



**Update \_2\_0\_413**

**Clinical Reminders**

**VA-ONCOLOGY CLOSE TO ME TEMPLATES**

**Install Guide**

**February 2024**

Product Development  
Office of Information Technology  
Department of Veterans Affairs

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## Introduction

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VA National Oncology Program (NOP) Close to Me infusion service provides parenteral anti-cancer therapy services at Community Based Outpatient Clinics (CBOCs) to increase access points to care for Veterans. This service seeks to reduce travel time for Veterans, improve VA care continuity, and provide Veteran-centric care. These templates (2 notes and 1 consult) were developed by the National Oncology Program Office in collaboration with an interdisciplinary team of subject matter experts. The consult template will be used by Oncology providers to place a consult order for service request. Two note templates will primarily be used by Close to Me nursing staff to triage consults and administer treatments to patients at the CBOCs. These standardized templates also include health factors to simplify data collection and facilitate continuous process improvement efforts.

For more information regarding the National Oncology Program:  
REDACTED

The purpose of the Close to Me reminder dialogs are to standardize care, providing consistency in documentation and facilitating data collection. VHA Directive 1415 requires that all sites use the National Oncology templates therefore all sites must install the templates, however only sites currently participating in the Close to Me infusion program are required to implement them.

The reminder exchange file includes the following reminder dialog templates:

- 1) VA-ONCOLOGY CLOSE TO ME CONSULT RESULT
- 2) VA-ONCOLOGY CLOSE TO ME ADDENDUM

The package also includes the following TXML template:  
VA-ONC CLOSE TO ME CONSULT REQUEST

**\*\*The Close to Me Consult Addendum template may be placed in your shared templates folder where your Oncology templates reside\*\***

## Pre-Install

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These are new templates so there are no pre-install steps.

UPDATE\_2\_0\_413 contains 1 reminder exchange file entry named  
UPDATE\_2\_0\_413 VA-ONCOLOGY CLOSE TO ME TEMPLATES

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

HEALTH FACTORS

- 1 VA-REMINDER UPDATES [C]
- 2 VA-UPDATE\_2\_0\_413

- 3 VA-ONC CLOSE TO ME [C]
- 4 VA-ONC C2ME TREATMENT REACTION
- 5 VA-ONC C2ME EMERGENCY NOT RELATED TO TREATMENT
- 6 VA-ONC C2ME MEDS WASTED/NOT USED
- 7 VA-ONC C2ME ADDENDUM
- 8 VA-ONCOLOGY CLOSE TO ME [C]
- 9 VA-ONC C2ME PATIENT SUITABLE FOR CBOC TX NO
- 10 VA-ONC C2ME DEFER SCHEDULING
- 11 VA-ONC C2ME REFER PATIENT FOR SCHEDULING CBOC
- 12 VA-ONC C2ME REFER PATIENT FOR SCHEDULING NO
- 13 VA-ONC C2ME REVIEW NEXT STEPS/POC YES
- 14 VA-ONC C2ME REVIEW NEXT STEPS/POC NO
- 15 VA-ONC C2ME PATIENT CONSENT TX LOCATION NO
- 16 VA-ONC C2ME PATIENT CONSENT TX LOCATION YES
- 17 VA-ONC C2ME PATIENT SUITABLE FOR CBOC TX YES
- 18 VA-ONC C2ME SCHED/AVAIL ALIGN TO CBOC TX PLAN NO
- 19 VA-ONC C2ME SCHED/AVAIL ALIGN TO CBOC TX PLAN YES
- 20 VA-ONC C2ME RELIABLE TRANSPORT NO
- 21 VA-ONC C2ME RELIABLE TRANSPORT YES
- 22 VA-ONC C2ME TX VA LOC PATIENT PREFERENCE
- 23 VA-ONC C2ME TX PREF AT VA D/T C2ME SERVICES NA
- 24 VA-ONC C2ME TX PREF AT VA D/T C2ME SERVICES NO
- 25 VA-ONC C2ME TX PREF AT VA D/T C2ME SERVICES YES
- 26 VA-ONC C2ME TX LOC REVIEW NO
- 27 VA-ONC C2ME TX LOC REVIEW YES
- 28 VA-ONC C2ME PATIENT INTERVIEW
- 29 VA-ONC C2ME FIRST DOSE RECEIVED AT VAMC
- 30 VA-ONC C2ME FIRST DOSE OTHER/REASON
- 31 VA-ONC C2ME FIRST DOSE AT CBOC/CLINIC
- 32 VA-ONC C2ME MEETS NEED FOR FIRST DOSE AT VAMC
- 33 VA-ONC C2ME PATIENT RTN FROM COMM CARE NO
- 34 VA-ONC C2ME PATIENT RTN FROM COMM CARE YES
- 35 VA-ONC C2ME PATIENT ON APPROV C2ME TX
- 36 VA-ONC C2ME CHART REVIEW APPROP YES
- 37 VA-ONC C2ME CONSULT RESULT

REMINDER TERM

- 38 VA-REMINDER UPDATE\_2\_0\_413

REMINDER DIALOG

- 39 VA-ONCOLOGY CLOSE TO ME ADDENDUM
- 40 VA-ONCOLOGY CLOSE TO ME CONSULT RESULT

## **Install Details**

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This update is being distributed as a web host file. The address for the host file is:  
[https://REDACTED/UPDATE\\_2\\_0\\_413.PRD](https://REDACTED/UPDATE_2_0_413.PRD)

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

Installation:

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This update can be loaded with users on the system. Installation will take less than 15 minutes; the post install will take less than 30 minutes.

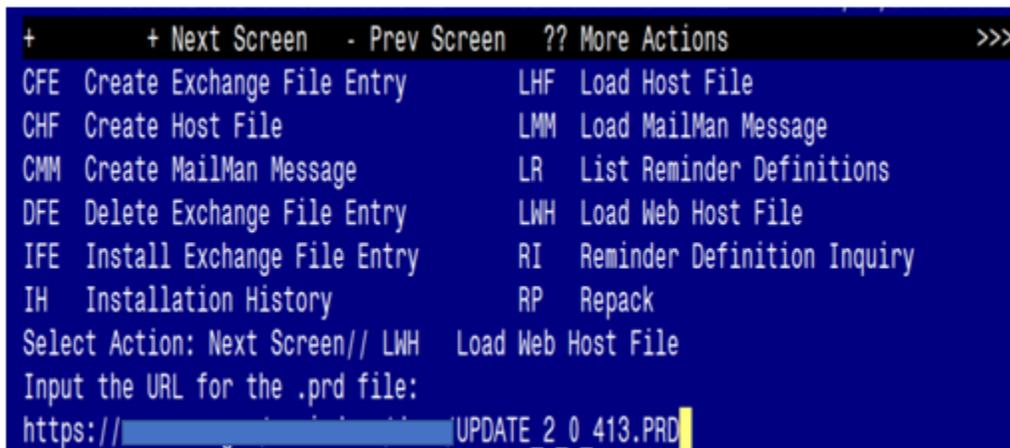
## Install Example

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Go to Reminder exchange in Vista.

To Load the exchange file, use LWH. The URL is:

[https://REDACTED/UPDATE\\_2\\_0\\_413.PRD](https://REDACTED/UPDATE_2_0_413.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_413.PRD
```

You should receive a message that the file was successfully loaded into your reminder exchange file.



```
https://REDACTED/UPDATE_2_0_413.PRD successfully loaded.
```

Search and locate exchange file name UPDATE\_2\_0\_413 VA-ONCOLOGY CLOSE TO ME TEMPLATES

+Item	Entry	Source	Date Packed
589	UPDATE_2_0_413 VA-ONCOLOGY CLOSE TO ME TEMPLATES		
590	UPDATE_2_0_42 VA-TELERETINOPAT HY NOTES		
591	UPDATE_2_0_42 VA-TELERETINOPAT HY NOTES		
592	UPDATE_2_0_43 VA-SUICIDE RISK ASSESSMENT		
593	UPDATE_2_0_43 VA-SUICIDE RISK EVALUATION		
+      + 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 (1-822): 589			

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry  
Enter the number that corresponds with your entry titled UPDATE\_2\_0\_413 VA-  
ONCOLOGY CLOSE TO ME TEMPLATES  
*(in this example it is entry 589, it will vary by site)* that is dated 02/01/2024.

Description:

The following Clinical Reminder items were selected for packing:

REMINDER DIALOG

VA-ONCOLOGY CLOSE TO ME ADDENDUM

VA-ONCOLOGY CLOSE TO ME CONSULT RESULT

REMINDER TERM

VA-REMINDER UPDATE\_2\_0\_413

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**

You will then be prompted to install the FIRST dialog component.

Packed reminder dialog: VA-ONCOLOGY CLOSE TO ME CONSULT RESULT [NATIONAL DIALOG]

Item	Seq.	Dialog Findings	Type	Exists
1		VA-ONCOLOGY CLOSE TO ME CONSULT RESULT	dialog	
2	20	VA-GP ONC C2ME CONSULT MAIN Finding: VA-ONC C2ME CONSULT RESULT (HEALTH FACTOR)	group	X
3	20.20	VA-ONC C2ME CON INTENDED USERS Finding: *NONE*	element	
4	20.60	VA-GP ONC C2ME CON CHAR REV MAIN Finding: *NONE*	group	
5	20.60.20	VA-GP ONC C2ME CON CHAR REV TOLERATED TX Finding: *NONE*	group	
6	20.60.20.20	VA-ONC C2ME CON CHAR REV 1ST DOSE REQ AT VAMC Finding: VA-ONC C2ME MEETS NEED FOR FIRST DOSE AT VAMC (HEALTH FACTOR)	element	X
7		PXRM COMMENT	prompt	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-ONCOLOGY CLOSE TO ME CONSULT RESULT**

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

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

VA-ONCOLOGY CLOSE TO ME CONSULT RESULT (reminder dialog) installed from exchange						
Item	Seq.	Dialog Findings	Type	Exists		
1		VA-ONCOLOGY CLOSE TO ME CONSULT RESULT	dialog	X		
2	20	VA-GP ONC C2ME CONSULT MAIN Finding: VA-ONC C2ME CONSULT RESULT (HEALTH FACTOR)	group	X		
3	20.20	VA-ONC C2ME CON INTENDED USERS Finding: *NONE*	element	X		
4	20.60	VA-GP ONC C2ME CON CHAR REV MAIN Finding: *NONE*	group	X		
5	20.60.20	VA-GP ONC C2ME CON CHAR REV TOLERATED TX Finding: *NONE*	group	X		
6	20.60.20.20	VA-ONC C2ME CON CHAR REV 1ST DOSE REQ AT VAMC Finding: VA-ONC C2ME MEETS NEED FOR FIRST DOSE AT VAMC (HEALTH FACTOR)	element	X		
7		PXRM COMMENT	prompt	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						

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

You will then be prompted to install the NEXT dialog component.

Packed reminder dialog: VA-ONCOLOGY CLOSE TO ME ADDENDUM [NATIONAL DIALOG]

Item	Seq.	Dialog Findings	Type	Exists		
1		VA-ONCOLOGY CLOSE TO ME ADDENDUM	dialog			
2	20	VA-GP ONC C2ME ADD MAIN Finding: VA-ONC C2ME ADDENDUM (HEALTH FACTOR)	group	X		
3	20.20	VA-ONC C2ME ADD INTENDED USER Finding: *NONE*	element			
4	20.60	VA-GP ONC C2ME ADD SUBMAIN Finding: *NONE*	group			
5	20.60.20	VA-ONC C2ME ADD MEDS WASTED Finding: VA-ONC C2ME MEDS WASTED/NOT USED (HEALTH FACTOR)	element	X		
6		PXRM COMMENT	prompt	X		
7	20.60.40	VA-ONC C2ME ADD MEDICAL EMERGENCY Finding: VA-ONC C2ME EMERGENCY NOT RELATED TO TREATMENT (HEALTH FACTOR)	element	X		
8		PXRM COMMENT	prompt	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-ONCOLOGY CLOSE TO ME ADDENDUM**

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

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

VA-ONCOLOGY CLOSE TO ME ADDENDUM (reminder dialog) installed from exchange file.						
Item	Seq.	Dialog Findings	Type	Exists		
1		VA-ONCOLOGY CLOSE TO ME ADDENDUM	dialog	X		
2	20	VA-GP ONC C2ME ADD MAIN Finding: VA-ONC C2ME ADDENDUM (HEALTH FACTOR)	group	X		
3	20.20	VA-ONC C2ME ADD INTENDED USER Finding: *NONE*	element	X		
4	20.60	VA-GP ONC C2ME ADD SUBMAIN Finding: *NONE*	group	X		
5	20.60.20	VA-ONC C2ME ADD MEDS WASTED Finding: VA-ONC C2ME MEDS WASTED/NOT USED (HEALTH FACTOR)	element	X		
6		PXRM COMMENT	prompt	X		
7	20.60.40	VA-ONC C2ME ADD MEDICAL EMERGENCY Finding: VA-ONC C2ME EMERGENCY NOT RELATED TO TREATMENT (HEALTH FACTOR)	element	X		
8		PXRM COMMENT	prompt	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						

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

Description:

The following Clinical Reminder items were selected for packing:

REMINDER DIALOG

VA-ONCOLOGY CLOSE TO ME ADDENDUM

VA-ONCOLOGY CLOSE TO ME CONSULT RESULT

REMINDER TERM

VA-REMINDER UPDATE\_2\_0\_413

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:

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Complete the following (not mandatory to complete if you are not a current or future Close to Me site):

**Step 1:** Complete the Oncology Close to Me Consult Setup Technical Guide (separate attachment).

**Step 2:** Complete Update\_2\_0\_413 post installation steps below.

# National Oncology Close to Me Consult Result Note

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## 1. Create Note Titles:

Document Definitions (Manager) → Create Document Definitions → Next Level → Progress Notes → Next Level → Enter document class where consults are located → Title.

Create the following note title:

**ONCOLOGY CLOSE TO ME CONSULT RESULT** (may leave out “RESULT” if that is not your sites naming convention)

VHA Enterprise Standard Title: **HEMATOLOGY AND ONCOLOGY CONSULT**

You can add these to your document class where consults are located.

**NOTE:** You will add this note to your consult document class.

## 2. Make the Dialog template available to be attached to a Personal or Shared template and attach the dialog to a progress note title (LINK feature in this menu for steps 2 and 3).

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
- 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 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, 391 is not present so I will use 391.*

Select Display Sequence: **391**

Are you adding 391 as a new Display Sequence? Yes// **YES**

Display Sequence: 391// <Enter> 391

Clinical Reminder Dialog: **VA-ONCOLOGY CLOSE TO ME CONSULT RESULT**

reminder dialog NATIONAL

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

Select Display Sequence: **392**

Are you adding 392 as a new Display Sequence? Yes// **YES**

Display Sequence: 392// <Enter> 392

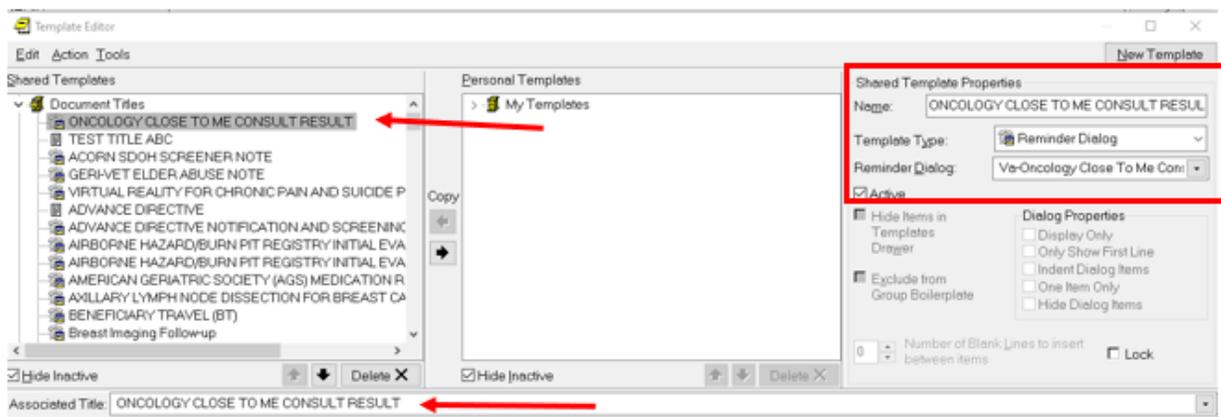
Clinical Reminder Dialog: **VA-ONCOLOGY CLOSE TO ME ADDENDUM**

reminder dialog NATIONAL

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

### 3. Associate the reminder dialogs 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).



a. Type in the following information:

Name: **ONCOLOGY CLOSE TO ME CONSULT RESULT**

Template Type: **Reminder Dialog**

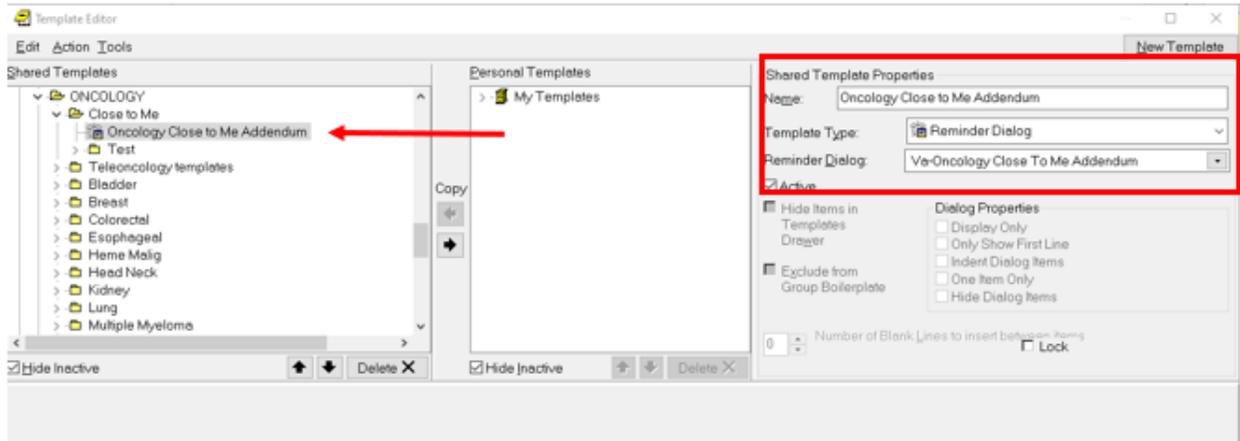
Reminder Dialog: **VA-ONCOLOGY CLOSE TO ME CONSULT RESULT**

Next, type in the Associated Title name:

**ONCOLOGY CLOSE TO ME CONSULT RESULT** - then click Apply.

**4. Place the Close to Me Addendum reminder dialog into the shared templates folder where you normally place oncology templates**

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



**b. Type in the following information:**

Name: **Oncology Close to Me Addendum** (can be in all caps or mixed case per site preference)

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-ONCOLOGY CLOSE TO ME ADDENDUM**

then click Apply.

**5. Add Social Work Consult to the reminder dialog.**

Using the VistA menu Reminder Dialog Management (DM) → Reminder Dialogs (DI) → Change View (CV) → Dialog Elements (E) view.

**Locate and edit the reminder dialog element:**

**VA-ONC C2ME CON PTI MODE OF TRANSPORT NO**

\*\*\*Map your site's social work consult quick order as the FINDING ITEM\*\*\*

**6. If your site does not wish to have the RTC order populate from the template, edit this element and remove the additional finding.**

NAME: **VA-ONC C2ME CON PTI TX SCHEDULE AT CBOC**

FINDING ITEM: VA-ONC C2ME REFER PATIENT FOR SCHEDULING CBOC

Additional findings:

Q SD RTC

Finding # 1

Select ADDITIONAL FINDING: 1 SD RTC

Editing Finding Number: 1

ADDITIONAL FINDINGS: SD RTC// @

SURE YOU WANT TO DELETE THE ENTIRE ADDITIONAL FINDINGS? y (Yes)

DIALOG/PROGRESS NOTE TEXT:

The screenshot shows a dialog box titled "Return To Clinic" with a close button (X) in the top right corner. The dialog is organized into several sections:

- My Quick Orders:** A dropdown menu.
- Clinic \*:** A dropdown menu with "ALAN'S SUBSTANCE ABUSE CLINIC" selected.
- Return to clinic date\*:** A date picker field.
- Time Sensitive:** An unchecked checkbox.
- Prerequisites: (Check all that apply):** A list of checkboxes for "Labs", "MRI", and "X-ray", all of which are unchecked.
- Number of Appointments\*:** A spinner box set to "1".
- Interval in day(s):** A spinner box set to "0".
- Comments:** A text input field.
- More Information:** A scrollable text area containing the text "Testing additional info message on the RTC dialog."
- Order Sig:** A scrollable text area containing the text "Return to ALAN'S SUBSTANCE ABUSE CLINIC for a total of 1 appointment(s)".

At the bottom right of the dialog, there are two buttons: "Accept Order" and "Quit".