



**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

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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**

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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\\_369.PRD](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](https://REDACTED/UPDATE_2_0_369.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_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.

```
+Item  Entry                                     Source                                     Date Packed
552    UPDATE_2_0_369 VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE
553    UPDATE_2_0_37 MH UPDATES
554    UPDATE_2_0_39 VA-OSP SUICIDE SAFETY PLAN
555    UPDATE_2_0_3_2 TBI SCREENING
556    UPDATE_2_0_4 VA-VETERANS CHOICE/MAMMOGRAM/TBI UPDATE
557    UPDATE_2_0_4 VA-VETERANS GRIFITHSBAY LANE VA 06/16/2023
+      + 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 (1-780): 552
```

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.

```

Package Version: 2.0P65

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE

REMINDER TERM
  VA-REMINDER UPDATE_2_0_369
Non-exchangeable TIU object(s):
-----
TIU Object: PATIENT AGE
Object Method: S X=$$AGE^TIULO(DFN)

+      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-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE [NATIONAL

```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE	dialog	
2	10	VA-CSP CG SUPP INTAKE NOTE VERSION Finding: *NONE*	element	
3	15	VA-CSP CG COLLATERAL INFO Finding: *NONE*	element	
4	20	VA-CSP CG SUPP INTAKE VISIT DATE Finding: *NONE*	element	
5	25	VA-CSP GP CG SUPP INTAKE IDENT INFO Finding: *NONE*	group	
6	25.5	VAL-CSP GP CG SUPP INTAKE CG IDENTIFIERS Finding: *NONE*	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-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE**

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

```

Packed reminder dialog: VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE [NATIONAL
VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE (reminder dialog) installed from
Item  Seq. Dialog Findings                                     Type  Exists
-----
 1     VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE         dialog  X
 2     10 VA-CSP CG SUPP INTAKE NOTE VERSION                   element  X
      Finding: *NONE*
 3     15 VA-CSP CG COLLATERAL INFO                           element  X
      Finding: *NONE*
 4     20 VA-CSP CG SUPP INTAKE VISIT DATE                     element  X
      Finding: *NONE*
 5     25 VA-CSP GP CG SUPP INTAKE IDENT INFO                  group    X
      Finding: *NONE*
 6     25.5 VAL-CSP GP CG SUPP INTAKE CG IDENTIFIERS          group    X
      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// Q

```

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

```

Package Version: 2.0P65

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE

REMINDER TERM
  VA-REMINDER UPDATE_2_0_369
Non-exchangeable TIU object(s):
-----
TIU Object: PATIENT AGE
Object Method: S X=$$AGE^TIULO(DFN)
+-----+
+      + 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

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**\*\*\*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)

### 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**

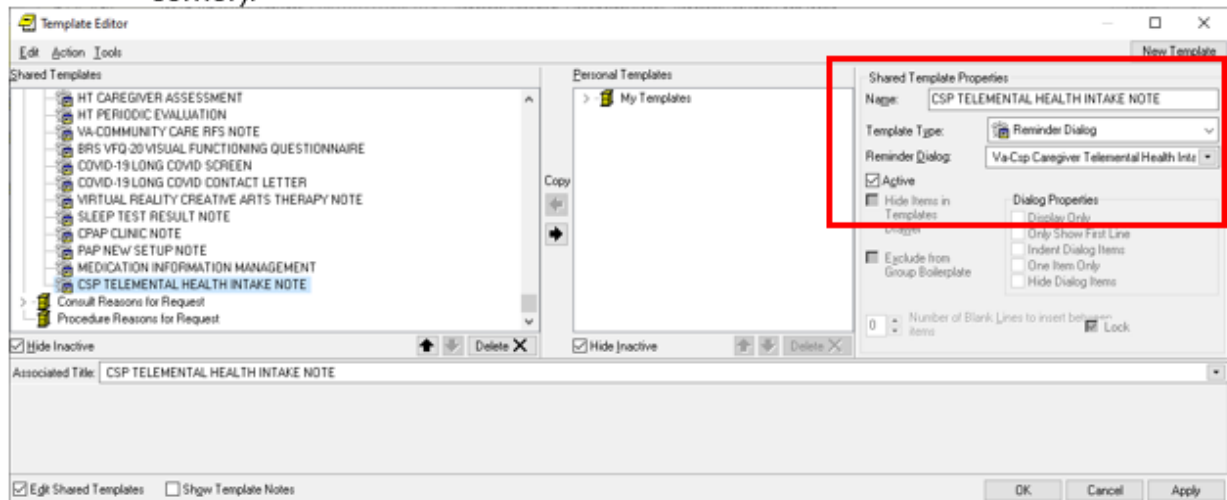
Display Sequence: 390// **<Enter>** 390

Clinical Reminder Dialog: **VA-CSP CAREGIVER TELEMENTAL HEALTH INTAKE NOTE** reminder dialog NATIONAL

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

### 3. Add the template to the document title

- 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: **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.

4. **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.