



Update _2_0_294A

Clinical Reminders

**VA-GEC PERSONAL CARE SERVICES REVIEW
UPDATE**

Install Guide

July 2023

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

The GEC Personal Care Services review template was nationally released in August of 2022. (Update 294 VA-Geriatrics & Extended Care (GEC) Personal Care Services Review Template)

The template was initially designed for documentation of a Reauthorization of services (annually) or a 180 day review.

The OIG asked the program office to establish a report to capture data on a quarterly basis regarding monthly contacts for the Veteran Directed Care program.

The following changes were made:

1. The version was updated to 2.2
2. A new option was added under type of review: Quarterly for Veteran Directed care (VDC) only, this option should be used to document the required monthly contacts:

Reauthorization

180 Day

Quarterly (Veteran Directed Care (VDC) ONLY)

VDC vendor

Name: *

VDC vendor point of contact

Name: *

Monthly contacts with Veteran:

Month 1 *

Phone

In person

Virtual

No contact

Month 2 *

Phone

In person

Virtual

No contact

Month 3 *

Phone

In person

Virtual

No contact

Additional Comments (Optional)

3. The existing questions were placed under the type of review and the three monthly contacts were added to the reauthorization and 180 day review if VDC is chosen under the care plan review section.

4. The community vendor wording was simplified to match the new section.

Personal Care Services Review Version 2.1

Type of Review*

Reauthorization

180 Day

Information to complete oversight obtained from: *

Review of medical record

Review of community vendor submitted documentation

Veteran

Veteran's surrogate/caregiver

Community vendor staff

Community Vendor Information

Community vendor

Name: *

Community vendor point of contact

Name: *

Care plan has been reviewed *

Yes

No

Veteran is enrolled in Veteran Directed Care (VDC)

Monthly contacts with Veteran:

Month 1 *

Phone

In person

Virtual

No contact

Month 2 *

Phone

UPDATE_2_0_294A contains 1 Reminder Exchange entry:

**UPDATE_2_0_294A VA-GEC PERSONAL CARE SERVICES REVIEW
UPDATE**

The exchange file contains the following components:

TIU TEMPLATE FIELD

VA-TEXT (1-30 CHAR)R
VA-WORD
VA-BLANK
VA-GEC PCS HOURS
VA-CASE MIX SCORE
VA-GEC PCS FROM MHA
VA-DATE ONLY R

HEALTH FACTORS

VA-REMINDER UPDATES [C]
VA-UPDATE_2_0_294A
VA-GEC PERSONAL CARE REVIEW [C]
VA-GEC PCS MONTH 3 CONTACT NO CONTACT MADE
VA-GEC PCS MONTH 3 CONTACT VIRTUAL
VA-GEC PCS MONTH 3 CONTACT IN PERSON
VA-GEC PCS MONTH 3 CONTACT PHONE
VA-GEC PCS MONTH 2 CONTACT NO CONTACT MADE
VA-GEC PCS MONTH 2 CONTACT VIRTUAL
VA-GEC PCS MONTH 2 CONTACT IN PERSON
VA-GEC PCS MONTH 2 CONTACT PHONE
VA-GEC PCS MONTH 1 CONTACT NO CONTACT MADE
VA-GEC PCS MONTH 1 CONTACT VIRTUAL
VA-GEC PCS MONTH 1 CONTACT IN PERSON
VA-GEC PCS MONTH 1 CONTACT PHONE
VA-GEC PCS COMMUNITY/VDC VENDOR
VA-GEC PCS TYPE OF REVIEW QUARTERLY
VA-GEC PCS NEXT REVIEW DATE
VA-GEC PCS NO LONGER MEETS CLINICAL CRITERIA DISCHARGE DATE
VA-GEC PCS PLAN VDC REMAIN THE SAME
VA-GEC PCS ADC SEOC DAYS
VA-GEC PCS ADC SEOC DURATION
VA-GEC PCS PLAN ADC REMAIN THE SAME
VA-GEC PCS RESPITE SEOC HOURS
VA-GEC PCS RESPITE SEOC DURATION
VA-GEC PCS PLAN RESPITE REMAIN THE SAME
VA-GEC PCS HOMEMAKER SEOC HOURS
VA-GEC PCS HOMEMAKER SEOC DURATION
VA-GEC PCS PLAN HOMEMAKER REMAIN THE SAME
VA-GEC PCS NO LONGER MEETS ADMIN CRITERIA DISCHARGE DATE

VA-GEC PCS PLAN VDC NEWLY AUTHORIZED
VA-GEC PCS PLAN ADC NEWLY AUTHORIZED
VA-GEC PCS PLAN RESPITE NEWLY AUTHORIZED
VA-GEC PCS PLAN HOMEMAKER NEWLY AUTHORIZED
VA-GEC PCS PLAN AUTHORIZATION VDC UPDATED
VA-GEC PCS PLAN AUTHORIZATION ADC UPDATED
VA-GEC PCS PLAN AUTHORIZATION RESPITE UPDATED
VA-GEC PCS PLAN AUTHORIZATION HOMEMAKER UPDATED
VA-GEC PCS VETERAN APPROVED PCAFC
VA-GEC PCS SECOND RANGE OF HOURS USED
VA-GEC PCS FIRST RANGE OF HOURS USED
VA-GEC PCS PATIENT DOES NOT FEEL SAFE WITH SERVICES
VA-GEC PCS PATIENT FEELS SAFE WITH SERVICES
VA-GEC PCS PROGRAM SUCCESS IN MEETING VET NEEDS
VA-GEC PCS PATIENT SATISFACTION PERSONAL CAREGIVER(S)
VA-GEC PCS PATIENT SATISFACTION AGENCY
VA-GEC PCS TYPE OF REVIEW 180 DAY
VA-GEC PCS TYPE OF REVIEW REAUTHORIZATION

REMINDER SPONSOR

OFFICE OF GERIATRIC EXTENDED CARE

REMINDER TERM

VA-REMINDER UPDATE_2_0_294A

REMINDER DIALOG

VA-GEC PERSONAL CARE SERVICES REVIEW

Install Details

This update is being distributed as a web host file. The address for the host file is:
https://REDACTED /UPDATE_2_0_294A.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 5 minutes.

Install Example

To Load the exchange file, use LWH. The URL is https://REDACTED/UPDATE_2_0_294A.PRD

```
+      + 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// LWH  Load Web Host File
Input the URL for the .prd file: https://REDACTED/UPDATE_2_0_294A.PRD
```

If you use LWH and it works, you will see something like this message. Make sure the file was loaded successfully.

Search and locate an entry titled UPDATE_2_0_294A VA-GEC PERSONAL CARE SERVICES REVIEW UPDATE in reminder exchange.

```
+Item  Entry                                     Source                                     Date Packed
319    UPDATE_2_0_294A VA-GEC
      PERSONAL CARE SERVICES REVIEW
      UPDATE
320    UPDATE_2_0_295 VA-DIAGNOSTIC
      IMAGING ORDER REVIEW
321    UPDATE_2_0_296 VA-COVID-19
      TEMPLATE UPDATES
322    UPDATE_2_0_297
      VA-AGE-FRIENDLY 4MS
323    UPDATE_2_0_298 VA-OSP TH
      ...
+      + 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 (1-546): 319
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entry titled UPDATE_2_0_294A VA-GEC PERSONAL CARE SERVICES REVIEW UPDATE (*in this example it is entry 319, it will vary by site*) that is dated 07/06/2023.

```

Package Version: 2.0P65

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-GEC PERSONAL CARE SERVICES REVIEW

REMINDER TERM
  VA-REMINDER UPDATE_2_0_294A

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.
For all new entries in any category you will choose I to Install
Skip any items in any category you are prompted to overwrite

You will then be prompted to install the dialog component.

```

Packed reminder dialog: VA-GEC PERSONAL CARE SERVICES REVIEW [NATIONAL DIALOG]

```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-GEC PERSONAL CARE SERVICES REVIEW	dialog	X
2	5	VA-GEC PERSONAL CARE SERVICES REVIEW VERSION Finding: *NONE*	element	X
3	10	VA-GP GEC PERSONAL CARE SERVICES REVIEW TYPE Finding: *NONE*	group	X
4	10.10	VA-GEC PCS REVIEW REAUTHORIZATION Finding: VA-GEC PCS TYPE OF REVIEW REAUTHORIZATION (HEALTH FACTOR)	group	X
5	10.10.10	VA-GP GEC PCS REVIEW INFO SOURCE Finding: *NONE*	group	X
6	10.10.10.5	VA-GEC PCS REVIEW INFO SOURCE MED REC REVIEW Finding: *NONE*	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-GEC PERSONAL CARE SERVICES REVIEW**
Install reminder dialog and all components with no further changes: Y//ES


```

Packed reminder dialog: VA-GEC PERSONAL CARE SERVICES REVIEW [NATIONAL DIALOG]
VA-GEC PERSONAL CARE SERVICES REVIEW (reminder dialog) installed from exchange f
Item  Seq. Dialog Findings                               Type  Exists
  1    VA-GEC PERSONAL CARE SERVICES REVIEW              dialog  X
  2    5 VA-GEC PERSONAL CARE SERVICES REVIEW VERSION    element  X
      Finding: *NONE*
  3    10 VA-GP GEC PERSONAL CARE SERVICES REVIEW TYPE   group    X
      Finding: *NONE*
  4    10.10 VA-GEC PCS REVIEW REAUTHORIZATION           group    X
      Finding: VA-GEC PCS TYPE OF REVIEW REAUTHORIZATION (HEALTH
      FACTOR)
  5    10.10.10 VA-GP GEC PCS REVIEW INFO SOURCE         group    X
      Finding: *NONE*
  6    10.10.10.5 VA-GEC PCS REVIEW INFO SOURCE MED REC  element  X
      REVIEW
      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**.

```

Package Version: 2.0P65

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-GEC PERSONAL CARE SERVICES REVIEW

REMINDER TERM
  VA-REMINDER UPDATE_2_0_294A

Keywords:

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

```

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

Install complete.

Post Installation

1. **Open the note titled PERSONAL CARE SERVICES REVIEW** (reminder dialog name VA-GEC PERSONAL CARE SERVICES REVIEW)and confirm the version now displays as 2.2