Clinical Reminders

VA-SUICIDE SAFETY PLAN

Install Guide

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Product Development
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Department of Veterans Affairs
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### Introduction

**Description:**

The Suicide Prevention Safety Plan Template was developed by the Veterans Affairs Office of Mental Health and Suicide Prevention (OMHSP) with input from field providers, suicide prevention leadership and mental health leadership and safety plan subject-matter-experts.

For Veterans who are at risk for suicide, safety planning is a critical component of suicide prevention strategies. Creating a Suicide Prevention Safety Plan involves identifying and recording warning signs, coping strategies, and sources of support that Veterans who are at risk for suicide can use before or during a crisis. The rationale for using a Safety Plan is to help Veterans recognize when they are experiencing a crisis and to use specific strategies to avert a crisis and prevent them from acting on their suicidal thoughts and urges. The Safety Plan serves as an emergency plan to use during crises when problem solving abilities often diminish.

The national template is designed to:

- standardize and improve the process of suicide prevention safety planning;
- ensure that Veterans receive high-quality suicide prevention safety plans through collaboration with their providers;
- facilitate the reporting and analysis of utilization, completion, and timing of safety planning;
- ensure that OIG recommendations regarding safety plan documentation from their May 2017 ‘Evaluation of Suicide Prevention Programs in VHA Facilities’ report are met.

*The template provides guidance on collaborating with the Veteran to complete the six steps required to create a Safety Plan. The template also provides guidance on next steps for Veterans with access to certain lethal means, which requires additional discussion and support.*

It is anticipated that the template will be used mainly during mental health visits and occasionally during primary care visits, and emergency department visits. This will allow the clinician and the Veteran collaborate to create a high-quality suicide prevention safety plan that is based on the Veteran’s own warning signs, strategies, and support.

For clinical questions, contact Gregory J. Hughes, LICSW, Director, Field Operations, Office of Mental Health and Suicide Prevention, at Gregory.Hughes2@va.gov.

**Two reminder dialogs are being distributed with this update:**

VA-OSP SUICIDE SAFETY PLAN
VA-OSP SUICIDE SAFETY PLAN REVIEW/DECLINE

UPDATE_2_0_39 contains 1 Reminder Exchange entry:

**UPDATE_2_0_39 VA-OSP SUICIDE SAFETY PLAN**
The exchange file contains the following components:

**REMEMBER DIALOG**
- VA-OSP SUICIDE SAFETY PLAN
- VA-OSP SUICIDE SAFETY PLAN REVIEW/DECLINE

**TIU TEMPLATE FIELD**
- VA-OSP DATE(R)
- VA-OSP CITY ST
- VA-OSP EDIT 40 R IND
- VA-OSP STREET ADD
- VA-OSP SP RISK MGMT
- VA-OSP SRM CONSULT EMAIL
- VA-OSP SP MATERIAL
- VA SP YES/NO
- VA SP EB30
- VA-OPIOID USE SPANISH
- VA-OPIOID USE ENGLISH
- VA-OPIOID SAFETY SPANISH
- VA-OPIOID SAFETY ENGLISH
- VA SP DATE
- VA SP 3 LINES
- SAFETY PLAN NUMBER
- VA SP EB25
- VA SP EB30 IND
- VA SP CITY ST
- VA SP EB40
- VA SP CRISIS CHAT
- VA-OSEP VHB URL
- VA-OSP SAFETY PLAN BLANK CLINICIAN
- VA-OSP SAFETY PLAN BLANK

**HEALTH FACTORS**
- VA-REMEMBER UPDATES
- VA-UPDATE_2_0_39
- VA-SUICIDE SAFETY PLAN
- VA-SP SAFETY PLAN REVIEWED
- VA-SP EMERG CONTACT NEEDS UPDATE
- VA-SP REFUSED SAFETY PLANNING
- VA-SP SAFETY CONTACT DECLINED
- VA-SP CG GIVEN COPY NO
- VA-SP VET GIVEN COPY NO
- VA-NALOXONE
- VA-NALOXONE NOT NEEDED
- VA-PATIENT DECLINED NALOXONE
VA-NALOXONE RX REQUEST PROVIDER NOTIFIED
VA-NALOXONE RX ORDERED
VA-SP OPIOID DISCUSSION NO
VA-SP OPIOID ACCESS YES
VA-SP OPIOID ACCESS NO
VA-SP GUNLOCK OFFERED NO
VA-SP FIREARM DISCUSSION NO
VA-SP FIREARM ACCESS YES
VA-SP FIREARM ACCESS NO
VA-SP DISTRESS HELP NOT DISCLOSED
VA-SP DISTRESS HELP NO
VA-SP DISTRESS HELP YES
VA-SP SOCIAL CONTACTS NO
VA-SP SOCIAL CONTACTS YES

REMINDER SPONSOR
VHA ONCOLOGY
Mental Health Services

REMINDER TERM
VA-REMINDER UPDATE_2_0_39

Pre-Install Instructions

This template uses the functionality of setting up a hyperlink in Microsoft Outlook to enable staff start an email from the template to a national program office contact for questions or assistance. Creating this hyperlink in Outlook before installing the update will make it available for all staff in your facility.

1. In Microsoft Outlook, start a New Email message (as if you are going to send an email).
2. In the body of the email, right-click on the mouse and select “Hyperlink”. The “Link to;” will default to “Existing File or Web Page” (see below).
To create an email hyperlink, on the left side under “Link to:”, choose: “E-mail Address” Type the following email address in the “E-mail Address:” field: srmconsult@va.gov As you begin to type, you will see the phrase mailto: appear in front of the email address along with the “Text to display” filling in with the same information. When done typing the email address in, click “OK”. You can leave the “Subject:” blank. See below for demonstration of the dialog box filled out.

After creating this hyperlink in Outlook, pre-installation is complete.
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_39.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 20 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:
http://vista.med.va.gov/reminders/UPDATE_2_0_39.PRD

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

Search and locate an entry titled UPDATE_2_0_39 VA-OSP SUICIDE SAFETY PLAN 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_39 VA-OSP SUICIDE SAFETY PLAN** *(in this example it is entry 78, it will vary by site)*

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

You will see several prompts, for all new entries you will choose **I to Install**:
You will be prompted to install the FIRST reminder dialog component:

At the Select Action prompt, type **IA** to install the dialog – **VA-OSP SUICIDE SAFETY PLAN REVIEW/DECLINE**

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

All dialog components for VA-OSP SUICIDE SAFETY PLAN REVIEW/DECLINE are new. 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 be prompted to install the SECOND reminder dialog component:

At the Select Action prompt, type IA to install the dialog – VA-OSP SUICIDE SAFETY PLAN
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. **Local site modification for local emergency site numbers is available through the element:** VAL-EL SAFETY PLAN STEP 5 LOCAL NUMBER INFO
   
   Local VA site-specific emergency numbers:
   
   - {FLD:SAFETY PLAN NUMBER}
   - {FLD:SAFETY PLAN NUMBER}

   Currently, {FLD:SAFETY PLAN NUMBER} is an editing template field. This element can be modified one of three ways:
   
   #1 – Leave template field untouched
   
   If this option is chosen, staff completing the Safety Plan can manually type in local VA site-specific emergency numbers or leave the text boxes blank if they choose.
   
   #2 – Remove one or both template fields and instead type in defaulted local VA site-specific emergency number(s)
   
   By doing this, the default local numbers you input here will display on every Safety Plan without staff needing to type anything.
   
   #3 – Modify template field to be a combo box of defaulted local numbers to choose from
   
   If an integrated site, you can delete one of the template fields in the element and change {FLD:SAFETY PLAN NUMBER} to be a combo box with the various local numbers that sites can choose from depending on location.
If you choose this option, the element will look like:
\\Local VA site-specific emergency numbers:
{FLD:SAFETY PLAN NUMBER}

2. Map your site’s quick order (or ordering menu) for ordering Naloxone to the following element: VA-EL SAFETY PLAN STEP 6 OPIOID KIT YES RX

Note: do not remove the national health factor from the above element.

3. Local site modification for updating a Veteran’s emergency contact is available through the element: VAL-EL EMERGENCY CONTACT NEEDS UPDATE

If a Veteran declines completing a Safety Plan, steps need to be taken to ensure the emergency contact information on file is correct. Some sites already have a process in place for updating this information. For example, if this process involves placing an order in the Veteran’s chart, sites can map that order to this element. Another option is to add instructions in this element regarding next steps if the information needs to be updated.

4. Make the Dialogs 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: CP CRS Remind Configuration
CA Add/Edit Reminder Categories
CL CRS Lookup Categories
CS CRS 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 CRS Remind 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: 2

148 VA-VETERANS CHOICE NOTE
149 VA-TBI SCREENING
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> 150
Clinical Reminder Dialog: type in the name of the dialog
VA-OSP SUICIDE SAFETY PLAN then <enter> reminder dialog NATIONAL
OK? Yes/<Enter> (Yes)

Repeat the process above for the second Clinical Reminder Dialog:
VA-OSP SUICIDE SAFETY PLAN REVIEW/DECLINE

5. Setup of Note titles
The Safety Plan is intended to be a posting with auto-demotion functions. 
Because of this, you will need to create a total of 3 new note titles (2 are for the dialogs included in this update to be attached to).

Note Title #1 (the Posting title):
Document Class: CLINICAL WARNING
Name: SUICIDE PREVENTION SAFETY PLAN
VHA Enterprise Standard Title: SUICIDE PREVENTION NOTE

Note Title #2 (the Non-posting demotion target title):
Document Class: SOCIAL WORK SERVICE (or similar equivalent)
Name: SUICIDE PREVENTION SAFETY PLAN - HISTORICAL
VHA Enterprise Standard Title: SUICIDE PREVENTION NOTE

Note Title #3 (also a Non-posting title):
Document Class: SOCIAL WORK SERVICE (or similar equivalent)
Name: SUICIDE PREVENTION SAFETY PLAN REVIEW/DECLINE
VHA Enterprise Standard Title: SUICIDE PREVENTION NOTE

6. Auto-Demotion Setup
To finish the Auto-Demotion Setup for this note, navigate to the Text Integration Utilities (MIS Manager) menu in VistA.

--- MIS Managers Menu ---

1 Individual Patient Document
2 Multiple Patient Documents
3 Print Document Menu ...
4     Search for Selected Documents
5     Statistical Reports ...
6     Unsigned/Uncosigned Report
7     Missing Text Report
8     Signed/unsigned PN report and update
9     UNKNOWN Addenda Cleanup
10    Missing Expected Cosigner Report
11    Mark Document as 'Signed by Surrogate'
12    Mismatched ID Notes
13    TIU 215 ANALYSIS ...
14    Transcription Billing Verification Report
15    CWAD/Postings Auto-Demotion Setup

Select Text Integration Utilities (MIS Manager) Option: 17  CWAD/Postings Auto-Demotion Setup

Select a CWAD/Postings TITLE for auto-demotion: **SUICIDE PREVENTION SAFETY PLAN**
Std Title: SUICIDE PREVENTION NOTE

Select a NON-Posting TITLE as the demotion target: **SUICIDE PREVENTION SAFETY PLAN - HISTORICAL**
Std Title: SUICIDE PREVENTION NOTE

Done. Post-Signature code has been set (or reset) as follows...
TITLE: SUICIDE PREVENTION SAFETY PLAN
POST-SIGNATURE ACTION: D SILENT^TIUCWD(4369,4370)

Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the **TIU/ASU Implementation Guide**

7. **Associate the reminder dialogs with the notes title in CPRS.**
   To do this, go to Template Editor, then Document Titles, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).
   1. Type in the following information:
      Name: **Suicide Prevention Safety Plan**
      Template Type: **Reminder Dialog**
      Reminder Dialog: **VA-OSP SUICIDE SAFETY PLAN**
Next, type in the Associated Title, which in this case is:

**SUICIDE PREVENTION SAFETY PLAN**

Hit Apply and OK.

2. Repeat the above process for the second note title:
   - Name: **Suicide Prevention Safety Plan Review/Decline**
   - Template Type: **Reminder Dialog**
   - Reminder Dialog: **VA-OSP SUICIDE SAFETY PLAN REVIEW/DECLINE**

8. Many sites already have existing Safety Plan templates/notes in place.
   After installing these nationally-released templates/note titles, inactivate all related old note titles/local templates.

**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