



Update _2_0_426

Clinical Reminders

VA-ICMHR CLINICAL PROGRAM STATUS

Install Guide

July 2024

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

The Veterans Health Administration (VHA) Handbook 1163.06, Intensive Community Mental Health Recovery Services, dated January 7, 2016, states that of Veterans receiving ICMHR care typically no more than 20% of a program's caseload should be seen at low intensity frequency. To facilitate and standardize documentation of Veterans' clinical intensity status, the Office of Mental Health (OMH) is releasing a national CPRS template for ICMHR services to aid in the tracking of intensity status and caseload percentages.

All ICMHR teams (i.e., MHICM, RANGE, E-RANGE) must use the national ICMHR Clinical Program Status template to track ICMHR enrollment, intensity changes (regular vs. low), and discharge. This national template and note title should be completed by the ICMHR team members as Veterans transition through the various statuses within the program, including Enrollment, Regular Intensity Services, Low Intensity Services and Discharge.

OMH will work with the VA Northeast Program Evaluation Center (NEPEC) to monitor the intensity of ICMHR services being provided to Veterans through the entry of health factors within this template. NEPEC will also be releasing data tools to help facilities monitor use of the template and compliance with 1163.

UPDATE_2_0_426 contains 1 Reminder Exchange entry named **UPDATE_2_0_426 VA-ICMHR CLINICAL PROGRAM STATUS**.

The exchange file contains the following components:

REMINDER GENERAL FINDINGS

VIEW PROGRESS NOTE TEXT

HEALTH FACTORS

VA-REMINDER UPDATES [C]
VA-UPDATE_2_0_426
VA-ICMHR CLINICAL PROGRAM STATUS [C]
VA-ICMHR CLIN PROG NEPEC ADMIN UPDATE
VA-ICMHR CLIN PROG ERANGE
VA-ICMHR CLIN PROG RANGE
VA-ICMHR CLIN PROG ICMHR
VA-ICMHR CLIN PROG ENROLLMENT
VA-ICMHR CLIN PROG DISCH OTHER
VA-ICMHR CLIN PROG DISCH DECEASED
VA-ICMHR CLIN PROG DISCH HIGHER CARE
VA-ICMHR CLIN PROG DISCH MOVED TRANSFERRED
VA-ICMHR CLIN PROG DISCH DECIDED TO LEAVE
VA-ICMHR CLIN PROG DISCH MET GOALS
VA-ICMHR CLIN PROG INTENSITY CHANGE LOW

VA-ICMHR CLIN PROG INTENSITY CHANGE REGULAR
VA-ICMHR CLIN PROG V1_4

REMINDER SPONSOR

OFFICE OF MENTAL HEALTH AND SUICIDE PREVENTION
OFFICE OF MH AND SUICIDE PREVENTION

REMINDER TERM

VA-REMINDER UPDATE_2_0_426

REMINDER DEFINITION

VA-ICMHR CLINICAL PROGRAM ERANGE TEAM
VA-ICMHR CLINICAL PROGRAM RANGE TEAM
VA-ICMHR CLINICAL PROGRAM MHICM TEAM

HEALTH SUMMARY TYPE

VA-ICMHR PROGRAM MOST RECENT

HEALTH SUMMARY OBJECTS

VA-ICMHR PROGRAM MOST RECENT

TIU DOCUMENT DEFINITION

VA-ICMHR PROGRAM MOST RECENT

REMINDER DIALOG

VA-ICMHR CLINICAL PROGRAM STATUS

Installation:

=====

This update can be loaded with users on the system. Installation will take less than 5 minutes.

This update is being distributed as a web host file. The address for the host file is:
https://REDACTED /UPDATE_2_0_426.PRD

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

Install Example

Go to Reminder exchange in Vista.

To Load the exchange file, use LWH. The URL is: https://REDACTED/UPDATE_2_0_426.PRD

```
+      + 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           LWH  Load Web Host File
DFE  Delete Exchange File Entry       RI   Reminder Definition Inquiry
IFE  Install Exchange File Entry       RP   Repack
IH   Installation History
Select Action: Next Screen// LWH  Load Web Host File
Input the URL for the .prd file: https://[REDACTED]:/UPDATE_2_0_426.PRD
```

You should receive a message that the file was successfully loaded into your reminder exchange file.

Search and locate exchange file name **UPDATE_2_0_426 VA-ICMHR CLINICAL PROGRAM STATUS**

+Item	Entry	Source	Date Packed
693	UPDATE_2_0_426 VA-ICMHR CLINICAL PROGRAM STATUS		
694	UPDATE_2_0_428 VA-TERATOGENIC MEDS ORDER CHECKS UPDATE 2024-01		
695	UPDATE_2_0_429 VA-MY STORY TEMPLATE		
696	UPDATE_2_0_429 VA-MY STORY TEMPLATE		
697	UPDATE_2_0_43 VA-SUICIDE RISK		

```
+      + 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 (1-940): 693
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entry titled **UPDATE_2_0_426 VA-ICMHR CLINICAL PROGRAM STATUS** (in this example it is entry 693, it will vary by site) that is dated 08/06/2024.)

DO NOT INSTALL ALL, search and locate the reminder sponsor entries, you will install select the reminder sponsor entry OFFICE OF MENTAL HEALTH AND SUICIDE PREVENTION.

+	Component	Category	Exists
REMINDER SPONSOR			
19	OFFICE OF MENTAL HEALTH AND SUICIDE PREVENTION		
20	OFFICE OF MH AND SUICIDE PREVENTION		X
REMINDER TERM			
21	VA-REMINDER UPDATE_2_0_426		
REMINDER DEFINITION			
22	VA-ICMHR CLINICAL PROGRAM ERANGE TEAM		
23	VA-ICMHR CLINICAL PROGRAM RANGE TEAM		
24	VA-ICMHR CLINICAL PROGRAM MHICM TEAM		
HEALTH SUMMARY COMPONENT			
	PCE HEALTH FACTORS SELECTED		X
HEALTH SUMMARY TYPE			
+	+ Next Screen	- Prev Screen	?? More Actions >>>
IA	Install all Components	IS	Install Selected Component
Select Action: Next Screen// IS Install Selected Component			
Select Component(s): (1-28): 19			

At the **Select Action** prompt, type IS and choose the number that corresponds with your reminder sponsor entry of OFFICE OF MENTAL HEALTH AND SUICIDE PREVENTION. It is entry 19 in my example.

Select Action: Next Screen// **IS** Install Selected Component
Select Component(s): (1-28): **19**

REMINDER SPONSOR entry OFFICE OF MENTAL HEALTH AND SUICIDE PREVENTION is NEW,
what do you want to do?

Select one of the following:

- C Create a new entry by copying to a new name
- I Install
- Q Quit the install
- S Skip, do not install this entry

Enter response: ///**install**

```

+ Component Category Exists
REMINDER SPONSOR
 19 OFFICE OF MENTAL HEALTH AND SUICIDE PREVENTION X
 20 OFFICE OF MH AND SUICIDE PREVENTION X

REMINDER TERM
 21 VA-REMINDER UPDATE_2_0_426

REMINDER DEFINITION
 22 VA-ICMHR CLINICAL PROGRAM ERANGE TEAM
 23 VA-ICMHR CLINICAL PROGRAM RANGE TEAM
 24 VA-ICMHR CLINICAL PROGRAM MHICM TEAM

HEALTH SUMMARY COMPONENT
  PCE HEALTH FACTORS SELECTED X

HEALTH SUMMARY TYPE
+ + Next Screen - Prev Screen ?? 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.

For all new entries in any category, you will choose **I to Install**
 If you are prompted to overwrite any items, choose **O to OVERWRITE**.

You will then be prompted to install the dialog component.

```
Packed reminder dialog: VA-ICMHR CLINICAL PROGRAM STATUS [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-ICMHR CLINICAL PROGRAM STATUS	dialog	
2	10	VA-GP ICMHR CLINICAL PROGRAM STATUS Finding: *NONE*	group	
3	10.10	VA-ICMHR CLINICAL PROGRAM STATUS VERSION Finding: VA-ICMHR CLIN PROG V1_0 (HEALTH FACTOR)	element	X
4	10.15	VA-BLANK LINE ALT PN TEXT ONLY Finding: *NONE*	element	X
5	10.20	VAL-ICMHR CLIN PROG TEAM DISPLAY Finding: *NONE*	element	
6	10.25	VA-BLANK LINE (EXCLUDE FROM PN) *ELE Finding: *NONE*	element	X
7	10.30	VA-GP ICMHR CLIN PROG TEAM Finding: *NONE*	group	
8	10.30.10	VA-ICMHR CLIN PROG TEAM ICMHR	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				

Select **IA** to install all. This will install the reminder dialog **VA-ICMHR CLINICAL PROGRAM STATUS**

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

```
Packed reminder dialog: VA-ICMHR CLINICAL PROGRAM STATUS [NATIONAL DIALOG]
```

VA-ICMHR CLINICAL PROGRAM STATUS (reminder dialog) installed from exchange file.

Item	Seq.	Dialog Findings	Type	Exists
1		VA-ICMHR CLINICAL PROGRAM STATUS	dialog	X
2	10	VA-GP ICMHR CLINICAL PROGRAM STATUS Finding: *NONE*	group	X
3	10.10	VA-ICMHR CLINICAL PROGRAM STATUS VERSION Finding: VA-ICMHR CLIN PROG V1_0 (HEALTH FACTOR)	element	X
4	10.15	VA-BLANK LINE ALT PN TEXT ONLY Finding: *NONE*	element	X
5	10.20	VAL-ICMHR CLIN PROG TEAM DISPLAY Finding: *NONE*	element	X
6	10.25	VA-BLANK LINE (EXCLUDE FROM PN) *ELE Finding: *NONE*	element	X
7	10.30	VA-GP ICMHR CLIN PROG TEAM Finding: *NONE*	group	X
8	10.30.10	VA-ICMHR CLIN PROG TEAM ICMHR	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 install, select **Q** for quit.

+	Component	Category	Exists
REMINDER SPONSOR			
19	OFFICE OF MENTAL HEALTH AND SUICIDE PREVENTION		X
20	OFFICE OF MH AND SUICIDE PREVENTION		X
REMINDER TERM			
21	VA-REMINDER UPDATE_2_0_426		X
REMINDER DEFINITION			
22	VA-ICMHR CLINICAL PROGRAM ERANGE TEAM		X
23	VA-ICMHR CLINICAL PROGRAM RANGE TEAM		X
24	VA-ICMHR CLINICAL PROGRAM MHICM TEAM		X
HEALTH SUMMARY COMPONENT			
	PCE HEALTH FACTORS SELECTED		X
HEALTH SUMMARY TYPE			
+	+ Next Screen	- Prev Screen	?? More Actions >>>
IA	Install all Components	IS	Install Selected Component
Select Action: Next Screen// Q			

Select **Q for quit** to exit the install.

Post Installation

1. Setup of Note Title.

The suggested note title to create to associate with this template is:

ICMHR CLINICAL PROGRAM STATUS

VHA Enterprise Standard Title: **MENTAL HEALTH NOTE**

You can add this to the document class where Mental Health notes are stored.

***Note:** Comprehensive information on Creating new Document Classes and Titles can be found beginning on page 54 of the TIU/ASU Implementation Guide at the following link: [http://www.va.gov/vdl/documents/Clinical/CPRS-Text Integration Utility \(TIU\)/tiuim.pdf](http://www.va.gov/vdl/documents/Clinical/CPRS-Text%20Integration%20Utility%20(TIU)/tiuim.pdf)*

2. Make the Dialog template available to be attached to a progress note title. (You can use the LINK feature in this menu for steps 2 and 3 if you choose to)

Select Reminder Managers Menu <TEST ACCOUNT> 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
DEVL Evaluate Coversheet List on Dialog Finish
DL Default Outside Location
PT Position Reminder Text at Cursor
LINK Link Reminder Dialog to Template
TEST CPRS Coversheet Time Test
NP New Reminder Parameters
GEC GEC Status Check Active
WH WH Print Now Active

Select CPRS Reminder Configuration <TEST ACCOUNT> 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 [SALT LAKE CITY]
- 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:

NATREM.FO-SLC.MED.VA.GOV

Select Display Sequence:

388 VA-COVID-19 TELEPHONE FOLLOW-UP
389 VA-SRA-CONSULT RESPONSE (D)

*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, 391 is not present so I will use 391.*

Select Display Sequence: **391**

Are you adding 391 as a new Display Sequence? Yes// **YES**

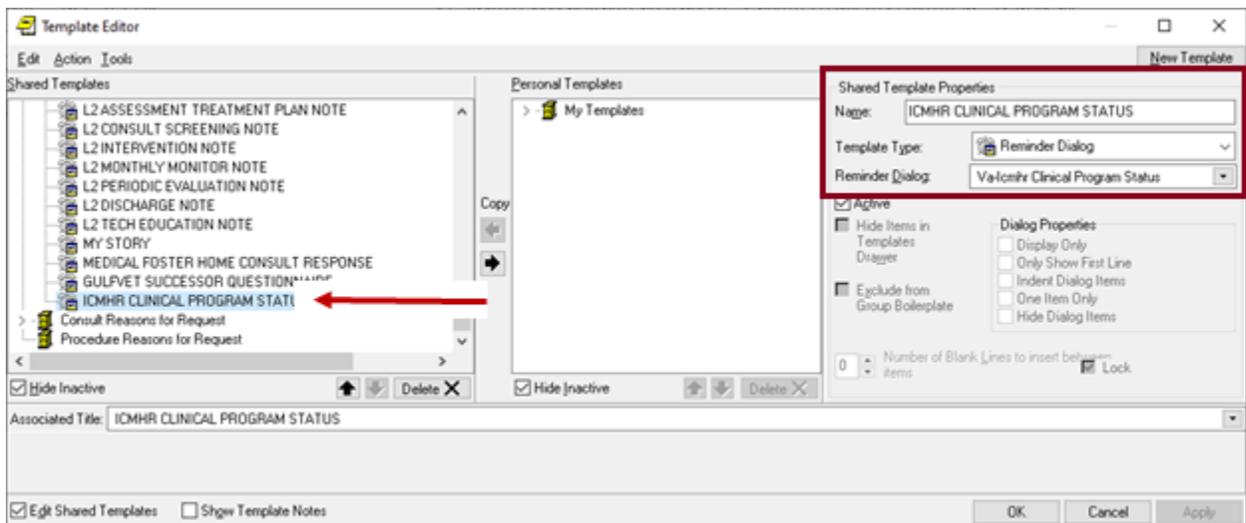
Display Sequence: 391// <Enter> 391

Clinical Reminder Dialog: **VA-ICMHR CLINICAL PROGRAM STATUS**

reminder dialog NATIONAL ...OK? Yes// <Enter> (Yes)

3. Connect the template to your note title.

- In CPRS, open the Template Editor, expand Document Titles, select the appropriate folder (if applicable), then click New Template (top right-hand corner).



Type in the following information:

Name: **ICMHR CLINICAL PROGRAM STATUS**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA- ICMHR CLINICAL PROGRAM STATUS**

Associated Title: **ICMHR CLINICAL PROGRAM STATUS**

- then click Apply.