



**Update \_2\_0\_31**

**Clinical Reminders**

**VA-REACH**

**Install Guide**

**July 2017**

Product Development  
Office of Information Technology  
Department of Veterans Affairs

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# Introduction

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The REACH VET program is a new Office for Suicide Prevention program that uses predictive analytics to identify Veterans at high statistical risk for suicide and other adverse outcomes. Each VHA facility is required to have a REACH VET Coordinator who accesses a dashboard to see which Veterans are in the top .1% tier of highest risk Veterans at that site. The Coordinator then identifies a REACH VET Provider for reach Veteran. This provider is required to review the Veteran's medical record, re-evaluate care, consider care enhancement strategies and outreach the Veteran. The two reminder dialogs contained in this update are to be used by the REACH VET provider and REACH VET COORDINATOR

**Two reminder dialogs are being distributed with this update:**

VA-REACH VET COORDINATOR TEMPLATE  
VA-REACH VET PROVIDER TEMPLATE

UPDATE\_2\_0\_31 contains 1 Reminder Exchange entry:  
UPDATE\_2\_0\_31 VA-REACH

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

**REMINDER DIALOG**

VA-REACH VET COORDINATOR TEMPLATE  
VA-REACH VET PROVIDER TEMPLATE

**TIU TEMPLATE FIELD**

DATE  
DATE (REQ)  
EDIT 20+ REQ  
URL REACH VET

**HEALTH FACTORS**

VA-REMINDER UPDATES  
VA-UPDATE\_2\_0\_31  
REACH VET  
REACH VET PROVIDER UNABLE TO REACH OUT  
REACH VET PROVIDER REACH OUT UNSUCCESS  
REACH VET CLINICAL RISK DISCUSSED  
REACH VET STATISTICAL RISK DISCUSSED  
REACH VET TREATMENT PLAN DISCUSSED  
REACH VET ACCESS TO CARE DISCUSSED  
REACH VET CARE ENHANCEMENT DISCUSSED  
REACH VET PROVIDER REACH OUT TO VETERAN  
REACH VET INCARCERATED  
REACH VET RESIDENTIAL OR INPATIENT  
REACH VET NO CHANGES INDICATED

REACH VET ENHANCE CARE OTHER:  
REACH VET IMPROVED COPING SKILLS  
REACH VET MONITORING LIFE EVENTS  
REACH VET SAFETY PLAN  
REACH VET CARING COMMUNICATIONS  
REACH VET PROVIDER RE-EVALUATION OF CARE  
REACH VET PROVIDER AKNOWLEDGE/OUTREACH  
REACH VET PROVIDER ACKNOWLEDGEMENT  
REACH VET COORDINATOR

**REMINDER SPONSOR**

Mental Health Services

**REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_31

VA-SEX

## **Install Details**

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This update is being distributed as a web host file. The address for the host file is:

**[http://REDACTED/UPDATE\\_2\\_0\\_31.PRD](http://REDACTED/UPDATE_2_0_31.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 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
Select Action: Next Screen// LWH  Load Web Host File
Input the URL for the .prd file: http://[REDACTED]/UPDATE_2_0_31.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:

**http://REDACTED/UPDATE\_2\_0\_31.PRD**

```
http://[REDACTED]/UPDATE_2_0_31.PRD successfully loaded.
```

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

Search and locate an entry titled UPDATE\_2\_0\_31 VA-REACH in reminder exchange

```
+Item  Entry                                     Source                                     Date Packed
72  UPDATE_2_0_31 VA-REACH
73  UPDATE_2_0_3_2 TBI SCREENING
74  UPDATE_2_0_4 VA-VETERANS
    CHOICE/MAMMOGRAM/TBI UPDATE
75  UPDATE_2_0_5 MISC UPDATE 1
76  UPDATE_2_0_7
77  UPDATE_2_0_9 VA-COLORECTAL
    CANCER SCREENING
78  UPDATE_2_0_9 VA-COLORECTAL
    CANCER SCREENING
+      + 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
Select Action: Next Screen// IFE  Install Exchange File Entry
Enter a list or range of numbers (1-211): 72
```

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

Enter the number that corresponds with your entry titled UPDATE\_2\_0\_31 VA-REACH (*in this example it is entry 72, it will vary by site*)

```

Component                                     Category   Exists
Source:
Date Packed: 07/05/2017@07:55:56
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-REACH VET COORDINATOR TEMPLATE
  VA-REACH VET PROVIDER TEMPLATE

REMINDER TERM
  VA-REMINDER UPDATE_2_0_31

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.

You will see several prompts, for all new entries you will choose **I to Install** :

Select Action: Next Screen// **IA Install all Components**

After the components have installed,

**You will be prompted to install the first reminder dialog component:**

```

Packed reminder dialog: VA-REACH VET PROVIDER TEMPLATE [NATIONAL DIALOG]

```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-REACH VET PROVIDER TEMPLATE	dialog	
2	5	VA-GP REACH VET Finding: *NONE*	group	
3	5.5	VA-GP REACH VET ACKNOWLEDGEMENT/RE-EVAL Finding: REACH VET PROVIDER ACKNOWLEDGEMENT (HEALTH FACTOR)	group	
4	5.5.5	VAL-REACH VET COORDINATOR INFORMED Finding: *NONE*	element	
5	5.5.10	VA-GP REACH VET COMPREHENSIVE CHART REVIEW Finding: REACH VET PROVIDER RE-EVALUATION OF CARE (HEALTH FACTOR)	group	
6	5.5.10.5	VA-GP REACH VET BENEFIT ENHANCED CARE Finding: *NONE*	group	
7	5.5.10.5.5	VA-REACH VET CARING COMMUNICATIONS Finding: REACH VET CARING COMMUNICATIONS (HEALTH FACTOR)	element	

```

+      + 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-REACH VET PROVIDER TEMPLATE**

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

All dialog components for **VA-REACH VET PROVIDER TEMPLATE** are new.

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

```
Packed reminder dialog: VA-REACH VET PROVIDER TEMPLATE [NATIONAL DIALOG]
VA-REACH VET PROVIDER TEMPLATE (reminder dialog) installed from exchange file.
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-REACH VET PROVIDER TEMPLATE	dialog	X
2	5	VA-GP REACH VET Finding: *NONE*	group	X
3	5.5	VA-GP REACH VET ACKNOWLEDGEMENT/RE-EVAL Finding: REACH VET PROVIDER ACKNOWLEDGEMENT (HEALTH FACTOR)	group	X
4	5.5.5	VAL-REACH VET COORDINATOR INFORMED Finding: *NONE*	element	X
5	5.5.10	VA-GP REACH VET COMPREHENSIVE CHART REVIEW Finding: REACH VET PROVIDER RE-EVALUATION OF CARE (HEALTH FACTOR)	group	X
6	5.5.10.5	VA-GP REACH VET BENEFIT ENHANCED CARE Finding: *NONE*	group	X
7	5.5.10.5.5	VA-REACH VET CARING COMMUNICATIONS Finding: REACH VET CARING COMMUNICATIONS (HEALTH FACTOR)	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 then be prompted to install the next Dialog component:**

```
Packed reminder dialog: VA-REACH VET COORDINATOR TEMPLATE [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-REACH VET COORDINATOR TEMPLATE	dialog	X
2	5	VA-GP REACH VET COORDINATOR Finding: *NONE*	group	X
3	5.5	VAL-REACH VET COORD INFORMED Finding: REACH VET COORDINATOR (HEALTH FACTOR)	element	X
4	5.10	VA-REACH VET COORD ADD ADD'L SIGNER COORDINATOR NOTE Finding: *NONE*	element	X
----- REPLACEMENT ITEMS -----				
5	1	VA-REACH VET REVIEW OPTIONS FEMALE 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-REACH VET COORDINATOR TEMPLATE**

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

All dialog components for **VA-REACH VET COORDINATOR TEMPLATE** are new. Install reminder dialog and all components with no further changes: **Y// YES**

```

Packed reminder dialog: VA-REACH VET COORDINATOR TEMPLATE [NATIONAL DIALOG]
VA-REACH VET COORDINATOR TEMPLATE (reminder dialog) installed from exchange file
-----
Item  Seq. Dialog Findings                                     Type  Exists
-----
  1    VA-REACH VET COORDINATOR TEMPLATE                       dialog  X
-----
  2    5 VA-GP REACH VET COORDINATOR                             group   X
        Finding: *NONE*
  3    5.5 VAL-REACH VET COORD INFORMED                         element  X
        Finding: REACH VET COORDINATOR (HEALTH FACTOR)
  4    5.10 VA-REACH VET COORD ADD ADD'L SIGNER                 element  X
        COORDINATOR NOTE
        Finding: *NONE*
-----
----- REPLACEMENT ITEMS -----
-----
  5    1 VA-REACH VET REVIEW OPTIONS FEMALE                     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:      GRIFFITH,ELIZABETH A at SALT LAKE CITY
Date Packed: 07/05/2017@07:55:56
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-REACH VET COORDINATOR TEMPLATE
  VA-REACH VET PROVIDER TEMPLATE

REMINDER TERM
  VA-REMINDER UPDATE_2_0_31

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 Completed



## Post Installation

---

### 1. Make the Dialogs able to be attached to a Personal or Shared template or to be able to attach the dialogs 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-REACH VET COORDINATOR TEMPLATE** 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>**

Clinical Reminder Dialog: **VA-REACH VET PROVIDER TEMPLATE**  
**<Enter>**

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

## 2. Setup of Note title

You will need to create two new note titles for the dialogs included in this update if you do not currently have these note titles available in your system.

The new note titles that need to be created are:

**REACH VET COORDINATOR NOTE**  
**REACH VET PROVIDER NOTE**

These note titles are both to be mapped to the following VHA Enterprise Standard Title:

**SUICIDE PREVENTION NOTE**

Comprehensive information on Creating Document Definitions can be found beginning on page 49 of [tiuim.pdf \(va.gov\)](https://www.va.gov/vdl/documents/Clinical/CPRS-Text_Integration_UTILITY_(TIU)/tiuim.pdf) ([https://www.va.gov/vdl/documents/Clinical/CPRS-Text\\_Integration\\_UTILITY\\_\(TIU\)/tiuim.pdf](https://www.va.gov/vdl/documents/Clinical/CPRS-Text_Integration_UTILITY_(TIU)/tiuim.pdf))

**Note: If your facility created local REACH VET note titles, inactivate those existing note titles.**

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

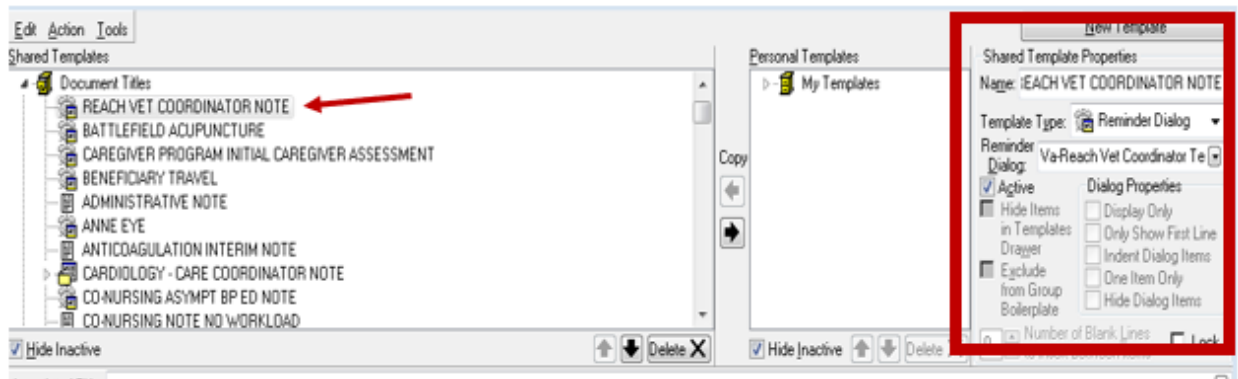
To do this, go to Template Editor, then Document Titles, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).

1. Type in the following information:

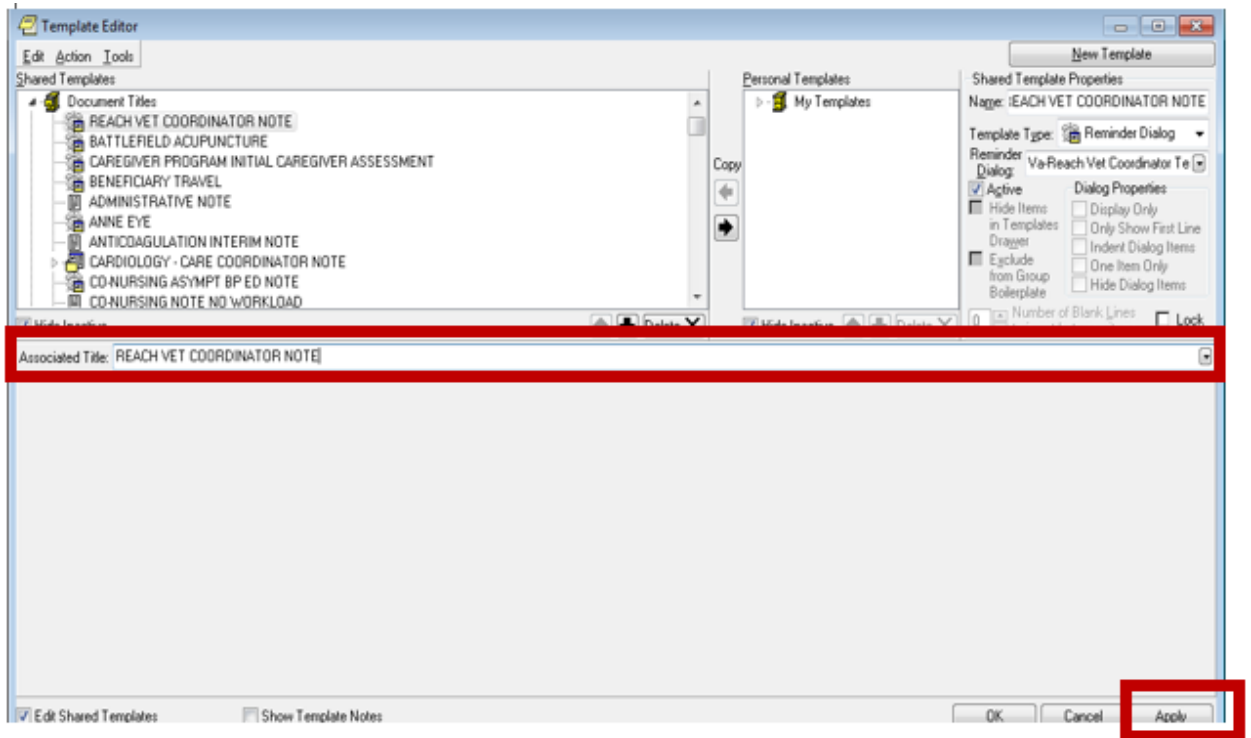
Name: **REACH VET COORDINATOR NOTE**

Template Type: Reminder Dialog

Reminder Dialog: **VA-REACH VET COORDINATOR TEMPLATE**



Next, type in the Associated Title, which in this case is REACH VET COORDINATOR NOTE, and hit Apply:

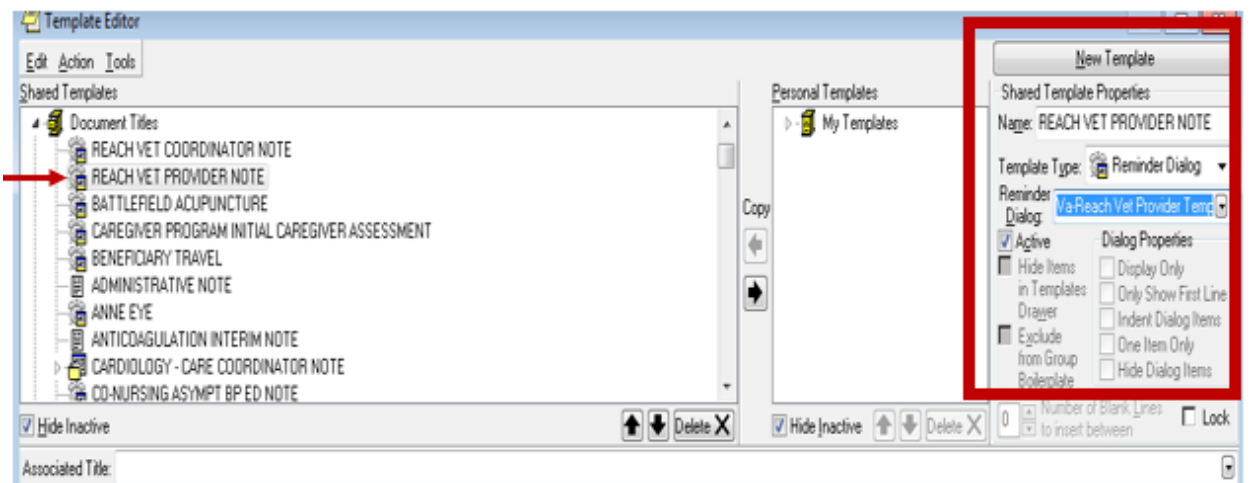


2. Type in the following information:

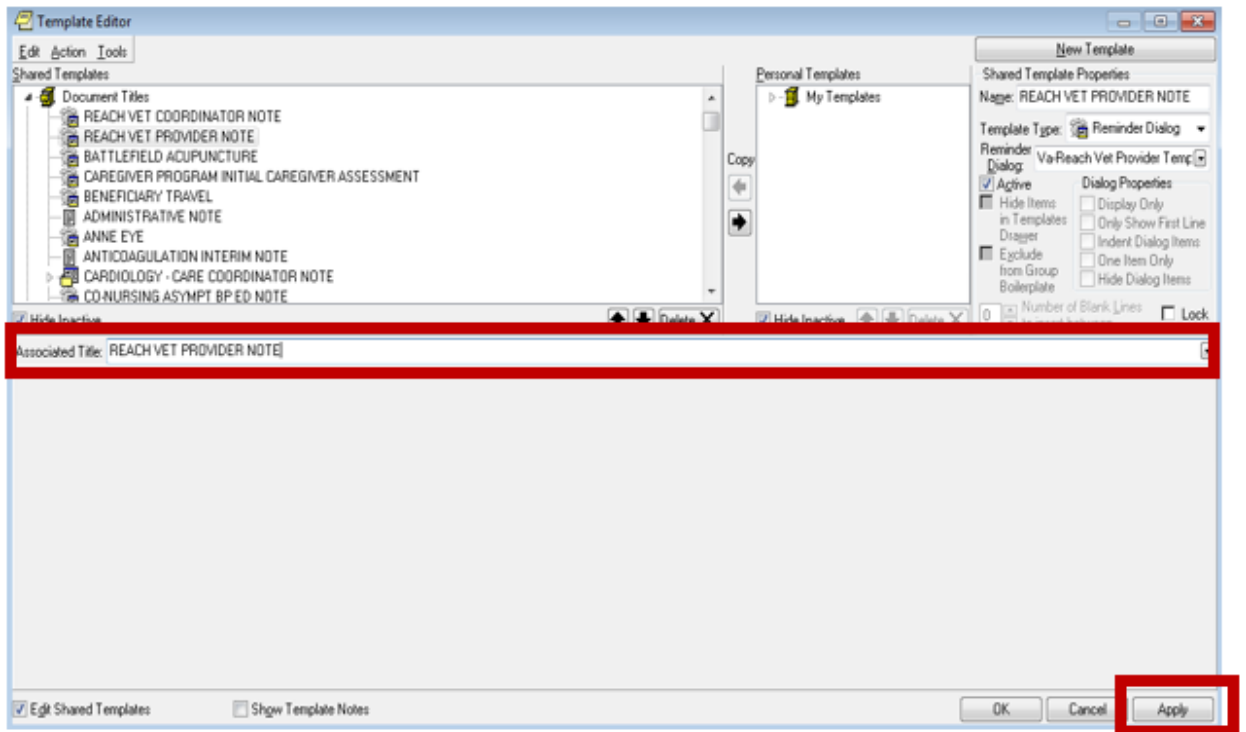
Name: **REACH VET PROVIDER NOTE**

Template Type: Reminder Dialog

Reminder Dialog: **VA-REACH VET PROVIDER TEMPLATE**



Next, type in the Associated Title, which in this case is REACH VET PROVIDER NOTE, and hit Apply:



#### 4. Update of Elements to enter the Veteran's demographic information and the facility's information.

Using the Reminder Dialog Manager Menu, Reminder Dialogs, changing your view to Element view, you will need to edit the Dialog/Progress note text to insert data objects representing the Veteran's demographic information and your facility's information into following dialog element(s):

Element: VAL-REACH VET COORD INFORMED

Element: VAL-REACH VET COORDINATOR INFORMED

In the Dialog/Progress Note text, replace **[Facility Name]** with your facility name (*if you are an integrated facility, you can replace with a TIU template text field or a locally created TIU template field with a choice of facility names*). Replace **[Veteran Name]** with your local data object that represent Veteran or Patient name.

**5. In addition to installing the REACH VET Templates, please add the following links to the CPRS toolbar:**

REACH VET/STORM: MH Predictive Analytics  
REDACTED link to the VA Storm SQL Application using the Corporate Data Warehouse.