

**Update \_2\_0\_286**

Clinical Reminders

VA-LOW VISION VISUAL FUNCTIONING QUESTIONNAIRE

Install Guide

**October 2022**

Product Development

Office of Information Technology

Department of Veterans Affairs

Table of Contents

[Introduction 1](#_Toc84575369)

[Install Details 2](#_Toc84575370)

[Install Example 2](#_Toc84575371)

[Post Installation 7](#_Toc84575372)

# Introduction

Blind Rehabilitation Service (BRS) is implementing a standardized functional outcome measure to be used by all BRS programs.   The VA Visual Functioning Questionnaire (VFQ) will be the standardized functional outcome measure. The VFQ is a 20-question questionnaire that captures the difficulty adults with visual impairment have performing daily activities. The questionnaire is utilized to gather information on visual function both pre and post rehabilitation.

UPDATE\_2\_0\_286 contains 1 Reminder Exchange entry:

**UPDATE\_2\_0\_286 VA-LOW VISION VISUAL FUNCTIONING QUESTIONNAIRE**

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

**REMINDER GENERAL FINDINGS**

VIEW PROGRESS NOTE TEXT

**TIU TEMPLATE FIELD**

WP 4/60

**HEALTH FACTORS**

VA-REMINDER UPDATES [C]

VA-UPDATE\_2\_0\_286

**REMINDER SPONSOR**

BLIND REHAB SERVICE

**REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_286

**HEALTH SUMMARY TYPE**

VA-VFQ20

VA-LOW VISION LAST NOTE

**HEALTH SUMARY OBJECTS**

VA-VFQ20 (TIU)

VA-LOW VISION VFQ TOTAL

**TIU DOCUMENT DEFINITION**

VA-VFQ20

VA-BRS VFQ LAST NOTE

**REMINDER DIALOG**

VA-LOW VISION VFQ20 SURVEY

# Install Details

This update is being distributed as a web host file. The address for the host file is: https://REDACTED /UPDATE\_2\_0\_286.PRD

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

The mental health instrument will be distributed as a host file. The address for the instrument is: REDACTED

Installation:

=============

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

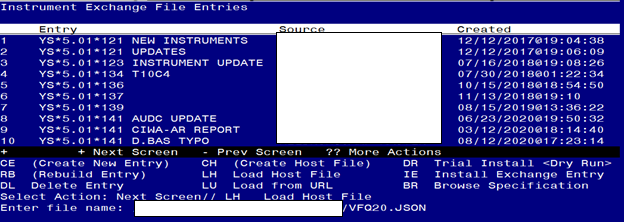
# Install Example

**Step 1 – (must be completed first) Load the Mental Health Instrument**

You will first load the instrument using the INSTRUMENT EXCHANGE Menu (YTQ INSTRUMENT EXCHANGE) in Vista. If you do not have access to this menu, you will need to go through your facility process to request a new Vista menu.

**THIS IS NOT REMINDER EXCHANGE.**

To Load the exchange file, use LH Load Host File. The URL is REDACTED/VFQ20.JSON



You will see this prompt:

This will load: VFQ20-READY-FOR-REMINDER

created on: 07/29/2022@14:26:44

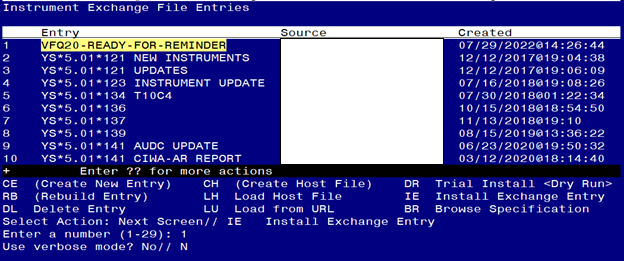
source: REDACTED@CAMP MASTER

Description ---

(no description)

Do you want to continue? Yes// Y

Search and locate an entry titled **VFQ20-READY-FOR-REMINDER** in instrument exchange.



At the **Select Action** prompt, type **IE** for Install all Components and hit enter.

Enter the number that corresponds with your entry titled **VFQ20-READY-FOR-REMINDER** *(in this example it is entry 1 it will vary by site)* that is dated 07/29/2022.

At the Use verbose mode prompt enter: N

You should see the following:

Select Action: Next Screen// IE Install Exchange Entry

Enter a number (1-29): 1

Use verbose mode? No// NO

Installing VFQ20-READY-FOR-REMINDER

Gathering installed instruments............................

Installing VFQ20................................................................

.......................................................................

.......................................................................

.......................................................................

........

156 records added.

0 records updated.

0 records deleted.

0 errors.

Installation complete.

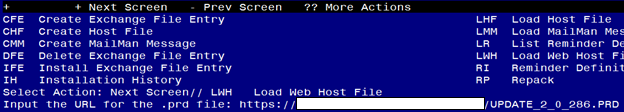
Press return to continue...

Instrument installation is complete.

**Step 2. Load the reminder exchange file.**

Go to Reminder exchange in Vista.

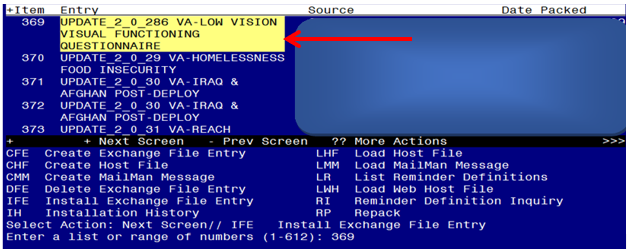
To Load the exchange file, use LWH. The URL is https://REDACTED /UPDATE\_2\_0\_286.PRD

****

You will see a message indicating the file was loaded successfully.

Terminal window screen shot of the message displaying the URL of the file that was successfully loaded.  Part of the URL has been redacted as it is a VA only internal web site URL.

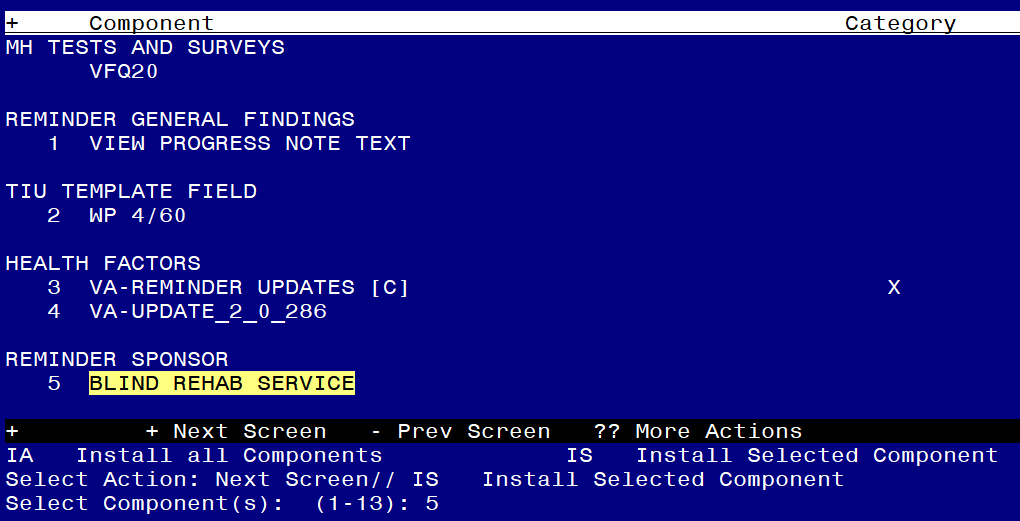
Search and locate an entry titled UPDATE\_2\_0\_286 VA-LOW VISION VISUAL FUNCTIONING QUESTIONNAIRE in reminder exchange.



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

Enter the number that corresponds with your entry titled UPDATE\_2\_0\_286 VA-LOW VISION VISUAL FUNCTIONING QUESTIONNAIRE *(in this example it is entry 369, it will vary by site)* that is dated 08/04/2022.

THIS NEXT STEP IS NEW – PLEASE PAY CLOSE ATTENTION BEFORE YOU INSTALL ALL COMPONENTS, YOU NEED TO **INSTALL SELECT** THE NEW REMINDER SPONSOR ENTRY ONLY (ITEM 5):



Select Action: Quit// IS Install Selected Component

Select Component(s): (1-13): 5

REMINDER SPONSOR entry BLIND REHAB SERVICE is NEW,

what do you want to do?

Select one of the following:

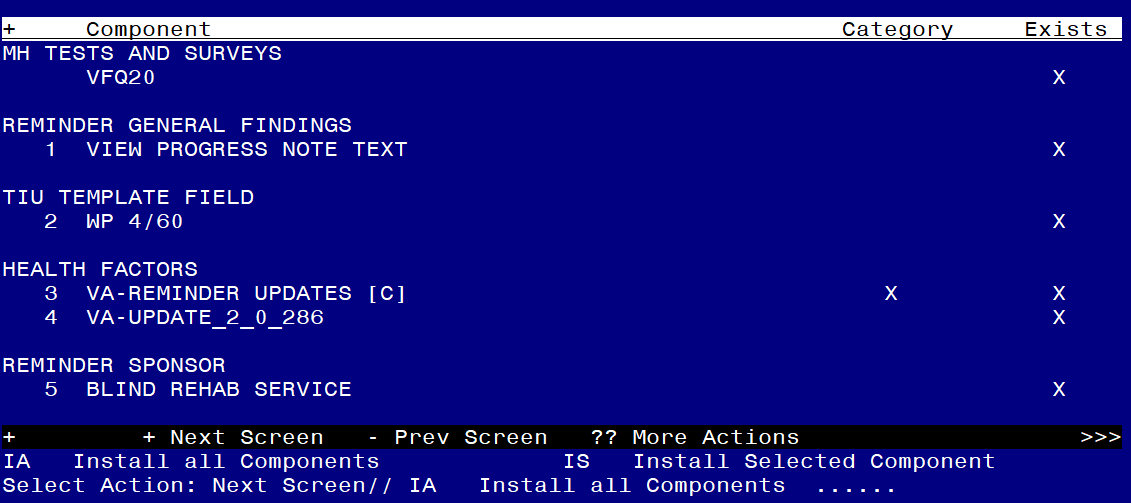
C Create a new entry by copying to a new name

I Install

Q Quit the install

S Skip, do not install this entry

Enter response: **I//nstall**

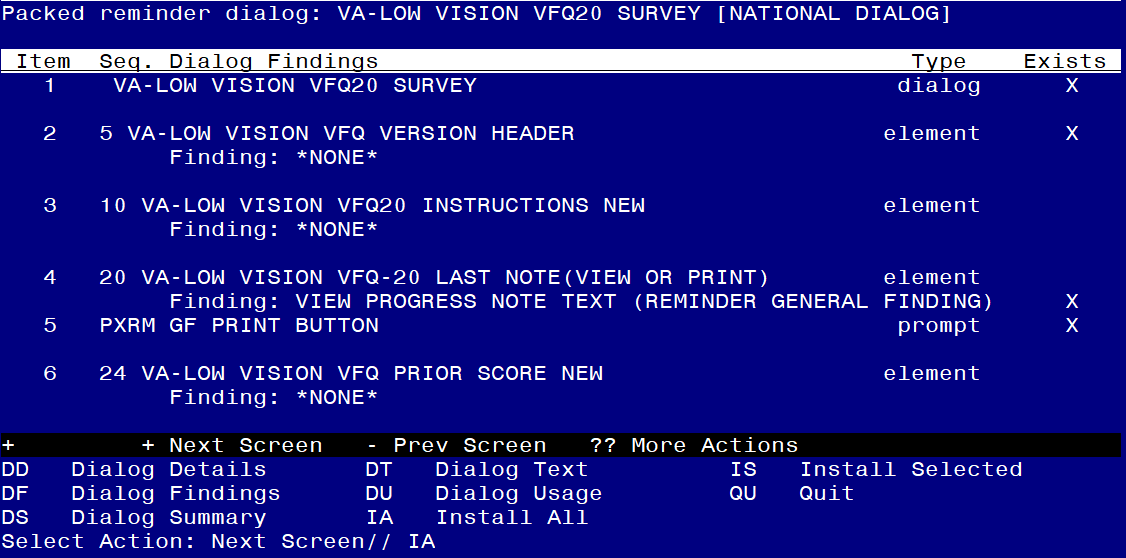


At the **Select Action** prompt, type **IA** for Install all Components and hit enter.

**For all new entries in any category you will choose I to Install**

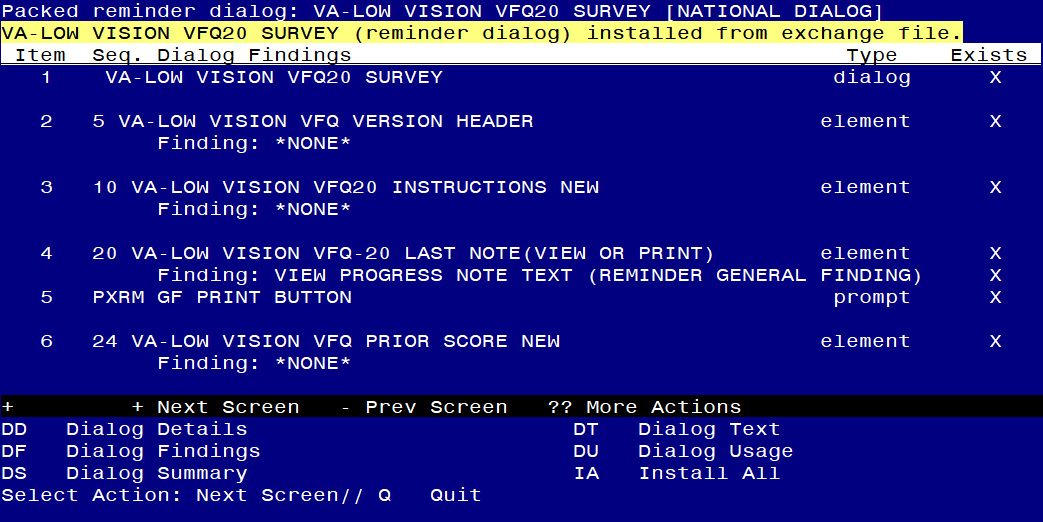
**Skip any items in any category you are prompted to overwrite**

You will then be prompted to install the dialog component.

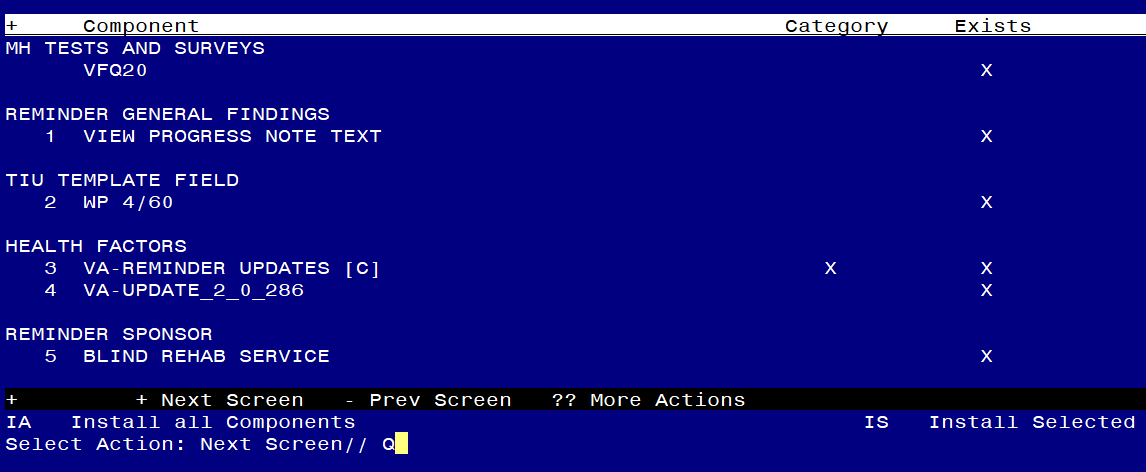


At the **Select Action** prompt, type **IA** to install the dialog – **VA-LOW VISION RECENT VFQ TOTAL**

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



When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q.**



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

Install complete.

# Post Installation

1. **Setup of Note Title.**

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

BRS VFQ-20 VISUAL FUNCTIONING QUESTIONNAIRE

VHA Enterprise Standard Title: BLIND REHABILITATION NOTE

**You can add these to your document class where blind rehab progress notes are located.**

1. **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 390.*

Select Display Sequence: **390**

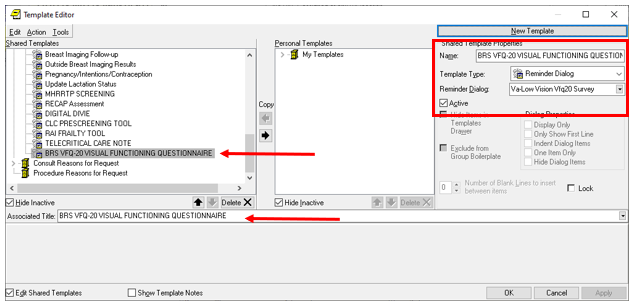
Are you adding 390 as a new Display Sequence? Yes// **YES**

Display Sequence: 390// <Enter> 390

Clinical Reminder Dialog: **VA-LOW VISION VFQ20 SURVEY** reminder dialog NATIONAL

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

1. **Associate the reminder dialogs with the note title in CPRS**
2. 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: **BRS VFQ-20 VISUAL FUNCTIONING QUESTIONNAIRE**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-LOW VISION VFQ20 SURVEY**

Next, type in the Associated Title name **BRS VFQ-20 VISUAL FUNCTIONING QUESTIONNAIRE**

–– then click Apply.

1. **Edit the Health Summary Type VA-LOW VISION LAST NOTE.**

Edit the component SPN, at the Select Selection Item prompt, add your local progress note created earlier **BRS VFQ-20 VISUAL FUNCTIONING QUESTIONNAIRE.**

**1 Create/Modify Health Summary Type**

2 Delete Health Summary Type

3 Health Summary Objects Menu ...

4 Information Menu ...

5 Print Health Summary Menu ...

Select Build Health Summary Type Menu <TEST ACCOUNT> Option: **1 Create/Modify Health Summary Type**

Select Health Summary Type: **VA-low Vision Last note (most Recent Vfq note)**

WARNING: You are about to edit a Health Summary Type that is being used

by a Health Summary Object. Changing the structure of this Health Summary

Type will alter how the Object will display.

Do want to continue? NO// **y YES**

NAME: VA-LOW VISION LAST NOTE Replace

TITLE: Most Recent VFQ Note Replace

SUPPRESS PRINT OF COMPONENTS WITHOUT DATA: no// **<<HIT ENTER KEY>>**

SUPPRESS SENSITIVE PRINT DATA: NO SSN// **<<HIT ENTER KEY>>**

LOCK: **<<HIT ENTER KEY>>**

OWNER: **<<HIT ENTER KEY>>**

Do you wish to copy COMPONENTS from an existing Health Summary Type? YES// **NO**

Select COMPONENT: **SPN** PROGRESS NOTES SELECTED SPN

PROGRESS NOTES SELECTED is already a component of this summary.

Select one of the following:

E Edit component parameters

D Delete component from summary

Select Action: **Edit component parameters**

SUMMARY ORDER: 5// 5

OCCURRENCE LIMIT: 1

TIME LIMIT: **<<HIT ENTER KEY>>**

HEADER NAME: **<<HIT ENTER KEY>>**

No selection items chosen.

Select new items one at a time in the sequence you want them displayed.

You may select any number of items.

Select SELECTION ITEM: **BRS VFQ-20 VISUAL FUNCTIONING QUESTIONNAIRE**

TITLE

Std Title: BLIND REHABILITATION NOTE

...OK? Yes//  **(Yes)**

Select SELECTION ITEM: **<<HIT ENTER KEY>>**

Select COMPONENT: **<<HIT ENTER KEY>>**

Do you wish to review the Summary Type structure before continuing? NO// **<<HIT ENTER KEY>>**

Please hold on while I resequence the summary order.