Update_2_0_44

Clinical Reminders

VA-MHRRTP DIALOGS

INSTALLATION and SETUP GUIDE

July 2018

Product Development
Department of Veterans Affairs

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Introduction

The Mental Health Residential Rehabilitation Treatment Program (MH RRTP) Screening, Status Update, and Discharge Templates were developed by the Veterans Health Administration Office of Mental Health and Suicide Prevention in collaboration with MH RRTP managers from several VISNs, VISN and facility mental health leadership, and other subject-matter-experts.
The templates were designed to address the need for critical information at the time of screening, while waiting for admission (Status Update), and at the time of discharge. The purpose of the three templates is to use national health factors to capture local data that will improve the ability of programs to more accurately track wait times and provide local outcome data that has previously been unavailable to most programs. The templates also will allow for the development of tools to support program operations. Planned tools include the development of a real-time dashboard that will provide information on Veterans pending admission including risk factor data. The information provided by the templates also is expected to supplement data currently monitored by programs for accreditation purposes, allowing program managers to quickly identify discharge outcomes including housing and employment.
The three templates are brief and were designed to be integrated into existing, local processes for documentation. The templates capture only that information where there was a need for standardized data capture. The templates do not reflect the full scope of typical documentation for screening, discharge and clinical encounters with the hope that this will maximize flexibility in local implementation.
Programs are not required to use a standard note template. Programs are strongly encouraged to integrate the templates into existing documentation processes so accurate and reliable data will be available to the programs.
For clinical questions related to the templates, contact Jennifer Burden, PhD, Deputy Director, MH RRTP, Office of Mental Health and Suicide Prevention at Jennifer.Burden@va.gov.

This update will update the following reminder content:

TIU TEMPLATE FIELD

VA-MHRRTP EDIT

HEALTH FACTORS

VA-REMINDER UPDATES
VA-UPDATE_2_0_44
VA-MH-RRTP
VA-MH-RRTP DCEMP OTHER
VA-MH-RRTP DCEMP UNKNOWN
VA-MH-RRTP DCEMP VOLUNTEER
VA-MH-RRTP DCEMP STUDENT
VA-MH-RRTP DCEMP TRAIN
VA-MH-RRTP DCEMP CWT
VA-MH-RRTP DCEMP FULL
VA-MH-RRTP DCEMP PART
VA-MH-RRTP DCEMP UNEMPSEEK
VA-MH-RRTP DCEMP UNEMPNOT
VA-MH-RRTP DCEMP RETIRE

VA-MH-RRTP DCDISP OTHER
VA-MH-RRTP DCDISP UNKNOWN
VA-MH-RRTP DCDISP INCARCERATE
VA-MH-RRTP DCDISP NOTHABIT
VA-MH-RRTP DCDISP SHELTER
VA-MH-RRTP DCDISP HOTEL
VA-MH-RRTP DCDISP LTC
VA-MH-RRTP DCDISP INPTMED
VA-MH-RRTP DCDISP INPTMH
VA-MH-RRTP DCDISP RRTP
VA-MH-RRTP DCDISP TRANSHOUSE
VA-MH-RRTP DCDISP FAMFRIENDS
VA-MH-RRTP DCDISP OWNHOUSE
VA-MH-RRTP DC DECEASED
VA-MH-RRTP DC INCARCERATE
VA-MH-RRTP DC AMA
VA-MH-RRTP DC INCREASE
VA-MH-RRTP DC RULE OTHER
VA-MH-RRTP DC RULE USE
VA-MH-RRTP DC RULE THREAT
VA-MH-RRTP DC RULE
VA-MH-RRTP DC PARTIAL
VA-MH-RRTP DC COMPLETE
VA-MH-RRTP UPDATE ADMIT NO NOTAPPROP
VA-MH-RRTP UPDATE ADMIT NO VETLOST
VA-MH-RRTP UPDATE ADMIT NO VETREM
VA-MH-RRTP UPDATE ADMIT NO
VA-MH-RRTP UPDATE ADMIT DATE
VA-MH-RRTP UPDATE ADMIT
VA-MH-RRTP SCREEN DENY OTHER
VA-MH-RRTP SCREEN DENY HARM
VA-MH-RRTP SCREEN DENY STABLE
VA-MH-RRTP SCREEN DENY LRALT
VA-MH-RRTP SCREEN DENY SELFCARE
VA-MH-RRTP SCREEN DENY PRESERV
VA-MH-RRTP SCREEN DENY INPT
VA-MH-RRTP SCREEN DENY MED
VA-MH-RRTP SCREEN VET DECLINE
VA-MH-RRTP SCREEN ACCEPT REQST LTR
VA-MH-RRTP SCREEN ACCEPT FIRST AVAIL
VA-MH-RRTP SCREEN ACCEPT ADMIT DATE
VA-MH-RRTP SCREEN 30D ALT ACCEPT
VA-MH-RRTP SCREEN 30D ALT DECLINE
VA-MH-RRTP SCREEN 30D ALT NOT AVAIL
VA-MH-RRTP SCREEN 30D ALT NOT OFFER
VA-MH-RRTP SCREEN ACCEPT

VA-MH-RRTP SCREEN HOUSING INCARCERATED
VA-MH-RRTP SCREEN HOUSING STABLE
VA-MH-RRTP SCREEN HOUSING UNSTABLE
VA-MH-RRTP SCREEN HOUSING HIGH RISK
VA-MH-RRTP SCREEN HOUSING HOMELESS
VA-MH-RRTP REFTRRRTP
VA-MH-RRTP REFDCHVRRTP
VA-MH-RRTP REFPTSDRRTP
VA-MH-RRTP REFSUDRRTP

REMINDER SPONSOR

Mental Health Services

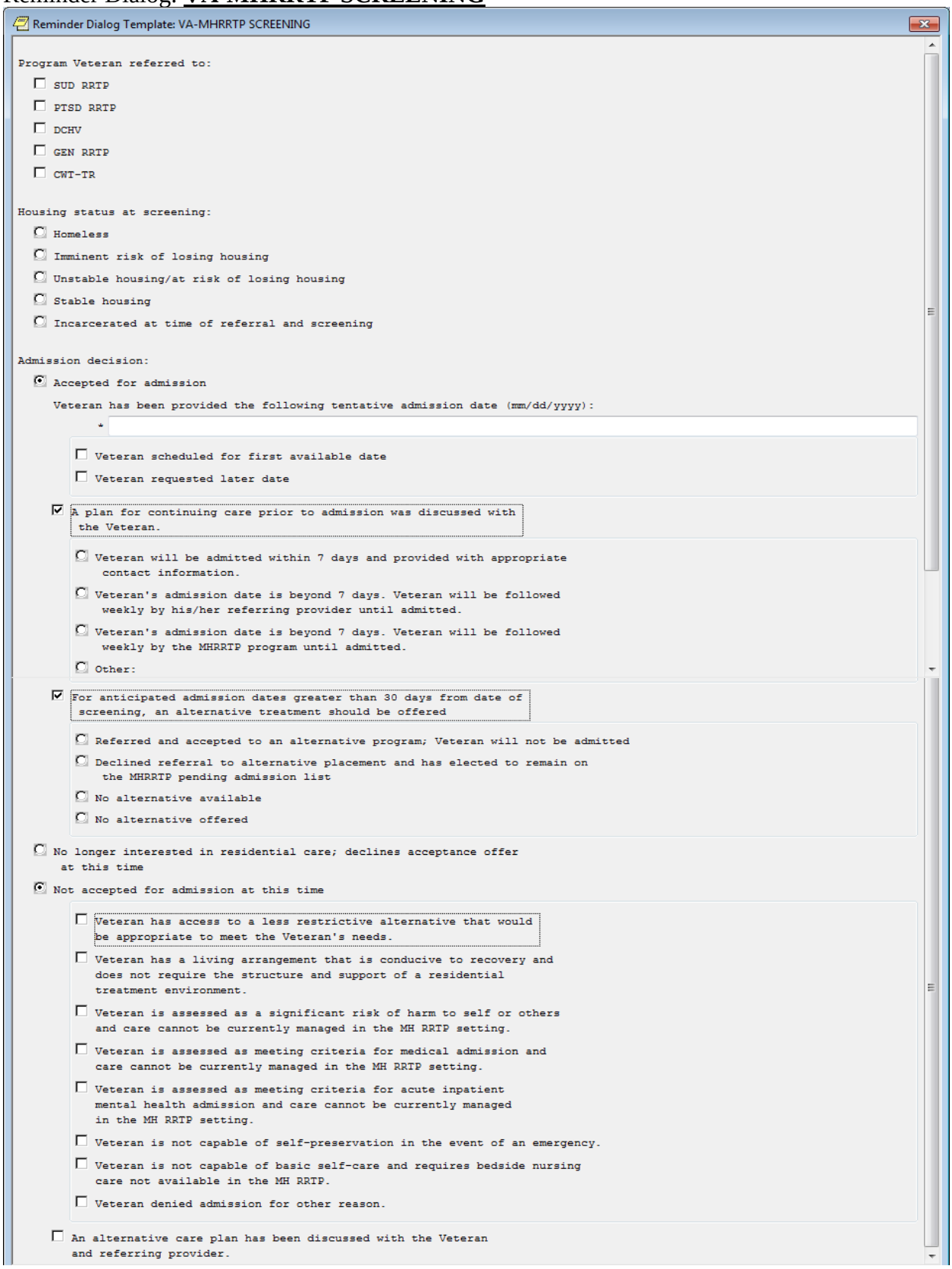
REMINDER TERM

VA-REMINDER UPDATE_2_0_44

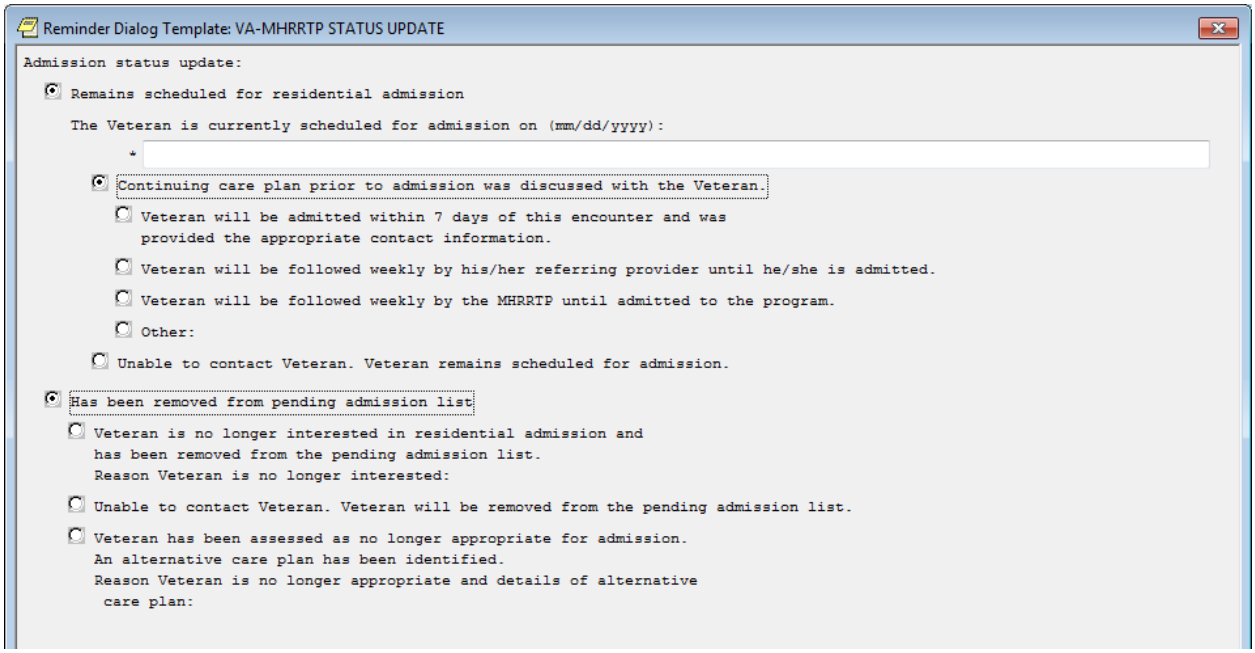
REMINDER DIALOG

VA-MHRRTP DISCHARGE
VA-MHRRTP STATUS UPDATE
VA-MHRRTP SCREENING

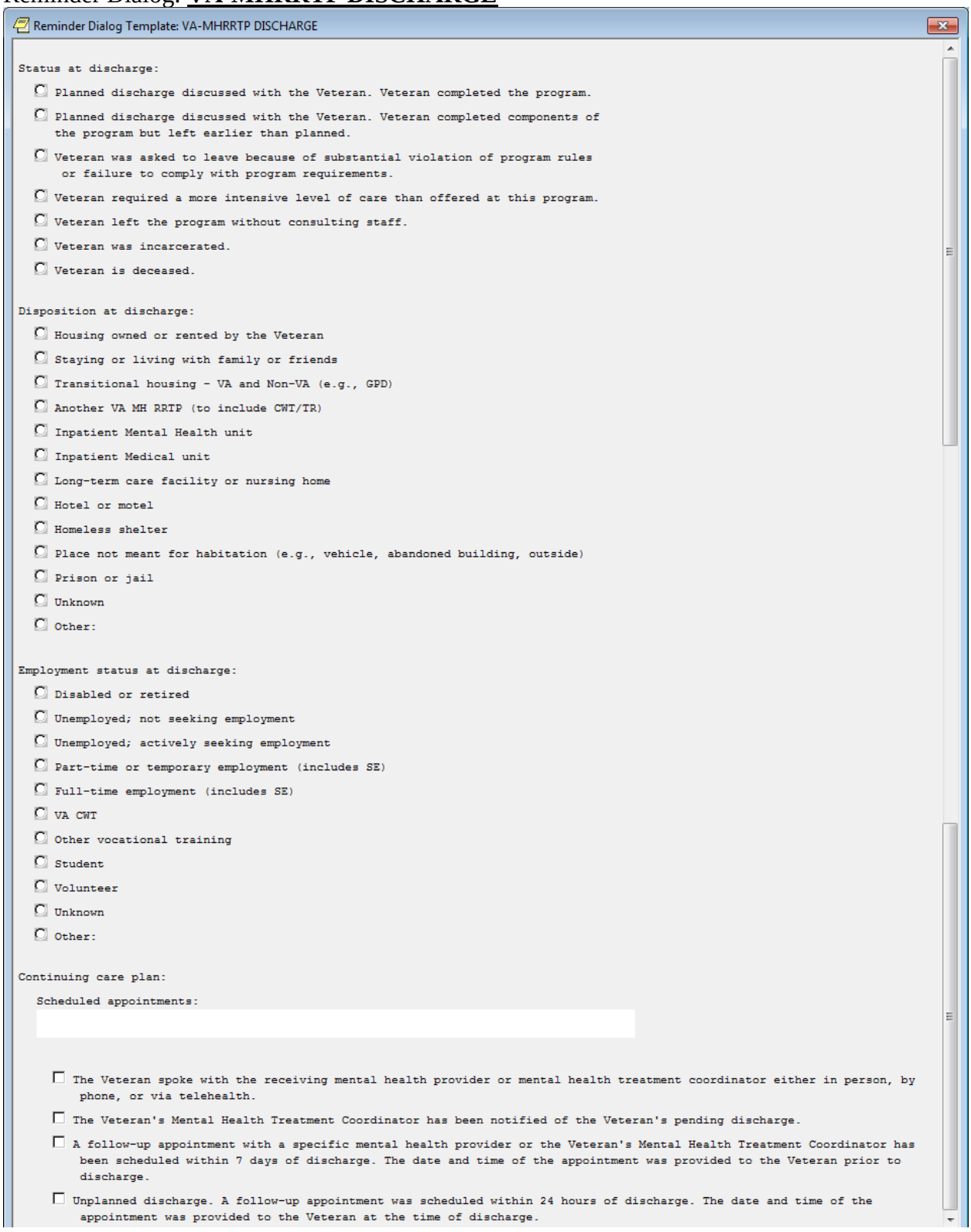
Reminder Dialog: **VA-MHRRTP SCREENING**



Reminder Dialog: **VA-MHRRTP STATUS UPDATE**



Reminder Dialog: **VA-MHRRTP DISCHARGE**



Install Details

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

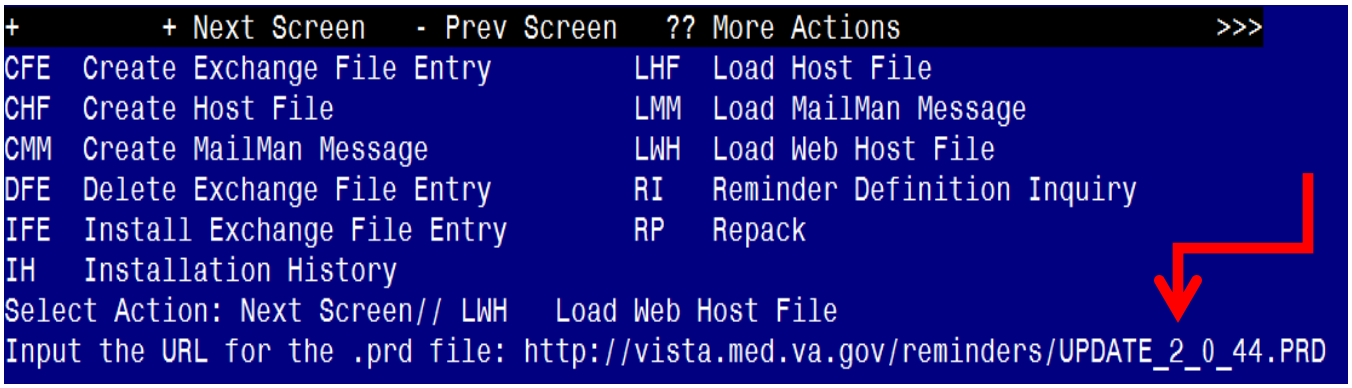
http://vista.med.va.gov/reminders/UPDATE_2_0_44.PRD

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

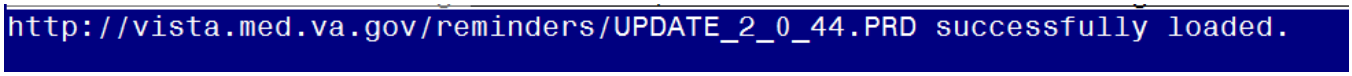
Installation:
==========
This update can be loaded with users on the system. Installation will take 15-20 minutes. Please allow time for the post install setup and configuration which add additional time to the installation process depending on what you currently have configured.

Install Example

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

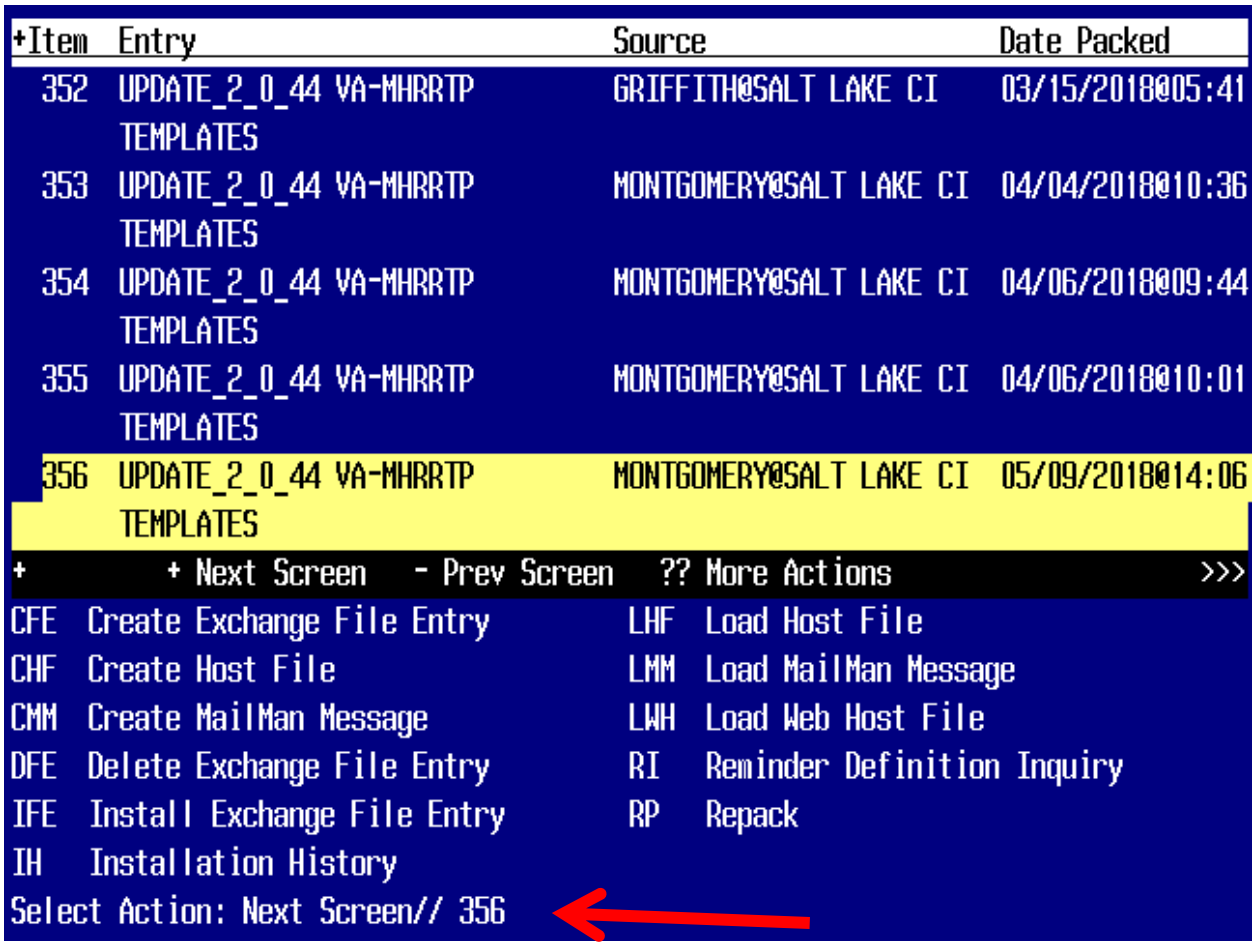


At the **Select Action:** prompt, enter **LWH** for Load Web Host File
At the **Input the url for the .prd file:** prompt, type or copy and paste the following web address:
http://vista.med.va.gov/reminders/UPDATE_2_0_44.PRD

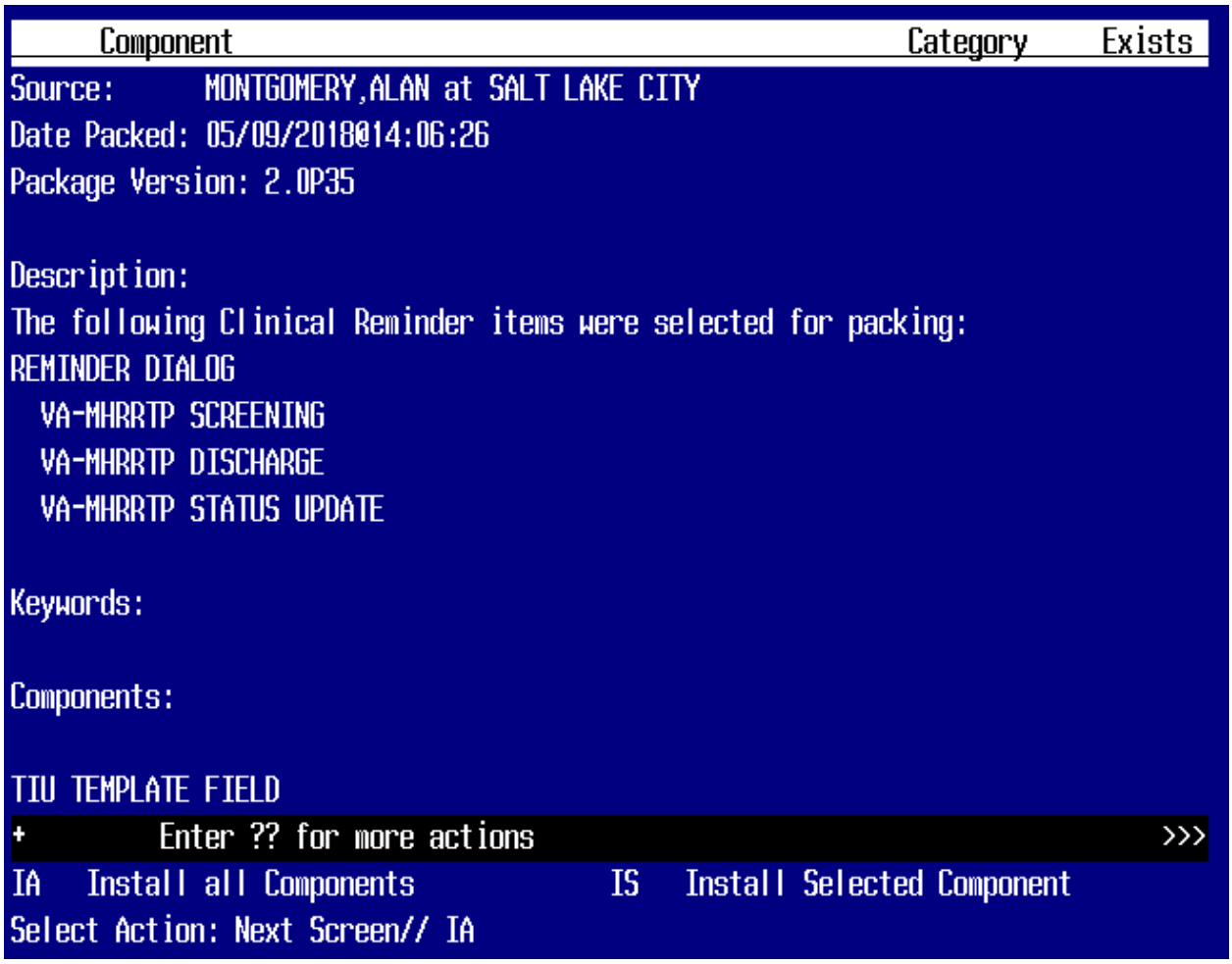


You should see a message at the top of your screen that the file successfully loaded.

Search and locate the entry that begins with UPDATE_2_0_44 in reminder exchange.



At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entries titled UPDATE_2_0_44 VA-MHRRTP TEMPLATES *(in this example it is entry 356, it will vary by site)*. Make sure the entry has date/time Of 05/09/2018@14:06:26



At the **Select Action** prompt, type **IA** for Install All Component and hit enter.

During the install, you will see multiple prompts. Please follow the guidance below.

1. If a reminder component does not exist, use the INSTALL action

There are three reminder dialogs included in this update, you will be promped three different times to install the dialog components

```
Packed reminder dialog: VA-MHRRTP STATUS UPDATE [NATIONAL DIALOG]

 Item   Seq. Dialog Findings                                        Type     Exists
   1     VA-MHRRTP STATUS UPDATE                                   dialog

   2    10 VA-GP MHRRTP ADMIT STATUS UPDATE                        group
             Finding: *NONE*
   3    10.10 VA-GP MHRRTP ADMIT REMAINS SCHEDULED                 group
             Finding: VA-MH-RRTP UPDATE ADMIT (HEALTH FACTOR)                X
   4    10.10.10 VA-GP MHRRTP REMAINS CURRENTLY SCHEDULED          group
             Finding: VA-MH-RRTP UPDATE ADMIT DATE (HEALTH FACTOR)           X
   5    PXRMZ BLANK                                               prompt     X
   6    10.10.10.20 VA-GP MHRRTP REMAINS CARE PLAN DISCUSSED       group
             Finding: *NONE*
   7    10.10.10.20.10 VA-EL MHRRTP REMAINS DISCUSSED ADMIT      element
        7 DAYS
             Finding: *NONE*
   8    10.10.10.20.20 VA-EL MHRRTP REMAINS DISCUSSED            element
+          + 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-MHRRTP STATUS UPDATE**
Select Action: Next Screen// IA Install All
Install reminder dialog and all components with no further changes: Y// ES

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

   2    10 VA-GP MHRRTP ADMIT STATUS UPDATE                        group      X
             Finding: *NONE*
   3    10.10 VA-GP MHRRTP ADMIT REMAINS SCHEDULED                 group      X
             Finding: VA-MH-RRTP UPDATE ADMIT (HEALTH FACTOR)                 X
   4    10.10.10 VA-GP MHRRTP REMAINS CURRENTLY SCHEDULED          group      X
             Finding: VA-MH-RRTP UPDATE ADMIT DATE (HEALTH FACTOR)            X
   5    PXRMZ BLANK                                               prompt     X
   6    10.10.10.20 VA-GP MHRRTP REMAINS CARE PLAN DISCUSSED       group      X
             Finding: *NONE*
   7    10.10.10.20.10 VA-EL MHRRTP REMAINS DISCUSSED ADMIT      element      X
        7 DAYS
             Finding: *NONE*
   8    10.10.10.20.20 VA-EL MHRRTP REMAINS DISCUSSED            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
```

After completing this dialog install, you will type Q to move to the next dialog to install

```
Packed reminder dialog: VA-MHRRTP DISCHARGE [NATIONAL DIALOG]

 Item   Seq. Dialog Findings                                    Type      Exists
   1     VA-MHRRTP DISCHARGE                                   dialog
   2    10 VA-GP MHRRTP STATUS AT DISCHARGE                     group
          Finding: *NONE*
   3    10.10 VA-EL MHRRTP STATUS D/C COMPLETE                element
          Finding: VA-MH-RRTP DC COMPLETE (HEALTH FACTOR)                    X
   4    10.20 VA-EL MHRRTP STATUS D/C PARTIAL                 element
          Finding: VA-MH-RRTP DC PARTIAL (HEALTH FACTOR)                     X
   5    PXRM COMMENT                                          prompt        X
   6    10.30 VA-GP MHRRTP STATUS D/C RULE                     group
          Finding: VA-MH-RRTP DC RULE (HEALTH FACTOR)                        X
   7    10.30.10 VA-GP MHRRTP STATUS D/C RULE REASONS          group
          Finding: *NONE*
   8    10.30.10.10 VA-EL MHRRTP STATUS D/C RULE THREAT       element
          Finding: VA-MH-RRTP DC RULE THREAT (HEALTH FACTOR)                 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-MHRRTP DISCHARGE**
Select Action: Next Screen// IA Install All
Install reminder dialog and all components with no further changes: Y// ES

```
Packed reminder dialog: VA-MHRRTP DISCHARGE [NATIONAL DIALOG]
VA-MHRRTP DISCHARGE (reminder dialog) installed from exchange file.
 Item   Seq. Dialog Findings                                    Type      Exists
   1     VA-MHRRTP DISCHARGE                                   dialog       X
   2    10 VA-GP MHRRTP STATUS AT DISCHARGE                     group       X
          Finding: *NONE*
   3    10.10 VA-EL MHRRTP STATUS D/C COMPLETE                element       X
          Finding: VA-MH-RRTP DC COMPLETE (HEALTH FACTOR)                    X
   4    10.20 VA-EL MHRRTP STATUS D/C PARTIAL                 element       X
          Finding: VA-MH-RRTP DC PARTIAL (HEALTH FACTOR)                     X
   5    PXRM COMMENT                                          prompt        X
   6    10.30 VA-GP MHRRTP STATUS D/C RULE                     group       X
          Finding: VA-MH-RRTP DC RULE (HEALTH FACTOR)                        X
   7    10.30.10 VA-GP MHRRTP STATUS D/C RULE REASONS          group       X
          Finding: *NONE*
   8    10.30.10.10 VA-EL MHRRTP STATUS D/C RULE THREAT       element       X
          Finding: VA-MH-RRTP DC RULE THREAT (HEALTH FACTOR)                 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
```

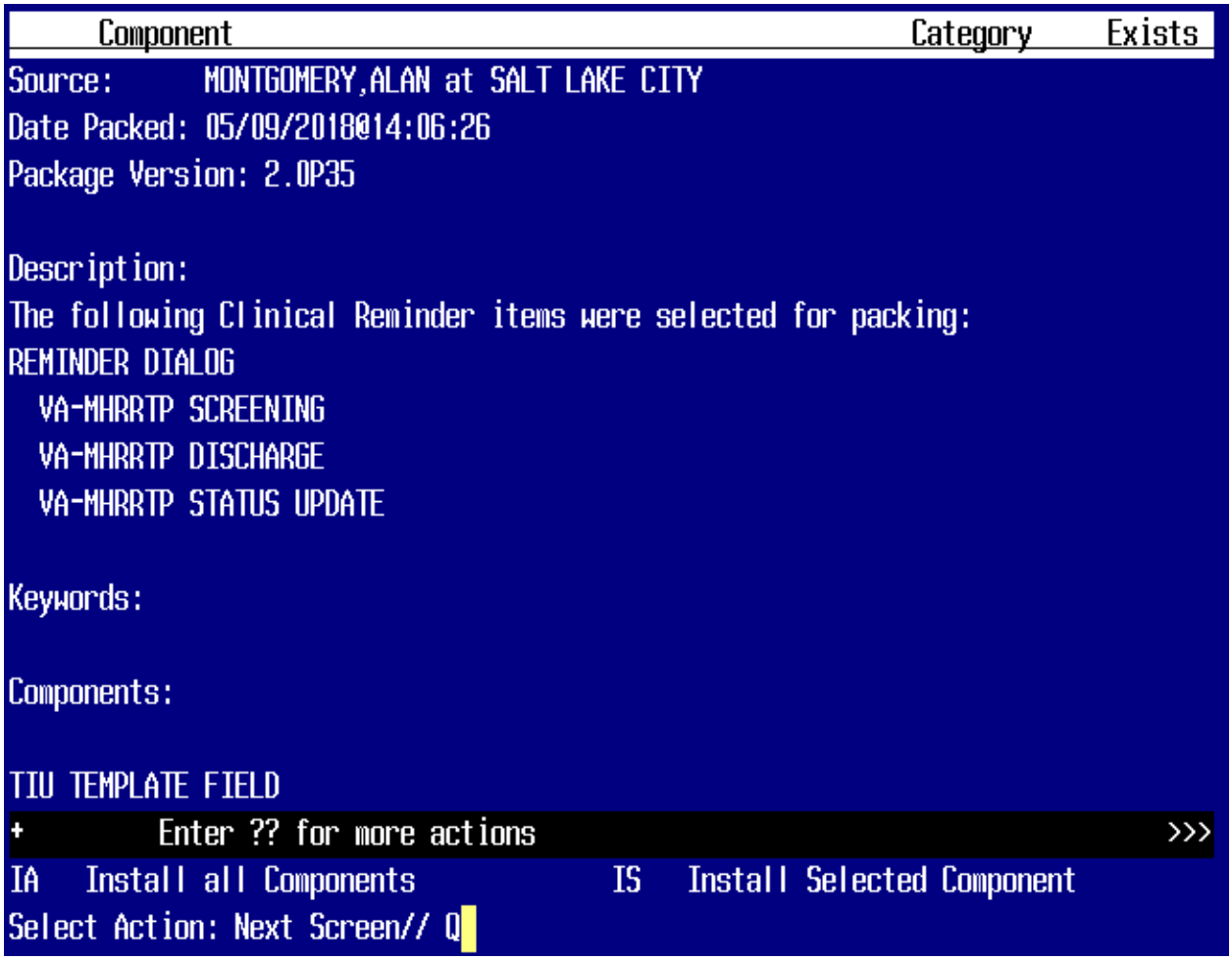
After completing this dialog install, you will type Q to move to the next dialog to install

```
Packed reminder dialog: VA-MHRRTP SCREENING [NATIONAL DIALOG]

 Item   Seq. Dialog Findings                                    Type     Exists
   1     VA-MHRRTP SCREENING                                   dialog
   2    10 VA-GP MHRRTP PROGRAM REFERRED                        group
           Finding: *NONE*
   3    10.10 VA-EL MHRRTP PROGRAM SUD                        element
           Finding: VA-MH-RRTP REFSUDRRTP (HEALTH FACTOR)                  X
   4    10.20 VA-EL MHRRTP PROGRAM PTSD                       element
           Finding: VA-MH-RRTP REFPTSDRRTP (HEALTH FACTOR)                 X
   5    10.30 VA-EL MHRRTP PROGRAM DCHV                       element
           Finding: VA-MH-RRTP REFDCHVRRTP (HEALTH FACTOR)                 X
   6    10.40 VA-EL MHRRTP PROGRAM GEN                        element
           Finding: *NONE*
   7    10.50 VA-EL MHRRTP PROGRAM CWT-TR                     element
           Finding: VA-MH-RRTP REFTRRRTP (HEALTH FACTOR)                   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-MHRRTP SCREENING**
Select Action: Next Screen// IA Install All
Install reminder dialog and all components with no further changes: Y// ES

```
Packed reminder dialog: VA-MHRRTP SCREENING [NATIONAL DIALOG]
VA-MHRRTP SCREENING (reminder dialog) installed from exchange file.
 Item   Seq. Dialog Findings                                    Type     Exists
   1     VA-MHRRTP SCREENING                                   dialog       X
   2    10 VA-GP MHRRTP PROGRAM REFERRED                        group       X
           Finding: *NONE*
   3    10.10 VA-EL MHRRTP PROGRAM SUD                        element       X
           Finding: VA-MH-RRTP REFSUDRRTP (HEALTH FACTOR)                  X
   4    10.20 VA-EL MHRRTP PROGRAM PTSD                       element       X
           Finding: VA-MH-RRTP REFPTSDRRTP (HEALTH FACTOR)                 X
   5    10.30 VA-EL MHRRTP PROGRAM DCHV                       element       X
           Finding: VA-MH-RRTP REFDCHVRRTP (HEALTH FACTOR)                 X
   6    10.40 VA-EL MHRRTP PROGRAM GEN                        element       X
           Finding: *NONE*
   7    10.50 VA-EL MHRRTP PROGRAM CWT-TR                     element       X
           Finding: VA-MH-RRTP REFTRRRTP (HEALTH FACTOR)                   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 and be prompted for the items below.



After all the dialogs and components have been installed, you will then be returned to this screen. At the **Select Action** prompt, type **Q.**

Post-Install Set-up Instructions

1. **Make the new Dialogs able to be attached to a Personal or Shared template or to be able to attach the dialogs 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 numbers 150, 151, and 152 are not present, so I will use those three sequences.*
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-MHRRTP SCREENING**
OK? Yes// <Enter> (Yes)

Select Display Sequence: **151**
Are you adding 151 as a new Display Sequence? Yes// **Y** YES
Display Sequence: 151// <Enter> 151
Clinical Reminder Dialog**:** **VA-MHRRTP STATUS UPDATE**
OK? Yes// <Enter> (Yes)

Select Display Sequence: **152**
Are you adding 152 as a new Display Sequence? Yes// **Y** YES
Display Sequence: 152// <Enter> 152
Clinical Reminder Dialog**:** **VA-MHRRTP DISCHARGE**
OK? Yes// <Enter> (Yes)

2. Setup of Note Titles

If you do not have RRTP note titles, you can create new note titles to connect to the reminder dialogs included in this update. **These note titles are not required**.

The new note titles that would need to be created are:
You will need to create 3 new note titles – one for each reminder dialog.
The VHA Enterprise Standard Title for all three will be:
MENTAL HEALTH NOTE

Note Title #1: **MHRRTP SCREENING**
Note Title #2: **MHRRTP STATUS UPDATE**
Note Title #3: **MHRRTP DISCHARGE**

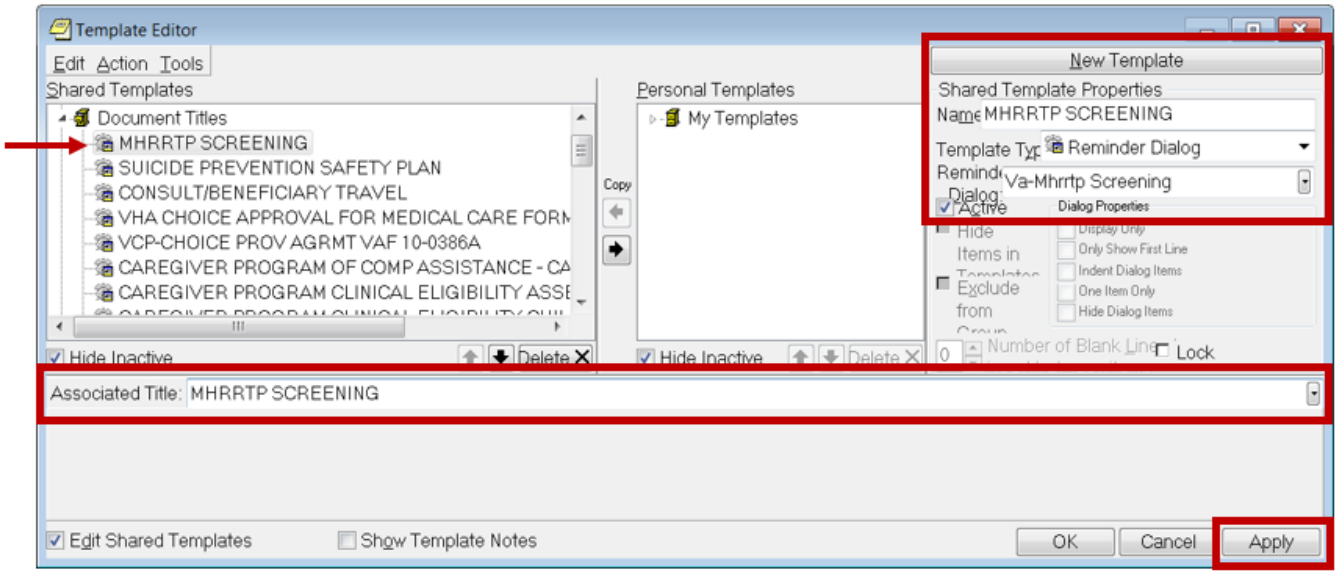
Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the TIU/ASU Implementation Guide

Note: Please review the content of these new dialogs, if you have existing notes and reminder dialogs that you use in the RRTP setting, you can incorporate the contents of these templates into your existing local dialog by adding the main groups. Please work with your RRTP staff to decide the best way to incorporate these components into your local processes.

3. **Associate the reminder dialogs with the note titles in CPRS.**
   If you decide to attach these templates directly to note titles, go to Template Editor, then Document Titles, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).
   Type in the following information:

   Name: **MHRRTP Screening**
   Template Type: **Reminder Dialog**
   Reminder Dialog: **VA-MHRRTP SCREENING**
   Associated Title: **MHRRTP SCREENING** ***(or your local title)***

   Type in the Associated Title (which in this case is **MHRRTP SCREENING**) and hit Apply.



Repeat the above process for the two remaining note titles:

Name: **MHRRTP Status Update**
Template Type: **Reminder Dialog**
Reminder Dialog: **VA-MHRRTP STATUS UPDATE**
Associated Title: **MHRRTP STATUS UPDATE** ***(or your local title)***

Name: **MHRRTP DISCHARGE**
Template Type: **Reminder Dialog**
Reminder Dialog: **VA-MHRRTP DISCHARGE**
Associated Title: **MHRRTP DISCHARGE** ***(or your local title)***

4. Ensure that all 3 dialogs have version number 1.3

NOTE: If there are any questions or problems during the installation, please notify your local IT support to log a national help desk ticket or contact the VA Service Desk and have them submit a national ticket to:

Category: Enterprise Applications
Subcategory: Applications
Enterprise Application: VistA - Clinical Reminders