



Update_2_0_444

Clinical Reminders

VA-Community Care Template Update

Install Guide

May 2024

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

The Community Care-Emer Self Presenting Care Coord Plan Note and Community Care-Care Coordination Plan Note are being updated to address the completion of the Suicidal Behavior and Overdose Report (SBOR) note for reported overdose or suicide events. This update will align with Appendix F, Overdose Reporting and Response per VHA Directive **1160.04 VHA PROGRAMS FOR VETERANS WITH SUBSTANCE USE DISORDERS**.

Additional health factors were also added to these notes.

Both templates were updated to be Version 3.2.

The Office of Community Care will provide training for staff using the updated templates.

UPDATE_2_0_444 contains 1 Reminder Exchange entry:
UPDATE_2_0_444 VA-COMMUNITY CARE TEMPLATE UPDATE

The exchange file contains the following components:

REMINDER GEERAL FINDINGS
VIEW PROGRESS NOTE TEXT

TIU TEMPLATE FIELD
DATE & TIME (REQ)
WORD 2 LINES1 REQ
WP 2/74
DATE & TIME
ENTER DATE/TIME
OTHER
DATE (*)
GEN WORD PROCESSING
WORD PROCESSING - 2 LINES
TEXT NOTES:
TEXT (1-30 CHAR) REQ
TEXT (1-50 CHAR)
TEXT (1-60 CHAR)R
SELECT ONE
TEXT (1-20 CHAR)
TEXT 30 CHAR (REQ)
TEXT (1-30 CHAR)
TEXT (1-60 CHAR)REQUIRED
GEN TEXT BOX 20 SPACES
GEN BED TYPE
GEN TEXT BOX 25
GEN TEXT BOX 50

WP 1 LINE REQ1
CC CARE COORD PLAN INSTRUCTIONS
WP 1 LINE REQ
TEXT (1-40 CHAR)
RB CC APPT TBD
DATE
NVCC VA/NON VA
GEN TEXT 5 SPACES
GEN TEXT BOX 2 SP
TEXT (1-40 CHAR) REQ
TEXT VA-NVCC OTHER CLINIC
TEXT (1-20 CHAR) REQ
TEXT (1-20 CHAR REQ)
OPTIONAL TEXT
TEXT VENDOR REASON TO CONTACT
DATE (REQ)
TEXT VENDOR NAME
TEXT (1-60 CHARACTERS) REQ
TEXT ENTER DM MGMT
TEXT ENTER CM MGMT
DATE
ENTER PROVIDER
RB CARE COORD CSR LOC
TEXT LEAD COORDINATOR
ANTICIPATED LOS
NUMBER 0-45
TEXT ENTER PROVIDER CONTACT INFO
TEXT CCPN CONT STAY REVIEW INFO
DOD WORKSHEET METHOD/CONTACT
GEN NOT APPLICABLE
WP 1 LINE
OPTIONAL COMMENT-DISPLAY ONLY
WP 2/74REQ
VA CC COORD NOTE FINISH
TEXT CC TRANSFER FORMS INFO
CC-TEXT TRANSFER INSTRUCTIONS 2
RB YES/NO
VA-CC TEXT REFUSAL FOR TRANSFER INFO
CC-TEXT TRANSFER INSTRUCTIONS
NON VA CARE LEVEL OF CARE
GEN TEXT BOX 50 REQUIRED
NVCC ADMISSION ROUTE
VA-OSP CRISTAL

HEALTH FACTORS

VA-REMINDER UPDATES [C]

VA-UPDATE_2_0_444
COMMUNITY CARE [C]
VA-CCET OVERDOSE EVENT YES SBOR TO BE COMPLETED
VA-CCET OVERDOSE EVENT YES SBOR COMPLETED
VA-CCPN OVERDOSE/SUICIDE EVENT YES
CCPN CARE COORD EPISODE OF CARE COMPLETE
CCPN CARE COORD VETERAN HANDOFF
CCET SELF PRESENTING DISCH DISP DEATH
VA-CCET SELF PRESENTING DISCH DISP OTHER
CCET SELF PRESENTING DISCH DISP SKILLED NRS FACILITY
CCET SELF PRESENTING DISCH DISP LTAC
CCET SELF PRESENTED DISCH DISP ACUTE REHAB
CCET SELF PRESENTING DISCH DISP FAMILY/OTHER PERSON
CCET SELF PRESENTING DISCH DISP CNH
CCPN CARE COORD DISCH DISP HOME
CCPN CARE COORD DISCHARGE DATE
CCPN CARE COORD DISCH DISP
CCPN CARE COORD TRANSFER OTHER CMF
CCPN CARE COORD TRANSFER TO VA
CCPN CARE COORD TRANSFER
CCPN REFERRAL HOSPITAL INITIAL NOTE
CCPN CARE COORD ADMIT DATE
VA REF ADMIT YES
CCPN CARE COORD APPT MGMT
CCPN CAREGIVER AGENCY
CCPN CAREGIVER INDIVIDUAL
CCPN LOC URGENT
CCPN LOC COMPLEX/CHRONIC
CCPN LOC MODERATE
CCPN LOC BASIC
CCPN CARE COORD FOLLOW UP
CCPN CARE COORD PROVIDER CONTACT
CCPN CARE COORD PATIENT CONTACT
CCPN CARE COORD DISCH PLAN
CCPN CARE COORD DISEASE MGMT
CCPN CARE COORD CONT STAY REVIEW
CCPN CARE COORD CASE MGMT
VA-CCET OVERDOSE EVENT NO
CCET SUICIDE PREVENTION COORD NOTIFIED
COM CARE HOSPITAL NOTE [C]
ADMIN NOT ELIGIBLE FOR 38 U.S.C. 1703
CCET COMPACT ACT
VA-CCET SELF PRESENTING EOC COMPLETE
VA-CCET SELF PRESENTING VETERAN HANDOFF
VA-CCET SELF PRESENTING PROVIDER CONTACT
CCET SUICIDAL BEH SELF PRESENTED

CCET CAREGIVER AGENCY SELF PRESENTED
CCET CAREGIVER INDIVIDUAL SELF PRESENTED
CCET CAREGIVER QUESTION SELF PRESENTED
CCET BEHAVIORAL HEALTH COORD NOTIFIED
CCET HOMICIDAL BEH SELF PRESENTED
CCET TRANS SELF PRESENTED OTHER CMF
VA-COVID-19 [C]
VA-COVID-19 OUTSIDE PCR SPEC COLLECTED
VA-COVID-19 PCR LAB OUTSIDE NEGATIVE
VA-COVID-19 PCR LAB OUTSIDE POSITIVE
CCET TRANS SELF PRESENTED TO VA
CCET TRANSFER SELF PRESENTED
CCET ADMIT DATE SELF PRESENTED
CCET ADMITTED SELF PRESENTED
CCET SELF PRESENTING DISCH DISP HOME
CCET DISCHARGE DATE SELF PRESENTED
CCET DISCH DISP SELF PRESENTED
VA-CCET SELF PRESENTING PATIENT CONTACT
CCET APPOINT MGMT SELF PRESENTED
CCET DISCH PLAN SELF PRESENTED
CCET CONT STAY REVIEW SELF PRESENTED
VA-CCPN VERSION 3.2
VA-CCET VERSION 3.2

REMINDER SPONSOR

VHA OFFICE OF COMMUNITY CARE

REMINDER TERM

VA-REMINDER UPDATE_2_0_444

HEALTH SUMMARY TYPE

VA-CSRE LAST 24 HOURS

VA-SBOR LAST 24H

HEALTH SUMMARY OBJECTS

VA-CSRE LAST 24HRS (TIU)

VA-SBOR LAST 24HRS (TIU)

TIU DOCUMENT DEFINITION

VA-CSRE LAST 24HRS

VA-SBOR LAST 24HRS

REMINDER DIALOG

VA-COMMUNITY CARE UPDATE 444

Install Details

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

https://REDACTED /UPDATE_2_0_444.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 5 minutes. Completing the post install could take longer depending on if your facility has made local modifications to these templates.

Pre-Install

Prior to installing this update, use the action INQ (Inquiry/Print) to print and save the existing reminder dialog for the following items. This will ensure the local modifications to these items are easier to complete when you complete the Post-Install steps. ***Local modifications are optional, your facility may have no modifications.***

REMINDER DIALOG ELEMENTS:

VAL-EL OPTIONAL LOCAL INFORMATION
VAL-EL NON VA FACILITY INTAKE S/I SUICIDE COOR NAME
VAL-EL CC REFERRAL HOSPITAL CCPN

REMINDER DIALOG GROUPS:

VAL-GP COMMUNITY CARE COORD ADMIT SAME
VAL-GP COMMUNITY CARE COORD DC DISP ER
VAL-GP COMMUNITY CARE COORD EOC EMER WORD PROC
VAL-GP COMMUNITY CARE COORD EOC WORD PROCESSING
VAL-GP COMMUNITY CARE COORD INFO FACILITY
VAL-GP COMMUNITY CARE COORD VETERAN HANDOFF EMER
VAL-GP COMMUNITY CARE COORD VET HANDOFF INFO
VAL-GP COMMUNITY CARE COORD PLAN VA FACILITY FOLLOW UP
VAL-GP COMMUNITY CARE COORD TRAN FACILITY
VAL-GP DATE ADMITTED
VAL-GP DATE OF DISCHARGE CCET
VAL-GP NVCC CCCI ADMITTED YES ER
VAL-GP NVCC CCCI ADMITTED YES QUESTIONS (G)

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_444.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_444.PRD

You should see a message at the top of your screen that the file successfully loaded. Search and locate an entry titled **444 VA-COMMUNITY CARE TEMPLATE UPDATE** in reminder exchange.

```
+Item  Entry                                     Source                                     Date Packed
694    UPDATE_2_0_444 VA-COMMUNITY
      CARE TEMPLATE UPDATE
695    UPDATE_2_0_45 VA-MATERNITY
      CARE COORDINATOR NOTE
696    UPDATE_2_0_46 VA-MH TOBACCO
      USE SCREEN
697    UPDATE_2_0_47 VA-HEPATITIS B
      IMMUNIZATIONS
698    UPDATE_2_0_48 MISC UPDATE 6
699    UPDATE_2_0_49 VA-SUICIDE
+      + 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 (1-920): 694
```

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

Enter the number that corresponds with your entry titled **UPDATE_2_0_444 VA-COMMUNITY CARE TEMPLATE UPDATE** (in this example it is entry 694, it will vary by site, the date packed should be 05/08/2024)

Package Version: 2.0P65

Description:

The following Clinical Reminder items were selected for packing:

REMINDER DIALOG

VA-COMMUNITY CARE UPDATE 444

REMINDER TERM

VA-REMINDER UPDATE_2_0_444

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**

During the installation, you will see several prompts:

Install all new components

If you are prompted to OVERWRITE any existing components select **S for Skip**.

You will be prompted to install the dialog component:

Packed reminder dialog: VA-COMMUNITY CARE UPDATE 444 [NATIONAL DIALOG]

| Item | Seq. | Dialog Findings | Type | Exists |
|------|------|---|---------|--------|
| 1 | | VA-COMMUNITY CARE UPDATE 444 Finding: *NONE* | group | X |
| 2 | 10 | VA-CC EMER SP CARE COORD NOTE VERSION Finding: VA-CCET VERSION 3.2 (HEALTH FACTOR) | group | X |
| 3 | 10.5 | VA-CC CRISTAL DASHBOARD Finding: *NONE* | element | X |
| 4 | 20 | VA-CC CARE COORD PLAN NOTE VERSION Finding: VA-CCPN VERSION 3.2 (HEALTH FACTOR) | group | X |
| 5 | 20.5 | VA-CC CRISTAL DASHBOARD Finding: *NONE* | element | X |
| 6 | 30 | VA-GP COMMUNITY CARE EMER COORD NOTE OPTIONAL Finding: *NONE* | 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// IA
```

At the **Select Action** prompt, type **IA** to install the dialog – **VA-COMMUNITY CARE UPDATE 444**

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

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

```
Packed reminder dialog: VA-COMMUNITY CARE UPDATE 444 [NATIONAL DIALOG]
```

| Item | Seq. | Dialog Findings | Type | Exists |
|------|------|---|---------|--------|
| 1 | | VA-COMMUNITY CARE UPDATE 444 Finding: *NONE* | group | X |
| 2 | 10 | VA-CC EMER SP CARE COORD NOTE VERSION Finding: VA-CCET VERSION 3.2 (HEALTH FACTOR) | group | X |
| 3 | 10.5 | VA-CC CRISTAL DASHBOARD Finding: *NONE* | element | X |
| 4 | 20 | VA-CC CARE COORD PLAN NOTE VERSION Finding: VA-CCPN VERSION 3.2 (HEALTH FACTOR) | group | X |
| 5 | 20.5 | VA-CC CRISTAL DASHBOARD Finding: *NONE* | element | X |
| 6 | 30 | VA-GP COMMUNITY CARE EMER COORD NOTE OPTIONAL Finding: *NONE* | 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**.

```
Package Version: 2.0P65

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-COMMUNITY CARE UPDATE 444

REMINDER TERM
  VA-REMINDER UPDATE_2_0_444

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

1. Add the health summary type component SPN for select progress note and for selection, your local note title named SUICIDE RISK EVALUATION COMPREHENSIVE to the health summary type CSRE LAST 24. In VistA, using the health summary coordinator menu, Build Health Summary Type Menu, Create/Modify Health Summary Type, edit the following health summary type:

Select Build Health Summary Type Menu <TEST ACCOUNT> Option: **1**
Create/Modify Health Summary Type

Select Health Summary Type: **VA-CSRE LAST 24 HOURS**

WARNING: You are about to edit a Health Summary Type that is being used by a Health Summary Object. Changing the structure of this Health SummaryType will alter how the Object will display.

Do want to continue? NO// **Y** YES

NAME: VA-CSRE LAST 24 HOURS Replace **<<enter>>**

TITLE: CRSE Last 24 Hours// **<<enter>>**

SUPPRESS PRINT OF COMPONENTS WITHOUT DATA: **<<enter>>**

SUPPRESS SENSITIVE PRINT DATA: **<<enter>>**

LOCK: **<<enter>>**

OWNER: **<<enter>>**

Do you wish to copy COMPONENTS from an existing Health Summary Type?
YES// **NO**

Select COMPONENT: **SPN** PROGRESS NOTES SELECTED SPN

SUMMARY ORDER: 5// 5

OCCURRENCE LIMIT:

TIME LIMIT: **1D**

HEADER NAME: Selected Prog Notes//

No selection items chosen.

Select new items one at a time in the sequence you want them displayed.
You may select any number of items.

Select SELECTION ITEM: **SUICIDE RISK EVALUATION - COMPREHENSIVE**

Searching for a TIU DOCUMENT DEFINITION, (pointed-to by SELECTION ITEM)

Searching for a TIU DOCUMENT DEFINITION
SUICIDE EISK EVALUATION - COMPREHENSIVE TITLE
Std Title: SUICIDE PREVENTION NOTE

...OK? Yes// <<enter>> (Yes)
Select SELECTION ITEM: <<enter>>
Select COMPONENT: <<enter>>

Do you wish to review the Summary Type structure before continuing?
NO//
Please hold on while I resequence the summary order.

2. Add the health summary type component SPN for select progress note and for selection, your local note title named SUICIDE BEHAVIOR AND OVERDOSE REPORT to the health summary type SBOR LAST 24H.
In VistA, using the health summary coordinator menu, Build Health Summary Type Menu, Create/Modify Health Summary Type, edit the following health summary type:

Select Build Health Summary Type Menu <TEST ACCOUNT> Option: **1**
Create/Modify Health Summary Type

Select Health Summary Type: **VA-Sbor Last 24h**

WARNING: You are about to edit a Health Summary Type that is being used by a Health Summary Object. Changing the structure of this Health SummaryType will alter how the Object will display.

Do want to continue? NO// **Y** YES
NAME: VA-Sbor last 24hours Replace <<enter>>
TITLE: SBOR Last 24 Hours// <<enter>>
SUPPRESS PRINT OF COMPONENTS WITHOUT DATA: <<enter>>
SUPPRESS SENSITIVE PRINT DATA: <<enter>>
LOCK: <<enter>>
OWNER: <<enter>>

Do you wish to copy COMPONENTS from an existing Health Summary Type?
YES// **NO**
Select COMPONENT: **SPN** PROGRESS NOTES SELECTED SPN
SUMMARY ORDER: 5// 5
OCCURRENCE LIMIT:
TIME LIMIT: **1D**
HEADER NAME: Selected Prog Notes//

No selection items chosen.

Select new items one at a time in the sequence you want them displayed.
You may select any number of items.

Select SELECTION ITEM: **SUICIDE BEHAVIOR AND OVERDOSE REPORT**

Searching for a TIU DOCUMENT DEFINITION, (pointed-to by SELECTION ITEM)

Searching for a TIU DOCUMENT DEFINITION
SUICIDE BEHAVIOR AND OVERDOSE REPORT TITLE
Std Title: SUICIDE PREVENTION NOTE

...OK? Yes// **<<enter>>** (Yes)

Select SELECTION ITEM: **<<enter>>**

Select COMPONENT: **<<enter>>**

Do you wish to review the Summary Type structure before continuing? NO//
Please hold on while I resequence the summary order.

3. Open and close CPRS.
4. **Please confirm your site is using the below reminder dialogs and note titles:**

DOCUMENT DEFINITION: COMMUNITY CARE-CARE COORDINATION
PLAN NOTE
REMINDER DIALOG NAME: VA-COMMUNITY CARE-CARE COORD
PLAN NOTE

DOCUMENT DEFINITION: COMMUNITY CARE-EMER SELF
PRESENTING CARE COORD PLAN NOTE
REMINDER DIALOG NAME: VA-COMMUNITY CARE-EMER SP CARE
COORD PLAN NOTE

5. Open the note titled COMMUNITY CARE-CARE COORDINATION PLAN NOTE reminder dialog VA-COMMUNITY CARE-CARE COORD PLAN NOTE and confirm the version is 3.2.
6. Open the note titled COMMUNITY CARE-EMER SELF PRESENTING CARE COORD PLAN NOTE reminder dialog VA-COMMUNITY CARE-EMER SP CARE and confirm the version is 3.2.
7. Refer to your saved Inquiry from the pre-installation steps, and add back any local modifications to the following items. **Local modifications are optional, your facility may have no modifications.**

REMINDER DIALOG ELEMENTS:

VAL-EL OPTIONAL LOCAL INFORMATION
VAL-EL NON VA FACILITY INTAKE S/I SUICIDE COOR NAME
VAL-EL CC REFERRAL HOSPITAL CCPN

REMINDER DIALOG GROUPS:

VAL-GP COMMUNITY CARE COORD ADMIT SAME
VAL-GP COMMUNITY CARE COORD DC DISP ER
VAL-GP COMMUNITY CARE COORD EOC EMER WORD PROC
VAL-GP COMMUNITY CARE COORD EOC WORD PROCESSING
VAL-GP COMMUNITY CARE COORD INFO FACILITY
VAL-GP COMMUNITY CARE COORD VETERAN HANDOFF EMER
VAL-GP COMMUNITY CARE COORD VET HANDOFF INFO
VAL-GP COMMUNITY CARE COORD PLAN VA FACILITY FOLLOW UP
VAL-GP COMMUNITY CARE COORD TRAN FACILITY
VAL-GP DATE ADMITTED
VAL-GP DATE OF DISCHARGE CCET
VAL-GP NVCC CCCI ADMITTED YES ER
VAL-GP NVCC CCCI ADMITTED YES QUESTIONS (G)