

**Update \_2\_0\_369**

Clinical Reminders

VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE

Install Guide

**June 2023**

Product Development

Office of Information Technology

Department of Veterans Affairs

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# Introduction

In support of the MISSION Act and Family Caregivers enrolled in the Program of Comprehensive Assistance for Family Caregivers (PCAFC), this Caregiver Support Program Mental Health Intake Template is a new template being developed in conjunction with the TeleMental Health Consult. This intake note will be completed by clinicians staffed at each Caregiver Support Program VISN in response to accepted referrals via the TeleMental Health Consult.

Local Caregiver Support Program staff at each site will submit the TeleMental Health Consult via the EHR after talking with caregivers enrolled in PCAFC who are requesting telemental health counseling services. The assigned clinical staff at the VISN will review the consult and determine if this Caregiver Mental Health Intake template will be completed based on the outcome of the consult. This template will be documented in the caregiver's collateral health record in the EHR. Per the national CSP Directive and 38 CFR, caregivers enrolled in PCAFC are entitled to counseling and support services offered by the VA. This template and associated consult will allow CSP staff to route referrals for Family Caregivers requesting to participate in telepsychotherapy for non-acute mental health services. Caregiver Support Program facility staff are authorized to submit referrals to the appropriate Clinical Resource Hub to address Family Caregivers' needs.

**\*\*\*AT THE TIME OF THIS RELEASE, ONLY VISN 16 WILL NEED TO IMPLEMENT. ALL SITES MUST INSTALL AND WAIT FOR YOUR VISN TO BE NOTIFIED WHEN IT IS TIME FOR YOU TO IMPLEMENT THIS RELEASE\*\*\***

UPDATE\_2\_0\_369 contains 1 Reminder Exchange entry:

**UPDATE\_2\_0\_369 VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE**

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

**REMINDER DIALOG LINK TYPE**

VA-ALCOHOL POSITIVE WARM HANDOFF CHECK

**TIU TEMPLATE FIELD**

VA-CSP WP 4L

VA\*CG BLANK SPACE2

VA-CSP CG STRENGTHS

VA-CSP CG NEEDS HELP

VA-CSP CG NEEDS

VA-CSP YES/NO R

VA-CSP ED3

DATE & TIME (REQ)

**HEALTH FACTORS**

VA-REMINDER UPDATES [C]

VA-UPDATE\_2\_0\_369

VA-CSP PCAFC [C]

VA-CSP PCAFC CG TMH VETERAN NO

VA-CSP PCAFC CG TMH VETERAN YES

**REMINDER SPONSOR**

CAREGIVER SUPPORT PROGRAM

MENTAL HEALTH SERVICES

OFFICE OF MENTAL HEALTH SERVICES

**REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_369

**REMINDER DIALOG**

VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE

# Install Details

This update is being distributed as a web host file. The address for the host file is: https://Redacted /UPDATE\_2\_0\_369.PRD

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

Installation:

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

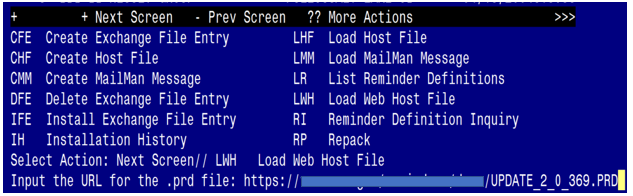
This update can be loaded with users on the system. Installation will take less than 5 minutes.

# Install Example

Go to Reminder exchange in Vista.

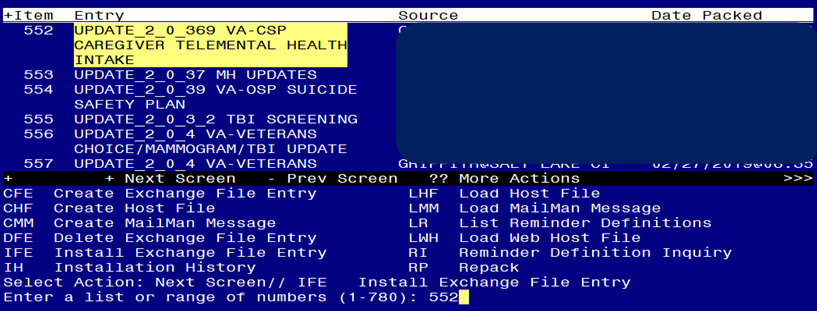
To Load the exchange file, use LWH. The URL is

https://REDACTED /UPDATE\_2\_0\_369.PRD

****

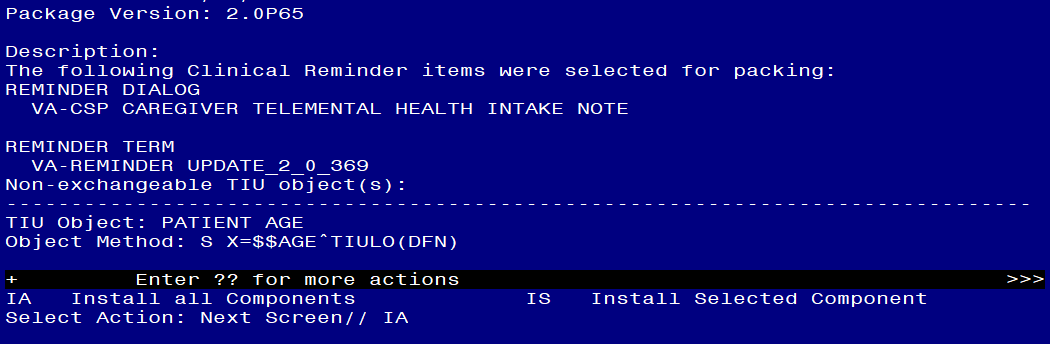
You will see a message indicating the file was loaded successfully.

Search and locate an entry titled UPDATE\_2\_0\_369 VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE 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\_369 VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE *(in this example it is entry 552, it will vary by site)* that is dated 06/16/2023.

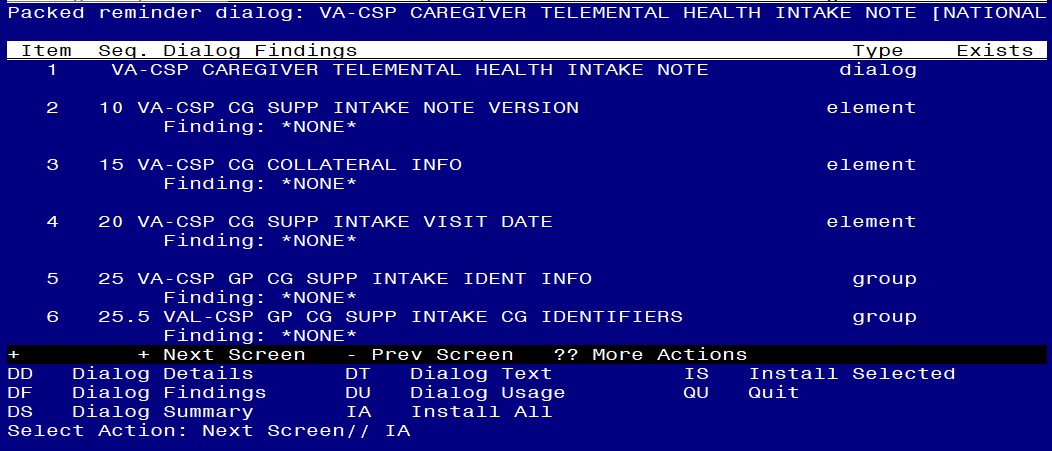


At the **Select Action** prompt, type **IA** for Install all Components and hit enter.

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

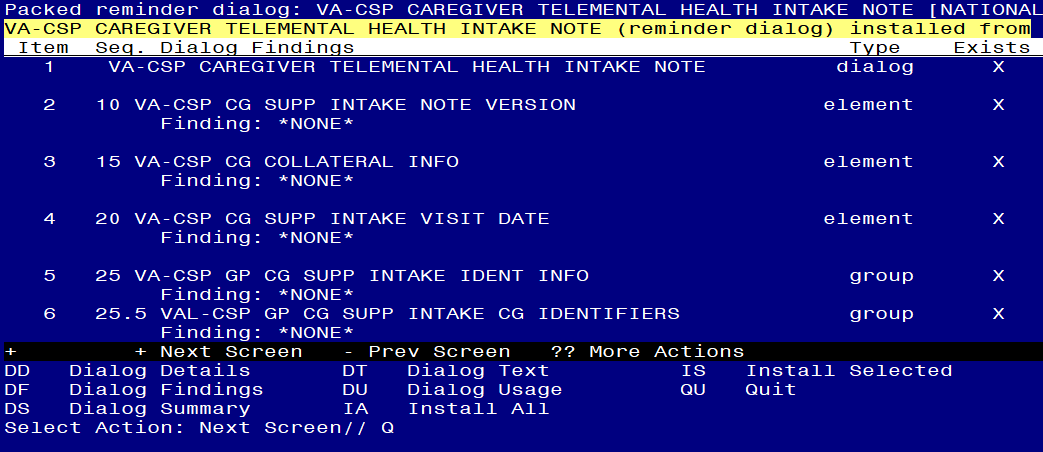
**SKIP any items in any category you are prompted to overwrite.**

You will then be prompted to install the dialog component.

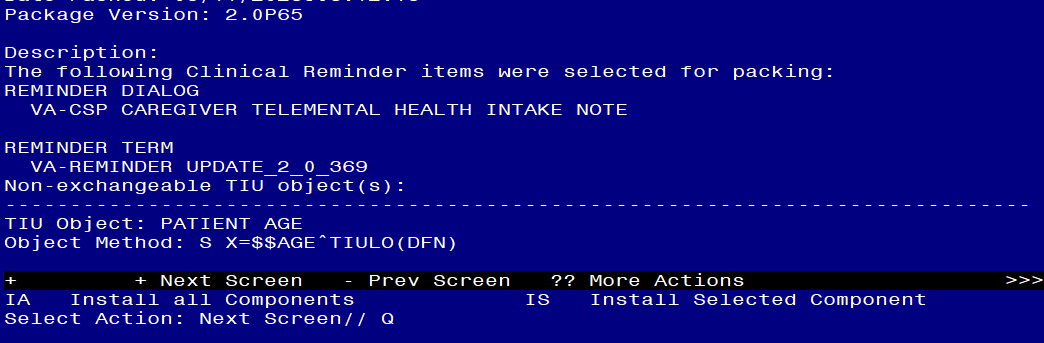


At the **Select Action** prompt, type **IA** to install the dialog – **VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE**

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

**\*\*\*AT THE TIME OF THIS RELEASE, ONLY VISN 16 WILL NEED TO COMPLETE THE POST INSTALL.\*\*\***

1. **Setup of Note Title.**

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

CSP TELEMENTAL HEALTH INTAKE NOTE

VHA Enterprise Standard Title: CAREGIVER CERTIFICATE

You can add this to the document class where multidisciplinary notes are stored.

***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_Integration_Utility_(TIU)/tiuim.pdf)

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-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE** reminder dialog NATIONAL

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

1. **Add the template to** the document title
   1. In CPRS, open the Template Editor, expand Document Titles, select the appropriate folder (if applicable), then click New Template (top right-hand corner).

Screen shot showing the CPRS Template Editor:
Under Shared Templates, CSP TELEMENTAL HEALTH INTAKE NOTE is highlighted and CSP TELEMENTAL HEALTH INTAKE NOTE also is in the Associated Title.  On the right, under Shared Templates, the Name isCSP TELEMENTAL HEALTH INTAKE NOTE, the Type is Reminder Dialog and the Reminder Dialog is Va-Csp Caregiver Telemental Health Intake Note

Type in the following information:

Name: **CSP TELEMENTAL HEALTH INTAKE NOTE**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE**

Associated Title: **CSP TELEMENTAL HEALTH INTAKE NOTE**

–– then click Apply.

1. **Update reminder dialog**

**Using the VistA menu reminder Dialog manager, Reminder Dialogs, change your view to element view.**

1. **Locate and edit the reminder dialog element** VAL-CSP GP CG SUPP INTAKE CG IDENTIFIERS edit the DIALOG/PROGRESS NOTE TEXT and **Replace the text** |PATIENT NAME|, with your local object if you do not have the included object.
2. **Locate and edit the reminder dialog element** VA-CSP INITIAL ASSESSMENT CAREGIVER SSN edit the DIALOG/PROGRESS NOTE TEXT and **Replace the text** |PATIENT SSN|, with your local object if you do not have the included object.
3. **Locate and edit the reminder dialog element** VA-CSP INITIAL ASSESSMENT CAREGIVER DOB edit the DIALOG/PROGRESS NOTE TEXT and **Replace the text** |PATIENT DATE OF BIRTH|, with your local object if you do not have the included object.
4. **Locate and edit the reminder dialog element** VA-CSP CG SUPP INTAKE CAREGIVER AGE edit the DIALOG/PROGRESS NOTE TEXT and **Replace the text** |PATIENT AGE|, with your local object if you do not have the included object.