Update _2_0_32

Clinical Reminders

VA-MH CONTINGENCY MANAGEMENT

Install Guide

January 2018

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

Contingency Management (CM aka Motivational Incentives) is an evidence-based treatment for substance use disorders. CM is based on the learning principle that a behavior, e.g. abstinence from substances, will increase if it is followed by a reward.
CM involves frequent monitoring of the behavior and immediate delivery of a reward when the behavior is verified to have occurred. In addition, the size of the reward increases with consistent performance of the behavior, e.g. verified by consecutively negative toxicology tests. When the behavior is not verified, i.e. toxicology results are not-negative or a sample is not provided for testing, then no reward is earned and the amount of reward re-sets to the initial size. The typical CM monitoring schedule is 12 weeks of twice or thrice-weekly toxicology testing to verify abstinence from substance(s).

The Contingency Management Template guides the end – user through the CM protocol, allowing consistent documentation and supporting adherence to the protocol. The template also provides an option to document absences if the patient does not come to the appointment.

This template is not mandated for use.

One reminder dialogs is being distributed with this update:
        VA-MH CONTINGENCY MANAGEMENT

UPDATE_2_0_32 contains 1 Reminder Exchange entry:
        VA-MH CONTINGENCY MANAGEMENT

The exchange file contains the following components:

REMINDER DIALOG
```
VA-MH CONTINGENCY MANAGEMENT
```

TIU TEMPLATE FIELD
```
WP 10/70
VA-EDIT BOX 30/80
WP-2LINES
NUMBER 0-12
```

HEALTH FACTORS
```
VA-UPDATE_2_0_32
VA-REMINDER UPDATES
MH CONTINGENCY MANAGEMENT
VA-MH CM NO-SHOW
VA-MH CM FINAL SESSION COMPLETED
VA-MH CM PRIZE DRAW 8+
VA-MH CM PRIZE DRAW 7
VA-MH CM PRIZE DRAW 6
VA-MH CM PRIZE DRAW 5
```

```
VA-MH CM PRIZE DRAW 4
VA-MH CM PRIZE DRAW 3
VA-MH CM PRIZE DRAW 1
VA-MH CM PRIZE DRAW 2
VA-MH CM PRIZE REMINDER SLIP-YES
VA-MH CM PRIZE REMINDER SLIP-NO
VA-MH CM PRIZE DRAW-NO
VA-MH CM UDAS COLLECTED-NO
VA-MH CM UDAS NOT NEGATIVE NOT-TARGET
VA-MH CM UDAS NEGATIVE TARGET
VA-MH CM UDAS NOT NEGATIVE TARGET
VA-MH CM UDAS DISPUTED
VA-MH CM UDAS COLLECTED-YES
VA-MH CM SELF REPORT ABST-NO OTHER
VA-MH CM SELF REPORT ABST-NO SEDATIVE
VA-MH CM SELF REPORT ABST-NO CANNABIS
VA-MH CM SELF REPORT ABST-NO ALCOHOL
VA-MH CM SELF REPORT ABST-NO OPIOID
VA-MH CM SELF REPORT ABST-NO STIMULANT
VA-MH CM SELF REPORT ABST-NO HALLUCINOGE
VA-MH CM SELF REPORT ABST-NO
VA-MH CM SELF REPORT ABST-YES
VA-MH CM TARGET SUBSTANCE OTHER
VA-MH CM TARGET SUBSTANCE CANNABIS
VA-MH CM TARGET SUBSTANCE ALCOHOL
VA-MH CM TARGET SUBSTANCE OPIOID
VA-MH CM TARGET SUBSTANCE SEDATIVE
VA-MH CM TARGET SUBSTANCE STIMULANT
VA-MH CM TARGET SUBSTANCE HALLUCINOGEN
VA-MH CM SESSION PREVIOUS MISSED-NO
VA-MH CM SESSION PREVIOUS MISSED-NOT EXC
VA-MH CM SESSION PREVIOUS MISSED-EXC
VA-MH CM SESSION PREVIOUS MISSED-YES
VA-MH CM SESSION NUMBER 31-36+
VA-MH CM SESSION NUMBER 21-30
VA-MH CM SESSION NUMBER 11-20
VA-MH CM SESSION NUMBER 1-10
CM TEMPLATES
MH EVIDENCED BASED PSYCHOTHER TEMPLATES
MH EBP TEMPLATE
```

REMINDER SPONSOR
Mental Health Services

REMINDER TERM
VA-UPDATE_2_0_32

Install Details

This update is being distributed as a web host file. The address for the host file is:
http://vista.med.va.gov/reminders/UPDATE_2_0_32.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        IH    Installation History
CHF  Create Host File                  LHF   Load Host File
CMM  Create MailMan Message            LMM   Load MailMan Message
DFE  Delete Exchange File Entry        LWH   Load Web Host File
IFE  Install Exchange File Entry       RI    Reminder Definition Inquiry
Select Action: Next Screen// LWH   Load Web Host File
Input the URL for the .prd file: http://vista.med.va.gov/reminders/UPDATE_2_0_32.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://vista.med.va.gov/reminders/UPDATE_2_0_32.PRD

```
http://vista.med.va.gov/reminders/UPDATE_2_0_32.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_32 VA-MH CONTINGENCY
MANAGEMENT in reminder exchange

```
+Item   Entry                        Source              Date Packed
  324   UPDATE_2_0_32 VA-MH          MONTGOMERY@SALT LAKE CI  10/11/2017@14:08
        CONTINGENCY MANAGEMENT
  325   UPDATE_2_0_32 VA-MH          MONTGOMERY@SALT LAKE CI  12/08/2017@08:00
        CONTINGENCY MANAGEMENT
  326   UPDATE_2_0_32 VA-MH    ◄───── MONTGOMERY@SALT LAKE CI  01/26/2018@04:12
        CONTINGENCY MANAGEMENT
  327   UPDATE_2_0_33 MISC UPDATE 4  MONTGOMERY@SALT LAKE CI  06/28/2017@04:09
  328   UPDATE_2_0_33 MISC UPDATE 4  MONTGOMERY@SALT LAKE CI  07/07/2017@12:39
  329   UPDATE_2_0_35 VA-BENEFICIARY GRIFFITH@SALT LAKE CI    12/22/2017@05:23
        TRAVEL UPDATES
+            + Next Screen   - Prev Screen   ?? More Actions           >>>
CFE   Create Exchange File Entry      IH    Installation History
CHF   Create Host File                LHF   Load Host File
CMM   Create MailMan Message          LMM   Load MailMan Message
DFE   Delete Exchange File Entry      LWH   Load Web Host File
IFE   Install Exchange File Entry     RI    Reminder Definition Inquiry
Select Action: Next Screen// 326
```

At the **Select Action** prompt, enter <mark>IFE</mark> for Install Exchange File Entry
Enter the number that corresponds with your entry titled UPDATE_2_0_32 VA-MH
CONTINGENCY MANAGEMENT that has date/time of 01/26/2018@04:12:21 *(in this example
it is entry 326, it will vary by site)*

```
    Component                                    Category    Exists
Source:      MONTGOMERY,ALAN at SALT LAKE CITY
Date Packed: 01/26/2018@04:12:21
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-MH CONTINGENCY MANAGEMENT


REMINDER TERM
  VA-UPDATE_2_0_32


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

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

```
Packed reminder dialog: VA-MH CONTINGENCY MANAGEMENT [NATIONAL DIALOG]

 Item  Seq. Dialog Findings                                 Type    Exists
   1     VA-MH CONTINGENCY MANAGEMENT                       dialog     X

   2   5 VA-MH CM TITLE HEADER                              element    X
           Finding: MH EBP TEMPLATE (HEALTH FACTOR)                    X
           Add. Finding: CM TEMPLATES (HEALTH FACTOR)                  X

   3   7 VA-MH CM SHOW/NO SHOW                              element
           Finding: *NONE*

   4   8 VA-MH SHOW/NO SHOW GP                              group
           Finding: *NONE*
   5   8.5 VA-MH CM SHOW                                    group
           Finding: *NONE*
   6   8.5.5 VA-MH CM MENTAL STATUS CHECK                   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// IA
```

At the **Select Action** prompt, type **IA** to install the dialog – **VA-MH CONTINGENCY MANAGEMENT**
Select Action: Next Screen// IA   Install All
All dialog components for **VA-MH CONTINGENCY MANAGEMENT**
are new.
Install reminder dialog and all components with no further changes: Y// YES

```
Packed reminder dialog: VA-MH CONTINGENCY MANAGEMENT [NATIONAL DIALOG]
VA-MH CONTINGENCY MANAGEMENT (reminder dialog) installed from exchange file.
 Item  Seq. Dialog Findings                              Type      Exists
   1      VA-MH CONTINGENCY MANAGEMENT                    dialog       X

   2    5 VA-MH CM TITLE HEADER                           element      X
           Finding: MH EBP TEMPLATE (HEALTH FACTOR)                    X
           Add. Finding: CM TEMPLATES (HEALTH FACTOR)                  X

   3    7 VA-MH CM SHOW/NO SHOW                           element      X
           Finding: *NONE*

   4    8 VA-MH SHOW/NO SHOW GP                           group        X
           Finding: *NONE*
   5    8.5 VA-MH CM SHOW                                 group        X
           Finding: *NONE*
   6    8.5.5 VA-MH CM MENTAL STATUS CHECK                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:      MONTGOMERY,ALAN at SALT LAKE CITY
Date Packed: 01/26/2018@04:12:21
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-MH CONTINGENCY MANAGEMENT


REMINDER TERM
  VA-UPDATE_2_0_32


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 **<u>Select Action</u>** prompt, type **Q.**

Install Completed

Post Installation

1. **Make the Dialog able to be attached to a Personal or Shared template or to be able to attach the dialog 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-MH CONTINGENCY MANAGEMENT then **<enter>** reminder dialog
NATIONAL
OK? Yes// **<Enter>** (Yes)

2. Setup of Note title

You will need to create a new note title for the dialog included in this update to be attached to.

The new note title that needs to be created is:
ADDICTION TREATMENT CONTINGENCY MANAGEMENT NOTE

This note title should be mapped to the following VHA Enterprise Standard Title:
SATP NOTE

Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the TIU/ASU Implementation Guide

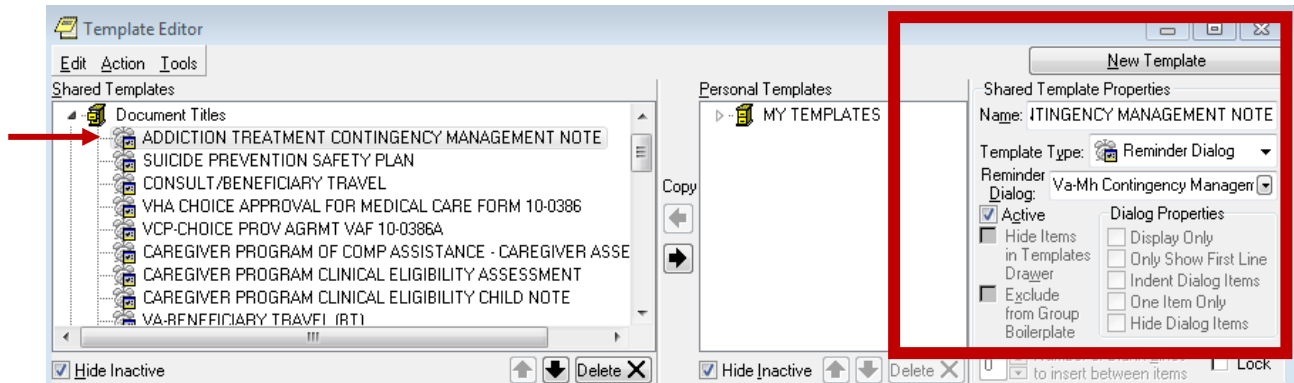**3. Associate the reminder dialog with the note title in CPRS.**

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

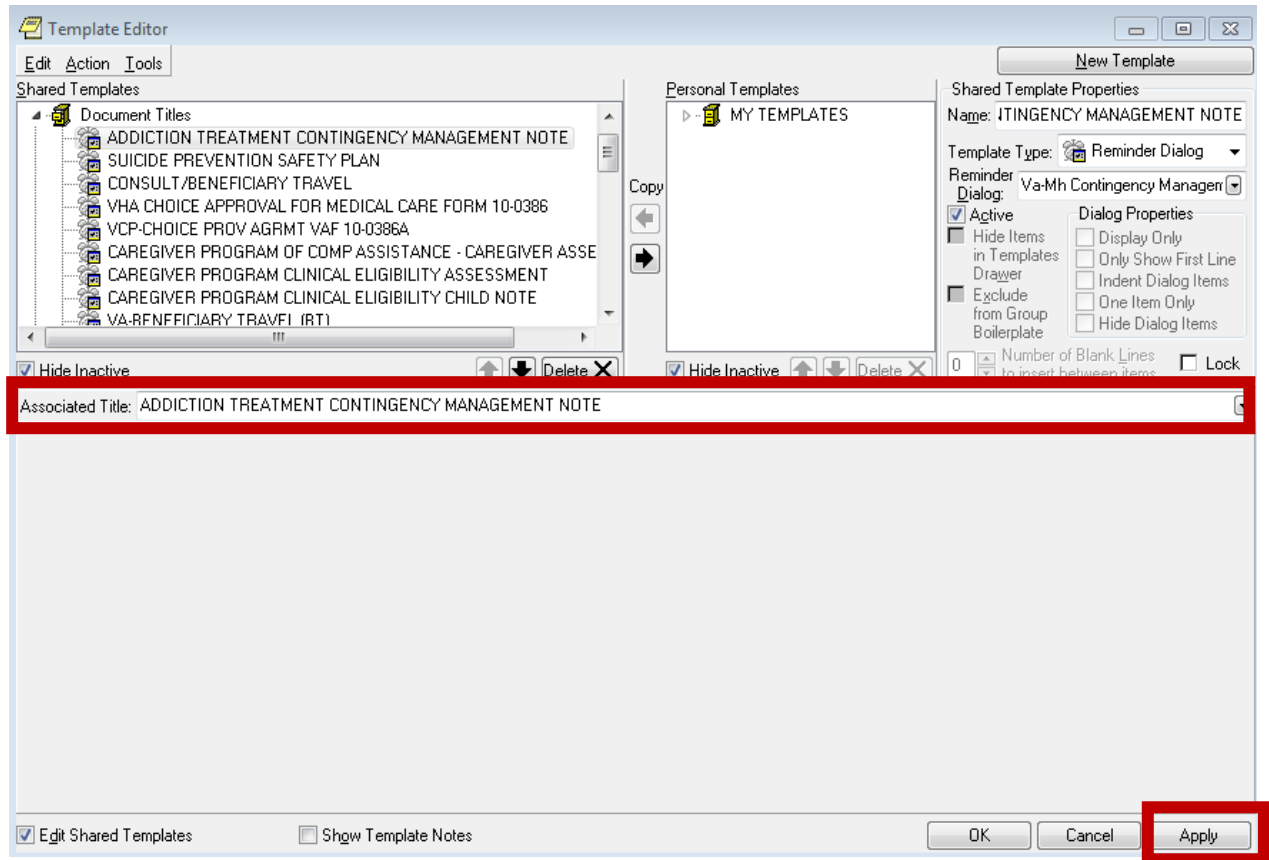1. Type in the following information:

Name: **ADDICTION TREATMENT CONTINGENCY MANAGEMENT NOTE**

Template Type: Reminder Dialog

Reminder Dialog: **VA-MH CONTINGENCY MANAGEMENT**

Next, type in the Associated Title, which in this case is **ADDICTION TREATMENT CONTINGENCY MANAGEMENT NOTE**, and hit Apply:

Install complete.

NOTE: If you require further technical assistance, please notify your local IT support to log a national CA Service Desk Manager (SDM) ticket (previously a Remedy™ ticket) or contact the VA Service Desk at 1-888-596-4357 and have them submit a national CA ticket to the Incident Area: NTL.APP.VISTA.CLINICAL REMINDERS 2_0 and we will contact you