



Update_2_0_130

Clinical Reminders

**VA-Community Care Coordination Plan Emergency
Care**

Install Guide

May 2020

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

The current “VA-COMMUNITY CARE COORDINATION PLAN” and “VA-COMMUNITY CARE EMERGENCY CARE REFERRED TIMELY” reminder dialogs have been updated and are being combined into one reminder dialog for ease of use by the field. This new reminder dialog is being released to work with the Payment Operation Management (POM) new process for claim adjudication. We request the new reminder dialog be attached to the COMMUNITY CARE-COORDINATION PLAN note title (see post-install steps).

The Office of Community Care will provide training for staff using the new note template. Contact Mr. Rick Woods garold.woods@va.gov for technical questions.

UPDATE_2_0_130 contains 1 Reminder Exchange entry:

UPDATE_2_0_130 VA-COMMUNITY CARE COORD PLAN EMERGENCY CARE

The exchange file contains the following components:

TIU TEMPLATE FIELD

WP 2/74
TEXT NOTES:
GEN WORD PROC NARROW
GEN TEXT 5 SPACES
GEN TEXT BOX 2 SP
GEN TEXT BOX 25
GEN DATE/REQ TIME
GEN TEXT BOX 50
NVCC VA/NON VA
TEXT (1-60 CHARACTERS) REQ
TEXT (1-40 CHAR) REQ
DATE (REQ)
WP 1 LINE REQ1
TEXT ENTER DM MGMT
TEXT ENTER CM MGMT
RB CARE COORD CSR LOC
RB YES/NO
WP 1 LINE REQ
VA-COMMUNITY CARE COORD ISOLATION TYPE
YES*/NO
VA CC COORD NOTE FINISH
DATE (*)
TEXT (1-60 CHAR)R
ENTER PROVIDER
DATE & TIME (REQ)
ENTER TRANSFER COORDINATOR NAME
CC-TEXT TRANSFER INSTRUCTIONS
CC CARE COORD PLAN INSTRUCTIONS
ANTICIPATED LOS
NUMBER 0-45
RB CARE COORD CSR LOC (2)
TEXT ENTER PROVIDER CONTACT INFO

TEXT CCPN CONT STAY REVIEW INFO
WP 2/74REQ
TEXT (1-60 CHAR)
NON VA CARE LEVEL OF CARE
GEN TEXT BOX 50 REQUIRED
NVCC ADMISSION ROUTE
TEXT (1-20 CHAR)
TEXT 30 CHAR (REQ)
TEXT (1-30 CHAR)
TEXT 50 REQUIRED
DATE
CB CARE COORD DOCUMENTATION OBTAINED
RB YES/NO/UNKNOWN SL
TEXT (1-20 CHAR) REQ
TEXT (1-20 CHAR REQ)
TEXT VENDOR REASON TO CONTACT
TEXT VENDOR NAME
TEXT ENTER PAT CONT
TEXT ENTER DIAGNOSIS
TEXT CONSULT TITLE
TEXT (1-40 CHAR)
TEXT LEAD COORDINATOR
TEXT RISK INFO

HEALTH FACTORS

VA-REMINDER UPDATES
VA-UPDATE_2_0_130
COMMUNITY CARE
CCPN CARE COORD APPT MGMT
COM CARE HOSPITAL NOTE
ADMIN NOT ELIGIBLE FOR 38 U.S.C. 1703
HN PATIENT ADMISSION UNKNOWN
HN PATIENT NOT ADMITTED
HN PATIENT ADMITTED
COMMUNITY CARE EMER TRT COORD
CC LOC URGENT
CC LOC COMPLEX/CHRONIC
CC LOC MODERATE
CC LOC BASIC
CCPN CARE COORD FOLLOW UP
CCPN CARE COORD PROVIDER CONTACT
CCPN CARE COORD TRANSFER
CCPN CARE COORD PATIENT CONTACT
CCPN CARE COORD DISCH PLAN
CCPN CARE COORD DISEASE MGMT
CCPN CARE COORD CONT STAY REVIEW
CCPN CARE COORD CASE MGMT
VA REF ADMIT UNK
VA REF ADMIT NO
VA REF ADMIT YES
COMMUNITY CARE PLAN NOTE

REMINDER SPONSOR

VHA OFFICE OF COMMUNITY CARE

REMINDER TERM

VA-REMINDER UPDATE_2_0_130

REMINDER DIALOG

VA-COMMUNITY CARE COORD PLAN EMER CARE

HEALTH SUMMARY COMPONENT

CONSULTS BRIEF

HEALTH SUMMARY TYPE

CCP CONSULTS

HEALTH SUMMARY OBJECTS

CCP CONSULTS

TIU DOCUMENT DEFINITION

CCP CONSULTS

Install Details

This update is being distributed as a web host file. The address for the host file is:

http://vista.med.va.gov/reminders/UPDATE_2_0_130.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_2_0_130.

Installation:

=====

This update can be loaded with users on the system. Installation will take less than 20 minutes.

Pre-Install

1 - Prior to installing this update, use the action INQ (Inquiry/Print) to print and save the existing dialog for the following items. This will ensure the local modifications to these items are easier to complete when you complete the Post-Install steps.

ELEMENT	VAL-COMMUNITY CARE PLAN COORD CONSULT
GROUP	VAL-GP COMMUNITY CARE COORD PLAN VA FACILITY
GROUP	VAL-CC REFERRAL HOSPITALS
ELEMENT	VAL-CC REFERRAL HOSPITAL (E)

Install Example

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

```
+      + 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: http://vista.med.va.gov/reminders/UPDATE_2_0_130.PRD
```

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:

http://vista.med.va.gov/reminders/UPDATE_2_0_130.PRD

You should see a message at the top of your screen that the file successfully loaded. If not, use the LMM option to load the exchange file from your Vista email.

Search and locate an entry titled **UPDATE_2_0_130 VA-COMMUNITY CARE COORD PLAN EMERGENCY CARE** in reminder exchange.

```
+Item  Entry                                     Source                                     Date Packed
152    UPDATE_2_0_130 VA-COMMUNITY CARE COORD PLAN EMERGENCY CARE GRIFFITH@SALT LAKE CI 05/05/2020@13:26
153    UPDATE_2_0_131 VA-SCARCE RESOURCE ALLOCATION GRIFFITH@SALT LAKE CI 04/14/2020@11:25
154    UPDATE_2_0_133 VA-COVID-19 OUTSIDE TEST RESULTS GRIFFITH@SALT LAKE CI 04/16/2020@14:54
155    UPDATE_2_0_134 VA-COVID-19 CPRS STATUS VERSION 2 GRIFFITH@SALT LAKE CI 04/20/2020@13:54
156    UPDATE_2_0_135 VA-NSG ADMISSION AND SHIFT GRIFFITH@SALT LAKE CI 04/30/2020@11:34
+      + 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 (1-393): 152
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry

Enter the number that corresponds with your entry titled **UPDATE_2_0_130 VA-COMMUNITY CARE COORD PLAN EMERGENCY CARE** (in this example it is entry 152, it will vary by site)

Component	Category	Exists
Source: GRIFFITH,ELIZABETH A at SALT LAKE CITY		
Date Packed: 05/05/2020@13:26		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-COMMUNITY CARE COORD PLAN EMER CARE		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_130		
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.
 Select Action: Next Screen// **IA Install all Components**

During the installation, you will see several prompts:

- Install** all new components
- Skip** any existing components

If the prompt below presents to you, select **S for Skip**

HEALTH SUMMARY TYPE entry named CCP CONSULTS already exists but the packed component is different, what do you want to do?

Select one of the following:

- C Create a new entry by copying to a new name
- O Overwrite the current entry
- U Update
- Q Quit the install
- S Skip, do not install this entry

Enter response: O// **S**

You will be prompted to install the dialog component:

```
Packed reminder dialog: VA-COMMUNITY CARE COORD PLAN EMER CARE [NATIONAL DIALOG]
Item  Seq. Dialog Findings                                     Type  Exists
  1    VA-COMMUNITY CARE COORD PLAN EMER CARE                dialog
  2    5 VA-CC COORD PLAN EMER CARE NOTE VERSION             element
      Finding: *NONE*
  3    10 VA-GP COMMUNITY CARE EMER COORD SELECTIONS         group
      Finding: *NONE*
  4    10.10 VA-GP COMMUNITY CARE VA REFERRRED               group
      Finding: *NONE*
  5    10.10.10 VA-GP COMMUNITY CARE COORD DOCUMENTATION 2   group
      Finding: *NONE*
  6    10.10.10.10 VA-GP COMMUNITY CARE COORD PLAN NOTE 2   group
      Finding: COMMUNITY CARE PLAN NOTE (HEALTH FACTOR)
  7    10.10.10.10.10 VA-GP COMMUNITY CARE CONSULT           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-COMMUNITY CARE COORDINATION PLAN**

Select Action: Next Screen// **IA Install All**

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

```
Packed reminder dialog: VA-COMMUNITY CARE COORD PLAN EMER CARE [NATIONAL DIALOG]
VA-COMMUNITY CARE COORD PLAN EMER CARE (reminder dialog) installed from exchange
Item  Seq. Dialog Findings                                     Type  Exists
  1    VA-COMMUNITY CARE COORD PLAN EMER CARE                dialog  X
  2    5 VA-CC COORD PLAN EMER CARE NOTE VERSION             element  X
      Finding: *NONE*
  3    10 VA-GP COMMUNITY CARE EMER COORD SELECTIONS         group    X
      Finding: *NONE*
  4    10.10 VA-GP COMMUNITY CARE VA REFERRRED               group    X
      Finding: *NONE*
  5    10.10.10 VA-GP COMMUNITY CARE COORD DOCUMENTATION 2   group    X
      Finding: *NONE*
  6    10.10.10.10 VA-GP COMMUNITY CARE COORD PLAN NOTE 2   group    X
      Finding: COMMUNITY CARE PLAN NOTE (HEALTH FACTOR)
  7    10.10.10.10.10 VA-GP COMMUNITY CARE CONSULT           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**.

```

Component                                     Category      Exists
Source:      GRIFFITH,ELIZABETH A at SALT LAKE CITY
Date Packed: 05/05/2020@13:26
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-COMMUNITY CARE COORD PLAN EMER CARE

REMINDER TERM
  VA-REMINDER UPDATE_2_0_130

Keywords:

Components:

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

```

You will be returned to this screen. Type Q to quit.
 Install Completed

Post Installation

1. **Make the Dialog templates available to be attached to a Personal or Shared template or to be able to attach the dialog to a progress note title.**

From the Reminders Manager Menu:

Select Reminder Managers Menu 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**
- DL Default Outside Location
- PT Position Reminder Text at Cursor

Select CPRS Reminder Configuration 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 [choose from INSTITUTION]
- 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:

Select Display Sequence: **?**

- 148 VA-VETERANS CHOICE NOTE
- 149 VA-TBI SCREENING
- 151 VACO TRANSPLANT REFERRAL (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, looking above I see the number 150 is not present, so I will use 150.

Select Display Sequence: **150**

Are you adding 150 as a new Display Sequence? Yes// **Y YES**

Display Sequence: 150// **<Enter>**

Clinical Reminder Dialog: **VA-COMMUNITY CARE COORD PLAN EMER CARE**

<Enter>

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

2. **NOTE: You are going to link a note title called COMMUNITY CARE COORDINATION PLAN**, that should already exist in your system.

- So, you will need to remove this title's association with the VA-Community Care Coordination Plan reminder dialog before proceeding to and completing Step 3 below

3. **Associate the reminder dialog with the note title.**

To do this, go to Template Editor, then Shared Templates, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).

Type in the following information:

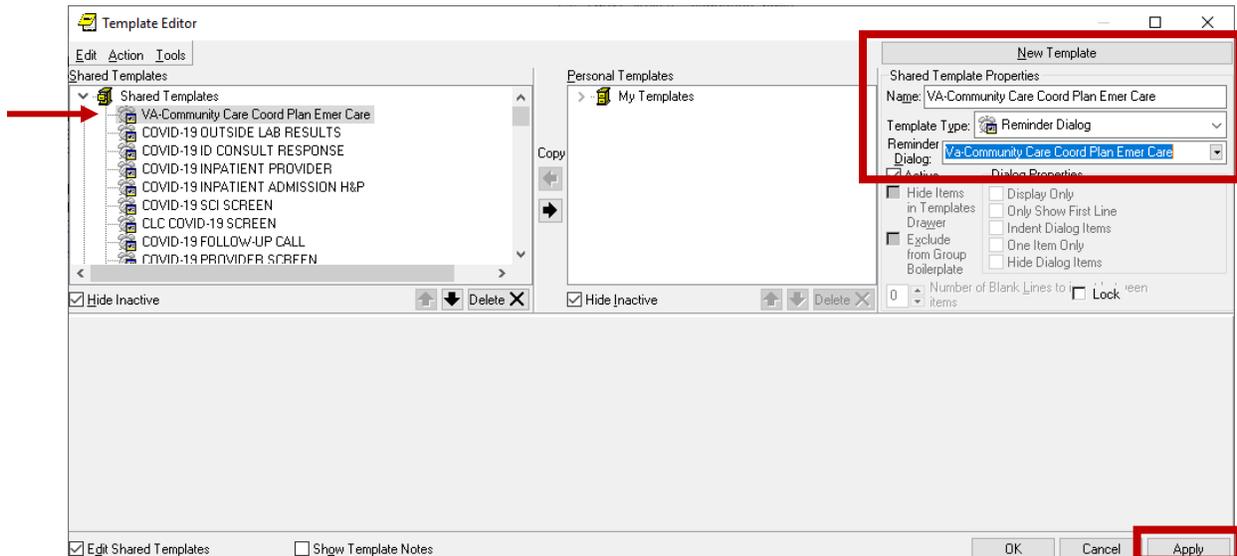
Name: **VA-COMMUNITY CARE COORD PLAN EMER CARE**

Template Type: Reminder Dialog

Reminder Dialog: VA-COMMUNITY CARE COORD PLAN EMER CARE

Next, type in the Associated Title, which in this case is **COMMUNITY CARE COORDINATION PLAN** and hit Apply.

If you get a message this title is already associated, go back and complete Step 2



4. Refer to your saved Inquiry from the pre-installation steps, and add your local facility information to the following Group:

Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Group. Search for and edit the following Group - VAL-GP COMMUNITY CARE COORD PLAN VA FACILITY

5. Refer to your saved Inquiry from the pre-installation steps, and add your hospital referral information to the following Group:
Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Group. Search for and edit the following Group - VAL-CC REFERRAL HOSPITALS
6. Refer to your saved Inquiry from the pre-installation steps, and add your hospital referral information to the following Element:
Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element. Search for and edit the following Element - VAL-CC REFERRAL HOSPITAL (E)
7. Refer to your saved Inquiry from the pre-installation steps, and add your local Community Care consult data object to the following Element:
Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element. Search for and edit the following Element: VAL-COMMUNITY CARE PLAN COORD CONSULT. Replace the data object with a Community Care Consults data object that exists in your system.

Element: VAL-COMMUNITY CARE PLAN COORD CONSULT

Text: **CCP CONSULTS**

NOTE: If you need to create a data object, go to the DOCUMENT DEFINITIONS menu, then CREATE TIU/HEALTH SUMMARY OBJECTS

NOTE: If you require further technical assistance, if there are any questions or problems during the installation, please notify your local IT support to log a national help desk ticket or contact the VA Service Desk and have them submit a national ticket to:

Category: Enterprise Applications

Subcategory: Applications

Enterprise Application: VistA - Clinical Reminders

Assignment Group: NTL SUP Clin 2