



Update _2_0_374

Clinical Reminders

VA-COMMON CARRIER POV ACCESS

Install Guide

July 2023

Product Development
Office of Information Technology
Department of Veterans Affairs

Table of Contents

INTRODUCTION	1
INSTALL DETAILS	1
INSTALL EXAMPLE	2
POST INSTALLATION	4

Introduction

This update contains one new reminder dialog that should be installed and connected to a note title.

To be used for Beneficiary Travel (BT) eligible Veterans; completed by administrative staff in BT/HAS for the use of a common carrier vehicle when a privately owned vehicle (POV) is not readily accessible

UPDATE_2_0_374 contains 1 Reminder Exchange entry:

UPDATE_2_0_374 VA-COMMON CARRIER POV ACCESS

The exchange file contains the following components:

TIU TEMPLATE FIELD

VA-DATE ONLY R
VA-TEXT (1-50 CHAR)R

HEALTH FACTORS

VA-REMINDER UPDATES [C]
VA-UPDATE_2_0_374
VA-COMMON CARRIER NO ACCESS [C]
VA-COMMON CARRIER NO ACCESS TO POV
VA-COMMON CARRIER ACCESS TO POV

REMINDER TERM

VA-REMINDER UPDATE_2_0_374

REMINDER DIALOG

VA-COMMON CARRIER POV ACCESS

Install Details

This update is being distributed as a web host file. The address for the host file is:
https://REDACTED /UPDATE_2_0_374.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

Go to Reminder exchange in Vista.

To Load the exchange file, use LWH. The URL is https://REDACTED/UPDATE_2_0_374.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_374.PRD
```

You will see a message indicating the file was loaded successfully.

Search and locate an entry titled UPDATE_2_0_374 VA-COMMON CARRIER POV ACCESS in reminder exchange.

```
+Item Entry Source Date Packed
379 UPDATE_2_0_374 VA-COMMON CARRIER POV ACCESS
380 UPDATE_2_0_375 VA-SYRINGE SERVICE PROGRAM
381 UPDATE_2_0_39 VA-OSP SUICIDE SAFETY PLAN
382 UPDATE_2_0_3_2 TBI SCREENING
383 UPDATE_2_0_4 VA-VETERANS CHOICE/MAMMOGRAM/TBI UPDATE
384 UPDATE_2_0_40 VA-HERPES
+ + 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 (1-541): 379
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entry titled UPDATE_2_0_374 VA-COMMON CARRIER POV ACCESS (in this example it is entry 379, it will vary by site) that is dated 05/30/2023.

```

Package Version: 2.0P65

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-COMMON CARRIER POV ACCESS

REMINDER TERM
  VA-REMINDER UPDATE_2_0_374

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-COMMON CARRIER POV ACCESS [NATIONAL DIALOG]

```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-COMMON CARRIER POV ACCESS	dialog	
2	5	VA-GP COMMON CARRIER NO ACCESS	group	
		Finding: *NONE*		
3	5.5	VA-GP COMMON CARRIER ACCESS TO POV	group	
		Finding: *NONE*		
4	5.5.5	VA-GP COMMON CARRIER ACCESS TO POV Y	group	
		Finding: VA-COMMON CARRIER ACCESS TO POV (HEALTH FACTOR)		X
5	5.5.5.5	VA-COMMON CARRIER ACCESS TO POV Y	element	
		Finding: *NONE*		
6	5.5.20	VA-GP COMMON CARRIER ACCESS TO POV N	group	
		Finding: VA-COMMON CARRIER NO ACCESS TO POV (HEALTH FACTOR)		X
7	5.5.20.10	VA-COMMON CARRIER ACCESS TO POV N	element	
		Finding: *NONE*		
8	5.5.20.20	VA-GP COMMON CARRIER DURATION	group	

```

+      + 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-COMMON CARRIER POV ACCESS**

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

```

Packed reminder dialog: VA-COMMON CARRIER POV ACCESS [NATIONAL DIALOG]
VA-COMMON CARRIER POV ACCESS (reminder dialog) installed from exchange file.
Item  Seq.  Dialog Findings                                     Type  Exists
  1    VA-COMMON CARRIER POV ACCESS                       dialog  X
  2    5 VA-GP COMMON CARRIER NO ACCESS                     group   X
      Finding: *NONE*
  3    5.5 VA-GP COMMON CARRIER ACCESS TO POV              group   X
      Finding: *NONE*
  4    5.5.5 VA-GP COMMON CARRIER ACCESS TO POV Y         group   X
      Finding: VA-COMMON CARRIER ACCESS TO POV (HEALTH FACTOR)
  5    5.5.5.5 VA-COMMON CARRIER ACCESS TO POV Y         element  X
      Finding: *NONE*
  6    5.5.20 VA-GP COMMON CARRIER ACCESS TO POV N       group   X
      Finding: VA-COMMON CARRIER NO ACCESS TO POV (HEALTH FACTOR)
  7    5.5.20.10 VA-COMMON CARRIER ACCESS TO POV N      element  X
      Finding: *NONE*
  8    5.5.20.20 VA-GP COMMON CARRIER DURATION           group   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**.

```

Package Version: 2.0P65

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-COMMON CARRIER POV ACCESS

REMINDER TERM
  VA-REMINDER UPDATE_2_0_374

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. Setup of Note Title.

The suggested note title to create to associate with this template is:

COMMON CARRIER ADMINISTRATIVE NOTE

VHA Enterprise Standard Title: ADMINISTRATIVE NOTE

You can add this to the document class where administrative notes are stored.

Note: Comprehensive information on Creating new Document Classes and Titles can be found beginning on page 54 of the TIU/ASU Implementation Guide at the following link: [http://www.va.gov/vdl/documents/Clinical/CPRS-Text Integration Utility \(TIU\)/tiuim.pdf](http://www.va.gov/vdl/documents/Clinical/CPRS-Text Integration Utility (TIU)/tiuim.pdf)

2. **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**

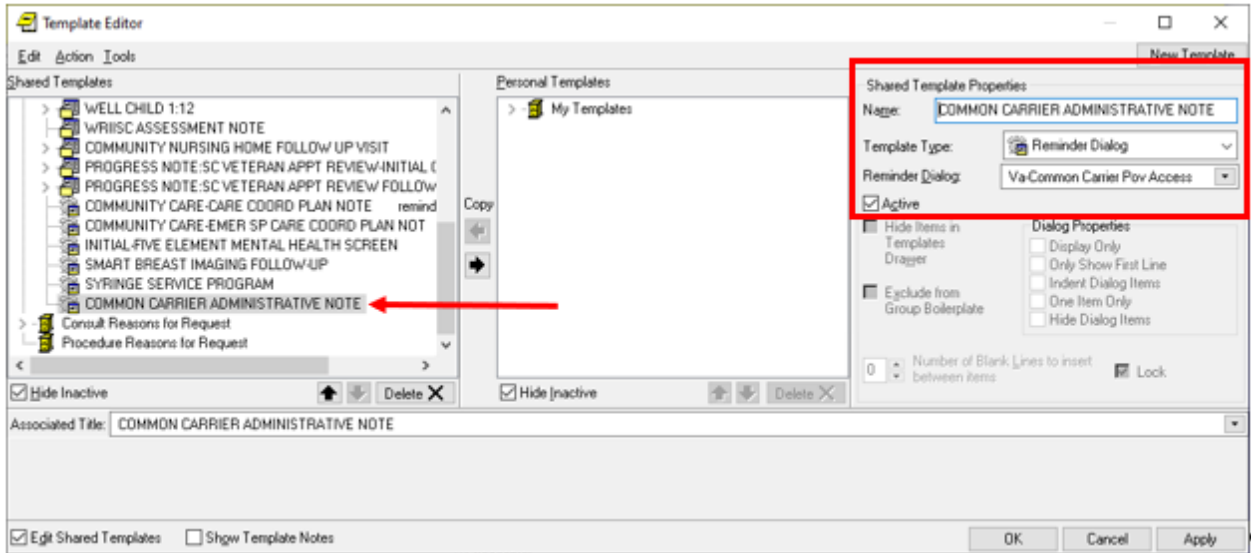
Are you adding 390 as a new Display Sequence? Yes// **YES**

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

Clinical Reminder Dialog: **VA-COMMON CARRIER POV ACCESS** reminder dialog NATIONAL

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

3. **Add the template to your document title.**
- a In CPRS, open the Template Editor, expand Document Titles, select the appropriate folder (if applicable), then click New Template (top right-hand corner).



Type in the following information:

Name: **COMMON CARRIER ADMINISTRATIVE NOTE**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-COMMON CARRIER POV ACCESS**

Associated Title: **COMMON CARRIER ADMINISTRATIVE NOTE**

— then click Apply.