



**Update\_2\_0\_161**

**Clinical Reminders**

**VA-Community Care Coordination Plan Emergency  
Care Update**

**Install Guide**

**June 2022**

Product Development  
Office of Information Technology  
Department of Veterans Affairs

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## Introduction

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The reminder dialog “VA-COMMUNITY CARE COORD PLAN EMER CARE” is being separated into 2 (two) reminder dialogs. This is in response to requests from the field and the National Office of Community Care to enable a more efficient way to track care provided in the community.

Each of the separated reminder dialogs will be attached to a new progress note title (see post-install steps) and the current note title COMMUNITY CARE-COORDINATION PLAN NOTE will be disabled.

The reminder dialog “VA-COMMUNITY CARE-CARE COORDINATION PLAN NOTE” will be used to document care which the VA has requested using the consult process. The reminder dialog “VA-COMMUNITY CARE-EMER SP CARE COORD PLAN NOTE” will be used to document care which was provided when the patient self-presented.

The Office of Community Care will provide training for staff using the new note template. Contact REDACTED for technical questions.

### **UPDATE\_2\_0\_161 contains 1 Reminder Exchange entry:**

UPDATE\_2\_0\_161 VA-COMMUNITY CARE COORD PLAN EMER CARE UPDATE

### **The exchange file contains the following components:**

#### **TIU TEMPLATE FIELD**

TEXT (1-20 CHAR)  
TEXT (1-20 CHAR) REQ  
TEXT (1-40 CHAR) REQ  
WP 1 LINE  
OPTIONAL COMMENT-DISPLAY ONLY  
WP 1 LINE REQ  
WP 2/74REQ  
DATE (\*)  
TEXT (1-30 CHAR) REQ  
TEXT (1-60 CHAR)R  
SELECT ONE  
VA CC COORD NOTE FINISH  
WP 2/74  
TEXT NOTES:  
TEXT CC TRANSFER FORMS INFO  
CC-TEXT TRANSFER INSTRUCTIONS 2  
TEXT (1-60 CHARACTERS) REQ  
ENTER TRANSFER COORDINATOR NAME  
RB YES/NO  
VA-CC TEXT REFUSAL FOR TRANSFER INFO  
TEXT CCP COVID SCREENING QUESTION  
CC-TEXT TRANSFER INSTRUCTIONS  
NON VA CARE LEVEL OF CARE

GEN TEXT BOX 50  
GEN TEXT BOX 50 REQUIRED  
GEN TEXT BOX 25  
NVCC ADMISSION ROUTE  
WORD PROCESSING - 2 LINES  
TEXT (1-40 CHAR)  
RB CC APPT TBD  
DATE  
NVCC VA/NON VA  
GEN TEXT 5 SPACES  
GEN TEXT BOX 2 SP  
TEXT VA-NVCC OTHER CLINIC  
WP 1 LINE REQ1  
DATE (REQ)  
TEXT ENTER DM MGMT  
TEXT ENTER CM MGMT  
RB CARE COORD CSR LOC  
DOD WORKSHEET METHOD/CONTACT  
GEN NOT APPLICABLE  
TEXT (1-60 CHAR)  
TEXT (1-30 CHAR)  
TEXT 30 CHAR (REQ)  
TEXT (1-60 CHAR)REQUIRED  
DATE  
GEN WORD PROCESSING  
CARE COORD DISCHARGE DISPOSITION  
CB CARE COORD DOCUMENTATION OBTAINED  
RB YES/NO/UNKNOWN SL  
CC CARE COORD PLAN INSTRUCTIONS  
TEXT (1-20 CHAR REQ)  
TEXT VENDOR REASON TO CONTACT  
TEXT VENDOR NAME  
TEXT ENTER PAT CONT  
TEXT ENTER DIAGNOSIS  
TEXT CONSULT TITLE  
ENTER PROVIDER  
TEXT LEAD COORDINATOR  
ANTICIPATED LOS  
NUMBER 0-45  
TEXT ENTER PROVIDER CONTACT INFO  
TEXT CCPN CONT STAY REVIEW INFO  
TEXT RISK INFO  
GEN TEXT BOX 20 SPACES  
GEN BED TYPE  
TEXT (1-10 CHAR)

## HEALTH FACTORS

VA-REMINDER UPDATES  
VA-UPDATE\_2\_0\_161  
COMMUNITY CARE  
CCET CAREGIVER AGENCY SELF PRESENTED  
CCET CAREGIVER INDIVIDUAL SELF PRESENTED  
CCET CAREGIVER QUESTION SELF PRESENTED  
CCET BEHAVIORAL HEALTH COORD NOTIFIED  
COM CARE HOSPITAL NOTE  
ADMIN NOT ELIGIBLE FOR 38 U.S.C. 1703  
CCET HOMICIDAL BEH SELF PRESENTED  
VA-COVID-19  
VA-COVID-19 OUTSIDE PCR SPEC COLLECTED  
VA-COVID-19 PCR LAB OUTSIDE NEGATIVE  
VA-COVID-19 PCR LAB OUTSIDE POSITIVE  
CCET TRANSFER SELF PRESENTED  
CCET ADMIT DATE SELF PRESENTED  
CCET ADMITTED SELF PRESENTED  
CCET DISCHARGE DATE SELF PRESENTED  
CCET DISCH DISP SELF PRESENTED  
CCET APPOINT MGMT SELF PRESENTED  
CCET DISCH PLAN SELF PRESENTED  
CCET CONT STAY REVIEW SELF PRESENTED  
CCET SUICIDE PREVENTION COORD NOTIFIED  
CCET SUICIDAL BEH SELF PRESENTED  
CCET REFERRAL HOSPITAL SELF PRESENTED  
CCET INTAKE SELF PRESENTED  
CCPN CARE COORD DISCHARGE DATE  
CCPN CARE COORD DISCH DISP  
CCPN CARE COORD APPT MGMT  
CCPN CAREGIVER AGENCY  
CCPN CAREGIVER INDIVIDUAL  
CCPN LOC URGENT  
CCPN LOC COMPLEX/CHRONIC  
CCPN LOC MODERATE  
CCPN LOC BASIC  
CCPN CARE COORD FOLLOW UP  
CCPN CARE COORD PROVIDER CONTACT  
CCPN CARE COORD TRANSFER  
CCPN CARE COORD PATIENT CONTACT  
CCPN CARE COORD DISCH PLAN  
CCPN CARE COORD DISEASE MGMT  
CCPN CARE COORD CONT STAY REVIEW  
CCPN CARE COORD CASE MGMT  
CCPN REFERRAL HOSPITAL INITIAL NOTE  
CCPN CARE COORD EMER CONSULT

CCPN CARE COORD ADMIT DATE  
VA REF ADMIT YES  
CCPN CARE COORD INITIAL NOTE

**REMINDER SPONSOR**  
VHA OFFICE OF COMMUNITY CARE

**REMINDER TERM**  
VA-REMINDER UPDATE\_2\_0\_161

**HEALTH SUMMARY COMPONENT**  
CONSULTS BRIEF

**HEALTH SUMMARY TYPE**  
CCP CONSULTS

**HEALTH SUMMARY OBJECTS**  
CCP CONSULTS

**TIU DOCUMENT DEFINITION**  
CCP CONSULTS

**REMINDER DIALOG**  
VA-COMMUNITY CARE-CARE COORD PLAN NOTE  
VA-COMMUNITY CARE-EMER SP CARE COORD PLAN NOTE

## **Install Details**

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This update is being distributed as a web host file. The address for the host file is:  
**[https://REDACTED/UPDATE\\_2\\_0\\_161.PRD](https://REDACTED/UPDATE_2_0_161.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 20 minutes.

## Pre-Install

**1** - Prior to installing this update, use the action INQ (Inquiry/Print) to print and save the existing dialog for the following items. This will ensure the local modifications to these items are easier to complete when you complete the Post-Install steps. Local modifications are optional, your facility may have no modifications

<b>ELEMENT</b>	VAL-COMMUNITY CARE PLAN COORD CONSULT
<b>GROUP</b>	VAL-GP COMMUNITY CARE COORD PLAN VA FACILITY
<b>GROUP</b>	VAL-CC REFERRAL HOSPITALS
<b>ELEMENT</b>	VAL-CC REFERRAL HOSPITAL (E)

## Install Example

To Load the Web Host File. Navigate to Reminder exchange in Vista

```
+ + Next Screen - Prev Screen ?? More Actions >>>
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 RP Repack
Select Action: Next Screen// LWH Load Web Host File
Input the URL for the .prd file: https://[REDACTED]/UPDATE_2_0_161.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:

**https://REDACTED/UPDATE\_2\_0\_161.PRD**

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

```
https://[REDACTED]/UPDATE_2_0_161.PRD successfully loaded.
```

```
+Item Entry Source Date Packed
231 UPDATE_2_0_161 VA-COMMUNITY CARE COORD PLAN EMER CARE UPDATE
232 UPDATE_2_0_162 VA-PERSONAL HEALTH INVENTORY
233 UPDATE_2_0_163 INFLUENZA UPDATE
234 UPDATE_2_0_164 VA-MISC UPDATE 12
235 UPDATE_2_0_165 VA-DOD
+ + 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 RP Repack
Select Action: Next Screen// IFE Install Exchange File Entry
Enter a list or range of numbers (1-625): 231
```

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

Enter the number that corresponds with your entry titled **UPDATE\_2\_0\_161 VA-COMMUNITY CARE COORD PLAN EMER CARE UPDATE** (in this example it is entry 231, it will vary by site, the date packed should be 03/09/2022)

```
Component Category Exists
Source:
Date Packed:
Package Version: 2.0P/1

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-COMMUNITY CARE-CARE COORD PLAN NOTE
  VA-COMMUNITY CARE-EMER SP CARE COORD PLAN NOTE

REMINDER TERM
  VA-REMINDER UPDATE_2_0_161

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**

During the installation, you will see several prompts:

**Install** all new components

OVERWRITE any existing components except for the HS Type listed below.

If the prompt below presents to you, select **S for Skip**

HEALTH SUMMARY TYPE entry named CCP CONSULTS already exists but the packed component is different, what do you want to do?

Select one of the following:

- C Create a new entry by copying to a new name
- O Overwrite the current entry
- U Update
- Q Quit the install
- S Skip, do not install this entry

Enter response: O// **S**



You will be prompted to install the first dialog component:

```
Packed reminder dialog: VA-COMMUNITY CARE-EMER SP CARE COORD PLAN NOTE [NATIONAL
Item  Seq. Dialog Findings                                     Type  Exists
  1    VA-COMMUNITY CARE-EMER SP CARE COORD PLAN NOTE         dialog  X
  2    5 VA-CC EMER SP CARE COORD NOTE VERSION                 element  X
      Finding: *NONE*
  3    10 VA-GP COMMUNITY CARE SELF PRESENTED                  group   X
      Finding: *NONE*
  4    10.10 VA-GP COMMUNITY CARE EMERGENCY NOTIFICATION        group   X
      INTAKE
      Finding: CCET INTAKE SELF PRESENTED (HEALTH FACTOR)
  5    10.10.10 VA-GP COMMUNITY CARE EMER INTAKE NOTE           group   X
      Finding: CCET INTAKE SELF PRESENTED (HEALTH FACTOR)
  6    10.10.10.3 VA-GP COMMUNITY CARE COORD DOS MODIFIED       group   X
      Finding: *NONE*
  7    10.10.10.3.10 VA-EL COMMUNITY CARE COORD URGENT         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-COMMUNITY CARE-EMER SP CARE COORD PLAN NOTE**

Select Action: Next Screen// **IA Install All**

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

```
Packed reminder dialog: VA-COMMUNITY CARE-EMER SP CARE COORD PLAN NOTE [NATIONAL
VA-COMMUNITY CARE-EMER SP CARE COORD PLAN NOTE (reminder dialog) installed from
Item  Seq. Dialog Findings                                     Type  Exists
  1    VA-COMMUNITY CARE-EMER SP CARE COORD PLAN NOTE         dialog  X
  2    5 VA-CC EMER SP CARE COORD NOTE VERSION                 element  X
      Finding: *NONE*
  3    10 VA-GP COMMUNITY CARE SELF PRESENTED                  group   X
      Finding: *NONE*
  4    10.10 VA-GP COMMUNITY CARE EMERGENCY NOTIFICATION        group   X
      INTAKE
      Finding: CCET INTAKE SELF PRESENTED (HEALTH FACTOR)
  5    10.10.10 VA-GP COMMUNITY CARE EMER INTAKE NOTE           group   X
      Finding: CCET INTAKE SELF PRESENTED (HEALTH FACTOR)
  6    10.10.10.3 VA-GP COMMUNITY CARE COORD DOS MODIFIED       group   X
      Finding: *NONE*
  7    10.10.10.3.10 VA-EL COMMUNITY CARE COORD URGENT         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
```

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

You will be prompted to install the next dialog component:

```
Packed reminder dialog: VA-COMMUNITY CARE-CARE COORD PLAN NOTE [NATIONAL DIALOG]
+-----+-----+-----+-----+
| Item | Seq. | Dialog Findings | Type | Exists |
+-----+-----+-----+-----+
| 1 | | VA-COMMUNITY CARE-CARE COORD PLAN NOTE | dialog | X |
| 2 | 5 | VA-CC CARE COORD PLAN NOTE VERSION | element | X |
|   |   | Finding: *NONE* |   |   |
| 3 | 10 | VA-GP COMMUNITY CARE COORD DOCUMENTATION 2 | group | X |
|   |   | Finding: *NONE* |   |   |
| 4 | 10.10 | VA-GP COMMUNITY CARE COORD PLAN NOTE 2 | group | X |
|   |   | Add. Finding: CCPN CARE COORD INITIAL NOTE (HEALTH FACTOR) |   | X |
| 5 | 10.10.10 | VA-GP COMMUNITY CARE CONSULT | group | X |
|   |   | Finding: *NONE* |   |   |
| 6 | 10.10.10.10 | VA-GP COMMUNITY CARE PLAN COORD CONSULT | group | X |
|   |   | Finding: *NONE* |   |   |
| 7 | 10.10.10.10.10 | VAL-COMMUNITY CARE PLAN COORD CONSULT | element | 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// IA
```

At the **Select Action** prompt, type **IA** to install the dialog – **VA-COMMUNITY CARE-CARE COORD PLAN NOTE**

Select Action: Next Screen// **IA Install All**

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

```
Packed reminder dialog: VA-COMMUNITY CARE-CARE COORD PLAN NOTE [NATIONAL DIALOG]
VA-COMMUNITY CARE-CARE COORD PLAN NOTE (reminder dialog) installed from exchange
+-----+-----+-----+-----+
| Item | Seq. | Dialog Findings | Type | Exists |
+-----+-----+-----+-----+
| 1 | | VA-COMMUNITY CARE-CARE COORD PLAN NOTE | dialog | X |
| 2 | 5 | VA-CC CARE COORD PLAN NOTE VERSION | element | X |
|   |   | Finding: *NONE* |   |   |
| 3 | 10 | VA-GP COMMUNITY CARE COORD DOCUMENTATION 2 | group | X |
|   |   | Finding: *NONE* |   |   |
| 4 | 10.10 | VA-GP COMMUNITY CARE COORD PLAN NOTE 2 | group | X |
|   |   | Add. Finding: CCPN CARE COORD INITIAL NOTE (HEALTH FACTOR) |   | X |
| 5 | 10.10.10 | VA-GP COMMUNITY CARE CONSULT | group | X |
|   |   | Finding: *NONE* |   |   |
| 6 | 10.10.10.10 | VA-GP COMMUNITY CARE PLAN COORD CONSULT | group | X |
|   |   | Finding: *NONE* |   |   |
| 7 | 10.10.10.10.10 | VAL-COMMUNITY CARE PLAN COORD CONSULT | element | 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:
Date Packed:
Package Version: 2.0P71

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-COMMUNITY CARE-CARE COORD PLAN NOTE
  VA-COMMUNITY CARE-EMER SP CARE COORD PLAN NOTE

REMINDER TERM
  VA-REMINDER UPDATE_2_0_161

Keywords:

Components:
+      + Next Screen  - Prev Screen  ?? More Actions  >>>
IA  Install all Components          IS  Install Selected Component
Select Action: Next Screen// 0

```

You will be returned to this screen. Type Q to quit.  
 Install Completed

## Post Installation

---

### 1. Setup of Note title

A note title will need to be created to use with this reminder dialog template. Create these note titles in the same document category your other community care notes are located.

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

**COMMUNITY CARE-CARE COORDINATION PLAN NOTE**  
**COMMUNITY CARE-EMER SELF PRESENTING CARE COORD PLAN NOTE**

This note title is to be mapped to the following VHA Enterprise Standard Title:

**NONVA NOTE**

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

**You should inactivate the note titled COMMUNITY CARE-COORDINATION PLAN NOTE.**

2. **Link the reminder dialog with the note title. You can choose to use the linking feature as described below or you can enable for use in a reminder dialog using the vista menu CP CPRS Reminder Configuration, TIU TIU Template Reminder Dialog Parameter and link the template using CPRS edit shared templates.**

**Using the Reminder Manager Menu, CP CPRS Reminder Configuration, LINK Link Reminder Dialog to Template, you will link the dialogs to the new document titles.**

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

Select Dialog Definition: VA-COMMUNITY CARE-CARE COORD PLAN

NOTE reminder dialog NATIONAL

...OK? Yes// (Yes)

Enter template name: COMMUNITY CARE-CARE COORD PLAN NOTE

Link template to Document Title? YES

Select Document Definition: COMMUNITY CARE-CARE

COORDINATION PLAN NOTE TITLE

Std Title: NONVA NOTE

Template COMMUNITY CARE-CARE COORD PLAN NOTE created

Template COMMUNITY CARE-CARE COORD PLAN NOTE added to

Shared Folder.

Template COMMUNITY CARE-CARE COORD PLAN NOTE link to note

title COMMUNITY CARE- CARE COORDINATION PLAN NOTE

You will repeat the steps for the second note

Select Dialog Definition: VA-COMMUNITY CARE-EMER SP CARE

COORD PLAN NOTE reminder dialog NATIONAL

...OK? Yes// (Yes)

Enter template name: COMMUNITY CARE-EMER SP CARE COORD

PLAN NOTE

Link template to Document Title? YES

Select Document Definition: COMMUNITY CARE-EMER SELF

PRESENTING CARE COORD PLAN NOTE

TITLE

Std Title: NONVA NOTE

Template COMMUNITY CARE-EMER SP CARE COORD PLAN NOTE  
created

Template COMMUNITY CARE-EMER SP CARE COORD PLAN NOTE  
added to Shared Folder.

Template COMMUNITY CARE-EMER SP CARE COORD PLAN NOTE  
link to note title COMMUNITY

CARE-EMER SELF PRESENTING CARE COORD PLAN NOTE

3. Refer to your saved Inquiry from the pre-installation steps, and add your local facility information to the following Group:  
Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Group. Search for and edit the following Group - VAL-GP COMMUNITY CARE COORD PLAN VA FACILITY
4. Refer to your saved Inquiry from the pre-installation steps, and add your hospital referral information to the following Group:  
Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Group. Search for and edit the following Group - VAL-CC REFERRAL HOSPITALS
5. Refer to your saved Inquiry from the pre-installation steps, and add your hospital referral information to the following Element:  
Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element. Search for and edit the following Element - VAL-CC REFERRAL HOSPITAL (E)
6. Refer to your saved Inquiry from the pre-installation steps, and add your local Community Care consult data object to the following Element:  
Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element. Search for and edit the following Element: VAL-COMMUNITY CARE PLAN COORD CONSULT. Replace the data object with a Community Care Consults data object that exists in your system.

Element: VAL-COMMUNITY CARE PLAN COORD CONSULT

Text: **CCP CONSULTS**

NOTE: If you need to create a data object, go to the DOCUMENT DEFINITIONS menu, then CREATE TIU/HEALTH SUMMARY OBJECTS

7. New - VAL-EL OPTIONAL LOCAL INFORMATION, this is a reminder dialog element that contains a word processing field, sites can edit this if they would like to. It is optional in the template.  
Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element. Search for and edit the following Element: VAL-EL OPTIONAL LOCAL INFORMATION.
8. New - VAL-EL NON VA FACILITY INTAKE S/I SUICIDE COOR NAME, this is a reminder dialog element that is currently free text, you can create a txml template field with the names of your site Suicide Prevention Coordinators and replace the field or leave as free text.  
Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element. Search for and edit the following Element: VAL-EL NON VA FACILITY INTAKE S/I SUICIDE COOR NAME.

