Update_2_0_468

Clinical Reminders

VA-MHRRTP DIALOG UPDATE

INSTALLATION and SETUP GUIDE

December 2024

Product Development
Department of Veterans Affairs

Contents

Introduction

The Mental Health Residential Rehabilitation Treatment Program (MH RRTP) Screening, Status Update, and Discharge Templates were developed by the Veterans Health Administration Office of Mental Health in collaboration with MH RRTP managers from several VISNs, VISN and facility mental health leadership, and other subject-matter-experts. The dialogs were first released in July 2018 in Update_2_0_44, updated in November 2020 in Update 2_0_104, and last updated in November 2022 in Update 2_0_325.

These five templates fit into screening and discharge workflows related to the Mental Health Residential Rehabilitation Treatment Programs (MH RRTPs). All Veterans screened for RRTP services are expected to have each of these templates, with the except of the Status Update that is used as needed. Screenshots are included.

The Mental Health Residential Rehabilitation Treatment Program (MH RRTP) templates will be implemented into Centralized Screening workflows. Each VISN is in the process of developing their centralized screening workflow. Currently, all MH RRTPs have a screening process.
The **Screening** and **status update** are existing templates; revisions are requested to the screening and status update templates to accommodate policy changes. All Veterans referred for MH RRTPs are screened using the Screening template. The two new templates, **Screening Details** and **Healthcare Clearance** template, will be included in the centralized screening workflows to increase standardization of documentation and processes. The screening details template will be completed when the Centralized Screening team contacts a Veteran. Current processes are not standardized, and programs have significant heterogeneity in questions asked during the screening process. The Screening Details will standardize this process. A medical provider will complete the Healthcare Clearance template ensuring that all Veterans are medically able to participate in RRTPs. Both templates will capture existing elements of the current MH RRTP screening process that are documented in different ways, with an emphasis on standardized processes and procedures. Templates will be completed by members of the screening team or other support staff (i.e., Status Update), when appropriate.

The **discharge** template is an existing template that is implemented into existing RRTP discharge workflows. The discharge template only has 1 minimal change to the text on one section. The discharge template will be completed by Providers in the MH RRTPs during the discharge process. All Veterans discharged from a RRTP are expected to have a Discharge Template.

All templates are standalone shared templates and can be added to any note title. We are collecting health factors. We have multiple daily and quarterly reports that are built using these templates, including one of the main metrics for the RRTPs (Wait time report). We also have a daily updated clinical tracking tool, which pulls directly from the health factors in the screening and status update templates. All health factors will be used reports produced for congress, VA leadership, the field, and

other interested groups. We will also use the health factor data to assist with centralized screening implementation, to provide field support, and to ensure consistent utilization.

This update will update the following reminder content:

UPDATE_2_0_468 contains 1 Reminder Exchange entry:
        UPDATE_2_0_468 VA-MHRRTP DIALOGS

The exchange file contains the following components:

TIU TEMPLATE FIELD
        COMMENT (TEXT)
        DATE (REQ)
        EDIT 20 (REQ)
        EDIT 40+ (REQUIRED)
        OBTAIN INFO
        OTHER TEXT
        REQUIRED TEXT
        TEXT (1-50 CHAR)
        TEXT (1-70) REQUIRED
        VA-MHRRTP EDIT
        VA-OSP CRISTAL
        VA-WORD
        WORD 2 LINES
        WORD 2 LINES RQ
        WP 2 LINE
        WP 2/74/REQ/IND 2
        WP 5LINES (R)
        YES OR NO
        COMMENT (TEXT)

HEALTH FACTORS
        VA-MH RRTP PRIORITY ADMIT NO
        VA-MH RRTP PRIORITY ADMIT YES
        VA-MH RRTP SCREEN ADMIT NO
        VA-MH RRTP SCREEN ALT REFERRAL
        VA-MH RRTP SCREEN COUNT
        VA-MH RRTP SCREEN NEW
        VA-MH RRTP SCREEN TRANSFER
        VA-MH RRTP UPDATE ACCEPT PRI SCHED
        VA-MH RRTP UPDATE ACCEPT REQUIRE LATER
        VA-MH RRTP UPDATE PRIORITY ADMIT NO

VA-MH RRTP UPDATE PRIORITY ADMIT YES
VA-MH RRTP UPDATE PRIORITY NOT SCHEDULED
VA-MH-RRTP [C]
VA-MH-RRTP ADDL SVC CHAPLAIN
VA-MH-RRTP ADDL SVC CWT SUPP EDU
VA-MH-RRTP ADDL SVC CWT SUPP EMP
VA-MH-RRTP ADDL SVC CWT TW
VA-MH-RRTP ADDL SVC FAMILY COUNSEL
VA-MH-RRTP ADDL SVC INTEG DUAL DX
VA-MH-RRTP ADDL SVC KINESIOTHERAPY
VA-MH-RRTP ADDL SVC MUTUAL SUPPORT
VA-MH-RRTP ADDL SVC NONE
VA-MH-RRTP ADDL SVC NON-VA VOC SVC
VA-MH-RRTP ADDL SVC NUTRITION
VA-MH-RRTP ADDL SVC OCC THERAPY
VA-MH-RRTP ADDL SVC OTHER
VA-MH-RRTP ADDL SVC PEER SUPPORT
VA-MH-RRTP ADDL SVC PSYCHOTHERAPY
VA-MH-RRTP ADDL SVC REC THERAPY
VA-MH-RRTP ADDL SVC VA VOC SVC
VA-MH-RRTP ADDL SVC WHOLE HEALTH
VA-MH-RRTP CLEARANCE TIME SPENT
VA-MH-RRTP DC AMA
VA-MH-RRTP DC COMPLETE
VA-MH-RRTP DC DECEASED
VA-MH-RRTP DC DISCHARGE
VA-MH-RRTP DC INCARCERATE
VA-MH-RRTP DC INCREASE
VA-MH-RRTP DC MONTHLY INCOME
VA-MH-RRTP DC MONTHLY INCOME NOT AVAIL
VA-MH-RRTP DC OTHER RRTP
VA-MH-RRTP DC PARTIAL
VA-MH-RRTP DC RULE
VA-MH-RRTP DC RULE OTHER
VA-MH-RRTP DC RULE THREAT
VA-MH-RRTP DC RULE USE
VA-MH-RRTP DC TRANSFER
VA-MH-RRTP DCDISP EMERGENCY SHELTER
VA-MH-RRTP DCDISP FAMILY PERMANENT
VA-MH-RRTP DCDISP FAMILY TEMPORARY
VA-MH-RRTP DCDISP FRIEND PERMANENT
VA-MH-RRTP DCDISP FRIEND TEMPORARY
VA-MH-RRTP DCDISP GPD TRANSITIONAL

VA-MH-RRTP DCDISP HOTEL NO VOUCHER
VA-MH-RRTP DCDISP HOUSING OWN NO SUBSIDY
VA-MH-RRTP DCDISP HOUSING OWN SUBSIDY
VA-MH-RRTP DCDISP HOUSING STABILITY HIGH RISK
VA-MH-RRTP DCDISP HOUSING STABILITY HOMELESS
VA-MH-RRTP DCDISP HOUSING STABILITY STABLE
VA-MH-RRTP DCDISP HOUSING STABILITY UNKNOWN
VA-MH-RRTP DCDISP HOUSING STABILITY UNSTABLE
VA-MH-RRTP DCDISP INCARCERATE
VA-MH-RRTP DCDISP INPTMED
VA-MH-RRTP DCDISP INPTMH
VA-MH-RRTP DCDISP LTC
VA-MH-RRTP DCDISP NON-VA DETOX
VA-MH-RRTP DCDISP NON-VA RTP
VA-MH-RRTP DCDISP NON-VA TRANSITIONAL
VA-MH-RRTP DCDISP NOTHABIT
VA-MH-RRTP DCDISP PERMANENT HOUSING HOMELESS
VA-MH-RRTP DCDISP RENT HUD-VASH
VA-MH-RRTP DCDISP RENT NO SUBSIDY
VA-MH-RRTP DCDISP RENT OTHER SUBSIDY
VA-MH-RRTP DCDISP RRTP
VA-MH-RRTP DCDISP SAFE HAVEN
VA-MH-RRTP DCDISP UNKNOWN
VA-MH-RRTP DCDISP VA CONTRACT RTP
VA-MH-RRTP DCEMP CWT
VA-MH-RRTP DCEMP FULL
VA-MH-RRTP DCEMP PART
VA-MH-RRTP DCEMP RETIRE
VA-MH-RRTP DCEMP STUDENT
VA-MH-RRTP DCEMP TRAIN
VA-MH-RRTP DCEMP UNEMPNOT
VA-MH-RRTP DCEMP UNEMPSEEK
VA-MH-RRTP DCEMP UNKNOWN
VA-MH-RRTP DCEMP VOLUNTEER
VA-MH-RRTP DISCHARGE COUNT
VA-MH-RRTP EBP 12 STEP
VA-MH-RRTP EBP ACT
VA-MH-RRTP EBP ASPI
VA-MH-RRTP EBP CBSG SUD
VA-MH-RRTP EBP CBT DEPRESSION
VA-MH-RRTP EBP CBT PAIN
VA-MH-RRTP EBP CBT SP
VA-MH-RRTP EBP CBT SUD

VA-MH-RRTP EBP CM SUD
VA-MH-RRTP EBP CPT GROUP
VA-MH-RRTP EBP CPT IND
VA-MH-RRTP EBP DBT
VA-MH-RRTP EBP EMDR
VA-MH-RRTP EBP IPT
VA-MH-RRTP EBP MBCT
VA-MH-RRTP EBP MET
VA-MH-RRTP EBP NET
VA-MH-RRTP EBP NONE
VA-MH-RRTP EBP OTHER
VA-MH-RRTP EBP PCT
VA-MH-RRTP EBP PE
VA-MH-RRTP EBP PST
VA-MH-RRTP EBP SIT
VA-MH-RRTP EBP SOCIAL SKILLS
VA-MH-RRTP EBP WET
VA-MH-RRTP EBP YES
VA-MH-RRTP GAMBLING TRACK
VA-MH-RRTP HC CLEARANCE CLEARED
VA-MH-RRTP HC CLEARANCE CLEARED/REC
VA-MH-RRTP HC CLEARANCE COUNT
VA-MH-RRTP HC CLEARANCE NOT CLEARED
VA-MH-RRTP LEFT DID NOT SPEAK TO STAFF
VA-MH-RRTP LEFT F/U APPT SCH W/IN 24 HRS
VA-MH-RRTP MENS PROGRAM TRACK
VA-MH-RRTP MHTC NOTIFIED D/C
VA-MH-RRTP MHTC UNKNOWN
VA-MH-RRTP MST TRACK
VA-MH-RRTP NO TRACKS
VA-MH-RRTP OTHER TRACK
VA-MH-RRTP PAIN TRACK
VA-MH-RRTP PTSD CC NONVA INPT
VA-MH-RRTP PTSD CC NONVA OUTPT
VA-MH-RRTP PTSD CC NONVA RRTP
VA-MH-RRTP PTSD CC OTHER
VA-MH-RRTP PTSD CC VA
VA-MH-RRTP PTSD CC VET CENT
VA-MH-RRTP PTSD EBP COMPLETE
VA-MH-RRTP PTSD EBP CPT GRP
VA-MH-RRTP PTSD EBP CPT IND
VA-MH-RRTP PTSD EBP EMDR
VA-MH-RRTP PTSD EBP EXP

VA-MH-RRTP PTSD EBP OTHER
VA-MH-RRTP PTSD EBP PARTIAL
VA-MH-RRTP PTSD EBP PARTIAL TEXT
VA-MH-RRTP PTSD EBP PE
VA-MH-RRTP PTSD EBP SESS NUM PARTIAL
VA-MH-RRTP PTSD EBP TFCBT
VA-MH-RRTP PTSD MASD ADDITIONAL NO
VA-MH-RRTP PTSD MASD ADDITIONAL YES
VA-MH-RRTP PTSD MASD COMPLETE
VA-MH-RRTP PTSD MASD DAYS
VA-MH-RRTP PTSD MASD NO
VA-MH-RRTP PTSD MASD SESSIONS
VA-MH-RRTP PTSD MASD STARTED
VA-MH-RRTP PTSD MASD TRACK
VA-MH-RRTP PTSD MASD TRANSFER
VA-MH-RRTP PTSD NO EBP
VA-MH-RRTP PTSD NO EBP ALR COMP
VA-MH-RRTP PTSD NO EBP NOTAPPRO
VA-MH-RRTP PTSD NO EBP NOTAVAIL
VA-MH-RRTP PTSD NO EBP VET DECLIN
VA-MH-RRTP PTSD NO TX
VA-MH-RRTP PTSD NON-MASD NO
VA-MH-RRTP PTSD NON-MASD YES
VA-MH-RRTP PTSD TRACK
VA-MH-RRTP PTSD TX ANY
VA-MH-RRTP REFDCHVRRTP
VA-MH-RRTP REFGENRRTP
VA-MH-RRTP REFPTSDRRTP
VA-MH-RRTP REFSUDRRTP
VA-MH-RRTP REFTRRRTP
VA-MH-RRTP SCREEN ACCEPT REQUIRE LATER
VA-MH-RRTP SCREEN ACCEPT
VA-MH-RRTP SCREEN ACCEPT ADMIT DATE
VA-MH-RRTP SCREEN ACCEPT ALT DECLINE
VA-MH-RRTP SCREEN ACCEPT ALT DECLINE CC OFFERED
VA-MH-RRTP SCREEN ACCEPT ALT DECLINE VA OFFERED
VA-MH-RRTP SCREEN ACCEPT ALT NOT AVAIL
VA-MH-RRTP SCREEN ACCEPT FIRST AVAIL
VA-MH-RRTP SCREEN ACCEPT PRI SCHED
VA-MH-RRTP SCREEN ACCEPT PROGRAM LOCATION
VA-MH-RRTP SCREEN ACCEPT REQST LTR
VA-MH-RRTP SCREEN ACCEPT ROUTINE SCHED
VA-MH-RRTP SCREEN ADL ASSIST NO

VA-MH-RRTP SCREEN ADL ASSIST YES
VA-MH-RRTP SCREEN ADL NO
VA-MH-RRTP SCREEN ADL YES
VA-MH-RRTP SCREEN AGG PHYSICAL DECLINE
VA-MH-RRTP SCREEN AGG PHYSICAL NO
VA-MH-RRTP SCREEN AGG PHYSICAL YES
VA-MH-RRTP SCREEN AGG VERBAL DECLINE
VA-MH-RRTP SCREEN AGG VERBAL NO
VA-MH-RRTP SCREEN AGG VERBAL YES
VA-MH-RRTP SCREEN ALT REFERRAL CC
VA-MH-RRTP SCREEN ALT REFERRAL VA
VA-MH-RRTP SCREEN ALT REFERRAL VA OUTSIDE
VA-MH-RRTP SCREEN ALT REFERRAL VA WITHIN
VA-MH-RRTP SCREEN CONTROLLED RX NO
VA-MH-RRTP SCREEN CONTROLLED RX YES
VA-MH-RRTP SCREEN DECLINED HOUSING PRIOR
VA-MH-RRTP SCREEN DENY HARM
VA-MH-RRTP SCREEN DENY HOUSING ONLY
VA-MH-RRTP SCREEN DENY INPT
VA-MH-RRTP SCREEN DENY LRALT
VA-MH-RRTP SCREEN DENY MED
VA-MH-RRTP SCREEN DENY PRESERV
VA-MH-RRTP SCREEN DENY SELFCARE
VA-MH-RRTP SCREEN DENY STABLE
VA-MH-RRTP SCREEN EMERGENCY SHELTER
VA-MH-RRTP SCREEN FAMILY PERMANENT
VA-MH-RRTP SCREEN FAMILY TEMPORARY
VA-MH-RRTP SCREEN FRIEND PERMANENT
VA-MH-RRTP SCREEN FRIEND TEMPORARY
VA-MH-RRTP SCREEN GPD TRANSITIONAL
VA-MH-RRTP SCREEN HI NO
VA-MH-RRTP SCREEN HI YES
VA-MH-RRTP SCREEN HOTEL NO VOUCHER
VA-MH-RRTP SCREEN HOUSING HIGH RISK
VA-MH-RRTP SCREEN HOUSING HOMELESS
VA-MH-RRTP SCREEN HOUSING INCARCERATED
VA-MH-RRTP SCREEN HOUSING OWN NO SUBSIDY
VA-MH-RRTP SCREEN HOUSING OWN SUBSIDY
VA-MH-RRTP SCREEN HOUSING STABLE
VA-MH-RRTP SCREEN HOUSING UNSTABLE
VA-MH-RRTP SCREEN INPTMED
VA-MH-RRTP SCREEN INPTMH
VA-MH-RRTP SCREEN LTC

VA-MH-RRTP SCREEN NON-VA DETOX
VA-MH-RRTP SCREEN NON-VA RTP
VA-MH-RRTP SCREEN NON-VA TRANSITIONAL
VA-MH-RRTP SCREEN NOT MEANT HABITATION
VA-MH-RRTP SCREEN PERMANENT HOUSING HOMELESS
VA-MH-RRTP SCREEN PREV INPT TREATMENT NO
VA-MH-RRTP SCREEN PREV INPT TREATMENT YES
VA-MH-RRTP SCREEN PREV WITHDRAWAL ADMIT NO
VA-MH-RRTP SCREEN PREV WITHDRAWAL ADMIT YES
VA-MH-RRTP SCREEN PRIORITY ADMIT WITHDRAWAL
VA-MH-RRTP SCREEN PRIORITY HOMELESS
VA-MH-RRTP SCREEN PRIORITY INFORMATICS TOOLS
VA-MH-RRTP SCREEN PRIORITY INPT ADMISSION
VA-MH-RRTP SCREEN PRIORITY NOT SCHEDULED
VA-MH-RRTP SCREEN PRIORITY OPIOID
VA-MH-RRTP SCREEN PRIORITY SHELTER
VA-MH-RRTP SCREEN PRISON
VA-MH-RRTP SCREEN REFER PROVIDER
VA-MH-RRTP SCREEN REFER SELF
VA-MH-RRTP SCREEN RENT HUD-VASH
VA-MH-RRTP SCREEN RENT NO SUBSIDY
VA-MH-RRTP SCREEN RENT OTHER SUBSIDY
VA-MH-RRTP SCREEN REQUEST CWT-TR
VA-MH-RRTP SCREEN REQUEST DCHV
VA-MH-RRTP SCREEN REQUEST GEN
VA-MH-RRTP SCREEN REQUEST PTSD
VA-MH-RRTP SCREEN REQUEST SUD
VA-MH-RRTP SCREEN SAFE HAVEN
VA-MH-RRTP SCREEN SERVICE ANIMAL NO
VA-MH-RRTP SCREEN SERVICE ANIMAL YES
VA-MH-RRTP SCREEN TRANSPORT ASSIST
VA-MH-RRTP SCREEN TRANSPORT DRIVE
VA-MH-RRTP SCREEN TRANSPORT OTHER
VA-MH-RRTP SCREEN TRANSPORT RIDESHARE
VA-MH-RRTP SCREEN TRANSPORT VA TRANSPORT
VA-MH-RRTP SCREEN TRAUMA NO ANSWER
VA-MH-RRTP SCREEN TRAUMA NO WORK
VA-MH-RRTP SCREEN TRAUMA WORK/NOT WILLING
VA-MH-RRTP SCREEN TRAUMA WORK/WILLING
VA-MH-RRTP SCREEN TRAUMATIC EVENT NO
VA-MH-RRTP SCREEN TRAUMATIC EVENT YES
VA-MH-RRTP SCREEN VA CONTRACT RTP
VA-MH-RRTP SCREEN VA MH RRTP

VA-MH-RRTP SCREEN VET DECLINE
VA-MH-RRTP SCREEN WALK AID NO
VA-MH-RRTP SCREEN WALK AID YES
VA-MH-RRTP SCREENING DETAILS COUNT
VA-MH-RRTP SCREENING NOT DONE
VA-MH-RRTP SEPARATE DOM TRACK
VA-MH-RRTP SERIOUS MENTAL ILLNESS TRACK
VA-MH-RRTP STATUS ALREADY
VA-MH-RRTP SUD TRACK
VA-MH-RRTP SUD&PTSD TRACK
VA-MH-RRTP SUD&SMI TRACK
VA-MH-RRTP TBI TRACK
VA-MH-RRTP UPDATE ACCEPT BED N/A
VA-MH-RRTP UPDATE ACCEPT FAILED TO REPORT
VA-MH-RRTP UPDATE ACCEPT REQST LTR
VA-MH-RRTP UPDATE ACCEPT RESCHEDULE
VA-MH-RRTP UPDATE ADMIT
VA-MH-RRTP UPDATE ADMIT NO
VA-MH-RRTP UPDATE ADMIT NO NOTAPPROP
VA-MH-RRTP UPDATE ADMIT NO VETLOST
VA-MH-RRTP UPDATE ADMIT NO VETREM
VA-MH-RRTP UPDATE ALT REFERRAL
VA-MH-RRTP UPDATE ALT REFERRAL CC
VA-MH-RRTP UPDATE ALT REFERRAL VA
VA-MH-RRTP UPDATE ALT REFERRAL VA OUTSIDE
VA-MH-RRTP UPDATE ALT REFERRAL VA WITHIN
VA-MH-RRTP UPDATE BY CLINICAL
VA-MH-RRTP UPDATE BY NON-CLINICAL
VA-MH-RRTP UPDATE CHANGE LOCATION
VA-MH-RRTP UPDATE COUNT
VA-MH-RRTP UPDATE FACILITY COMPLEXITY
VA-MH-RRTP UPDATE FACILITY N/A

REMINDER SPONSOR
OFFICE OF MENTAL HEALTH SERVICES
MENTAL HEALTH SERVICES

REMINDER DEFINITION
VA-BL HIGH RISK FOR SUICIDE

REMINDER TERM
VA-REMINDER UPDATE_2_0_468

REMINDER DIALOG

VA-MHRRTP SCREENING
VA-MHRRTP DISCHARGE
VA-MHRRTP STATUS UPDATE
VA-MHRRTP INITIAL MEDICAL CLEARANCE
VA-MHRRTP SCREENING SUMMARY

TIU OBJECTS
VA-MH RRTP STATUS UPDATE OBJ
BL HIGH RISK FOR SUIC
VA-MAS DEM GENDER IDENTITY

Pre-Install

These instructions are specific for sites that are NOT participating in centralized screening.
- **If your site is listed below, please refer to the installation guide and instructions for centralized screening sites.**

515: Battle Creek

528: Upstate New York HCS

568: Black Hills HCS (Hot Springs, SD)

631: Central Western Mass

636: Central Plains HCS

648: Portland

656: St. Cloud, MN

- **If you have already installed UPDATE_2_0_468 in your system AND are converting from a non-centralized screening site to a centralized screening site, please refer to the post-install instructions for centralized screening sites upon go-live.**

1. Contact your site MH RRTP site coordinator to determine if your facility participates in centralized screening.
   a. If your site is not an RRTP site, you may skip this step.
   b. If your site is an RRTP site:
      i. Refer to the REDACTED LINK and filter the values to your VISN.

Install Details

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

https://REDACTED/UPDATE_2_0_468.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 45 minutes.

Install Example

To Load the Web Host File. Navigate to Reminder exchange in Vista

```
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:
```

At the **Select Action:** prompt, enter **LWH** for Load Web Host File
At the **Input the URL for the .prd file:** prompt, type or copy and paste the following web address:
==https://REDACTED/UPDATE_2_0_468.PRD==

You should see a message at the top of your screen that the file successfully loaded.
Search and locate the entry that begins with UPDATE_2_0_468 VA-MHRRTP DIALOGS reminder exchange.

```
+Item   Entry                        Source              Date Packed
  778   UPDATE_2_0_468 VA-MHRRTP
        DIALOGS
  779   UPDATE_2_0_469 VA-TERATOGENIC
        MEDS ORDER CHECKS UPDATE
        2024-03
  780   UPDATE_2_0_47 VA-HEPATITIS B
        IMMUNIZATIONS
  781   UPDATE_2_0_470 VA-ONCOLOGY
        RESEARCH NOTES
  782   UPDATE_2_0_470 VA-ONCOLOGY
+         + 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 (1-1019): 778
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entries titled **UPDATE_2_0_468 VA-MHRRTP DIALOG UPDATES** *(in this example it is entry 778, it will vary by site).* Make sure the entry has date 12/23/2024.

```
Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-MHRRTP SCREENING
  VA-MHRRTP DISCHARGE
  VA-MHRRTP STATUS UPDATE
  VA-MHRRTP INITIAL MEDICAL CLEARANCE
  VA-MHRRTP SCREENING SUMMARY

REMINDER TERM
  VA-REMINDER UPDATE_2_0_468

+         Enter ?? for more actions                            >>>
IA   Install all Components           IS   Install Selected Component
Select Action: Next Screen// IA
```

At the **<u>Select Action</u>** prompt, type **IA** for Install All Component and hit enter.

For all new entries in any category, you will choose <mark>I to Install</mark>

If you are prompted to overwrite any component, you should choose <mark>SKIP</mark>

There are five reminder dialogs included in this update, you will be prompted five different times to install the dialog components

```
Packed reminder dialog: VA-MHRRTP SCREENING SUMMARY [NATIONAL DIALOG]

 Item  Seq. Dialog Findings                                  Type      Exists
   1     VA-MHRRTP SCREENING SUMMARY                          dialog

   2    5 VA-MHRRTP SCREENING DETAILS VERSION                 element      X
            Finding: VA-MH-RRTP SCREENING DETAILS COUNT (HEALTH FACTOR)    X

   3    10 VA-MHRRTP MODALITY                                 group
            Finding: *NONE*
   4    10.2 VA-MHRRTP INTRO FACE TO FACE                     element
            Finding: *NONE*
   5    10.5 VA-MHRRTP TELEHEALTH YES                         group
            Finding: *NONE*
   6    10.5.5 VA-MHRRTP TELEHEALTH INFORMATION               group
            Finding: *NONE*
   7    10.5.5.5 VA-MHRRTP TELEHEALTH CONSENT                 element
            Finding: *NONE*
+          + 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//
```

At the **Select Action** prompt, type **IA** to install the dialog **VA-MHRRTP SCREENING SUMMARY**
Select Action: Next Screen// **IA**   Install All
Install reminder dialog and all components with no further changes: **YES**

```
Packed reminder dialog: VA-MHRRTP SCREENING SUMMARY [NATIONAL DIALOG]
VA-MHRRTP SCREENING SUMMARY (reminder dialog) installed from exchange file.
 Item  Seq. Dialog Findings                                   Type    Exists
    1     VA-MHRRTP SCREENING SUMMARY                        dialog      X

    2   5 VA-MHRRTP SCREENING SUMMARY VERSION               element      X
          Finding: VA-MH-RRTP SCREENING DETAILS COUNT (HEALTH FACTOR)    X

    3   10 VA-MHRRTP MODALITY                                 group      X
          Finding: *NONE*
    4   10.2 VA-MHRRTP INTRO FACE TO FACE                   element      X
          Finding: *NONE*
    5   10.5 VA-MHRRTP TELEHEALTH YES                         group      X
          Finding: *NONE*
    6   10.5.5 VA-MHRRTP TELEHEALTH INFORMATION               group      X
          Finding: *NONE*
    7   10.5.5.5 VA-MHRRTP TELEHEALTH CONSENT               element      X
          Finding: *NONE*
+           + 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 completing this dialog install, you will type **Q** to move to the next dialog to install

Next, install the **VA-MHRRTP INITIAL MEDICAL CLEARANCE** dialog.

```
Packed reminder dialog: VA-MHRRTP INITIAL MEDICAL CLEARANCE [NATIONAL DIALOG]

  Item  Seq. Dialog Findings                                    Type    Exists
    1      VA-MHRRTP INITIAL MEDICAL CLEARANCE                  dialog

    2    5 VA-MHRRTP HEALTHCARE CLEARANCE VERSION               element     X
              Finding: VA-MH-RRTP HC CLEARANCE COUNT (HEALTH FACTOR)        X

    3    10 VA-GP MHRRTP CLEARANCE REASON                        group      X
              Finding: *NONE*
    4    10.10 VA-EL MHRRTP CLEARANCE REASON MH DX              element     X
              Finding: *NONE*
    5    PXRM COMMENT                                           prompt      X
    6    10.20 VA-EL MHRRTP CLEARANCE REASON SUD                element     X
              Finding: *NONE*
    7    PXRM COMMENT                                           prompt      X
    8    10.30 VA-GP MHRRTP CLEARANCE REASON HOMELESS           element     X
              Finding: *NONE*
+         + 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//
```

At the **Select Action** prompt, type **IA** to install the dialog **VA-MHRRTP INITIAL MEDICAL CLEARANCE**
Select Action: Next Screen// **IA**   Install All
Install reminder dialog and all components with no further changes: **YES**

```
Packed reminder dialog: VA-MHRRTP INITIAL MEDICAL CLEARANCE [NATIONAL DIALOG]
VA-MHRRTP INITIAL MEDICAL CLEARANCE (reminder dialog) installed from exchange fi
 Item  Seq. Dialog Findings                                    Type      Exists
    1     VA-MHRRTP INITIAL MEDICAL CLEARANCE                   dialog       X

    2    5 VA-MHRRTP MEDICAL CLEARANCE VERSION                 element       X
            Finding: VA-MH-RRTP HC CLEARANCE COUNT (HEALTH FACTOR)           X

    3    10 VA-GP MHRRTP CLEARANCE REASON                       group        X
            Finding: *NONE*
    4    10.10 VA-EL MHRRTP CLEARANCE REASON MH DX             element       X
            Finding: *NONE*
    5    PXRM COMMENT                                          prompt        X
    6    10.20 VA-EL MHRRTP CLEARANCE REASON SUD               element       X
            Finding: *NONE*
    7    PXRM COMMENT                                          prompt        X
    8    10.30 VA-GP MHRRTP CLEARANCE REASON HOMELESS          element       X
            Finding: *NONE*
+         + 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 completing this dialog install, you will type **Q** to move to the next dialog to install

Next, install the **VA-MHRRTP STATUS UPDATE** dialog.

```
Packed reminder dialog: VA-MHRRTP STATUS UPDATE [NATIONAL DIALOG]

 Item  Seq. Dialog Findings                                    Type    Exists
   1      VA-MHRRTP STATUS UPDATE                             dialog      X

   2    5 VA-MHRRTP STATUS UPDATE VERSION                     element     X
           Finding: *NONE*

   3    10 VA-MH RRTP STATUS UPDATE OBJ                       element     X
           Finding: *NONE*

   4    20 VA-GP MHRRTP STATUS UPDATE COMPLETION BY            group
           Finding: *NONE*
   5    20.10 VA-GP MHRRTP STATUS UPDATE COMPLETION BY         group
         CLINICAL
           Finding: *NONE*
   6    20.10.10 VA-MHRRTP STATUS UPDATE DATA OBJECT          element     X
           Finding: *NONE*
+          + 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
```

 At the **Select Action** prompt, type **IA** to install the dialog – **VA-MHRRTP STATUS UPDATE**
Select Action: Next Screen// **IA**   Install All
Install reminder dialog and all components with no further changes: **YES**

```
Packed reminder dialog: VA-MHRRTP STATUS UPDATE [NATIONAL DIALOG]
VA-MHRRTP STATUS UPDATE (reminder dialog) installed from exchange file.
 Item  Seq. Dialog Findings                                 Type    Exists
   1     VA-MHRRTP STATUS UPDATE                            dialog    X

   2   5 VA-MHRRTP STATUS UPDATE VERSION                   element    X
           Finding: *NONE*

   3   10 VA-MH RRTP STATUS UPDATE OBJ                     element    X
           Finding: *NONE*

   4   20 VA-GP MHRRTP STATUS UPDATE COMPLETION BY          group     X
           Finding: *NONE*
   5   20.10 VA-GP MHRRTP STATUS UPDATE COMPLETION BY       group     X
       CLINICAL
           Finding: VA-MH-RRTP UPDATE BY CLINICAL (HEALTH FACTOR)      X
   6   20.10.10 VA-MHRRTP STATUS UPDATE DATA OBJECT        element    X
           Finding: *NONE*
+           + 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 completing this dialog install, you will type **Q** to move to the next dialog to install

Next, install the **VA-MHRRTP DISCHARGE** dialog.

```
Packed reminder dialog: VA-MHRRTP DISCHARGE [NATIONAL DIALOG]

 Item  Seq. Dialog Findings                              Type    Exists
    1    VA-MHRRTP DISCHARGE                             dialog     X

    2    5 VA-MHRRTP DISCHARGE VERSION                   element    X
            Finding: VA-MH-RRTP DISCHARGE COUNT (HEALTH FACTOR)     X

    3    7 VA-GP MHRRTP STATUS GROUP                     group      X
            Finding: *NONE*
    4    7.5 VA-GP MHRRTP STATUS D/C DISCHARGED          group      X
            Finding: VA-MH-RRTP DC DISCHARGE (HEALTH FACTOR)        X
    5    7.5.5 VA-GP MHRRTP STATUS AT DISCHARGE          group      X
            Finding: *NONE*
    6    7.5.5.10 VA-EL MHRRTP STATUS D/C COMPLETE       element    X
            Finding: VA-MH-RRTP DC COMPLETE (HEALTH FACTOR)         X
    7    7.5.5.20 VA-EL MHRRTP STATUS D/C PARTIAL        element    X
            Finding: VA-MH-RRTP DC PARTIAL (HEALTH FACTOR)          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
```

At the **Select Action** prompt, type **IA** to install the dialog – **VA-MHRRTP DISCHARGE**
Select Action: Next Screen// **IA**   Install All
Install reminder dialog and all components with no further changes: **YES**

```
Packed reminder dialog: VA-MHRRTP DISCHARGE [NATIONAL DIALOG]
VA-MHRRTP DISCHARGE (reminder dialog) installed from exchange file.
 Item  Seq. Dialog Findings                                   Type    Exists
   1     VA-MHRRTP DISCHARGE                                  dialog      X

   2    5 VA-MHRRTP DISCHARGE VERSION                         element     X
           Finding: VA-MH-RRTP DISCHARGE COUNT (HEALTH FACTOR)            X

   3    7 VA-GP MHRRTP STATUS GROUP                            group      X
           Finding: *NONE*
   4    7.5 VA-GP MHRRTP STATUS D/C DISCHARGED                 group      X
           Finding: VA-MH-RRTP DC DISCHARGE (HEALTH FACTOR)               X
   5    7.5.5 VA-GP MHRRTP STATUS AT DISCHARGE                 group      X
           Finding: *NONE*
   6    7.5.5.10 VA-EL MHRRTP STATUS D/C COMPLETE             element     X
           Finding: VA-MH-RRTP DC COMPLETE (HEALTH FACTOR)                X
   7    7.5.5.20 VA-EL MHRRTP STATUS D/C PARTIAL             element     X
           Finding: VA-MH-RRTP DC PARTIAL (HEALTH FACTOR)                 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 completing this dialog install, you will type **Q** and be prompted for the items below.

Next, install the **VA-MHRRTP SCREENING** dialog.

```
Packed reminder dialog: VA-MHRRTP SCREENING [NATIONAL DIALOG]

 Item  Seq. Dialog Findings                                    Type    Exists
   1     VA-MHRRTP SCREENING                                  dialog      X

   2    5 VA-MHRRTP SCREENING VERSION                        element      X
           Finding: VA-MH RRTP SCREEN COUNT (HEALTH FACTOR)              X

   3   10 VA-GP MHRRTP SCREENING STATUS                        group      X
           Finding: *NONE*
   4   10.5 VA-EL MHRRTP SCREENING TRANSFER                  element      X
           Finding: VA-MH RRTP SCREEN TRANSFER (HEALTH FACTOR)          X
   5   10.10 VA-EL MHRRTP SCREENING NEW                      element      X
           Finding: VA-MH RRTP SCREEN NEW (HEALTH FACTOR)               X

   6   20 VAL-GP MHRRTP TRACK ITEMS                            group      X
           Finding: *NONE*
   7   20.5 VA-EL MHRRTP NO TRACKS                           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
```

 At the **Select Action** prompt, type **IA** to install the dialog **VA-MHRRTP SCREENING**

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

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

```
Packed reminder dialog: VA-MHRRTP SCREENING [NATIONAL DIALOG]
VA-MHRRTP SCREENING (reminder dialog) installed from exchange file.
 Item  Seq. Dialog Findings                                   Type     Exists
    1     VA-MHRRTP SCREENING                                 dialog      X

    2   5 VA-MHRRTP SCREENING VERSION                         element     X
          Finding: VA-MH RRTP SCREEN COUNT (HEALTH FACTOR)                X

    3   10 VA-GP MHRRTP SCREENING STATUS                      group       X
          Finding: *NONE*
    4   10.5 VA-EL MHRRTP SCREENING TRANSFER                  element     X
          Finding: VA-MH RRTP SCREEN TRANSFER (HEALTH FACTOR)             X
    5   10.10 VA-EL MHRRTP SCREENING NEW                      element     X
          Finding: VA-MH RRTP SCREEN NEW (HEALTH FACTOR)                  X

    6   20 VAL-GP MHRRTP TRACK ITEMS                          group       X
          Finding: *NONE*
    7   20.5 VA-EL MHRRTP NO TRACKS                           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 completing this dialog install, you will type **Q**

```
Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-MHRRTP SCREENING
  VA-MHRRTP DISCHARGE
  VA-MHRRTP STATUS UPDATE
  VA-MHRRTP INITIAL MEDICAL CLEARANCE
  VA-MHRRTP SCREENING SUMMARY

REMINDER TERM
  VA-REMINDER UPDATE_2_0_468

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

After all the dialogs and components have been installed, you will then be returned to this screen. At the **Select Action** prompt, type **Q.**

Post-Install

Note: If your site does not have a Mental Health Residential Rehabilitation Treatment Program, you do not need to proceed to the remaining Post Install steps. No further action is needed.

1. **Setup of Note Titles**

You will need to create new note titles – one for each reminder dialog.

    a. Required:

Note Title: **MHRRTP SCREENING SUMMARY NOTE**
      VHA Enterprise Standard Title: MENTAL HEALTH NOTE

Note Title: **MHRRTP INITIAL MEDICAL CLEARANCE**
      VHA Enterprise Standard Title: MENTAL HEALTH 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: [TIU/ASU Implementation Guide](#)

    b. Existing note titles should already be linked to the reminder dialogs VA-MHRRTP SCREENING, VA-MHRRTP STATUS UPDATE, and VA-MHRRTP DISCHARGE. Sites may continue to use those titles.

If you do not have existing note titles linked to these dialogs, create new note titles. **These specific note titles are not required**.

Note Title: **MHRRTP SCREENING**
      VHA Enterprise Standard Title: MENTAL HEALTH NOTE

Note Title: **MHRRTP SCREENING STATUS UPDATE**
      VHA Enterprise Standard Title: MENTAL HEALTH NOTE

Note Title: **MHRRTP DISCHARGE**
      VHA Enterprise Standard Title: MENTAL HEALTH NOTE

2. **Link dialogs to Shared Templates and/or link to Note Title.**

From the Reminders Manager Menu:

```
CF         Reminder Computed Finding Management ...
RM         Reminder Definition Management ...
SM         Reminder Sponsor Management ...
TXM        Reminder Taxonomy Management
TRM        Reminder Term Management ...
LM         Reminder Location List Management ...
```

```
RX          Reminder Exchange
RT          Reminder Test
OS          Other Supporting Menus ...
INFO        Reminder Information Only Menu ...
DM          Reminder Dialog Management ...
CP          CPRS Reminder Configuration ...
RP          Reminder Reports ...
MST         Reminders MST Synchronization Management ...
PL          Reminder Patient List Menu ...
PAR         Reminder Parameters ...
VS          NLM Value Set Menu
ROC         Reminder Order Check Menu ...
CQM         NLM Clinical Quality Measures Menu
XM          Reminder Extract Menu ...
```

Select Reminder Managers Menu Option: <mark>CPRS Reminder Configuration</mark>

```
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 Option: <mark>Link Reminder Dialog to Template</mark>

Select Dialog Definition: <mark>VA-MHRRTP SCREENING SUMMARY</mark> reminder dialog   NATIONAL
     ...OK? Yes//   (Yes)

Enter template name: <mark>MHRRTP SCREENING SUMMARY NOTE</mark>

Link template to Document Title? <mark>YES</mark>
Select Document Definition: <mark>MHRRTP SCREENING SUMMARY NOTE</mark>

a. Repeat for the following note titles:

Required:
Dialog Definition: **VA-MHRRTP INITIAL MEDICAL CLEARANCE**
Note Title: **MHRRTP INITIAL MEDICAL CLEARANCE**

Not Required:
Dialog Definition: **VA-MHRRTP SCREENING**
Note Title: **MHRRTP SCREENING**

Dialog Definition: **VA-MHRRTP STATUS UPDATE**
Note Title: **MHRRTP SCREENING STATUS UPDATE**

Dialog Definition: **VA-MHRRTP DISCHARGE**
Note Title: **MHRRTP DISCHARGE**

3. **Add local data objects**

   a. **Add local DATA OBJECT FOR PATIENT ADDRESS to the following element: VAL-MHRRTP TELEHEALTH LOCATION HOME.**
   Using the menu Reminder Dialog Management, Reminder Dialogs, change view to Element. Search for and edit the following element: **VAL-MHRRTP TELEHEALTH LOCATION HOME**.

   NAME: **VAL-MHRRTP TELEHEALTH LOCATION HOME**
   DISABLE: **<enter>**
   CLASS: LOCAL// **<enter>**
   SPONSOR: **<enter>**
   REVIEW DATE: **<enter>**
   RESOLUTION TYPE: **<enter>**
   ORDERABLE ITEM: **<enter>**
   FINDING ITEM: **<enter>**

   Additional findings: none **<enter>**
   Select ADDITIONAL FINDING: **<enter>**
   DIALOG/PROGRESS NOTE TEXT:
   Home
   **** ADD LOCAL PATIENT ADDRESS OBJECT ****

   Edit? NO// **YES**

   ==[WRAP]==[INSERT]==< DIALOG/PROGRESS NOTE TE[Press <PF1>H for help]===

Home
<mark>**** ADD LOCAL PATIENT ADDRESS OBJECT ****</mark>

Replace highlighted text with local object for patient address.

    b. **Add local DATA OBJECT FOR PATIENT PHONE to the following element: VAL-MHRRTP TELEHEALTH PHONE OBJECT.**
      Using the menu Reminder Dialog Management, Reminder Dialogs, change view to Element. Search for and edit the following element using instructions from step 4a: **VAL-MHRRTP TELEHEALTH PHONE OBJECT.**

    c. **Add local DATA OBJECT FOR PATIENT ALLERGIES to the following element: VAL-EL MHRRTP ALLERGIES.**
      Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element. Search for and edit the following element using instructions from step 4a: **VAL-EL MHRRTP ALLERGIES.**

4. **Update program locations using the pre-install REDACTED LINK**
Note: all reminder dialog elements VAL-EL MHRRTP ADMIT PROGRAM LOCATION ## and VAL-EL MHRRTP UPDATE PROGRAM LOCATION ## are disabled at time of install. All forced values are active. Sites will only need to activate the local site's reminder dialog element.

Example from the spreadsheet:
REDACTED

If you are station 540 (Clarksburg, WV), you would add all four VISN 5 RRTP sites based on the table.
- Update VAL-EL MHRRTP ADMIT PROGRAM 01, VAL-EL UPDATE PROGRAM 01, and VAL-MHRRTP PROGRAM LOCATION 01 with 512A5: Perry Point MD
- Update VAL-EL MHRRTP ADMIT PROGRAM 02, VAL-EL UPDATE PROGRAM 02, and VAL-MHRRTP PROGRAM LOCATION 02 with 540: Clarksburg, WV
  - You will enable VAL-EL MHRRTP ADMIT PROGRAM 02 and VAL-EL UPDATE PROGRAM 02
- Update VAL-EL MHRRTP ADMIT PROGRAM 03, VAL-EL UPDATE PROGRAM 03, and VAL-MHRRTP PROGRAM LOCATION 03 with 581: Huntington, WV
- Update VAL-EL MHRRTP ADMIT PROGRAM 04, VAL-EL UPDATE PROGRAM 04, and VAL-MHRRTP PROGRAM LOCATION 04 with 613: Martinsburg, WV

Using the menu Reminder Dialog Management, Reminder Dialogs, change the view to Element. Search for the following admission decision and status update elements and update the dialog text to the TEMPLATE DISPLAY text. Activate the elements based on the above guidance.

Admission Decision example:
NAME: VAL-EL MHRRTP ADMIT PROGRAM 01 Replace
DISABLE: DISABLE AND DO NOT SEND MESSAGE// ← enable for your local site only
CLASS: LOCAL//
SPONSOR:
REVIEW DATE:
RESOLUTION TYPE: DONE AT ENCOUNTER//
ORDERABLE ITEM:
Finding item: HF VA-MH-RRTP ADMIT PROGRAM LOCATION
FINDING ITEM: VA-MH-RRTP ADMIT PROGRAM LOCATION//

Additional findings: none
Select ADDITIONAL FINDING:
DIALOG/PROGRESS NOTE TEXT:
000: Site Name 01

   Edit? NO// YES   ← enter YES then input TEMPLATE DISPLAY column value from
                                 Excel spreadsheet

Status Update example:
NAME: VAL-EL MHRRTP UPDATE PROGRAM 01 Replace
DISABLE: DISABLE AND DO NOT SEND MESSAGE// ← enable for your local site only
CLASS: LOCAL//
SPONSOR:
REVIEW DATE:
RESOLUTION TYPE: DONE AT ENCOUNTER//
ORDERABLE ITEM:
Finding item: HF VA-MH-RRTP UPDATE PROGRAM LOCATION
FINDING ITEM: VA-MH-RRTP UPDATE PROGRAM LOCATION//

Additional findings: none
Select ADDITIONAL FINDING:
DIALOG/PROGRESS NOTE TEXT:
000: Site Name 01

   Edit? NO// YES   ← enter YES then input TEMPLATE DISPLAY column value from

Using the menu Reminder Dialog Management, Reminder Dialogs, Change the view to forced value. Search for the following forced value elements and update the forced value to the TEMPLATE DISPLAY text.

Forced Value example:
Forced value NAME: VAL-MHRRTP PROGRAM LOCATION 01//
DISABLE Forced value:
CLASS: LOCAL//
SPONSOR:
REVIEW DATE:
FORCED VALUE: 123: Site Name//   ← enter YES then input TEMPLATE DISPLAY column value
                                              from Excel spreadsheet