



Update 2\_0\_96

## **Clinical Reminders**

# **VA-CSP CAREGIVER SUPPORT PROGRAM CONSULT NOTE**

## **Install Guide**

**October 2019**

Product Development  
Office of Information Technology  
Department of Veterans Affairs

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# Introduction

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## Description:

The Caregiver Support Program Office is requesting a National Consult with a corresponding reminder dialog note (to complete the consult) in order to ensure that all providers within the VHA system have easy access for referring veterans and their caregivers to needed support services. Currently, there is not standard consult/ reminder dialog note to provide this awareness/ availability.

We are requesting that the reminder dialog note have health factors built in so that the Program Office can extract data on the number of referrals being made to the Caregiver Support Program as well as the types/ needs of the caregivers seeking services.

As part of the Mission ACT, the Caregiver Support Program will be expanding the Program of Comprehensive Assistance for Family Caregivers to all era Veterans/ Caregivers; as well as developing a wide array of clinical support services for caregivers. The Caregiver Support Program is mandated to provide annual reports to congress on all aspects of the program. Having this National consult and reminder dialog note will help ensure that the Program Office has the needed data to provide this information to congress.

UPDATE\_2\_0\_96 contains 1 Reminder Exchange entry:

**UPDATE\_2\_0\_96 VA-CAREGIVER SUPPORT CONSULT**

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

### **TIU TEMPLATE FIELD**

WORD 2 LINES RQ

### **HEALTH FACTORS**

VA-REMINDER UPDATES  
VA-UPDATE\_2\_0\_96  
VA-CSP SERVICES PROVIDED  
VA-CSP SERVICES DECLINED  
VA-CSP CAREGIVER INFO  
VA-CSP CAREGIVER RELATION SIGNIF OTHER  
VA-CSP CAREGIVER RELATION SELF  
VA-CSP CAREGIVER RELATION OTHER  
VA-CSP CAREGIVER RELATION FRIEND  
VA-CSP CAREGIVER RELATION OTHER RELATIVE  
VA-CSP CAREGIVER RELATION SISTER  
VA-CSP CAREGIVER RELATION BROTHER  
VA-CSP CAREGIVER RELATION FATHER

VA-CSP CAREGIVER RELATION MOTHER  
VA-CSP CAREGIVER RELATION DAUGHTER  
VA-CSP CAREGIVER RELATION SON  
VA-CSP CAREGIVER RELATION SPOUSE  
VA-CSP CAREGIVER PHONE  
VA-CSP ANNIE CAREGIVER TEXT  
VA-CSP REACH VA  
VA-CSP GENERAL ASSISTANCE  
VA-CSP VA FORM 10-10CG  
VA-CSP COMP ASSISTANCE  
VA-CSP OTHER SERVICE PROVIDED  
VA-CSP CAREGIVER COMMUNITY RESOURCES  
VA-CSP NAVIGATING VA SERVICES  
VA-CSP BUILDING BETTER CAREGIVERS  
VA-CSP PEER SUPPORT  
VA-CSP EDUCATION CALLS  
VA-CSP REASON FOR REFERRAL  
VA-CSP OTHER REASON FOR REFERRAL  
VA-CSP ELIGIBILITY FOR SUPPORT SERVICES  
VA-CSP ELIGIBILITY FOR ASSISTANCE  
VA-CSP COMMUNITY RESOURCES  
VA-CSP ASSISTANCE WITH VA SERVICES  
VA-CSP EDUCATION AND TRAINING  
VA-CSP SUPPORT GROUPS  
VA-CSP CAREGIVER NAME

#### **REMINDER SPONSOR**

CAREGIVER SUPPORT PROGRAM

#### **REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_96

#### **REMINDER DIALOG**

VA-CSP CAREGIVER SUPPORT PROGRAM CONSULT NOTE

## **Install Details**

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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\\_96.PRD](http://vista.med.va.gov/reminders/UPDATE_2_0_96.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 10 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_96.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\_96.PRD**

```
http://vista.med.va.gov/reminders/UPDATE_2_0_96.PRD successfully loaded.
```

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\_96 VA-CAREGIVER SUPPORT CONSULT** in reminder exchange.

```
+Item  Entry                                     Source                                     Date Packed
190  UPDATE_2_0_96 VA-CAREGIVER SUPPORT CONSULT  GRIFFITH@SALT LAKE CI  10/16/2019@09:52
191  UPDATE_2_0_97 VA-SPINAL CORD INJURIES AND DISORDERS  PLOTT@SALT LAKE CI  09/23/2019@10:55
192  V7-HIV SCREENING (2012)                   MURPHY@ATLANTA VAMC  01/09/2019@14:51
193  V7-HIV SCREENING (2012)                   GRIFFITH@ZZ ALBANY   01/10/2019@06:25
194  V7-HIV SCREENING (2012)                   GRIFFITH@ZZ ALBANY   01/10/2019@08:54
195  VA BRANCHING LOGIC REMINDER UPDATES OEF/OIF  VOLPP@NORTHERN CAL  09/13/2010@11:42
196  VA MH SCREENING REMINDERS                   VOLPP@NORTHERN CAL  09/13/2010@11:36
+      + 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 (1-300): 190
```

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

Enter the number that corresponds with your entry **UPDATE\_2\_0\_96 VA-CAREGIVER SUPPORT** (in this example it is entry 190 it will vary by site)

```

Component                                     Category      Exists
Source:      GRIFFITH,ELIZABETH A at SALT LAKE CITY
Date Packed: 10/16/2019@09:52:28
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-CSP CAREGIVER SUPPORT PROGRAM CONSULT NOTE

REMINDER TERM
  VA-REMINDER UPDATE_2_0_96

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**

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

### You will be prompted to install the reminder dialog component

```

Packed reminder dialog: VA-CSP CAREGIVER SUPPORT PROGRAM CONSULT NOTE [NATIONAL
Item  Seq. Dialog Findings                                     Type      Exists
1      VA-CSP CAREGIVER SUPPORT PROGRAM CONSULT NOTE         dialog
2      3 VA-CSP CAREGIVER SUPPORT CONSULT VERSION           element
   Finding: *NONE*
3      5 VA-CSP CAREGIVER INFORMATION NAME                  element
   Finding: VA-CSP CAREGIVER NAME (HEALTH FACTOR)           X
4      PXRMM COMMENT                                         prompt      X
5      10 VA-CSP CAREGIVER RELATIONSHIP                     group
   Finding: *NONE*
6      10.10 VA-CSP CAREGIVER SPOUSE                        element
   Finding: VA-CSP CAREGIVER RELATION SPOUSE (HEALTH FACTOR) X
7      10.20 VA-CSP CAREGIVER SON                           element
   Finding: VA-CSP CAREGIVER RELATION SON (HEALTH FACTOR)   X
+      + 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 SUPPORT PROGRAM CONSULT NOTE**.

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

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

```

Packed reminder dialog: VA-CSP CAREGIVER SUPPORT PROGRAM CONSULT NOTE [NATIONAL
VA-CSP CAREGIVER SUPPORT PROGRAM CONSULT NOTE (reminder dialog) installed from e

```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-CSP CAREGIVER SUPPORT PROGRAM CONSULT NOTE	dialog	X
2	3	VA-CSP CAREGIVER SUPPORT CONSULT VERSION Finding: *NONE*	element	X
3	5	VA-CSP CAREGIVER INFORMATION NAME Finding: VA-CSP CAREGIVER NAME (HEALTH FACTOR)	element	X
4		PXRM COMMENT	prompt	X
5	10	VA-CSP CAREGIVER RELATIONSHIP Finding: *NONE*	group	X
6	10.10	VA-CSP CAREGIVER SPOUSE Finding: VA-CSP CAREGIVER RELATION SPOUSE (HEALTH FACTOR)	element	X
7	10.20	VA-CSP CAREGIVER SON Finding: VA-CSP CAREGIVER RELATION SON (HEALTH FACTOR)	element	X

```

+      + 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**.

You will then be prompted to install the health summary components, for all new entries you will choose **I to Install**

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

Component	Category	Exists
Source: GRIFFITH,ELIZABETH A at SALT LAKE CITY		
Date Packed: 10/16/2019@09:52:28		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-CSP CAREGIVER SUPPORT PROGRAM CONSULT NOTE		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_96		
Keywords:		
Components:		
+ Enter ?? for 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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## 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: **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

*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-CSP CAREGIVER SUPPORT PROGRAM CONSULT NOTE**

then **<enter>** reminder dialog NATIONAL

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

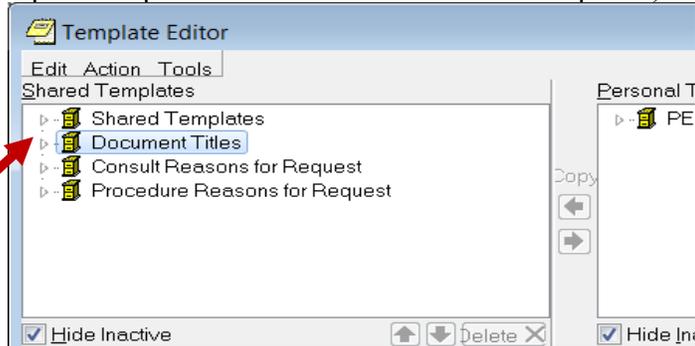
## 2. Setup of Note title/ Associate the reminder dialog with the note title or shared template in CPRS

Create a new progress note title **CAREGIVER SUPPORT CONSULT**

Associate the new title to the standard title CONSULT.

This should be located in the document class where your consult note titles are.

Open Template Editor and from Shared Templates, select File “Document Titles”



Click ‘triangle’ to left of Document Titles to expand.

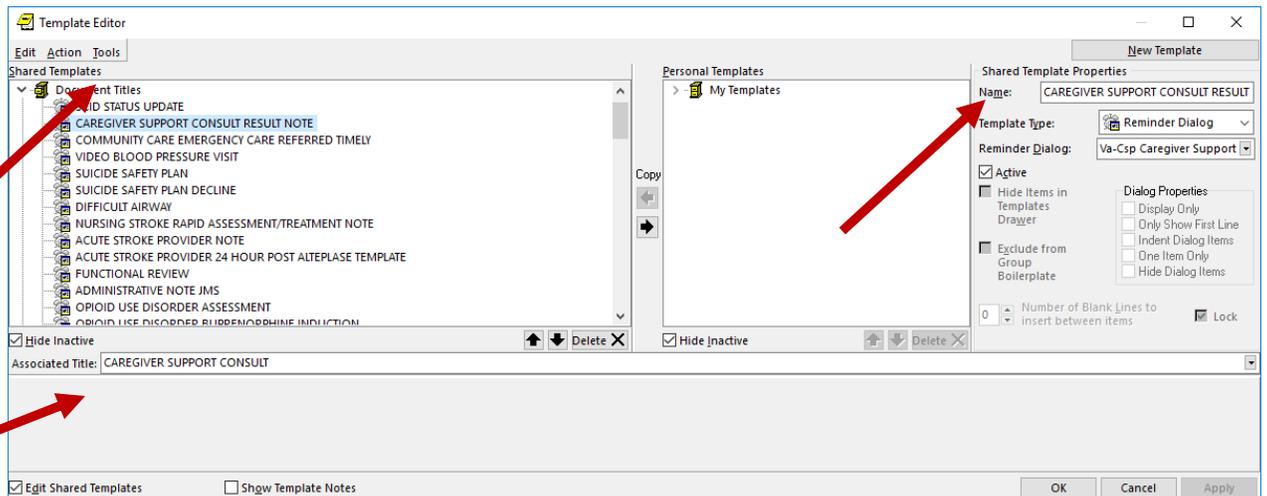
Select the folder where the title **CAREGIVER SUPPORT CONSULT** will be located.

Now click “**New Template**” on the top right side of the Template Editor

In the “**Name**” field enter “Caregiver Support Consult Result.

Change **Template type** to Reminder Dialog.

In reminder Dialog field enter “VA-CSP CAREGIVER SUPPORT PROGRAM CONSULT NOTE”



Enter the Progress Note title **CAREGIVER SUPPORT CONSULT** in the Associated Title field. Click Apply and OK

Test the progress note title in CPRS to see new template is attached.

*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*

*Enterprise Application: VistA - Clinical Reminders*

*Assignment Group: NTL SUP Clin 2*