA-MH-RRTP DC DECEASED  
VA-MH-RRTP DC INCARCERATE  
VA-MH-RRTP DC AMA  
VA-MH-RRTP DC INCREASE  
VA-MH-RRTP DC RULE OTHER  
VA-MH-RRTP DC RULE USE  
VA-MH-RRTP DC RULE THREAT  
VA-MH-RRTP DC RULE  
VA-MH-RRTP DC PARTIAL  
VA-MH-RRTP DC COMPLETE  
VA-MH-RRTP UPDATE ADMIT NO NOTAPPROP  
VA-MH-RRTP UPDATE ADMIT NO VETLOST  
VA-MH-RRTP UPDATE ADMIT NO VETREM  
VA-MH-RRTP UPDATE ADMIT NO  
VA-MH-RRTP UPDATE ADMIT DATE  
VA-MH-RRTP UPDATE ADMIT  
VA-MH-RRTP SCREEN DENY OTHER  
VA-MH-RRTP SCREEN DENY HARM  
VA-MH-RRTP SCREEN DENY STABLE  
VA-MH-RRTP SCREEN DENY LRALT  
VA-MH-RRTP SCREEN DENY SELFCARE  
VA-MH-RRTP SCREEN DENY PRESERV  
VA-MH-RRTP SCREEN DENY INPT  
VA-MH-RRTP SCREEN DENY MED  
VA-MH-RRTP SCREEN VET DECLINE  
VA-MH-RRTP SCREEN ACCEPT REQST LTR  
VA-MH-RRTP SCREEN ACCEPT FIRST AVAIL  
VA-MH-RRTP SCREEN ACCEPT ADMIT DATE  
VA-MH-RRTP SCREEN 30D ALT ACCEPT  
VA-MH-RRTP SCREEN 30D ALT DECLINE  
VA-MH-RRTP SCREEN 30D ALT NOT AVAIL  
VA-MH-RRTP SCREEN 30D ALT NOT OFFER  
VA-MH-RRTP SCREEN ACCEPT

VA-MH-RRTP SCREEN HOUSING INCARCERATED  
VA-MH-RRTP SCREEN HOUSING STABLE  
VA-MH-RRTP SCREEN HOUSING UNSTABLE  
VA-MH-RRTP SCREEN HOUSING HIGH RISK  
VA-MH-RRTP SCREEN HOUSING HOMELESS  
VA-MH-RRTP REFTRRRTP  
VA-MH-RRTP REFCHVRRTP  
VA-MH-RRTP REFPTSDRRTP  
VA-MH-RRTP REFSUDRRTP

**REMINDER SPONSOR**

Mental Health Services

**REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_44

**REMINDER DIALOG**

VA-MHRRTP DISCHARGE  
VA-MHRRTP STATUS UPDATE  
VA-MHRRTP SCREENING

## Reminder Dialog: VA-MHRRTP SCREENING

Reminder Dialog Template: VA-MHRRTP SCREENING

Program Veteran referred to:

- SUD RRTP
- PTSD RRTP
- DCHV
- GEN RRTP
- CWT-IR

Housing status at screening:

- Homeless
- Imminent risk of losing housing
- Unstable housing/at risk of losing housing
- Stable housing
- Incarcerated at time of referral and screening

Admission decision:

Accepted for admission

Veteran has been provided the following tentative admission date (mm/dd/yyyy):

+

- Veteran scheduled for first available date
- Veteran requested later date

A plan for continuing care prior to admission was discussed with the Veteran.

- Veteran will be admitted within 7 days and provided with appropriate contact information.
- Veteran's admission date is beyond 7 days. Veteran will be followed weekly by his/her referring provider until admitted.
- Veteran's admission date is beyond 7 days. Veteran will be followed weekly by the MHRRTP program until admitted.
- Other:

For anticipated admission dates greater than 30 days from date of screening, an alternative treatment should be offered

- Referred and accepted to an alternative program; Veteran will not be admitted
- Declined referral to alternative placement and has elected to remain on the MHRRTP pending admission list
- No alternative available
- No alternative offered

No longer interested in residential care; declines acceptance offer at this time

Not accepted for admission at this time

- Veteran has access to a less restrictive alternative that would be appropriate to meet the Veteran's needs.
- Veteran has a living arrangement that is conducive to recovery and does not require the structure and support of a residential treatment environment.
- Veteran is assessed as a significant risk of harm to self or others and care cannot be currently managed in the MH RRTP setting.
- Veteran is assessed as meeting criteria for medical admission and care cannot be currently managed in the MH RRTP setting.
- Veteran is assessed as meeting criteria for acute inpatient mental health admission and care cannot be currently managed in the MH RRTP setting.
- Veteran is not capable of self-preservation in the event of an emergency.
- Veteran is not capable of basic self-care and requires bedside nursing care not available in the MH RRTP.
- Veteran denied admission for other reason.

An alternative care plan has been discussed with the Veteran and referring provider.

## Reminder Dialog: VA-MHRRTP STATUS UPDATE

Reminder Dialog Template: VA-MHRRTP STATUS UPDATE

Admission status update:

Remains scheduled for residential admission

The Veteran is currently scheduled for admission on (mm/dd/yyyy) :

+

Continuing care plan prior to admission was discussed with the Veteran.

Veteran will be admitted within 7 days of this encounter and was provided the appropriate contact information.

Veteran will be followed weekly by his/her referring provider until he/she is admitted.

Veteran will be followed weekly by the MHRRTP until admitted to the program.

Other:

Unable to contact Veteran. Veteran remains scheduled for admission.

Has been removed from pending admission list:

Veteran is no longer interested in residential admission and has been removed from the pending admission list.  
Reason Veteran is no longer interested:

Unable to contact Veteran. Veteran will be removed from the pending admission list.

Veteran has been assessed as no longer appropriate for admission.  
An alternative care plan has been identified.  
Reason Veteran is no longer appropriate and details of alternative care plan:

## Reminder Dialog: VA-MHRRTP DISCHARGE

Reminder Dialog Template: VA-MHRRTP DISCHARGE

Status at discharge:

- Planned discharge discussed with the Veteran. Veteran completed the program.
- Planned discharge discussed with the Veteran. Veteran completed components of the program but left earlier than planned.
- Veteran was asked to leave because of substantial violation of program rules or failure to comply with program requirements.
- Veteran required a more intensive level of care than offered at this program.
- Veteran left the program without consulting staff.
- Veteran was incarcerated.
- Veteran is deceased.

Disposition at discharge:

- Housing owned or rented by the Veteran
- Staying or living with family or friends
- Transitional housing - VA and Non-VA (e.g., GPD)
- Another VA MH RRTP (to include CWT/TR)
- Inpatient Mental Health unit
- Inpatient Medical unit
- Long-term care facility or nursing home
- Hotel or motel
- Homeless shelter
- Place not meant for habitation (e.g., vehicle, abandoned building, outside)
- Prison or jail
- Unknown
- Other:

Employment status at discharge:

- Disabled or retired
- Unemployed; not seeking employment
- Unemployed; actively seeking employment
- Part-time or temporary employment (includes SE)
- Full-time employment (includes SE)
- VA CWT
- Other vocational training
- Student
- Volunteer
- Unknown
- Other:

Continuing care plan:

Scheduled appointments:

The Veteran spoke with the receiving mental health provider or mental health treatment coordinator either in person, by phone, or via telehealth.

The Veteran's Mental Health Treatment Coordinator has been notified of the Veteran's pending discharge.

A follow-up appointment with a specific mental health provider or the Veteran's Mental Health Treatment Coordinator has been scheduled within 7 days of discharge. The date and time of the appointment was provided to the Veteran prior to discharge.

Unplanned discharge. A follow-up appointment was scheduled within 24 hours of discharge. The date and time of the appointment was provided to the Veteran at the time of discharge.



## 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\\_44.PRD](http://vista.med.va.gov/reminders/UPDATE_2_0_44.PRD)**

The file will be installed using Reminder Exchange, programmer access is not required.

Installation:

=====

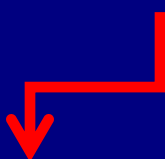
This update can be loaded with users on the system. Installation will take 15-20 minutes. Please allow time for the post install setup and configuration which add additional time to the installation process depending on what you currently have configured.

## 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          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_44.PRD
```



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


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

**[http://vista.med.va.gov/reminders/UPDATE\\_2\\_0\\_44.PRD](http://vista.med.va.gov/reminders/UPDATE_2_0_44.PRD)**

```
http://vista.med.va.gov/reminders/UPDATE_2_0_44.PRD successfully loaded.
```

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

Search and locate the entry that begins with UPDATE\_2\_0\_44 in reminder exchange.

+Item	Entry	Source	Date Packed
352	UPDATE_2_0_44 VA-MHRRTP TEMPLATES	GRIFFITH@SALT LAKE CI	03/15/2018@05:41
353	UPDATE_2_0_44 VA-MHRRTP TEMPLATES	MONTGOMERY@SALT LAKE CI	04/04/2018@10:36
354	UPDATE_2_0_44 VA-MHRRTP TEMPLATES	MONTGOMERY@SALT LAKE CI	04/06/2018@09:44
355	UPDATE_2_0_44 VA-MHRRTP TEMPLATES	MONTGOMERY@SALT LAKE CI	04/06/2018@10:01
356	UPDATE_2_0_44 VA-MHRRTP TEMPLATES	MONTGOMERY@SALT LAKE CI	05/09/2018@14:06
+      + 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// 356 			

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry  
Enter the number that corresponds with your entries titled UPDATE\_2\_0\_44 VA-MHRRTP  
TEMPLATES *(in this example it is entry 356, it will vary by site)*. Make sure the entry has date/time  
Of 05/09/2018@14:06:26

```

Component                                     Category   Exists
Source:      MONTGOMERY,ALAN at SALT LAKE CITY
Date Packed: 05/09/2018@14:06:26
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-MHRRTP SCREENING
  VA-MHRRTP DISCHARGE
  VA-MHRRTP STATUS UPDATE

Keywords:

Components:

TIU TEMPLATE FIELD
+      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 Component and hit enter.

During the install, you will see multiple prompts. Please follow the guidance below.

1. If a reminder component does not exist, use the **INSTALL** action

**There are three reminder dialogs included in this update, you will be prompted three different times to install the dialog components**

```
Packed reminder dialog: VA-MHRRTP STATUS UPDATE [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists		
1		VA-MHRRTP STATUS UPDATE	dialog			
2	10	VA-GP MHRRTTP ADMIT STATUS UPDATE Finding: *NONE*	group			
3	10.10	VA-GP MHRRTTP ADMIT REMAINS SCHEDULED Finding: VA-MH-RRTP UPDATE ADMIT (HEALTH FACTOR)	group	X		
4	10.10.10	VA-GP MHRRTTP REMAINS CURRENTLY SCHEDULED Finding: VA-MH-RRTP UPDATE ADMIT DATE (HEALTH FACTOR)	group	X		
5		PXRMZ BLANK	prompt	X		
6	10.10.10.20	VA-GP MHRRTTP REMAINS CARE PLAN DISCUSSED Finding: *NONE*	group			
7	10.10.10.20.10	VA-EL MHRRTTP REMAINS DISCUSSED ADMIT 7 DAYS Finding: *NONE*	element			
8	10.10.10.20.20	VA-EL MHRRTTP REMAINS DISCUSSED	element			
+    + 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-MHRRTP STATUS UPDATE**

Select Action: Next Screen// IA    Install All

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

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

Item	Seq.	Dialog Findings	Type	Exists		
1		VA-MHRRTP STATUS UPDATE	dialog	X		
2	10	VA-GP MHRRTTP ADMIT STATUS UPDATE Finding: *NONE*	group	X		
3	10.10	VA-GP MHRRTTP ADMIT REMAINS SCHEDULED Finding: VA-MH-RRTP UPDATE ADMIT (HEALTH FACTOR)	group	X		
4	10.10.10	VA-GP MHRRTTP REMAINS CURRENTLY SCHEDULED Finding: VA-MH-RRTP UPDATE ADMIT DATE (HEALTH FACTOR)	group	X		
5		PXRMZ BLANK	prompt	X		
6	10.10.10.20	VA-GP MHRRTTP REMAINS CARE PLAN DISCUSSED Finding: *NONE*	group	X		
7	10.10.10.20.10	VA-EL MHRRTTP REMAINS DISCUSSED ADMIT 7 DAYS Finding: *NONE*	element	X		
8	10.10.10.20.20	VA-EL MHRRTTP REMAINS DISCUSSED	element	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

After completing this dialog install, you will type Q to move to the next dialog to install

```
Packed reminder dialog: VA-MHRRTP DISCHARGE [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-MHRRTP DISCHARGE	dialog	
2	10	VA-GP MHRRTTP STATUS AT DISCHARGE Finding: *NONE*	group	
3	10.10	VA-EL MHRRTTP STATUS D/C COMPLETE Finding: VA-MH-RRTP DC COMPLETE (HEALTH FACTOR)	element	X
4	10.20	VA-EL MHRRTTP STATUS D/C PARTIAL Finding: VA-MH-RRTP DC PARTIAL (HEALTH FACTOR)	element	X
5		PXRM COMMENT	prompt	X
6	10.30	VA-GP MHRRTTP STATUS D/C RULE Finding: VA-MH-RRTP DC RULE (HEALTH FACTOR)	group	X
7	10.30.10	VA-GP MHRRTTP STATUS D/C RULE REASONS Finding: *NONE*	group	
8	10.30.10.10	VA-EL MHRRTTP STATUS D/C RULE THREAT Finding: VA-MH-RRTP DC RULE THREAT (HEALTH FACTOR)	element	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-MHRRTP DISCHARGE**  
 Select Action: Next Screen// IA Install All  
 Install reminder dialog and all components with no further changes: Y// ES

```
Packed reminder dialog: VA-MHRRTP DISCHARGE [NATIONAL DIALOG]
VA-MHRRTP DISCHARGE (reminder dialog) installed from exchange file.
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-MHRRTP DISCHARGE	dialog	X
2	10	VA-GP MHRRTTP STATUS AT DISCHARGE Finding: *NONE*	group	X
3	10.10	VA-EL MHRRTTP STATUS D/C COMPLETE Finding: VA-MH-RRTP DC COMPLETE (HEALTH FACTOR)	element	X
4	10.20	VA-EL MHRRTTP STATUS D/C PARTIAL Finding: VA-MH-RRTP DC PARTIAL (HEALTH FACTOR)	element	X
5		PXRM COMMENT	prompt	X
6	10.30	VA-GP MHRRTTP STATUS D/C RULE Finding: VA-MH-RRTP DC RULE (HEALTH FACTOR)	group	X
7	10.30.10	VA-GP MHRRTTP STATUS D/C RULE REASONS Finding: *NONE*	group	X
8	10.30.10.10	VA-EL MHRRTTP STATUS D/C RULE THREAT Finding: VA-MH-RRTP DC RULE THREAT (HEALTH FACTOR)	element	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
```

After completing this dialog install, you will type Q to move to the next dialog to install

```

Packed reminder dialog: VA-MHRRTP SCREENING [NATIONAL DIALOG]
+-----+-----+-----+-----+-----+
Item  Seq.  Dialog Findings                                     Type  Exists
-----+-----+-----+-----+-----+
1      1     VA-MHRRTP SCREENING                               dialog
2      10    VA-GP MHRRTP PROGRAM REFERRED                     group
        Finding: *NONE*
3     10.10  VA-EL MHRRTP PROGRAM SUD                          element
        Finding: VA-MH-RRTP REFSUDRRTP (HEALTH FACTOR)
4     10.20  VA-EL MHRRTP PROGRAM PTSD                         element
        Finding: VA-MH-RRTP REFPTSDRRTP (HEALTH FACTOR)
5     10.30  VA-EL MHRRTP PROGRAM DCHV                        element
        Finding: VA-MH-RRTP REFDCHVRRTP (HEALTH FACTOR)
6     10.40  VA-EL MHRRTP PROGRAM GEN                          element
        Finding: *NONE*
7     10.50  VA-EL MHRRTP PROGRAM CWT-TR                       element
        Finding: VA-MH-RRTP REFTRRRTP (HEALTH FACTOR)
+-----+-----+-----+-----+-----+
+      + 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-MHRRTP SCREENING**

Select Action: Next Screen// IA Install All

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

```

Packed reminder dialog: VA-MHRRTP SCREENING [NATIONAL DIALOG]
VA-MHRRTP SCREENING (reminder dialog) installed from exchange file.
+-----+-----+-----+-----+-----+
Item  Seq.  Dialog Findings                                     Type  Exists
-----+-----+-----+-----+-----+
1      1     VA-MHRRTP SCREENING                               dialog  X
2      10    VA-GP MHRRTP PROGRAM REFERRED                     group  X
        Finding: *NONE*
3     10.10  VA-EL MHRRTP PROGRAM SUD                          element X
        Finding: VA-MH-RRTP REFSUDRRTP (HEALTH FACTOR)
4     10.20  VA-EL MHRRTP PROGRAM PTSD                         element X
        Finding: VA-MH-RRTP REFPTSDRRTP (HEALTH FACTOR)
5     10.30  VA-EL MHRRTP PROGRAM DCHV                        element X
        Finding: VA-MH-RRTP REFDCHVRRTP (HEALTH FACTOR)
6     10.40  VA-EL MHRRTP PROGRAM GEN                          element X
        Finding: *NONE*
7     10.50  VA-EL MHRRTP PROGRAM CWT-TR                       element X
        Finding: VA-MH-RRTP REFTRRRTP (HEALTH FACTOR)
+-----+-----+-----+-----+-----+
+      + 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

```

After completing this dialog install, you will type Q and be prompted for the items below.

Component	Category	Exists
Source: MONTGOMERY,ALAN at SALT LAKE CITY		
Date Packed: 05/09/2018@14:06:26		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-MHRRTP SCREENING		
VA-MHRRTP DISCHARGE		
VA-MHRRTP STATUS UPDATE		
Keywords:		
Components:		
TIU TEMPLATE FIELD		
+ Enter ?? for more actions >>>		
IA	Install all Components	IS Install Selected Component
Select Action: Next Screen// Q		

After all the dialogs and components have been installed, you will then be returned to this screen. At the **Select Action** prompt, type **Q**.

## Post-Install Set-up Instructions

1. **Make the new Dialogs able to be attached to a Personal or Shared template or to be able to attach the dialogs 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 numbers 150, 151, and 152 are not present, so I will use those three sequences.*

Select Display Sequence: **150**

Are you adding 150 as a new Display Sequence? Yes// **Y YES**

Display Sequence: 150// **<Enter>** 150

Clinical Reminder Dialog: **VA-MHRRTP SCREENING**

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

Select Display Sequence: **151**

Are you adding 151 as a new Display Sequence? Yes// **Y YES**

Display Sequence: 151// **<Enter>** 151

Clinical Reminder Dialog: **VA-MHRRTP STATUS UPDATE**

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

Select Display Sequence: **152**

Are you adding 152 as a new Display Sequence? Yes// **Y YES**

Display Sequence: 152// **<Enter>** 152

Clinical Reminder Dialog: **VA-MHRRTP DISCHARGE**

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

## 2. Setup of Note Titles

If you do not have RRTP note titles, you can create new note titles to connect to the reminder dialogs included in this update. **These note titles are not required.**

The new note titles that would need to be created are:

You will need to create 3 new note titles – one for each reminder dialog.

*The VHA Enterprise Standard Title for all three will be:*

MENTAL HEALTH NOTE

Note Title #1: **MHRRTP SCREENING**

Note Title #2: **MHRRTP STATUS UPDATE**

Note Title #3: **MHRRTP DISCHARGE**



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

**Note: Please review the content of these new dialogs, if you have existing notes and reminder dialogs that you use in the RRTP setting, you can incorporate the contents of these templates into your existing local dialog by adding the main groups. Please work with your RRTP staff to decide the best way to incorporate these components into your local processes.**

**3. Associate the reminder dialogs with the note titles in CPRS.**

**If you decide to attach these templates directly to note titles**, 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:

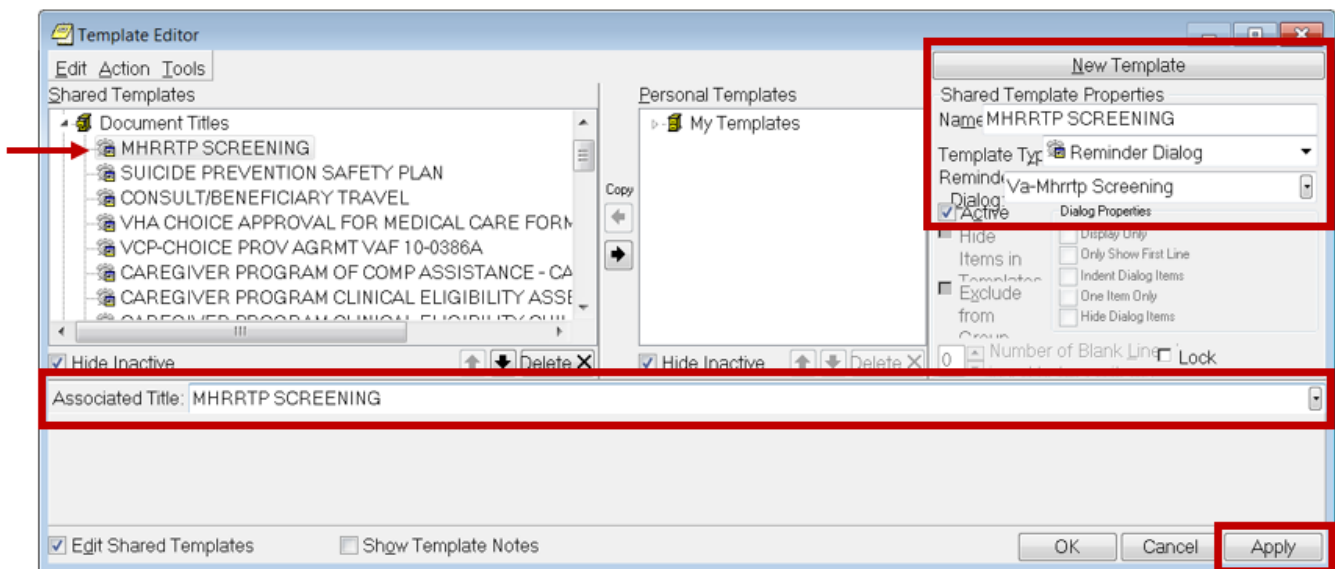
Name: **MHR RTP Screening**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-MHR RTP SCREENING**

Associated Title: **MHR RTP SCREENING** (or your local title)

Type in the Associated Title (which in this case is **MHR RTP SCREENING**) and hit Apply.



Repeat the above process for the two remaining note titles:

**Name: MHR RTP Status Update**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-MHR RTP STATUS UPDATE**

Associated Title: **MHR RTP STATUS UPDATE** (*or your local title*)

**Name: MHR RTP DISCHARGE**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-MHR RTP DISCHARGE**

Associated Title: **MHR RTP DISCHARGE** (*or your local title*)

4. Ensure that all 3 dialogs have version number 1.3

**NOTE:** 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