



**Update\_2\_0\_448**

**Clinical Reminders**

**VA-SCI/D SPOKE ANNUAL EVALUATION TEMPLATE**

**Install Guide**

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Product Development  
Office of Information Technology  
Department of Veterans Affairs

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## **Introduction**

Per Memorandum 1176(2), Annual Comprehensive Preventive Health Evaluations must be offered to all Veterans with Spinal Cord Injury and Disorder (SCI/D) and performed at SCI/D Centers by a multidisciplinary team trained in SCI/D care. Every effort must be made to educate Veterans with SCI/D about the importance of the SCI/D Comprehensive Preventive Health Evaluation and the advantages to have the evaluation at the SCI/D Center.

If the Veteran refuses or is unable to travel, clear documentation that the annual evaluation was offered and refused must be entered into the medical record and the designated Chief, SCI/D Center must be notified.

The SCI/D Spoke Annual Evaluation Outreach template will ensure that all SCI/D Veterans are offered an Annual Evaluation in compliance with the 1176. Education on the importance of receiving an Annual Evaluation at the SCI/D Center will be documented, along with any reasons for refusal. Health factors embedded within this template provide the ability to track and analyze the data collected.

UPDATE\_2\_0\_448 contains 1 Reminder Exchange entry named:

### **UPDATE\_2\_0\_448 VA-SCI/D SPOKE ANNUAL EVALUATION TEMPLATE**

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

#### **TIU TEMPLATE FIELD**

DATE (\*)  
VA-SCI/D SPOKE SITES

#### **HEALTH FACTORS**

VA-REMINDER UPDATES [C]  
VA-UPDATE\_2\_0\_448  
VA-SCI/D AE SPOKE OUTREACH [C]  
VA-SCI/D AE SPOKE OUTREACH TRANSPORT NA  
VA-SCI/D AE SPOKE OUTREACH TRANSPORT OTHER  
VA-SCI/D AE SPOKE OUTREACH TRANSPORT PRIVATE VEHICLE  
VA-SCI/D AE SPOKE OUTREACH TRANSPORT SMT  
VA-SCI/D AE SPOKE LODGING-NA  
VA-SCI/D AE SPOKE LODGING-OTHER  
VA-SCI/D AE SPOKE-LODGING VET/CG  
VA-SCI/D LODGING CAREGIVER SPOKE OUTREACH  
VA-SCI/D LODGING VET SPOKE OUTREACH  
VA-SCI/D AE SPOKE OUTREACH-VVC OTHER  
VA-SCI/D AE OUTPT VVC IFC SPOKE OUTREACH  
VA-SCI/D AE ELEC COMM VVC SPOKE OUTREACH  
VA-SCI/D AE OUTPT VVC SPOKE OUTREACH  
VA-SCI/D AE SPOKE OUTREACH-F2F OTHER  
VA-SCI/D AE ELEC COMM F2F SPOKE OUTREACH  
VA-SCI/D AE OUTPT F2F IFC SPOKE OUTREACH  
VA-SCI/D AE OUTPT F2F SPOKE OUTREACH

VA-SCI/D AE SPOKE OUTREACH-INPT OTHER  
VA-SCI/D AE SPOKE OUTREACH INPT SEC ELEC COMM  
VA-SCI/D AE SPOKE OUTREACH INPT IFC  
VA-SCI/D AE SPOKE OUTREACH INPT OUTREACH  
VA-SCI/D AE SPOKE OUTREACH CENTER  
VA-SCI/D AE SPOKE OUTREACH-REQ CALL BACK  
VA-SCI/D AE SPOKE OUTREACH-LETTER OTHER  
VA-SCI/D AE SPOKE OUTREACH CONTACT LETTER SENT MYHEALTHVET  
VA-SCI/D AE SPOKE OUTREACH CONTACT LETTER SENT USPS  
VA-SCI/D AE SPOKE OUTREACH-THIRD NO VM  
VA-SCI/D AE SPOKE OUTREACH-THIRD LEFT VM  
VA-SCI/D AE SPOKE OUTREACH-THIRD CALL  
VA-SCI/D AE SPOKE OUTREACH-SECOND NO VM  
VA-SCI/D AE SPOKE OUTREACH-SECOND LEFT VM  
VA-SCI/D AE SPOKE OUTREACH-SECOND CALL  
VA-SCI/D AE SPOKE OUTREACH-FIRST NO VM  
VA-SCI/D AE SPOKE OUTREACH-FIRST LEFT VM  
VA-SCI/D AE SPOKE OUTREACH-FIRST CALL  
VA-SCI/D AE SPOKE OUTREACH-UNABLE TO REACH  
VA-SCI/D AE SPOKE OUTREACH-EDUCATION  
VA-SCI/D AE SPOKE OUTREACH DECL-OTHER/COMMENTS  
VA-SCI/D AE SPOKE OUTREACH DECL-NON-VA PCP  
VA-SCI/D AE SPOKE OUTREACH DECL-TRAVEL  
VA-SCI/D AE SPOKE OUTREACH DECL-NOT NEEDED  
VA-SCI/D AE SPOKE OUTREACH DECL-FY  
VA-SCI/D AE SPOKE OUTREACH DECL-RESPONSIBILITIES  
VA-SCI/D AE SPOKE OUTREACH DECL-III  
VA-SCI/D AE SPOKE OUTREACH DECL-VA SCI/D SPOKE SITE  
VA-SCI/D AE SPOKE OUTREACH DECL-SCHEDULED/COMPLETED  
VA-SCI/D AE SPOKE OUTREACH DECL-HOSPITALIZED  
VA-SCI/D AE SPOKE OUTREACH DECL-OTHER  
VA-SCI/D AE SPOKE OUTREACH DECL-VENT  
VA-SCI/D AE SPOKE OUTREACH DECL-PAIN  
VA-SCI/D AE SPOKE OUTREACH DECL-WOUNDS  
VA-SCI/D AE SPOKE OUTREACH DECL-DISTANCE  
VA-SCI/D AE DECLINED SPOKE OUTREACH  
VA-SCI/D AE OUTREACH [C]  
VA-SCI/D AE SPOKE OUTREACH

**REMINDER SPONSOR**

OFFICE OF SPINAL CORD INJURIES AND DISORDERS (SCI/D)

**REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_448

**REMINDER DIALOG**

VA-SCI/D SPOKE ANNUAL EVALUATION OUTREACH NOTE

## Installation

This update can be loaded with users on the system. Installation will take less than 30 minutes.

This update is being distributed as a web host file. The address for the host file is:  
[https://REDACTED/UPDATE\\_2\\_0\\_448.PRD](https://REDACTED/UPDATE_2_0_448.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\\_448.PRD](https://REDACTED/UPDATE_2_0_448.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 ←
```

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\_448 VA-SCI/D SPOKE ANNUAL EVALUATION TEMPLATE**

+Item	Entry	Source	Date Packed
568	UPDATE_2_0_448 VA-SCI/D SPOKE ANNUAL EVALUATION TEMPLATE		05/31/2024@07:23
569	UPDATE_2_0_45 VA-MATERNITY CARE COORDINATOR NOTE		02/08/2019@10:51
570	UPDATE_2_0_454 VA-RISE TEMPLATE		05/22/2024@06:10
571	UPDATE_2_0_46 VA-MH TOBACCO USE SCREEN		08/14/2018@09:34
572	UPDATE_2_0_47 VA-HEPATITIS B IMMUNIZATIONS		08/15/2018@13:48

+	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 (1-758): 568

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry  
Enter the number that corresponds with your entry titled:  
**UPDATE\_2\_0\_448 VA-SCI/D SPOKE ANNUAL EVALUATION TEMPLATE**  
(in this example it is entry 568, it will vary by site) that is dated 05/31/2024.)

Component	Category	Exists
Source: [REDACTED]		
Date Packed: 05/31/2024@07:23:58		
Package Version: 2.0P65		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-SCI/D SPOKE ANNUAL EVALUATION OUTREACH NOTE		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_448		
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.

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

You will then be prompted to install the dialog component.

```

Packed reminder dialog: VA-SCI/D SPOKE ANNUAL EVALUATION OUTREACH NOTE [NATIONAL
Item  Seq. Dialog Findings                                     Type  Exists
-----
1      VA-SCI/D SPOKE ANNUAL EVALUATION OUTREACH NOTE         dialog
2      5 VA-SCI/D SPOKE AE-PURPOSE                               element
      Finding: *NONE*
3      10 VA-GP SCI/D SPOKE AE OUTREACH-HEADER                  group
      Finding: VA-SCI/D AE SPOKE OUTREACH (HEALTH FACTOR)      X
4      10.5 VA-GP SCI/D SPOKE AE-TELE MAIN                     group
      Finding: VA-SCI/D AE SPOKE OUTREACH-UNABLE TO REACH (HEALTH X
      FACTOR)
5      10.5.5 VA-GP SCI/D SPOKE AE TELE                        group
      Finding: *NONE*
6      10.5.5.10 VA-GP SCI/D SPOKE AE FIRST CALL              group
      Finding: VA-SCI/D AE SPOKE OUTREACH-FIRST CALL (HEALTH X
      FACTOR)
+      + 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-SCI/D SPOKE ANNUAL EVALUATION OUTREACH NOTE**

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

```

Packed reminder dialog: VA-SCI/D SPOKE ANNUAL EVALUATION OUTREACH NOTE [NATIONAL
VA-SCI/D SPOKE ANNUAL EVALUATION OUTREACH NOTE (reminder dialog) installed from
Item Seq. Dialog Findings Type Exists
1 VA-SCI/D SPOKE ANNUAL EVALUATION OUTREACH NOTE dialog X
2 5 VA-SCI/D SPOKE AE-PURPOSE element X
   Finding: *NONE*
3 10 VA-GP SCI/D SPOKE AE OUTREACH-HEADER group X
   Finding: VA-SCI/D AE SPOKE OUTREACH (HEALTH FACTOR) X
4 10.5 VA-GP SCI/D SPOKE AE-TELE MAIN group X
   Finding: VA-SCI/D AE SPOKE OUTREACH-UNABLE TO REACH (HEALTH X
   FACTOR)
5 10.5.5 VA-GP SCI/D SPOKE AE TELE group X
   Finding: *NONE*
6 10.5.5.10 VA-GP SCI/D SPOKE AE FIRST CALL group X
   Finding: VA-SCI/D AE SPOKE OUTREACH-FIRST CALL (HEALTH X
   FACTOR)
+ + 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
Source:
Date Packed: 05/31/2024@07:23:58
Package Version: 2.0P65

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-SCI/D SPOKE ANNUAL EVALUATION OUTREACH NOTE

REMINDER TERM
  VA-REMINDER UPDATE_2_0_448

Keywords:

Components:
+ + 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:

**SCI/D SPOKE ANNUAL EVALUATION OUTREACH**

VHA Enterprise Standard Title: **SPINAL CORD INJURY NOTE**

**You can add this to the document class where SCI/D 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_Integration_Utility_(TIU)/tiuim.pdf)*

## **2. Make the Dialog template available to be attached to a Personal or Shared template or to be able to attach the dialog 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**

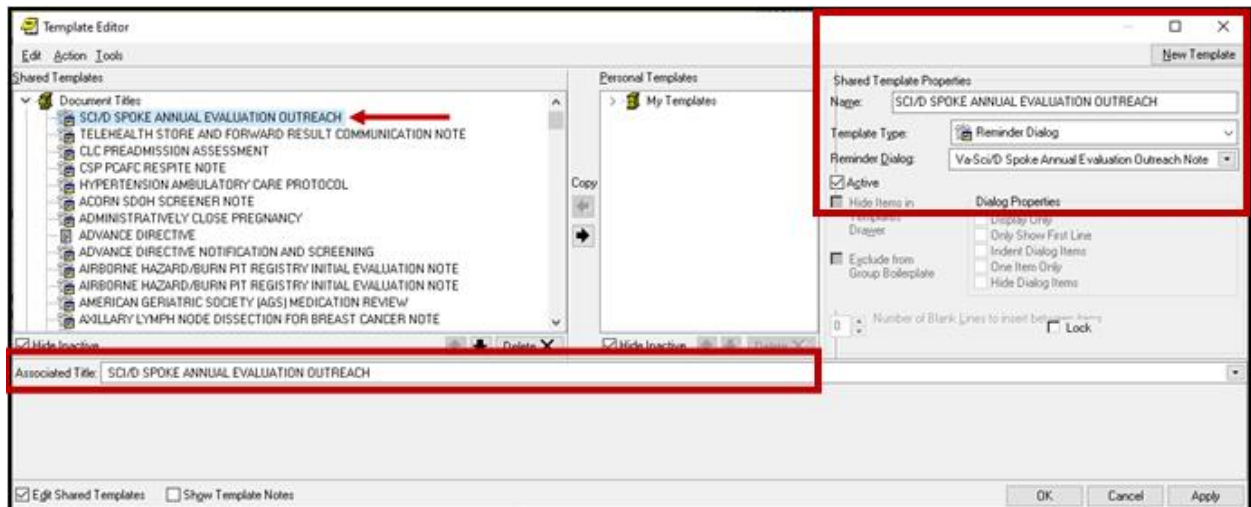
Display Sequence: 391// **<Enter> 391**

Clinical Reminder Dialog: **VA-SCI/D SPOKE ANNUAL EVALUATION OUTREACH NOTE**

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: **SCI/D SPOKE ANNUAL EVALUATION OUTREACH**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-SCI/D SPOKE ANNUAL EVALUATION OUTREACH NOTE**

Associated Title: **SCI/D SPOKE ANNUAL EVALUATION OUTREACH**

- then click Apply.

4. Launch the **SCI/D SPOKE ANNUAL EVALUATION OUTREACH** dialog and confirm the version number is **1.2** (displayed at the top of the dialog). See screenshot below.

Launch the dialog using note title: SCI/D SPOKE ANNUAL EVALUATION OUTREACH

