

**Update\_2\_0\_104**

Clinical Reminders

VA-MHRRTP DIALOG UPDATE

INSTALLATION and SETUP GUIDE

**November 2020**

Product Development

Department of Veterans Affairs

Contents

[Install Details 9](#_Toc57114399)

[Install Example 9](#_Toc57114400)

[Post-Install Set-up Instructions 14](#_Toc57114401)

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 dialogs were first released in July 2018 in Update\_2\_0\_44. This update includes several revisions to each of the three dialogs.

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 to improve the ability of programs to more accurately track wait times and provide local outcome data.

The three templates are brief and designed to be integrated into existing, local processes for documentation. 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.**

This update will update the following reminder content:

**TIU TEMPLATE FIELD**

VA-MHRRTP EDIT

DATE (REQ)

**HEALTH FACTORS**

VA-REMINDER UPDATES

VA-UPDATE\_2\_0\_104

VA-SUICIDE RISK ASSESSMENT [C]

VA-SUICIDE RISK ACUTE LOW

VA-SUICIDE RISK ACUTE INTERMEDIATE

VA-SUICIDE RISK ACUTE HIGH

VA-SUICIDE RISK CHRONIC LOW

VA-SUICIDE RISK CHRONIC INTERMEDIATE

VA-SUICIDE RISK CHRONIC HIGH

VA-MH-RRTP

VA-MH RRTP SCREEN NEW

VA-MH RRTP SCREEN TRANSFER

VA-MH RRTP SCREEN COUNT

VA-MH-RRTP SEPARATE DOM TRACK

VA-MH-RRTP OTHER TRACK

VA-MH-RRTP VOCATIONAL TRACK

VA-MH-RRTP PAIN TRACK

VA-MH-RRTP GAMBLING TRACK

VA-MH-RRTP TBI TRACK

VA-MH-RRTP WOMENS PROGRAM TRACK

VA-MH-RRTP MENS PROGRAM TRACK

VA-MH-RRTP SUD&SMI TRACK

VA-MH-RRTP SUD&PTSD TRACK

VA-MH-RRTP SERIOUS MENTAL ILLNESS TRACK

VA-MH-RRTP MST TRACK

VA-MH-RRTP PTSD TRACK

VA-MH-RRTP SUD TRACK

VA-MH-RRTP NO TRACKS

VA-MH RRTP SCREEN ALT REFERRAL

VA-MH-RRTP SCREEN DENY HOUSING ONLY

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 ADMIT NO

VA-MH-RRTP SCREEN VET DECLINE

VA-MH-RRTP SCREEN HOUSING HIGH RISK

VA-MH-RRTP SCREEN HOUSING HOMELESS

VA-MH-RRTP SCREEN ACCEPT REQUIRE LATER

VA-MH-RRTP SCREEN ACCEPT PRI SCHED

VA-MH-RRTP SCREEN ACCEPT REQST LTR

VA-MH-RRTP SCREEN ACCEPT FIRST AVAIL

VA-MH-RRTP SCREEN ACCEPT ADMIT DATE

VA-MH RRTP PRIORITY ADMIT NO

VA-MH-RRTP SCREEN PRIORITY NOT SCHEDULED

VA-MH RRTP PRIORITY ADMIT YES

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 REFTRRRTP

VA-MH-RRTP REFGENRRTP

VA-MH-RRTP REFDCHVRRTP

VA-MH-RRTP REFPTSDRRTP

VA-MH-RRTP REFSUDRRTP

VA-MH-RRTP STATUS ALREADY

VA-MH-RRTP UPDATE ALT REFERRAL

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 ACCEPT REQUIRE LATER

VA-MH-RRTP UPDATE ACCEPT REQST LTR

VA-MH-RRTP UPDATE ACCEPT FIRST AVAIL

VA-MH RRTP UPDATE ACCEPT PRI SCHED

VA-MH RRTP UPDATE PRIORITY ADMIT NO

VA-MH RRTP UPDATE PRIORITY NOT SCHEDULED

VA-MH RRTP UPDATE PRIORITY ADMIT YES

VA-MH-RRTP UPDATE ADMIT

VA-MH-RRTP UPDATE COUNT

VA-MH-RRTP DC DECEASED

VA-MH-RRTP PTSD CC OTHER

VA-MH-RRTP PTSD CC NONVA RRTP

VA-MH-RRTP PTSD CC NONVA INPT

VA-MH-RRTP PTSD CC NONVA OUTPT

VA-MH-RRTP PTSD CC VET CENT

VA-MH-RRTP PTSD CC VA

VA-MH-RRTP VET DECLINED MH F/U APPT

VA-MH-RRTP LEFT DID NOT SPEAK TO STAFF

VA-MH-RRTP LEFT F/U APPT SCH W/IN 24 HRS

VA-MH-RRTP MHTC UNKNOWN

VA-MH-RRTP MHTC NOTIFIED D/C

VA-MH-RRTP SUI NO EBP

VA-MH-RRTP OTHER EBP

VA-MH-RRTP OTHER TX ANY

VA-MH-RRTP NO EBP

VA-MH-RRTP SUI EBP

VA-MH-RRTP SUI CBTSP

VA-MH-RRTP SUI TX ANY

VA-MH-RRTP SUD OTHER

VA-MH-RRTP SUD COMMUN

VA-MH-RRTP SUD PHARMA

VA-MH-RRTP SUD THERAPY

VA-MH-RRTP SUD EBP

VA-MH-RRTP SUD TX ANY

VA-MH-RRTP PTSD NO EBP NOTAVAIL

VA-MH-RRTP PTSD NO EBP NOTAPPRO

VA-MH-RRTP PTSD NO EBP VET DECLIN

VA-MH-RRTP PTSD NO EBP ALR COMP

VA-MH-RRTP PTSD NO EBP

VA-MH-RRTP PTSD EBP SESS NUM PARTIAL

VA-MH-RRTP PTSD EBP PARTIAL TEXT

VA-MH-RRTP PTSD EBP PARTIAL

VA-MH-RRTP PTSD EBP OTHER

VA-MH-RRTP PTSD EBP EXP

VA-MH-RRTP PTSD EBP TFCBT

VA-MH-RRTP PTSD EBP EMDR

VA-MH-RRTP PTSD EBP PE

VA-MH-RRTP PTSD EBP CPT GRP

VA-MH-RRTP PTSD EBP CPT IND

VA-MH-RRTP PTSD EBP SESS NUM

VA-MH-RRTP PTSD EBP COMPLETE

VA-MH-RRTP PTSD TX ANY

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 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 FAMFRIENDS TEMP

VA-MH-RRTP DCDISP OWNHOUSE

VA-MH-RRTP DC OTHER RRTP

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 DC TRANSFER

VA-MH-RRTP DC DISCHARGE

VA-MH-RRTP DISCHARGE COUNT

**REMINDER SPONSOR**

Mental Health Services

Office of Mental Health Services

Office of MH and Suicide Prevention

**REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_104

**REMINDER TAXONOMY**

VA-MH RRTP OPIATE USE DX

**REMINDER DEFINITION**

VA-OBJ MH RRTP OBJECT

VA-BL HIGH RISK FOR SUICIDE

**REMINDER DIALOG**

VA-MHRRTP DISCHARGE

VA-MHRRTP STATUS UPDATE

VA-MHRRTP SCREENING

**HEALTH SUMMARY TYPE**

VA-CSRE RISK 24 HOURS

VA-CSSRS

VA-MH RRTP DATA OBJECT

VA-BL HIGH RISK FOR SUICIDE

# Install Details

This update is being distributed as a web host file. The address for the host file is:

Screen shot of the Reminder Exchange window from the terminal window with LWH for "Load Web Host File" entered and a URL for PRD file downloads filled in (that is only active from inside the VA firewall.)


**https://Redacted /UPDATE\_2\_0\_104.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

Screen shot with a red arrow pointing a the correct name of the Reminder Exchange entry and the number of that entry entered at the "Enter a list or range of numbers" Prompt.  This number varies by site.


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:

**https://Redacted /UPDATE\_2\_0\_104.PRD**

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\_104 in reminder exchange.

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry

Enter the number that corresponds with your entries titled UPDATE\_2\_0\_104 VA-MHRRTP DIALOG UPDATES *(in this example it is entry 71, it will vary by site).* Make sure the entry has date/time

01/07/2021

At the **Select Action** prompt, type **IA** for Install All Component and hit enter.

Install all NEW items, Skip existing health factors.

Screen shot of the first terminal window in Reminder Exchange listing the Clinical Reminder Items that were selected for packing.  It shows IA for "Install All" entered at the prompt.

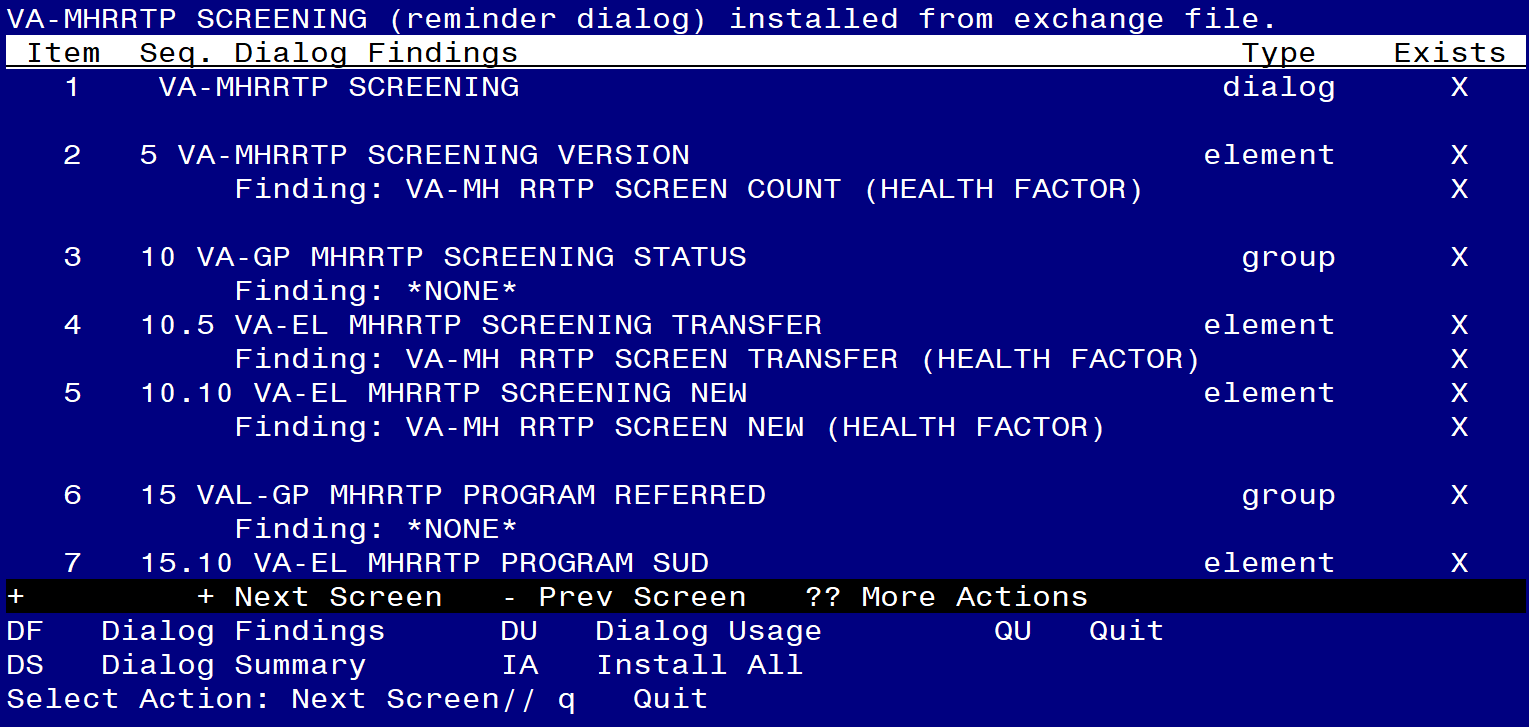

**There are three reminder dialogs included in this update, you will be promped three different times to install the dialog components**

Graphical user interface showing a list of elements, groups and dialogs with the text with IA for "Install All" entered at the "Select Action:" Prompt.  The correct entry is described in the text.

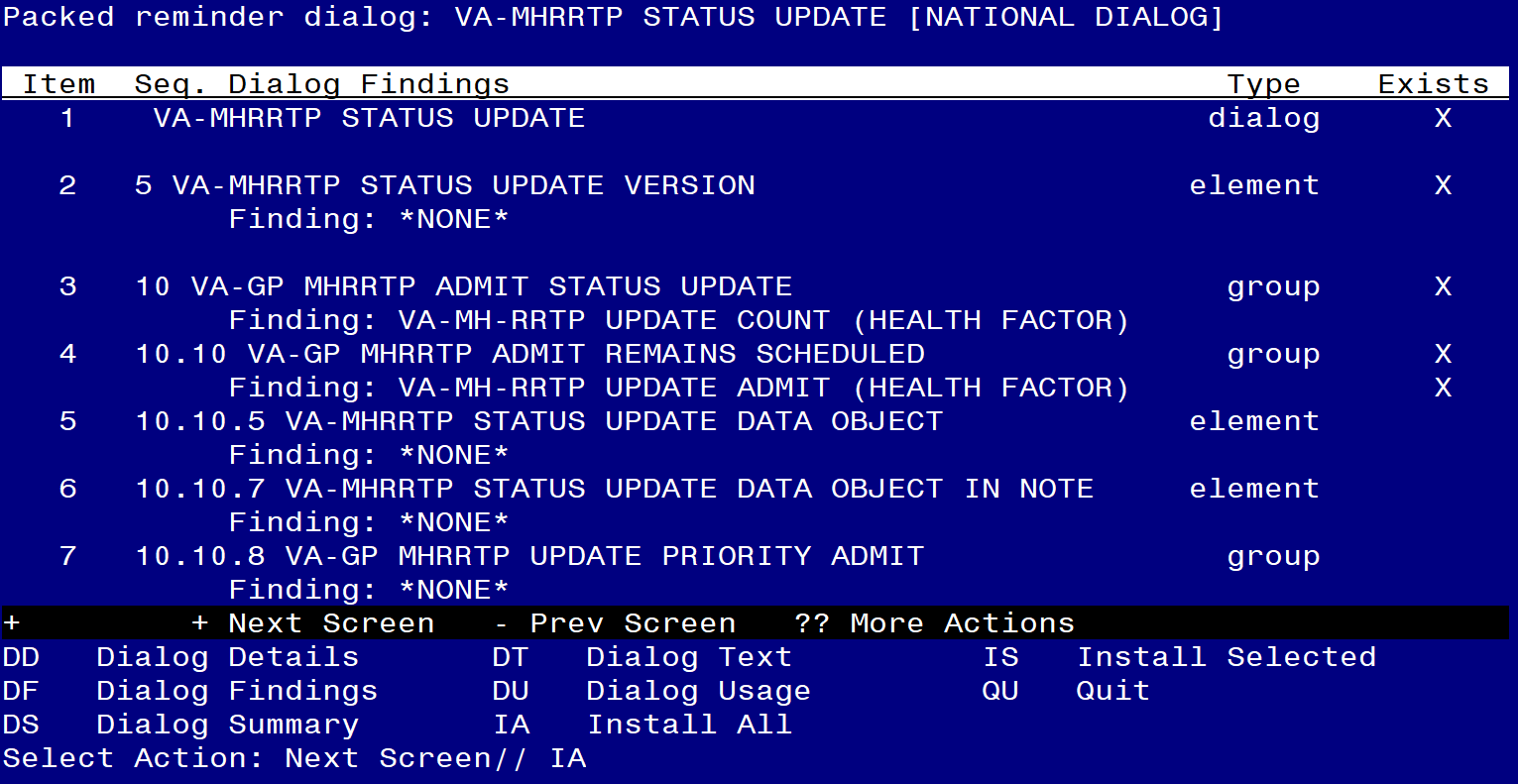

At the **Select Action** prompt, type **IA** to install the dialog **VA-MHRRTP SCREENING**

Select Action: Next Screen// IA Install All

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



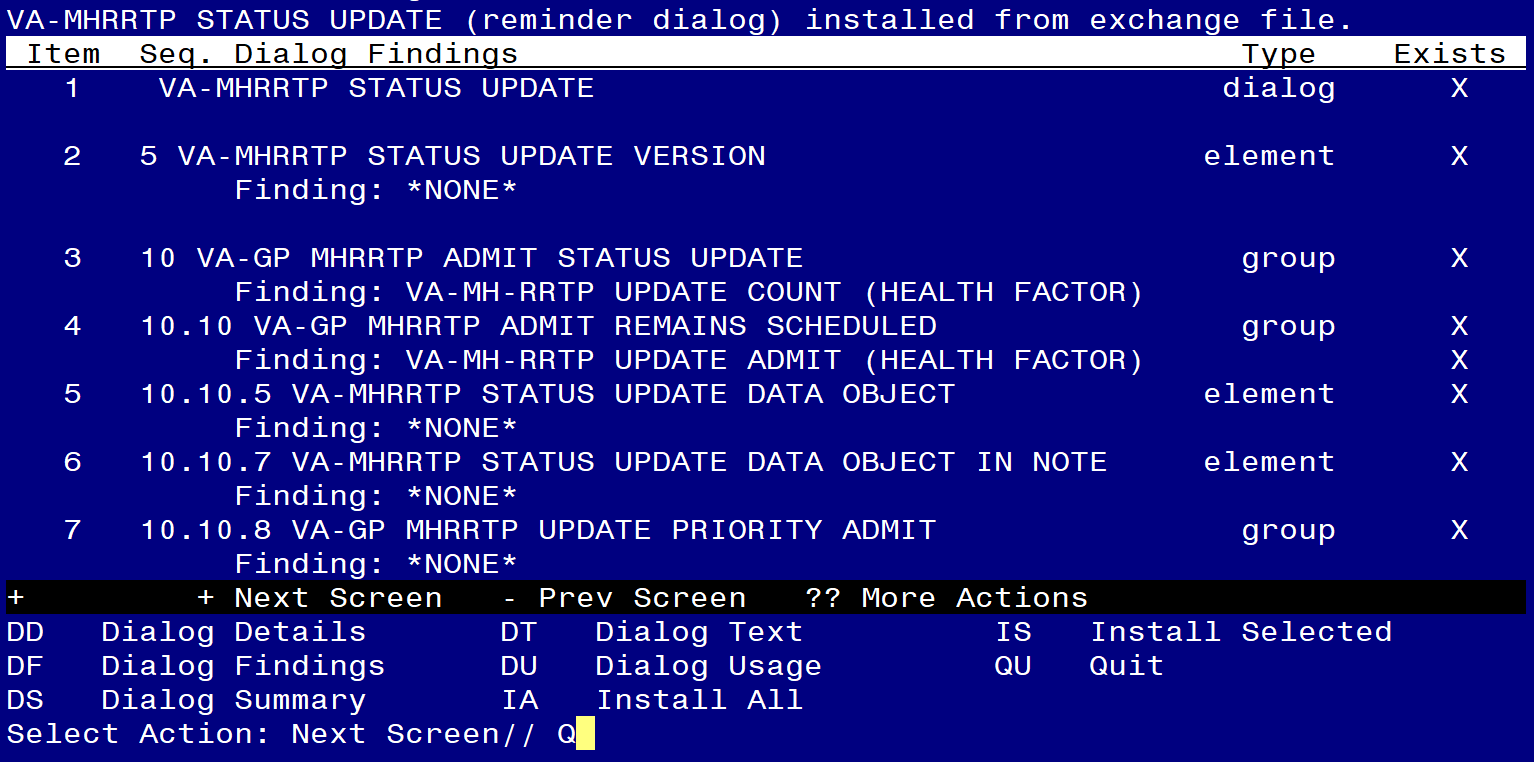
After completing this dialog install, you will type Q to move to the next dialog to install



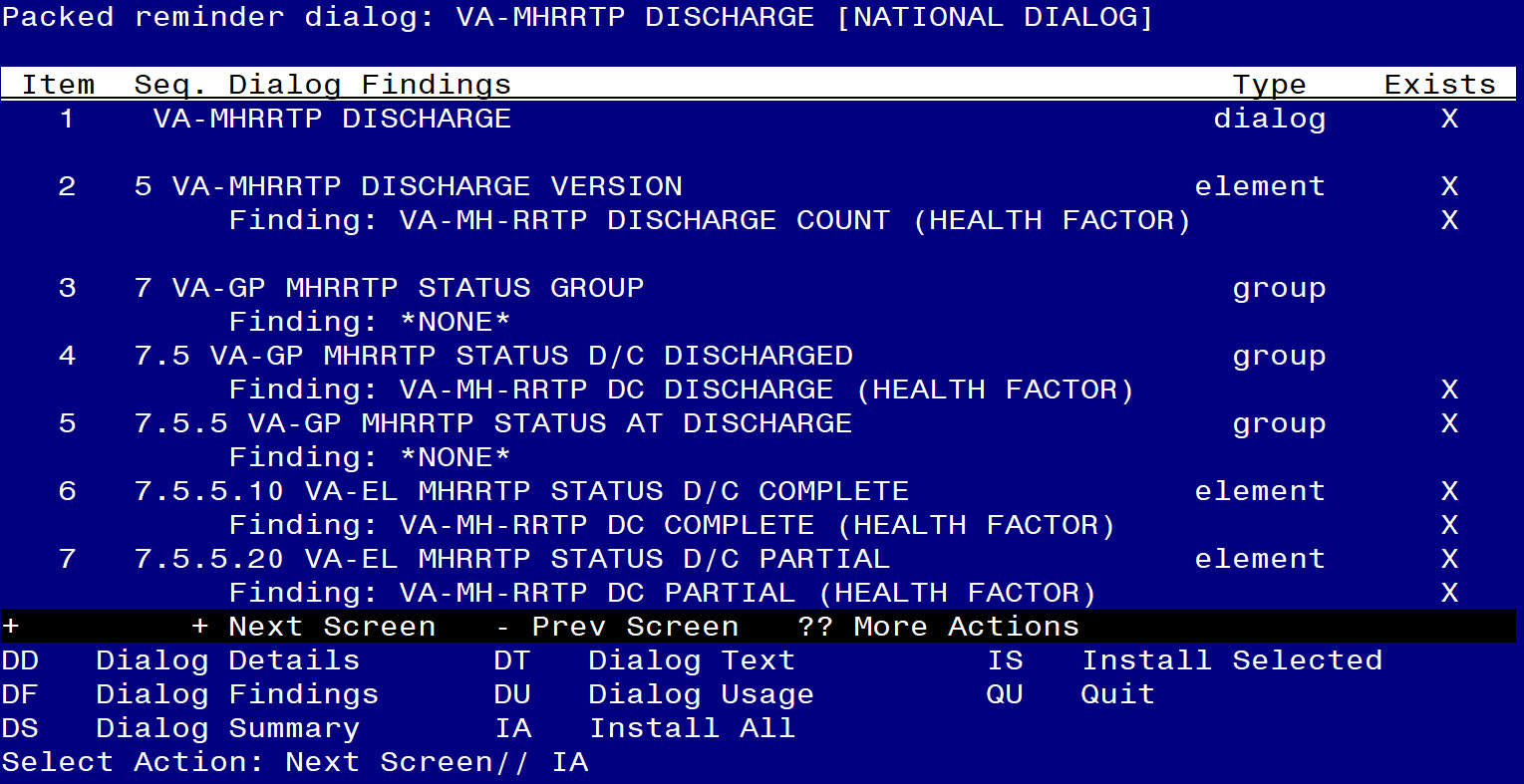
At the **Select Action** prompt, type **IA** to install the dialog **VA-MHRRTP STATUS UPDATE**

Select Action: Next Screen// IA Install All

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



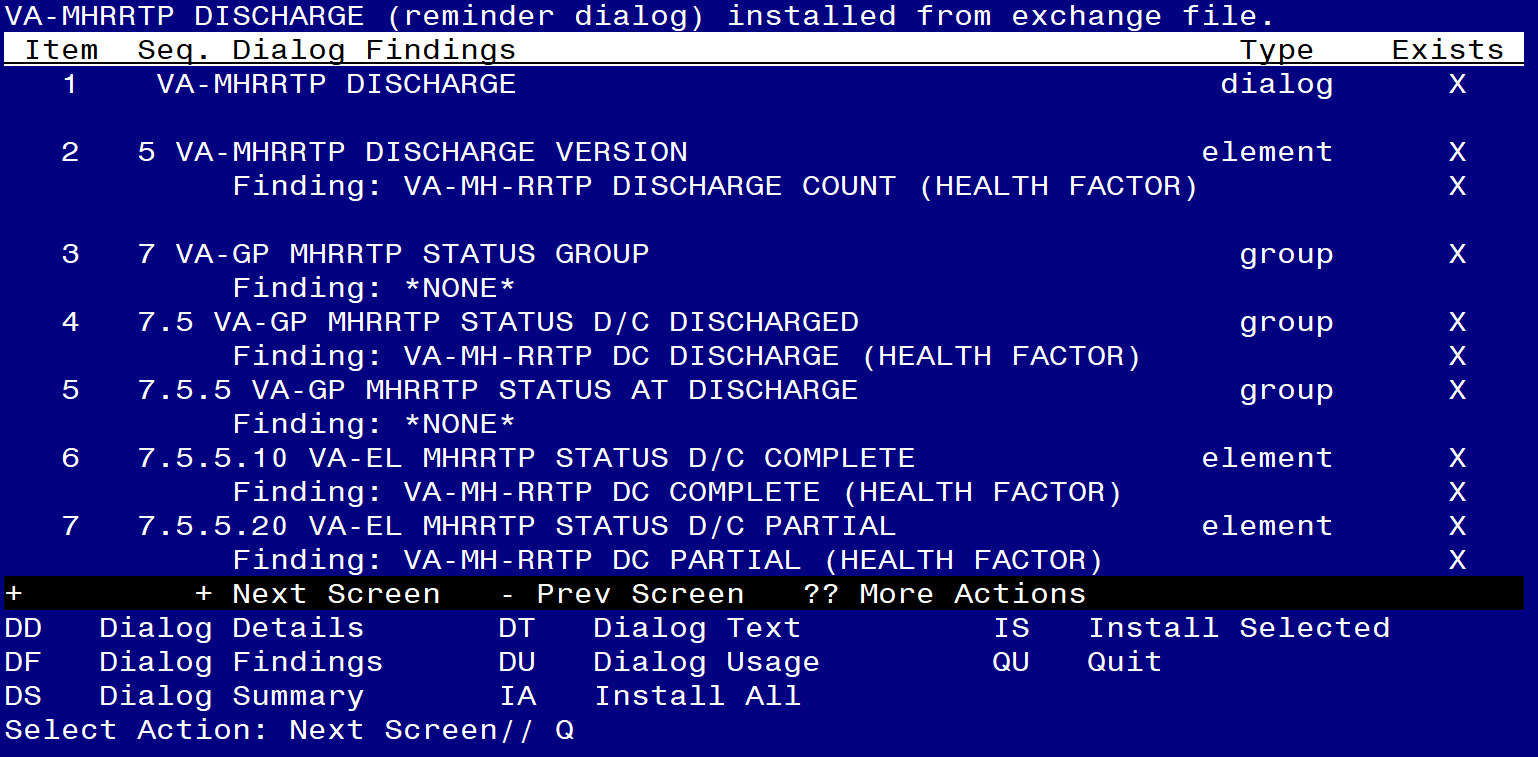
After completing this dialog install, you will type Q to move to the next dialog to install



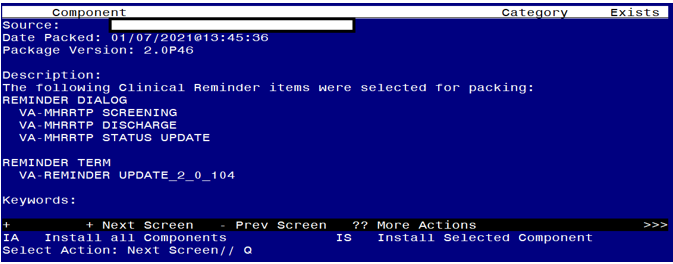
At the **Select Action** prompt, type **IA** to install the dialog – **VA-MHRRTP STATUS UPDATE**

Select Action: Next Screen// IA Install All

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



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

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. **Setup of Note Titles**

(If the dialogs are already linked to shared templates and note titles, then these steps can be skipped.)

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](http://www.va.gov/vdl/documents/Clinical/CPRS-Text_Integration_Utility_(TIU)/tiuim.pdf)

*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.*

1. **Link dialogs to Shared Templates and/or link to Note Title.** (If the dialogs are already linked to shared templates and note titles, then these steps can be skipped.)

From the Reminders Manager Menu:

CF Reminder Computed Finding Management ...

RM Reminder Definition Management ...

SM Reminder Sponsor Management ...

TXM Reminder Taxonomy Management

TRM Reminder Term Management ...

LM Reminder Location List Management ...

RX Reminder Exchange

RT Reminder Test

OS Other Supporting Menus ...

INFO Reminder Information Only Menu ...

DM Reminder Dialog Management ...

CP CPRS Reminder Configuration ...

RP Reminder Reports ...

MST Reminders MST Synchronization Management ...

PL Reminder Patient List Menu ...

PAR Reminder Parameters ...

VS NLM Value Set Menu

ROC Reminder Order Check Menu ...

CQM NLM Clinical Quality Measures Menu

XM Reminder Extract Menu ...

Select Reminder Managers Menu <TEST ACCOUNT> Option: CPRS Reminder Configura

tion

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

DEVL Evaluate Coversheet List on Dialog Finish

DL Default Outside Location

PT Position Reminder Text at Cursor

LINK Link Reminder Dialog to Template

TEST CPRS Coversheet Time Test

NP New Reminder Parameters

GEC GEC Status Check Active

WH WH Print Now Active

Select CPRS Reminder Configuration <TEST ACCOUNT> Option: Link Reminder Dialog to Template

Select Dialog Definition: VA-MHRRTP SCREENING reminder dialog NATIONAL

...OK? Yes// (Yes)

Enter template name: MHRRTP SCREENING

Link template to Document Title? YES

Select Document Definition: **MHRRTP SCREENING**

**Repeat for the VA-MHRRTP STATUS UPDATE and VA-MHRRTP DISCHARGE dialogs.**