



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

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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 SUMMARY 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.

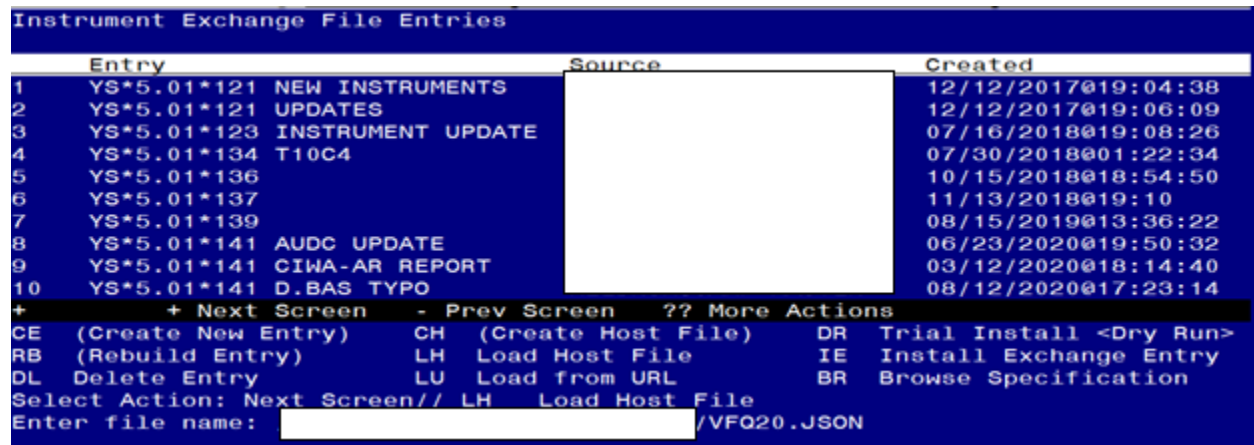
Install Example

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.

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

```
+      + Next Screen  - Prev Screen  ?? More Actions
CFE  Create Exchange File Entry      LHF  Load Host File
CHF  Create Host File                 LMM  Load MailMan Mes
CMM  Create MailMan Message           LR   List Reminder De
DFE  Delete Exchange File Entry       LWH  Load Web Host Fi
IFE  Install Exchange File Entry      RI   Reminder Definit
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_286.PRD
```

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

```
https://[REDACTED]UPDATE_2_0_286.PRD successfully loaded.
```

Search and locate an entry titled UPDATE_2_0_286 VA-LOW VISION VISUAL FUNCTIONING QUESTIONNAIRE in reminder exchange.

Item	Entry	Source	Date Packed
369	UPDATE_2_0_286 VA-LOW VISION VISUAL FUNCTIONING QUESTIONNAIRE		
370	UPDATE_2_0_29 VA-HOMELESSNESS FOOD INSECURITY		
371	UPDATE_2_0_30 VA-IRAQ & AFGHAN POST-DEPLOY		
372	UPDATE_2_0_30 VA-IRAQ & AFGHAN POST-DEPLOY		
373	UPDATE_2_0_31 VA-REACH		

```
+      + 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 (1-612): 369
```

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):

Component	Category
MH TESTS AND SURVEYS VFQ20	
REMINDER GENERAL FINDINGS 1 VIEW PROGRESS NOTE TEXT	
TIU TEMPLATE FIELD 2 WP 4/60	
HEALTH FACTORS 3 VA-REMINDER UPDATES [C]	X
4 VA-UPDATE_2_0_286	
REMINDER SPONSOR 5 BLIND REHAB SERVICE	

+ Next Screen	- Prev Screen	?? More Actions
IA Install all Components		IS Install Selected Component
Select Action: Next Screen// IS Install Selected Component		
Select Component(s): (1-13): 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//nстал**

Component	Category	Exists
MH TESTS AND SURVEYS VFQ20		X
REMINDER GENERAL FINDINGS 1 VIEW PROGRESS NOTE TEXT		X
TIU TEMPLATE FIELD 2 WP 4/60		X
HEALTH FACTORS 3 VA-REMINDER UPDATES [C]	X	X
4 VA-UPDATE_2_0_286		X
REMINDER SPONSOR 5 BLIND REHAB SERVICE		X

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

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.

```
Packed reminder dialog: VA-LOW VISION VFQ20 SURVEY [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-LOW VISION VFQ20 SURVEY	dialog	X
2	5	VA-LOW VISION VFQ VERSION HEADER Finding: *NONE*	element	X
3	10	VA-LOW VISION VFQ20 INSTRUCTIONS NEW Finding: *NONE*	element	
4	20	VA-LOW VISION VFQ-20 LAST NOTE(VIEW OR PRINT) Finding: VIEW PROGRESS NOTE TEXT (REMINDER GENERAL FINDING)	element	X
5		PXRM GF PRINT BUTTON	prompt	X
6	24	VA-LOW VISION VFQ PRIOR SCORE NEW Finding: *NONE*	element	

```
+      + 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-LOW VISION RECENT VFQ TOTAL**

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

```
Packed reminder dialog: VA-LOW VISION VFQ20 SURVEY [NATIONAL DIALOG]
VA-LOW VISION VFQ20 SURVEY (reminder dialog) installed from exchange file.
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-LOW VISION VFQ20 SURVEY	dialog	X
2	5	VA-LOW VISION VFQ VERSION HEADER Finding: *NONE*	element	X
3	10	VA-LOW VISION VFQ20 INSTRUCTIONS NEW Finding: *NONE*	element	X
4	20	VA-LOW VISION VFQ-20 LAST NOTE(VIEW OR PRINT) Finding: VIEW PROGRESS NOTE TEXT (REMINDER GENERAL FINDING)	element	X
5		PXRM GF PRINT BUTTON	prompt	X
6	24	VA-LOW VISION VFQ PRIOR SCORE NEW Finding: *NONE*	element	X

```
+      + Next Screen  - Prev Screen  ?? More Actions
DD  Dialog Details      DT  Dialog Text
DF  Dialog Findings    DU  Dialog Usage
DS  Dialog Summary     IA  Install All
Select Action: Next Screen// Q  Quit
```

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

+	Component	Category	Exists
	MH TESTS AND SURVEYS		
	VFQ20		X
	REMINDER GENERAL FINDINGS		
	1 VIEW PROGRESS NOTE TEXT		X
	TIU TEMPLATE FIELD		
	2 WP 4/60		X
	HEALTH FACTORS		
	3 VA-REMINDER UPDATES [C]	X	X
	4 VA-UPDATE_2_0_286		X
	REMINDER SPONSOR		
	5 BLIND REHAB SERVICE		X
+ + Next Screen - Prev Screen ?? More Actions			
IA	Install all Components	IS	Install Selected
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. 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.

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 390.*

Select Display Sequence: **390**

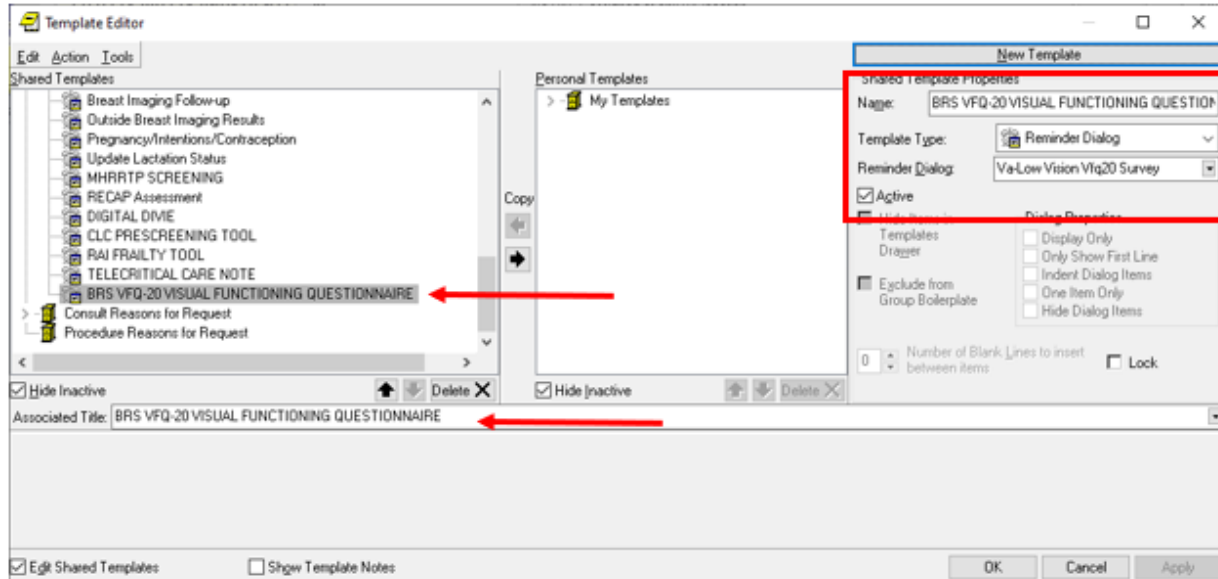
Are you adding 390 as a new Display Sequence? Yes// **YES**

Display Sequence: 390// **<Enter>** 390

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

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

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: **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.

4. **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.