

Update \_2\_0\_198

# **Clinical Reminders**

# VA-MH HRS PATIENT RECORD FLAG Install Guide

August 2021

Product Development Office of Information Technology Department of Veterans Affairs

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# Introduction

# Description: THERE ARE TWO REMINDER DIALOGS INCLUDED IN THIS RELEASE.

### 1. VA-MH HRS PRF CATEGORY I - HIGH RISK FOR SUICIDE

This dialog provides documentation options for placement, continuation, transfer, and inactivation of a Patient Record Flag (PRF) for High Risk for Suicide (HRS). HRS-PRF review should occur no later than every 90 days and documentation of all flag actions is required. Use of this template alone will not trigger flag actions. This template replaces existing templates and will be used by the Suicide Prevention Coordinators to document all flag actions, including enhanced documentation of clinical rationale for flag inactivation. Once populated, it also provides instructions to staff about how to manage veterans identified as high risk for suicide.

### 2. VA-MH HRF PLACEMENT CONSULT

This dialog that will be used by the suicide prevention coordinators at each site to complete a consult that will be entered when a new suicidal behavior is recorded in the Suicide Behavior and Overdose Report or Comprehensive Suicide Risk evaluation templates.

## UPDATE\_2\_0\_198 contains 1 Reminder Exchange entry: UPDATE\_2\_0\_198 VA-MH HRS PATIENT RECORD FLAG

## The exchange file contains the following components:

## TIU TEMPLATE FIELD

VA-WORDR

#### **HEALTH FACTORS**

VA-REMINDER UPDATES VA-UPDATE\_2\_0\_198 VA-HIGH RISK FOR SUICIDE VA-HRS PRF ASSIGNED SPC VA-HRS PRF CONTINUED VA-HRS PRF ACTIVATED VA-HRS PRF NEXT REVIEW DATE VA-HRS PRF RECEIVING FACILITY VA-HRS PRF TRANSFER DATE VA-HRS PRF TRANSFERRING FACILITY VA-HRS PRF TRANSFERRED VA-HRS PRF CARING COMM NO DIED VA-HRS PRF CARING COMM NO IFSM VA-HRS PRF CARING COMM NO CORR VA-HRS PRF CARING COMM YES **VA-HRS PRF STRESS** VA-HRS PRF COPING MEDICAL VA-HRS PRF COPING MH VA-HRS PRF COPING PD VA-HRS PRF LETHAL MEANS NO VA-HRS PRF MAINTAIN SAFETY VA-HRS PRF SUICIDE PLAN NO VA-HRS PRF SUICIDAL INTENT ADMIT NO VA-HRS PRF INPAT NO VA-HRS PRF RECENT SDV NO VA-HRS PRF MH ENGAGE NO VA-HRS PRF MH ENGAGE YES VA-HRS PRF INACTIVATE CLIN REVIEW VA-HRS PRF DECEASED VA-HRS PRF IFSM SAFETY PLAN VA-HRS PRF IFSM CARE COORD VA-HRS PRF IFSM COMM REFERRAL VA-HRS PRF INELIG FORMER SERV MEM VA-HRS PRF INACTIVATED VA-HRS PRF CONSULT VA-HRS PRF CONSULT ACTIVATE FLAG NO VA-HRS PRF CONSULT FLAG IN PLACE VA-HRS PRF CONSULT ACTIVATE FLAG YES

#### **REMINDER SPONSOR**

Office of MH and Suicide Prevention

#### **REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_198

#### **REMINDER DIALOG**

VA-MH HRS PRF CATEGORY I - HIGH RISK FOR SUICIDE VA-MH HRF PLACEMENT CONSULT

# **Install Details**

This update is being distributed as a web host file. The address for the host file is: https://REDACTED/UPDATE 2 0 198.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 15 minutes.

# **Install Example**

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

+	+	Next	Scre	en	- Prev	Screen	??	More	ACT	ions	>>>
CFE	Create	Excha	ange	File	Entry		LHF	Load	Host	t File	
CHF	Create	Host	File	•			LMM	Load	Mail	1Man Message	
CMM	Create	Mail	Man M	lessag	ge		LR	List	Rem	inder Definitions	
DFE	Delete	Excha	ange	File	Entry		LWH	Load	Web	Host File	
IFE	Install	L Excl	hange	File	e Entry		RI	Remi	nder	Definition Inquin	ry
IH	Instal	latio	n His	story			RP	Repa	ck 🧹	6	
Selec	et Actic	on: Ne	ext S	screet	n// LWH	Load	Web	Host	File	S	
Input	t the UF	IL TO	r the	.pro	d file:	https:	11			/UPD	DATE_2_0_198.PRD

At the <u>Select Action:</u> prompt, enter <u>LWH</u> for Load Web Host File At the <u>Input the url for the .prd file:</u> prompt, type the following web address: https://vaww.va.gov/reminders/docs/UPDATE\_2\_0\_198.PRD

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

https://<sup>-</sup>/UPDATE\_2\_0\_198.PRD successfully loaded.

Search and locate an entry titled **UPDATE\_2\_0\_198 VA-MH HRS PATIENT RECORD** FLAG in reminder exchange.

+Item	Entry	Source	Date Packed
175	UPDATE_2_0_198 VA-MH HRS		07/21/2021@05:52
	PATIENT RECORD FLAG		
176	UPDATE_2_0_199 VA-TELESTROKE		06/25/2021@12:45
	RN TRIAGE - ACUTE STROKE		
177	UPDATE_2_0_2 CAREGIVER ELIG		02/18/2016@13:10
178	UPDATE_2_0_20 BREAST CANCER		02/06/2017@12:19
	DIALOGS		
179	UPDATE_2_0_20 COLON CANCER		02/07/2017@09:19
	DIALOGS		
180	UPDATE_2_0_20 LUNG CANCER		02/06/2017@12:23
+	+ Next Screen - Prev Scree	n ?? More Actions	>>>
CFE	Create Exchange File Entry	LHF Load Host File	
CHF	Create Host File	LMM Load MailMan Mess	age
CMM	Create MailMan Message	LR List Reminder Def	initions
DFE	Delete Exchange File Entry	LWH Load Web Host Fil	e
IFE	Install Exchange File Entry	RI Reminder Definiti	lon Inquiry
IH	Installation History	RP Repack	
Selec	t Action: Next Screen// IFE Ins	stall Exchange File Entry	/
Enter	a list or range of numbers (1-42	2): 175	

At the <u>Select Action</u> prompt, enter <u>IFE</u> for Install Exchange File Entry Enter the number that corresponds with your entry UPDATE\_2\_0\_198 VA-MH HRS PATIENT RECORD FLAG *(in this example it is entry 175. It will vary by site).* The date of the exchange file should be 07/21/2021.

Component	Category Exists
Source: Date Packed: 07/21/2021@05:52:33 Package Version: 2.0P42	
Description: The following Clinical Reminder items were selected REMINDER DIALOG VA-MH HRS PRF CATEGORY I - HIGH RISK FOR SUICIDE VA-MH HRF PLACEMENT CONSULT	for packing:
REMINDER TERM VA-REMINDER UPDATE_2_0_198	
Keywords:	
Components:	
+ Enter ?? for more actions IA Install all Components IS Install Select Action: Next Screen// IA	>> l Selected Component

At the <u>Select Action</u> prompt, type <u>IA</u> for Install all Components and hit enter. Select Action: Next Screen// <u>IA</u> 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, choose **O to Overwrite.** 

You will be promped to install the FIRST reminder dialog component (VA-MH HRF PLACEMENT CONSULT). You will choose to install all even though some components may have an X to indicate that they exist.

Packed	reminder dialog: VA-MH HRF PLACEMENT CONSULT [NATIONA	L DIALOG]	
Item	Seq. Dialog Findings	Туре	Exists
1	VA-MH HRF PLACEMENT CONSULT	dialog	
2	5 VA-MH HRF PLACEMENT CONSULT VERSION Finding: *NONE*	element	
3	10 VA-GP MH HRF PLACEMENT CONSULT OPTIONS Finding: *NONE*	group	
4	10.5 VA-GP MH HRF PLACEMENT ACTIVATE FLAG Finding: VA-HRS PRF CONSULT ACTIVATE FLAG YES (H	group EALTH	x
5	10.5.5 VA-MH HRF PLACEMENT EXPLAIN Finding: *NONE*	element	
6	10.10 VA-GP MH HRF PLACEMENT CONTINUE FLAG Finding: VA-HRS PRF CONSULT FLAG IN PLACE (HEALT	group H EACTOR)	¥
7	10.10.5 VA-MH HRF PLACEMENT EXPLAIN	element	^
+	+ Next Screen - Prev Screen ?? More Actions		
DD D	ialog Details DT Dialog Text IS Ins	tall <mark>S</mark> electe	d
DF D	ialog Findings DU Dialog Usage QU Qui	t	
DS D	ialog Summary IA <u>I</u> nstall All		
Select	Action: Next Screen// IA		

At the <u>Select Action</u> prompt, type <u>IA</u> to install the dialog: VA-MH HRF PLACEMENT CONSULT

Select Action: Next Screen// IA Install All

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

Pack	ed reminder dialog: VA-MH HRF PLACEMENT CONSULT [NATIONAL DIALOG]	
VA-M	H HRF PLACEMENT CONSULT (reminder dialog) installed from exchange	<mark>file</mark> .
Ite	m Seq. Dialog Findings Type	Exists
1	VA-MH HRF PLACEMENT CONSULT dialog	X
2	5 VA-MH HRF PLACEMENT CONSULT VERSION element Finding: *NONE*	x
3	10 VA-GP MH HRF PLACEMENT CONSULT OPTIONS group	x
	Finding: *NONE*	
4	10.5 VA-GP MH HRF PLACEMENT ACTIVATE FLAG group	Х
	Finding: VA-HRS PRF CONSULT ACTIVATE FLAG YES (HEALTH	X
	FACTOR)	
5	0 10.5.5 VA-MH HRF PLACEMENT EXPLAIN element	X
	Finding: *NONE*	
6	5 10.10 VA-GP MH HRF PLACEMENT CONTINUE FLAG group	X
	Finding: VA-HRS PRF CONSULT FLAG IN PLACE (HEALTH FACTOR)	X
7	10.10.5 VA-MH HRF PLACEMENT EXPLAIN element	Х
+	+ Next Screen - Prev Screen ?? More Actions	
DD	Dialog Details DT Dialog Text IS Install Selec	ted
DF	Dialog Findings DU Dialog Usage QU Quit	
DS	Dialog Summary IA Install All	
Sele	ct Action: Next Screen// O	

After completing this dialog install, you will type Q.

You will be promped to install the NEXT reminder dialog component (VA-MH HRS PRF CATEGORY I - HIGH RISK FOR SUICIDE). You will choose to install all even though some components may have an X to indicate that they exist.

Packe	d reminder dialog: VA-MH HRS PRF CATEGORY I - HIGH RISK	FOR SUICIDE	[NATION
Item	Seq. Dialog Findings	Туре	Exists
1	VA-MH HRS PRF CATEGORY I - HIGH RISK FOR SUICIDE	dialog	
2	5 VA-MH HRS PRF CATEGORY I - HIGH RISK FOR SUICIDE VERSION	element	
	Finding: *NONE*		
З	10 VA-GP MH HRS PRF CATEGORY I OPTIONS Finding: *NONE*	group	
4	10.5 VA-GP MH HRS PRF CATEGORY I ACTIVATED	group	
5	Finding: VA-HRS PRF ACTIVATED (HEALTH FACTOR) 10.5.5 VA-MH HRS PRF CATEGORY I ACTIVATED Finding: *NONE*	element	X
6	10.5.10 VA-GP MH HRS PRF CATEGORY I ACTIVATED	group	
	COMMENT		
+	+ Next Screen - Prev Screen 22 More Actions		
DD	Dialog Details DT Dialog Text IS Ins	tall Selected	1
DF	Dialog Findings DU Dialog Usage QU Qui	t	
DS	Dialog Summary IA Install All		
Selec	t Action: Next Screen// IA		

At the <u>Select Action</u> prompt, type <u>IA</u> to install the dialog: VA-MH HRS PRF CATEGORY I - HIGH RISK FOR SUICIDE

Select Action: Next Screen// IA Install All Install reminder dialog and all components with no further changes: Y// Yes

Packed	d reminder dialog: VA-MH HRS PRF CATEGORY I - HIGH RIS	K FOR SUICIDE	[NATION
VA-MH	HRS PRF CATEGORY I - HIGH RISK FOR SUICIDE (reminder	dialog) insta	lled fro
Item	Seq. Dialog Findings	Туре	Exists
1	VA-MH HRS PRF CATEGORY I - HIGH RISK FOR SUICIDE	dialog	×
2	5 VA-MH HRS PRF CATEGORY I - HIGH RISK FOR SUICIDE VERSION Finding: *NONE*	element	×
З	10 VA-GP MH HRS PRF CATEGORY I OPTIONS Finding: *NONE*	group	×
4	10.5 VA-GP MH HRS PRF CATEGORY I ACTIVATED	aroup	х
	Finding: VA-HRS PRF ACTIVATED (HEALTH FACTOR)	3.	X
5	10.5.5 VA-MH HRS PRF CATEGORY I ACTIVATED	element	×
	Finding: *NONE*		
6	10.5.10 VA-GP MH HRS PRF CATEGORY I ACTIVATED	group	X
	COMMENT		
	Finding: *NONE*		
+	+ Next Screen - Prev Screen ?? More Actions		
DD I	Dialog Details DT Dialog Text IS In	stall Selected	d
DF I	Dialog Findings DU Dialog Usage QU Qu	it	
DS I	Dialog Summary IA Install All		
Selec	t Action: Next Screen// Q		

After completing this dialog install, you will type Q.

Oppropriet	Octore	Evid a tra
Component	Category	EXISTS
Source:		
Date Packed: 07/21/2021@05:52:33		
Package Version: 2.0P42		
Description: The following Clinical Reminder items were selected for REMINDER DIALOG VA-MH HRS PRF CATEGORY I - HIGH RISK FOR SUICIDE VA-MH HRF PLACEMENT CONSULT	packing:	
VA-REMINDER UPDATE_2_0_198		
Keywords:		
Components:		
+ + Next Screen - Prev Screen ?? More Action	าร	>>>
IA Install all Components IS Install Sel Select Action: Next Screen// Q	lected Component	

You will then be returned to this screen. At the Select Action prompt, type Q.

Install complete.

# **Post Installation**

1. Make the Dialog template available to be attached to a Personal or Shared template or to be able to attach the dialog to a progress note title. Select Reminder Managers Menu <TEST ACCOUNT> 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
- 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: **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 [SALT LAKE CITY]
- 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: XXXXX

Select Display Sequence: ?

388 VA-COVID-19 TELEPHONE FOLLOW-UP

389 VA-SRA-CONSULT RESPONSE (D)

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, 390 is not present so I will use 390.

Select Display Sequence: 390

Are you adding 390 as a new Display Sequence? Yes// YES

Display Sequence: 390// <Enter> 390

Clinical Reminder Dialog: VA-MH HRS PRF CATEGORY I - HIGH RISK FOR

SUICIDE reminder dialog NATIONAL

...OK? Yes// <mark><Enter></mark> (Yes)

Select Display Sequence: 391

Are you adding 391 as a new Display Sequence? Yes// YES

Display Sequence: 391// <Enter> 391

Clinical Reminder Dialog: VA-MH HRF PLACEMENT CONSULT reminder dialog NATIONAL

...OK? Yes// <mark><Enter></mark> (Yes)

#### 2. Setup of Note Titles.

- 1. The note title should already exist to attach to the first template : PATIENT RECORD FLAG CATEGORY I HIGH RISK FOR SUICIDE
- You will need to create a new note title for the other template, this should be added to the category that your CONSULT note titles are located in: NOTE TITLE: SUICIDE PREVENTION HIGH RISK FLAG CONSULT RESPONSE

VHA Enterprise Standard Title: MENTAL HEALTH CONSULT

### 3. Associate the reminder dialogs with the note title in CPRS

1. If you have this note title already associated with a local template, you will need to update it to be linked to the reminder dialog.

In CPRS, open the Template Editor, expand Document Titles, select the appropriate folder (if applicable), then click New Template (top right-hand corner).

Edit       Action       Tools         Dated Templates       Shared Templates         Diabetic TitleRETINAL IMAGING CONSULT NOTE       Shared Templates         Diabetic TitleRETINAL IMAGING CONSULT NOTE       Shared Templates         WILL OHLD 1:12       My Templates         WILL OHLD 1:12       Reminder Dialog         WRIDSC ASSESSMENT NOTE       Reminder Dialog         Suicid Safety Plan       Dialog Properties         Suicid Safety Plan       Dialog Properties         Suicid Safety Plan       Dialog Properties         Cory D-19 PREVENTIVE HEALTH INVENTORY       Dialog Properties         Community Number Resources for Request       Dialog Properties         Procedure Reasons for Request       Wilde Inact	🛃 Template Editor			— 🗆 ×
A resplates	dit Action Tools			<u>N</u> ew Template
Diabetric TELERETINAL IMAGING CONSULT NOTE     Well Child Birth to 1 year     Well Child	ared Templates	Personal Templates	Shared Template Pr	openies
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Consider Transient Review Initial Contract     PROGRESS NOTE:SC VETERAN APPT REVIEW INITIAL CONTACT     PROGRESS NOTE:SC VETERAN APPT REVIEW FOLLOW UP     SUICDE SAFETY RAN     CONTAILST REVIEW FOLLOW UP     CONTAILST CARE REVIEW FOLLOW UP     CONTAILST REVIEW UP     CONTAILST REVIEW UP     CONTAILST REVIEW UP	WRISC ASSESSMENT NOTE		Reminder Dialog:	Va-Mh Hrs Prf Category I - High Risk For Suicide
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Hide Inactive	PROGRESS NOTE-SC VETERAN APPT REVIEW FOLLOW UP     SUICIDE SAFETY PLAN     COVID-19 POC ANTIGEN RESULTS NOTE     COVID-19 PREVENTIVE HEALTH INVENTORY     COMMUNITY CARE-REQUEST FOR SERVICE     RRITENT RECORD FLAG CATEGORY I - HIGH RISK FOR SUICIDE     Procedure Reasons for Request     Procedure Reasons for Request     Hide inactive	*	Hide Items in Templates Drager Egclude from Group Boilerplate	Dalog Properties Display Only Only Show First Line Indert Dialog Items One Item Only Hide Dialog Items Blank Lines to insert Indexes Items
	j Hide inactive 🕈 🐺 Del	lete 🗙 🔛 Hide Inac 👚 🐳 De	lete X	
usociated Title: PATIENT RECORD FLAG CATEGORY I - HIGH RISK FOR SUICIDE	Issociated Title: PATIENT RECORD FLAG CATEGORY I - HIGH RISK FOR SUICIDE			
	Edit Shared Templates			OK Cancel Apply

Type in the following information:

Name: PATIENT RECORD FLAG CATEGORY I - HIGH RISK FOR SUICIDE Template Type: Reminder Dialog Reminder Dialog: VA-MH HRS PRF CATEGORY I - HIGH RISK FOR SUICIDE

Next, type in the Associated Title name – **PATIENT RECORD FLAG CATEGORY** I - HIGH RISK FOR SUICIDE – then click Apply. 2. In CPRS, open the Template Editor, expand Document Titles, select the appropriate folder (if applicable), then click New Template (top right-hand corner).

Shared Templates       Shared Templates       Shared Templates       Shared Templates         Well Child Birth to 1 year       My Templates       Nage:       SulCIDE FREVENTION HIGH RISK FLAG CONSULT         WRISC ASSESSMENT NOTE       COMMUNITY UNBING HOME FOLLOW UP VISIT       My Templates       Reminder Dialog         PROGRESS NOTE:SC VETERAN APPT REVIEW.INITIAL CONTACT       PROGRESS NOTE:SC VETERAN APPT REVIEW FOLLOW UP       Reminder Dialog         COVID-19 PROCATINGE RESULTS NOTE       CoviD-19 PROCATINGE RESULTS NOTE       Display Only         COVID-19 PROCATINGE RESULTS NOTE       Display Only       Display Only         COVID-19 PROCATINGE RESULTS NOTE       Display Only       Display Only         COVID-19 PROCATINGE RESULTS NOTE       Display Only       Display Only         COMMUNITY CARE.ERCOURST FOR STRVICE       Display Only       Display Only         SuiCIDE PREVENTION HIGH HISK FLAG CONSULT RESPONSE       Display Only       Display Only         SuiCIDE PREVENTION HIGH HISK FLAG CONSULT RESPONSE       Well Reasons for Request       Well Reasons for Request         Photedure Reasons for Request       Well Response       Well Response       Weile Inactive         Associated Title       SURCIDE PREVENTION HIGH RISK FLAG CONSULT RESPONSE       Well Response       Weile Inactive	tion Tools				New Template	
Well Child Birth to 1 year         Community Nurshing Home Follow UP visit         For Consult Resonance Sci Vetteran Appr Review Follow UP         Cound Di Poc Antricen Resource From Stervice         Cound Di Poc Antricen Resource From Stervice         Community Care.recuest Fore Stervice         Consult Reasons for Request         Procedure Reasons for Request         Procedure Reasons for Request         Hide Inactive         Hide Inactive         Will Child PREVEntion Hider Risk FLAG Consult Response	mplates	1. 8	Personal Templates	Shared Template P	roperties	
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COVID-19 PROCARTIGOR RESULTS NOTE COMMUNITY CARE REQUEST FOR SERVICE COMMUNITY CARE RECORD FLAG CATEGORY 1- MICH RISK FDR SUICIDE COMMUNITY CARE RESONS for Request COMMUNITY CARE RESONS for RE	PROGRESS NOTESC VETERAN APPT REVIEW FOLLOW UP     SUICIDE SAFETY PLAN     COVID-19 POCANTIGEN RESULTS NOTE     COVID-19 PREVENTIVE HEALTH INVENTORY     COMMUNITY CARE REQUEST FOR SERVICE     SUICIDE PREVENTION HIGH RISK FLAG CONSULT RESPONSE     Consult Reasons for Request     Mide Inactive     Detects	Copy	v	Agtive Disks Recently		
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Type in the following information:

 Name:
 SUICIDE PREVENTION HIGH RISK FLAG CONSULT RESPONSE

 Template Type:
 Reminder Dialog

 Reminder Dialog:
 VA-MH HRF PLACEMENT CONSULT

Next, type in the Associated Title name – **SUICIDE PREVENTION HIGH RISK** FLAG CONSULT RESPONSE – then click Apply.