



**Update\_2\_0\_405**

**Clinical Reminders**

**VA-ACORN TEMPLATE**

**Install Guide**

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Product Development  
Office of Information Technology  
Department of Veterans Affairs

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## **Introduction**

The ACORN screener is used to identify unmet social needs among Veterans in VHA clinical settings. The nine social need domains are: housing instability (clinical reminder), food insecurity (clinical reminder), utilities, transportation, legal needs, social isolation/loneliness, employment, education, and digital needs. Veterans who screen positive are offered relevant services and resources to address their needs.

This template is co-sponsored by the National Social Work Program, Care Management and Social Work Service and the Office of Health Equity. The primary users of this template are care team members (e.g., nurses, peer support specialists, social workers) and use of the template is required by any VA medical centers who have already implemented ACORN.

### **UPDATE\_2\_0\_405 contains 1 Reminder Exchange entry:**

UPDATE\_2\_0\_405 VA-ACORN TEMPLATE

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

#### **REMINDER GENERAL FINDINGS**

VIEW PROGRESS NOTE TEXT

#### **TIU TEMPLATE FIELD**

ACORN SCREENING TOOL LINK  
GEN WORD PROCESSING LARGE  
VA-ACORN SHAREPOINT

#### **HEALTH FACTORS**

VA-REMINDER UPDATES [C]  
VA-UPDATE\_2\_0\_405  
VA-ACORN [C]  
VA-SDOH ACORN SCREENING NOT DONE  
VA-SDOH ACORN HELP LEARNING TO USE DEVICES - DECLINE  
VA-SDOH ACORN HELP LEARNING TO USE DEVICES - NO DEVICE  
VA-SDOH ACORN HELP LEARNING TO USE DEVICES - NO  
VA-SDOH ACORN HELP LEARNING TO USE DEVICES - YES  
VA-SDOH ACORN OTHER ADMINISTERED  
VA-SDOH ACORN STAFF ADMINISTERED  
VA-SDOH ACORN SELF ADMINISTERED  
VA-SDOH ACORN RESPONSES PROVIDED BY OTHER  
VA-SDOH ACORN RESPONSES PROVIDED BY CAREGIVER  
VA-SDOH ACORN RESPONSES PROVIDED BY VETERAN  
VA-SDOH ACORN NOTES  
VA-SDOH ACORN DISPO OTHER  
VA-SDOH ACORN SOCIAL WORK INTERVENTION TODAY  
VA-SDOH ACORN COMMUNICATION WITH CARE TEAM  
VA-SDOH ACORN FOLLOW UP PLANNED  
VA-SDOH ACORN DIGITAL DIVIDE CONSULT  
VA-SDOH ACORN DIGITAL DIVIDE WARM HAND OFF  
VA-SDOH ACORN DIGITAL DIVIDE CONNECTION

VA-SDOH ACORN DIETITIAN CONSULT  
VA-SDOH ACORN DIETITIAN WARM HAND OFF  
VA-SDOH ACORN DIETITIAN CONNECTION  
VA-SDOH ACORN MH CONSULT  
VA-SDOH ACORN MH WARM HAND OFF  
VA-SDOH ACORN MH CONNECTION  
VA-SDOH ACORN PCMHI OR PCBH CONSULT  
VA-SDOH ACORN PCMHI OR PCBH WARM HAND OFF  
VA-SDOH ACORN PCMHI OR PCBH CONNECTION  
VA-SDOH ACORN SW CONSULT  
VA-SDOH ACORN SW WARM HAND OFF  
VA-SDOH ACORN SW CONNECTION  
VA-SDOH ACORN RESOURCES GIVEN - CHILDCARE  
VA-SDOH ACORN RESOURCES GIVEN - DIGITAL DIVIDE  
VA-SDOH ACORN RESOURCES GIVEN - OTHER  
VA-SDOH ACORN RESOURCES GIVEN - FOOD  
VA-SDOH ACORN RESOURCES GIVEN - EDUCATION  
VA-SDOH ACORN RESOURCES GIVEN - EMPLOYMENT  
VA-SDOH ACORN RESOURCES GIVEN- LONELINESS ISOLATION  
VA-SDOH ACORN RESOURCES GIVEN - LEGAL  
VA-SDOH ACORN RESOURCES GIVEN - TRANSPORTATION  
VA-SDOH ACORN RESOURCES GIVEN - UTILITIES  
VA-SDOH ACORN RESOURCES GIVEN - HOUSING  
VA-SDOH ACORN RESOURCE GUIDES GIVEN  
VA-SDOH ACORN PROVIDED RESOURCES  
VA-SDOH ACORN ALREADY RECEIVING SERVICES  
VA-SDOH ACORN DECLINES ASSISTANCE  
VA-SDOH ACORN DISPO - NO NEEDS  
VA-SDOH ACORN DISPO - NO RESOURCES OR REFERRALS GIVEN  
VA-SDOH ACORN ACCESS TO RELIABLE INTERNET - DECLINE  
VA-SDOH ACORN ACCESS TO RELIABLE INTERNET - DO NOT WANT  
VA-SDOH ACORN ACCESS TO RELIABLE INTERNET - NO  
VA-SDOH ACORN ACCESS TO RELIABLE INTERNET - YES  
VA-SDOH ACORN ACCESS TO LANDLINE - YES  
VA-SDOH ACORN ACCESS TO PHONE OR COMPUTER - DECLINE  
VA-SDOH ACORN ACCESS TO PHONE OR COMPUTER - NO  
VA-SDOH ACORN ACCESS TO COMPUTER - YES  
VA-SDOH ACORN ACCESS TO SMARTPHONE - YES  
VA-SDOH ACORN ACCESS TO SIMPLE CELL PHONE - YES  
VA-SDOH ACORN WANT MORE INFO ABOUT EDUCATION RESOURCES - DECLINE  
VA-SDOH ACORN WANT MORE INFO ABOUT EDUCATION RESOURCES - NO  
VA-SDOH ACORN WANT MORE INFO ABOUT EDUCATION RESOURCES - YES  
VA-SDOH ACORN HELP FINDING OR KEEPING WORK - DECLINE  
VA-SDOH ACORN FINDING WORK - DON'T NEED HELP  
VA-SDOH ACORN HELP KEEPING WORK - YES  
VA-SDOH ACORN HELP FINDING WORK - YES  
VA-SDOH ACORN FEELING LONELY OR ISOLATED - DECLINE  
VA-SDOH ACORN FEELING LONELY OR ISOLATED - NEVER  
VA-SDOH ACORN FEELING LONELY OR ISOLATED - SOMETIMES  
VA-SDOH ACORN FEELING LONELY OR ISOLATED - OFTEN  
VA-SDOH ACORN LEGAL MATTERS - DECLINE

VA-SDOH ACORN LEGAL MATTERS - NO  
VA-SDOH ACORN LEGAL MATTERS - YES  
VA-SDOH ACORN ISSUES FROM LACK OF TRANSPORTATION - DECLINE  
VA-SDOH ACORN ISSUES FROM LACK OF TRANSPORTATION - NEVER  
VA-SDOH ACORN NEED UPCOMING APPOINTMENT TRANSPORTATION - DECLINE  
VA-SDOH ACORN NEED UPCOMING APPOINTMENT TRANSPORTATION - NO  
VA-SDOH ACORN NEED UPCOMING APPOINTMENT TRANSPORTATION - YES  
VA-SDOH ACORN ISSUES FROM LACK OF TRANSPORTATION - SOMETIMES  
VA-SDOH ACORN ISSUES FROM LACK OF TRANSPORTATION - OFTEN  
VA-SDOH ACORN TROUBLE PAYING UTILITIES - NA  
VA-SDOH ACORN TROUBLE PAYING UTILITIES - DECLINE  
VA-SDOH ACORN TROUBLE PAYING UTILITIES - NEVER  
VA-SDOH ACORN UTILITIES THREATEN TO SHUT OFF - NA  
VA-SDOH ACORN UTILITIES THREATEN TO SHUT OFF - DECLINE  
VA-SDOH ACORN UTILITIES ALREADY SHUT OFF  
VA-SDOH ACORN UTILITIES THREATEN TO SHUT OFF - NO  
VA-SDOH ACORN UTILITIES THREATEN TO SHUT OFF - YES  
VA-SDOH ACORN TROUBLE PAYING UTILITIES - SOMETIMES  
VA-SDOH ACORN TROUBLE PAYING UTILITIES - OFTEN  
VA-SDOH ACORN NEED HELP GETTING FOOD THIS WEEK - DECLINE  
VA-SDOH ACORN NEED HELP GETTING FOOD THIS WEEK - NO  
VA-SDOH ACORN NEED HELP GETTING FOOD THIS WEEK - YES  
VA-SDOH ACORN CURRENTLY WITHOUT A PLACE TO STAY - DECLINE  
VA-SDOH ACORN CURRENTLY WITHOUT A PLACE TO STAY - NO  
VA-SDOH ACORN CURRENTLY WITHOUT A PLACE TO STAY - YES  
VA-SDOH ACORN VETERAN AGREES TO SCREENING  
HOMELESSNESS SCREENING [C]  
VA-MONEY TO BUY FOOD-YES CURRENT CONCERN  
VA-FOOD 12MO ACTUALLY RAN OUT SOMETIMES  
VA-FOOD 12MO ACTUALLY RAN OUT OFTEN  
VA-FOOD 12MO WORRY RUN OUT SOMETIMES  
VA-FOOD 12MO WORRY RUN OUT OFTEN  
POSITIVE - HAS WORRIES ABOUT HOUSING  
POSITIVE - HAS NO STABLE HOUSING

**REMINDER SPONSOR**

OFFICE OF SOCIAL WORK

**REMINDER TAXONOMY**

VA-TX ACORN Z56.9  
VA-TX ACORN Z65.8  
VA-TX ACORN Z65.3  
VA-TX ACORN Z59.82  
VA-TX ACORN Z59.12  
VA-TX ACORN Z59.87  
VA-TX ACORN Z59.41  
VA-TX ACORN Z58.811  
VA-TX ACORN Z59.00

**REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_405

**HEALTH SUMMARY COMPONENT**  
PCE HEALTH FACTORS SELECTED

**HEALTH SUMMARY TYPE**  
VA-ACORN HS WARM HAND OFFS  
VA-ACORN HS POSITIVE RESULTS  
VA-ACORN HS PRIOR SCREEN

**HEALTH SUMMARY OBJECTS**  
VA-ACORN HO WARM HANDOFFS  
VA-ACORN HO POS RESULTS  
VA-ACORN HO PRIOR SCREEN

**TIU DOCUMENT DEFINITION**  
VA-ACORN WARM HANDOFFS  
VA-ACORN POS RESULTS  
VA-ACORN PRIOR SCREEN

**REMINDER DIALOG**  
VA-ACORN SDOH SCREENER

## Install Details

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

**https://REDACTED /UPDATE\_2\_0\_405.PRD**

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

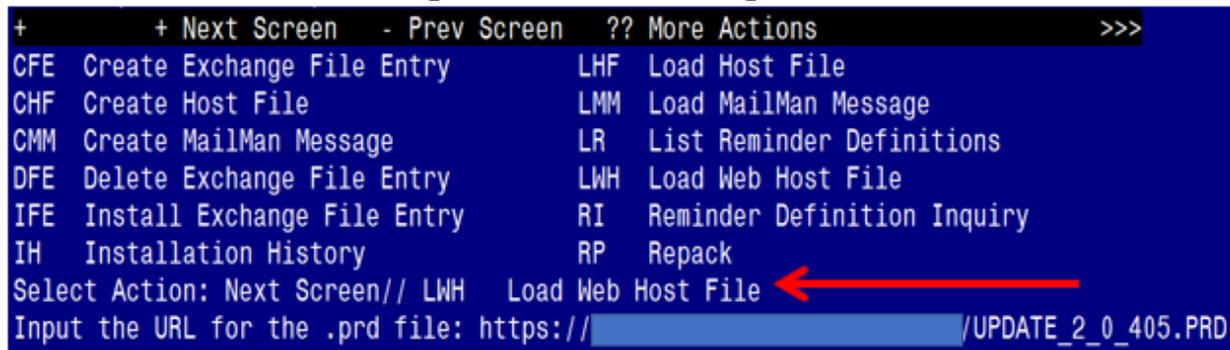
Installation:

=====

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              RP   Repack
Select Action: Next Screen// LWH  Load Web Host File
Input the URL for the .prd file: https://REDACTED /UPDATE_2_0_405.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:

**https://REDACTED /UPDATE\_2\_0\_405.PRD**

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



```
https://REDACTED /UPDATE_2_0_405.PRD successfully loaded.
```

Search for and locate the reminder exchange entry titled UPDATE\_2\_0\_405 VA-ACORN TEMPLATE.

*(see screenshot on the next page)*

+Item	Entry	Source	Date Packed
511	UPDATE_2_0_405 VA-ACORN TEMPLATE		12/07/2023@13:36
512	UPDATE_2_0_406 VA-MISC UPDATE 25		10/30/2023@08:47
513	UPDATE_2_0_406 VA-MISC UPDATE 25		11/15/2023@11:22
514	UPDATE_2_0_41 FUNCTIONAL AND PSYCHOSOCIAL TEMPLATE		10/02/2018@10:29
515	UPDATE_2_0_42 VA-TELERETINOPAT HY NOTES		03/30/2018@06:30
+    + 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 (1-706): 511			

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry  
Enter the number that corresponds with your entry titled **UPDATE\_2\_0\_405 VA-ACORN  
TEMPLATE** (in this example it is entry 511, it will vary by site). The exchange file date is  
12/07/2023@13:36.

Component	Category	Exists
Source: [REDACTED]		
Date Packed: 12/07/2023@13:36:47		
Package Version: 2.0P65		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-ACORN SDOH SCREENER		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_405		
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 components, you will choose **I to Install**
- For any existing components, you will choose **S to Skip**

You will be prompted to install the dialog component:

```
Packed reminder dialog: VA-ACORN SDOH SCREENER [NATIONAL DIALOG]
Item Seq. Dialog Findings Type Exists
1 VA-ACORN SDOH SCREENER dialog
2 10 VA-TXTZ MODIFIED ACORN INTRO VERSION element
   Finding: *NONE*
3 20 VA-GP ACORN MAIN GROUP group
   Finding: *NONE*
4 20.10 VA-TXTZ ACORN HF HX BUTTON element
   Finding: VIEW PROGRESS NOTE TEXT (REMINDER GENERAL FINDING) X
5 PXRМ GF VIEW BUTTON prompt X
6 20.20 00 SPACER group X
   Finding: *NONE*
7 20.30 VA-GP ACORN CONSENT TO SCREEN group
   Finding: *NONE*
8 20.30.10 VA-GP HF ACORN SCREEN AGREE group
+ + 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-ACORN SDOH SCREENER**  
 Select Action: Next Screen// **IA Install All**  
 Install reminder dialog and all components with no further changes: **Y// ES**

```
VA-ACORN SDOH SCREENER (reminder dialog) installed from exchange file.
Item Seq. Dialog Findings Type Exists
1 VA-ACORN SDOH SCREENER dialog X
2 10 VA-TXTZ MODIFIED ACORN INTRO VERSION element X
   Finding: *NONE*
3 20 VA-GP ACORN MAIN GROUP group X
   Finding: *NONE*
4 20.10 VA-TXTZ ACORN HF HX BUTTON element X
   Finding: VIEW PROGRESS NOTE TEXT (REMINDER GENERAL FINDING) X
5 PXRМ GF VIEW BUTTON prompt X
6 20.20 00 SPACER group X
   Finding: *NONE*
7 20.30 VA-GP ACORN CONSENT TO SCREEN group X
   Finding: *NONE*
8 20.30.10 VA-GP HF ACORN SCREEN AGREE group 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:
Date Packed: 12/07/2023@13:36:47
Package Version: 2.0P65

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-ACORN SDOH SCREENER

REMINDER TERM
  VA-REMINDER UPDATE_2_0_405

Keywords:

Components:

+ + Next Screen - Prev Screen ?? More Actions >>>
IA Install all Components IS Install Selected Component
Select Action: Next Screen// Q
```

You will be returned to this screen. Type Q to quit.

Install Completed

# **Post Installation (complete these steps ONLY if your site is a current ACORN site)**

## **1. Make the dialogs available to be attached to progress note titles.**

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-ACORN SDOH SCREENER** then **<enter>**

reminder dialog NATIONAL

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

2. Associate the new reminder dialog with a shared template in CPRS

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

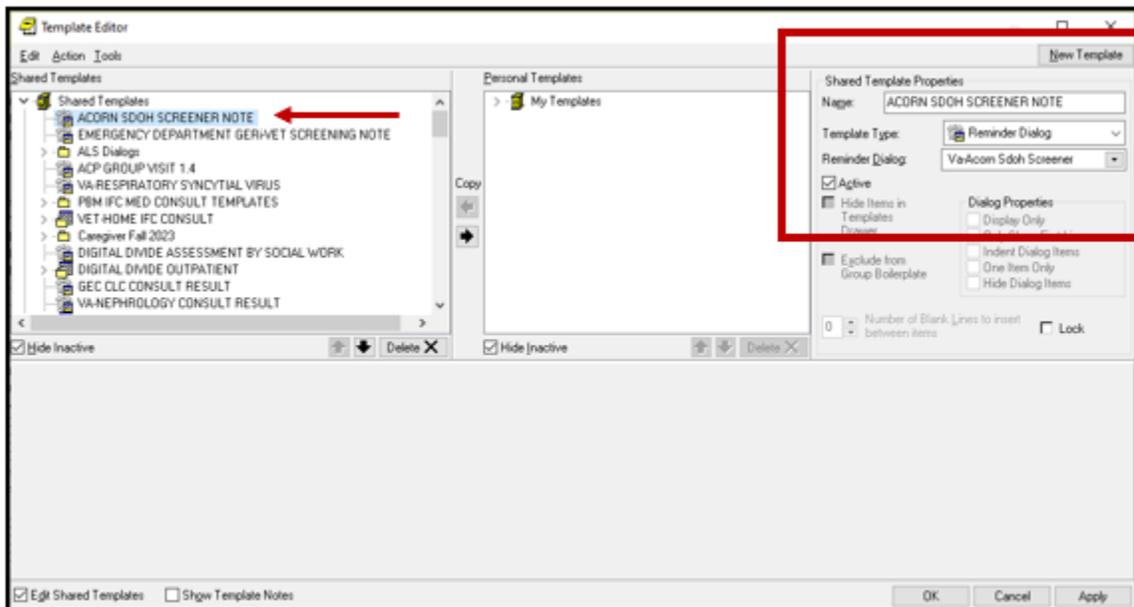
Type in the following information:

Name: **ACORN SDOH SCREENER NOTE**

Template Type: Reminder Dialog

Reminder Dialog: **VA-ACORN SDOH SCREENER**

Next, select Apply.



3. Setup of specific a Note title.

**(If your site is a current ACORN site and already has a ACORN note title linked to a dialog template, you do not need to create the new note title listed below. Instead you can skip to step #4 and associate the new ACORN dialog to that existing note title and disable/deactivate your current ACORN dialog).**

If your site does not have an existing ACORN note title, you will need to create the note title as follows:

**ACORN SDOH SCREENER NOTE**

You can place it in the same category as your other social work notes.

*The note title above is to be mapped to the following VHA Enterprise Standard Title:*

**SOCIAL WORK NOTE**

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

#### 4. Associate the new 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).

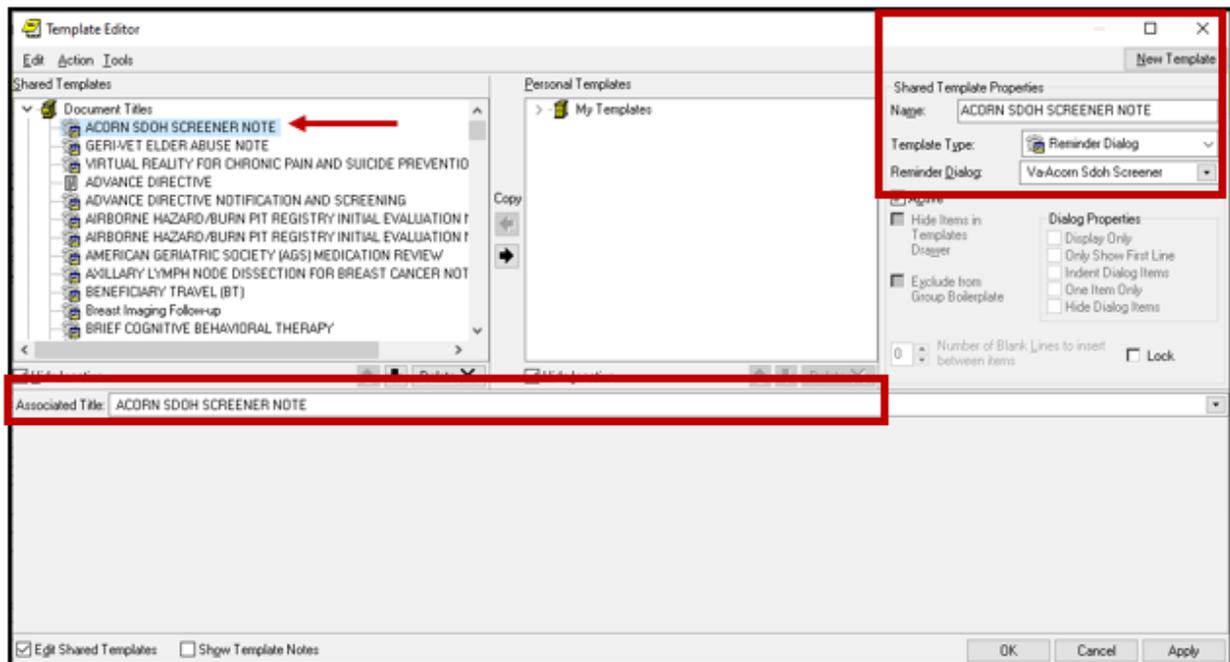
Type in the following information:

Name: **ACORN SDOH SCREENER NOTE**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-ACORN SDOH SCREENER**

Next, type in the Associated Title, which in this case is **ACORN SDOH SCREENER NOTE** and hit Apply.



5. Embed the **Homelessness and Food Insecurity Screen** dialog into the **VAL-GP ACORN HOMELESS FOOD INSEC CR MAIN** group:
  - a. In VISTA, navigate to the Reminder Dialog Management. Select Reminder Dialogs (DI), then Change View (CV) to Dialog Group View
  - b. Locate the group titled: **VAL-GP ACORN HOMELESS FOOD INSEC CR MAIN**
  - c. Add a one sequence number and the group titled: **VA-GP HOMELESSNESS SCREEN AND FOOD INSECURITY**

```

NAME: VAL-GP ACORN HOMELESS FOOD INSEC CR MAIN
DISABLE: <enter>
CLASS: LOCAL/<enter>/
SPONSOR: <enter>
REVIEW DATE: <enter>
RESOLUTION TYPE: <enter>
ORDERABLE ITEM: <enter>
FINDING ITEM: <enter>
Additional findings: <enter>none
Select ADDITIONAL FINDING: <enter>
GROUP CAPTION: <enter>
PUT A BOX AROUND THE GROUP: <enter>
SHARE COMMON PROMPTS: <enter>
MULTIPLE SELECTION:NO SELECTION REQUIRED// <enter>
HIDE/SHOW GROUP: <enter>
GROUP HEADER DIALOG TEXT:
Edit? NO// <enter>
GROUP HEADER ALTERNATE P/N TEXT:
Edit? NO// <enter>
EXCLUDE FROM PROGRESS NOTE: YES// <enter>
SUPPRESS CHECKBOX: SUPPRESS// <enter>
NUMBER OF INDENTS: <enter>
INDENT PROGRESS NOTE TEXT: enter>
Select SEQUENCE: 10
DIALOG ELEMENT: VA-GP HOMELESSNESS SCREEN AND FOOD INSECURITY
...OK? Yes// Yes
EXCLUDE FROM PN TEXT: <enter>
Select SEQUENCE:
Select BRANCHING LOGIC SEQUENCE: <enter>
Checking reminder dialog for errors
NO ERRORS FOUND
Input your edit comments.
Edit? NO//<enter>

```

6. (Optional Action) Add consult quick orders as an **additional finding** to the elements below:

ELEMENT: VA-TXTZ HF/OI ACORN DISPO SW

Additional Findings: << add your consult quick order here>>

*(note: the quick order should be for a social work consult)*

**(note: to determine which social work consult to use for this action step, connect with your local Social Work Chief or Executive)**

ELEMENT: VA-TXTZ HF/OI ACORN DISPO PCBH

Additional Findings: << add your consult quick order here>>

*(note: the quick order should be for a primary care behavioral health consult)*

**(note: to determine which PCBH or PCMHI consult to use for this action step, connect with your local head of PCBH or PCMHI)**

ELEMENT: VA-TXTZ HF/OI ACORN DISPO MH

Additional Findings: << add your consult quick order here>>

*(note: the quick order should be for a mental health consult)*

**(note: to determine which Mental Health consult to use for this action step, connect with your local head of Mental Health (e.g., Mental Health Chief))**

ELEMENT: VA-TXTZ HF/OI ACORN DISPO DIETITIAN

Additional Findings: << add your consult quick order here>>

*(note: the quick order should be for a dietitian consult)*

**(note: to determine which Dietitian consult to use for this action step, connect with your local Nutrition and Food Services or lead Dietitian)**

ELEMENT: VA-TXTZ HF/OI ACORN DISPO DD CONSULT

Additional Findings: << add your consult quick order here>>

*(note: the quick order should be for a digital divide consult)*

**(note: to determine which consult to use for the Digital Divide, connect with your local Social Work Chief or Executive)**