



**Update \_2\_0\_297**

**Clinical Reminders**

**VA-AGE-FRIENDLY 4MS**

**Install Guide**

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**September 2022**

Product Development  
Office of Information Technology  
Department of Veterans Affairs

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## **Introduction**

[Age Friendly Health Systems](#) is an initiative of The John A. Hartford Foundation and the Institute for Healthcare Improvement (IHI), in partnership with the American Hospital Association (AHA) and the Catholic Health Association of the United States (CHA).

The **Age-Friendly 4Ms Note Template (Version 1.0)** is for any member of the care team (including MD, DO, NP, PA, RN, SW, PharmD, PT, OT, Psychology etc.) providing care consistent with the 4Ms - What Matters, Medication, Mentation, and Mobility. In an Age-Friendly Health System, each "M" is assessed and acted on to improve care for older adults. Any care setting may add this template to local documentation to support Age-Friendly 4Ms care. The template has been designed to abstract data for quality improvement.

What is the value of this template?

- Eliminate chart reviews for Committed to Care Excellence
- Standardize documentation across Age-Friendly care settings
- Ensure care is consistent with What Matters to older Veterans

What is the benefit of 4Ms care?

- Increases the effectiveness of care and time spent with Veterans

What is the benefit of a dashboard? (to be developed)

- Monitor 4Ms care provided (dashboard updated nightly)

**++Add this template to existing documentation to facilitate 4Ms tracking ++**

### ***Please Note:***

For questions or feedback on the template please utilize the REDACTED e-mail contact. For training material please go to REDACTED. **Be sure and bookmark the \*new and improved\* Age Friendly health Systems (URL REDACTED) currently in development which should be fully functional in August 2022.**

UPDATE\_2\_0\_297 contains 1 Reminder Exchange entry:

**UPDATE\_2\_0\_297 VA-AGE-FRIENDLY 4MS**

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

### **REMINDER GENERAL FINDINGS**

VIEW PROGRESS NOTE TEXT

### **TIU TEMPLATE FIELD**

VA-VANOD BLANK

BLANK SPACE1

VA-GEC AGE-FRIENDLY 4M RESOURCES

### **HEALTH FACTORS**

VA-REMINDER UPDATES [C]

VA-UPDATE\_2\_0\_297  
VA-HEALTH AND WELL BEING [C]  
VA-WHS-AFHS-PATIENT PRIORITIES FOLLOW-UP  
VA-WHS-AFHS-IDENTIFY PATIENT PRIORITIES  
VA-WHS-AGE-FRIENDLY-MOBILITY  
VA-GEC AGE-FRIENDLY MOBILITY NO  
VA-VAAES MOB [C]  
VA-VAAES MOB GS 8 WALK 250  
VA-VAAES MOB GS 7 WALK 25 FT  
VA-VAAES MOB GS 6 WALK 10 STEPS  
VA-VAAES MOB GS 5 STANDING  
VA-VAAES MOB GS 4 TRANSFERRED  
VA-VAAES MOB GS 3 SAT AT EDGE  
VA-VAAES MOB GS 2 TURNED SELF  
VA-VAAES MOB GS 1 LYING IN BED  
VA-GEC AGE-FRIENDLY DELIRIUM NO  
VA-WHS-AGE-FRIENDLY-MENTATION-DELIRIUM  
VA-VAAES NEURO [C]  
VA-VAAES NEURO BCAM POSITIVE  
VA-VAAES NEURO BCAM NEGATIVE  
VA-GEC AGE-FRIENDLY DEMENTIA NO  
VA-WHS-AGE-FRIENDLY-MENTATION-DEMENTIA  
VA-GEC AGE-FRIENDLY DEPRESSION NO  
VA-WHS-AGE-FRIENDLY-MENTATION-DEPRESSION  
VA-GEC AGE-FRIENDLY MEDICATION NO  
VA-WHS-AGE-FRIENDLY-MEDICATION  
VA-GEC AGE-FRIENDLY WHAT MATTERS NO  
VA-WHS-AGE-FRIENDLY-WHAT MATTERS  
VA-GEC AGE-FRIENDLY 4MS NOTE TEMPLATE VERSION [C]  
VA-GEC AGE-FRIENDLY 4MS NOTE TEMPLATE V1.2

**REMINDER SPONSOR**

OFFICE OF GERIATRIC EXTENDED CARE

**REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_297

**HEALTH SUMMARY TYPE**

VA-GEC MOBILITY SCALE JH  
VA-GEC 4MS MOBILITY GOAL  
VA-GEC AGE-FRIENDLY 4MS BCAM  
VA-WHS-AGE-FRIENDLY MHA MINI  
VA-WHS-AGE-FRIENDLY MHA PHQ2/9  
VA-GEC 4MS MEDICATION  
VA-GEC 4MS WHAT MATTERS

## HEALTH SUMMARY OBJECTS

VA-GEC MOBILITY SCALE JH (TIU)  
VA-GEC 4MS MOBILITY GOAL (TIU)  
VA-GEC AGE-FRIENDLY 4MS BCAM (TIU)  
VA-WHS-AGE-FRIENDLY MHA MINI (TIU)  
VA-WHS-AGE-FRIENDLY MHA PHQ2/ (TIU)  
VA-GEC 4MS MEDICATION (TIU)  
VA-GEC 4MS WHAT MATTERS (TIU)

## TIU DOCUMENT DEFINITION

VA-GEC MOBILITY SCALE JH  
VA-GEC 4MS MOBILITY GOAL  
VA-GEC AGE-FRIENDLY 4MS BCAM  
VA-WHS-AGE-FRIENDLY MHA MINI  
VA-WHS-AGE-FRIENDLY MHA PHQ2/  
VA-GEC 4MS MEDICATION  
VA-GEC 4MS WHAT MATTERS

## REMINDER DIALOG

VA-AGE-FRIENDLY 4MS

## Install Details

This update is being distributed as a web host file. The address for the host file is:  
[https://REDACTED/UPDATE\\_2\\_0\\_297.PRD](https://REDACTED/UPDATE_2_0_297.PRD)

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

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

## Install Example

To Load the exchange file, use LWH. The URL is [https://REDACTED/UPDATE\\_2\\_0\\_297.PRD](https://REDACTED/UPDATE_2_0_297.PRD)

```
+      + 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// LWH   Load Web Host File
Input the URL for the .prd file: https://[REDACTED]/UPDATE_2_0_297.PRD
```

You should see a message that the file was successfully loaded.

```
https://[REDACTED] UPDATE_2_0_297.PRD successfully loaded.
```

Search and locate an entry titled UPDATE\_2\_0\_297 VA-AGE-FRIENDLY 4MS in reminder exchange.

+Item	Entry	Source	Date Packed
584	UPDATE_2_0_297 VA-AGE-FRIENDLY 4MS		
585	UPDATE_2_0_30 VA-IRAQ & AFGHAN POST-DEPLOY		
586	UPDATE_2_0_31 VA-REACH		
587	UPDATE_2_0_32 VA-MH CONTINGENCY MANAGEMENT		
588	UPDATE_2_0_33 MISC UPDATE 4		
589	UPDATE_2_0_33 MISC UPDATE 4		
590	UPDATE_2_0_33 MISC UPDATE 4		

+    + 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    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 (1-933): 297

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry  
 Enter the number that corresponds with your entry titled UPDATE\_2\_0\_297 VA-AGE-FRIENDLY 4MS (in this example it is entry 584, it will vary by site) that is dated 08/09/2022.

Component	Category	Exists
Source:		
Date Packed:		
Package Version: 2.0P/1		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-AGE-FRIENDLY 4MS		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_297		
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** in any category you are prompted to overwrite

You will then be prompted to install the dialog component.

```

Packed reminder dialog: VA-AGE-FRIENDLY 4MS [NATIONAL DIALOG]
+-----+-----+-----+-----+-----+-----+
| Item | Seq. | Dialog Findings | Type | Exists |
+-----+-----+-----+-----+-----+
| 1 | | VA-AGE-FRIENDLY 4MS | dialog | | |
| 2 | 5 | VA-AFHS 4M NOTE VERSION | element | |
|   |   | Finding: VA-GEC AGE-FRIENDLY 4MS NOTE TEMPLATE V1.0 (HEALTH | X |
|   |   | FACTOR) |   |   |
| 3 | 7 | BLANK SPACE1 | element | |
|   |   | Finding: *NONE* |   |   | X |
| 4 | 20 | VA-AFHS 4M WHAT MATTERS CONVERSATION BUTTON | element | |
|   |   | Finding: VIEW PROGRESS NOTE TEXT (REMINDER GENERAL FINDING) | X |
| 5 | | PXRМ GF VIEW BUTTON | prompt | |
|   |   |   |   |   | X |
| 6 | 30 | VA-AFHS GRP WHAT MATTERS CONVERSATION | group | |
|   |   | 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// IA

```

At the **Select Action** prompt, type **IA** to install the dialog – **VA-AGE-FRIENDLY 4MS**  
Install reminder dialog and all components with no further changes: Y//ES

```

Packed reminder dialog: VA-AGE-FRIENDLY 4MS [NATIONAL DIALOG]
VA-AGE-FRIENDLY 4MS (reminder dialog) installed from exchange file.
+-----+-----+-----+-----+-----+
| Item | Seq. | Dialog Findings | Type | Exists |
+-----+-----+-----+-----+-----+
| 1 | | VA-AGE-FRIENDLY 4MS | dialog | X | |
| 2 | 5 | VA-AFHS 4M NOTE VERSION | element | |
|   |   | Finding: VA-GEC AGE-FRIENDLY 4MS NOTE TEMPLATE V1.0 (HEALTH | X |
|   |   | FACTOR) |   |   |
| 3 | 7 | BLANK SPACE1 | element | |
|   |   | Finding: *NONE* |   |   | X |
| 4 | 20 | VA-AFHS 4M WHAT MATTERS CONVERSATION BUTTON | element | |
|   |   | Finding: VIEW PROGRESS NOTE TEXT (REMINDER GENERAL FINDING) | X |
| 5 | | PXRМ GF VIEW BUTTON | prompt | |
|   |   |   |   |   | X |
| 6 | 30 | VA-AFHS GRP WHAT MATTERS CONVERSATION | group | |
|   |   | Finding: *NONE* |   |   | 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//

```

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-AGE-FRIENDLY 4MS

REMINDER TERM
  VA-REMINDER UPDATE_2_0_297

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. **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**

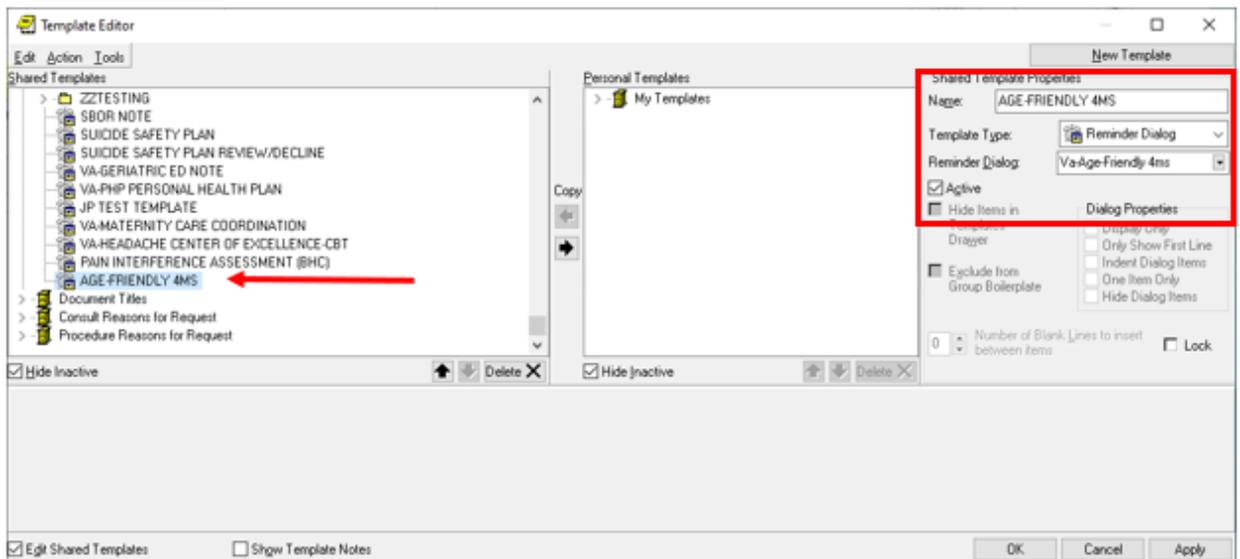
Display Sequence: 390// **<Enter>** 390

Clinical Reminder Dialog: **VA-AGE-FRIENDLY 4MS** reminder dialog  
NATIONAL

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

## 2. Associate the reminder dialogs to a shared template folder in CPRS

In CPRS, open the Template Editor, expand Shared Templates, select the appropriate folder (if applicable), then click New Template (top right-hand corner).



Type in the following information:

Name: **AGE-FRIENDLY 4MS**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-AGE-FRIENDLY 4MS**