



**Update \_2\_0\_31**

**Clinical Reminders**

**VA-REACH**

**Install Guide**

**July 2017**

Product Development  
Office of Information Technology  
Department of Veterans Affairs

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# Introduction

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The REACH VET program is a new Office for Suicide Prevention program that uses predictive analytics to identify Veterans at high statistical risk for suicide and other adverse outcomes. Each VHA facility is required to have a REACH VET Coordinator who accesses a dashboard to see which Veterans are in the top .1% tier of highest risk Veterans at that site. The Coordinator then identifies a REACH VET Provider for reach Veteran. This provider is required to review the Veteran's medical record, re-evaluate care, consider care enhancement strategies and outreach the Veteran. The two reminder dialogs contained in this update are to be used by the REACH VET provider and REACH VET COORDINATOR

## **Two reminder dialogs are being distributed with this update:**

- VA-REACH VET COORDINATOR TEMPLATE
- VA-REACH VET PROVIDER TEMPLATE

UPDATE\_2\_0\_31 contains 1 Reminder Exchange entry:  
UPDATE\_2\_0\_31 VA-REACH

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

### **REMINDER DIALOG**

- VA-REACH VET COORDINATOR TEMPLATE
- VA-REACH VET PROVIDER TEMPLATE

### **TIU TEMPLATE FIELD**

- DATE
- DATE (REQ)
- EDIT 20+ REQ
- URL REACH VET

### **HEALTH FACTORS**

- VA-REMINDER UPDATES
- VA-UPDATE\_2\_0\_31
- REACH VET
- REACH VET PROVIDER UNABLE TO REACH OUT
- REACH VET PROVIDER REACH OUT UNSUCCESS
- REACH VET CLINICAL RISK DISCUSSED
- REACH VET STATISTICAL RISK DISCUSSED
- REACH VET TREATMENT PLAN DISCUSSED
- REACH VET ACCESS TO CARE DISCUSSED
- REACH VET CARE ENHANCEMENT DISCUSSED
- REACH VET PROVIDER REACH OUT TO VETERAN
- REACH VET INCARCERATED
- REACH VET RESIDENTIAL OR INPATIENT
- REACH VET NO CHANGES INDICATED

REACH VET ENHANCE CARE OTHER:  
REACH VET IMPROVED COPING SKILLS  
REACH VET MONITORING LIFE EVENTS  
REACH VET SAFETY PLAN  
REACH VET CARING COMMUNICATIONS  
REACH VET PROVIDER RE-EVALUATION OF CARE  
REACH VET PROVIDER AKNOWLEDGE/OUTREACH  
REACH VET PROVIDER ACKNOWLEDGEMENT  
REACH VET COORDINATOR

**REMINDER SPONSOR**

Mental Health Services

**REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_31

VA-SEX

## **Install Details**

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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\\_31.PRD](http://vista.med.va.gov/reminders/UPDATE_2_0_31.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          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://vista.med.va.gov/reminders/UPDATE_2_0_31.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\_31.PRD**

```
http://vista.med.va.gov/reminders/UPDATE_2_0_31.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\_31 VA-REACH in reminder exchange

| +Item | Entry  | Source                  | Date Packed      |
|-------|--|-------------------------|------------------|
| 72    | UPDATE_2_0_31 VA-REACH                               | GRIFFITH@SALT LAKE CI   | 07/05/2017@07:55 |
| 73    | UPDATE_2_0_3_2 TBI SCREENING                         | MONTGOMERY@SALT LAKE CI | 10/28/2015@07:12 |
| 74    | UPDATE_2_0_4 VA-VETERANS CHOICE/MAMMOGRAM/TBI UPDATE | GRIFFITH@SALT LAKE CI   | 12/07/2015@06:03 |
| 75    | UPDATE_2_0_5 MISC UPDATE 1                           | GRIFFITH@SALT LAKE CI   | 05/03/2016@09:42 |
| 76    | UPDATE_2_0_7   | MONTGOMERY@SALT LAKE CI | 10/06/2015@11:24 |
| 77    | UPDATE_2_0_9 VA-COLORECTAL CANCER SCREENING          | GRIFFITH@SALT LAKE CI   | 04/28/2017@13:16 |
| 78    | UPDATE_2_0_9 VA-COLORECTAL CANCER SCREENING          | GRIFFITH@SALT LAKE CI   | 06/20/2017@06:11 |

```
+          + 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// IFE Install Exchange File Entry
Enter a list or range of numbers (1-211): 72
```

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

Enter the number that corresponds with your entry titled UPDATE\_2\_0\_31 VA-REACH (*in this example it is entry 72, it will vary by site*)

```

Component Category Exists
Source: GRIFFITH,ELIZABETH A at SALT LAKE CITY
Date Packed: 07/05/2017@07:55:56
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-REACH VET COORDINATOR TEMPLATE
  VA-REACH VET PROVIDER TEMPLATE

REMINDER TERM
  VA-REMINDER UPDATE_2_0_31

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**

After the components have installed,

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

```

Packed reminder dialog: VA-REACH VET PROVIDER TEMPLATE [NATIONAL DIALOG]

```

| Item | Seq.       | Dialog Findings   | Type    | Exists |
|------|------------|---|---------|--------|
| 1    |            | VA-REACH VET PROVIDER TEMPLATE  | dialog  |        |
| 2    | 5          | VA-GP REACH VET<br>Finding: *NONE*  | group   |        |
| 3    | 5.5        | VA-GP REACH VET ACKNOWLEDGEMENT/RE-EVAL<br>Finding: REACH VET PROVIDER ACKNOWLEDGEMENT (HEALTH FACTOR)          | group   |        |
| 4    | 5.5.5      | VAL-REACH VET COORDINATOR INFORMED<br>Finding: *NONE*   | element |        |
| 5    | 5.5.10     | VA-GP REACH VET COMPREHENSIVE CHART REVIEW<br>Finding: REACH VET PROVIDER RE-EVALUATION OF CARE (HEALTH FACTOR) | group   |        |
| 6    | 5.5.10.5   | VA-GP REACH VET BENEFIT ENHANCED CARE<br>Finding: *NONE*  | group   |        |
| 7    | 5.5.10.5.5 | VA-REACH VET CARING COMMUNICATIONS<br>Finding: REACH VET CARING COMMUNICATIONS (HEALTH FACTOR)                  | 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-REACH VET PROVIDER TEMPLATE**

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

All dialog components for **VA-REACH VET PROVIDER TEMPLATE** are new.

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

| Packed reminder dialog: VA-REACH VET PROVIDER TEMPLATE [NATIONAL DIALOG]       |                 |   |              |                     |
|--|-----------------|---|--------------|---------------------|
| VA-REACH VET PROVIDER TEMPLATE (reminder dialog) installed from exchange file. |                 |   |              |                     |
| Item   | Seq.            | Dialog Findings   | Type         | Exists              |
| 1  |                 | VA-REACH VET PROVIDER TEMPLATE  | dialog       | X                   |
| 2  | 5               | VA-GP REACH VET<br>Finding: *NONE*  | group        | X                   |
| 3  | 5.5             | VA-GP REACH VET ACKNOWLEDGEMENT/RE-EVAL<br>Finding: REACH VET PROVIDER ACKNOWLEDGEMENT (HEALTH FACTOR)          | group        | X                   |
| 4  | 5.5.5           | VAL-REACH VET COORDINATOR INFORMED<br>Finding: *NONE*   | element      | X                   |
| 5  | 5.5.10          | VA-GP REACH VET COMPREHENSIVE CHART REVIEW<br>Finding: REACH VET PROVIDER RE-EVALUATION OF CARE (HEALTH FACTOR) | group        | X                   |
| 6  | 5.5.10.5        | VA-GP REACH VET BENEFIT ENHANCED CARE<br>Finding: *NONE*  | group        | X                   |
| 7  | 5.5.10.5.5      | VA-REACH VET CARING COMMUNICATIONS<br>Finding: REACH VET CARING COMMUNICATIONS (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**.

**You will then be prompted to install the next Dialog component:**

| Packed reminder dialog: VA-REACH VET COORDINATOR TEMPLATE [NATIONAL DIALOG] |                 |  |              |                     |
|---|-----------------|--|--------------|---------------------|
| Item  | Seq.            | Dialog Findings  | Type         | Exists              |
| 1   |                 | VA-REACH VET COORDINATOR TEMPLATE  | dialog       | X                   |
| 2   | 5               | VA-GP REACH VET COORDINATOR<br>Finding: *NONE*                                 | group        | X                   |
| 3   | 5.5             | VAL-REACH VET COORD INFORMED<br>Finding: REACH VET COORDINATOR (HEALTH FACTOR) | element      | X                   |
| 4   | 5.10            | VA-REACH VET COORD ADD ADD'L SIGNER<br>COORDINATOR NOTE<br>Finding: *NONE*     | element      |                     |
| ----- REPLACEMENT ITEMS -----   |                 |  |              |                     |
| 5   | 1               | VA-REACH VET REVIEW OPTIONS FEMALE<br>Finding: *NONE*                          | 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-REACH VET COORDINATOR TEMPLATE**

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

All dialog components for **VA-REACH VET COORDINATOR TEMPLATE** are new.  
Install reminder dialog and all components with no further changes: **Y// YES**

| Packed reminder dialog: VA-REACH VET COORDINATOR TEMPLATE [NATIONAL DIALOG]      |                 |  |              |                        |
|--|-----------------|--|--------------|------------------------|
| VA-REACH VET COORDINATOR TEMPLATE (reminder dialog) installed from exchange file |                 |  |              |                        |
| Item   | Seq.            | Dialog Findings  | Type         | Exists                 |
| 1  |                 | VA-REACH VET COORDINATOR TEMPLATE  | dialog       | X                      |
| 2  | 5               | VA-GP REACH VET COORDINATOR<br>Finding: *NONE*                                 | group        | X                      |
| 3  | 5.5             | VAL-REACH VET COORD INFORMED<br>Finding: REACH VET COORDINATOR (HEALTH FACTOR) | element      | X                      |
| 4  | 5.10            | VA-REACH VET COORD ADD ADD'L SIGNER<br>COORDINATOR NOTE<br>Finding: *NONE*     | element      | X                      |
| ----- REPLACEMENT ITEMS -----  |                 |  |              |                        |
| 5  | 1               | VA-REACH VET REVIEW OPTIONS FEMALE<br>Finding: *NONE*                          | 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:        GRIFFITH,ELIZABETH A at SALT LAKE CITY            |                        |                                  |
| Date Packed: 07/05/2017@07:55:56                                 |                        |                                  |
| Package Version: 2.0P35  |                        |                                  |
| Description:   |                        |                                  |
| The following Clinical Reminder items were selected for packing: |                        |                                  |
| REMINDER DIALOG  |                        |                                  |
| VA-REACH VET COORDINATOR TEMPLATE                                |                        |                                  |
| VA-REACH VET PROVIDER TEMPLATE                                   |                        |                                  |
| REMINDER TERM  |                        |                                  |
| VA-REMINDER UPDATE_2_0_31  |                        |                                  |
| 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 Completed



## Post Installation

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### 1. Make the 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 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-REACH VET COORDINATOR TEMPLATE** then **<enter>** reminder dialog NATIONAL

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

Select Display Sequence: **151**

Are you adding 151 as a new Display Sequence? Yes// **Y YES**

Display Sequence: 151// **<Enter>**

Clinical Reminder Dialog: **VA-REACH VET PROVIDER TEMPLATE**  
**<Enter>**

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

## 2. Setup of Note title

You will need to create two new note titles for the dialogs included in this update if you do not currently have these note titles available in your system.

The new note titles that need to be created are:

**REACH VET COORDINATOR NOTE**  
**REACH VET PROVIDER NOTE**

These note titles are both to be mapped to the following VHA Enterprise Standard Title:

**SUICIDE PREVENTION NOTE**

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

**Note: If your facility created local REACH VET note titles, inactivate those existing note titles.**

## 3. Associate the reminder dialogs with the note title in CPRS.

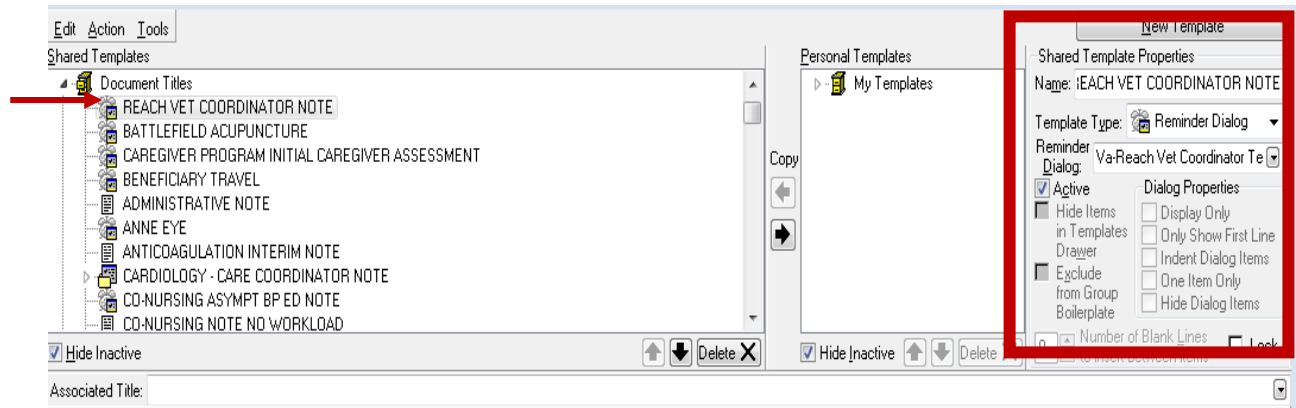
To do this, go to Template Editor, then Document Titles, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).

1. Type in the following information:

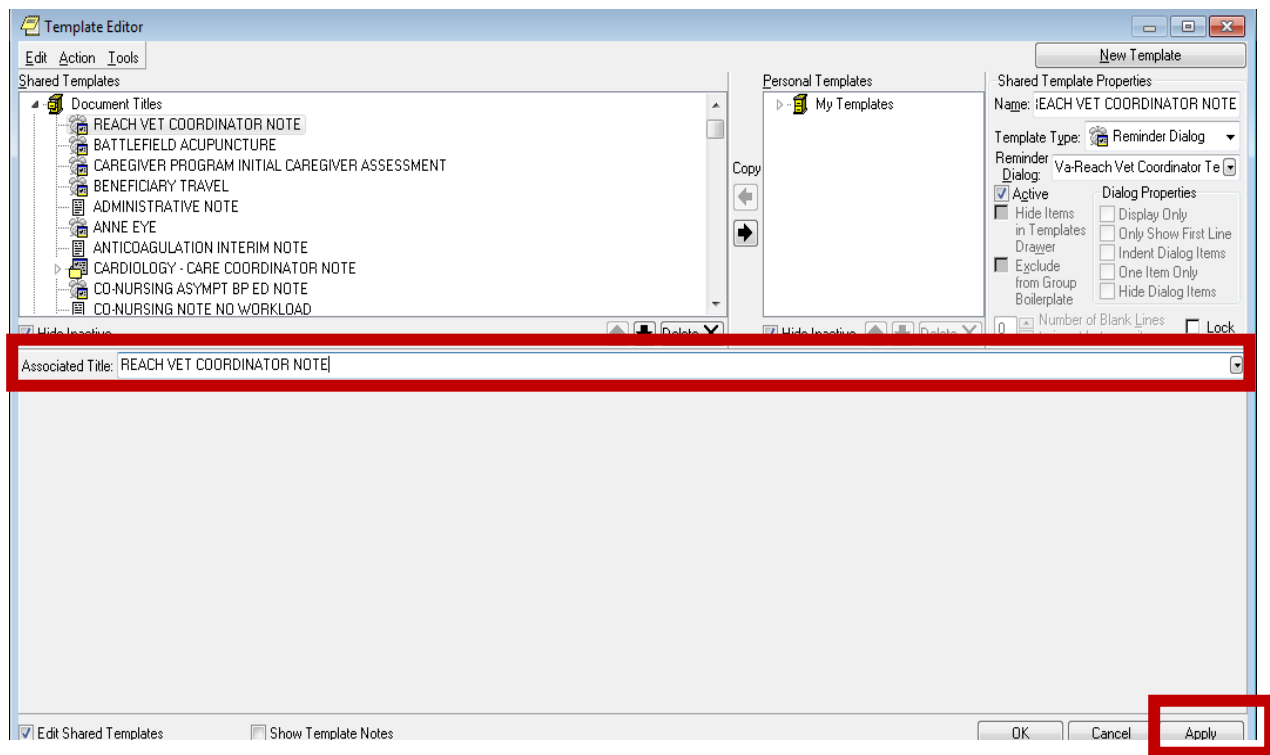
Name: **REACH VET COORDINATOR NOTE**

Template Type: Reminder Dialog

Reminder Dialog: **VA-REACH VET COORDINATOR TEMPLATE**



Next, type in the Associated Title, which in this case is REACH VET COORDINATOR NOTE, and hit Apply:

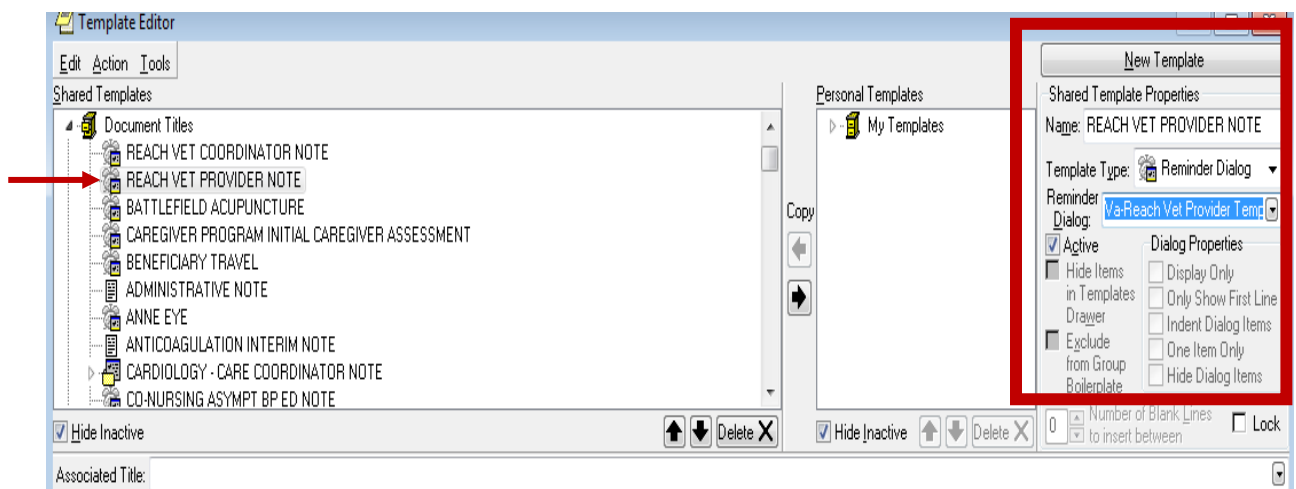


2. Type in the following information:

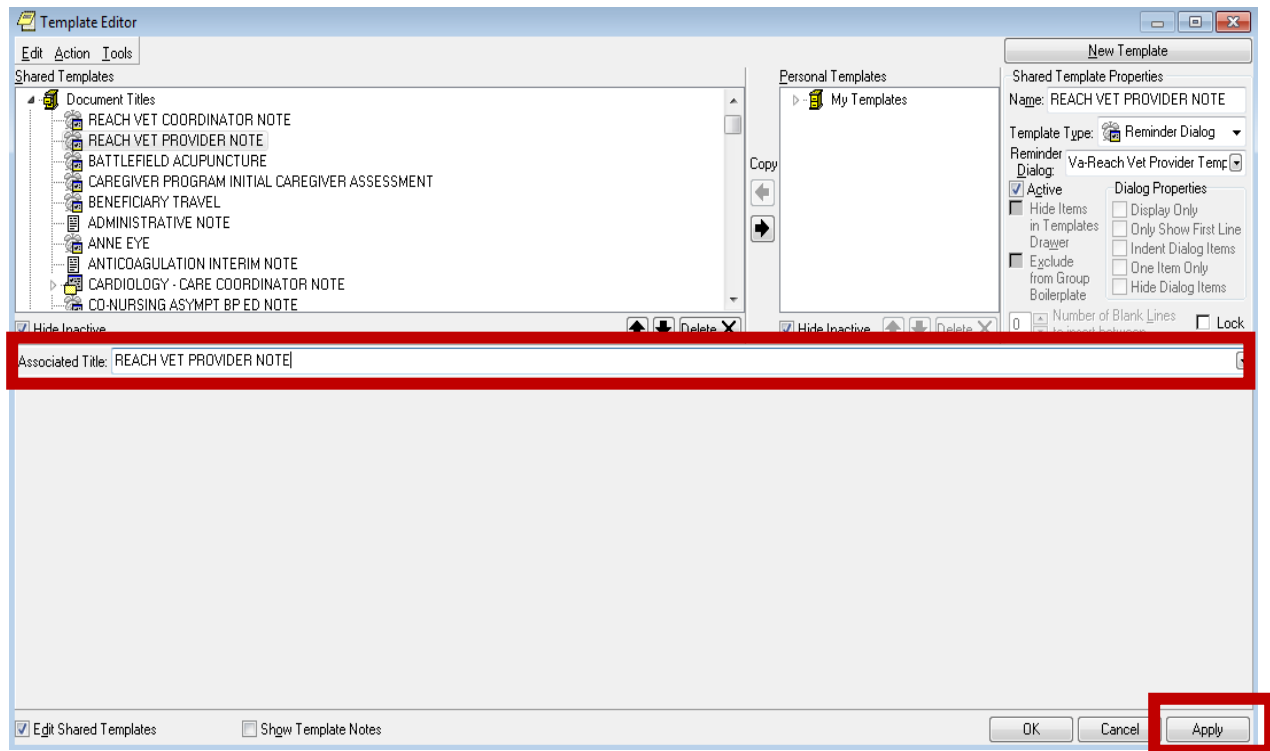
Name: **REACH VET PROVIDER NOTE**

Template Type: Reminder Dialog

Reminder Dialog: **VA-REACH VET PROVIDER TEMPLATE**



Next, type in the Associated Title, which in this case is REACH VET PROVIDER NOTE, and hit Apply:



#### 4. Update of Elements to enter the Veteran's demographic information and the facility's information.

Using the Reminder Dialog Manager Menu, Reminder Dialogs, changing your view to Element view, you will need to edit the Dialog/Progress note text to insert data objects representing the Veteran's demographic information and your facility's information into following dialog element(s):

Element: VAL-REACH VET COORD INFORMED

Element: VAL-REACH VET COORDINATOR INFORMED

In the Dialog/Progress Note text, replace **[Facility Name]** with your facility name (*if you are an integrated facility, you can replace with a TIU template text field or a locally created TIU template field with a choice of facility names*). Replace **[Veteran Name]** with your local data object that represent Veteran or Patient name.

**5. In addition to installing the REACH VET Templates, please add the following links to the CPRS toolbar:**

REACH VET/STORM: MH Predictive Analytics

[https://spsites.cdw.va.gov/sites/OMHO\\_PsychPharm/Pages/MHPredictiveAnalytics.aspx](https://spsites.cdw.va.gov/sites/OMHO_PsychPharm/Pages/MHPredictiveAnalytics.aspx)

***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 someone will contact you.*