



Update _2_0_297

Clinical Reminders

VA-AGE-FRIENDLY 4MS

Install Guide

September 2022

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

[Age Friendly Health Systems](#) is an initiative of The John A. Hartford Foundation and the Institute for Healthcare Improvement (IHI), in partnership with the American Hospital Association (AHA) and the Catholic Health Association of the United States (CHA).

The **Age-Friendly 4Ms Note Template (Version 1.0)** is for any member of the care team (including MD, DO, NP, PA, RN, SW, PharmD, PT, OT, Psychology etc.) providing care consistent with the 4Ms - What Matters, Medication, Mentation, and Mobility. In an Age-Friendly Health System, each "M" is assessed and acted on to improve care for older adults. Any care setting may add this template to local documentation to support Age-Friendly 4Ms care. The template has been designed to abstract data for quality improvement.

What is the value of this template?

- Eliminate chart reviews for Committed to Care Excellence
- Standardize documentation across Age-Friendly care settings
- Ensure care is consistent with What Matters to older Veterans

What is the benefit of 4Ms care?

- Increases the effectiveness of care and time spent with Veterans

What is the benefit of a dashboard? (to be developed)

- Monitor 4Ms care provided (dashboard updated nightly)

++Add this template to existing documentation to facilitate 4Ms tracking ++

Please Note:

For questions or feedback on the template please utilize the REDACTED e-mail contact. For training material please go to REDACTED. **Be sure and bookmark the *new and improved* Age Friendly health Systems (URL REDACTED) currently in development which should be fully functional in August 2022.**

UPDATE_2_0_297 contains 1 Reminder Exchange entry:

UPDATE_2_0_297 VA-AGE-FRIENDLY 4MS

The exchange file contains the following components:

REMINDER GENERAL FINDINGS

VIEW PROGRESS NOTE TEXT

TIU TEMPLATE FIELD

VA-VANOD BLANK

BLANK SPACE1

VA-GEC AGE-FRIENDLY 4M RESOURCES

HEALTH FACTORS

VA-REMINDER UPDATES [C]
VA-UPDATE_2_0_297
VA-HEALTH AND WELL BEING [C]
VA-WHS-AFHS-PATIENT PRIORITIES FOLLOW-UP
VA-WHS-AFHS-IDENTIFY PATIENT PRIORITIES
VA-WHS-AGE-FRIENDLY-MOBILITY
VA-GEC AGE-FRIENDLY MOBILITY NO
VA-VAAES MOB [C]
VA-VAAES MOB GS 8 WALK 250
VA-VAAES MOB GS 7 WALK 25 FT
VA-VAAES MOB GS 6 WALK 10 STEPS
VA-VAAES MOB GS 5 STANDING
VA-VAAES MOB GS 4 TRANSFERRED
VA-VAAES MOB GS 3 SAT AT EDGE
VA-VAAES MOB GS 2 TURNED SELF
VA-VAAES MOB GS 1 LYING IN BED
VA-GEC AGE-FRIENDLY DELIRIUM NO
VA-WHS-AGE-FRIENDLY-MENTATION-DELIRIUM
VA-VAAES NEURO [C]
VA-VAAES NEURO BCAM POSITIVE
VA-VAAES NEURO BCAM NEGATIVE
VA-GEC AGE-FRIENDLY DEMENTIA NO
VA-WHS-AGE-FRIENDLY-MENTATION-DEMENTIA
VA-GEC AGE-FRIENDLY DEPRESSION NO
VA-WHS-AGE-FRIENDLY-MENTATION-DEPRESSION
VA-GEC AGE-FRIENDLY MEDICATION NO
VA-WHS-AGE-FRIENDLY-MEDICATION
VA-GEC AGE-FRIENDLY WHAT MATTERS NO
VA-WHS-AGE-FRIENDLY-WHAT MATTERS
VA-GEC AGE-FRIENDLY 4MS NOTE TEMPLATE VERSION [C]
VA-GEC AGE-FRIENDLY 4MS NOTE TEMPLATE V1.2

REMINDER SPONSOR

OFFICE OF GERIATRIC EXTENDED CARE

REMINDER TERM

VA-REMINDER UPDATE_2_0_297

HEALTH SUMMARY TYPE

VA-GEC MOBILITY SCALE JH
VA-GEC 4MS MOBILITY GOAL
VA-GEC AGE-FRIENDLY 4MS BCAM
VA-WHS-AGE-FRIENDLY MHA MINI
VA-WHS-AGE-FRIENDLY MHA PHQ2/9
VA-GEC 4MS MEDICATION
VA-GEC 4MS WHAT MATTERS

HEALTH SUMMARY OBJECTS

- VA-GEC MOBILITY SCALE JH (TIU)
- VA-GEC 4MS MOBILITY GOAL (TIU)
- VA-GEC AGE-FRIENDLY 4MS BCAM (TIU)
- VA-WHS-AGE-FRIENDLY MHA MINI (TIU)
- VA-WHS-AGE-FRIENDLY MHA PHQ2/ (TIU)
- VA-GEC 4MS MEDICATION (TIU)
- VA-GEC 4MS WHAT MATTERS (TIU)

TIU DOCUMENT DEFINITION

- VA-GEC MOBILITY SCALE JH
- VA-GEC 4MS MOBILITY GOAL
- VA-GEC AGE-FRIENDLY 4MS BCAM
- VA-WHS-AGE-FRIENDLY MHA MINI
- VA-WHS-AGE-FRIENDLY MHA PHQ2/
- VA-GEC 4MS MEDICATION
- VA-GEC 4MS WHAT MATTERS

REMINDER DIALOG

- VA-AGE-FRIENDLY 4MS

Install Details

This update is being distributed as a web host file. The address for the host file is:
https://REDACTED /UPDATE_2_0_297.PRD

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

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_297.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_297.PRD
```

You should see a message that the file was successfully loaded.

https://[redacted] UPDATE_2_0_297.PRD successfully loaded.

Search and locate an entry titled UPDATE_2_0_297 VA-AGE-FRIENDLY 4MS in reminder exchange.

+Item	Entry	Source	Date Packed
584	UPDATE_2_0_297 VA-AGE-FRIENDLY 4MS		
585	UPDATE_2_0_30 VA-IRAQ & AFGHAN POST-DEPLOY		
586	UPDATE_2_0_31 VA-REACH		
587	UPDATE_2_0_32 VA-MH CONTINGENCY MANAGEMENT		
588	UPDATE_2_0_33 MISC UPDATE 4		
589	UPDATE_2_0_33 MISC UPDATE 4		
590	UPDATE_2_0_33 MISC UPDATE 4		

+	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	LWH	Load Web Host File	
DFE	Delete Exchange File Entry	RI	Reminder Definition Inquiry	
IFE	Install Exchange File Entry	RP	Repack	
IH	Installation History			

Select Action: Next Screen// IFE Install Exchange File Entry
Enter a list or range of numbers (1-933): 297

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entry titled UPDATE_2_0_297 VA-AGE-FRIENDLY 4MS (in this example it is entry 584, it will vary by site) that is dated 08/09/2022.

Component	Category	Exists
Source:		
Date Packed:		
Package Version: 2.0P/1		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-AGE-FRIENDLY 4MS		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_297		
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-AGE-FRIENDLY 4MS [NATIONAL DIALOG]
+-----+-----+-----+-----+-----+-----+
| Item | Seq. | Dialog Findings | Type | Exists |
+-----+-----+-----+-----+-----+
| 1 | | VA-AGE-FRIENDLY 4MS | dialog | |
| 2 | 5 | VA-AFHS 4M NOTE VERSION | element | |
|   |   | Finding: VA-GEC AGE-FRIENDLY 4MS NOTE TEMPLATE V1.0 (HEALTH | X |
|   |   | FACTOR) | | |
| 3 | 7 | BLANK SPACE1 | element | X |
|   |   | Finding: *NONE* | | |
| 4 | 20 | VA-AFHS 4M WHAT MATTERS CONVERSATION BUTTON | element | |
|   |   | Finding: VIEW PROGRESS NOTE TEXT (REMINDER GENERAL FINDING) | X |
| 5 | | PXRM GF VIEW BUTTON | prompt | X |
| 6 | 30 | VA-AFHS GRP WHAT MATTERS CONVERSATION | group | |
|   |   | 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-AGE-FRIENDLY 4MS**
Install reminder dialog and all components with no further changes: Y//ES

```

Packed reminder dialog: VA-AGE-FRIENDLY 4MS [NATIONAL DIALOG]
VA-AGE-FRIENDLY 4MS (reminder dialog) installed from exchange file.
+-----+-----+-----+-----+-----+
| Item | Seq. | Dialog Findings | Type | Exists |
+-----+-----+-----+-----+-----+
| 1 | | VA-AGE-FRIENDLY 4MS | dialog | X |
| 2 | 5 | VA-AFHS 4M NOTE VERSION | element | X |
|   |   | Finding: VA-GEC AGE-FRIENDLY 4MS NOTE TEMPLATE V1.0 (HEALTH | X |
|   |   | FACTOR) | | |
| 3 | 7 | BLANK SPACE1 | element | X |
|   |   | Finding: *NONE* | | |
| 4 | 20 | VA-AFHS 4M WHAT MATTERS CONVERSATION BUTTON | element | X |
|   |   | Finding: VIEW PROGRESS NOTE TEXT (REMINDER GENERAL FINDING) | X |
| 5 | | PXRM GF VIEW BUTTON | prompt | X |
| 6 | 30 | VA-AFHS GRP WHAT MATTERS CONVERSATION | group | 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//

```

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-AGE-FRIENDLY 4MS

REMINDER TERM
  VA-REMINDER UPDATE_2_0_297

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. **Make the Dialog templates available to be attached to a Personal or Shared templates 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: NATREM.FO-SLC.MED.VA.GOV

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**

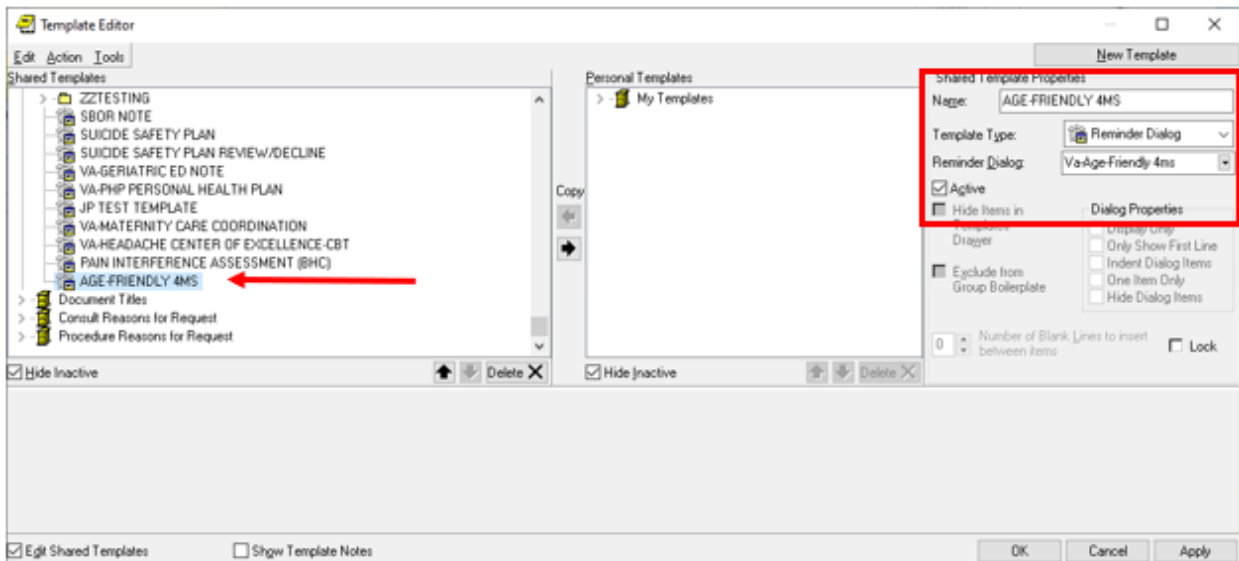
Display Sequence: 390// **<Enter>** 390

Clinical Reminder Dialog: **VA-AGE-FRIENDLY 4MS** reminder dialog
NATIONAL

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

2. Associate the reminder dialogs to a shared template folder in CPRS

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



Type in the following information:

Name: **AGE-FRIENDLY 4MS**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-AGE-FRIENDLY 4MS**