

**Update \_2\_0\_110**

Clinical Reminders

VA-TH DIGITAL DIVIDE ASSESSMENT BY SOCIAL WORK CONSULT RESULT NOTE

Install Guide

**July 2020**

Product Development

Office of Information Technology

Department of Veterans Affairs

Table of Contents

[Introduction 1](#_Toc45086453)

[Pre-Installation 2](#_Toc45086454)

[Install Details 2](#_Toc45086455)

[Install Example 3](#_Toc45086456)

[Post Installation 7](#_Toc45086457)

# Introduction

**Description:**

In late 2019, The Office of Connected Care released instructions for sites to create a national digital divide device consult for requesting a device for patients, a consult order template, and a txml version of the corresponding consult result note. This update includes the reminder dialog for the consult result note, which replaces the txml version. The included consult result dialog should be used by a social worker to determine eligibility for the Lifeline program, qualification for a VA loaned tablet, or qualification for a smartphone (for Veterans enrolled in HUD-VASH).

UPDATE\_2\_0\_110 contains 1 Reminder Exchange entry:

UPDATE\_2\_0\_110 VA-TH DIGITAL DIVIDE ASSMNT BY SOCIAL WORK

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

**TIU TEMPLATE FIELD**

WORD PROCESSING (REQ)

TEXT (1-60 CHARACTERS) REQ

LIFELINESUPPORT.ORG

VA-FED POVERTY LEVEL THRESHOLD

LIFELINE ELIGIBILITY

**HEALTH FACTORS**

VA-REMINDER UPDATES

VA-UPDATE\_2\_0\_110

VA-TH DIGITAL DIVIDE

VA-TH DD PREFERS SMARTPHONE

VA-TH DD PREFERS TABLET

VA-TH DD DEVICE ADDRESS CPRS

VA-TH DD DEVICE ADDRESS FACILITY

VA-TH DD DEVICE ADDRESS ALTERNATE

VA-TH DD DEVICE REQUIRES PERIPHERALS

VA-TH DD DEVICE/TABLET NO

VA-TH DD DEVICE/TABLET YES

VA-TH DD HOME INTERNET W/VIDEO NO

VA-TH DD HOME INTERNET W/VIDEO YES

VA-TH DD DEVICE NO PERIPHERALS

VA-TH DD PATIENT NOT INTERESTED

VA-TH DD LIFELINE NOT ELIGIBLE

VA-TH DD LIFELINE PENDING

VA-TH DD LIFELINE INTEREST

**REMINDER SPONSOR**

Office of Connected Care

**REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_110

**HEALTH SUMMARY TYPE**

DIG DIVIDE CONSULT NOTE

**HEALTH SUMMARY OBJECT**

DIGITAL DIVIDE CONSULT RESULT NOTE (TIU)

**TIU DOCUMENT DEFINITION**

DIGITAL DIVIDE CONSULT RESULT NOTE

**REMINDER DIALOG**

VA-TH DIGITAL DIVIDE NOTE OBJECT

VA-TH DIGITAL DIVIDE ASSMNT BY SOCIAL WORK

# Pre-Installation

1. The VA-TH DIGITAL DIVIDE ASSMNT BY SOCIAL WORK is the consult result note for the digital divide consult. Instructions for creating the consult and the consult order template were released by the Office of Connected Care in 2019. The instructions have also been attached to the release of this install guide in a separate document. The consult result note is intended to be completed by social work. Coordinate the consult order implementation and workflow with local telehealth and social work staff. Education for the consult was provided to telehealth and social work staff by their national program offices. Three local class groups are included in the dialog for local content if necessary.
2. A TIU object name DIGITAL DIVIDE CONSULT RESULT NOTE is included, which is used in the VIDEO DEVICE ORDER consult txml template. It is deployed in the VA-TH DIGITAL DIVIDE NOTE OBJECT element, but the element only serves as way to deliver the object. The element is not used in the reminder dialog. Instructions for configuring the object are included in the post-installation instructions.

# Install Details

This update is being distributed as a web host file. The address for the host file is: **https://REDACTED /UPDATE\_2\_0\_110.PRD**

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

**If your site is unable to use LWH, you will have a vista mail message with subject of UPDATE 110.**

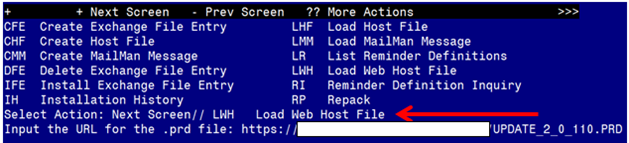
Installation:

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

This update can be loaded with users on the system. Installation will take less than 10 minutes.

# Install Example

To Load the Web Host File. Navigate to Reminder exchange in Vista



At the **Select Action:** prompt, enter **LWH** for Load Web Host File

At the **Input the url for the .prd file:** prompt, type the following web address:

**https://REDACTED/UPDATE\_2\_0\_110.PRD**

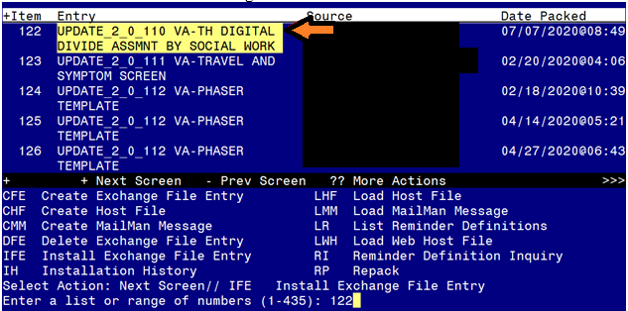
You should see a message at the top of your screen that the file successfully loaded.

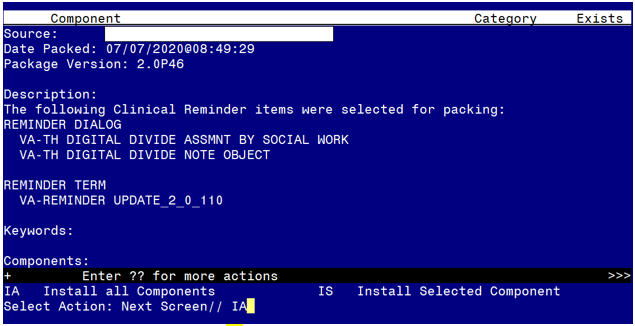
Terminal window screen shot of the message displaying the URL of the file that was successfully loaded.  Part of the URL has been redacted as it is a VA only internal web site URL.

Search and locate an entry titled UPDATE\_2\_0\_110 VA-TH DIGITAL DIVIDE ASSMNT BY SOCIAL WORK 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\_110 VA-TH DIGITAL DIVIDE ASSMNT BY SOCIAL WORK** *(in this example it is entry 122 it will vary by site).* The date of the exchange file should be 07/07/2020.

**



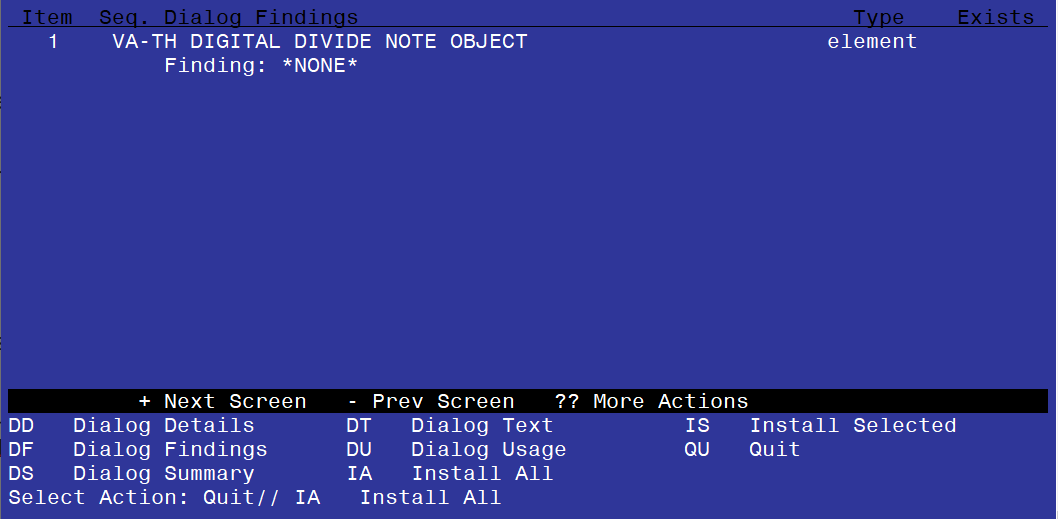
At the **Select Action** prompt, type **IA** for Install all Components and hit enter.

Select Action: Next Screen// IA Install all Components

You will see several prompts, for all new entries you will choose **I to Install**

For components that already exists but the packed component is different, you will choose **O to Overwrite.**

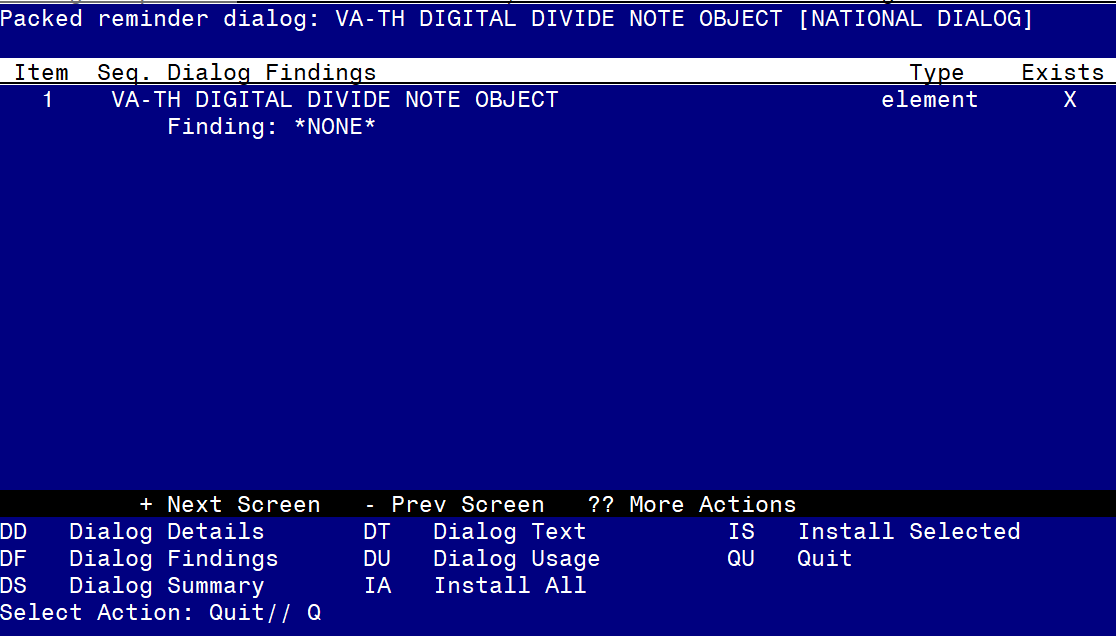
**You will be promped to install the reminder dialog components – You will choose IA to install all even though some components may have an X to indicate they exist, the content was updated and should be installed.**

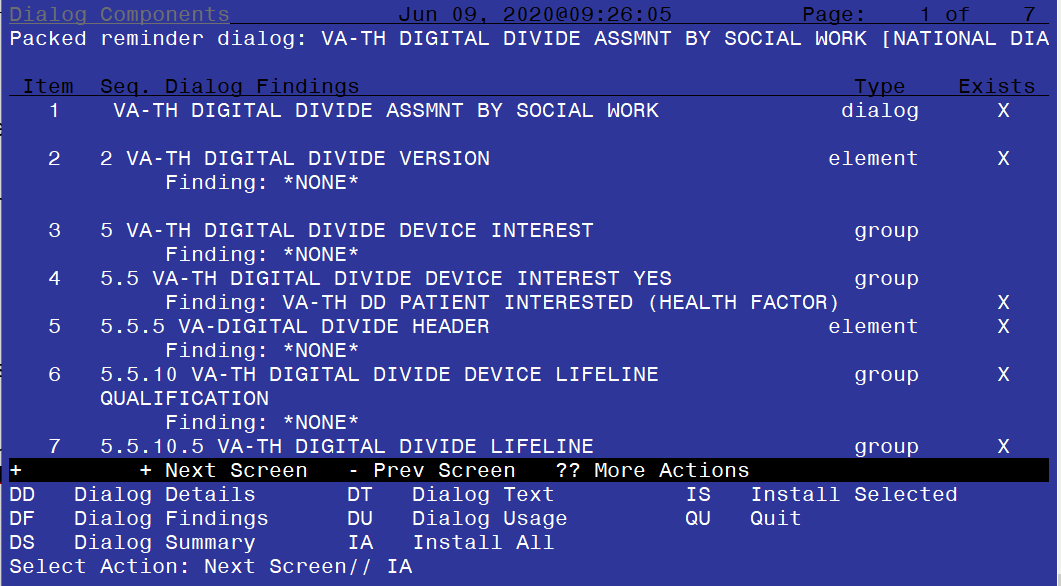


At the **Select Action** prompt, type **IA** to install the dialog – **VA-TH DIGITAL DIVIDE NOTE OBJECT**

Select Action: Next Screen// IA Install All

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

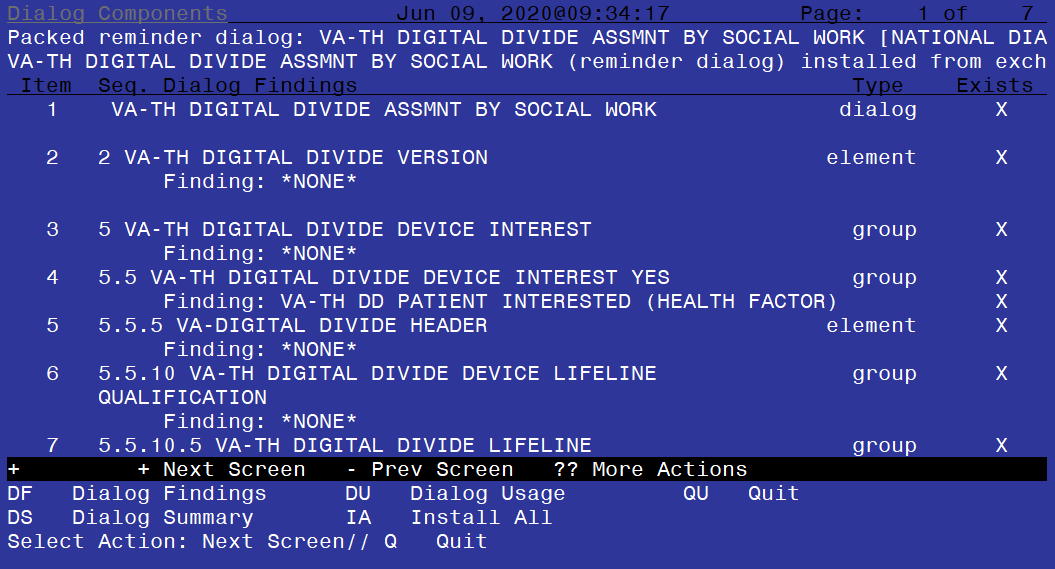
When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q.**



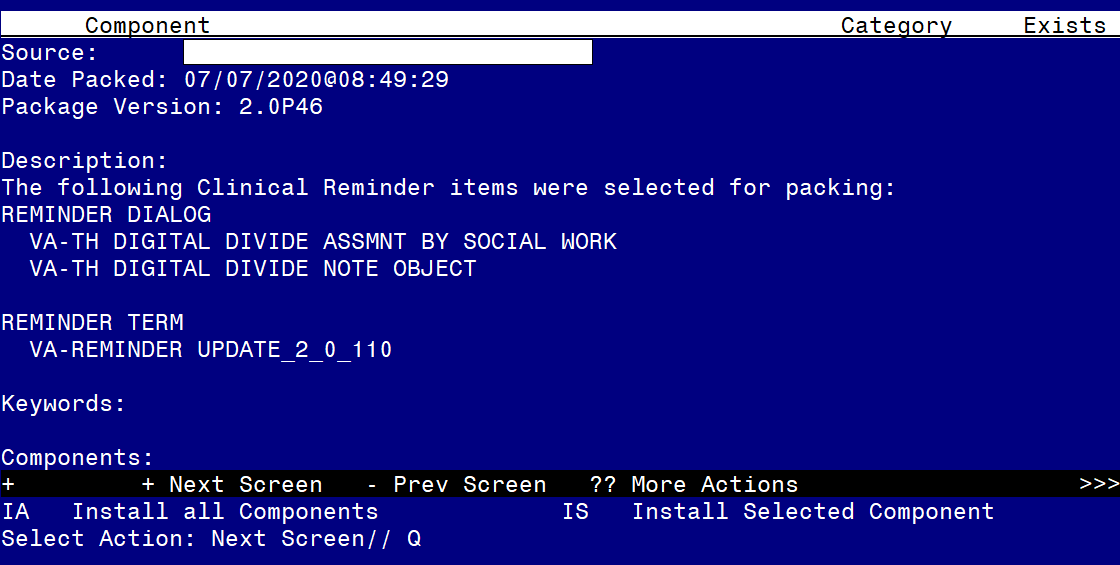
At the **Select Action** prompt, type **IA** to install the dialog – **VA-TH DIGITAL DIVIDE ASSMNT BY SOCIAL WORK**

Select Action: Next Screen// IA Install All

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



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. **Make the Dialog able to be attached to a Personal/Shared template or to a progress note title.**

From the Reminders Manager Menu:

Select Reminder Managers Menu Option:

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

DL Default Outside Location

PT Position Reminder Text at Cursor

Select CPRS Reminder Configuration Option:

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 [choose from INSTITUTION]

5 System SYS [NATREM.FO-SLC.MED.VA.GOV]

Enter selection*:*   *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:

Select Display Sequence:

78 VA-VETERANS CHOICE NOTE

79 VA-TBI SCREENING

Select Display Sequence:

Are you adding 80 as a new Display Sequence? Yes//

Display Sequence: 80// 80

Clinical Reminder Dialog**:**

**VA-TH DIGITAL DIVIDE ASSMNT BY SOCIAL WORK**

thenreminder dialog NATIONAL

OK? Yes// (Yes)

1. **Setup of Note title/ Associate the reminder dialog with the note title or shared template in CPRS**

Check VistA for the note title **DIGITAL DIVIDE ASSESSMENT BY SOCIAL WORK CONSULT RESULT**. Create a new progress note title **DIGITAL DIVIDE ASSESSMENT BY SOCIAL WORK CONSULT RESULT** if necessary**.** The program office released instructions to create the title in late 2019.

1. **Setup of Note title (if not already completed).**

The new note title is:

**DIGITAL DIVIDE ASSESSMENT BY SOCIAL WORK CONSULT RESULT**

The DIGITAL DIVIDE ASSESSMENT BY SOCIAL WORK CONSULT RESULT title should be created for use with the reminder dialog.

Name: DIGITAL DIVIDE ASSESSMENT BY SOCIAL WORK CONSULT RESULT

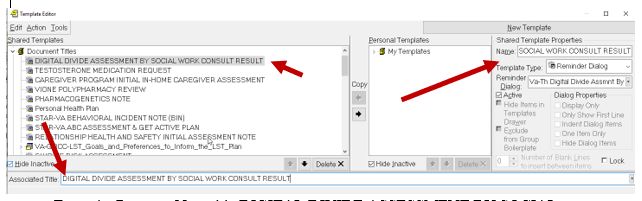
VHA Enterprise Standard Title: CONSULT

Note: Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the

1. **Associate dialog with the note title.**
   * Open Template Editor and from Shared Templates, select File “Document Titles”

Screen shot of template editor showing Shared Templates and showing how to expand the sub menu Document Titles
by clicking on the triangles in front of Document Titles.

* + Click ‘triangle’ to left of Document Titles to expand.
  + Select the folder where the title **DIGITAL DIVIDE ASSESSMENT BY SOCIAL WORK CONSULT RESULT** will be located.
  + Select “**New Template**” on the top right side of the Template Editor
  + In the “**Name**” field enter “DIGITAL DIVIDE ASSESSMENT BY SOCIAL WORK CONSULT RESULT”.
  + Change **Template type** to Reminder Dialog.
  + In reminder Dialog field enter “VA-TH Digital Divide Assmnt By Social Work”



* Enter the Progress Note title DIGITAL DIVIDE ASSESSMENT BY SOCIAL WORK CONSULT RESULT in the Associated Title field. Click Apply and OK
* Test the progress note title in CPRS to see new template is attached.

1. **Add DIGITAL DIVIDE ASSESSMENT BY SOCIAL WORK CONSULT RESULT note title to the DIG DIVIDE CONSULT NOTE health summary type.**

A TIU Object is included in this update named DIGITAL DIVIDE CONSULT RESULT NOTE. The object is used in the VIDEO DEVICE ORDER consult txml template to display the most recent DIGITAL DIVIDE ASSESSMENT BY SOCIAL WORK CONSULT RESULT note. The consult txml template is described in the DIGITABLE DIVIDE and VIDEO DEVICE CONSULT SETUP TECHNICAL GUIDE.

It is deployed in the VA-TH DIGITAL DIVIDE NOTE OBJECT element, but the element only serves as way to deliver the object. The element is not used in the reminder dialog.

The local title must be added to the health summary type named DIG DIVIDE CONSULT NOTE. Instructions are below.

1. **Begin on the Health Summary Coordinator’s Menu and enter red text below.**

Summary Coordinator's Menu

1 Print Health Summary Menu ...

2 Build Health Summary Type Menu ...

3 Set-up Batch Print Locations

4 List Batch Health Summary Locations

5 CPRS Reports Tab 'Health Summary Types List' Menu ...

Select Health Summary Coordinator's Menu <TEST ACCOUNT> Option:

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**

Select Health Summary Type:

Dig Divide Consult note

OK? **YES**

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// **YES**

NAME: DIG DIVIDE CONSULT NOTE Replace **<enter>**

TITLE: DIG DIVIDE CONSULT NOTE Replace

SUPPRESS PRINT OF COMPONENTS WITHOUT DATA: yes// **<enter>**

SUPPRESS SENSITIVE PRINT DATA: NO SSN//**<enter>**

LOCK: **<enter>**

OWNER: **<enter>**

Do you wish to review the Summary Type structure before continuing? NO// **YES**

HEALTH SUMMARY TYPE INQUIRY

Type Name: DIG DIVIDE CONSULT NOTE

Title: DIG DIVIDE CONSULT NOTE

Owner:

SUPPRESS PRINT OF COMPONENTS WITHOUT DATA: yes

SUPPRESS SENSITIVE PRINT DATA: NO SSN

Max Hos ICD Pro CPT

Abb Ord Component Name Occ Time Loc Text Nar Mod Selection

------------------------------------------------------------------------------

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

SUMMARY ORDER: 5// 5 **<enter>**

OCCURRENCE LIMIT: **1 (This will display the most recent note.)**

TIME LIMIT: **7D (This will look for the note in the last 7 days.)**

HEADER NAME: Selected Prog Notes// **Digital Divide Note**

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

You may select any number of items.

Select SELECTION ITEM: **DIGITAL DIVIDE ASSESSMENT BY SOCIAL WORK CONSULT RESULT**

**(Enter the local note title if different than title in install**

**guide.)**

Std Title: SOCIAL WORK CONSULT

...OK? Yes// **Yes**

Select SELECTION ITEM: **<enter>**

Select COMPONENT: **<enter>**

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

**The object can be viewed in the VIDEO DEVICE ORDER consult order template.**

1. **Add VIDEO DEVICE ORDER dialog to the VAL-TH DIGITAL DIVIDE ORDER DEVICE group.**

After the VIDEO DEVICE ORDER dialog has been created (refer to the DIGITAL DIVIDE and VIDEO DEVICE CONSULT SETUP TECHNICAL GUIDE), the order dialog should be embedded in this element. The element is a local class, so the text can be edited if necessary.

1. **Navigate to the VAL-TH DIGITAL DIVIDE ORDER DEVICE group from the dialog management menu.**

NAME: VAL-TH DIGITAL DIVIDE ORDER DEVICE Replace **<enter>**

DISABLE: **If necessary, enter “2” to disable the element to remove it from**

**dialog.**

CLASS: LOCAL// **<enter>**

SPONSOR: **<enter>**

REVIEW DATE: **<enter>**

RESOLUTION TYPE: **<enter>**

ORDERABLE ITEM: **<enter>**

FINDING ITEM: **Enter “Q.” and name of order dialog for the Video Device Order.**

Additional findings: **<enter>**

Select ADDITIONAL FINDING: **<enter>**

DIALOG/PROGRESS NOTE TEXT: **Enter “Y” to revise dialog text.**

Place order for device

1. **Enable local elements to add local content to dialog if necessary.**

The elements are deployed disabled, so they will need to be enabled if used. The elements are added to the opening window (VAL-TH DIGITAL DIVIDE DEVICE HEADER LOCAL SECTION), the option for documenting the patient is interested in a device (VAL-TH DIGITAL DIVIDE DEVICE LOCAL SECTION), and the option for documenting the patient is interested in the LifeLine program (VAL-TH DIGITAL DIVIDE DEVICE LIFELINE LOCAL SECTION).

1. **Navigate to reminder dialog and desired element.**

REMINDER DIALOG NAME: VA-TH DIGITAL DIVIDE ASSMNT BY SOCIAL WORK [NATIONAL] \*LIM

+Item Seq. Dialog Text

41 3.20.15 Element: VAL-TH DIGITAL DIVIDE DEVICE LIFELINE LOCAL SECTION (D

42 3.30 Element: VA-TH DIGITAL DIVIDE DEVICE INTEREST NO

Text: The patient is not interested in a device.

Prompts: Comment:

43 3.40 Element: VAL-TH DIGITAL DIVIDE DEVICE HEADER LOCAL SECTION (Disabled)

+ Next Screen - Prev Screen ?? More Actions >>>

ADD Add Element/Group DS Dialog Summary INQ Inquiry/Print

CO Copy Dialog DO Dialog Overview QU Quit

DD Detailed Display DT Dialog Text

DP Progress Note Text ED Edit/Delete Dialog

Select Item: Quit// 43

Select one of the following:

E Edit

C Copy and Replace current element

D Delete element from this dialog

Select Dialog Element Action: E// **Edit**

Dialog Element Type: E// **<enter>**

Used by: VA-TH DIGITAL DIVIDE DEVICE HEADER (Dialog Group)

NAME: VAL-TH DIGITAL DIVIDE DEVICE HEADER LOCAL SECTION

Replace **<enter>**

DISABLE: DISABLE AND DO NOT SEND MESSAGE// **Enter “@” to enable the element.**