



**Update \_2\_0\_269**

## **Clinical Reminders**

# **VA-INITIAL FIVE ELEMENT MENTALHEALTH SCREEN**

## **Install Guide**

**December 2022**

Product Development  
Office of Information Technology  
Department of Veterans Affairs

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# Introduction

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VHA policy requires that all Veterans new to mental health must complete an INITIAL FIVE ELEMENT MENTAL HEALTH (MH) screen, which includes 5 specific elements. Compliance reviews have shown that the elements are not always completed, either in practice or in documentation. These results are reported periodically to Congress and other stakeholders. In addition, reviews have revealed marked variation in how sites document these screens. The new template will provide a nationally standard documentation process for initial MH screens that will, by design, include the completion of all 5 of the required elements. Mandatory use of the template will reduce variation in practice and documentation across all VHA sites of care, leading to more consistent review of MH care needs and provision of care as well as better alignment with agency policy and its intent.

Any VA LIP or RN who completes an initial MH screen with Veterans can use this template. Most of the time, users will be LIPs or RNs from mental health or primary care.

Strengthening compliance with policy by providing a National template to the field will ensure Veteran's clinical needs are addressed in a timely manner and that they have resources to support engagement in care.

VHA requires same-day screening of MH concerns when these are raised. This often happens in two ways:

Scenario 1: Veteran is being seen by PCP and reports a mental health concern. The PCP either personally completes the initial MH screen as part of the assessment or provides a warm handoff to a PCMHI provider, who completes the screen as part of their assessment.

Scenario 2: Veteran contacts a clinic and asks to be seen by mental health. The responding MH LIP or RN completes the initial MH screen to assess urgency of needs, arrange for timely clinical care based on urgency, provide resources and address questions/concerns to ensure Veteran engagement in care.

UPDATE\_2\_0\_269 contains 1 Reminder Exchange entry:  
**UPDATE\_2\_0\_269 VA-INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN**

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

**REMINDER DIALOG LINK TYPE**

VA-MH INITIAL PERFORM C-SSRS POSITIVE NEW

**TIU TEMPLATE FIELD**

VA-MH SAME DAY CLINIC PHONE

VA-WORD

VA-MH STAFF GUIDE

**HEALTH FACTORS**

VA-REMINDER UPDATES [C]

VA-UPDATE\_2\_0\_269

VA-MH INITIAL 5 ELEMENT MENTAL HEALTH SCREEN [C]

VA-MH INIT MH SCREEN-URG-WARM HANDOFF

VA-MH INIT MH SCREEN-URG-OTHER

VA-MH-INIT MH SCR N URGENT

VA-MH INIT MH SCREEN-ROUTINE-OTHER

VA-MH INIT MH SCREEN-ROUTINE-FOLLOWUP

VA-MH-INIT MH SCR N ROUTINE

VA-MH-INIT MH SCR N EMERGENT

VA-SUICIDE RISK ASSESSMENT [C]

VA-SUICIDE RISK CHRONIC LOW

VA-SUICIDE RISK CHRONIC INTERMEDIATE

VA-SUICIDE RISK CHRONIC HIGH

VA-SUICIDE RISK ACUTE LOW

VA-SUICIDE RISK ACUTE INTERMEDIATE

VA-SUICIDE RISK ACUTE HIGH

**REMINDER SPONSOR**

OFFICE OF MENTAL HEALTH SERVICES

**REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_269

VA-BL PRIOR SUCIDE RISK

VA-BL C-SSRS DONE TODAY

VA-C-SSRS DONE TODAY POSITIVE QUESTION 8

VA-C-SSRS DONE TODAY POSITIVE QUESTION 5

VA-C-SSRS DONE TODAY POSITIVE QUESTION 4

VA-C-SSRS DONE TODAY POSITIVE QUESTION 3

VA-C-SSRS DONE SAME DAY POSITIVE QUESTION 8

VA-C-SSRS DONE SAME DAY POSITIVE QUESTION 5

VA-C-SSRS DONE SAME DAY POSITIVE QUESTION 4

VA-C-SSRS DONE SAME DAY POSITIVE QUESTION 3  
VA-BL C-SSRS DONE SAME DAY POSITIVE

### REMINDER DEFINITION

VA-BL C-SSRS DONE TODAY POSITIVE  
VA-BL C-SSRS DONE SAME DAY POSITIVE

### HEALTH SUMMARY TYPE

VA-CSRE RISK 24 HOURS

### HEALTH SUMMARY OBJECTS

VA-CSRE RISK 24 HOURS (TIU)

### TIU DOCUMENT DEFINITION

VA-CSRE RISK 24 HOURS

### REMINDER DIALOG

VA-MH INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN

## Install Details

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This update is being distributed as a web host file. The address for the host file is:  
[https://REDACTED/UPDATE\\_2\\_0\\_269.PRD](https://REDACTED/UPDATE_2_0_269.PRD)

The file will be installed using Reminder Exchange, programmer access is not required.

Installation:

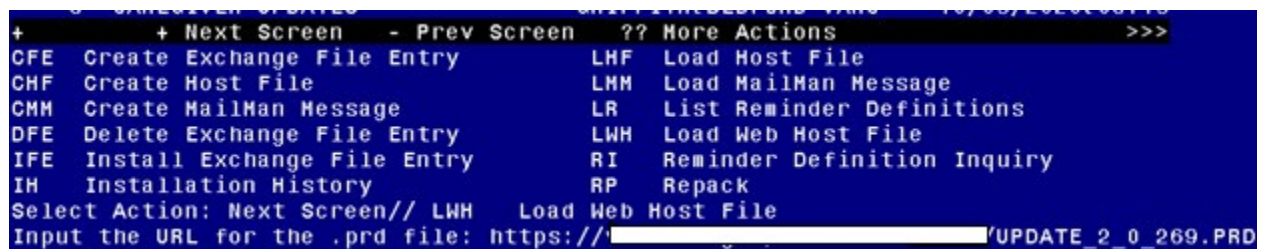
=====

This update can be loaded with users on the system. Installation will take less than 5 minutes.

## Install Example

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To Load the exchange file, use LWH. The URL is [https://REDACTED/UPDATE\\_2\\_0\\_269.PRD](https://REDACTED/UPDATE_2_0_269.PRD)



```
+      + Next Screen  - Prev Screen  ?? More Actions      >>>
CFE  Create Exchange File Entry      LHF  Load Host File
CHF  Create Host File                 LHM  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_269.PRD
```

If you use LWH and it works, you will see something like this message. Make sure the file was loaded successfully.

https://[redacted]/UPDATE\_2\_0\_269.PRD successfully loaded.

Search and locate an entry titled UPDATE\_2\_0\_269 VA-INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN in reminder exchange.

Item	Entry	Source	Date Packed
546	UPDATE_2_0_269 VA-INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN		
547	UPDATE_2_0_27 VA-CHOICE DIALOGS		
548	UPDATE_2_0_271 VA-PNEUMOCOCCAL UPDATE		
549	UPDATE_2_0_28 VA-MENINGOCOCCAL IMMUNIZATIONS		
550	UPDATE_2_0_29 VA-HOMELESSNESS		

+    + Next Screen    - Prev Screen    ?? More Actions    >>>

CFE Create Exchange File Entry    LHF Load Host File  
CHF Create Host File    LMM Load MailMan Message  
CMH Create MailMan Message    LWH Load Web Host File  
DFE Delete Exchange File Entry    RI Reminder Definition Inquiry  
IFE Install Exchange File Entry    RP Repack  
IH Installation History

Select Action: Next Screen// IFE    Install Exchange File Entry  
Enter a list or range of numbers (1-901): 546

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry  
Enter the number that corresponds with your entry titled UPDATE\_2\_0\_269 VA-INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN (*in this example it is entry 546, it will vary by site*) that is dated 09/30/2022.

Component	Category	Exists
Source: [redacted]		
Date Packed: [redacted]		
Package Version: 2.0P71		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-MH INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_269		
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**

**Skip** any items you are prompted to overwrite.

You will then be prompted to install the first 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 INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN [NATIONA
```

Item	Seq.	Dialog Findings	Type	Exists		
1		VA-MH INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN	dialog			
2	5	VA-MH INITIAL MENTAL HEALTH SCREEN VERSION Finding: *NONE*	element			
3	10	VA-MH INITIAL SCREEN NOTE Finding: *NONE*	element			
4	30	VA-MH INITIAL SCREEN VETERAN NEEDS Finding: *NONE*	element			
5		PXRM COMMENT	prompt	X		
6	35	VA-GP MH TRIAGE SUICIDE SCREENING Finding: *NONE*	group			
7	35.5	VA-GP MH INITIAL PERFORM C-SSRS	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-MH INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN**

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

```
Packed reminder dialog: VA-MH INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN [NATIONA
```

VA-MH INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN (reminder dialog) installed from

Item	Seq.	Dialog Findings	Type	Exists		
1		VA-MH INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN	dialog	X		
2	5	VA-MH INITIAL MENTAL HEALTH SCREEN VERSION Finding: *NONE*	element	X		
3	10	VA-MH INITIAL SCREEN NOTE Finding: *NONE*	element	X		
4	30	VA-MH INITIAL SCREEN VETERAN NEEDS Finding: *NONE*	element	X		
5		PXRM COMMENT	prompt	X		
6	35	VA-GP MH TRIAGE SUICIDE SCREENING Finding: *NONE*	group	X		
7	35.5	VA-GP MH INITIAL PERFORM C-SSRS	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**.

```

Component                                     Category   Exists
Source:
Date Packed:
Package Version: 2.0P71

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-MH INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN

REMINDER TERM
  VA-REMINDER UPDATE_2_0_269

Keywords:

Components:

+      + Next Screen  - Prev Screen  ?? More Actions  >>>
IA  Install all Components          IS  Install Selected Component
Select Action: Next Screen// 0

```

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

Install complete.

## Post Installation

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### 1. Setup of Note Title.

The note title to create to associate with this template is:

**INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN**

VHA Enterprise Standard Title: **MENTAL HEALTH NOTE**

**You can add these to your document class where mental health progress notes are located.**

**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%20Integration%20Utility%20(TIU)/tiuim.pdf)



2. **Make the Dialog templates available to be attached to a Personal or Shared templates 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: **?**

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, 390 is not present so I will use 490.*

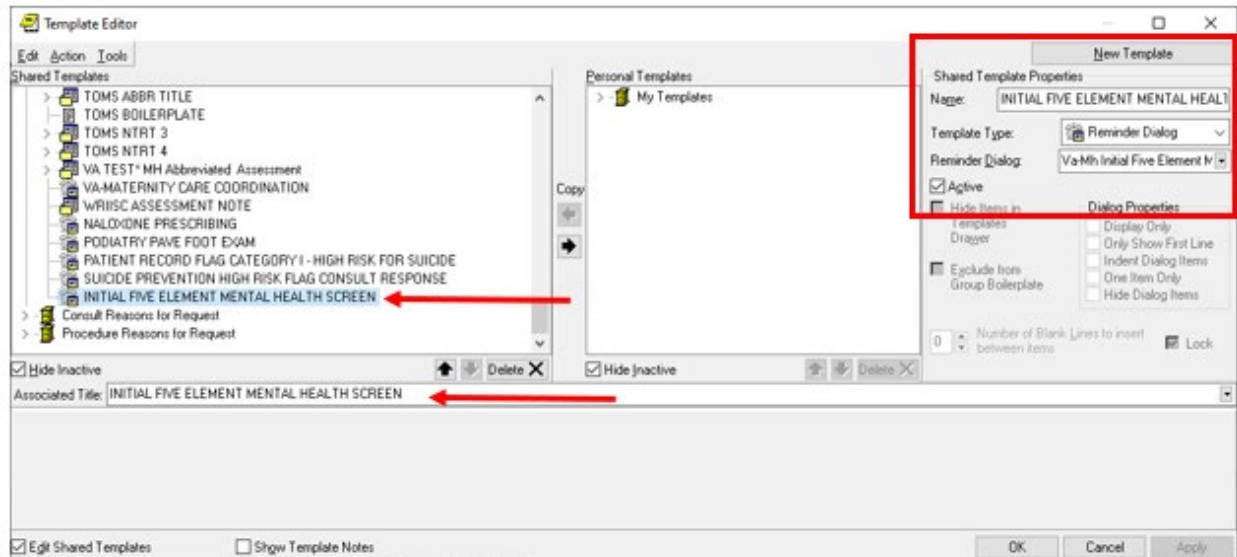
Select Display Sequence: **490**

Are you adding 490 as a new Display Sequence? Yes// **YES**

Display Sequence: 490// **<Enter>** 490

Clinical Reminder Dialog: **VA-MH INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN**  
reminder dialog NATIONAL  
...OK? Yes// **<Enter>** (Yes)

3. **Associate the reminder dialogs with the note title in CPRS**
  - a. 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:

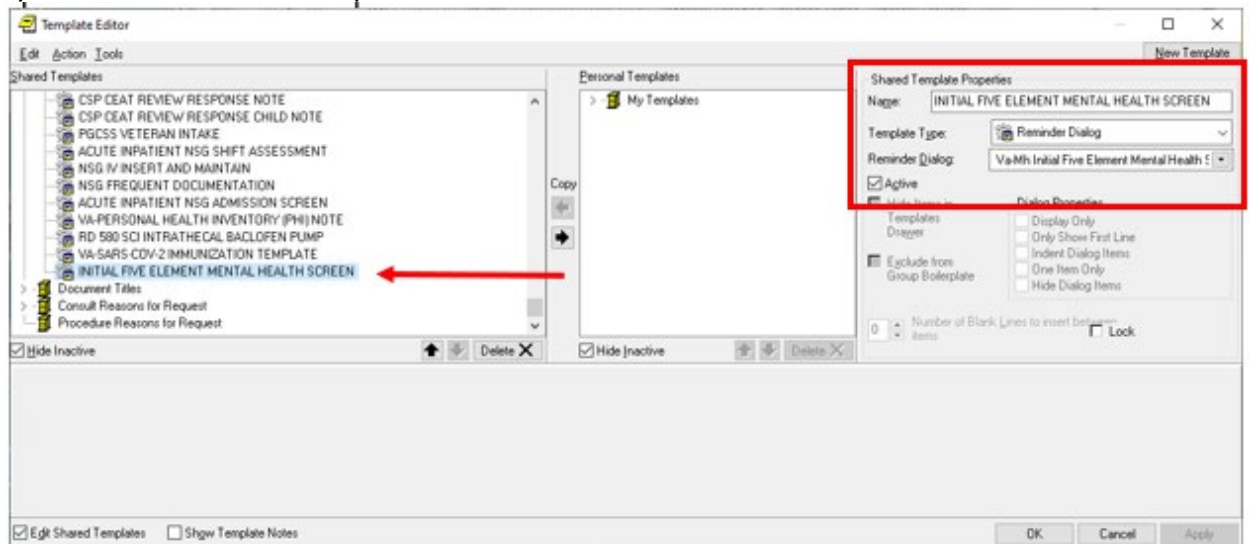
Name: **INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-MH INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN**

Next, type in the Associated Title name – **INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN** – then click Apply.

- b. In addition to setting up the document title, you can also add this template to your shared templates folder to make it easy for your staff to incorporate into their existing notes/processes. Review with your MH staff to identify the best place within shared templates to add it.



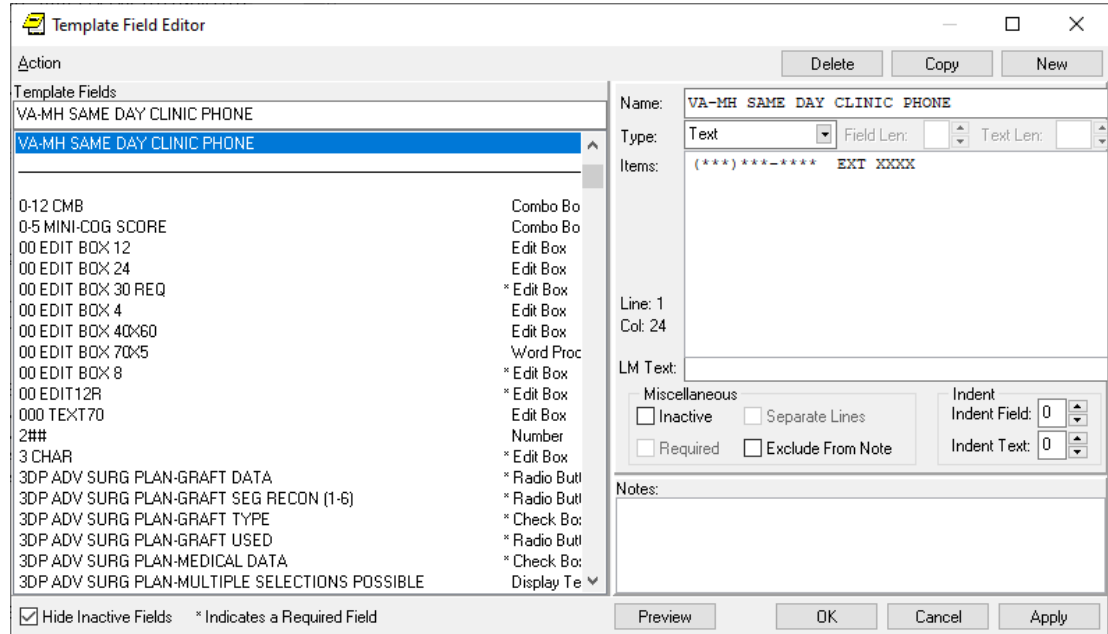
Type in the following information:

Name: **INITIAL-FIVE ELEMENT MENTAL HEALTH SCREEN**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-MH INITIAL FIVE ELEMENT MENTAL HEALTH SCREEN**

4. **UPDATE TIU TEMPLATE FIELD:**  
 Using the Template field editor in CPRS, edit the template field names VA-MH SAME DAY CLINIC PHONE.  
 Replace the characters “(\*\*\* )\*\*\*-\*\*\*\* EXT XXXX” with the phone number for your facility’s mental health services number.



If your site is integrated, you can change the type to a combo, check box or radio buttons and add multiple lines of phone numbers.

5. **Add local referral order/menu for Mental Health to the reminder dialog element, using the Reminder Dialog Manager Menu, DI Reminder Dialogs, Change View to Element and then search for and edit the following reminder dialog element VA-MH INITIAL NEEDS FOLLOW UP ARRANGED and add your quick order or menu as an additional finding.**