



**Update \_2\_0\_474**  
**Clinical Reminders**

**VA-HBPC Emergency Planning Assessment**  
**Install Guide**

**January 2025**

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Product Development  
Office of Information Technology  
Department of Veterans Affairs

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## **Introduction**

The HBPC Emergency Planning Template is to meet the Joint Commission Standards for Emergency Home Management in Home Care Programs. The template reflects a comprehensive review of emergency preparedness in the home environment so that patients and/or caregivers know what to do in the event of an emergency including where to seek shelter and how to meet their basic medical needs.

The template will be completed with every new admission to the program as well as established patients. A copy will be left in the patient's home and will be entered into the medical record as well.

UPDATE\_2\_0\_474 contains 1 Reminder Exchange entry:

### **UPDATE\_2\_0\_474 VA-HBPC EMERGENCY PLANNING ASSESSMENT**

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

#### **TIU TEMPLATE FIELD**

TEXT (1-30 CHAR)

TEXT ¾

TEXT (1-50 CHAR)

WP 3 LINES

CONTACT (HIDDEN)

#### **HEALTH FACTORS**

VA-HBPC EMER PLAN ASSESSMENT

VA-HBPC EMER PLAN ASSESSMENT EMERGENCY RISK HIGH

VA-HBPC EMER PLAN ASSESSMENT EMERGENCY RISK LOW

VA-HBPC EMER PLAN ASSESSMENT EMERGENCY RISK MEDIUM

VA-HBPC EMERGENCY PLANNING ASSESSMENT [C]

VA-REMINDER UPDATES [C]

VA-UPDATE\_2\_0\_474

#### **REMINDER SPONSOR**

OFFICE OF PRIMARY CARE

#### **REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_474

#### **REMINDER DIALOG**

VA-HBPC EMERGENCY PLANNING ASSESSMENT

## **Install Details**

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

**[https://REDACTED/UPDATE\\_2\\_0\\_474.PRD](https://REDACTED/UPDATE_2_0_474.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 the following web address:

**https://REDACTED/UPDATE\_2\_0\_474.PRD**

You should see a message at the top of your screen that the file successfully loaded.

Search and locate an entry titled **UPDATE\_2\_0\_474** in reminder exchange.

```
+Item  Entry                               Source                               Date Packed
785  UPDATE_2_0_474 VA-HBPC
      EMERGENCY PLANNING ASSESSMENT
786  UPDATE_2_0_475 VA-ELDER
      MISTREATMENT SCREENING AND
      RESPONSE TOOL
787  UPDATE_2_0_478 VA-MISC UPDATE
      31
788  UPDATE_2_0_479 VA-GEC CLC
      STANDARDIZED CONSULT OBJECT
      DIALOGS
+      + 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 (1-1020): 785
```

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

Enter the number that corresponds with your entry UPDATE\_2\_0\_474 VA-HBPC EMERGENCY PLANNING ASSESSMENT (*in this example it is entry 785. It will vary by site*). The date of the exchange file should be 01/22/2025.

```

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-HBPC EMERGENCY PLANNING ASSESSMENT

REMINDER TERM
  VA-REMINDER UPDATE_2_0_474

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**

You will see several prompts, for all new entries you will choose **I to Install**

For all other components that already exists but the packed component is different, choose **Skip**.

**You will be prompted to install the reminder dialog component (VA-HBPC EMERGENCY PLANNING ASSESSMENT).** You will choose to install all even though some components may have an X to indicate that they exist.

```

Packed reminder dialog: VA-HBPC EMERGENCY PLANNING ASSESSMENT [NATIONAL DIALOG]

```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-HBPC EMERGENCY PLANNING ASSESSMENT	dialog	
2	5	VA-HBPC EMERGENCY PLANNING VERSION Finding: VA-HBPC EMER PLAN ASSESSMENT (HEALTH FACTOR)	element	X
3	10	VA-GP HBPC EMERGENCY PLANNING MAIN Finding: *NONE*	group	
4	10.10	VA-GP PATDF STATUS OF ASSESSMENT Finding: *NONE*	group	
5	10.10.5	VA-GP PATDF STATUS OF ASSESS NEW ADM Finding: *NONE*	group	
6	10.10.10	VA-GP PATDF STATUS OF ASSESS SUBSEQUENT Finding: *NONE*	group	
7	10.10.15	VA-GP PATDF STATUS OF ASSESS READMIT Finding: *NONE*	group	

```

+      + 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-HBPC EMERGENCY PLANNING ASSESSMENT**

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

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

```

Packed reminder dialog: VA-HBPC EMERGENCY PLANNING ASSESSMENT [NATIONAL DIALOG]
VA-HBPC EMERGENCY PLANNING ASSESSMENT (reminder dialog) installed from exchange
+-----+-----+-----+-----+-----+
Item  Seq. Dialog Findings                                     Type      Exists
-----+-----+-----+-----+-----+
1      1  VA-HBPC EMERGENCY PLANNING ASSESSMENT                     dialog     X
2      5  VA-HBPC EMERGENCY PLANNING VERSION                         element    X
      Finding: VA-HBPC EMER PLAN ASSESSMENT (HEALTH FACTOR) X
3     10  VA-GP HBPC EMERGENCY PLANNING MAIN                         group      X
      Finding: *NONE*
4    10.10  VA-GP PATDF STATUS OF ASSESSMENT                         group      X
      Finding: *NONE*
5    10.10.5  VA-GP PATDF STATUS OF ASSESS NEW ADM                 group      X
      Finding: *NONE*
6    10.10.10  VA-GP PATDF STATUS OF ASSESS SUBSEQUENT                group      X
      Finding: *NONE*
7    10.10.15  VA-GP PATDF STATUS OF ASSESS READMIT                     group      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**.

```

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-HBPC EMERGENCY PLANNING ASSESSMENT

REMINDER TERM
  VA-REMINDER UPDATE_2_0_474

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

1. The reminder group named VAL-PATDF GP EP CONTACTS has text fields for documenting the patient's primary caregiver's and next of kin's information. The text fields can be replaced with local objects, if desired.

NAME: VAL-PATDF GP EP CONTACTS

DISABLE: <enter>

CLASS: LOCAL// <enter>

SPONSOR: <enter>

REVIEW DATE: <enter>

RESOLUTION TYPE: <enter>

ORDERABLE ITEM: <enter>

FINDING ITEM: <enter>

Additional findings: none

Select ADDITIONAL FINDING: <enter>

GROUP CAPTION: <enter>

PUT A BOX AROUND THE GROUP: YES// <enter>

SHARE COMMON PROMPTS: <enter>

MULTIPLE SELECTION: <enter>

HIDE/SHOW GROUP: <enter>

GROUP HEADER DIALOG TEXT: <enter>

Emergency Contact Local Name: {FLD:TEXT (1-50 CHAR)} \\

Emergency Contact Local Phone #: {FLD:TEXT (1-50 CHAR)} \\

\\

Emergency Contact Out of State Name: {FLD:TEXT (1-50 CHAR)} \\

Emergency Contact Out of State Phone #: {FLD:TEXT (1-50 CHAR)} \\

Edit? NO// YES

==[ WRAP ]==[INSERT ]===< GROUP HEADER DIALOG TEX[Press <PF1>H for help]====

Emergency Contact Local Name: {FLD:TEXT (1-50 CHAR)} \\

Emergency Contact Local Phone #: {FLD:TEXT (1-50 CHAR)} \\

\\

Emergency Contact Out of State Name: {FLD:TEXT (1-50 CHAR)} \\

Emergency Contact Out of State Phone #: {FLD:TEXT (1-50 CHAR)} \\

**Replace the green highlighted TIU text fields with local objects, if desired.**

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.

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: **?**

- 149 VA-COVID-19 TELEPHONE FOLLOW-UP
- 160 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, 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>**

Clinical Reminder Dialog: **VA-HBPC EMERGENCY PLANNING ASSESSMENT**  
 then **<enter>**

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

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

### 3. Setup of Note Titles.

The note titles to create to associate with these dialogs are:

## HBPC EMERGENCY PLANNING ASSESSMENT

VHA Enterprise Standard Title for all note titles above: **HBPC NOTE**

Add these to your document class where caregiver notes are located.

**Note:** Comprehensive information on Creating new Document Classes and Titles can be found beginning on page 47 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)

#### 4. Associate the reminder dialogs with the note title in CPRS

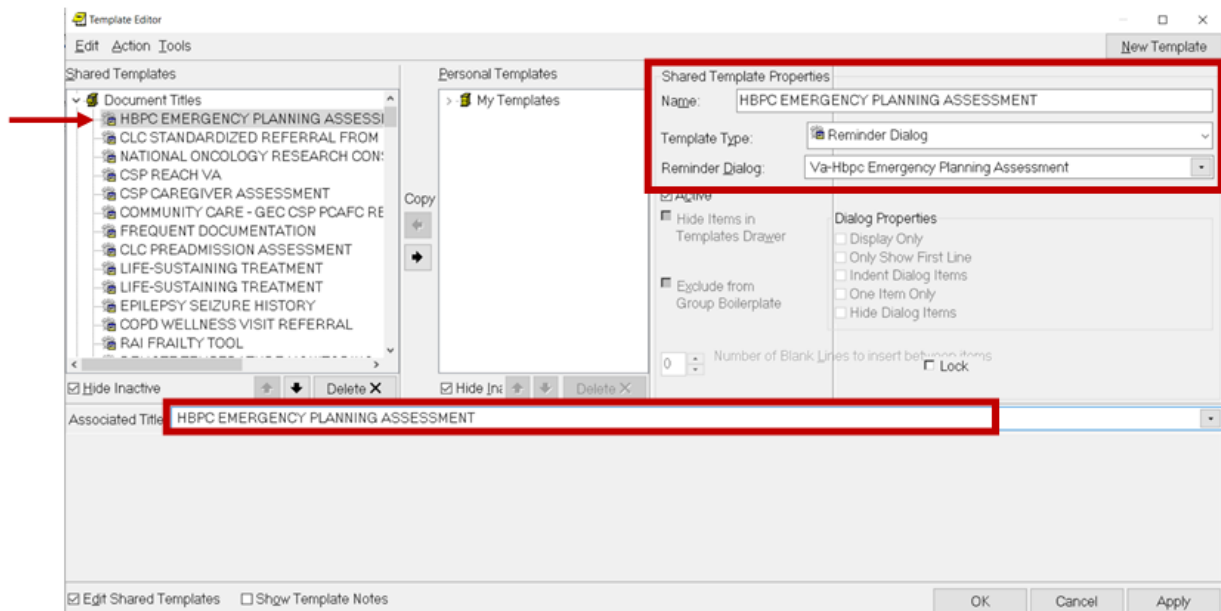
a) Type in the following information:

Name: **HBPC EMERGENCY PLANNING ASSESSMENT**

Template Type: Reminder Dialog

Reminder Dialog: **VA- HBPC EMERGENCY PLANNING ASSESSMENT**

Next, type in the Associated Title, which in this case is **HBPC EMERGENCY PLANNING ASSESSMENT** and select Apply.



**NOTE:** *If there are any questions or problems during the installation, please notify your local IT support to log a national help desk ticket or contact the VA Service Desk and have them submit a national ticket to:*

*Category: Affected Service*

*Affected Service: VistA – CPRS: Clinical Reminders*