



**Update \_2\_0\_401**

**Clinical Reminder Dialog**

**VA-SCI/D CENTER ANNUAL EVALUATION OUTREACH**

**Install Guide**

**December 2023**

Product Development  
Office of Information Technology  
Department of Veterans Affairs

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## Introduction

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Per Memorandum 1176(2), Annual Comprehensive Preventive Health Evaluations must be offered to all Veterans with Spinal Cord Injury and Disorder (SCI/D) and performed at SCI/D Centers by a multidisciplinary team trained in SCI/D care. Every effort must be made to educate Veterans with SCI/D about the importance of the SCI/D Comprehensive Preventive Health Evaluation and the advantages to have the evaluation at the SCI/D Center.

If the Veteran refuses or is unable to travel, clear documentation that the annual evaluation was offered and refused must be entered into the medical record and the designated Chief, SCI/D Center must be notified.

The SCI/D Center Annual Evaluation Outreach template will ensure that all SCI/D Veterans are offered an Annual Evaluation in compliance with the 1176 memorandum. Education on the importance of receiving an Annual Evaluation at the SCI/D Center will be documented, along with any reasons for refusal. Health factors embedded within this template provide the ability to track and analyze the data collected.

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

### **TIU TEMPLATE FIELD**

TEXT (1-50 CHAR) REQ

### **HEALTH FACTORS**

VA-REMINDER UPDATES [C]  
VA-SCI/D AE CLINIC CANCELLED  
VA-SCI/D AE DECL-DISTANCE  
VA-SCI/D AE DECL-DOES NOT QUALIFY TRAVEL ASSIST  
VA-SCI/D AE DECL-FY  
VA-SCI/D AE DECL-HOSPITALIZED  
VA-SCI/D AE DECL-ILL  
VA-SCI/D AE DECLINED  
VA-SCI/D AE DECL-NON-VA PCP  
VA-SCI/D AE DECL-OTHER  
VA-SCI/D AE DECL-PAIN  
VA-SCI/D AE DECL-PT FEELS NOT NEEDED  
VA-SCI/D AE DECL-RESPONSIBILITIES  
VA-SCI/D AE DECL-SCHEDULED/COMPLETED  
VA-SCI/D AE DECL-VA SCI/D SPOKE SITE

VA-SCI/D AE DECL-VENT  
VA-SCI/D AE DECL-WOUNDS  
VA-SCI/D AE EDUCATION  
VA-SCI/D AE FC NO BED  
VA-SCI/D AE FC NOT APPROPRIATE  
VA-SCI/D AE FC OTHER  
VA-SCI/D AE FIRST CALL  
VA-SCI/D AE FIRST LEFT VM  
VA-SCI/D AE FIRST NO VM  
VA-SCI/D AE HYBRID SPOKE CVT SCH ALERTED  
VA-SCI/D AE HYBRID SPOKE OUTPT SCH ALERTED  
VA-SCI/D AE HYBRID INPT ADM SCH  
VA-SCI/D AE HYBRID INPT ADM SCH ALERTED  
VA-SCI/D AE HYBRID OTHER  
VA-SCI/D AE HYBRID OUTPT SCH ALERTED  
VA-SCI/D AE HYBRID OUTPT SCHEDULED  
VA-SCI/D AE HYBRID VVC SCH ALERTED  
VA-SCI/D AE HYBRID VVC SCHEDULED  
VA-SCI/D AE INPT ADM SCH  
VA-SCI/D AE INPT ADM SCH ALERT  
VA-SCI/D AE LETTER SENT MHV  
VA-SCI/D AE LETTER SENT USPS  
VA-SCI/D AE LODGING CAREGIVER  
VA-SCI/D AE LODGING VET  
VA-SCI/D AE LODGING VET/CG  
VA-SCI/D AE NO SHOW  
VA-SCI/D AE NO SHOW DECLINED RESCHEDULE  
VA-SCI/D AE NO SHOW NO VM  
VA-SCI/D AE NO SHOW REASON  
VA-SCI/D AE NO SHOW RESCHEDULED COMMENTS  
VA-SCI/D AE OUTPT F2F SCH ALERTED  
VA-SCI/D AE OUTPT F2F SCH/DATE  
VA-SCI/D AE OUTPT VVC SCH ALERTED  
VA-SCI/D AE OUTPT VVC SCH/DATE  
VA-SCI/D AE OUTREACH  
VA-SCI/D AE OUTREACH [C]  
VA-SCI/D AE SECOND CALL  
VA-SCI/D AE SECOND LEFT VM  
VA-SCI/D AE SECOND NO VM  
VA-SCI/D AE THIRD CALL  
VA-SCI/D AE THIRD LEFT VM  
VA-SCI/D AE THIRD NO VM  
VA-SCI/D AE VC CANCELLED

VA-SCI/D AE VC DOES NOT WANT HUB AE  
VA-SCI/D AE VC ILLNESS  
VA-SCI/D AE VC NOT HELPFUL  
VA-SCI/D AE VC OTHER  
VA-SCI/D AE VC RESPONSIBILITIES  
VA-SCI/D AE VC TOO FAR  
VA-SCI/D AE VC TRANSPORTATION  
VA-SCI/D AE VET DECLINED RESCHEDULE  
VA-SCI/D AE VET DISEASES  
VA-SCI/D AE VET RESCHEDULED  
VA-SCI/D NO SHOW LEFT VM  
VA-UPDATE\_2\_0\_401

### **REMINDER SPONSOR**

OFFICE OF SPINAL CORD INJURIES AND DISORDERS (SCI/D)

### **REMINDER DIALOG**

VA-SCI/D CENTER ANNUAL EVALUATION OUTREACH NOTE

### **REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_401

## **Pre-Installation**

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1. Coordinate with local SCI/D Hub staff and identify the following local quick orders for mapping to elements in the post-installation steps.
  - a. Lodging consult order
  - b. Return to clinic order (RTC) for Spinal Cord Injury or generic RTC order
  - c. Return to clinic order (RTC) for VA Video Connect or generic RTC order
  - d. Return to clinic order (RTC) for Hybrid VA Video Connect or generic RTC order
  - e. Return to clinic order (RTC) for Hybrid Outpatient Clinic or generic RTC order
  - f. IFC Consult for SCI/D Hybrid Spoke, if available
  - g. IFC Consult for Hybrid Spoke Clinical Video Telehealth (CVT), if available
  - h. Consult order for VA Special Mode Transportation

## **Installation**

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### **Install Details**

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

**[https://REDACTED /UPDATE\\_2\\_0\\_401.PRD](https://REDACTED /UPDATE_2_0_401.PRD)**

This update can be loaded with users on the system. Installation will take less than 5 minutes.

## Install Example

To Load the Web Host File. Navigate to Reminder exchange in Vista

```
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_401.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:  
**https://REDACTED/UPDATE\_2\_0\_401.PRD**

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

```
+Item Entry Source Date Packed
640 UPDATE_2_0_401 VA-SPINAL CORD INJURY ANNUAL EVALUATION OUTREACH
641 UPDATE_2_0_402 VA-LONG COVID-19 BATCH QUESTIONNAIRE
642 UPDATE_2_0_402 VA-LONG COVID-19 BATCH QUESTIONNAIRE
643 UPDATE_2_0_403 VA-WH PREGNANCY LOSS OR ABORTION
644 UPDATE_2_0_403 VA-WH
+ + 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 (1-875): 640
```

Search and locate an entry titled **UPDATE\_2\_0\_401 VA-SPINAL CORD INJURY ANNUAL EVALUATION OUTREACH** in reminder exchange.

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

Enter the number that corresponds with your entry UPDATE\_2\_0\_401 VA-SPINAL CORD INJURY ANNUAL EVALUATION OUTREACH.

*(In this example it is entry 640. It will vary by site).* The date of the exchange file should be 12/20/2023.

```

Description:

The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-SCI/D CENTER ANNUAL EVALUATION OUTREACH NOTE

REMINDER TERM
  VA-REMINDER UPDATE_2_0_401

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

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

For any components that already exists but the packed component is different, choose **O to Overwrite**.

**You will be prompted to install the reminder dialog component (VA-SCI/D CENTER ANNUAL EVALUATION OUTREACH NOTE).** You will choose to install all even though some components may have an X to indicate that they exist.

```

Packed reminder dialog: VA-SCI/D CENTER ANNUAL EVALUATION OUTREACH NOTE [NATIONA

```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-SCI/D CENTER ANNUAL EVALUATION OUTREACH NOTE	dialog	
2	1	VA-SCI/D AE VERSION Finding: *NONE*	element	
3	5	VA-GP SCI/D AE OUTREACH Finding: VA-SCI/D AE OUTREACH (HEALTH FACTOR)	group	X
4	5.4	VA-GP SCI/D AE-TELE MAIN Finding: *NONE*	group	
5	5.4.5	VA-GP SCI/D AE TELE Finding: *NONE*	group	
6	5.4.5.10	VA-GP SCI/D AE FIRST CALL Finding: VA-SCI/D AE FIRST CALL (HEALTH FACTOR)	group	X
7	5.4.5.10.5	VA-SCI/D AE FIRST LEFT VM Finding: VA-SCI/D AE FIRST LEFT VM (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// IA  Install All

```

At the **Select Action** prompt, type **IA** to install the dialog.  
 Install reminder dialog and all components with no further changes: **Yes**

```

Packed reminder dialog: VA-SCI/D CENTER ANNUAL EVALUATION OUTREACH NOTE [NATIONA
VA-SCI/D CENTER ANNUAL EVALUATION OUTREACH NOTE (reminder dialog) installed from

```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-SCI/D CENTER ANNUAL EVALUATION OUTREACH NOTE	dialog	X
2	1	VA-SCI/D AE VERSION Finding: *NONE*	element	X
3	5	VA-GP SCI/D AE OUTREACH Finding: VA-SCI/D AE OUTREACH (HEALTH FACTOR)	group	X
4	5.4	VA-GP SCI/D AE-TELE MAIN Finding: *NONE*	group	X
5	5.4.5	VA-GP SCI/D AE TELE Finding: *NONE*	group	X
6	5.4.5.10	VA-GP SCI/D AE FIRST CALL Finding: VA-SCI/D AE FIRST CALL (HEALTH FACTOR)	group	X
7	5.4.5.10.5	VA-SCI/D AE FIRST LEFT VM Finding: VA-SCI/D AE FIRST LEFT VM (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  Quit

```

After completing this dialog install, you will type **Q**.

```

Description:

The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-SCI/D CENTER ANNUAL EVALUATION OUTREACH NOTE

REMINDER TERM
  VA-REMINDER UPDATE_2_0_401

Keywords:

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

```

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

Install complete.



# Post Installation

---

1. Make the Dialog template available to be attached to a Personal or Shared template 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
<b>TIU</b>	<b>TIU Template Reminder Dialog Parameter</b>
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 and 391 are not present so those numbers can be used.*

Select Display Sequence: **390**

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

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

Clinical Reminder Dialog: **VA-SCI/D CENTER ANNUAL EVALUATION OUTREACH NOTE**

reminder dialog NATIONAL

...OK? Yes// **Yes**

## 2. Map lodging consult to following group.

Name: **VA-GP SCI/D AE LODGING VET/CG - CONSULT ORDER**

FINDING ITEM: Enter "Q.", then name of consult quick order.

## 3. Map return to clinic order (RTC) for Spinal Cord Injury or appropriate RTC order to following elements.

a. Name: **VA-GP SCI/D AE OUTPT F2F-RTC ORDER**

FINDING ITEM: Enter "Q.", then name of RTC order.

b. Name: **VA-SCI/D AE VC RTC**

FINDING ITEM: Enter "Q.", then name of RTC order.

c. Name: **VA-SCI/D AE CC RTC ORDER**

FINDING ITEM: Enter "Q.", then name of RTC order.

## 4. Map return to clinic order (RTC) for VA Video Connect or appropriate RTC order to following element.

Name: **VA-GP SCI/D AE VVC-RTC ORDER**

FINDING ITEM: Enter "Q.", then name of RTC order.

## 5. Map return to clinic order (RTC) for Hybrid VA Video Connect or appropriate RTC order to following element.

Name: **VA-SCI/D AE HYBRID VVC-RTC ORDER**

FINDING ITEM: Enter "Q.", then name of RTC order.

## 6. Map return to clinic order (RTC) for Hybrid Outpatient Clinic or appropriate RTC order to following element.

Name: **VA-GP SCI/D AE OUTPT CLINIC-RTC ORDER**

FINDING ITEM:

**7. Map IFC Consult for Hybrid Spoke to following element.**

The following element is released disabled. Enable the element and map the quick order if available locally. If this IFC doesn't exist locally, then skip this step.

Name: **VAL-SCI/D AE HYBRID SPOKE-IFC ORDER**

DISABLE: DISABLE AND DO NOT SEND MESSAGE//

FINDING ITEM:

**8. Map IFC Consult for Hybrid Spoke Clinical Video Telehealth (CVT) to following element.**

The following element is released disabled. Enable the element and map the quick order if available locally. If this IFC doesn't exist locally, then skip this step.

Name: **VAL-SCI/D AE HYBRID SPOKE CVT-IFC ORDER**

DISABLE: DISABLE AND DO NOT SEND MESSAGE// FINDING ITEM:

**9. Map consult order for VA Special Mode Transportation to following element.**

Name: **VA-SCI/D AE TRANSPORTATION-SMT CONSULT ORDER**

FINDING ITEM:

**10. Create note title and map to reminder dialog.**

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

Title: **SCI/D CENTER ANNUAL EVALUATION OUTREACH**

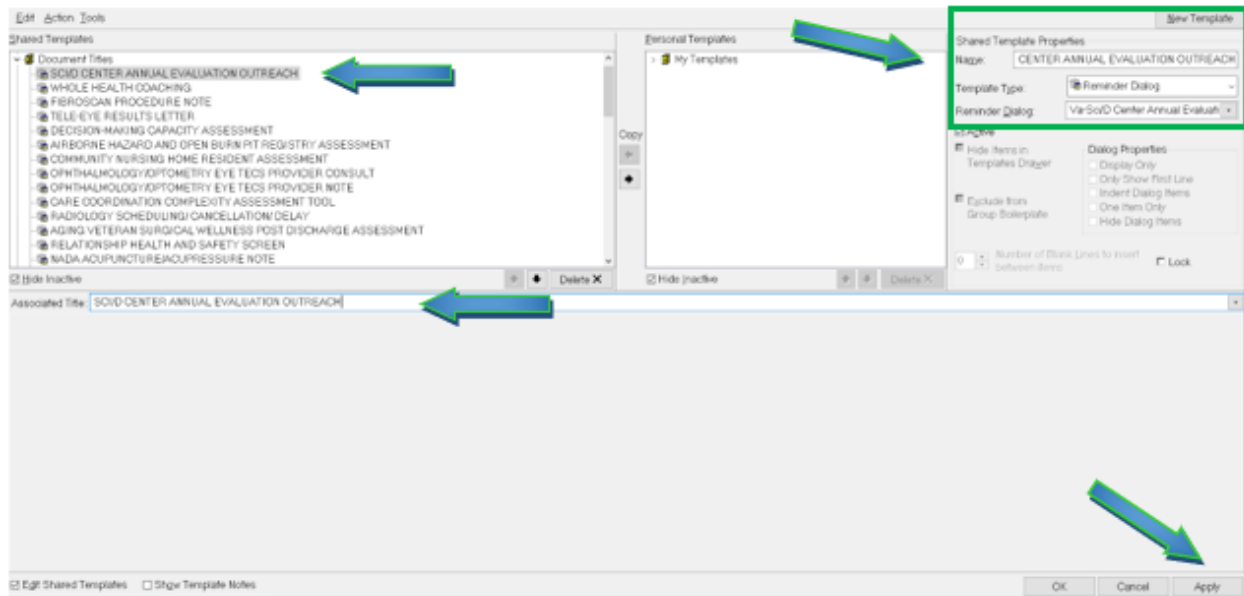
Std. Title: **SPINAL CORD INJURY NOTE**

Dialog: **VA-SCI/D CENTER ANNUAL EVALUATION OUTREACH NOTE**

***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%20Integration%20Utility%20(TIU)/tiuim.pdf)*

**11. Associate the reminder dialog with the note title in CPRS**

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: **SCI/D CENTER ANNUAL EVALUATION OUTREACH**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-SCI/D CENTER ANNUAL EVALUATION OUTREACH NOTE**

Next, type in the Associated Title name — then click Apply.