



**Update \_2\_0\_447**

**Clinical Reminders**

**VA-MH CONTINGENCY MANAGEMENT UPDATE**

**Install Guide**

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Product Development  
Office of Information Technology  
Department of Veterans Affairs

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## **Introduction**

### **DESCRIPTION:**

Contingency Management (CM) is an evidence-based treatment for substance use disorder (SUD) that incentivizes recovery behaviors such as abstinence from substances verified by toxicology testing with rapidly available results. CM is recommended by the VA/Department of Defense Clinical Practice Guideline for Management of SUD and mandated by VHA Directive 1160.04 to be available to Veterans being treated for SUD in VA intensive outpatient SUD programs. Furthermore, the White House's 2022 National Drug Control Strategy calls for expansion of access to CM. VA has reporting responsibilities on its implementation of the NDCS, including expanded access to CM, to the White House.

In 2018, VA disseminated a note template for documenting the provision of CM. The template carries the note title "Addiction Treatment Contingency Management Note," and it includes items that generate health factor data for national monitoring of the implementation of CM, e.g., number of Veterans with SUD who receive CM, fidelity to the empirically tested CM protocol, and CM clinical outcomes like retention in treatment and abstinence.

At the time of the dissemination of the original CM note template, VA's implementation was primarily focused on incentivizing abstinence verified by urine drug testing with rapidly available results, i.e., rapid, point-of-care (POC) testing administered in the clinic by treatment providers under each facility's Lab oversight or Lab-administered testing with stat results. However, CM implementation was limited to those VA facilities where one of these testing options is available. To facilitate broader implementation of CM to Veterans with SUD who can benefit from it, an additional toxicology testing option is being made available – patient self-testing.

With patient self-testing, the patient administers and interprets the test and shares the result with the CM provider. Because the testing is conducted entirely by the patient, self-testing is not subject to oversight by each VA facility's Pathology and Laboratory Medicine Service. Additionally, whereas VA policy mandates confirmatory testing of disputed results from provider-administered POC testing, patient self-testing is not subject to that requirement. However, regulations do prohibit recording of patient self-testing results in the healthcare record in the same way that Lab-administered testing results or provider-administered POC testing results are recorded, i.e., recording results as positive or negative for a substance. Consequently, the advent of patient self-testing as a toxicology testing option necessitated modifications to the original CM note template to accommodate these considerations, e.g., how test results are recorded and handling disputed test results.

Additional developments in both the science of CM and VA's implementation of CM have necessitated additional modifications to the original note template. Alternatives to toxicology testing of urine samples permit application of CM to incentivize other abstinence behaviors such as tobacco smoking cessation verified by testing for the

presence of carbon monoxide in breath samples. An emerging application of CM incentivizes abstinence from alcohol verified by the level of phosphatidylethanol (PEth) in samples of blood collected via finger-stick. Additionally, VA's implementation of CM is being expanded to make it available in remote clinical encounters via telehealth. Because toxicology testing of urine samples is not practical in a video telehealth clinical encounter, patient self-testing of oral fluid (conducted under the visual observation by the CM provider) is available as a toxicology testing option in such clinical encounters.

Furthermore, VA's implementation of CM has expanded to incentivize other recovery behaviors such as therapy attendance and medication adherence. To accommodate these expansions of the applications of CM, additional templates specific to each recovery behavior are either under development or being considered for development. Consequently, the note title accompanying the original CM note template must be changed to specify its exclusive use in documenting the provision of CM to incentivize abstinence. The new note title to accompany this template is "ABSTINENCE CONTINGENCY MANAGEMENT NOTE." Details are specified later in this installation guide.

The original version of Contingency Management was released with UPDATE\_2\_0\_32 in January of 2018.

UPDATE\_2\_0\_447 contains 1 Reminder Exchange entry:

UPDATE\_2\_0\_447 VA-MH CONTINGENCY MANAGEMENT UPDATE  
TIU TEMPLATE FIELD

- 1 WP 10/70
- 2 VA-EDIT BOX 30/80
- 3 WP-2LINES
- 4 NUMBER 0-12

HEALTH FACTORS

- 5 VA-REMINDER UPDATES [C]
- 6 VA-UPDATE\_2\_0\_447
- 7 MH CONTINGENCY MANAGEMENT [C]
- 8 VA-MH CM NO-SHOW
- 9 VA-MH CM REMOTE ENCOUNTER
- 10 VA-MH CM IN PERSON ENCOUNTER
- 11 VA-MH CM SUBSTRATE OTHER
- 12 VA-MH CM SUBSTRATE BLOOD
- 13 VA-MH CM SUBSTRATE BREATH
- 14 VA-MH CM SUBSTRATE ORAL FLUID
- 15 VA-MH CM SUBSTRATE URINE
- 16 VA-MH CM EVAL TYPE SELF
- 17 VA-MH CM EVAL TYPE POC

18 VA-MH CM EVAL TYPE LAB  
19 VA-MH CM FINAL SESSION COMPLETED  
20 VA-MH CM PRIZE DRAW 8+  
21 VA-MH CM PRIZE DRAW 7  
22 VA-MH CM PRIZE DRAW 6  
23 VA-MH CM PRIZE DRAW 5  
24 VA-MH CM PRIZE DRAW 4  
25 VA-MH CM PRIZE DRAW 3  
26 VA-MH CM PRIZE DRAW 1  
27 VA-MH CM PRIZE DRAW 2  
28 VA-MH CM PRIZE REMINDER SLIP-YES  
29 VA-MH CM PRIZE REMINDER SLIP-NO  
30 VA-MH CM PRIZE DRAW-NO  
31 VA-MH CM UDAS COLLECTED-NO  
32 VA-MH CM EVAL NOT PASSED NOT-TARGET  
33 VA-MH CM EVAL PASSED NOT-TARGET  
34 VA-MH CM EVAL NOT PASSED TARGET  
35 VA-MH CM EVAL PASSED TARGET  
36 VA-MH CM EVAL DISPUTED NO CONFIRMATION NEEDED  
37 VA-MH CM EVAL DISPUTED  
38 VA-MH CM UDAS COLLECTED-YES  
39 VA-MH CM SELF REPORT ABST-NO OTHER  
40 VA-MH CM SELF REPORT ABST-NO SEDATIVE  
41 VA-MH CM SELF REPORT ABST-NO CANNABIS  
42 VA-MH CM SELF REPORT ABST-NO ALCOHOL  
43 VA-MH CM SELF REPORT ABST-NO OPIOID  
44 VA-MH CM SELF REPORT ABST-NO STIMULANT  
45 VA-MH CM SELF REPORT ABST-NO HALLUCINOGE  
46 VA-MH CM SELF REPORT ABST-NO  
47 VA-MH CM SELF REPORT ABST-YES  
48 VA-MH CM TARGET SUBSTANCE TOBACCO  
49 VA-MH CM TARGET SUBSTANCE OTHER  
50 VA-MH CM TARGET SUBSTANCE CANNABIS  
51 VA-MH CM TARGET SUBSTANCE ALCOHOL  
52 VA-MH CM TARGET SUBSTANCE OPIOID  
53 VA-MH CM TARGET SUBSTANCE SEDATIVE  
54 VA-MH CM TARGET SUBSTANCE STIMULANT  
55 VA-MH CM TARGET SUBSTANCE HALLUCINOGEN  
56 VA-MH CM SESSION PREVIOUS MISSED-NO  
57 VA-MH CM SESSION PREVIOUS MISSED-NOT EXC  
58 VA-MH CM SESSION PREVIOUS MISSED-EXC  
59 VA-MH CM SESSION PREVIOUS MISSED-YES  
60 VA-MH CM SESSION NUMBER 31-36+  
61 VA-MH CM SESSION NUMBER 21-30  
62 VA-MH CM SESSION NUMBER 11-20  
63 VA-MH CM SESSION NUMBER 1-10

- 64 CM TEMPLATES
- 65 MH EVIDENCED BASED PSYCHOTHER TEMPLATES [C]
- 66 MH EBP TEMPLATE

REMINDER SPONSOR

- 67 MENTAL HEALTH SERVICES
- 68 OFFICE OF MENTAL HEALTH SERVICES

REMINDER TERM

- 69 VA-REMINDER UPDATE\_2\_0\_447

REMINDER DIALOG

- 70 VA-MH CONTINGENCY MANAGEMENT

## Install Details

This update is being distributed as a web host file.  
 The file will be installed using Reminder Exchange, programmer access is not required.  
 This update can be loaded with users on the system. Installation will take less than 10 minutes

## 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  
**Copy and pasted the below text.**

**https://REDACTED /UPDATE\_2\_0\_447.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              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_447.PRD
  
```

You should see a message that the exchange file was successfully loaded

In reminder exchange, search list for UPDATE\_2\_0\_447

+Item	Entry	Source	Date Packed
655	UPDATE_2_0_447 VA-MH CONTINGEN CY MANAGEMENT UPDATE		
656	UPDATE_2_0_447 VA-MH CONTINGEN CY MANAGEMENT UPDATE		
657	UPDATE_2_0_447 VA-MH CONTINGEN CY MANAGEMENT UPDATE		
658	UPDATE_2_0_45 VA-MATERNITY CARE COORDINATOR NOTE		
659	UPDATE_2_0_46 VA-MH TOBACCO USE SCREEN		
+      + 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// 657			

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry  
Enter the number that corresponds with your entry **UPDATE\_2\_0\_447 VA-MH  
CONTINGENCY MANAGEMENT UPDATE**. (in this example it is entry 657 it will vary by  
site, the date on the file should be 06/24/2024).

The following instructions apply to all sites

```
Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-MH CONTINGENCY MANAGEMENT

REMINDER TERM
  VA-REMINDER UPDATE_2_0_447

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.  
Any items that are NEW in any of the below categories, you should **INSTALL**  
**OVERWRITE** any TIU TEMPLATE FIELDS that you are prompted to overwrite  
**SKIP** any HEALTH FACTORS if you are prompted to overwrite  
**SKIP** any REMINDER SPONSORS if you are prompted to overwrite  
**OVERWRITE** any REMINDER TERMS that you are prompted to overwrite

You will then be prompted to install the dialog component. You will choose IA to install all even though some items will already have an X to indicate they exist. .

```
Packed reminder dialog: VA-MH CONTINGENCY MANAGEMENT [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-MH CONTINGENCY MANAGEMENT	dialog	X
2	5	VA-MH CM TITLE HEADER Finding: MH EBP TEMPLATE (HEALTH FACTOR) Add. Finding: CM TEMPLATES (HEALTH FACTOR)	element	X X X
3	7	VA-MH CM SHOW/NO SHOW Finding: *NONE*	element	X
4	8	VA-MH SHOW/NO SHOW GP Finding: *NONE*	group	X
5	8.5	VA-MH CM SHOW Finding: *NONE*	group	X
6	8.5.5	VA-MH CM MENTAL STATUS CHECK 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-MH CONTINGENCY MANAGEMENT**

```
Packed reminder dialog: VA-MH CONTINGENCY MANAGEMENT [NATIONAL DIALOG]
VA-MH CONTINGENCY MANAGEMENT (reminder dialog) installed from exchange file.
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-MH CONTINGENCY MANAGEMENT	dialog	X
2	5	VA-MH CM TITLE HEADER Finding: MH EBP TEMPLATE (HEALTH FACTOR) Add. Finding: CM TEMPLATES (HEALTH FACTOR)	element	X X X
3	7	VA-MH CM SHOW/NO SHOW Finding: *NONE*	element	X
4	8	VA-MH SHOW/NO SHOW GP Finding: *NONE*	group	X
5	8.5	VA-MH CM SHOW Finding: *NONE*	group	X
6	8.5.5	VA-MH CM MENTAL STATUS CHECK 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
```

You will then be returned to this screen. At the **Select Action** prompt, type **Q**.

```

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-MH CONTINGENCY MANAGEMENT

REMINDER TERM
  VA-REMINDER UPDATE_2_0_447

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 complete.

## Post-Installation

This is an update to the existing reminder dialog VA-MH CONTINGENCY MANAGEMENT. The current note title you were instructed to use when this was originally released ([UPDATE 2 0 32](#)) was ADDICTION TREATMENT CONTINGENCY MANAGEMENT NOTE. The program office is requesting that sites create a new TIU title named ABSTINENCE CONTINGENCY MANAGEMENT NOTE. You will need to Inactivate note title named ADDICTION TREATMENT CONTINGENCY MANAGEMENT NOTE and unlink the reminder dialog from it. Once you create the new TIU title, you will link the updated reminder dialog from this install to that TIU title.

- 1. This step should already be done, but check to make sure the reminder dialog VA-MH CONTINGENCY MANAGEMENT is set as a sequence. If it is not, you will need to continue with step 1 - Make the Dialog able to be attached to a Personal or Shared template or to be able to attach the dialog 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-MH CONTINGENCY MANAGEMENT** then **<enter>** reminder dialog

**NATIONAL**

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

## 2. Setup of Note title

You will need to create a new note title for the dialog included in this update to be attached to.

The new note title that needs to be created is:

**ABSTINENCE CONTINGENCY MANAGEMENT NOTE**

This note title should be mapped to the following VHA Enterprise Standard Title:  
**SATP NOTE**

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

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

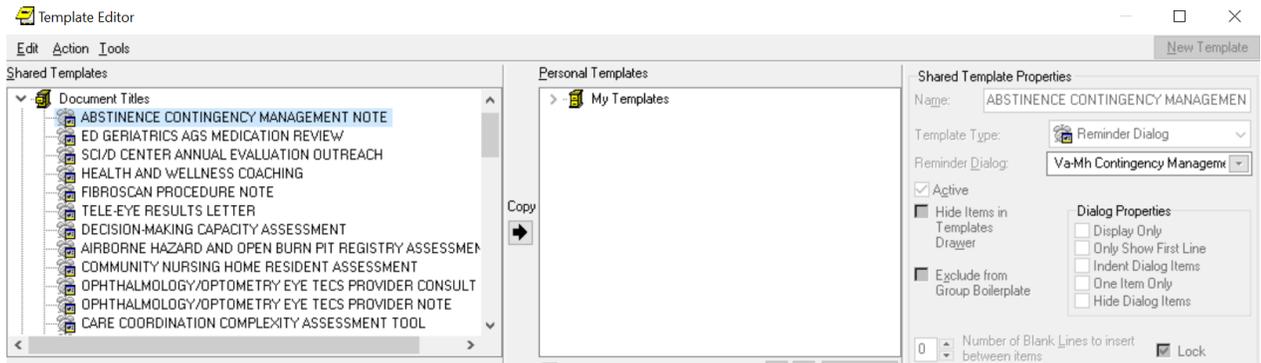
To do this, go to Template Editor, then Document Titles, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).

1. Type in the following information:

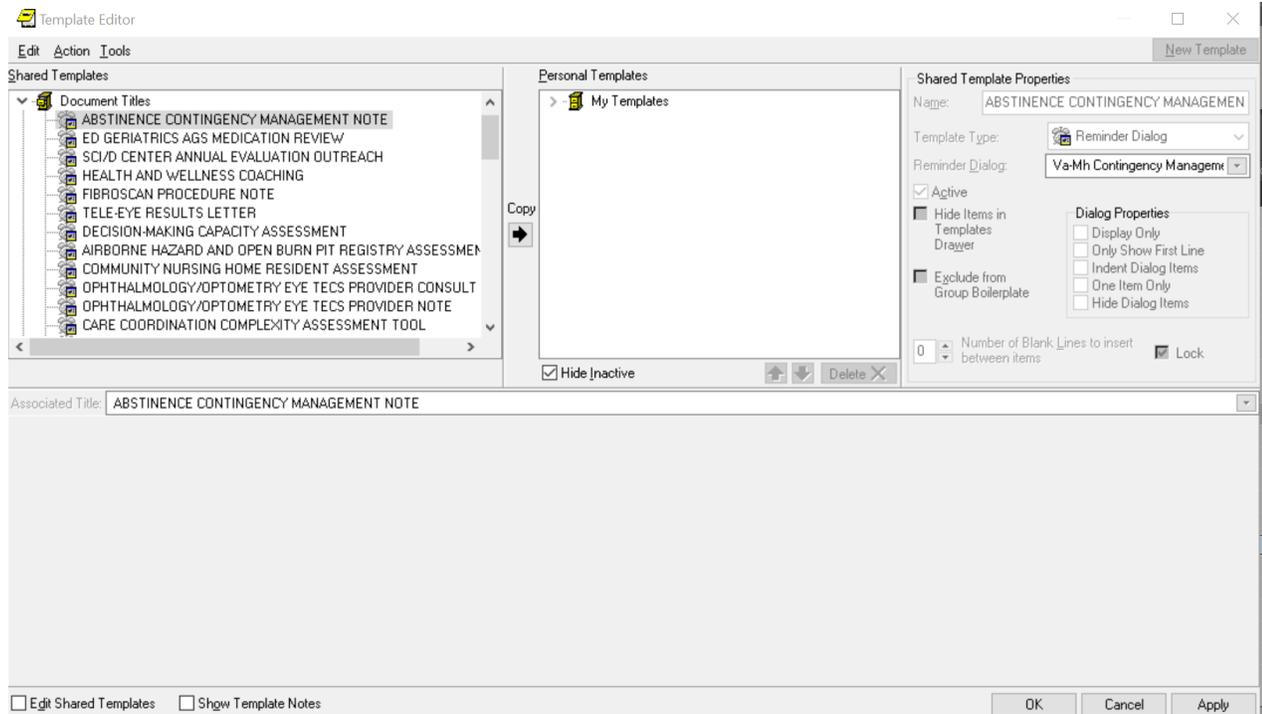
Name: **ABSTINENCE CONTINGENCY MANAGEMENT NOTE**

Template Type: Reminder Dialog

Reminder Dialog: **VA-MH CONTINGENCY MANAGEMENT**



Next, type in the Associated Title, which in this case is **ABSTINENCE CONTINGENCY MANAGEMENT NOTE**, and hit Apply:



Install complete.

4. Ensure version is 2.4 on top of dialog

No other post installation needed