Update_2_0_241

Clinical Reminders

VA-HCOE TEMPLATES

Install Guide

April 2022

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

This update includes two dialog templates sponsored by the Headache Centers of Excellence (HCoE) program (VIEWS 00065969). The two dialogs are Headache Intake and Cognitive Behavioral Therapy for Headache. Healthcare providers caring for Veterans with such headache diseases as migraine, headache secondary traumatic brain injury (TBI), and tension headache will use these templates as part of standardized headache care within the Congressionally mandated Headache Centers of Excellence (HCoE) program intended to improve headache care quality and delivery.

UPDATE_2_0_241 contains 1 Reminder Exchange entry:
UPDATE_2_0_241 VA-HCOE TEMPLATES

The exchange file contains the following components:

ROUTINE
PXRMPDEM

REMINDER GENERAL FINDINGS
VIEW PROGRESS NOTE TEXT

TIU TEMPLATE FIELD
WP 2 LINES
VA-HCOE CBT TREATMENT GOALS
WP 1 LINE REQ
WORD PROCESSING (REQUIRED)11
VA-MONTH/YEARS
NUM REQ
VA-HCOE BREATHING
YES/NO/UNSURE
WORD PROCESS 2 LINES REQ
VA-HCOE SLEEP
VA-MINUTES/HRS
TEXT (1-60 CHAR)
VA-HCOE HA TREATMENTS
VA-HCOE HA DURATION
VA-HCOE HA ACUTE MEDS
VA-HCOE HA SYMPTOMS
YES / NO
VA-HCOE HA INTENSITY
VA-HCOE HA PAIN TYPE
VA-HCOE HA LOCATION
VA-HCOE HA CAUSE
VA-HCOE HA FREQUENCY
TEXT (1-10 CHAR) REQ
VA-OTHER TEXT

DATE & TIME (REQ)
WP 2/74REQ
VA-TEXT (1-30 CHAR)
VA-HCOE CBT MOBILE APPS
VA-HCOE CBT HANDOUTS
WP 1 LINE
VA-HCOE CBT GOOD/ADQ/FAIR/POOR
VA-HCOE CBT THOUGHT PROCESS
VA-HCOE CBT THOUGHT CONTENT
VA-HCOE CBT MOOD
VA-HCOE CBT SPEECH
VA-HCOE CBT MOTOR
VA-HCOE CBT BEHAVIOR
VA-HCOE CBT ORIENTATION
VA-HCOE CBT ALERTNESS
VA-HCOE CBT DRESS
VA-HCOE CBT GROOMING
VA-HCOE CBT APPARENT AGE
VA-HCOE CBT REDUCTION/INCREASE/NO CHNG
TEXT (1-20 CHAR) REQ
YES/NO/NOT APPL REQ
VA-HCOE BETTER/WORSE/NO CHNG
VA-HCOE FEELING/THOUGHTS
VA-HCOE HEALTH
VA-HCOE HA MGMT CONFIDENCE
VA-HCOE HA MGMT SCALE
VA-HCOE HEADACHE SYMPTOMS

HEALTH FACTORS
VA-REMINDER UPDATES [C]
VA-UPDATE_2_0_241
VA-HEADACHE CENTER OF EXCELLENCE COGNITIVE BEHTHERAPY [C]
VA-HCOE CBT APPT OTHER
VA-HCOE CBT APPT 10
VA-HCOE CBT APPT 9
VA-HCOE CBT APPT 8
VA-HCOE CBT APPT 7
VA-HCOE CBT APPT 6
VA-HCOE CBT APPT 5
VA-HCOE CBT APPT 4
VA-HCOE CBT APPT 3
VA-HCOE CBT APPT 2
VA-HEADACHE CENTER OF EXCELLENCE [C]
VA-HCOE # OF HEADACHE FREE DAYS
VA-HCOE AVG HEADACHE PAIN
VA-HCOE # OF HEADACHE DAYS

VA-HCOE CBT APPT 1
VA-HCOE CBT VISIT OTHER
VA-HCOE CBT VISIT-VIDEO
VA-HCOE CBT VISIT-TELEPHONE
VA-HCOE CBT VISIT-FACE TO FACE
VA-HCOE CBT COGNITIVE STRATEGIES
VA-HCOE CBT EARLY WARNING SIGNS
VA-HCOE CBT RELAXATION STRATEGIES
VA-HCOE CBT SMART GOALS
VA-HCOE CBT CONTRIBUTING FACTORS
VA-HCOE CBT DISEASE OVERVIEW
VA-HCOE CBT PSYCHOED OVERVIEW
VA-HCOE CBT SEV INSOMNIA
VA-HCOE CBT MOD INSOMNIA
VA-HCOE CBT MILD INSOMNIA
VA-HCOE CBT SEV ANX SYMP
VA-HCOE CBT MOD ANX SYMP
VA-HCOE CBT MILD ANX SYMP
VA-HCOE CBT NO ANX SYMP
VA-HCOE CBT SEV DEP SYMP
VA-HCOE CBT MOD-SEV DEP SYMP
VA-HCOE CBT MOD DEP SYMP
VA-HCOE CBT MILD DEP SYMP
VA-HCOE CBT NO DEP SYMP
VA-HCOE CBT HDI SCORE-COMP DISABILITY
VA-HCOE CBT HDI SCORE-SEV DISABILITY
VA-HCOE CBT HDI SCORE-MOD DISABILITY
VA-HCOE CBT HDI SCORE-MILD DISABILITY
VA-HCOE CBT CATASTROPHIZING
VA-HCOE CBT NO CATASTROPHIZING
VA-HCOE CBT MIDAS SCORE-SEV DISABILITY
VA-HCOE CBT MIDAS SCORE-MOD DISABILITY
VA-HCOE CBT MIDAS SCORE-MILD DISABILITY
VA-HCOE CBT HA DIARY-HA DAYS SINCE LST APPT
VA-HCOE CBT HEADACHE DIARY YES
VA-HCOE CBT HA DIARY-HA PAIN DURATION
VA-HCOE CBT HA DIARY-AVG HA PAIN
VA-HCOE CBT HEADACHE DIARY NO
VA-HCOE MISSED ACTIVITY DAYS
VA-HCOE HALF HOUSEHOLD WORK DAYS
VA-HCOE MISSED HOUSEHOLD WORK DAYS
VA-HCOE HALF PRODUCTIVITY DAYS
VA-HCOE MISSED WORK/SCHOOL DAYS

REMINDER SPONSOR
　　　HEADACHE CENTERS OF EXCELLENCE

REMINDER COMPUTED FINDING
        VA-SEX

REMINDER TERM
        VA-REMINDER UPDATE_2_0_241
        VA-FEMALE
        VA-BL MALE

REMINDER DIALOG
        VA-HEADACHE CENTER OF EXCELLENCE-INTAKE
        VA-HEADACHE CENTER OF EXCELLENCE-CBT

Install Details

This update is being distributed as a web host file. The address for the host file is:
https://Redacted/UPDATE_2_0_241.PRD

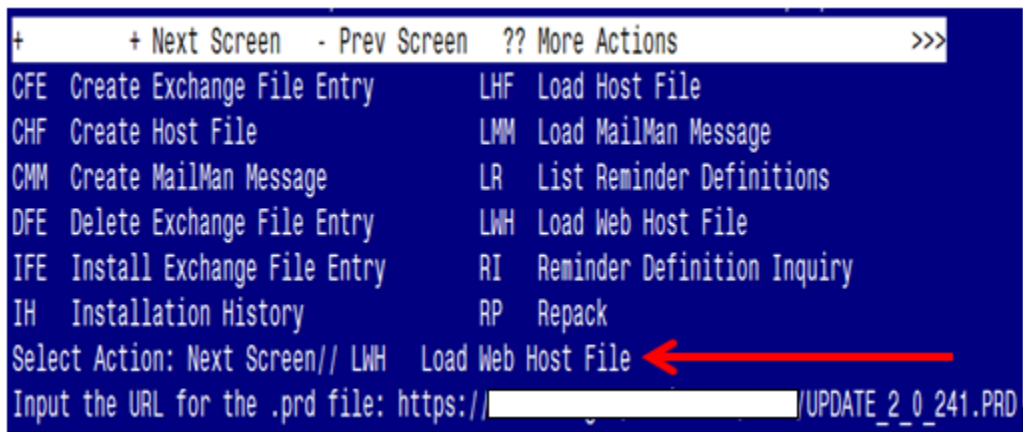The file will be installed using Reminder Exchange, programmer access is not required.

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

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_241.PRD
You should see a message at the top of your screen that the file successfully loaded.

Search for and locate the reminder exchange entry titled **UPDATE_2_0_241 VA-HCOE TEMPLATES**.

```
+Item  Entry                        Source              Date Packed
 260   UPDATE_2_0_241 VA-HCOE     ←                     03/21/2022@06:31
       TEMPLATES
 261   UPDATE_2_0_242 VA-CSP CEAT                       10/22/2021@05:36
       UPDATE
 262   UPDATE_2_0_247 VA-HOME                           11/16/2021@08:25
       TELEHEALTH ZBI UPDATE
 263   UPDATE_2_0_248 VA-GERIATRIC                      02/17/2022@05:00
       ED NOTE TEMPLATE UPDATE
 264   UPDATE_2_0_250 VA-TERATOGENIC                    01/13/2022@14:12
       MEDS ORDER CHECKS UPDATE
+          + 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 (1-482): 260
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entry titled **UPDATE_2_0_241 VA-HCOE TEMPLATES**
(in this example it is entry 260, it will vary by site). The exchange file date should be 03/21/2022@06:31

********CAUTION****
THIS NEXT STEP IS UNIQUE – PLEASE PAY CLOSE ATTENTION. BEFORE YOU INSTALL ALL COMPONENTS, YOU NEED TO **INSTALL SELECT** THE NEW REMINDER SPONSOR ENTRY ONLY (Component# 113):

.

```
+        Component                                        Category      Exists
REMINDER SPONSOR
 113   HEADACHE CENTERS OF EXCELLENCE                                      X

REMINDER COMPUTED FINDINGS
        VA-SEX                                                            X

REMINDER TERM
 114   VA-REMINDER UPDATE_2_0_241                                         X
 115   VA-FEMALE                                                          X
 116   VA-BL MALE                                                         X

REMINDER DIALOG
 117   VA-HEADACHE CENTER OF EXCELLENCE-CBT                               X
 118   VA-HEADACHE CENTER OF EXCELLENCE-INTAKE                            X



            + Next Screen    - Prev Screen   ?? More Actions                   >>>
IA   Install all Components            IS    Install Selected Component
Select Action: Quit// IS    Install Selected Component
Select Component(s):  (1-118): 113
```

Select Action: Quit// is   Install Selected Component
Select Component(s): (1-114): 113
REMINDER SPONSOR entry HEADACHE CENTERS OF EXCELLENCE is NEW, what do you want to do?

Select one of the following:

    C   Create a new entry by copying to a new name
    I   Install
    Q   Quit the install
    S   Skip, do not install this entry

Enter response: I// nstall

```
+      Component                                          Category      Exists
REMINDER SPONSOR
 113   HEADACHE CENTERS OF EXCELLENCE                                     X


REMINDER COMPUTED FINDINGS
       VA-SEX                                                             X


REMINDER TERM
 114   VA-REMINDER UPDATE_2_0_241                                        X
 115   VA-FEMALE                                                          X
 116   VA-BL MALE                                                         X


REMINDER DIALOG
 117   VA-HEADACHE CENTER OF EXCELLENCE-CBT                               X
 118   VA-HEADACHE CENTER OF EXCELLENCE-INTAKE                            X




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

****CAUTION****
***************NOW, at this point, you can INSTALL ALL COMPONENTS*************

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 components, you will choose **I to Install**
- For any existing components, you will choose **S to Skip**

You will be promped to install the 1ˢᵗ dialog component:

```
Packed reminder dialog: VA-HEADACHE CENTER OF EXCELLENCE-INTAKE [NATIONAL DIALOG

 Item  Seq. Dialog Findings                                        Type    Exists
   1      VA-HEADACHE CENTER OF EXCELLENCE-INTAKE                   dialog

   2    5 VA-HEADACHE CENTER OF EXCELLENCE VERSION                  element
          Finding: *NONE*

   3    10 VA-GP HEADACHE CENTER OF EXCELLENCE INTAKE               group
          Finding: *NONE*
   4    10.5 VA-GP HCOE-HEADACHE FREQUENCY/INTENSITY                group
          Finding: *NONE*
   5    10.5.5 VA-HF HCOE FREQUENCY                                 element
          Finding: VA-HCOE # OF HEADACHE DAYS (HEALTH FACTOR)                X
   6    PXRM COMMENT                                                prompt    X
   7    10.5.10 VA-HF HCOE PAIN LEVEL                               element
          Finding: VA-HCOE AVG HEADACHE PAIN (HEALTH FACTOR)                 X
   8    PXRM COMMENT                                                prompt    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 – <mark>VA-HEADACHE CENTER OF EXCELLENCE-INTAKE</mark>
Select Action: Next Screen// <mark>IA</mark>   Install All
Install reminder dialog and all components with no further changes: <mark>Y//</mark> <mark>ES</mark>

```
Packed reminder dialog: VA-HEADACHE CENTER OF EXCELLENCE-INTAKE [NATIONAL DIALOG
VA-HEADACHE CENTER OF EXCELLENCE-INTAKE (reminder dialog) installed from exchang
 Item  Seq. Dialog Findings                                        Type    Exists
   1      VA-HEADACHE CENTER OF EXCELLENCE-INTAKE                   dialog    X

   2    5 VA-HEADACHE CENTER OF EXCELLENCE VERSION                  element   X
          Finding: *NONE*

   3    10 VA-GP HEADACHE CENTER OF EXCELLENCE INTAKE               group     X
          Finding: *NONE*
   4    10.5 VA-GP HCOE-HEADACHE FREQUENCY/INTENSITY                group     X
          Finding: *NONE*
   5    10.5.5 VA-HF HCOE FREQUENCY                                 element   X
          Finding: VA-HCOE # OF HEADACHE DAYS (HEALTH FACTOR)                X
   6    PXRM COMMENT                                                prompt    X
   7    10.5.10 VA-HF HCOE PAIN LEVEL                               element   X
          Finding: VA-HCOE AVG HEADACHE PAIN (HEALTH FACTOR)                 X
   8    PXRM COMMENT                                                prompt    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 <mark>Q.</mark>
You will be promped to install the 2nd dialog component:

```
Packed reminder dialog: VA-HEADACHE CENTER OF EXCELLENCE-CBT [NATIONAL DIALOG]

 Item  Seq. Dialog Findings                                    Type     Exists
   1      VA-HEADACHE CENTER OF EXCELLENCE-CBT                  dialog

   2    5 VA-HCOE CBT VERSION                                   element
           Finding: *NONE*

   3    10 VA-GP HCOE COGNITIVE BEHAVIOR THERAPY                 group
           Finding: *NONE*
   4    10.5 VA-GP HCOE CBT-APPT INFO                            group
           Finding: *NONE*
   5    10.5.5 VA-GP HCOE CBT-APPT FORMAT                        group
           Finding: *NONE*
   6    10.5.5.5 VA-HF HCOE CBT APPT FORMAT-F2F                 element
           Finding: VA-HCOE CBT VISIT-FACE TO FACE (HEALTH FACTOR)       X
   7    10.5.5.10 VA-HF HCOE CBT APPT FORMAT-TELEPHONE          element
           Finding: VA-HCOE CBT VISIT-TELEPHONE (HEALTH FACTOR)          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-HEADACHE CENTER OF EXCELLENCE-CBT

Select Action: Next Screen// IA   Install All

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

```
Packed reminder dialog: VA-HEADACHE CENTER OF EXCELLENCE-CBT [NATIONAL DIALOG]
VA-HEADACHE CENTER OF EXCELLENCE-CBT (reminder dialog) installed from exchange f
 Item  Seq. Dialog Findings                                    Type     Exists
   1      VA-HEADACHE CENTER OF EXCELLENCE-CBT                  dialog     X

   2    5 VA-HCOE CBT VERSION                                   element    X
           Finding: *NONE*

   3    10 VA-GP HCOE COGNITIVE BEHAVIOR THERAPY                 group     X
           Finding: *NONE*
   4    10.5 VA-GP HCOE CBT-APPT INFO                            group     X
           Finding: *NONE*
   5    10.5.5 VA-GP HCOE CBT-APPT FORMAT                        group     X
           Finding: *NONE*
   6    10.5.5.5 VA-HF HCOE CBT APPT FORMAT-F2F                 element    X
           Finding: VA-HCOE CBT VISIT-FACE TO FACE (HEALTH FACTOR)       X
   7    10.5.5.10 VA-HF HCOE CBT APPT FORMAT-TELEPHONE          element    X
           Finding: VA-HCOE CBT VISIT-TELEPHONE (HEALTH FACTOR)          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.**

```
+    Component                                          Category    Exists
REMINDER SPONSOR
 113  HEADACHE CENTERS OF EXCELLENCE                                  X

REMINDER COMPUTED FINDINGS
      VA-SEX                                                          X

REMINDER TERM
 114  VA-REMINDER UPDATE_2_0_241                                      X
 115  VA-FEMALE                                                       X
 116  VA-BL MALE                                                      X

REMINDER DIALOG
 117  VA-HEADACHE CENTER OF EXCELLENCE-CBT                            X
 118  VA-HEADACHE CENTER OF EXCELLENCE-INTAKE                         X


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

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

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-HEADACHE CENTER OF EXCELLENCE-CBT then **<enter>**
reminder dialog NATIONAL
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**: type in the name of the dialog**
VA-HEADACHE CENTER OF EXCELLENCE-INTAKE then **<enter>**
reminder dialog NATIONAL
OK? Yes// **<Enter>** (Yes)

2. **Setup of specific Note titles.**
   You will need to create two new note titles for these templates, as follows:

   ▪ **COGNITIVE BEHAVIORAL THERAPY FOR HEADACHE**
     Map to the following VHA Enterprise Standard Title: **PSYCHOLOGY NOTE**

   ▪ **HEADACHE INTAKE**
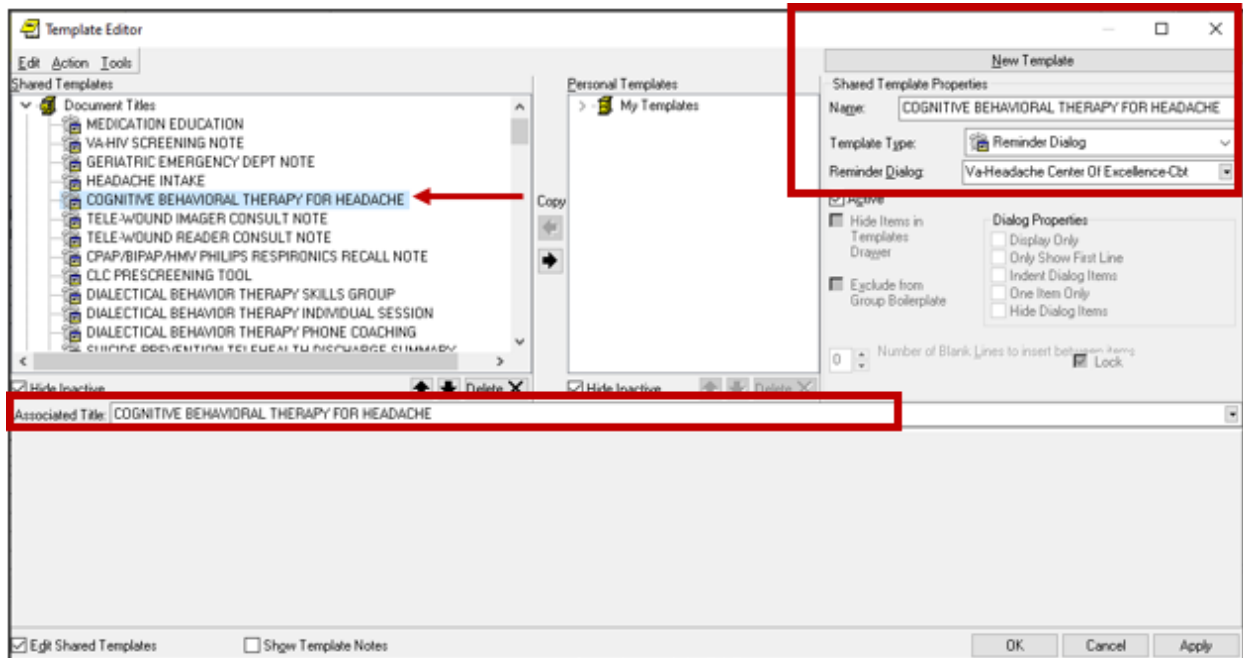   *Map to the following VHA Enterprise Standard Title:* **NEUROLOGY NOTE**

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

3. **Associate the new reminder dialogs with the note titles in CPRS**
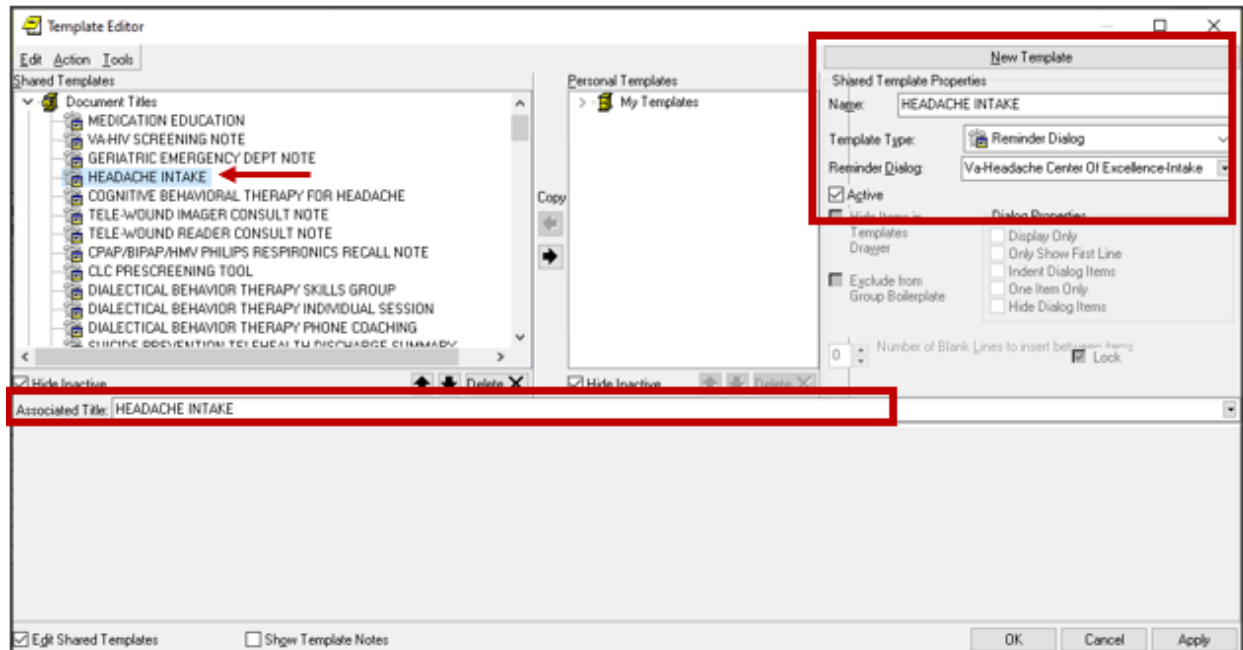   To do this, go to Template Editor, then Document Titles, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).
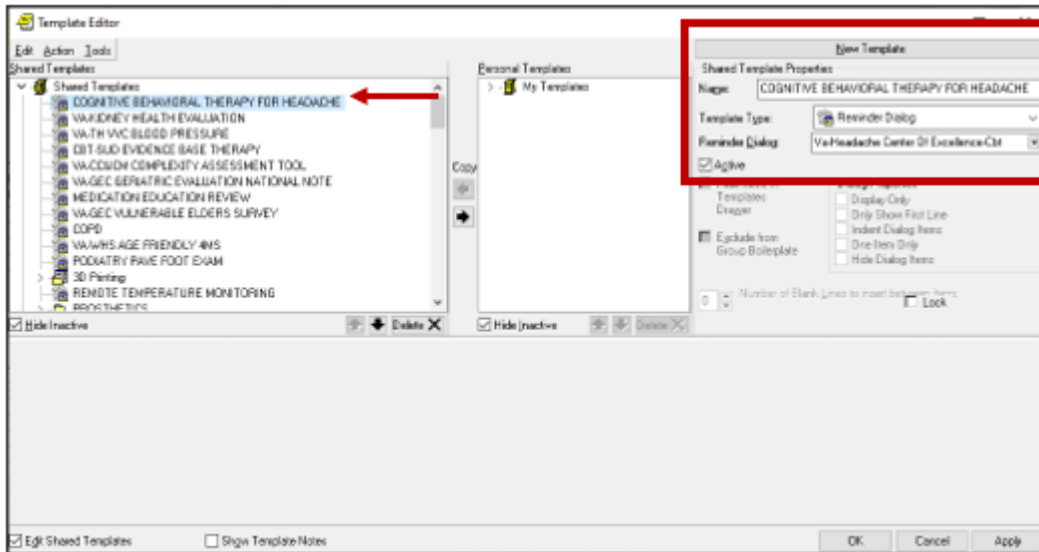
   a.   Type in the following information:
        Name: **COGNITIVE BEHAVIORAL THERAPY FOR HEADACHE**
        Template Type: Reminder Dialog
        Reminder Dialog: **VA-HEADACHE CENTER OF EXCELLENCE-CBT**

        Next, type in the Associated Title, which in this case is **COGNITIVE BEHAVIORAL THERAPY FOR HEADACHE** and hit Apply.

b. Name: **HEADACHE INTAKE**
Template Type: Reminder Dialog
Reminder Dialog: **VA-HEADACHE CENTER OF EXCELLENCE-INTAKE**
Associated Title: **HEADACHE INTAKE**

4. Associate the new reminder dialogs within shared templates in CPRS
To do this, go to Template Editor, then Shared Templates, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).

   a. Type in the following information:
   Name: COGNITIVE BEHAVIORAL THERAPY FOR HEADACHE
   Template Type: Reminder Dialog
   Reminder Dialog: VA-HEADACHE CENTER OF EXCELLENCE-CBT
   Next, select Apply.

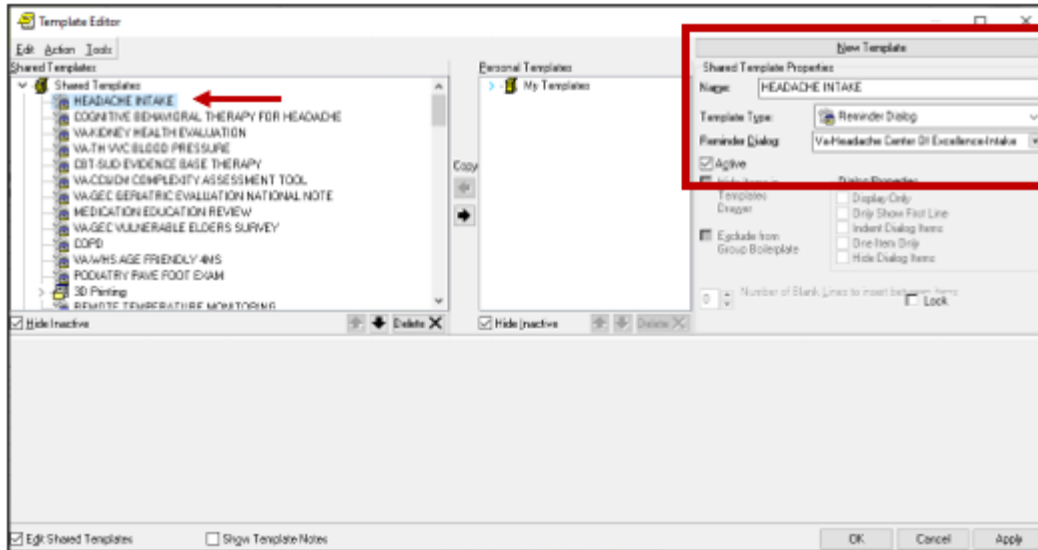   b. Type in the following information:
   Name: HEADACHE INTAKE
   Template Type: Reminder Dialog
   Reminder Dialog: VA-HEADACHE CENTER OF EXCELLENCE-INTAKE
   Next, select Apply.

5. Add your local **patient data objects (PDOs)** or **a blank text field** to the dialog text in the following ELEMENTS:

- **VAL-TXT HCOE CBT LOCATION-HOME**
  Home: *PATIENT ADDRESS OBJECT HERE*

- **VAL-TXT HCOE CBT EMERGENCY NUMBER**
  Name: *EMERGENCY CONTACT NAME OBJECT HERE*
  Number:*EMERGENCY CONTACT PHONE NUMBER OBJECT HERE*

(**Note**: If your facility does not have a PDO for Emergency contact name/number, you can replace with a blank text field vs. a PDO).