



Update _2_0_52

Clinical Reminders

**VA-RELATIONSHIP HEALTH AND SAFETY
ASSESSMENT NOTE**

Install Guide

March 2020

Product Development
Office of Information Technology
Department of Veterans Affairs

Table of Contents

INTRODUCTION	1
INSTALL DETAILS	5
INSTALL EXAMPLE	5
POST INSTALLATION	9

Introduction

Description:

The Relationship Health and Safety Assessment note template will serve as the recommended national template for the Intimate Partner Violence Coordinator or trained designee to complete the initial, trauma informed, psychosocial assessment of Veterans who screen positive or disclose experience of IPV in all clinics or settings. The use of this template is mandatory.

For questions on this dialog template contact: REDACTED

UPDATE 2 0 52 contains 1 Reminder Exchange entry:

UPDATE 2 0 52 RELATIONSHIP HEALTH AND SAFETY ASSESSMENT NOTE

The exchange file contains the following components:

TIU TEMPLATE FIELD

- TEXT NO LIMIT
- IPVAP NORMAL LIMITS
- IPVAP INSIGHT CHOICES
- IPVAP THOUGHT PROCESS CHOICES
- IPVAP AFFECT CHOICES
- IPVAP MOOD CHOICES
- IPVAP BEHAVIOR CHOICES
- TEXT (1-30 CHAR)
- DATE

HEALTH FACTORS

- VA-REMINDER UPDATES
- VA-UPDATE 2 0 52
- DOMESTIC/INTERPERSONAL VIOLENCE SCREEN
- VA-IPVAP/A - DOES NOT CONSENT TO DOC
- VA-IPVAP/A - CONSENTS TO DOCUMENT
- VA-IPVAP/A - OTHER DISPOSITION
- VA-IPVAP/A - DECLINED CONSULT
- VA-IPVAP/A - DECLINED RESOURCES
- VA-IPVAP/A - CONSULT PLACED SAME DAY
- VA-IPVAP/A - CONSULT PLACED FUTURE
- VA-IPVAP/A - PROVIDED CRISIS NUMBER
- VA-IPVAP/A - PROVIDED NDV HOTLINE NUMBER
- VA-IPVAP/A - PROVIDED IPVAPC CONTACT
- VA-IPVAP/A - IPVAPC NOTIFIED
- VA-IPVAP/A - TEAM NOTIFIED
- VA-IPVAP/A - REFER INT OTH
- VA-IPVAP/A - REFER INT USE
- VA-IPVAP/A - REFER INT CHAP
- VA-IPVAP/A - REFER INT MED
- VA-IPVAP/A - REFER INT MH
- VA-IPVAP/A - REFER INT HOMELESS

VA-IPVAP/A - REFER INT
VA-IPVAP/A - REFER EXT OTH
VA-IPVAP/A - REFER EXT THER
VA-IPVAP/A - REFER EXT ADVOCACY
VA-IPVAP/A - REFER EXT FIN
VA-IPVAP/A - REFER EXT LEGAL
VA-IPVAP/A - REFER EXT SHELTER
VA-IPVAP/A - REFER EXT
VA-IPVAP/A - EMERGENT NEEDS
VA-IPVAP/A - REPORT
VA-IPVAP/A - SAFETY PLANNING
VA-IPVAP/A - PRINT RESOURCES PROVIDED
VA-IPVAP/A - PRINT EDUCATION PROVIDED RF
VA-IPVAP/A - PRINT EDUCATION PROVIDED
VA-IPVAP/A - EDUCATION PROVIDED
VA-IPVAP/A - DOES NOT CONSENT TO ASSMT
VA-IPVAP/A - HEALTH NOTED
VA-IPVAP/A - HEALTH TBI
VA-IPVAP/A - HEALTH MST
VA-IPVAP/A - HEALTH SP
VA-IPVAP/A - RA PROG EXTERNAL
VA-IPVAP/A - RA PROG INTERNAL
VA-IPVAP/A - RA SOC INSUFF QUAN
VA-IPVAP/A - RA SOC INSUFF QUAL
VA-IPVAP/A - RA SOC INSUFF PROX
VA-IPVAP/A - RA SOC INSUFF ACC
VA-IPVAP/A - RA SOC INSUFF
VA-IPVAP/A - RA SOC SUFF
VA-IPVAP/A - RA TRANS INSUFF
VA-IPVAP/A - RA TRANS SUFF
VA-IPVAP/A - RA LEGAL HX
VA-IPVAP/A - RA LEGAL CUR
VA-IPVAP/A - RA LIVE CHANGE
VA-IPVAP/A - RA LIVE HOMELESS
VA-IPVAP/A - RA LIVE SHELTER
VA-IPVAP/A - RA LIVE SUPPORT
VA-IPVAP/A - RA LIVE OTH UNSTB
VA-IPVAP/A - RA LIVE OTH STB
VA-IPVAP/A - RA LIVE NAME
VA-IPVAP/A - RA LIVE CHILD
VA-IPVAP/A - RA LIVE PUV
VA-IPVAP/A - RA APPLYING
VA-IPVAP/A - RA SOURCE FAMILY
VA-IPVAP/A - RA SOURCE PARTNER
VA-IPVAP/A - RA SOURCE PUV
VA-IPVAP/A - RA SOURCE SAVE
VA-IPVAP/A - RA SOURCE SUPP
VA-IPVAP/A - RA SOURCE REL NONEMP
VA-IPVAP/A - RA SOURCE INCOME
VA-IPVAP/A - RA FIN CHANGE
VA-IPVAP/A - RA FIN INSUFF

VA-IPVAP/A - RA FIN SUFF
VA-IPVAP/A - RA RECENT UNEMP
VA-IPVAP/A - RA NOT EMP OTH
VA-IPVAP/A - RA NOT EMP IPV
VA-IPVAP/A - RA NOT EMP STU
VA-IPVAP/A - RA NOT EMP DIS
VA-IPVAP/A - RA NOT EMP RET
VA-IPVAP/A - RA NOT EMP
VA-IPVAP/A - RA EMP OCC
VA-IPVAP/A - RA EMP PT
VA-IPVAP/A - RA EMP FT
VA-IPVAP/A - RA EMP
VA-IPVAP/A - RA STU PT
VA-IPVAP/A - RA STU FT
VA-IPVAP/A - RA STU
VA-IPVAP/A - RA ED OTH
VA-IPVAP/A - RA ED DD
VA-IPVAP/A - RA ED MD
VA-IPVAP/A - RA ED BD
VA-IPVAP/A - RA ED AD
VA-IPVAP/A - RA ED HS
VA-IPVAP/A - RA ED LH HS
VA-IPVAP/A - RH PUV HX SERV
VA-IPVAP/A - RH PUV VET
VA-IPVAP/A - RH PUV SERV
VA-IPVAP/A - RH PUV CASUAL
VA-IPVAP/A - RH PUV FORMER
VA-IPVAP/A - RH PUV CURRENT
VA-IPVAP/A - RH SINGLE
VA-IPVAP/A - RH DATING
VA-IPVAP/A - RH NEVER MARRIED
VA-IPVAP/A - RH WIDOWED
VA-IPVAP/A - RH SEPARATED
VA-IPVAP/A - RH DIVORCED
VA-IPVAP/A - RH MARRIED
VA-IPVAP/A - FORM OTH CP
VA-IPVAP/A - FORM OTH PY
VA-IPVAP/A - FORM OTH
VA-IPVAP/A - FORM HAR CP
VA-IPVAP/A - FORM HAR PY
VA-IPVAP/A - FORM HAR
VA-IPVAP/A - FORM TEC CP
VA-IPVAP/A - FORM TEC PY
VA-IPVAP/A - FORM TEC
VA-IPVAP/A - FORM FIN CP
VA-IPVAP/A - FORM FIN PY
VA-IPVAP/A - FORM FIN
VA-IPVAP/A - FORM STA CP
VA-IPVAP/A - FORM STA PY
VA-IPVAP/A - FORM STA
VA-IPVAP/A - FORM THR CP

VA-IPVAP/A - FORM THR PY
VA-IPVAP/A - FORM THR
VA-IPVAP/A - FORM HEA OTH
VA-IPVAP/A - FORM HEA REP
VA-IPVAP/A - FORM HEA MH
VA-IPVAP/A - FORM HEA SU
VA-IPVAP/A - FORM HEA CP
VA-IPVAP/A - FORM HEA PY
VA-IPVAP/A - FORM HEA
VA-IPVAP/A - FORM ISO CP
VA-IPVAP/A - FORM ISO PY
VA-IPVAP/A - FORM ISO
VA-IPVAP/A - FORM VER CP
VA-IPVAP/A - FORM VER PY
VA-IPVAP/A - FORM VER
VA-IPVAP/A - FORM SEX CP
VA-IPVAP/A - FORM SEX PY
VA-IPVAP/A - FORM SEX
VA-IPVAP/A - FORM PHY CP
VA-IPVAP/A - FORM PHY PY
VA-IPVAP/A - FORM PHY
VA-IPVAP/A - INCR DA SCORE
VA-IPVAP/A - INCR NO WEAP
VA-IPVAP/A - INCR YES WEAP
VA-IPVAP/A - INCR NO PREG
VA-IPVAP/A - INCR YES PREG
VA-IPVAP/A - INCR NO CONS
VA-IPVAP/A - INCR YES CONS
VA-IPVAP/A - INCR NO FREQ
VA-IPVAP/A - INCR YES FREQ
VA-IPVAP/A - INCR POS SEC
VA-IPVAP/A - FORM ALL
VA-IPVAP/A - HX IPV
VA-IPVAP/A - REF BY WHO
VA-IPVAP/A - REF BY SCREEN
VA-IPVAP/A - CONSENTS TO ASSMT
VA-IPVAP/A - SCREEN NOT DONE
VA-IPVAP/A - SCREEN NOT DUE
VA-IPVAP/A - SCREEN DONE
VA-IPVAP/A - ND OTHER REASON
VA-IPVAP/A - ND CHILD>2 Y/O PRESENT
VA-IPVAP/A - ND OTHER ADULT PRESENT
VA-IPVAP/A - ASSMT NOT DONE

REMINDER SPONSOR

SOCIAL WORK/CASE MANAGEMENT – INTIMATE PARTNER VIOLENCE
ASSISTANCE PROGRAM

REMINDER TERM

VA-REMINDER UPDATE_2_0_52

REMINDER DIALOG

VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT

Install Details

This update is being distributed as a web host file. The address for the host file is:
http://REDACTED /UPDATE_2_0_52.PRD

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

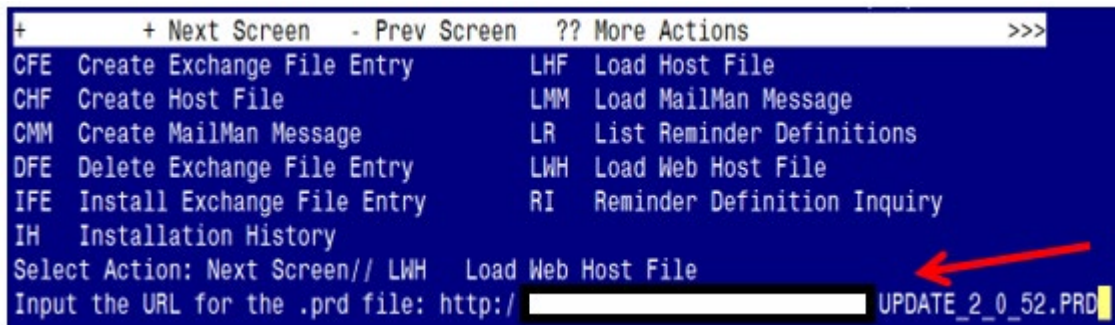
Installation:

=====

This update can be loaded with users on the system. Installation will take less than 30 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_52.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_52.PRD

```
http:// [REDACTED] /UPDATE_2_0_52.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_52 VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT NOTE** in reminder exchange.

+Item	Entry	Source	Date Packed
160	UPDATE_2_0_52 VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT NOTE		01/09/2020@12:22
161	UPDATE_2_0_53 MH UPDATES 5.0		08/29/2018@08:21
162	UPDATE_2_0_55 VA-ATHLETES MEDICAL INFORMATION		12/28/2018@06:29
163	UPDATE_2_0_56 VA-QT PROLONGING MEDS ORDER CHECK		07/20/2018@12:00
164	UPDATE_2_0_58 VA-LUNG CANCER DIALOG UPDATES		02/01/2019@08:20
+ + 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 (1-325): 160			

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entry titled **UPDATE_2_0_52 VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT NOTE**
(in this example it is entry 160 it will vary by site)


```
Component Category Exists
Source:
Date Packed: 01/09/2020@12:22:26
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT

REMINDER TERM
  VA-REMINDER UPDATE_2_0_52

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**

You will be prompted to install the reminder dialog component:

```

Packed reminder dialog: VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT [NATIONAL D

```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT	dialog	X
2	10	VA-RH&S ASSESSMENT NOTE VERSION Finding: *NONE*	element	
3	20	VA-GP RH&S INITIAL VERSION Finding: *NONE*	group	
4	20.10	VA-EL ONE BREAK Finding: *NONE*	element	X
5	20.20	VA-GP RH&S - NOT COMPLETED Finding: VA-IPVAP/A - ASSMT NOT DONE (HEALTH FACTOR)	group	X
6	20.20.10	VA-EL RH&S NC CHILD Finding: VA-IPVAP/A - ND CHILD>2 Y/O PRESENT (HEALTH FACTOR)	element	X
7	20.20.20	VA-EL RH&S NC OTHER ADULT Finding: VA-IPVAP/A - ND OTHER ADULT PRESENT (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

```

At the **Select Action** prompt, type **IA** to install the dialog –
VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT

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

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

```

Packed reminder dialog: VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT [NATIONAL D
VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT (reminder dialog) installed from ex

```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT	dialog	X
2	10	VA-RH&S ASSESSMENT NOTE VERSION Finding: *NONE*	element	X
3	20	VA-GP RH&S INITIAL VERSION Finding: *NONE*	group	X
4	20.10	VA-EL ONE BREAK Finding: *NONE*	element	X
5	20.20	VA-GP RH&S - NOT COMPLETED Finding: VA-IPVAP/A - ASSMT NOT DONE (HEALTH FACTOR)	group	X
6	20.20.10	VA-EL RH&S NC CHILD Finding: VA-IPVAP/A - ND CHILD>2 Y/O PRESENT (HEALTH FACTOR)	element	X
7	20.20.20	VA-EL RH&S NC OTHER ADULT Finding: VA-IPVAP/A - ND OTHER ADULT PRESENT (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**.

Component	Category	Exists
Source: [REDACTED]		
Date Packed: 01/09/2020@12:22:26		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_52		
Keywords:		
Components:		
+ [REDACTED] + Next Screen - Prev Screen ?? More Actions >>>		
IA	Install all Components	IS Install Selected Component
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**.

Install complete.

Post Installation

1. **Make the Dialog able to be attached to a Personal/Shared template or 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: **VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT**
then **<enter>**

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

2. Setup of Note title

The **RELATIONSHIP HEALTH AND SAFETY ASSESSMENT NOTE** title should be created to be used with this reminder dialog template.

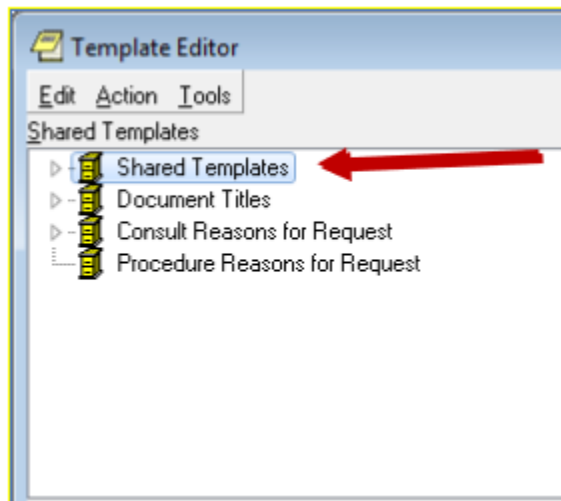
Name: **RELATIONSHIP HEALTH AND SAFETY ASSESSMENT NOTE**

VHA Enterprise Standard Title: **RISK ASSESSMENT SCREENING NOTE**

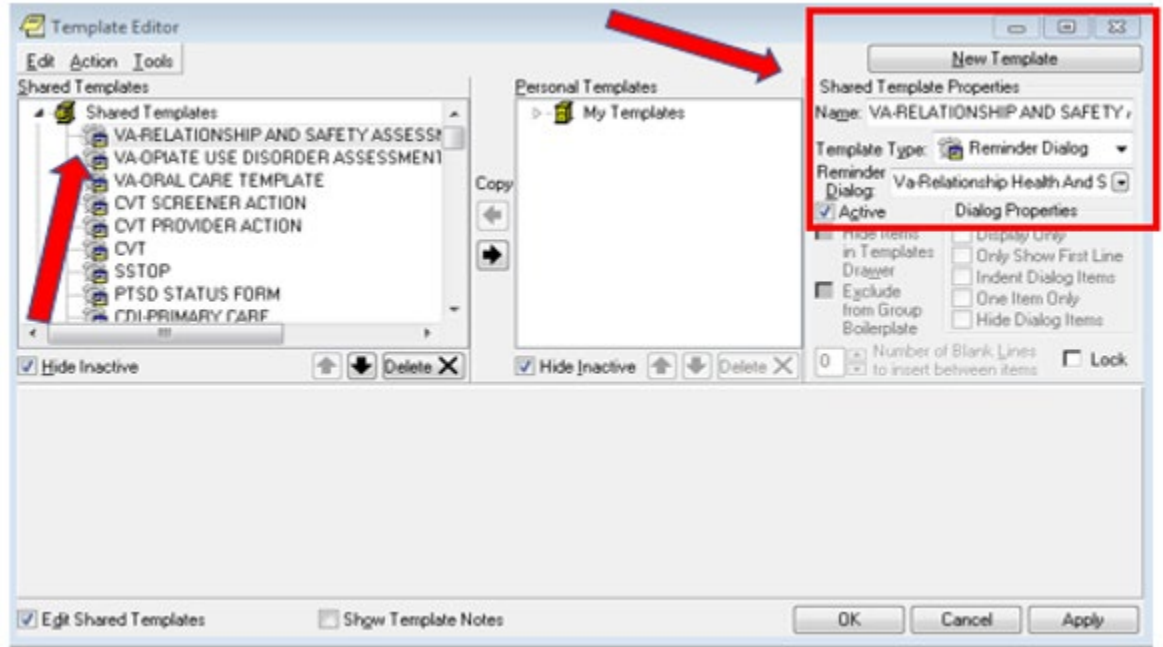
Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the [TIU/ASU Implementation Guide](#).

3. Add the reminder dialog template as a stand-alone shared template

- Open Template Editor
- Click 'triangle' to left of Shared Templates to expand
- Select the folder(s) that the reminder dialog template should be located



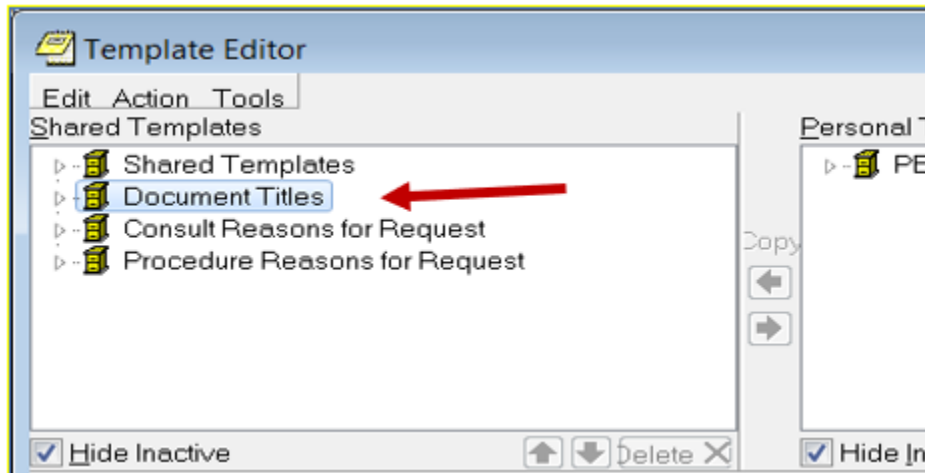
- Click New Template button
- Type **VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT** in the Name box
- Click down arrow and Click on Reminder Dialog in Template Type Box
- Type **VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT** in Reminder Dialog box
- Click Apply



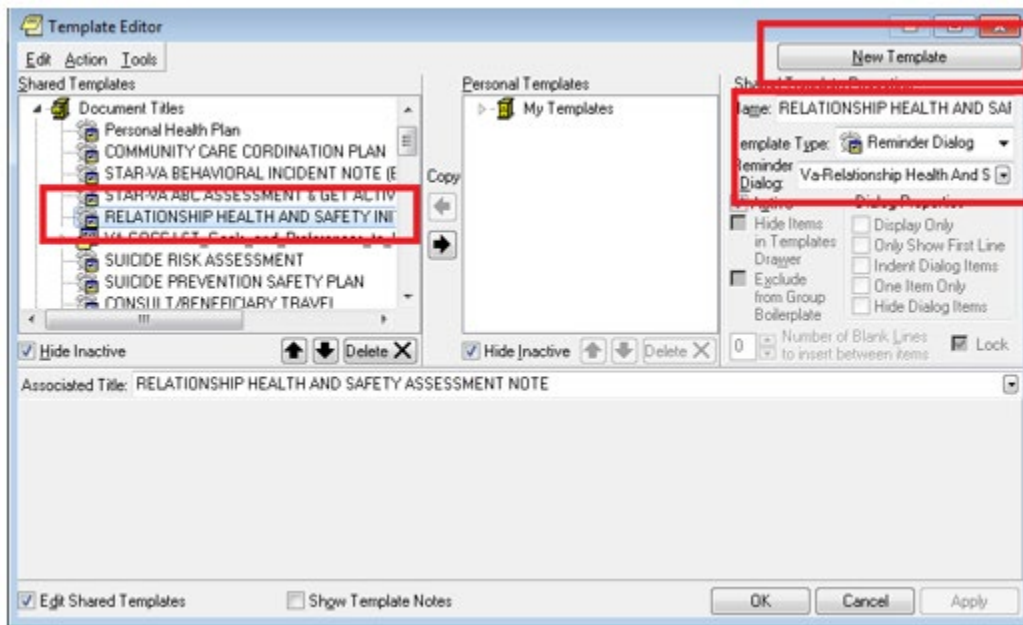
Test the shared template in CPRS to verify that the template opens when selected

4. **Associate the reminder dialog with the note title**

- Open Template Editor
- Click 'triangle' to left of Document Titles to expand



- Click New Template button
- Type **VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT** in the Name box
- Click down arrow and Click on Reminder Dialog in Template Type Box
- Type **VA-RELATIONSHIP HEALTH AND SAFETY ASSESSMENT** in Reminder Dialog box
- Type **RELATIONSHIP HEALTH AND SAFETY ASSESSMENT NOTE** in Associated Title Box
- Click Apply



Test the progress note title in CPRS to see new template is attached.

5. Add consults to two elements

Element: VA-EL RH&S - NON-EMERGENT CONSULT

FINDING ITEM: Q.<<ADD CONSULT NAME HERE>>

(your site's consult name would be similar to "Relationship Health and Safety Outpatient")

Element: VA-EL RH&S - URGENT CONSULT

FINDING ITEM: Q.<<ADD CONSULT NAME HERE>>

(your site's consult name would be similar to "Relationship Health and Safety E-Consult")

(refer to the contacts in the introduction above for any questions about these consults)