



Update_2_0_73

Clinical Reminders

VA-Community Care Coordination Plan

Install Guide

July 2019

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

The Care Coordination Plan (CCP) note is part of the end-to-end care coordination process for Veteran's receiving care in the community. The CCP note replaces the current Community Care Coordination note and allows for standardized documentation of care coordination activities, developing the Veteran's care coordination plan and communicating with the Veteran and community providers. The progress note also provides addendums to be linked to the initial note for case management, continued stay reviews, disease management, discharge planning, patient contact, provider contact and transfer request.

The Community Care Office plans to release a memo to staff that will outline the use of the CCP note. Contact Mr. Rick Woods garnold.woods@va.gov for questions.

UPDATE_2_0_73 contains 1 Reminder Exchange entry:

UPDATE_2_0_73 VA-COMMUNITY CARE COORDINATION PLAN

The exchange file contains the following components:

TIU TEMPLATE FIELD

DATE (*)
TET (1-60 CHAR)R
ENTER PROVIDER
YES*/NO
RB CARE COORD CSR LOC
WP 1 LINE REQ
DATE & TIME (REQ)
RB YES/NO
TET (1-60 CHARACTERS) REQ
ENTER TRANSFER COORDINATOR NAME
WP 1 LINE REQ1
WP 2/74
TET NOTES:
TET VENDOR REASON TO CONTACT
DATE (REQ)
TET (1-40 CHAR) REQ
TET VENDOR NAME
TET ENTER PAT CONT
TET ENTER DM MGMT
TET ENTER CM MGMT
TET ENTER DIAGNOSIS
TET CONSULT TITLE
TET (1-40 CHAR)
VA CC COORD NOTE FINISH
CC CARE COORD PLAN INSTRUCTIONS
ANTICIPATED LOS
NUMBER 0-45
TET ENTER PROVIDER CONTACT INFO
TET CCPN CONT STAY REVIEW INFO
TET LEAD COORDINATOR

TET RISK INFO
TET (1-20 CHAR REQ)
TET (1-40 CHAR2)
DATE
RB YES/NO/UNKNOWN SL
WP 1 LINE

HEALTH FACTORS

VA-REMINDER UPDATES
VA-UPDATE_2_0_73
COMMUNITY CARE
CC LOC URGENT
CC LOC COMPLE/CHRONIC
CC LOC MODERATE
CC LOC BASIC
COMMUNITY CARE PLAN NOTE

REMINDER SPONSOR

VHA Office of Community Care

REMINDER TERM

VA-REMINDER UPDATE_2_0_73

REMINDER DIALOG

VA-COMMUNITY CARE COORDINATION PLAN

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_73.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

```
+      + 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_73.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_73.PRD

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

```
http://vista.med.va.gov/reminders/UPDATE_2_0_73.PRD successfully loaded.
```

Search and locate an entry titled **UPDATE_2_0_73 VA-COMMUNITY CARE COORDINATION PLAN** in reminder exchange

```
+Item  Entry                                     Source                                     Date Packed
171  UPDATE_2_0_73 VA-COMMUNITY CARE COORDINATION PLAN  PLOTT@SALT LAKE CI  07/18/2019@09:24
172  UPDATE_2_0_74 VA-PHP PERSONAL HEALTH PLAN        FAHNER@SALT LAKE CI  04/10/2019@15:07
173  UPDATE_2_0_75 VA-PTSD STATUS FORM                MONTGOMERY@SALT LAKE CI  04/11/2019@06:59
174  UPDATE_2_0_76 COMPREHENSIVE PC TEMPLATE           GRIFFITH@SALT LAKE CI  07/17/2019@05:12
175  UPDATE_2_0_77 VA-OSP CSRE UPDATE                  GRIFFITH@SALT LAKE CI  06/26/2019@08:22
+      + 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// 171
```

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

Enter the number that corresponds with your entry titled **UPDATE_2_0_73 VA-COMMUNITY CARE COORDINATION PLAN** (in this example it is entry 171, it will vary by site)

```

Component                                     Category   Exists
Source:      PLOTT,JOSEPH G at SALT LAKE CITY
Date Packed: 07/18/2019@09:24:23
Package Version: 2.0P35

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

REMINDER TERM
  VA-REMINDER UPDATE_2_0_73

Keywords:

Components:

+      + Next Screen  - Prev Screen  ?? 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: *Note that you will **Install** all new 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 COORDINATION PLAN [NATIONAL DIALOG]
+-----+-----+-----+-----+
Item  Seq. Dialog Findings                                     Type  Exists
-----+-----+-----+-----+
  1    VA-COMMUNITY CARE COORDINATION PLAN                 dialog  X
-----+-----+-----+-----+
  2    5 VA-COMMUNITY CARE COORD PLAN NOTE VERSION         element  X
      Finding: *NONE*
-----+-----+-----+-----+
  3    10 VA-GP COMMUNITY CARE COORD DOCUMENTATION         group   X
      Finding: *NONE*
-----+-----+-----+-----+
  4    10.10 VA-GP COMMUNITY CARE COORD PLAN NOTE          group   X
      Finding: COMMUNITY CARE PLAN NOTE (HEALTH FACTOR)
-----+-----+-----+-----+
  5    10.10.10 VA-GP COMMUNITY CARE CONSULT              group   X
      Finding: *NONE*
-----+-----+-----+-----+
  6    10.10.10.10 VA-GP COMMUNITY CARE PLAN COORD CONSULT group   X
      Finding: *NONE*
-----+-----+-----+-----+
  7    10.10.10.10.10 VAL-COMMUNITY CARE PLAN COORD CONSULT element  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// 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 COORDINATION PLAN [NATIONAL DIALOG]
VA-COMMUNITY CARE COORDINATION PLAN (reminder dialog) installed from exchange f
+-----+-----+-----+-----+
Item  Seq. Dialog Findings                                     Type  Exists
-----+-----+-----+-----+
  1    VA-COMMUNITY CARE COORDINATION PLAN                 dialog  X
-----+-----+-----+-----+
  2    5 VA-COMMUNITY CARE COORD PLAN NOTE VERSION         element  X
      Finding: *NONE*
-----+-----+-----+-----+
  3    10 VA-GP COMMUNITY CARE COORD DOCUMENTATION         group   X
      Finding: *NONE*
-----+-----+-----+-----+
  4    10.10 VA-GP COMMUNITY CARE COORD PLAN NOTE          group   X
      Finding: COMMUNITY CARE PLAN NOTE (HEALTH FACTOR)
-----+-----+-----+-----+
  5    10.10.10 VA-GP COMMUNITY CARE CONSULT              group   X
      Finding: *NONE*
-----+-----+-----+-----+
  6    10.10.10.10 VA-GP COMMUNITY CARE PLAN COORD CONSULT group   X
      Finding: *NONE*
-----+-----+-----+-----+
  7    10.10.10.10.10 VAL-COMMUNITY CARE PLAN COORD CONSULT element  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:      PLOTT,JOSEPH G at SALT LAKE CITY
Date Packed: 07/18/2019@09:24:23
Package Version: 2.0P35

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

REMINDER TERM
  VA-REMINDER UPDATE_2_0_73

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

2. Setup of Note title

A note title will need to be created to use with this reminder dialog template. The new note title that needs to be created is:

COMMUNITY CARE COORDINATION PLAN

This note title is to be mapped to the following VHA Enterprise Standard Title:
NONVA NOTE

Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the [TIU/ASU Implementation Guide](#)

3. Associate the reminder dialog with the note 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).

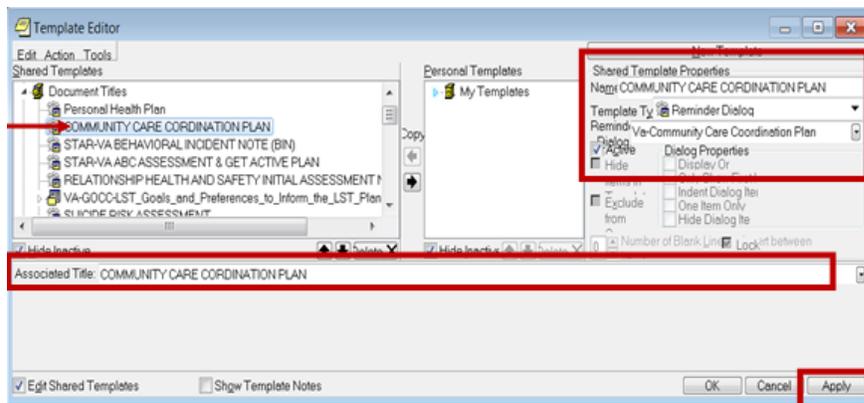
Type in the following information:

Name: **VA-COMMUNITY CARE COORDINATION PLAN**

Template Type: Reminder Dialog

Reminder Dialog: VA-COMMUNITY CARE COORDINATION PLAN

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



4. Add your local contact 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. Add your local Community Care consult data object 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-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 CREAT 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