

Mental Health Assistant User Manual



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Version 3.4**

**Department of Veterans Affairs
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Revision History

Date	Revision	Description	Author(s)
October 2025	3.4	YS*5.01*263 changes the Create Assignment button from Patient Entry to VA Device. This patch also moves the version number from the banner to the footer of the page.	REDACTED
March 2025	3.3	YS*5.01*236 moves more than 60 instruments to Cloud based processing and reporting. This patch also includes several middle-tier updates to the software applications that support the MHA project.	REDACTED
October 2024	3.2	YS*5.01*250 adds archiving and resend capabilities to the MHA4V Missed Assignments dashboard. Updated all sections with new screenshots that match the latest UI updates.	REDACTED
July 2024	3.1	YS*5.01*249 adds an application down window when MHA is inaccessible.	REDACTED
May 2024	3.0	YS*5.01*224 update MHA to further enhance the integration with MHC and adds new instruments. Updated Sections 1 through 6. Replaced Section 5.3 with completely new data and associated figures.	REDACTED
August 2023	2.2	YS*5.01*221 updates MHA Web to further enhance the integration with MHC and updates multiple instruments. Updated Sections 1 & 4.3, Figures 7, 9 & 99. Added new figures 27 & 102,	REDACTED
June 2023	2.1	YS*5.01*208 update MHA Web to further enhance the integration with MHC and adds a new instrument.	REDACTED
January 2023	2.0	YS*5.01*204 updates MHA Web application to allow integration with the MHC application, adds new instruments. New sections: 3 and 7. Updated sections: 2, 3, 4, and 5. New figures: 6-9, 12-26, 30, 39-41, 46, 54-62, 79-82, 90-92, 95-102, 104-123, 135, 156-158. New figures: 6-9, 12-26, 30, 39-41, 46, 54-62, 79-82, 90-92, 95-102, 104-123, 135, 156-158.	REDACTED

Date	Revision	Description	Author(s)
October 2022	1.10	YS*5.01*202 enhances the MHA Web application with many updates including: MHA Dashboard is a new feature that is integrated into the MHA Web application along with new instruments, updates to graphing and other functionality. Modifying Progress Note filing to consolidate multiple instruments into a single Progress Note for Patient Entry, Adding the ability to print blank instrument/single instrument, Added category to NUDESC(Cognitive), SIP-AD-30(Sleep), SIP-AD-START(Sleep), and SWEMWBS(Quality of Life), Added Instruments EHS-14, PEB-27, WBS, ASRS and DAR-5, Added interpretive text for certain instruments in Special Reports, Update MCMI4 to allow up to 13 skipped questions, Updated favorites functionality to be included in the cog dropdown menu on MHA Web landing page, Special Reports - Added ability to create a single graph based on multiple scales. New sections are: 4.1.2 and 5. New Figures: Figure 28, 31, 34, 36, 42, 44, 51 & 94.	REDACTED
May 2022	1.9	YS*5.01*199 enhances the MHA Web application with many updates including: Multi-Instrument assignments consolidated into a single note in CPRS, Special Reports: Allow CAT/Non-CAT to be displayed simultaneously on Special Reports, Special Reports Stored as User Preferences, Batteries - Default the Battery group to expanded, Deactivate Print button when on Add Comments page, Staff Entry - Hide the options button, Update the Help PDF document, Add CCOW banner and icon, Graphing - Enable Personality instruments, Graphing - Dashed lines display after 10th item graphed, Graphing - Table scale group check box is non-functional, UI - Adjust instrument hover over to exclude some fields.	REDACTED
January 2022	1.8	YS*5.01*187 enhances the MHA Web application with many updates including: Add the ability to save and get Instrument Report preferences, add Delete Instrument Administration for users with administrative access, add instrument full name and description, add user interface to configure	REDACTED

Date	Revision	Description	Author(s)
		and view Special Graph Reports, add the ability to configure batteries, Display Assignment Date in the Active Assignments, Update the High Risk/Positive response flags for instrument administrations, and Instrument graph enhancements. Updated sections are: 2.5.1, 2.5.3, 2.6.4, 2.6.5, and 2.6.6. Updated/new figures are: 59, 60, 61, 62, 63, 69, 80, 81, 82, 83, 84, 85, 86, 87, 88, and 89.	
October 2021	1.7	YS*5.01*181 enhances the MHA Web application with a number of updates: Update C-SSRS for 0 days to complete, add MoCA instrument Attestation, Instrument Batteries, Associate a Consult in Assignment/Instrument Admin, Add Comments to an Instrument Administration, Set Graphing preferences, Remove long vertical gaps in MHA Core reports, Support Delete an Instrument Admin, Support Delete list of Instruments from Assignment, Updates New/Edit Assignment functionality including Days to Restart, Fix bug for calculating Positive Response/High Risk on instrument tab, 508 Defect Fixes. Updated sections are: 2.3.13, 2.5.1, 2.5.2, and 4.5.4. Updated figures are 5, 10, 11, 12, 63.	REDACTED
October 2021	1.6	YS*5.01*182 MHA Computerized Adaptive Testing. Adds the capability for Computerized Adaptive Testing (CAT) and Computerized Adaptive Diagnosis (CAD) to the web version of MHA. Update to 2.2. New sections are 2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.3.5, 2.3.6, 2.3.7, 2.3.8, 2.3.9, 2.3.10, 2.3.11, 2.3.12, 2.3.13, 2.3.14, 2.3.15, 2.3.16, 2.3.17, 2.3.18, 2.3.19, 2.3.20, 2.3.21, and 2.3.22. New figures are 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, and 61.	REDACTED
July 2021	1.5	YS*5.01*178 MHA Web Staff Entry Update. Store and retrieve last used settings when creating an assignment, store and retrieve Favorite Instrument List, 508 defect fixes. Added screenshots for updates to application, new figures are 7, 8, 11, 12, 14, 15, 16, 17gg., 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 34.	REDACTED

Date	Revision	Description	Author(s)
June 2021	1.4	YS*5.01*179 MHA Web Staff Entry CCOW Integration. See 1.1.	REDACTED
March 2021	1.3	YS*5.01*158. Remove references to “PaSE” and replace with “MHA Web”.	REDACTED
February 2021	1.2	Revised/added screenshots for updates to application	REDACTED
January 2021	1.1	Revised/added screenshots for updates to application	REDACTED
December 2020	1.0	Initial creation of MHA Web User Manual	REDACTED

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1. MHA

The Mental Health Assistant (MHA) application is the management tool for clinicians to create assignments for Veterans (both remote and inside a clinic) to complete, create and complete administrations through a Staff Entry interface, and review completed assessment reports. The MHA application was developed to create an effective and efficient tool for Mental Health (MH) clinicians and primary care clinicians to track assessment completion and administration trending. This provides MH providers and managers tools (i.e., reports, graphs, etc.) to ensure effective MH care for Veterans. MHA supports MH instruments (e.g., psychological tests, structured interviews, and staff rating scales). Pain assessments, nursing assessments, and additional instruments that are not available elsewhere in the Computerized Patient Record System (CPRS)/Veterans Information System and Technology Architecture (VistA) systems. Overall, MHA provides clinicians with a singular point for assessment assignment and report review from VistA data within a compact and user-friendly format. Core MHA has enjoyed widespread usage among MH clinicians over the past several years, and the current revisions of MHA and Mental Health Package (MHP) initiate steps toward re-engineering VistA Mental Health functionality.

The Mental Health Assistant for Veteran's (MHA4V) Provider Application and MHA have merged to allow providers to create assignments for Veterans to complete outside of the Mental Health Clinic. This merger gives the provider flexibility to monitor the Veteran as needed, instead of only during a Mental Health visit.

2. MHA Overview

MHA is divided into multiple logical sections. These sections are:

- **MHA Banner**
- **MHA Patient**
 - Active Assignments
 - Completed Assignments
- **Dashboard**
 - Review Remote Assessment Results
 - Missed Remote Assignments
- **Logout**

2.1. Starting MHA

MHA is launched from the **CPRS Tools** menu (Figure 1: CPRS Tools Menu - MHA). To begin, access the **CPRS Tools** menu and select **MHA Web**. The VA Single Sign-On page is displayed (Figure 2).

Note: Individual site CPRS Tools menu may be set up differently than the following image.

Figure 1: CPDS Tools Menu - MHA

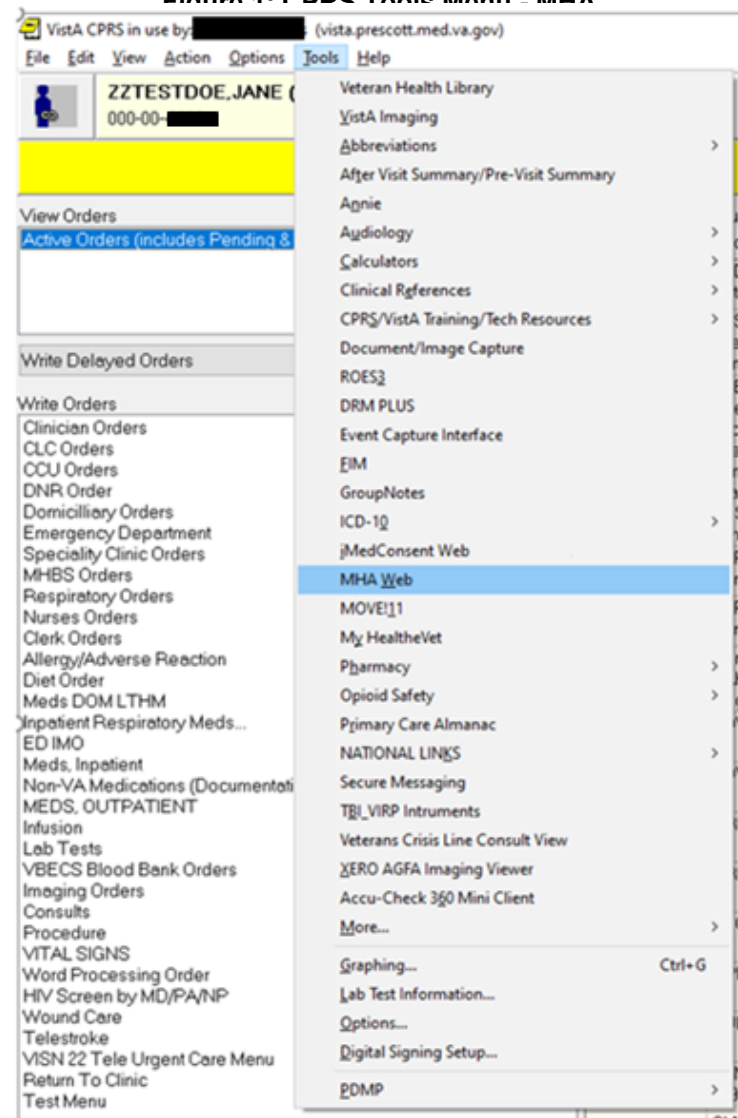


Figure 2: Single Sign-On Page



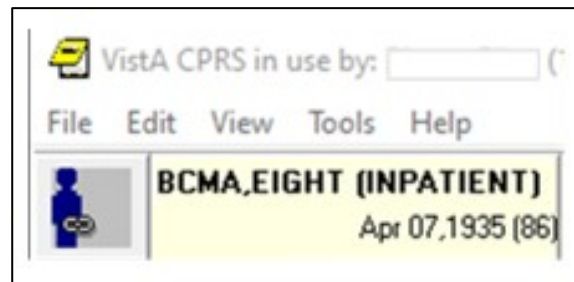
2.2. CCOW Information

Clinical Context Object Workgroup (CCOW) is the mechanism that allows MHA to follow patient changes that happen in CPRS. If the CCOW icon shows broken or banner (red or yellow) MHA cannot follow the patient change notification from CPRS. There are multiple conditions that can cause this issue.

2.2.1. CPRS Connected Context

If context is connected, an icon on the top left of CPRS displays a blue body with a linked chain (Figure 3). MHA responds to the patient changes made in CPRS.

Figure 3: CPRS CCOW Connected



2.2.2. CPRS Disconnected Context

If context is disconnected, an icon on the top left of CPRS displays multiple bodies with a broken chain (Figure 4), MHA will **NOT** respond to patient changes made in CPRS.

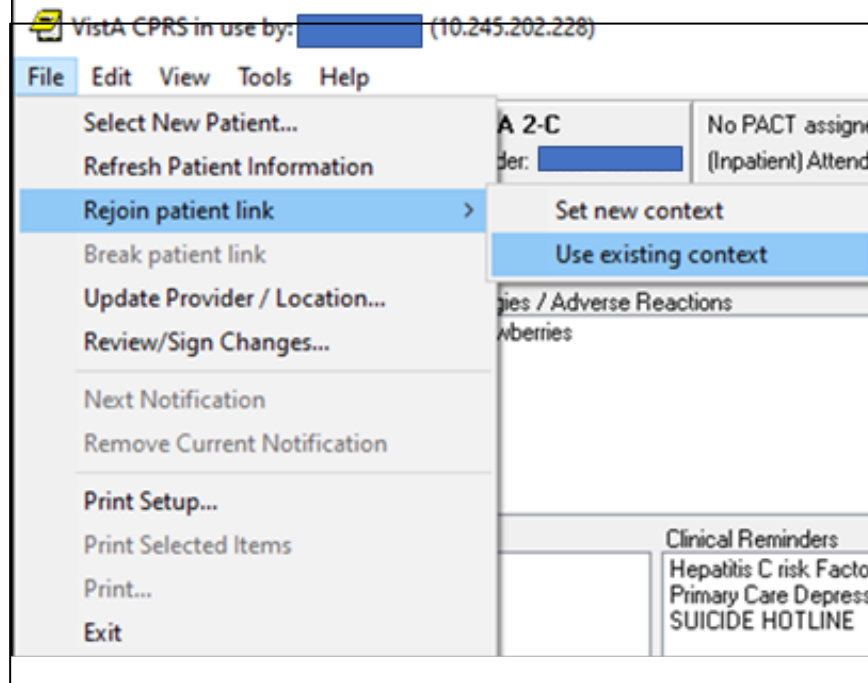
Figure 4: CPRS CCOW Not Connected



2.2.3. CPRS Rejoin/Reestablish Context

To reestablish patient context in CPRS, select File->Rejoin patient link->Use existing context. To create a new context in CPRS, select File->Rejoin patient link->Set new context (Figure 5).

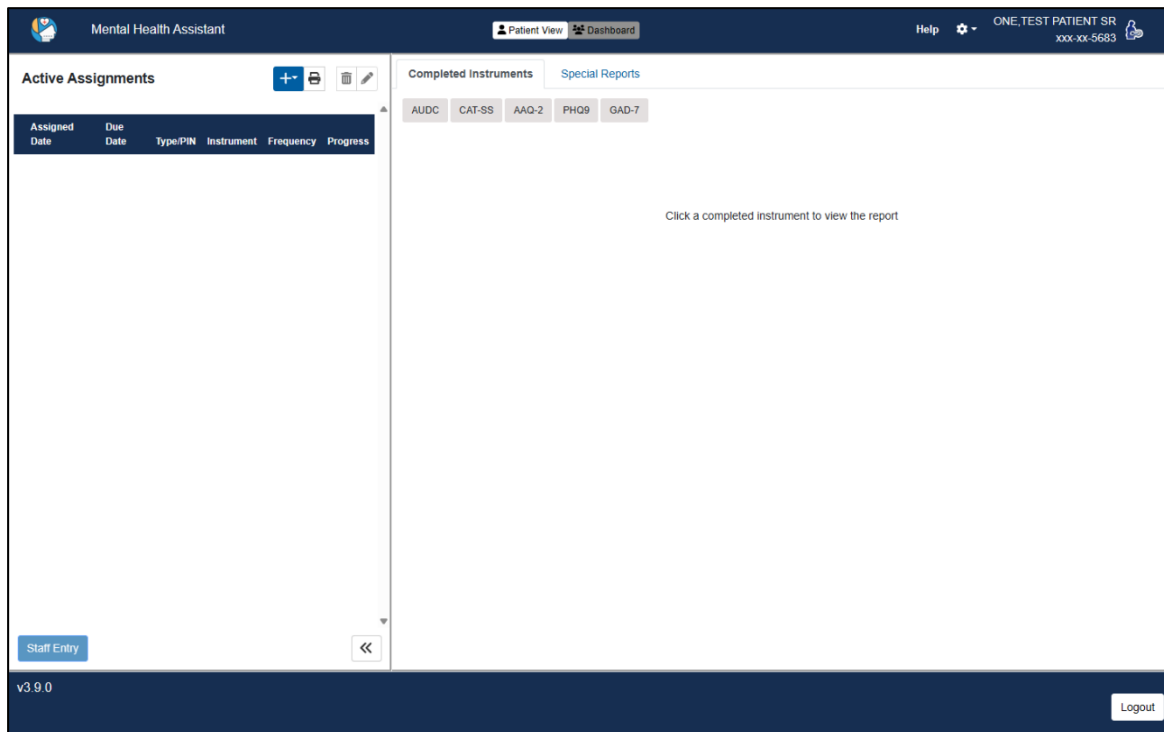
Figure 5: Set Context



2.2.4. MHA Connected Context

When launching MHA from CPRS, MHA will attempt to join the context session already established. If it is successful, the banner will not display any warnings (Figure 6) and the CCOW connected icon (Figure 6) will be displayed in the right-hand corner.

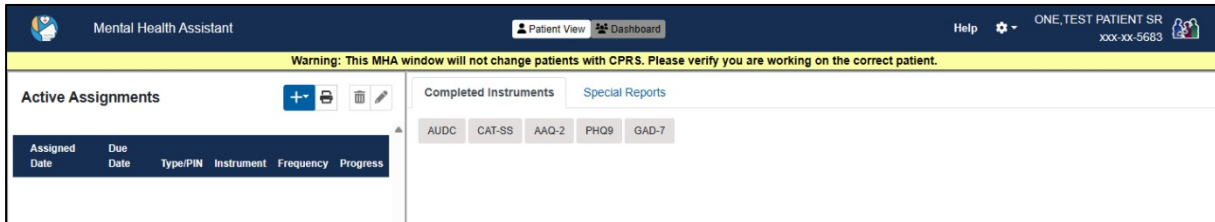
Figure 6: MHA Landing Page - CCOW Connected



2.2.5. MHA Unable to Connect to Context

When launching MHA from CPRS, MHA will attempt to join the context session already established. If it is unsuccessful, but not due to having multiple MHA instances open, the following window will be displayed (with the yellow banner).

Figure 7: MHA Landing Page - CCOW Not Connected



2.2.6. Multiple MHA Instances Open

When launching MHA from CPRS, MHA will detect any other currently running instances and provide the user a warning (Figure 8) and then display a red notification on the banner (Figure 9).

Figure 8: MHA Context Already Joined Message

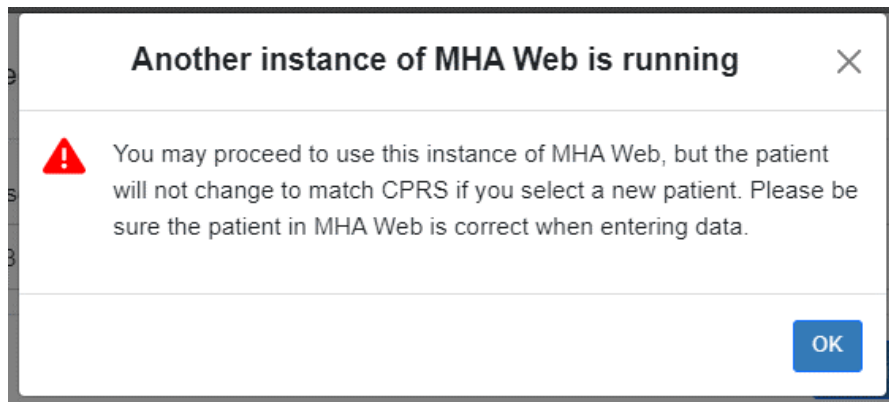
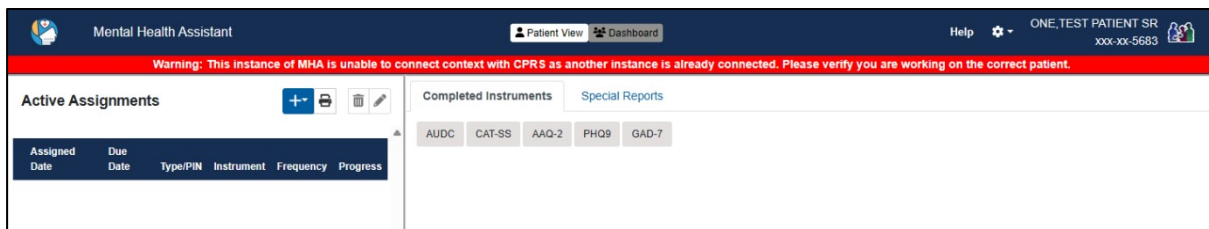


Figure 9: Multiple MHA Instances Running



2.3. Login Options

There are three options for signing into the application using the VA Single Sign-On page:

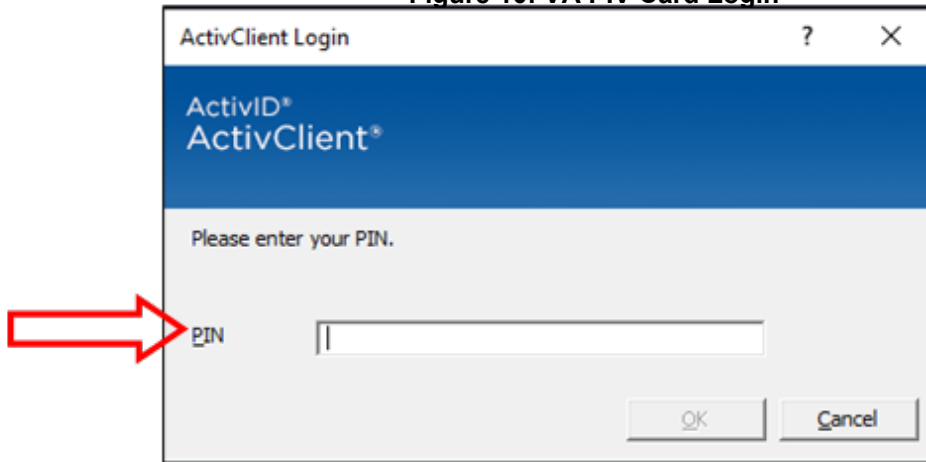
- VA Personal Identity Verification (PIV) card (Figure 10).
- Windows Authentication (Figure 11).
- VA Network ID (Figure 11).

2.3.1. VA PIV Card

The most common single sign-on used is the VA PIV card validating user credentials with their VA PIV card Personal Identification Number (PIN).

*****NOTE***** The user must have associated the PIV card with the VistA instance being used, otherwise a Division Selection error will be received. ***

Figure 10: VA PIV Card Login



2.3.1.1. Windows Authentication Network ID

The Windows Authentication sign-on option uses user credentials that were validated on initial login to the Veterans Administration (VA) network to validate their credentials/access to the application. The sign-in method used the least is the VA Network ID option, which is disabled for most users. This option requires a PIV exemption to gain access to the application.

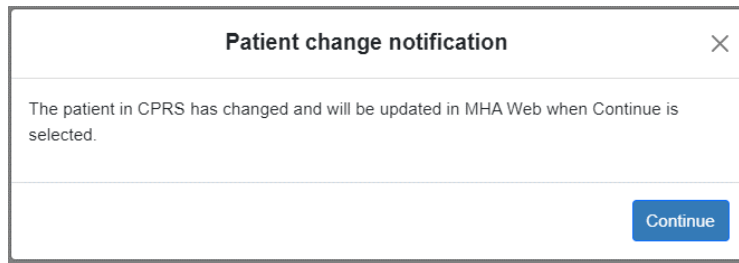
Figure 11: VA Network ID Option



3. MHA Banner

The MHA banner displays the **Help** and **Preferences** options, the currently selected patient's name and last 4 numbers of their social security number (SSN), and the CCOW status. All functions performed in MHA Patient View apply to the patient displayed in the banner.

Figure 12: Context Change Popup



There is an icon on the right side of the MHA banner that informs the provider of their CCOW connectivity. If the icon is blue with a connected chain link, the CCOW connection is active (Figure 13).

Figure 13: Connected CCOW Icon



If the icon displays 3 different colored figures with a broken chain link, the CCOW connection is inactive (Figure 14).

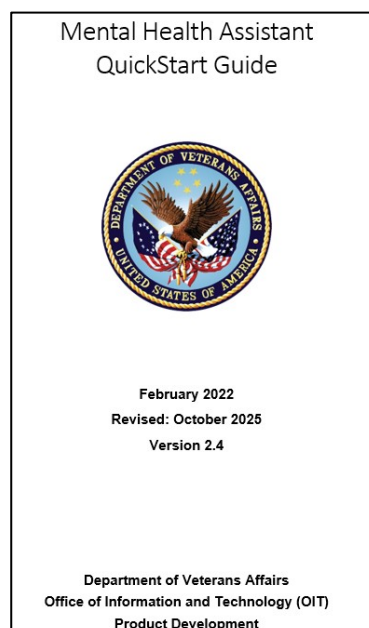
Figure 14: CCOW Not Connected




3.1. Help Link

Selecting the **Help** link within the MHA banner opens the MHA Quick Start Guide as a Portable Document Format (PDF) file. This PDF is used to give the provider an overview of MHA and its many features.

Figure 15: Quick Start Guide



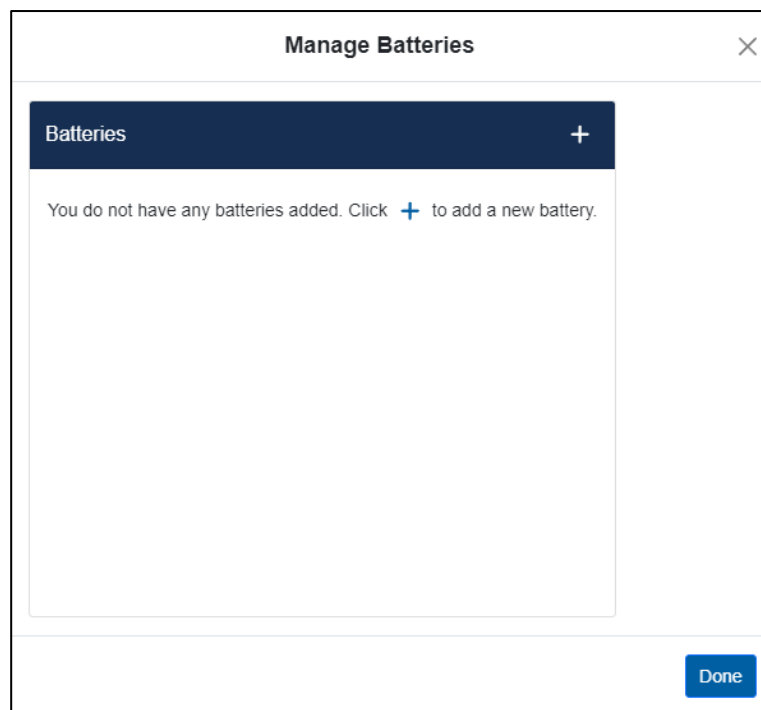
3.2. Preferences

A **Preferences** button  is available on the banner to the left of the patient's name. Clicking the **Preferences** button accesses a dropdown menu where Batteries and Favorites can be configured.

3.2.1. Batteries

Batteries can be used to group instruments that are commonly assigned together. Clicking the **Preferences** button displays a dropdown menu where **Batteries** can be selected. This opens the **Manage Batteries** window.

Figure 16: Batteries - Initial Manage Batteries Window



To create a new Battery, select the + symbol. The **Battery Name** is a required field. If the user does not enter a Battery Name, an error message appears. Until the Battery Name is entered the Battery cannot be created.

Figure 17: Batteries - Manage Batteries with Error Message

The screenshot shows the 'Manage Batteries' dialog box with the 'New Battery' tab selected. The 'Battery Name' field contains the text 'Battery name' and is highlighted with a red border. Below the field, a red error message reads 'Battery Name is required'. The 'Selected Instruments' section shows a message: 'There are no instruments selected for this battery. Click +/- to add or remove instruments.' The 'Done' button is visible at the bottom right.


Selecting the +/- button brings up the list of all instruments to customize the Battery. Select the  button to save the Battery once the desired instruments have been added. A confirmation text is displayed to show the Battery has been created and the new Battery appears under the **Batteries** field.

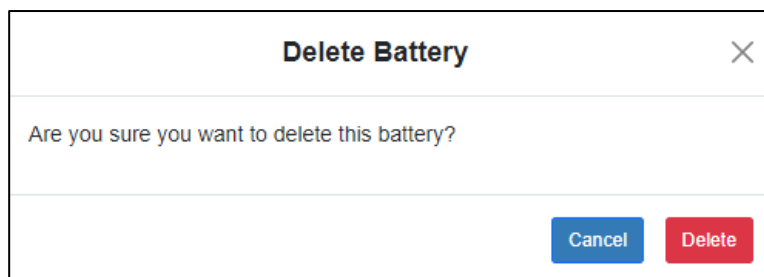
Figure 18: Batteries - Battery Creation Confirmation

The screenshot shows the 'Manage Batteries' dialog box with the 'Edit Battery' tab selected. The 'Battery Name*' field contains the text 'Test Batteries'. The 'Selected Instruments' section lists five instruments: AUDC, BAM-C, BAM-C-CBT-SUD, AUDIT, and ALSSQOL-SF. A green status message box at the bottom center reads 'Status Message' and 'Battery was saved successfully'. The 'Done' button is visible at the bottom right.

Once a Battery has been created, the order of the instruments can be modified by selecting an instrument and using drag and drop to move it to the desired position.

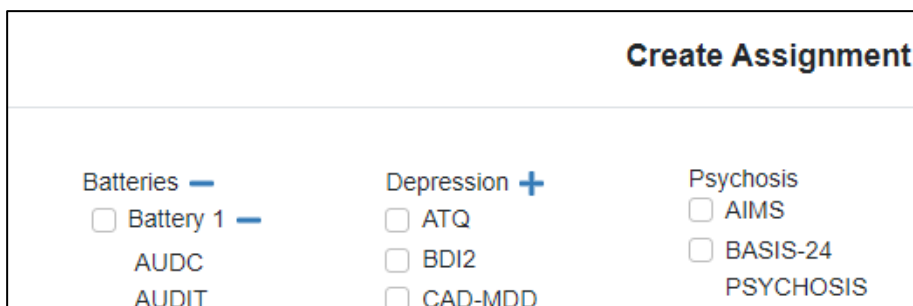
The user can also delete batteries from the **Manage Batteries** window. Selecting the  button causes a confirmation message to appear. Selecting **Delete** removes the selected battery.

Figure 19: Batteries – Delete Battery Confirmation



Once a Battery has been created, it is ready to be used within the Create/Edit Assignment windows. The created Battery appears at the top left of these windows and can be customized using the normal workflow of MHA.

Figure 20: Batteries - Create Assignment Window

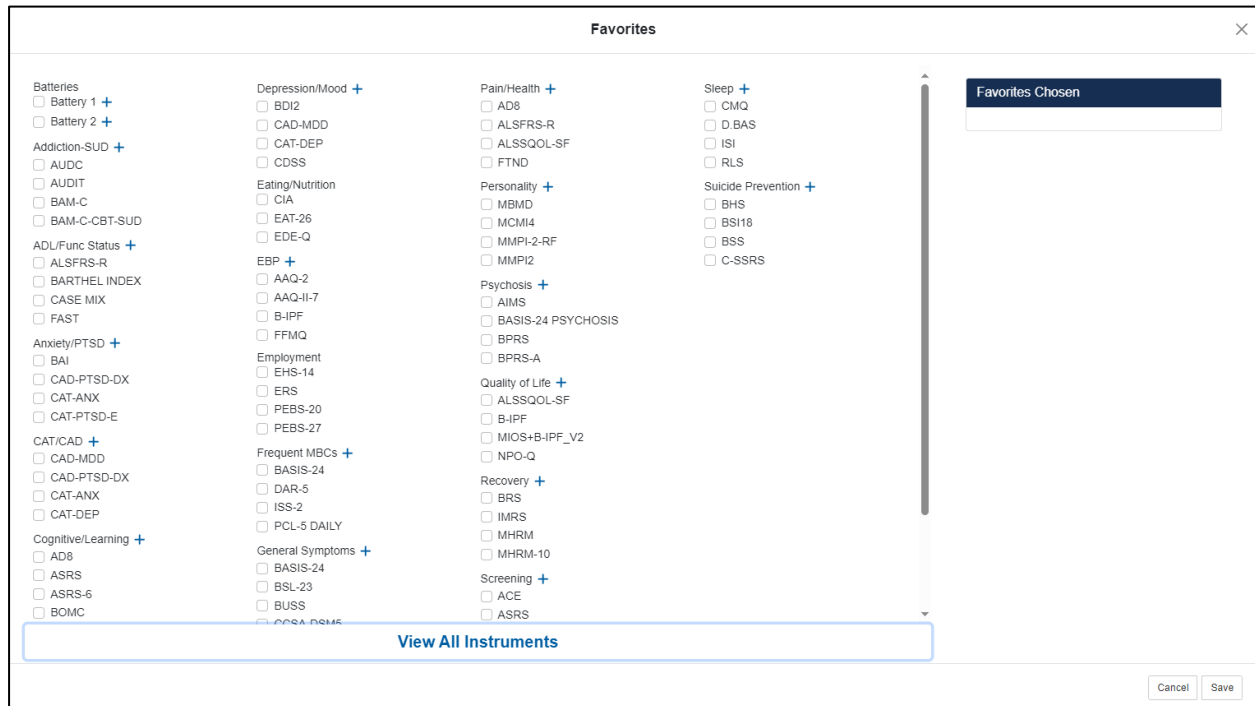


3.2.2. Favorites

Frequently used instruments can be configured from this interface. Favorites will allow pre-selected instruments to be placed in the Favorites category on the Assignment screens. You can have up to eight instruments in the Favorites list.

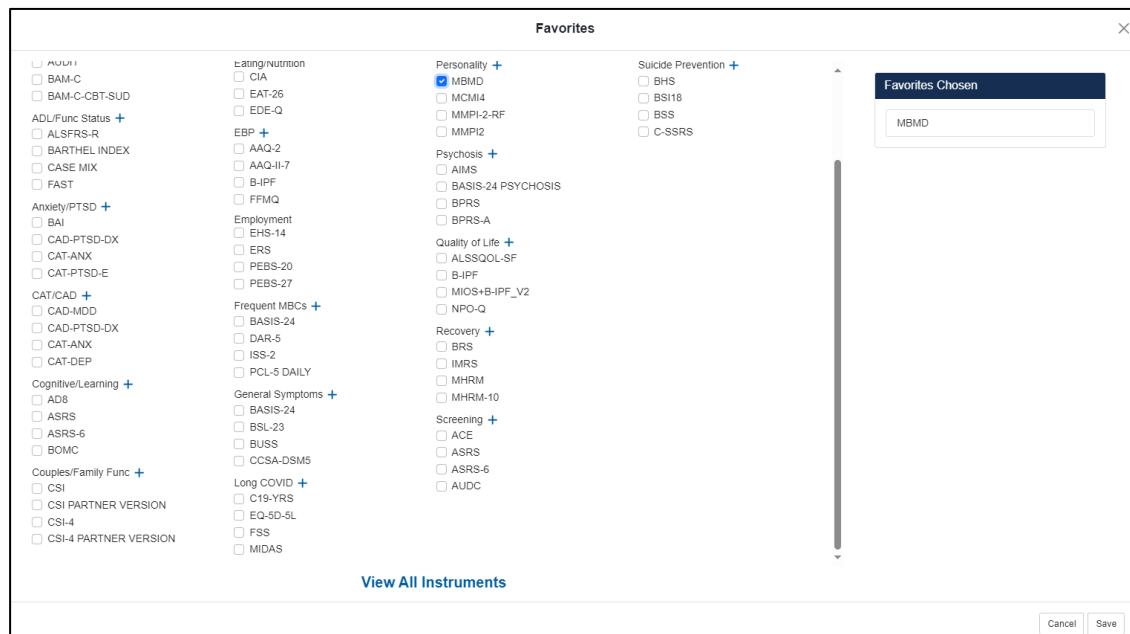
To add a new **Favorite**, use the Preferences icon and select Favorites.

Figure 21: Initial Favorites Interface



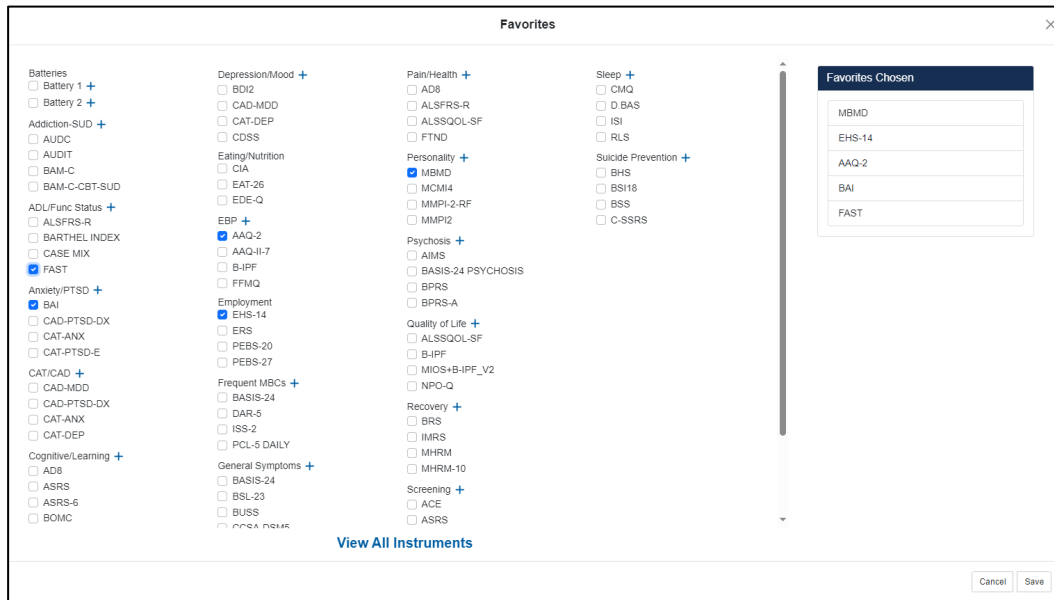
To add a new Favorite, click the box next to the instrument name. The instrument name will appear in the Favorites Chosen list.

Figure 22: Favorites Interface - Instrument Added



To add a new Favorite, click the box next to the instrument name. The instrument name will appear in the **Favorites Chosen** list.

Figure 23: Favorites: Multiple Favorites



Drag and drop is used to adjust the order of the instruments in the **Favorites Chosen** list.

4. MHA Patient View

MHA has two separate functionalities, Patient View and Dashboard. The Patient View is applicable to the current patient in context while the Dashboard view provides a broader view of patient data and information.

- MHA Banner
- Active Assignments
- Completed Instruments
- Special Reports
- Logout

4.1. Active Assignments Panel

The Active Assignments table displays assignments created for the Veteran, including VA Device (Patient Entry) - assignments completed by the patient inside of a VA clinic on an iPad), Staff Entry (the provider records the answers for the patient) and Mental Health Assistant for Veteran's (MHA4V) assignments (assignments scheduled for the Veteran to complete remotely). These assignments can be edited, executed, or deleted, based on situational requirements. Reference the **Edit an Active Assignment** and **Delete an Active Assignment** sections of this document for more detail.


An icon  to collapse the **Active Assignments** field is located at the bottom right. This allows the user to have a better view of the data on the right side of the screen when viewing Reports, Graphs, etc.

Figure 24: Active Assignments Table

Active Assignments						
	Assigned Date	Due Date	Type/PIN	Instrument	Frequency	Progress
<input type="checkbox"/>	Apr 17, 2025	Apr 24, 2025	Staff	BDI2	N/A	0%
<input type="checkbox"/>	Apr 17, 2025	Apr 24, 2025	Staff	AUDC	N/A	0%
<input type="checkbox"/>	Apr 17, 2025	Apr 24, 2025	Staff	AUDIT	N/A	0%
<input type="checkbox"/>	Apr 17, 2025	Apr 24, 2025	Staff	BAM-C	N/A	8%
<input type="checkbox"/>	Apr 17, 2025	Apr 24, 2025	Staff	BDI2	N/A	0%
<input type="checkbox"/>	Apr 08, 2025	Apr 15, 2025	Staff	BDI2	N/A	0%
<input type="checkbox"/>	Apr 08, 2025	Apr 15, 2025	Staff	AUDC	N/A	0%
<input type="checkbox"/>	Apr 08, 2025	Apr 15, 2025	Staff	AUDIT	N/A	0%
<input type="checkbox"/>	Apr 08, 2025	Apr 15, 2025	Staff	BAM-C	N/A	8%
<input type="checkbox"/>	Apr 07, 2025	Apr 14, 2025	Staff	AUDC	N/A	0%
<input type="checkbox"/>	Apr 07, 2025	Apr 14, 2025	Staff	ALSFRS-R	N/A	7%
<input type="checkbox"/>	Apr 07, 2025	Apr 14, 2025	Staff	BDI2	N/A	0%
<input type="checkbox"/>	Apr 01, 2025	Apr 08, 2025	Staff	AUDC	N/A	0%
<input type="checkbox"/>	Apr 01, 2025	Apr 08, 2025	Staff	AD8	N/A	0%
<input type="checkbox"/>	Mar 06, 2025	Mar 13, 2025	Staff	AUDC	N/A	0%
<input type="checkbox"/>	Mar 04, 2025	Mar 11, 2025	159265	AUDC	N/A	0%

Staff Entry


4.1.1. Review Active Assignment(s)

When a provider creates an assignment, the Active Assignment table is automatically updated with the new information. In-Clinic Assignments for VA Device (Patient Entry) can be edited or deleted until they have started. In-Clinic Assignments for Staff Entry cannot be edited upon creation. Once an assignment has been started (Progress > 0%), it can only be deleted. Remote assignments (MHA4V) can be edited while displayed on the **Active Assignments** panel. Staff Entry assignments will also be displayed if they are not completed.

Figure 25: Active Assignments Table

Active Assignments						
	Assigned Date	Due Date	Type/PIN	Instrument	Frequency	Progress
<input type="checkbox"/>	Oct 30, 2025	Oct 30, 2025	MHC	PEG	Once	N/A
<input type="checkbox"/>	Oct 30, 2025	Nov 06, 2025	Staff	FAST	N/A	0%
<input type="checkbox"/>	Oct 30, 2025	Nov 06, 2025	Staff	ALSFRS-R	N/A	14%
<input type="checkbox"/>	Oct 30, 2025	Nov 06, 2025	1014848	PHQ9	N/A	0%

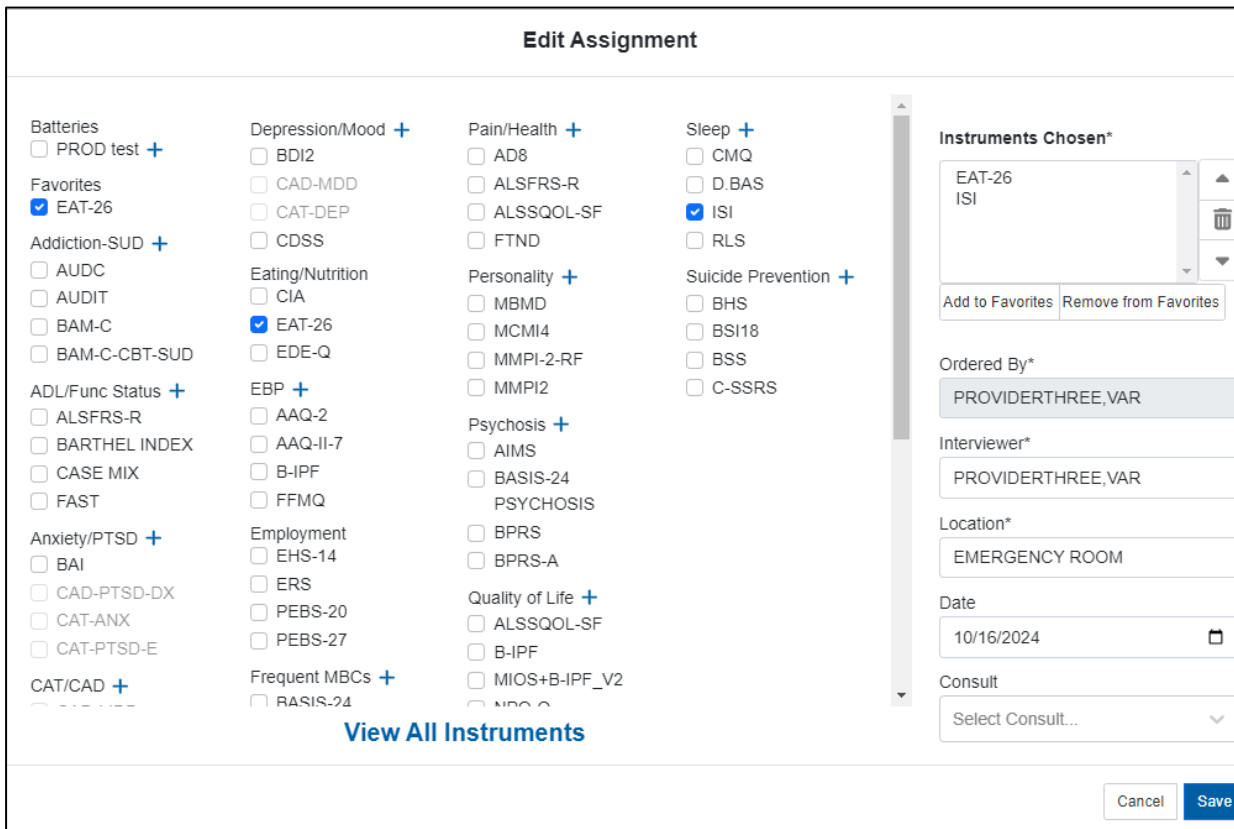
4.1.1.1. Edit an Active Assignment

To edit an active assignment, click the checkbox beside the desired assignment and select the edit icon . Staff Entry assignments cannot be edited.

1. **VA Device (Patient Entry) Assignment** - The Edit Assignment window appears (Figure 26) allowing the same functions as when creating an assignment with one exception, the Ordered By field cannot be changed. The Save button must be clicked to save any changes. The Cancel button closes the Edit Assignment window with no changes made. Either action returns the user to the MHA landing page.

NOTE It is important to remember that an Assignment CANNOT be edited once it has started (anything above 0% complete). If an assignment is partially complete, the 'edit' option will not be available to the user. The only options are to complete the assignment or delete it. ***

Figure 26: Edit VA Device (Patient Entry)/Staff Entry Assignment Window



2. **Veteran's Device (MHA4V/Remote Assignment)** - The **Edit Assignment** window (Figure 26) appears, allowing the same functions as when creating an assignment with one exception, the Ordered By field cannot be changed. The Save button must be clicked to save any changes. The Cancel button closes the Edit Assignment window with no changes made. Either action returns the user to the MHA landing page.

NOTE It is important to remember that an Assignment CANNOT be edited once it has started (anything above 0% complete). If an assignment is partially complete, the 'edit' option will not be available to the user. The only options are to complete the assignment or delete it. ***

Figure 27: Editing Scheduled Assignment

Instrument	Ordered By	Frequency	Response Window	How Many	Start Date	Clinic	Instructions
EAT-28	FRANKLIN CALES D	Daily	One Day	1	09/17/2024	EMERGENCY ROOM	

4.1.1.2. Delete an Active Assignment



To delete an active assignment, click the checkbox beside the desired assignment and select the **Delete** icon . The **Delete Assignment** (Figure 28) window appears allowing the provider to review and confirm the assignment before deletion. To finish the deletion, the provider must select the **Delete** button. If the provider does NOT want to delete the assignment, they must select the **Cancel** button. Either action returns the user to the MHA landing page.

Figure 28: Delete Assignment Window

Assignment ID	91996
Instruments	IADL, AD8
Ordered By	PROVIDER, ONE
Interviewer	PROVIDER, ONE
Location	MENTAL HYGIENE

4.1.2. Print Blank Instruments

The user can print out blank instruments by selecting the  button at the top of the **Active Assignments** panel. The user is taken to the Print Blank Instrument selection window where blank instrument(s) can be selected to be printed. Upon selecting the **Print** button at the bottom right, the user is redirected to the **Print Preview** screen. The print preview for a blank instrument is shown in Figure 29.

Print Blank Instrument

Favorites +

☐ MOCA BLIND
 ☐ MOCA_8.1
 ☐ MOCA_8.2
 ☐ MOCA_8.3

Addiction-SUD +

☐ AUDC
 ☐ AUDIT
 ☐ BAM-C
 ☐ BAM-C-CBT-SUD

ADL/Func Status +

☐ ALSFRS-R
 ☐ BARTHEL INDEX
 ☐ CASE MIX
 ☐ FAST

Anxiety/PTSD +

☐ BAI
 ☐ CAD-PTSD-DX
 ☐ CAT-ANX
 ☐ CAT-PTSD-E

CAT/CAD +

☐ CAD-MDD
 ☐ CAD-PTSD-DX
 ☐ CAT-ANX
 ☐ CAT-DEP

Cognitive/Learning +

☐ AD8
 ☐ ASRS

Couples/Family Func +

☐ CSI
 ☐ CSI PARTNER VERSION
 ☐ CSI-4
 ☐ CSI-4 PARTNER VERSION

Depression/Mood +

☐ BDI2
 ☐ CAD-MDD
 ☐ CAT-DEP
 ☐ CDSS

Eating/Nutrition

☐ CIA
 ☐ EAT-26
 ☐ EDE-Q

EBP +

☐ AAQ-2
 ☐ AAQ-II-7
 ☐ B-IPF
 ☐ FFMQ

Employment

☐ EHS-14
 ☐ ERS
 ☐ PEBS-20
 ☐ PEBS-27

Frequent MBCs +

☐ BASIS-24
 ☐ DAR-5
 ☐ ISS-2

Long COVID +

☐ C19-YRS
 ☐ EQ-5D-5L
 ☐ FSS
 ☐ MIDAS

Pain/Health +

☐ AD8
 ☐ ALSFRS-R
 ☐ ALSSQOL-SF
 ☐ FTND

Personality +

☐ MBMD
 ☐ MCMi4
 ☐ MMPI-2-RF
 ☐ MMPI2

Psychosis +

☐ AIMS
 ☐ BASIS-24 PSYCHOSIS
 ☐ BPRS
 ☐ BPRS-A

Quality of Life +

☐ ALSSQOL-SF
 ☐ B-IPF
 ☐ MIOS+B-IPF_V2
 ☐ NPO-Q

Recovery +

☐ BRS
 ☐ IMRS

Screening +

☐ ACE
 ☐ ASRS
 ☐ ASRS-6
 ☐ AUDC

Sleep +

☐ CMQ
 ☐ D.BAS
 ☐ ISI
 ☐ RLS

Suicide Prevention +

☐ BHS
 ☐ BSI18
 ☐ BSS
 ☐ C-SSRS

View All Instruments

Print

Cancel

of 12

The Alcohol, Smoking and Substance Involvement Screening Test

Veteran's Name:

Date:

Veteran's DOB:

Staff:

Last 4 digits SSN:

Location:

Question 1: In your life, which of the following substances have you ever used? (Do not count medication taken as prescribed, but do record it here if taken more often, or at higher doses, than prescribed.)

1a. Tobacco products (cigarettes, chewing tobacco, cigars, etc.)

☐ 0. No

☐ 1. Yes

1b. Alcoholic beverages (beer, wine, spirits, etc.)

☐ 0. No

☐ 1. Yes

1c. Cannabis (marijuana, pot, grass, hash, etc.)

☐ 0. No

☐ 1. Yes

1d. Cocaine (coke, crack, etc.)

☐ 0. No

☐ 1. Yes

1e. Amphetamine type stimulants (speed, diet pills, ecstasy, etc.)

☐ 0. No

☐ 1. Yes

1f. Inhalants (nitrous, glue, petrol, paint thinner, etc.)

☐ 0. No

☐ 1. Yes

1g. Sedatives or Sleeping Pills (Valium, Serepax, Rohypnol, etc.)


☐ 0. No

☐ 1. Yes

4.2. Creating Assignment(s) for Staff Entry and VA Device (Patient Entry)

MHA gives providers the ability to create assignments for patients to be completed inside of the Mental Health facility via Staff Entry or VA Device (Patient Entry); or outside of the clinic on a Veterans Device (See Section 4.3).

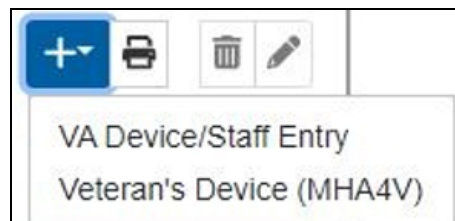
4.2.1. How to Create a Staff Entry/VA Device (Patient Entry) Assignment

To create an assignment the user must select the **Add Assignment** icon  above the **Active Assignments** table.

There will be two choices:

- VA Device/Staff Entry – Assignments to be completed inside the VA facility.
- Veteran's Device (MHA4V) – Assignments to be completed on the Veteran's Device outside of a VA facility.

Figure 31: Create Assignments Menu



The **Create Assignment VA Device/Staff Entry** window opens and displays a list of instruments as well as a section on information about the assignment. This is also the starting point for a staff entered assessment (for more information, see Section 5.1). The user can hover over an instrument to display the instrument's full name and can navigate to the ? to display greater detail on the instrument.

Figure 32: Create Assignment Window

4.2.1.1. Create Staff Entry/VA Device (Patient Entry) Assignment Window

The Create Assignment Window is broken into three sections:

- Instrument Categories
- Assignment Options
- Action Buttons

4.2.1.1.1. Instrument Categories



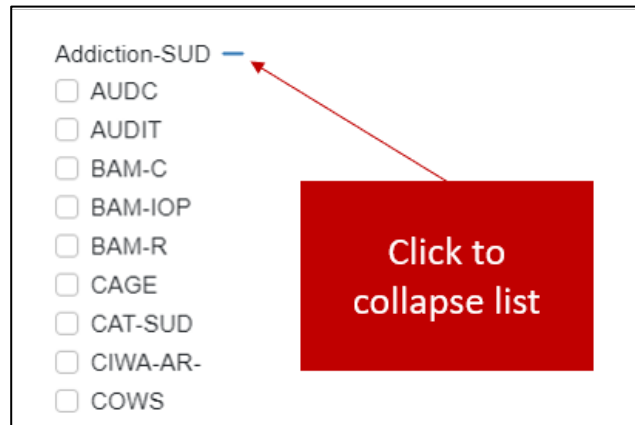
The instruments are sorted into defined categories. If the user is unable to locate the desired instrument for the patient, the user can select the  icon next to a category to expand the list of instruments within that category. Inversely, if the user wants to reduce the list of instruments within a category, they need to select the  icon.

Figure 33: Expanded Category



4.2.1.1.1. View All Instruments

If the user does not know which category the instrument(s) they are looking for are associated with, there is a **View All Instruments** option at the bottom of the screen that allows the user to list all available instruments in alphabetical order. To access the full list of available instruments, the user can use the scroll bar to move down the page to find the desired instrument(s).

Figure 34: View All Instruments

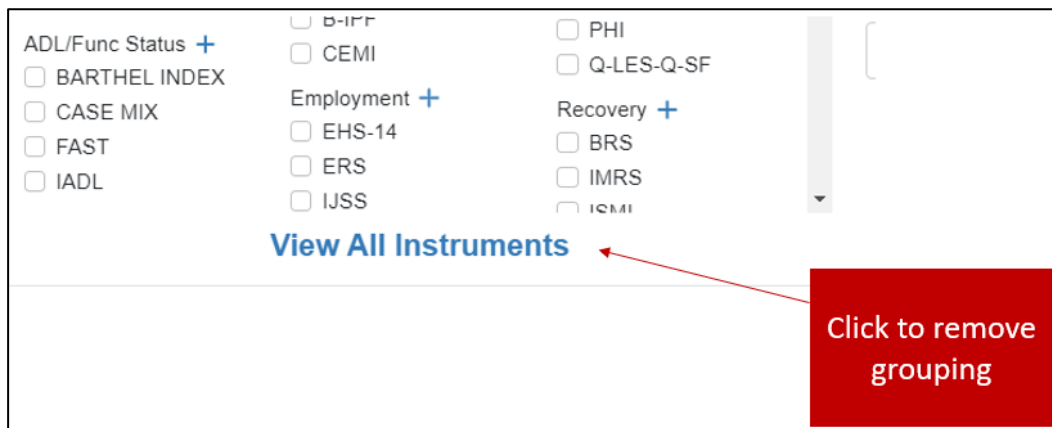


Figure 35: Staff Entry/VA Device (Patient Entry) Create Assignment Window with All Instruments Showing

The 'Create Assignment' window displays a list of instruments in three columns. The right sidebar contains fields for 'Instruments Chosen*', 'Ordered By*', 'Interviewer*', 'Location*', 'Date', and 'Consult'. A 'Cancel' button is at the bottom right.

Instrument	Instrument	Instrument
<input type="checkbox"/> AAQ-2	<input type="checkbox"/> CSDD-RS	<input type="checkbox"/> NEO-PI-3
<input type="checkbox"/> ACE	<input type="checkbox"/> CSI	<input type="checkbox"/> NPO-Q
<input type="checkbox"/> AD8	<input type="checkbox"/> CSI PARTNER	<input type="checkbox"/> NUDESC
<input type="checkbox"/> AIMS	<input type="checkbox"/> VERSION	<input type="checkbox"/> PAI
<input type="checkbox"/> ASRS-6	<input type="checkbox"/> CSI-4	<input type="checkbox"/> PC PTSD
<input type="checkbox"/> ASSIST-NIDA	<input type="checkbox"/> CSI-4 PARTNER	<input type="checkbox"/> PC-PTSD-5
<input type="checkbox"/> ASSIST-WHOV3	<input type="checkbox"/> VERSION	<input type="checkbox"/> PCL-5
<input type="checkbox"/> ATQ	<input type="checkbox"/> D.BAS	<input type="checkbox"/> PCL-5 WEEKLY
<input type="checkbox"/> AUDC	<input type="checkbox"/> D.ERS	<input type="checkbox"/> PEBS-20
<input type="checkbox"/> AUDIT	<input type="checkbox"/> DAR-5	<input type="checkbox"/> PEBS-27
<input type="checkbox"/> B-IPF	<input type="checkbox"/> EAT-26	<input type="checkbox"/> PHI
<input type="checkbox"/> BAI	<input type="checkbox"/> EDE-Q	<input type="checkbox"/> PHQ-15
<input type="checkbox"/> BAM-C	<input type="checkbox"/> EHS-14	<input type="checkbox"/> PHQ-2
<input type="checkbox"/> BAM-IOP	<input type="checkbox"/> EPDS	<input type="checkbox"/> PHQ9
<input type="checkbox"/> BAM-R	<input type="checkbox"/> ERS	<input type="checkbox"/> POQ
<input type="checkbox"/> BARTHEL INDEX	<input type="checkbox"/> FAST	<input type="checkbox"/> PROMIS10
<input type="checkbox"/> BASIS-24	<input type="checkbox"/> FFMQ	<input type="checkbox"/> PROMIS29 V2.1
<input type="checkbox"/> BASIS-24	<input type="checkbox"/> FOCI	<input type="checkbox"/> PROMIS29+2 V2.1
<input type="checkbox"/> PSYCHOSIS	<input type="checkbox"/> FTND	<input type="checkbox"/> PSOCQ
<input type="checkbox"/> BBHI-2	<input type="checkbox"/> GAD-7	<input type="checkbox"/> PSS
<input type="checkbox"/> BDI2	<input type="checkbox"/> GAI	<input type="checkbox"/> PSS-3
<input type="checkbox"/> BHS	<input type="checkbox"/> GASS	<input type="checkbox"/> PSS-3 2ND
<input type="checkbox"/> ROMC	<input type="checkbox"/> GDS	<input type="checkbox"/> Q-LES-Q-SF

[View Instrument Categories](#)

4.2.1.1.2. View Instruments in Categories

If the user wants to return to the categorized view of the available instruments, they can select the **View Instrument Categories** option and the modal returns to the original display format.

Figure 36: Add Instrument Grouping

A red callout box with the text 'Click add grouping' has an arrow pointing to the 'View Instrument Categories' link at the bottom of the instrument list.

Instrument	Instrument	Instrument
<input type="checkbox"/> ASSIST-WHOV3	<input type="checkbox"/> CSI-4	<input type="checkbox"/> PCL-5
<input type="checkbox"/> ATQ	<input type="checkbox"/> CSI-4 PARTNER	<input type="checkbox"/> PCL-5 WEEKLY
<input type="checkbox"/> AUDC	<input type="checkbox"/> VERSION	<input type="checkbox"/> PEBS-20
<input type="checkbox"/> AUDIT	<input type="checkbox"/> D.BAS	<input type="checkbox"/> PEBS-27
<input type="checkbox"/> B-IPF	<input type="checkbox"/> D.ERS	<input type="checkbox"/> PHI
<input type="checkbox"/> BAI	<input type="checkbox"/> DAR-5	<input type="checkbox"/> PHQ-15
<input type="checkbox"/> BAM-C	<input type="checkbox"/> EAT-26	<input type="checkbox"/> PHQ-2
<input type="checkbox"/> BAM-IOP	<input type="checkbox"/> EHS-14	<input type="checkbox"/> PHQ9
<input type="checkbox"/> BAM-R	<input type="checkbox"/> EPDS	<input type="checkbox"/> POQ
<input type="checkbox"/> BARTHEL INDEX	<input type="checkbox"/> ERS	<input type="checkbox"/> PROMIS29 V2.1
<input type="checkbox"/> BASIS-24	<input type="checkbox"/> FAST	<input type="checkbox"/> PROMIS29+2 V2.1
<input type="checkbox"/> BASIS-24	<input type="checkbox"/> FFMQ	<input type="checkbox"/> PSOCQ
<input type="checkbox"/> PSYCHOSIS	<input type="checkbox"/> FOCI	<input type="checkbox"/> PSS
<input type="checkbox"/> BBHI-2	<input type="checkbox"/> FTND	<input type="checkbox"/> PSS-3
<input type="checkbox"/> BDI2	<input type="checkbox"/> GAD-7	<input type="checkbox"/> PSS-3 2ND
<input type="checkbox"/> BHS	<input type="checkbox"/> GAI	<input type="checkbox"/> Q-LES-Q-SF

[View Instrument Categories](#)

Figure 37: Create Assignment Window with Groups Showing

The 'Create Assignment' window displays a grid of instrument groups on the left, each with a plus icon for expansion. The groups include Batteries, Depression, Personality, Favorites, Eating/Nutrition, Psychosis, Addition-SUD, EBP, Quality of Life, ADL/Func Status, Employment, Recovery, Anxiety/PTSD, Frequent MBCs, and others. On the right, the 'Instruments Chosen*' section shows a list of selected instruments, with 'Add to Favorites' and 'Remove from Favorites' buttons below it. Further down, there are fields for 'Ordered By*' (Search by LastName,FirstName), 'Interviewer*' (Search by LastName,FirstName), 'Location*' (Select a location...), 'Date' (03/15/2023), and 'Consult' (Select Consult...). A 'Cancel' button is at the bottom right.

4.2.1.1.2. Staff Entry/VA Device (Patient Entry) Instrument Chosen Field

Once the instrument(s) are selected, the user can see those instruments in the **Instruments Chosen** field on the right side of the **Create Assignment** window.

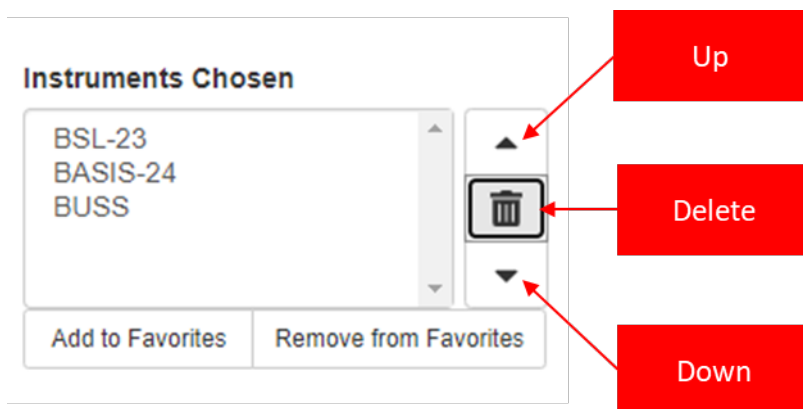
Figure 38: Instruments Chosen Field

The 'Instruments Chosen*' field shows a list of instruments: PCL-5 WEEKLY, PCL-5, PC PTSD (highlighted in blue), and PC-PTSD-5. To the right of the list are up and down arrows for reordering and a trash can icon for deletion. Below the list are 'Add to Favorites' and 'Remove from Favorites' buttons.

4.2.1.1.2.1. Staff Entry/VA Device (Patient Entry) Instrument Ordering

The user is given the ability to adjust the order of the instruments by using the **Up** and **Down** arrows to prioritize the list of instruments in a multi-instrument assessment. There is also a **Delete** button that allows the user to remove instrument(s) from the list before creating the assignment. The user needs to select the instrument(s) they do NOT want to include in the assessment (instrument(s) is/are highlighted), and then select the **Delete** button.

Figure 39: Instruments Chosen Field (Tools)



4.2.1.1.2.2. Staff Entry/VA Device (Patient Entry) Configure Favorites

MHA provides the functionality to add up to 8 items to a Favorites list.

- To add items to the Favorites list, the user must select the instruments from the **Create Assignment** window which adds them to the **Instruments Chosen** box. From the **Instruments Chosen** box, the user then needs to click the desired instrument (highlight) and click the **Add to Favorites** button.
- To delete instruments from the **Favorites** list, the user must select the instruments that already exist in the **Favorites** group, which adds the selection into the **Instruments Chosen** box. In the **Instruments Chosen** box, select (highlight) the instrument and click on the **Remove from Favorites** button to remove the instruments from the **Favorites** section.
- The user can also access the **Favorites** interface via the dropdown menu from the cog icon on the MHA Banner.
- If the user attempts to add more than eight instruments to the Favorites list, an error message will be displayed (Figure 40).

Figure 40: Staff Entry/VA Device (Patient Entry) - Error Message - Maximum Number of Favorites

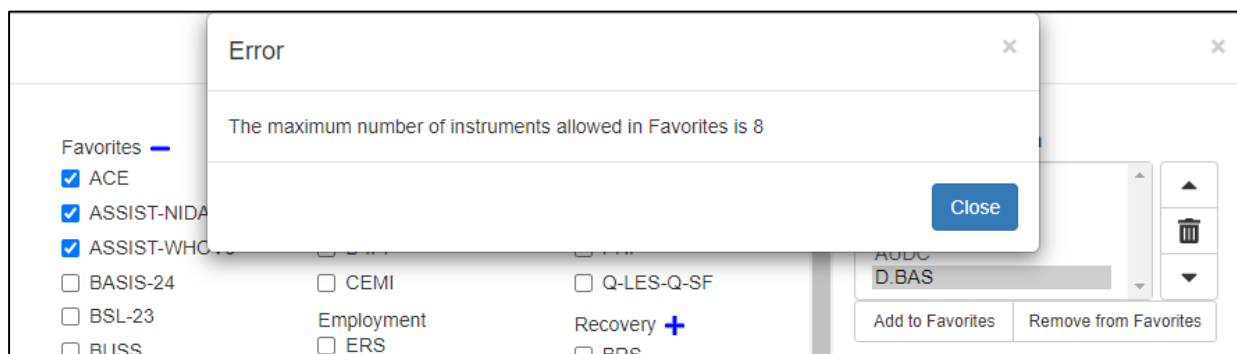


Figure 41: Staff Entry/VA Device (Patient Entry) - Favorites List – Expanded

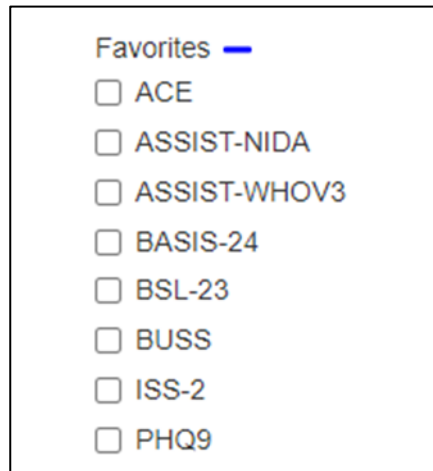
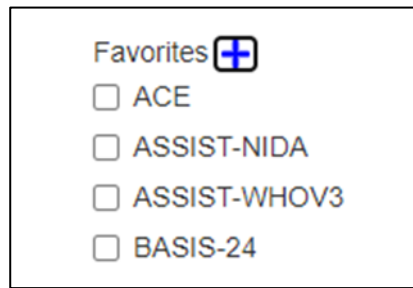


Figure 42: Staff Entry/VA Device (Patient Entry) - Favorites List - Collapsed View



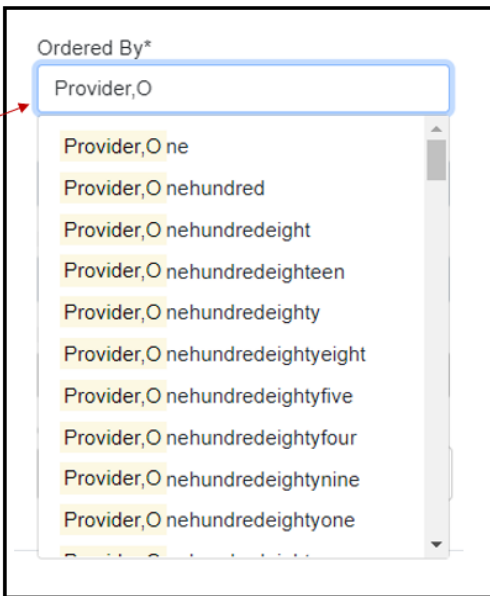
4.2.1.2. Staff Entry/VA Device (Patient Entry) - Assignment Options

4.2.1.2.1. Ordered By (Instruments Ordered By)

The user must select the name of the person ordering the assessment and who will be responsible for signing any related **Progress Note**. The text search for this field is dynamic, and as soon as the user has entered at least 2 letters into the field, a list of possible matches will be returned in a dropdown field. Highlighting and selecting the name will finish the process of entering the **Ordered By** name. This is a required field.

*****NOTE***** *The name is entered Last Name, First Name with no space in between the names. ****

Figure 43: Ordered By: Field



Ordered By*

Provider,O

Provider,O ne

Provider,O nehundred

Provider,O nehundredeight

Provider,O nehundredeighteen

Provider,O nehundredeighty

Provider,O nehundredeightyeight

Provider,O nehundredeightyfive

Provider,O nehundredeightyfour

Provider,O nehundredeightynine

Provider,O nehundredeightyone

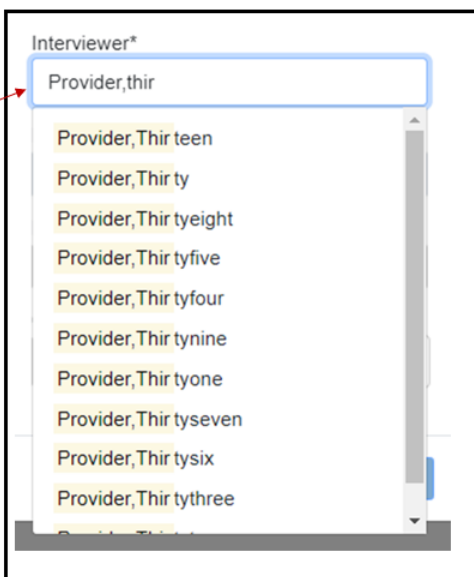
A red box labeled "Ordered By" with an arrow points to the dropdown menu.

4.2.1.2.2. Staff Entry/VA Device (Patient Entry) Interviewer

The user must select the name of the person interviewing the patient for the assessment. The text search for this field is dynamic, and as soon as the user has entered at least 2 letters into the field, a list of possible matches is returned in a dropdown field. Highlighting and selecting the name finishes the process of entering the **Interviewer** name. This is a required field.

*****NOTE***** *The name is entered Last Name, First Name with no space in between the names. ****

Figure 44: Interviewer Field



Interviewer*

Provider,thir

Provider,Thir teen

Provider,Thir ty

Provider,Thir tyeight

Provider,Thir tyfive

Provider,Thir tyfour

Provider,Thir tynine

Provider,Thir tyone

Provider,Thir tyseven

Provider,Thir tysix

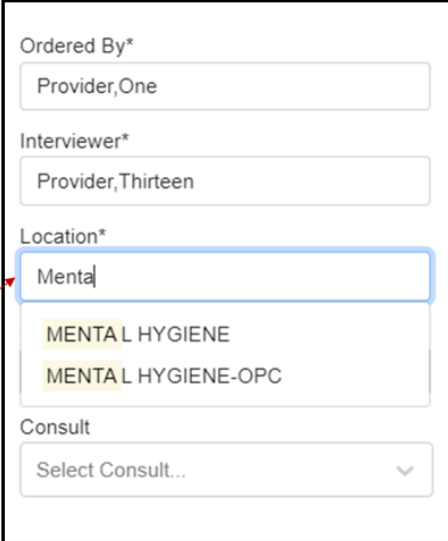
Provider,Thir tythree

A red box labeled "Interviewer" with an arrow points to the dropdown menu.

4.2.1.2.3. Staff Entry/VA Device (Patient Entry) - Location (Visit Location)

The user must select the name of the location of the assessment. The text search for this field is dynamic, and as soon as the user has entered at least 2 letters into the field, a list of possible matches is returned in a dropdown field. Highlighting and selecting the name finishes the process of entering the **Location** name. This is a required field.

Figure 45: Location Field

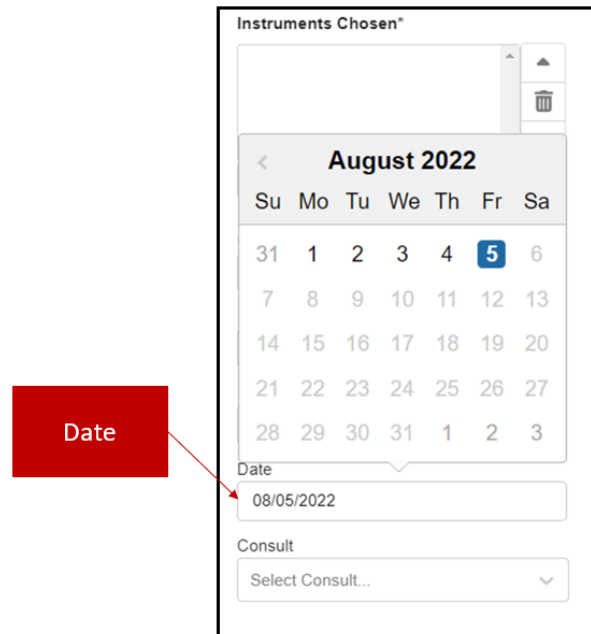


The screenshot shows a form with four fields: 'Ordered By*' (containing 'Provider,One'), 'Interviewer*' (containing 'Provider,Thirteen'), 'Location*' (containing 'Menta'), and 'Consult' (containing 'Select Consult...'). A red box labeled 'Location' with an arrow points to the 'Location*' field. The 'Location*' field has a blue border and a dropdown menu is open, showing two options: 'MENTAL HYGIENE' and 'MENTAL HYGIENE-OPC', both highlighted in yellow.

4.2.1.2.4. Staff Entry/VA Device (Patient Entry) - Date (Date of Administration)

The user has the option to select a **Date** for the date related to the assessment. The **Date** can be selected by clicking the field and selecting the appropriate date from the list displayed. The date can be any date within the past year. Future dates cannot be selected. This is a required field.

Figure 46: Date Field



Instruments Chosen*

August 2022

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Date

08/05/2022

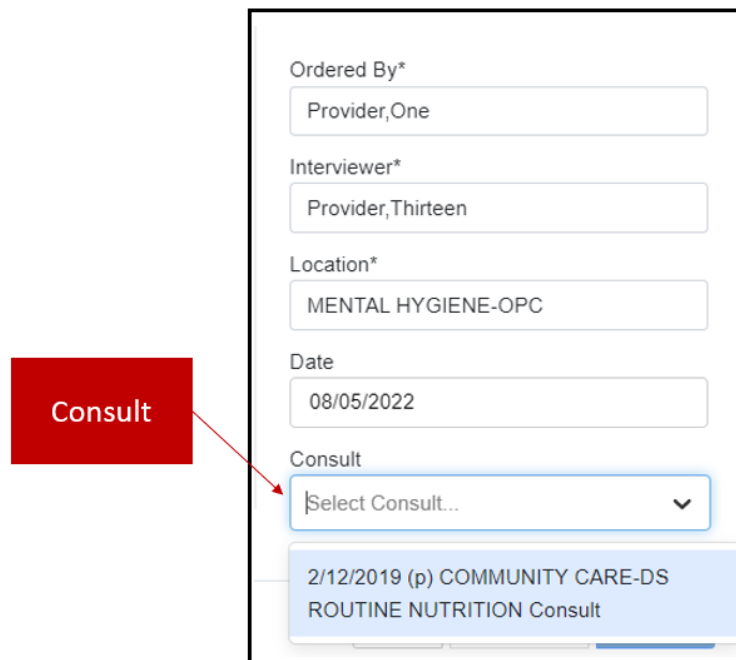
Consult

Select Consult...

4.2.1.2.5. Staff Entry/VA Device (Patient Entry) - Consult (Link with Consult)

The user has the option to select a consult if there is a consult related to the assessment. The **Consult** can be selected by clicking the dropdown arrow beside the **Consult** field and selecting the appropriate consult from the displayed list. This is an optional field and is NOT required.

Figure 47: Staff Entry/VA Device (Patient Entry) - Create Assignment - Consult Field



Ordered By*

Provider,One

Interviewer*

Provider,Thirteen

Location*

MENTAL HYGIENE-OPC

Date

08/05/2022

Consult

Select Consult...

2/12/2019 (p) COMMUNITY CARE-DS
ROUTINE NUTRITION Consult

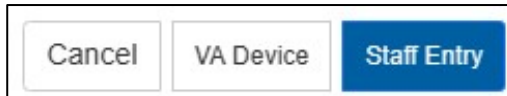
4.2.1.3. Staff Entry/VA Device (Patient Entry) Action Buttons

The following paragraphs detail the action buttons.

4.2.1.3.1. Staff Entry/ VA Device (Patient Entry) Cancel

If the user does not want to continue with the creation of an assignment, they can select the **Cancel** button, which closes the **Create Assignment** window and returns the user to the **MHA** landing page.

Figure 48: Create Assignment - Action Buttons



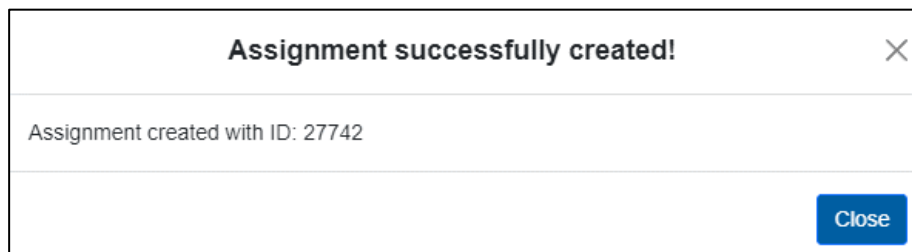
4.2.1.3.2. VA Device (Patient Entry)

When selecting the **VA Device** button, the application creates an Assignment ID that is displayed in a small window on the screen. This number is the **PIN** that is given to a patient so the patient can complete their assignment. For a more detailed explanation of the process for using the Patient Entry application, reference the [MHA VA Device \(Patient Entry\)](#) section in this document.

Figure 49: Create Assignment - VA Device (Patient Entry) Action Button



Figure 50: Create Assignment - Patient Entry PIN



4.2.1.3.3. Staff Entry

When selecting the **Staff Entry** button, the application immediately launches the assessment in **Staff Entry** mode. This is the mode the clinician uses to complete the patient assessment. Further detailed information regarding this functionality can be found in the **Executing a Staff Entry Assignment** of Section 4.4.

*****NOTE***** Multi-instrument Staff Entry assessment results will be consolidated into a single Progress Note upon completion. *******

Figure 51: Create Assignment – Staff Entry Action Button



4.2.1.4. Create Computerized Adaptive Testing (CAT) Assignment

CAT assignments can only be used with VA Device (Patient Entry) or Staff Entry. The first step to creating a CAT assignment for a patient is selecting the desired instrument(s) for that patient. To select an instrument, the user must ‘check’ the box beside the instrument name. If more than one instrument is desired, the user must ‘check’ the boxes beside all desired instruments.

*****NOTE***** *The selection of a CAT instrument disables all non-CAT instruments from selection. ****

Figure 52: Create Assignment – CAT

The 'Create Assignment' window displays a grid of instrument categories with checkboxes for selection. The categories include Batteries, Favorites, Addiction-SUD, ADL/Func Status, Anxiety/PTSD, CAT/CAD, Cognitive/ Learning, Couples/Family Func, Depression/Mood, Eating/Nutrition, EBP, Employment, Frequent MBCs, Long COVID, Pain/Health, Personality, Psychosis, Quality of Life, Screening, Sleep, and Suicide Prevention. The 'CAT-ANX' instrument is selected under the 'Anxiety/PTSD' category. On the right, the 'Instruments Chosen' list contains 'CAT-ANX'. Below this list are fields for 'Ordered By*', 'Interviewer*', 'Location*', 'Date', 'Consult', 'CAT Timeframe' (set to 'Past 2 weeks'), and 'CAT Language' (set to 'English'). At the bottom right are 'Cancel', 'VA Device', and 'Staff Entry' buttons.

4.2.1.4.1. CAT Timeframe

When administering a CAT instrument, the user is provided the opportunity to specify the timeframe related to the responses from the patient. If the user desires the answers to be associated with the patient’s health over the past week, then the user can select **Past week**. There are several options available to the user for selection, but the default is **Past 2 weeks**.

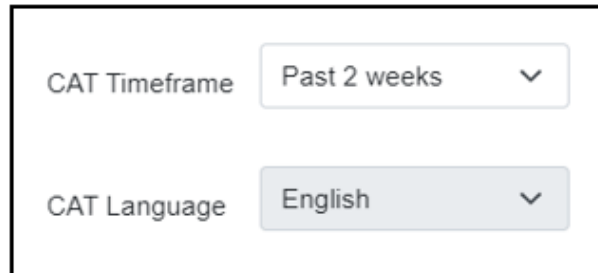
Figure 53: Create Assessment – CAT Timeframe

The screenshot shows the 'CAT Timeframe' dropdown menu open. The menu lists the following options: 'Past hour', 'Past day', 'Past week', 'Past 2 weeks' (which is highlighted), 'Past 30 days', 'Past 12 months', and 'Lifetime'. A 'Cancel' button is visible at the bottom left of the dropdown.

4.2.1.4.2. CAT Language

When administering a CAT instrument, the user is provided the opportunity to specify the preferred language for the patient. Currently, only the English version is available, but Spanish is being investigated for a future release.


Figure 54: Create Assessment – CAT Language

A screenshot of a web form titled "Create Assessment – CAT Language". It contains two dropdown menus. The first is labeled "CAT Timeframe" and has "Past 2 weeks" selected. The second is labeled "CAT Language" and has "English" selected. Both dropdowns have a downward arrow icon on the right.

4.3. Creating Assignment(s) for Veteran's Device (MHA4V) Remote Administrations

The merger of MHA with MHA4V gives providers the ability to create assignments for Veterans to be completed via a Veteran's Device outside of the Mental Health facility. To generate an assignment, all required fields must be completed and then the Schedule button must be selected. The provider can determine how the assignment is communicated to the Veteran (email, text message or both).

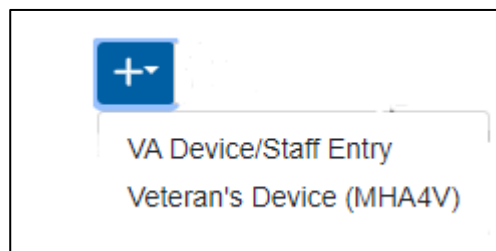
4.3.1. How to Create a Veteran's Device (MHA4V) Assignment

To create an assignment, the user must select the **Add Assignment** icon  above the **Active Assignments** table.

There will be two choices:

- VA Device/Staff Entry – Assignments to be completed inside the VA facility.
- Veteran's Device (MHA4V) – Assignments to be completed on the Veterans Device outside of a VA facility.

Figure 55: Create Assignments Menu



The **Create Assignment Veteran's Device (MHA4V)** window opens and displays a list of instruments available to be sent to a Veteran, as well as a section on information about the

assignment. The user can hover over an instrument to display the instrument's full name and can navigate to the ? to display greater detail on the instrument.

Figure 56: Veteran's Device (MHA4V) Create Assignment Window

Step 1: Select patient notification method
Any changes made will update their VA.gov profile.
At least one of Email or Phone number must be checked

Step 2: Select instrument

Step 3: Schedule instrument(s)

Instrument*	Ordered By*	Frequency*	Response Window*	How Many*	Start Date*	Clinic*	Instructions
-------------	-------------	------------	------------------	-----------	-------------	---------	--------------

4.3.1.1. Create Veteran's Device (MHA4V) Assignment Window

The Create Assignment Window is broken into three steps:

- Step 1 – Select patient notification method
- Step 2 – Select instrument
- Step 3 – Schedule instrument(s)

4.3.1.1.1. Step 1: Select Patient Notification Method

Notifications can be sent to a Veteran two ways: via email or via text message. If the Veteran has an email or phone number that is currently available, those defaults are displayed with boxes already checked.

Figure 57: Veteran's Device (MHA4V) - Select Patient Notification

Step 1: Select patient notification method

Any changes made will update their VA.gov profile.

At least one of Email or Phone number must be checked

Patient email

☐ Enter email

Patient phone

☐ Use only numbers 0-9

*Selecting Mobile Phone will re-enroll this patient into the SMS service if they have previously opted out.

4.3.1.1.2. Veteran's Device (MHA4V) – Step 2: Select Instrument

The instruments are sorted into pre-defined categories. The instruments can also be displayed alphabetically by clicking the View All Instruments link at the top of the Select Instrument section. Instruments can also be searched for by entering the first few letters of the instrument name. To add an instrument to the schedule, click on the checkbox next to the instrument name.

Figure 58: Veteran's Device (MHA4V) - Select Instrument

Step 2: Select instrument

Filter Instruments View All Instruments

Favorites <input type="checkbox"/> ATQ <input type="checkbox"/> AUDC <input type="checkbox"/> D.ERS <input type="checkbox"/> PCL-5 Addiction-SUD <input type="checkbox"/> AUDC <input type="checkbox"/> AUDIT <input type="checkbox"/> BAM-C <input type="checkbox"/> BAM-IOP <input type="checkbox"/> BAM-R <input type="checkbox"/> CAGE <input type="checkbox"/> SIP-AD-30 <input type="checkbox"/> SIP-AD-START	ADL/Func Status <input type="checkbox"/> WHODAS2 0-12 Anxiety/PTSD <input type="checkbox"/> BAI <input type="checkbox"/> CES <input type="checkbox"/> D.ERS <input type="checkbox"/> FOCI <input type="checkbox"/> GAD-7 <input type="checkbox"/> MISS <input type="checkbox"/> PC PTSD <input type="checkbox"/> PC-PTSD-5 <input type="checkbox"/> PCL-5 <input type="checkbox"/> PCL-5 WEEKLY <input type="checkbox"/> PSS Cognitive/Learning <input type="checkbox"/> NUDESC Couples/Family Func	Depression <input type="checkbox"/> ATQ <input type="checkbox"/> CESD <input type="checkbox"/> GDS <input type="checkbox"/> ISS-2 <input type="checkbox"/> PHQ-2 <input type="checkbox"/> PHQ9 <input type="checkbox"/> SRCS EBP <input type="checkbox"/> AAQ-2 <input type="checkbox"/> ATQ <input type="checkbox"/> B-IPF <input type="checkbox"/> CEMI <input type="checkbox"/> FFMQ <input type="checkbox"/> NPO-Q <input type="checkbox"/> SRCS	Employment <input type="checkbox"/> ERS Frequent MBCs <input type="checkbox"/> ISS-2 <input type="checkbox"/> PCL-5 WEEKLY <input type="checkbox"/> PHQ9 <input type="checkbox"/> PROMIS29 V2.1 <input type="checkbox"/> PROMIS29+2 V2.1 <input type="checkbox"/> WAI-SR General Symptoms <input type="checkbox"/> BSL-23 <input type="checkbox"/> BUSS <input type="checkbox"/> CCSA-DSM5	Pain / Health <input type="checkbox"/> BBHI-2 <input type="checkbox"/> COPD <input type="checkbox"/> HSI <input type="checkbox"/> MHLC-C <input type="checkbox"/> PHQ-15 <input type="checkbox"/> POQ <input type="checkbox"/> PSOCQ <input type="checkbox"/> SF36 <input type="checkbox"/> VR-12 <input type="checkbox"/> WHYMPI Personality <input type="checkbox"/> MCMI4 <input type="checkbox"/> MMPI-2-RF Quality of Life <input type="checkbox"/> B-IPF <input type="checkbox"/> NPO-Q	Recovery <input type="checkbox"/> BRS <input type="checkbox"/> ISMI <input type="checkbox"/> MHRM-10 <input type="checkbox"/> WAI-SR Screening <input type="checkbox"/> ACE <input type="checkbox"/> ASSIST-NIDA <input type="checkbox"/> AUDC <input type="checkbox"/> C-SSRS <input type="checkbox"/> CAGE <input type="checkbox"/> EAT-26 <input type="checkbox"/> PC-PTSD-5 <input type="checkbox"/> PHQ-2 <input type="checkbox"/> PSS-3	Sleep <input type="checkbox"/> CMQ <input type="checkbox"/> D BAS <input type="checkbox"/> ISI <input type="checkbox"/> RLS <input type="checkbox"/> SMEQ <input type="checkbox"/> SNQ <input type="checkbox"/> STOP Suicide Prevention <input type="checkbox"/> C-SSRS <input type="checkbox"/> PSS-3 <input type="checkbox"/> SRCS
--	---	---	---	--	---	---

4.3.1.1.2.1. Add Favorites

Favorites can be added inside of the Select Instrument section. To add an instrument to a favorite, click the checkbox beside the instrument and click the star beside the instrument name.

Figure 59: Add Favorites in Veteran's Device (MHA4V) Create Assignment Screen

Addition-SUD	
<input type="checkbox"/>	AUDC
<input checked="" type="checkbox"/>	AUDIT ☆
<input type="checkbox"/>	BAM-C
<input type="checkbox"/>	BAM-IOP
<input type="checkbox"/>	BAM-R
<input type="checkbox"/>	CAGE
<input type="checkbox"/>	SIP-AD-30
<input type="checkbox"/>	SIP-AD-START

4.3.1.1.2.2. Remove Favorites

Favorites can also be removed inside of the Select Instrument section. To remove an instrument from the Favorites list, click the Trash Can beside the instrument name in the Favorites list.

Figure 60: Remove Favorites in Veteran's Device (MHA4V) Create Assignment Screen

Favorites	
<input type="checkbox"/>	AUDC 🗑️
<input type="checkbox"/>	D.ERS 🗑️

4.3.1.1.2.3. Veteran's Device (MHA4V) - Schedule Instrument(s) Section

If the user does not know which category the instrument(s) they are looking for is/are associated with, there is a **View All Instruments** option at the bottom of the screen that allows the user to list all available instruments in alphabetical order. To access the full list of available instruments, the user can use the scroll bar to move down the page to find the desired instrument(s).

Figure 61: Veteran's Device (MHA4V) - Schedule Instrument(s) – No Instrument Selected

Step 3: Schedule instrument(s)							
Instrument*	Ordered By*	Frequency*	Response Window*	How Many*	Start Date*	Clinic*	Instructions
ZBI SCREEN	<input type="text" value="Search a name..."/>	<input type="text" value="Select"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="10/28/2025"/>	EMERGENCY ROOM	<input type="text" value=""/>

4.3.1.1.2.4. Veteran's Device (MHA4V) - Schedule Instrument(s) Options

There are multiple decisions that must be made when creating remote assignments. These range from the instrument that is assigned to instructions that can be sent to the Veteran regarding completion of the assignment. The required field (fields marked with an *) must be filled in to schedule the assignment. Each instrument in the assignment may have different selections for the parameters.

- **Instrument** – An individual instrument (measure, test, etc.) to be assigned to the Veteran.

- **Ordered By** - The provider responsible for managing the assignment and receiving notifications from the assignments
- **Frequency** – How often should the instrument be sent to the Veteran.
- **Response Window** – How long after the Veteran receives the assignment does it need to be completed. The response window will vary depending upon the Frequency of the instrument.
- **How Many** – How many iterations of the instrument will be sent to the Veteran.
- **Start Date** – When does the assignment begin. Can be the current day or a future date up to a year.
- **Clinic** – The location that the assignment should be associated with. (Defaulted to the Location used in Staff Entry/VA Device (Patient Entry) assignments).
- **Instructions** – Any specific instructions that the provider wants to send to the Veteran.
- **Schedule** - To submit and schedule the instruments and create the assignments.

Figure 62: Veteran’s Device (MHA4V) - Schedule Instrument(s) - Multiple Instruments Selected

Step 3: Schedule instrument(s)							
Instrument*	Ordered By*	Frequency*	Response Window*	How Many*	Start Date*	Clinic*	Instructions
ZBI SCREEN	<input type="text" value="Search a name..."/> ⓘ	Select ▼	▼		10/28/2025 📅	EMERGENCY ROOM	<input type="text"/>
CSI-4 PARTNER VERSION	<input type="text" value="Search a name..."/> ⓘ	Select ▼	▼		10/28/2025 📅	EMERGENCY ROOM	<input type="text"/>
PCL-5 WEEKLY	<input type="text" value="Search a name..."/> ⓘ	Select ▼	▼		10/28/2025 📅	EMERGENCY ROOM	<input type="text"/>

4.3.1.1.2.5. Veteran’s Device (MHA4V) assessment completion

When a Veteran completes an assessment, an email notification will always be sent to the responsible Provider. If the Veteran assessment responses indicate suicidality, the email subject will state “Veteran has indicated suicidality at facility ###”.

When the Veteran sees the completion screen and suicidality is indicated, a message will appear recommending them to contact their provider or the Veteran Crisis Line.

Figure 63: Veteran's Device (MHA4V) Patient Facing Assessment Report

VAHealth

MHA for Veterans

Crisis Support

Patient Health Questionnaire Depression Scale (PHQ9)

! Please follow-up with your provider to discuss assessment results !

Contact your provider directly or
Call the Veterans Crisis Line at 988 | press 1 or
Text the Veterans Crisis Line at 838255 or
Visit the Confidential Veterans Chat

Score Severity

Severe

You report Severe symptoms of depression but you have also reported experiencing thoughts of suicide. You are advised to discuss these concerns with your mental health provider. If you are concerned that you may have a medical emergency or are having thoughts of killing yourself or harming someone else, call 911, the Veterans Crisis Line (1-800-273-8255, press #1), or go immediately to the nearest hospital emergency room for an evaluation.

You reported many of the symptoms of depression. These symptoms can be very distressing. Although many veterans/individuals cope well with symptoms like yours, your current report suggests that they may be difficult to cope with right now. You are advised to discuss these concerns with your mental health provider.

It is important to note that this self-assessment cannot be used to make a diagnosis of depression; only a healthcare professional can do this.

If you are concerned about any symptom, regardless of what the screen shows, you should seek further evaluation from your provider. If you are concerned that you may have a medical emergency or are having thoughts of killing yourself or harming someone else, call 911, the Veterans Crisis Line (1-800-273-8255, press #1), or go immediately to the nearest hospital emergency room for an evaluation.

Your score went up since the last time you took the assessment. It is likely that some things are bothering you more than before. Sometimes feelings get worse before they get better, so just keep working on your plans. An increase in symptoms can be a natural part of the process of recovery.

Thank you. Your assessment has been submitted to your provider. Please note that your provider may not see this right away.

U.S. Department of Veterans Affairs | 810 Vermont Avenue, NW Washington DC 20420 | Last reviewed/updated 03/2022 | App Version: 2.21.0

4.4. Staff Entry – Executing a Staff Entry Assignment

Once the setup of an assignment has been completed and the user selects the **Staff Entry** button, the **Staff Entry** mode of MHA automatically launches and allows the user to begin completing assessment(s). Completing a multi-instrument assignment in **Staff Entry** creates a single Progress Note in CPRS if **Save Note** is selected after the administration is completed.

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Figure 64: Staff Entry Execution Screen

The screenshot displays the 'AUDC' instrument within the 'BARTHEL INDEX' section. At the top right, it shows 'ONE PATIENT' with SSN 'xxx-xx-0001'. Below the header, a instruction bar reads: 'Please read each item carefully and select the correct answer for you.' The main content area contains three numbered questions about alcohol consumption, each with five radio button options. At the bottom, there is a 'Delete' button on the left, a checkbox for 'Use speed tab (use number key to speed data entry)' in the center, and a 'Save and Exit' button on the right. A progress indicator shows '0%' completion.

4.4.1. Delete

If the provider decides they do not want to complete the assessment, they can select the **Delete** button at the bottom of the **Staff Entry** page. The provider is returned to the MHA landing page and **Staff** assignment is not created in the **Active Assignments** table. In the event there are multiple instruments in the assignment, **Staff Entry** takes the user to the next instrument in the assignment after selecting **Delete**. This continues until the user has deleted all instruments in the current assignment (Figure 65).

Figure 65: Staff Entry Action Buttons

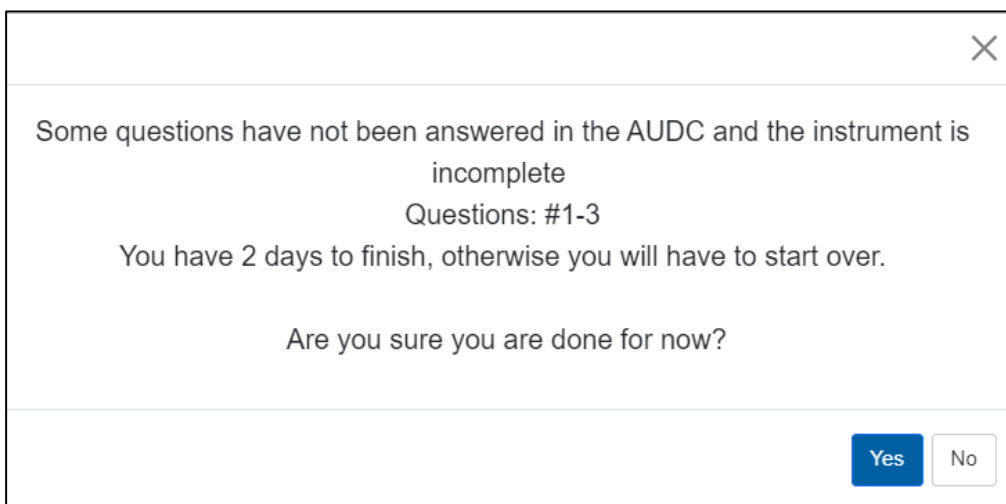
This screenshot is identical to Figure 64 but includes two red annotations. A red box labeled 'Delete Current Instrument' has an arrow pointing to the 'Delete' button at the bottom left. Another red box labeled 'Save progress on current instrument' has an arrow pointing to the 'Save and Exit' button at the bottom right.

4.4.2. Save and Exit

If the provider decides to leave the administration and wants to save the results entered, or save the administration for later completion, they can select the **Save and Exit** button at the bottom

of the page (Figure 65). Staff Entry presents the user with a warning popup outlining the time to finish the administration and providing a choice to continue or cancel this action (Figure 66). If the provider selects **No**, they remain in the administration. If they select **Yes**, the provider is returned to the MHA landing page, and a **Staff** assignment ID is created in the **Active Assignments** table.

Figure 66: Staff Entry Save and Exit Warning Popup



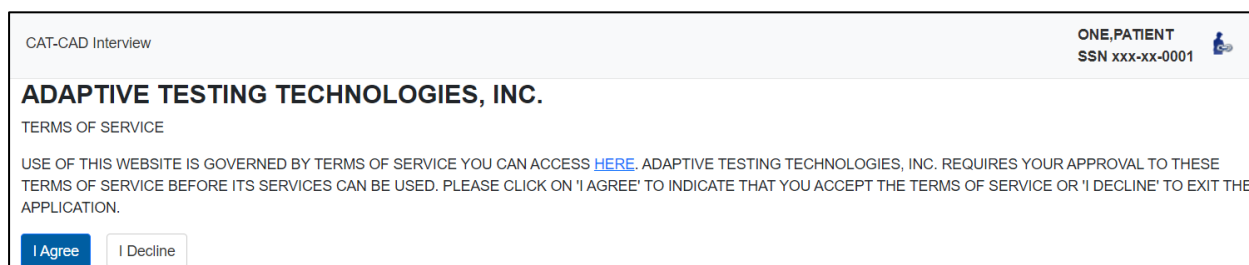
4.4.3. CAT Specific Actions

The following paragraphs cover actions specific to the CAT administration.

4.4.3.1. Finish Actions Staff Entry – CAT Terms of Service

The Terms of Service for the CAT administration must be accepted before the administration can begin. A detailed outline of the Terms of Service can be viewed by selecting the **HERE** link on the webpage. Click the **I Agree** button to continue to the CAT instrument administration.

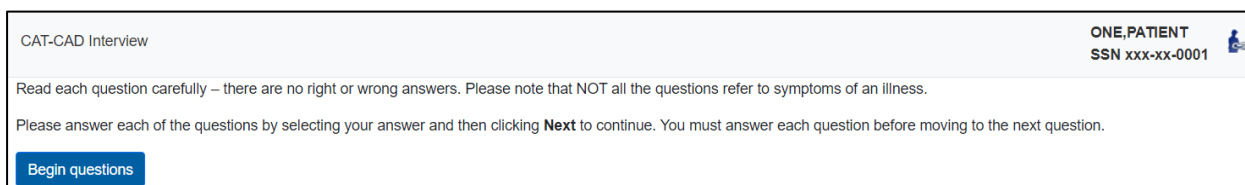
Figure 67: Staff Entry - CAT Terms of Service



4.4.3.2. Staff Entry – CAT - Begin Questions

This window displays the instructions on the completion of the CAT assignment and should be reviewed thoroughly by the user before proceeding. Click the **Begin questions** button to continue (Figure 68).

Figure 68: CAT Begin Questions



CAT-CAD Interview

ONE, PATIENT
SSN xxx-xx-0001

Read each question carefully – there are no right or wrong answers. Please note that NOT all the questions refer to symptoms of an illness.

Please answer each of the questions by selecting your answer and then clicking **Next** to continue. You must answer each question before moving to the next question.

Begin questions

4.4.3.3. Staff Entry – CAT - Timeframe Reminder

A timeframe reminder window appears which displays the timeframe selected during the creation of the CAT administration. This is the timeframe to use when answering the questions (Figure 69).

Figure 69: CAT Timeframe Reminder



CAT-CAD Interview

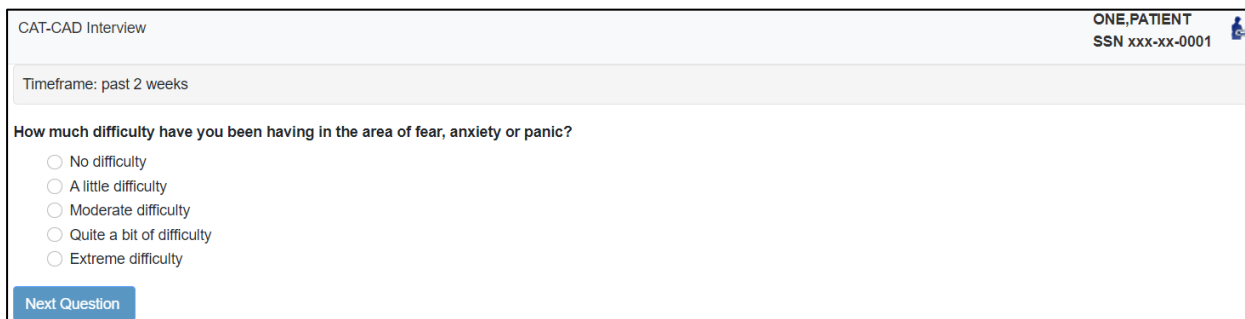
Answer the following questions based on how you felt over the **past 2 weeks** unless otherwise specified.

Next Question

4.4.3.4. Staff Entry – CAT Administration Questions

CAT administrations are always executed one question at a time. Due to the complexity of the questions for multi-CAT administrations, neither question numbers nor progress status are displayed to the user and the ability to go backward and answer a previous question is not available to the user during a CAT administration (Figure 70).

Figure 70: CAT Administration Questions



CAT-CAD Interview

ONE, PATIENT
SSN xxx-xx-0001

Timeframe: past 2 weeks

How much difficulty have you been having in the area of fear, anxiety or panic?

- ☐ No difficulty
- ☐ A little difficulty
- ☐ Moderate difficulty
- ☐ Quite a bit of difficulty
- ☐ Extreme difficulty

Next Question

4.4.4. Finishing an Administration

Once an assessment is complete, the user can select the **Finish** button and **MHA** opens the **Progress Note** window that allows the user to **Save Note**, **Do Not Save Note**, or **Copy Text** (Figure 71).

Figure 71: Finish Button

The screenshot displays the BARTHEL INDEX assessment form. At the top, it says 'BARTHEL INDEX' on the left and 'ONE, TEST PATIENT SR SSN xxx-xx-5683' on the right. The form contains several sections with radio button options: '0. Dependent', '1. Needs some help, but can do some things alone', and '2. Independent (on and off, dressing, wiping)'. The sections are numbered 5 through 10: 5. Feeding, 6. Transfer, 7. Mobility, 8. Dressing, 9. Stairs, and 10. Bathing. The '10. Bathing' section is highlighted in yellow. At the bottom of the form, there is a 'Delete' button, a checkbox for 'Use speed tab (use number key to speed data entry)', a green progress bar at 100%, and a blue 'Finish' button. A red arrow points from a red box labeled 'Finish Button' to the 'Finish' button.

4.4.4.1. Save Note

Selecting the **Save Note** button creates a Progress Note for the administration in CPRS (Figure 73). The report created by the completed administration is accessible in the **Completed Instruments** section of MHA.

4.4.4.2. Do Not Save Note

Selecting the **Do Not Save Note** button will NOT create a Progress Note for the administration in CPRS (Figure 73). However, the report created by the completed administration is accessible in the **Completed Instruments** section of MHA. Choosing not to save a Note will present a confirmation dialog (Figure 72) allowing the decision to be reviewed. Selecting “Yes” will file the results but not create a Progress Note. Selecting “No” will take the user back to the Progress Note window.

Figure 72: Do Not Save Progress Note

The screenshot shows a confirmation dialog box titled 'Do Not Save Progress Note' with a close button (X) in the top right corner. The text inside the dialog reads: 'Are you sure you want to close without saving a Progress Note to CPRS? Your assessment will still be saved.' At the bottom right of the dialog, there are two blue buttons: 'Yes' and 'No'.

4.4.4.3. Copy Text

Selecting the **Copy Text** button allows the user to copy the Progress Note information to the clipboard for pasting into other applications (Figure 73).

Figure 73: Save Progress Note Action Buttons

The screenshot shows a 'Progress Note' window for a patient named 'ONE PATIENT' with SSN 'XXX-XX-XXXX'. The note is titled 'Alcohol Use Disorders Identification Test - Consumption (AUDC)'. It contains patient information: Date Given: 08/08/2022, Clinician: [redacted], Location: Mental Hygiene-ops, Veteran: One, Patient, SSN: XXX-XX-XXXX, DOB: Apr 7, 1935 (87), Gender: Male. The score is 0 points. The 'Questions and Answers' section lists three questions about alcohol consumption, all answered 'Not asked (patient reports no drinking in past year)'. A disclaimer states: 'Information contained in this note is based on a self report assessment and is not sufficient to use alone for diagnostic purposes. Assessment results should be verified for accuracy and used in conjunction with other diagnostic'. At the bottom, there are three buttons: 'Do Not Save Note', 'Copy Text', and 'Save Note'. Three red callout boxes with arrows point to these buttons: 'Do not save a Progress Note' points to 'Do Not Save Note', 'Copy all text in the report' points to 'Copy Text', and 'Save a Progress Note' points to 'Save Note'.

4.4.5. Restricted Instrument(s)

If the instrument being completed in the assessment is a restricted instrument, MHA will NOT create a Progress Note to be stored in VistA when the provider selects **Finish** and a popup will appear notifying the provider of this (Figure 74). Selecting **Continue** returns the user to the MHA main landing page where they can then select the instrument name and view the report for that date of completion. Obtaining the YSP key through the support of your VistA administrator will allow you to view restricted reports.

Figure 74: Restricted Instrument Warning Popup

The screenshot shows a warning popup window with a close button (X) in the top right corner. The text inside the popup reads: 'MMPI-2-RF data saved.' followed by 'A progress note was not written to VistA as this is a restricted instrument.' At the bottom right, there is a blue 'OK' button.

4.5. Completed Instruments

The **Completed Instruments** section displays all instruments that have been completed for a patient from any application that saves data to VistA. To see the history of a specific instrument, select the instrument and then select the desired date from the list of dates that appears on the left side of the instrument report field.

Figure 75: Completed Instruments Field

The screenshot displays the 'Completed Instruments' section of a software interface. At the top, there are two tabs: 'Completed Instruments' (selected) and 'Special Reports'. Below the tabs, there is a blue button labeled 'BARTHEL INDEX'. To the right of this button is a date selector showing 'Sep 16, 2024@10:36'. The main area of the report is titled 'BARTHEL INDEX' and contains the following text:

Barthel Index of Activities of Daily Living

Date Given: 09/16/2024
Clinician: [REDACTED]
Location: Ultrasound

Veteran: One, Patient
SSN: xxx-xx-0001
DOB: Apr 7, 1935 (89)
Gender: Male

Barthel Index: 70

Range 0 - 100. Higher index values indicate independent living, low values indicate dependence on others.

Questions and Answers

1. Bowels (preceding week):
Incontinent (or needs to be given enema)

4.5.1. Reviewing Completed Instruments (Reports / Graphs)

4.5.2. Reports

Upon the completion of an assessment by either the patient or a user, a report is generated for the completed assessment and is viewable in the **Completed Instruments** section of the main MHA landing page. To view this report, the user needs to select the desired instrument name and then select the appropriate date for the report. Once selected, MHA will display the details of the report for review (Figure 76).

Figure 76: Completed Instruments - Displayed Report

The screenshot displays the 'Completed Instruments' section of a software interface. At the top, there are tabs for 'Completed Instruments' and 'Special Reports'. Below these are buttons for different instruments: 'BARTHEL INDEX' (selected), 'AUDC', 'CAT-SS', 'AAQ-2', 'PHQ9', and 'GAD-7'. The main report area is titled 'BARTHEL INDEX' and contains the following text:

Barthel Index of Activities of Daily Living (BARTHEL INDEX)

Date Given: 10/28/2025

Clinician: [REDACTED]

Location: EMERGENCY ROOM

Veteran: ONE, TEST PATIENT SR

SSN: xxx-xx-5683

DOB: JAN 26, 1951 (74)

Gender: Male




SCORE:

Barthel Index: 45

Range 0 - 100. Higher index values indicate independent living, low values indicate dependence on others.

QUESTIONS AND ANSWERS:

A red box highlights the date 'Oct 28, 2025@16:20' in the top left corner of the report area, with a red arrow pointing to it from a red box labeled 'Date of administration'.

There are two icons that might appear on a Completed Instrument header, High Risk Response and Positive Response icons . The High-Risk Response icon  indicates that a patient has answered a question (or a set of questions) indicating suicidality. The Positive Response icon  indicates that a patient has answered a question (or a set of questions) that indicate a positive direction to alert the provider that additional clinical assessment is indicated.

4.5.3. Graphs


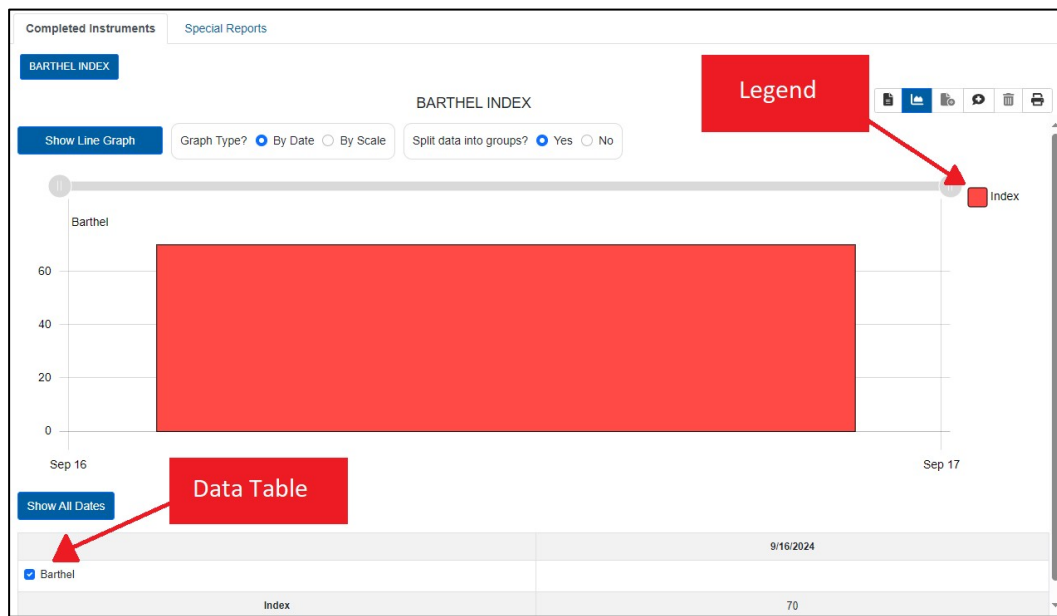
The option to review the data within the report in a graphical format is also available to the user. The user must select the  icon to display the data. The history of all assessments related to that selected instrument is available for review, and a table of information is provided for reference (Figure 77).

Figure 77: Graphed Instrument Results



A legend is provided to the right of the graph which shows the metric that is displayed in the graph. The legend is color-coded for easier viewing of assessments that have multi-value metrics. This information comes directly from the data table below the graph (Figure 77).

The user can also use the slider bar at the top of the graph to display data based on a desired date range. The user must use their mouse to click on the slide bar and then drag it right or left to gain the desired display of graphed data (Figure 78 and Figure 79).

Figure 78: Graph Slider Bar Adjustments (Expanded Range)

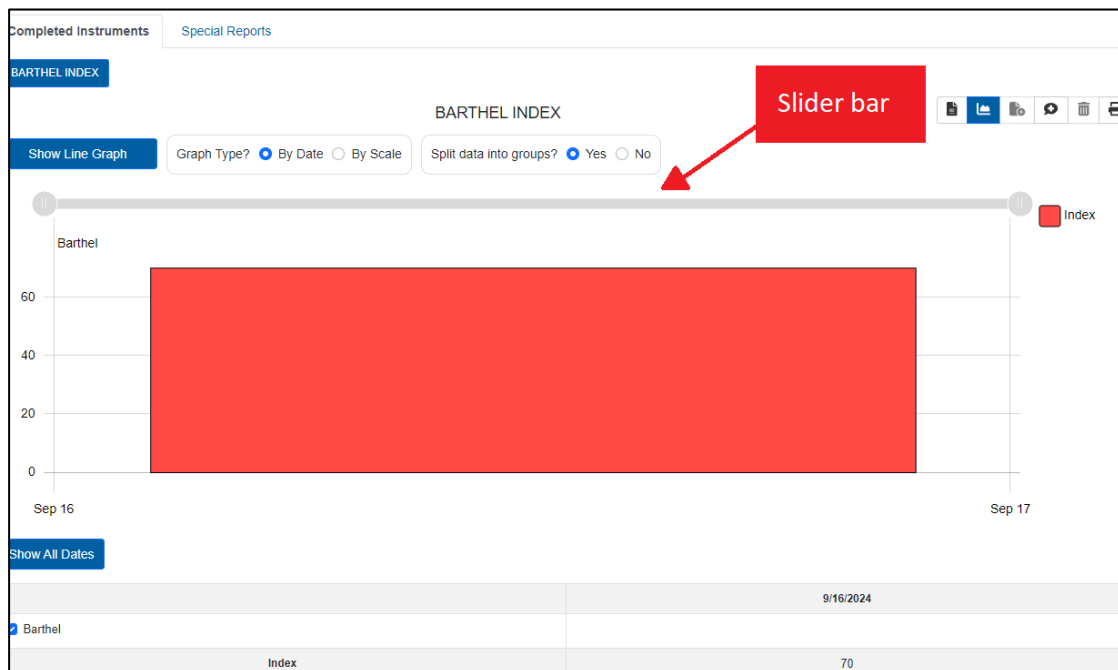
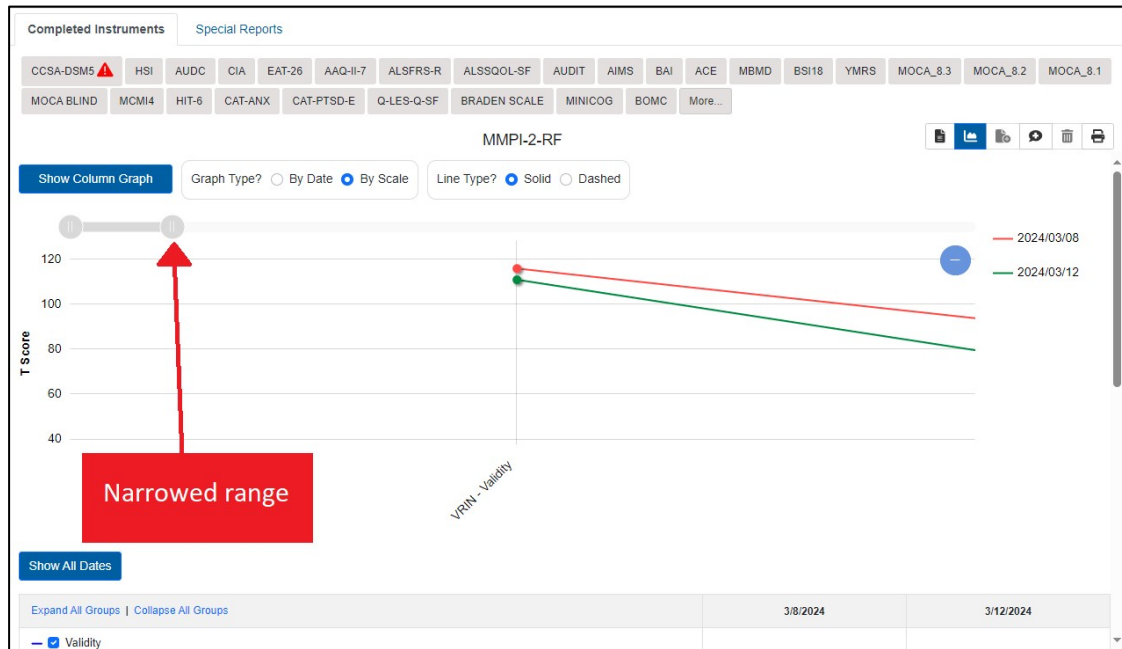


Figure 79: Graph Slider Bar Adjustments (Narrowed Range)





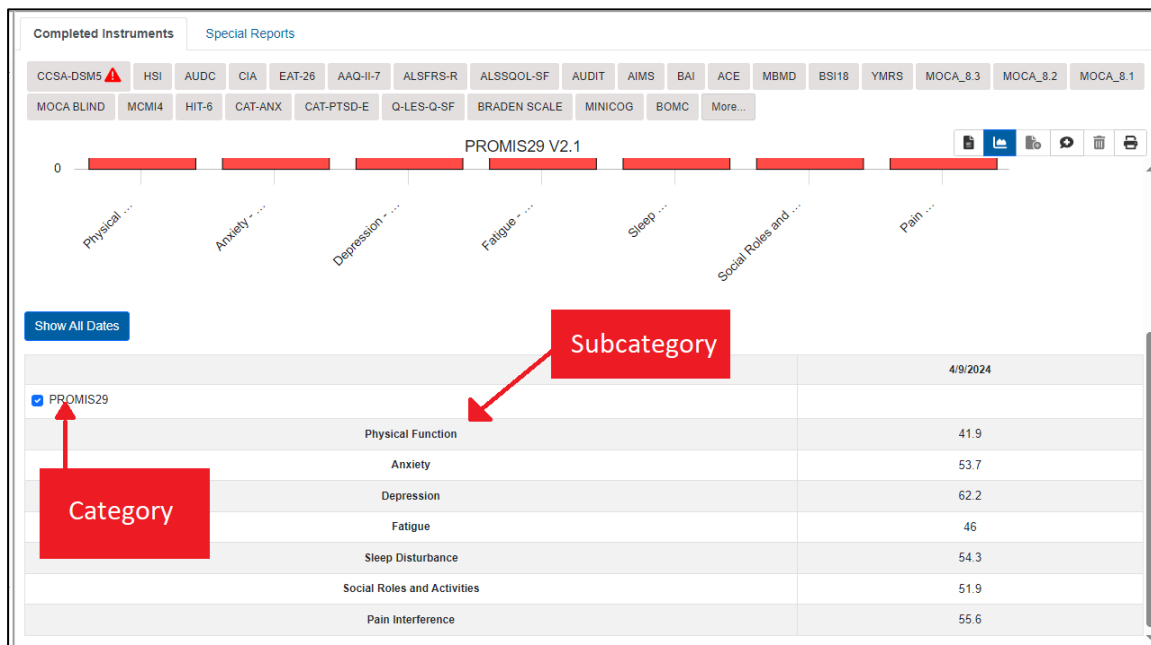

The table can also be filtered for specific trending information if the user desires. This can be accomplished by selecting the  icon beside a specific category to expand the subcategories and review the results. To graph the results for this subcategory, select the checkbox beside the category in the data reference table. The graphical display automatically updates based on the user selection, and the legend also updates to reflect which colors are associated with each component of the subcategories. Inversely, if the user wants to close the expanded category, they must select the  icon (Figure 80).


Figure 80: Data Table - Expanded Categories



4.5.4. Create Note

By selecting the  icon, the Progress Note page will be displayed. Selecting the **Save Note** button creates a Progress Note for the administration in CPRS. Selecting the **Do Not Save Note** button will NOT create a Progress Note for the administration in CPRS. Selecting the **Copy Text** button allows the user to copy the Progress Note information to the clipboard for pasting into other applications.

4.5.5. Append Comments


An additional option for appending comments to the patient report has been added to MHA. By selecting the  icon, the screen updates to display two additional fields. The first is **Previous Comments**, which allows the user to see comments that have already been added to the report. The second is **New Comment**, which is a required field to save the changes and allows the user to add additional notes to the patient's report. After entering the desired information, the user can select **Save** to add those changes to the report or **Cancel** to discard the changes. Once the changes have been made, they cannot be removed.

NOTE Print functionality is not available from the **Append Comments** view (Figure 81). ***

Figure 81: Append Comments Screen



4.5.6. Delete Assignment

By selecting the  icon, the user will be prompted with the **Warning** popup. The user can select either the **Cancel** or **Confirm** button. Selecting **Cancel** will exit the popup without deleting an assignment; selecting the **Confirm** button will prompt another modal stating **Information**. The user can then close the popup, and the completed report will be deleted from MHA. The **Reports** window refreshes automatically and displays the most recently completed report.

NOTE: *** The option to delete an assignment has been granted to users with the required VistA keys. If the user does not have the appropriate permissions to delete a report, then a message will appear stating: You do not have VistA permission to delete Completed Reports. Please contact your supervisor or ADPAC/CAC for assistance (Figure 82, Figure 83, Figure 84). Please see KB0116992 - MHA Web: Deleting an Erroneously Completed Report in Mental Health Assistant Web for more information. ***

Figure 82: Delete Assignment Popup

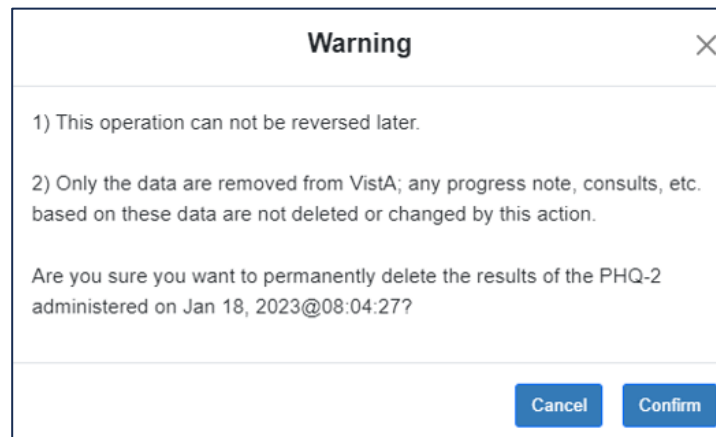


Figure 83: Assignment Deleted Popup

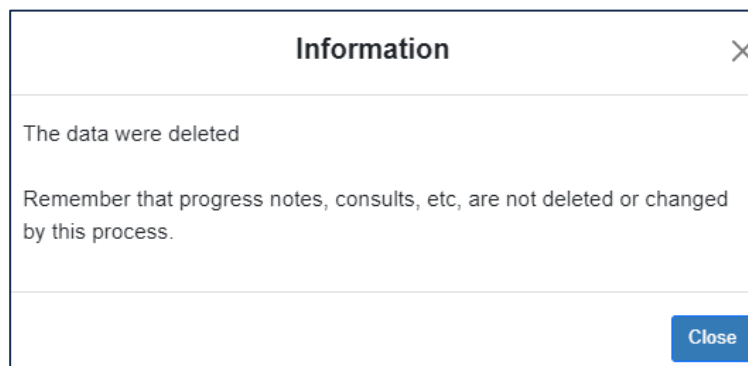
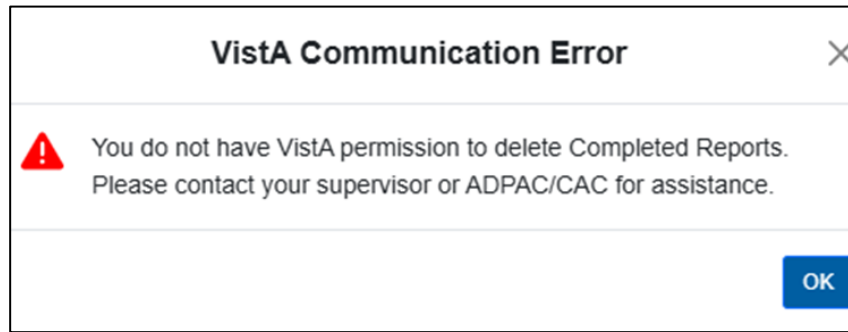


Figure 84: Permission Notification



4.5.7. Printing


The user can print the current report or graph that is selected. Depending on what is displayed (report or graph), clicking the  button takes the provider to a print screen to confirm the selection. This works for the different graphing options Column and Line Graph (Figure 85, Figure 86, Figure 87). When printing a report, the last 4 of the patient SSN will be removed.

Figure 85: Printing - Report Screen

PCL-5

Date Given: 12/12/2022
Clinician:
Location: D/ht Test

Veteran: Avivapatient,Three
DOB: Mar 1,1940 (82)
Gender: Female

PCL-5 Score: 32

This measure assesses an individual's perception of the distress associated with possible PTSD symptoms. It is not used to diagnose PTSD. Symptoms are rated from 0-4 in terms of distress they cause the individual. Scores that are greater than or equal to 31-33 suggest that the veteran may meet the criteria for a PTSD diagnosis. However, it is important to use caution when using this cutoff since it is possible for some Veterans with scores lower than 31-33 to meet criteria for PTSD.

Additional testing using a structured diagnostic interview, such as the Clinician Administered PTSD Scale for DSM-5, is recommended to confirm diagnostic status.

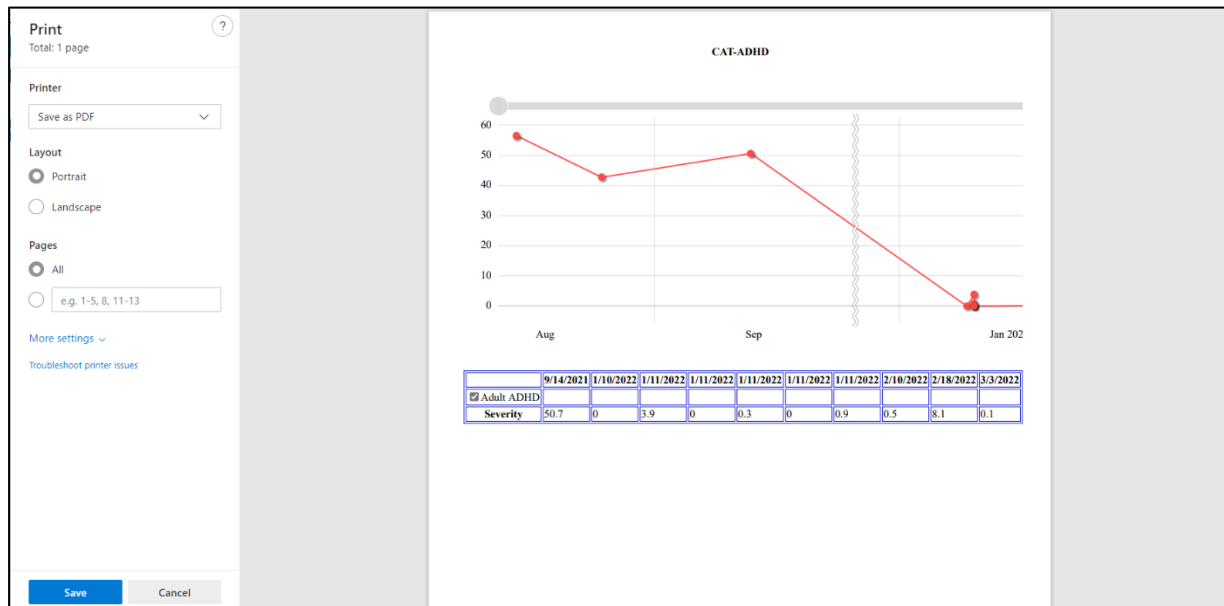
Questions and Answers:

1. Repeated, disturbing, and unwanted memories of the stressful experience?
A little bit
2. Repeated, disturbing dreams of the stressful experience?
Moderately
3. Suddenly feeling or acting as if the stressful experience were actually happening again (as if you were actually back there reliving it)?
Quite a bit
4. Feeling very upset when something reminded you of the stressful experience?
A little bit
5. Having strong physical reactions when something reminded you of the stressful experience (for example, heart pounding, trouble breathing, sweating)?
Not at all
6. Avoiding memories, thoughts, or feelings related to the stressful experience?
Quite a bit
7. Avoiding external reminders of the stressful experience (for example, people, places, conversations, activities, objects, or situations)?
Moderately
8. Trouble remembering important parts of the stressful experience?
A little bit
9. Having strong negative beliefs about yourself, other people, or the world (for example, having thoughts such as: I am bad, there is something seriously wrong with me, no one can be trusted, the world is completely dangerous)?
Not at all
10. Blaming yourself or someone else for the stressful experience or what happened after it?

Figure 86: Printing - Column Graph



Figure 87: Printing - Line Graph



4.5.8. Special Reports

Special Reports allows the provider to view and compare graphs for up to eight different instruments simultaneously on a single page view. It also allows the creation of a single graph using up to 4 scales to compare disparate instrument results.

4.5.8.1. Special Reports – Multiple Graphs

To configure multiple graphs on a single page, select the **+/-** symbol to display the instrument list. Up to 8 instruments can be selected at one time. The **Show Line Graph** button can also

be selected to change all bar graphs to line graphs. A slider is active above each graph to zoom in on specific points within each graph. The user can swap the order of the displayed graphs using the ↔ button.

Figure 88: Special Reports - No Instruments

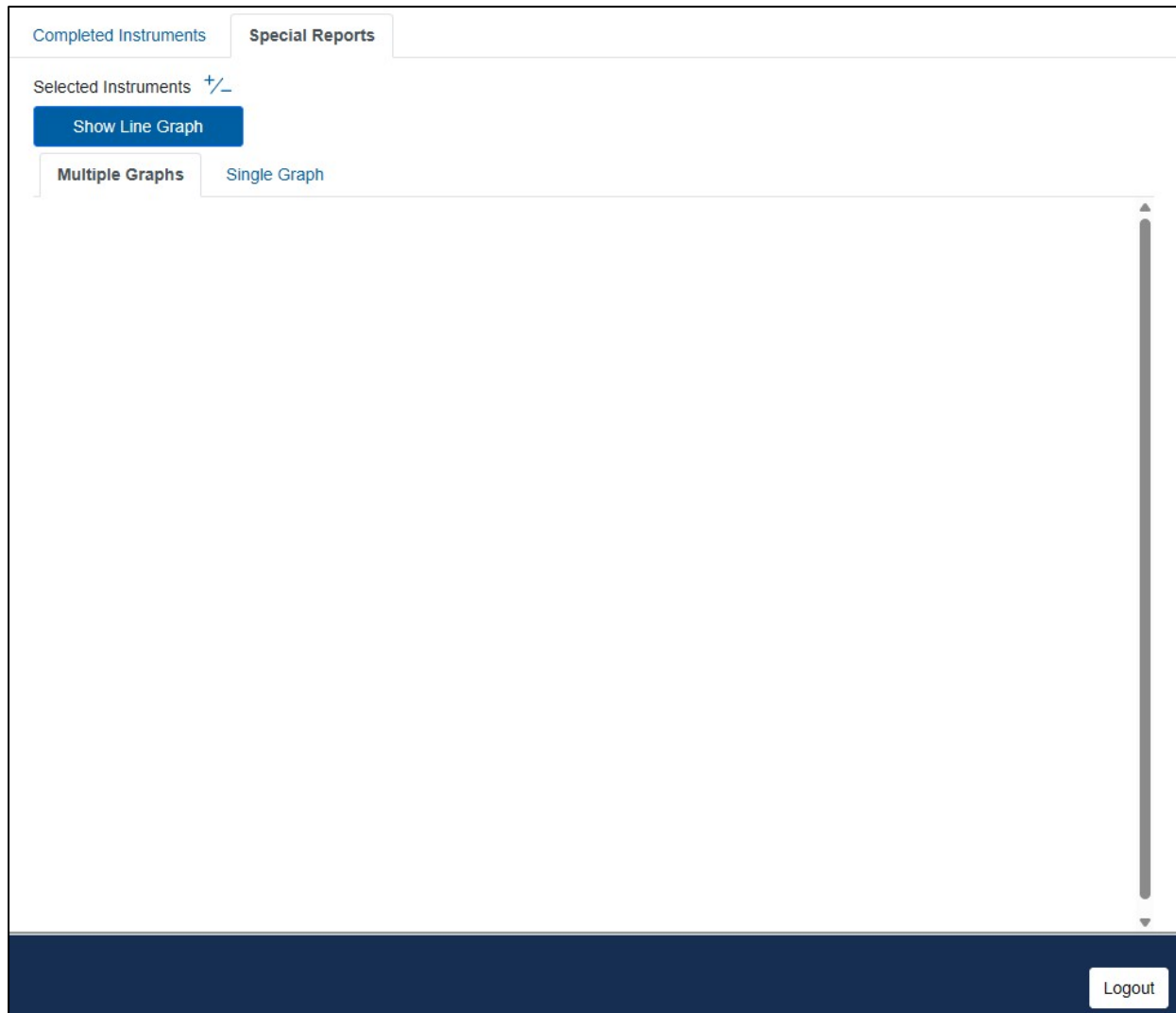


Figure 89: Special Reports - Instrument Selection

Select Instruments (maximum of 8 instruments)

Addiction-SUD +

☐ AUDC
☐ AUDIT
☐ BAM-C
☐ BAM-IOP

ADL/Func Status +

☐ BARTHEL INDEX
☐ FAST
☐ IADL
☐ KATZ-ADL-18PT

Anxiety/PTSD +

☐ BAI
☐ CAT-ANX
☐ CAT-PTSD
☐ CAT-PTSD-E

CAT/CAD +

☐ CAT-ADHD
☐ CAT-ANX
☐ CAT-DEP
☐ CAT-MANIA-HYPOMANIA

Cognitive +

☐ AD8
☐ BOMC
☐ CDR
☐ GDS DEMENTIA

Couples/Family Func +

☐ CSI
☐ CSI PARTNER VERSION

EBP +

☐ AAQ-2
☐ ATQ
☐ B-IPF
☐ CEMI

Employment

☐ ERS
☐ IJSS

Frequent MBCs +

☐ BASIS-24
☐ ISS-2
☐ PCL-5 WEEKLY
☐ PHQ9

General Symptoms +

☐ BASIS-24
☐ BSL-23
☐ BUSS
☐ CCSA-DSM5

Pain

☐ AD8

Pain / Health +

☐ BBHI-2
☐ COPD
☐ FTND
☐ HSI

Personality +

☐ MBMD
☐ MCMI3
☐ MCMI4

Quality of Life +

☐ B-IPF
☐ NPO-Q
☐ PHI
☐ Q-LES-Q-SF

Recovery +

☐ BRS
☐ IMRS
☐ ISMI
☐ MHRM

Screening +

☐ ACE
☐ ASSIST-NIDA
☐ ASSIST-WHOV3
☐ AUDC

Sleep +

☐ CMQ
☐ D.BAS
☐ ISI
☐ RLS

Suicide Prevention +

☐ BHS
☐ BSI18
☐ BSS
☐ CAT-SS

View All Instruments

DONE

Figure 90: Special Reports - Multiple Instruments



4.5.8.2. Special Reports – Single Graph

Selecting the **Single Graph** button allows the user to view different measures from the selected instruments on a single graph. Up to 4 different scales can be selected from the instruments displayed in Multiple Graphs tab. The scales of the selected instruments can be chosen by using the carat to expand the scales next to the instrument name and clicking the checkbox beside the desired scale.

Figure 91: Special Reports - Single Graph with No Scales

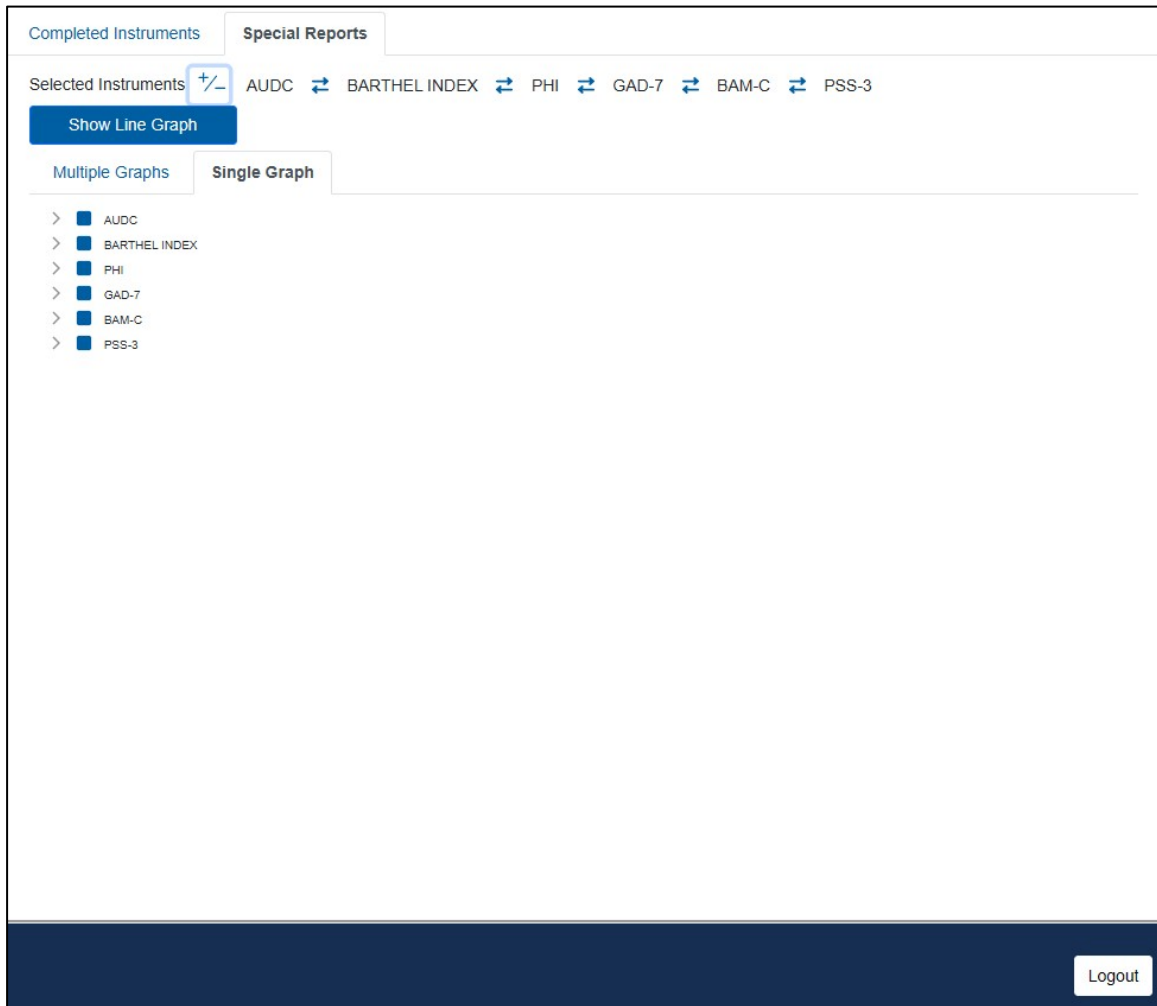
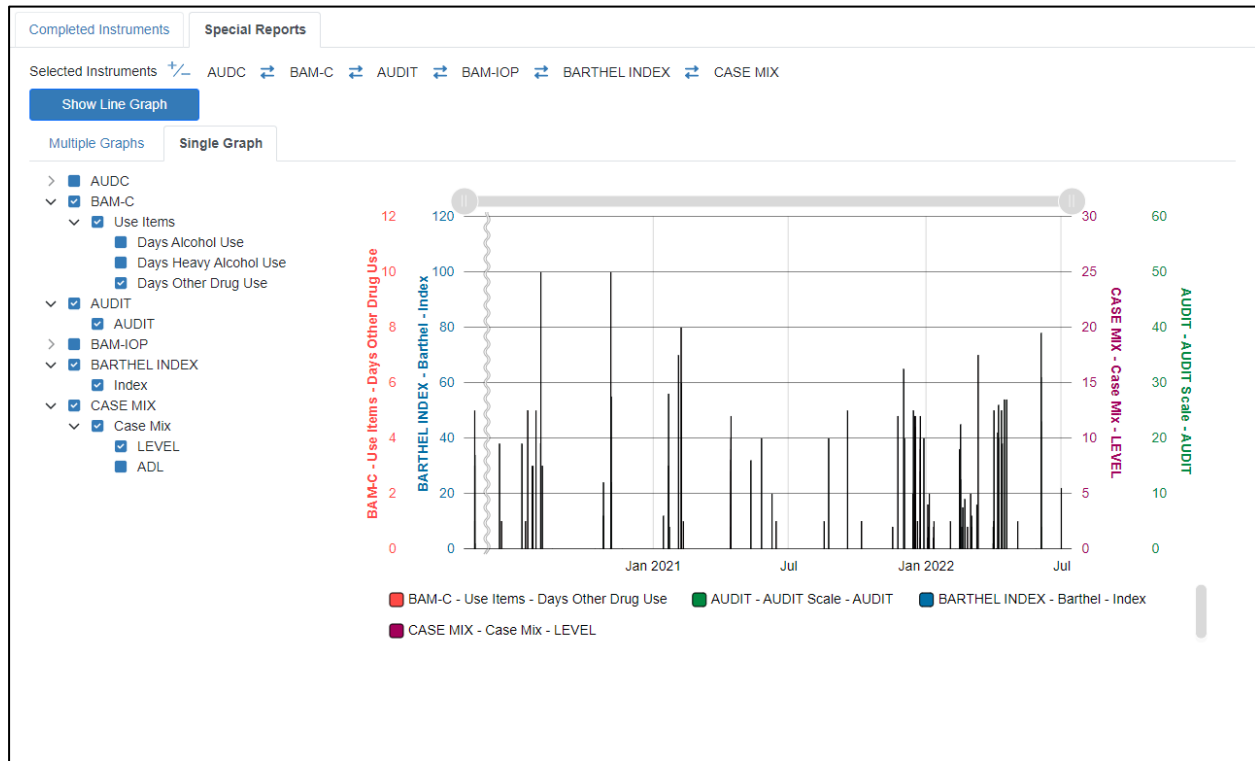


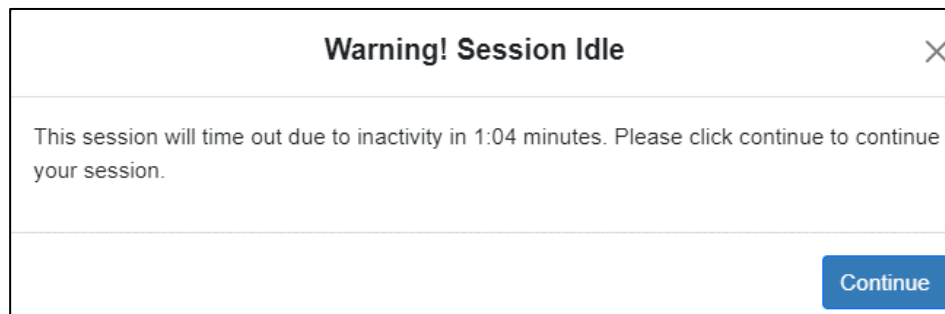
Figure 92: Special Reports - Single Graph with Multiple Scales



4.6. MHA Server Timeout

The MHA user will receive the timeout notification at the value specified in VistA. At the timeout -5-minute mark, a warning modal appears allowing the user to continue the session or be automatically logged out of the session. If the Continue button is not selected, MHA automatically ends that session and logs the user out of the application (Figure 93).

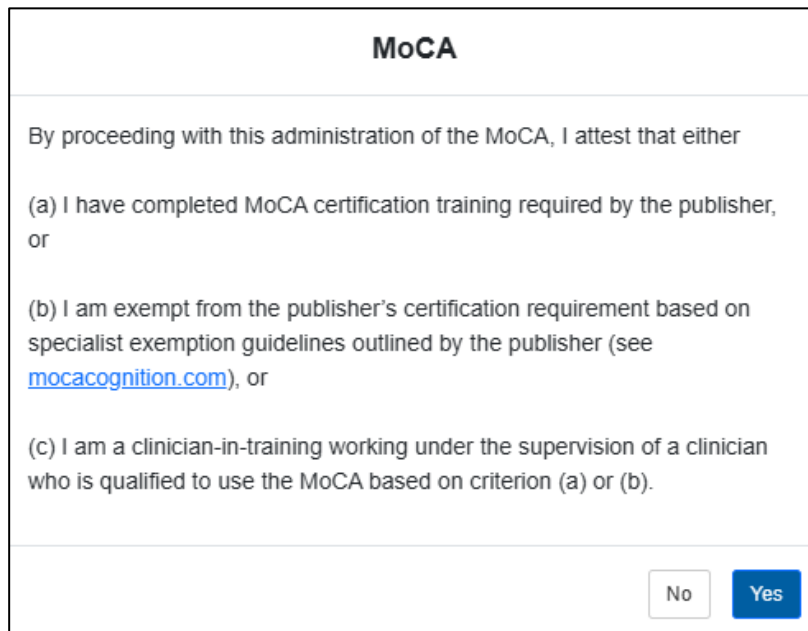
Figure 93: Timeout Popup



4.7. Special Instrument Notification in Staff Entry

Certain instruments require special training/certification before they can be executed by a clinician. When a clinician attempts to complete any of the Montreal Cognitive Assessment (MoCA) instruments, a warning modal appears that informs them of the requirement for the certification training required to administer the instrument, this modal must be acknowledged before the clinician can proceed with the administration. If the provider answers No to the Attestation, the assignment will be deleted, and the provider will be returned to the Landing Page.

Figure 94: MoCA Attestation Popup

A screenshot of a web modal titled "MoCA". The modal has a light gray header with the title "MoCA" in bold. Below the header, the text reads: "By proceeding with this administration of the MoCA, I attest that either". This is followed by three options: (a) "I have completed MoCA certification training required by the publisher, or", (b) "I am exempt from the publisher's certification requirement based on specialist exemption guidelines outlined by the publisher (see mocacognition.com), or", and (c) "I am a clinician-in-training working under the supervision of a clinician who is qualified to use the MoCA based on criterion (a) or (b)". At the bottom right of the modal, there are two buttons: a white "No" button and a blue "Yes" button.

MoCA

By proceeding with this administration of the MoCA, I attest that either

(a) I have completed MoCA certification training required by the publisher, or

(b) I am exempt from the publisher's certification requirement based on specialist exemption guidelines outlined by the publisher (see mocacognition.com), or

(c) I am a clinician-in-training working under the supervision of a clinician who is qualified to use the MoCA based on criterion (a) or (b).

No Yes

4.8. Logout

The MHA footer contains a Logout button that should be used every time the provider is leaving the application. This redirects the user to the Identity and Access Management (IAM) logout page, click Logout on this page as well. Do NOT close the browser using the X/Close button in the upper-right corner from within MHA. This ensures the user is logged completely out of Identity Management.

Figure 95: MHA Logout Button

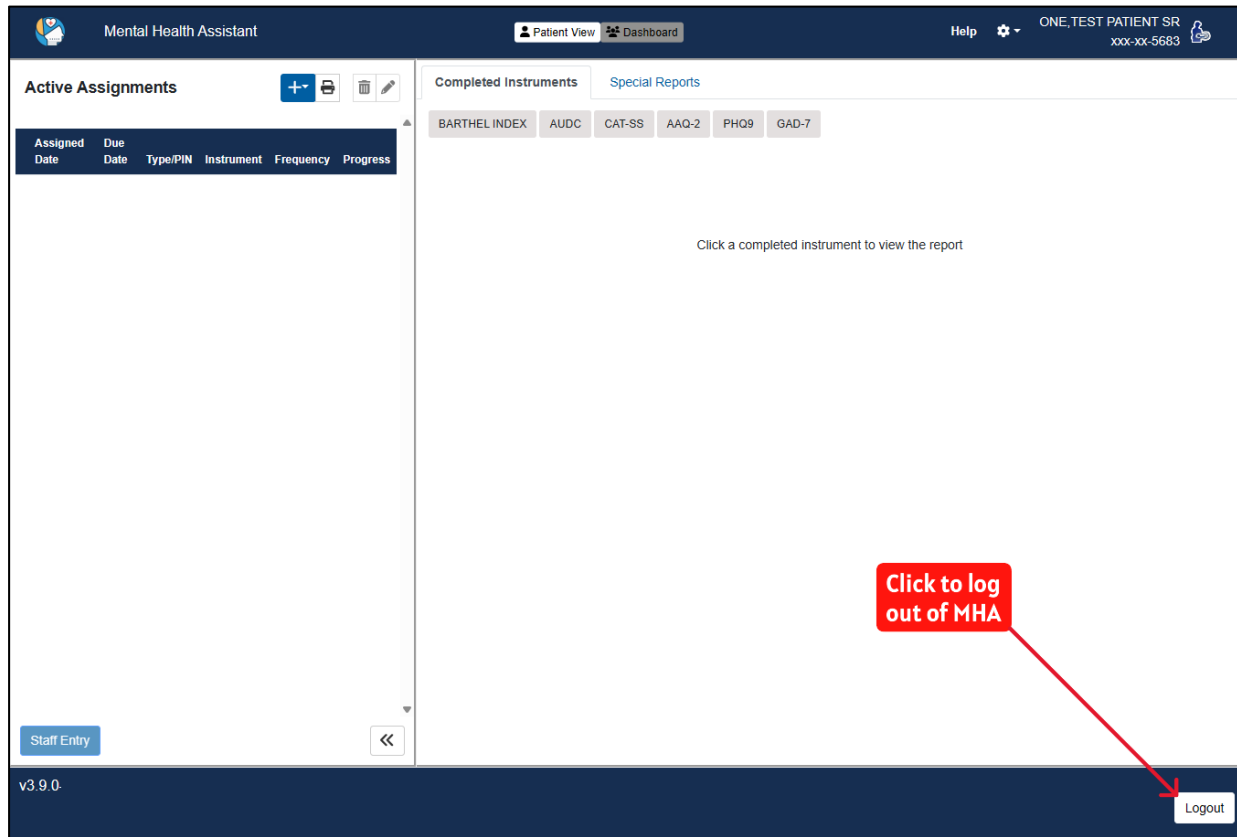


Figure 96: IAM (SSOi) Logout Button

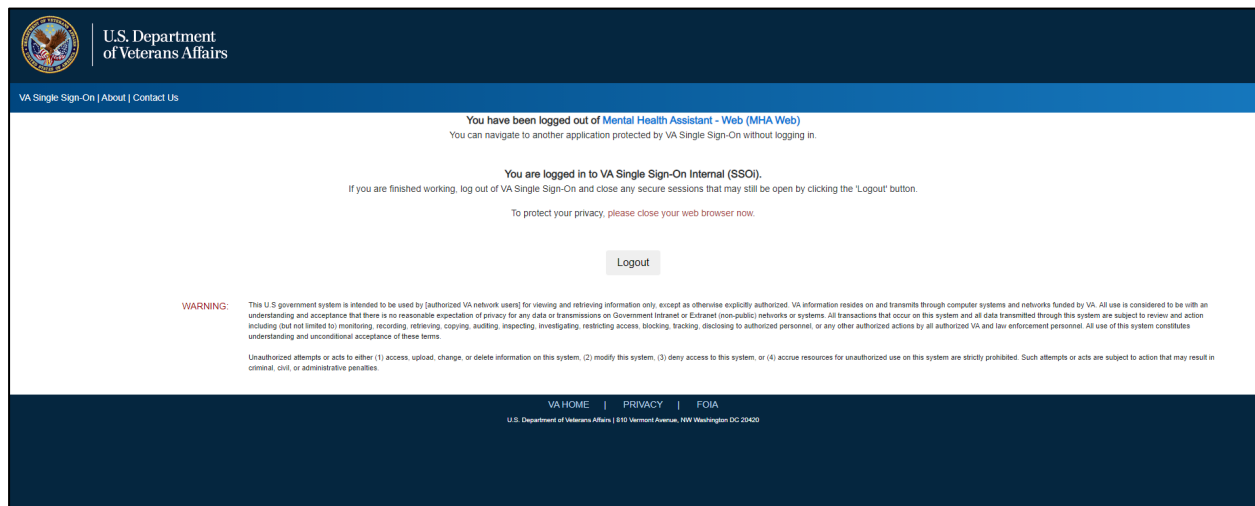
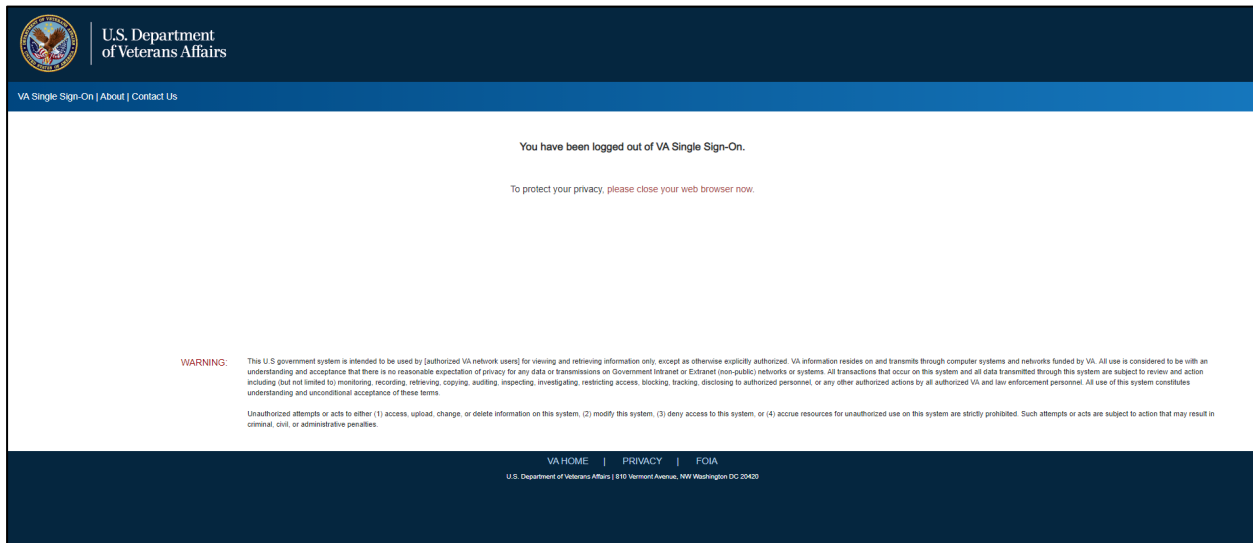


Figure 97: Logged Out Screen



5. Dashboard

The following paragraphs provide details on accessing and using the Dashboard. The Dashboard consists of three views contained within two tabs, **Review Remote Assessment Results** tab and **Missed Remote Assignments** tab. The **Review Remote Assessment Results** tab contains two views, **View My Assessment Results** and **View Site Assessment Results**.

5.1. Accessing Review Remote Assessment Results

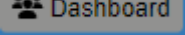
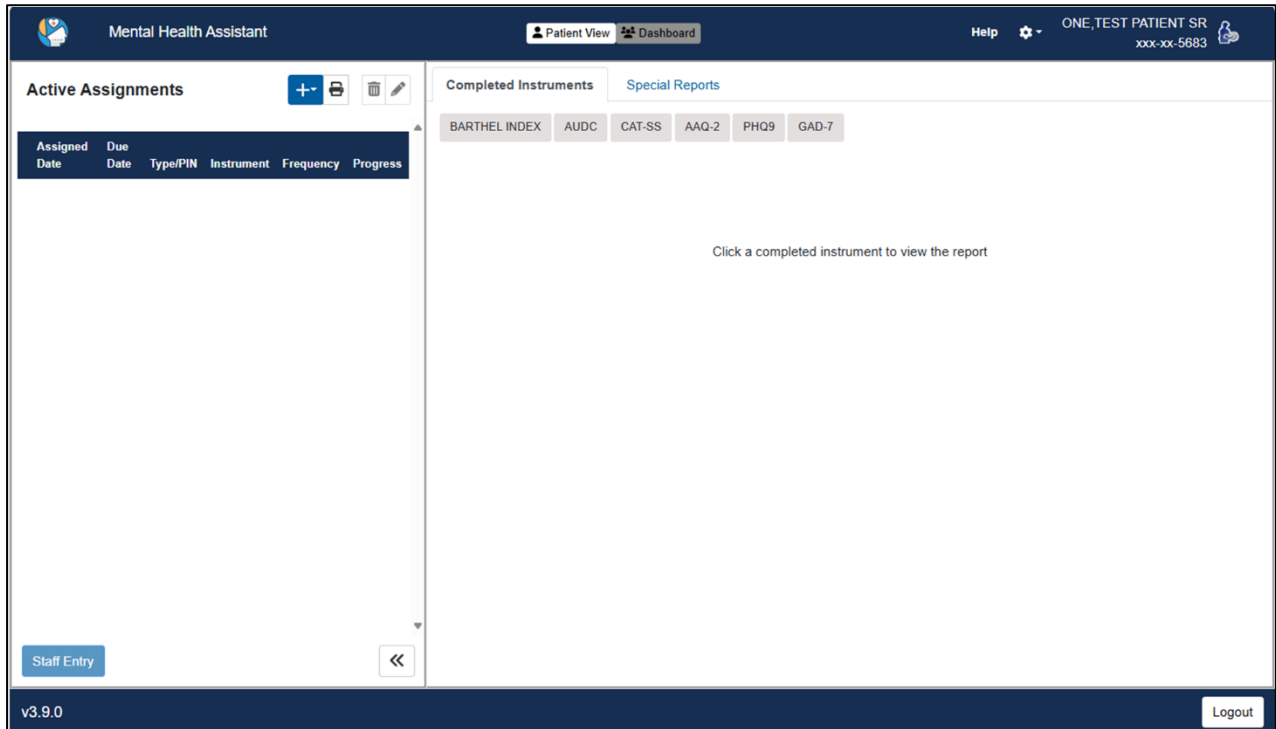
Once successfully logged into MHA, select the Dashboard button  to open the Dashboard view.

Figure 98: Accessing Dashboard from MHA



5.2. Review Remote Assessment Results Dashboard View

The **Review Remote Assessment Results** view is designed to allow Providers to quickly see which assessments assigned through the Veteran's Device (MHA4V) Assignment window have been completed by Veterans. There are two sub-views underneath the Review Remote Assessments Results **View My Assessment Results** and **View Site Assessment Results**.


Figure 99: Review Remote Assessment Results Dashboard

Mental Health Assistant									
Patient View Dashboard									
Review Remote Assessment Results Missed Remote Assignments									
View My Assessment Results View Site Assessment Results Date Range 14 days 30 days 6 months 1 year									
Patient	Provider	Instrument	Score	Severity	Completed date	Review by	Review Status	Action	
ONE	Enter Provider...	Enter Instrument...		Enter Severity...			Needs Review, Over...		
<input type="checkbox"/> TEST,PATIENT ONE	PROVIDER,ONE	ERS	104	N/A	7/10/2025	7/15/2025	Overdue	Q	
<input type="checkbox"/> TEST,PATIENT ONE	PROVIDER,ONE	PHQ9	28	Severe	5/7/2025	5/8/2025	Overdue	Q	
<input type="checkbox"/> TEST,PATIENT ONE	PROVIDER,ONE	EDE-Q	4	N/A	5/15/2025	5/20/2025	Overdue	Q	
<input type="checkbox"/> TEST,PATIENT ONE	PROVIDER,ONE	PCL-5 WEEKLY	50	N/A	5/15/2025	5/20/2025	Overdue	Q	
<input type="checkbox"/> TEST,PATIENT ONE	PROVIDER,ONE	AUDC	0	N/A	9/28/2025	10/1/2025	Overdue	Q	

5.2.1. View My Assessment Results Overview

The **View My Assessment Results Dashboard** displays all completed assessments that were performed by the Veteran through the MHA4V Patient Application that have not been reviewed by the provider. By default, it is filtered to assessment statuses that require a provider's attention (Needs Review & Overdue). This filter can be changed by selecting the desired Review Status (if more than one is desired, use CTRL + Click to select). There is a Date Range available to limit the amount of data returned to the provider. The options are 14 days (default), 30 days, 6 months and 1 year.

Figure 100: Create Multiple Progress Notes





Mental Health Assistant

Patient View

Dashboard

Help





Review Remote Assessment Results

Missed Remote Assignments

View My Assessment Results

View Site Assessment Results


Date Range


14 days


30 days


6 months


1 year


































  Patient 	Provider 	Instrument 	Score 	Severity 	Completed date 	Review by 	Review Status 	Action	
ONE	Enter Provider...	Enter Instrument...		Enter Severity...			Needs Review, Over...  		
<input type="checkbox"/>	TEST,PATIENT ONE	PROVIDER,ONE	ERS	104	N/A	7/10/2025	7/15/2025	Overdue	 
<input type="checkbox"/>	TEST,PATIENT ONE	PROVIDER,ONE	PHQ9	26	Severe 	5/7/2025	5/8/2025	Overdue	 
<input type="checkbox"/>	TEST,PATIENT ONE	PROVIDER,ONE	EDE-Q	4	N/A	5/15/2025	5/20/2025	Overdue	 
<input type="checkbox"/>	TEST,PATIENT ONE	PROVIDER,ONE	PCL-5 WEEKLY	50	N/A	5/15/2025	5/20/2025	Overdue	 
<input type="checkbox"/>	TEST,PATIENT ONE	PROVIDER,ONE	AUDC	0	N/A	9/26/2025	10/1/2025	Overdue	 

10

25

30

50

Showing rows 1 to 5 of 5

First

<

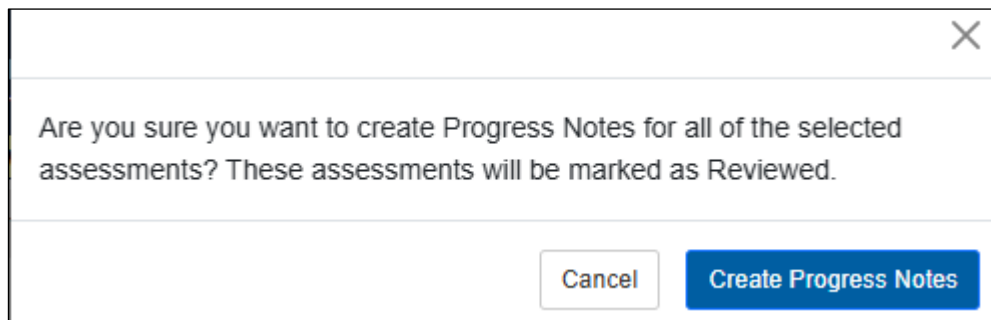
1

>

Last

After clicking the **Create Note** icon, a message is displayed. Clicking the **Cancel** button, cancels the action and returns user to the **View My Assessment Results** page. Clicking **Create Progress Notes** button will save the Progress Notes to CPRS.

Figure 101: Create Progress Notes Message



Are you sure you want to create Progress Notes for all of the selected assessments? These assessments will be marked as Reviewed.

Cancel Create Progress Notes

5.2.1.1. Download – Export CSV


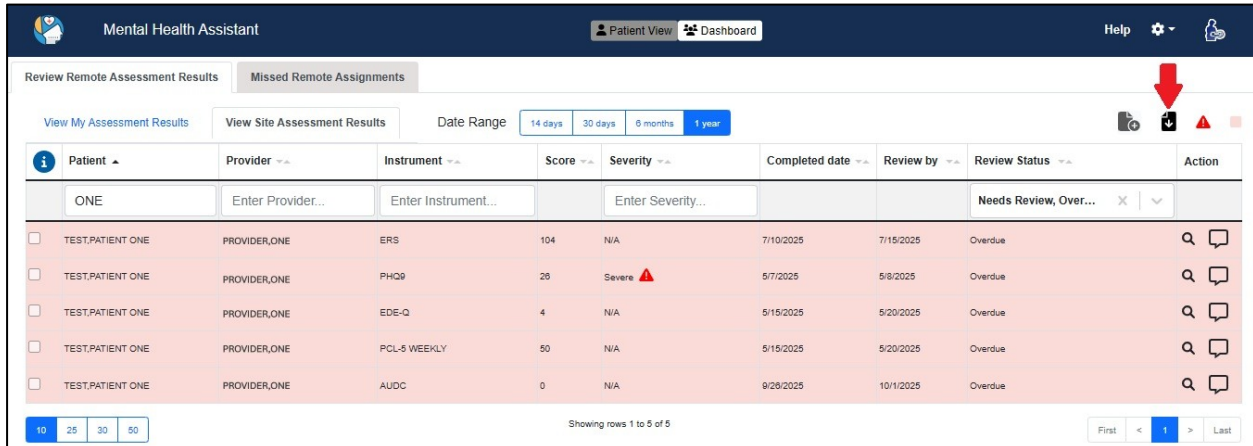
Clicking the  icon allows you to download and save a CSV file of all the patients that are currently filtered within the table.

Figure 102: Download – Export CSV



The screenshot shows the 'Mental Health Assistant' interface. At the top, there's a header with 'Patient View' and 'Dashboard' tabs. Below this, there are tabs for 'Review Remote Assessment Results' and 'Missed Remote Assignments'. The main area is titled 'View My Assessment Results' and includes a 'Date Range' filter with options: 14 days, 30 days, 6 months, and 1 year. A table with 9 columns is displayed: Patient, Provider, Instrument, Score, Severity, Completed date, Review by, Review Status, and Action. The table contains 5 rows of assessment data. A red arrow points to a 'Download' icon (a document with a download arrow) in the top right corner of the dashboard area.

Patient	Provider	Instrument	Score	Severity	Completed date	Review by	Review Status	Action
ONE	Enter Provider...	Enter Instrument...		Enter Severity...			Needs Review, Over...	
TEST.PATIENT ONE	PROVIDER.ONE	ERS	104	N/A	7/10/2025	7/15/2025	Overdue	🔍 🗨
TEST.PATIENT ONE	PROVIDER.ONE	PHQ9	28	Severe ⚠️	5/7/2025	5/8/2025	Overdue	🔍 🗨
TEST.PATIENT ONE	PROVIDER.ONE	EDE-Q	4	N/A	5/15/2025	5/20/2025	Overdue	🔍 🗨
TEST.PATIENT ONE	PROVIDER.ONE	PCL-5 WEEKLY	50	N/A	5/15/2025	5/20/2025	Overdue	🔍 🗨
TEST.PATIENT ONE	PROVIDER.ONE	AUDC	0	N/A	9/28/2025	10/1/2025	Overdue	🔍 🗨

5.2.1.2. View My Assessment Results Columns

The **View My Assessment Results** dashboard limits the data displayed to the currently logged in provider. There are nine columns in the **View My Assessment** dashboard. Each column can be filtered by typing into the text entry box to limit the data displayed. Deleting the filter will display all data again.

- **Patient** - The name of the patient that completed the assessment.
- **Provider** – The provider that ordered the assessment. Also, the person responsible for signing the Progress Note (if desired).
- **Instrument** – The instrument that was completed in the assessment.
- **Score** – If a score is calculated, it will be displayed in this column. Instruments that do not have a score will display a 0 for the value.
- **Severity** – The calculated severity of the assessment based upon the supplied responses. This will vary from instrument to instrument. There will be times when a severity is None but a warning for Positive Response is displayed due to the way a particular question was answered in the assessment.
- **Completed Date** – The date the Veteran completed the assignment through the MHA4V Patient Application.
- **Review By** – The date the assessment must be reviewed according to the Office of Mental Health and Suicide Prevention guidance.
 - Results with a potential for critical score require review within one business day.
 - Results without potential for a critical score require review within three business days.
- **Review Status** – The current review status of the assessment. There are two possible states:
 - Needs Review – Still in the queue to be reviewed.
 - Overdue – The review date has passed, and the assessment review is now overdue. The row will be highlighted pink.

- **Action**



- **View Report icon** –  This icon will bring up a window displaying a view of the selected assessment. Clicking View Report will mark the assessment as Reviewed (Figure 103).
- **View Report window** – The View Report window will have the same tools available as in the Completed Instruments section on the MHA landing page along with an additional Create Note icon. The user will be able to view all assessments of the current instruments, view graphs, append comments and print the report/graphs. When the report view is selected, the administration will be automatically marked as ‘reviewed’ and will no longer appear in the View My Assessments Results page when you return to that view. This is also true when viewing a completed Veteran’s Device/MHA4V assessment in the Completed Reports section of the MHA landing page. Clicking the Create Note icon  will display a Progress Note window that will allow the user to edit the progress note and then Save the Note. Clicking Do Not Save Note, will still save the assessment, just will not create a Progress Note. This is the same window that will appear if the Create Note button is selected from the Dashboard.

Figure 103: View Report Window



The screenshot shows a window titled 'AUDC' with a close button in the top right corner. Below the title bar is a toolbar with icons for checkmark, document, print, share, refresh, chat, and printer. A blue status bar on the left shows 'Oct 03, 2025@12:44'. The main content area displays the following information:

Alcohol Use Disorders Identification Test - Consumption (AUDC)

Date Given: 10/03/2025
 Clinician: Raulerson, Candace A
 Location: Blue-team

Veteran: One, Test Patient, Sr
 SSN: xxx-xx-5683
 DOB: Jan 26, 1951 (74)
 Gender: Male

Score: 2 points, which is a negative result.

Questions and Answers

1. How often did you have a drink containing alcohol in the past year?
 Consider a drink to be a 12 ounce can or bottle of regular beer, 8 ounces of malt liquor, a 5 ounce glass of table wine, or a 1.5 ounce shot of liquor (like scotch, gin, or vodka).
 Monthly or less
2. How many drinks containing alcohol did you have on a typical day when you were drinking in the past year?
 One or two drinks
3. How often did you have six or more drinks on one occasion in the past year?
 Less than monthly

Information contained in this note is based on a self report assessment and is not sufficient to use alone for diagnostic purposes. Assessment results should be verified for accuracy and used in conjunction with other diagnostic activities.


- **Create Note icon** –  This icon will display the same template as clicking Create Note from inside of the View Report screen. This will also mark the assessment as Reviewed.

Figure 104: Create Progress Note Window

AUDC

Oct 03, 2025@12:44 Progress Note ONE,TEST PATIENT SR

Expected Cosigner* Search by LastName,FirstName (no space)

Alcohol Use Disorders Identification Test - Consumption (AUDC)

Date Given: 10/03/2025
Clinician: Raulerson,Candace A
Location: Blue-team

Veteran: One,Test Patient, Sr
SSN: xxx-xx-5683
DOB: Jan 26,1951 (74)
Gender: Male

Score: 2 points, which is a negative result.

Questions and Answers

1. How often did you have a drink containing alcohol in the past year?
Consider a drink to be a 12 ounce can or bottle of regular beer,
8 ounces of malt liquor, a 5 ounce glass of table wine, or a
1.5 ounce shot of liquor (like scotch, gin, or vodka).
Monthly or less

2. How many drinks containing alcohol did you have on a typical day when
you were drinking in the past year?
One or two drinks

3. How often did you have six or more drinks on one occasion in the past year?
Less than monthly

Do Not Save Note Copy Text Save Note


- Send Patient Feedback icon –  This icon opens a dialog which will allow the provider to send feedback to the Veteran.

Figure 105: Send Feedback to Veteran



5.2.2. View Site Assessment Results Dashboard View

The **View Site Assessment Results** dashboard displays all assessments completed on a Veterans device that are not reviewed for the entire site (3-digit code). There is a Date Range available to limit the amount of data returned to the provider. The options are 14 days (default), 30 days, 6 months, or 1 year. When clicking on this link, a warning will appear verifying the provider has a need-to-know before viewing the data.

Figure 106: View Site Assessment Results Warning

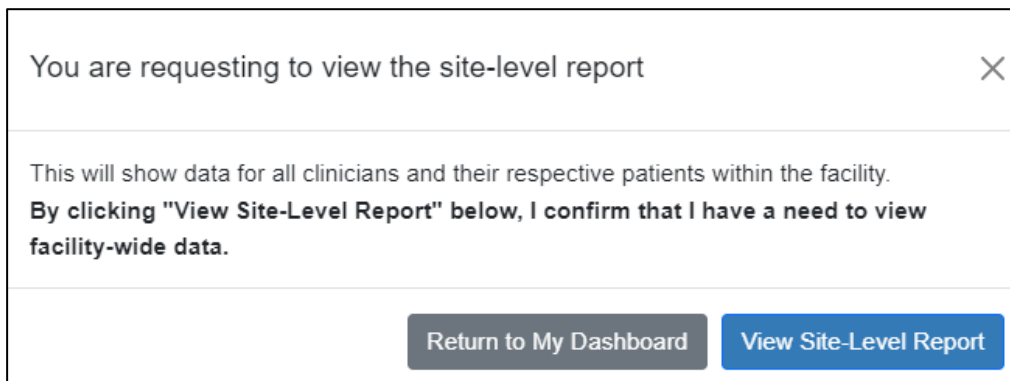


Figure 107: View Site Assessment Results Dashboard




Patient	Provider	Instrument	Score	Severity	Completed date	Review by	Review Status	Action
Enter Patient...	Enter Provider...	Enter Instrument...		Enter Severity...			Needs Review, Over...	
		BBH-2	20	N/A	10/23/2025	10/28/2025	Needs Review	🔍 🗨
		ASRS-6	15	N/A	10/15/2025	10/21/2025	Overdue	🔍 🗨
		NSI FOR TBI	4		10/22/2025	10/27/2025	Overdue	🔍 🗨
		PAI	null		10/23/2025	10/28/2025	Needs Review	🔍 🗨
		PAI	null		10/24/2025	10/29/2025	Needs Review	🔍 🗨
		NSI FOR TBI	4		10/20/2025	10/23/2025	Overdue	🔍 🗨
		PAI	null		10/28/2025	10/31/2025	Needs Review	🔍 🗨
		PHQ-2	5	N/A	10/15/2025	10/20/2025	Overdue	🔍 🗨
		CAGE	3	N/A	10/15/2025	10/20/2025	Overdue	🔍 🗨
		BBH-2	20	N/A	10/15/2025	10/20/2025	Overdue	🔍 🗨

5.2.2.1. View Site Assessment Results Columns

The **View Site Assessment Results** dashboard displays all assessment reports for all patients and all providers.

- **Patient** – The name of the patient who completed the assessment.
- **Provider** – The provider that ordered the assessment. Also, the person responsible for signing the Progress Note.
- **Instrument** – The instrument that was completed in the assessment.
- **Score** – If a score is calculated, it will be displayed in this column. Instruments that do not have a score will display a 0 for the value.
- **Severity** – The calculated severity of the assessment based upon the supplied responses. This will vary from instrument to instrument. There will be times when a severity is None but a warning for Positive Response is displayed due to the way a particular question was answered in the assessment.
- **Completed Date** – The date the Veteran completed the assignment through the MHA4V Patient Application
- **Review By** – The date the assessment must be reviewed according to the Office of Mental Health and Suicide Prevention guidance.
 - Results with a potential for critical score require review within one business day.
 - Results without potential for critical score require review within three business days.
- **Review Status** – The current review status of the assessment. There are two possible states:
 - Needs Review – Still in the queue to be reviewed
 - Overdue – The review date has passed, and the assessment review is now overdue

- **Action**

- View Report icon –  This icon (Figure 107) will bring up a window displaying a view of the selected assessment.
 - View Report Window – The View Report window will have the same tools available as in the Completed Instruments section on the MHA landing page along with an additional Create Note icon. The user will be able to view all assessments of the current instruments, view graphs, append comments and print the report/graphs. Clicking the Create Note icon  will display a Progress Note window that will allow the user to edit the progress note and then Save the Note.
 - Message – Clicking the Message icon  will open a Teams message to the responsible provider.

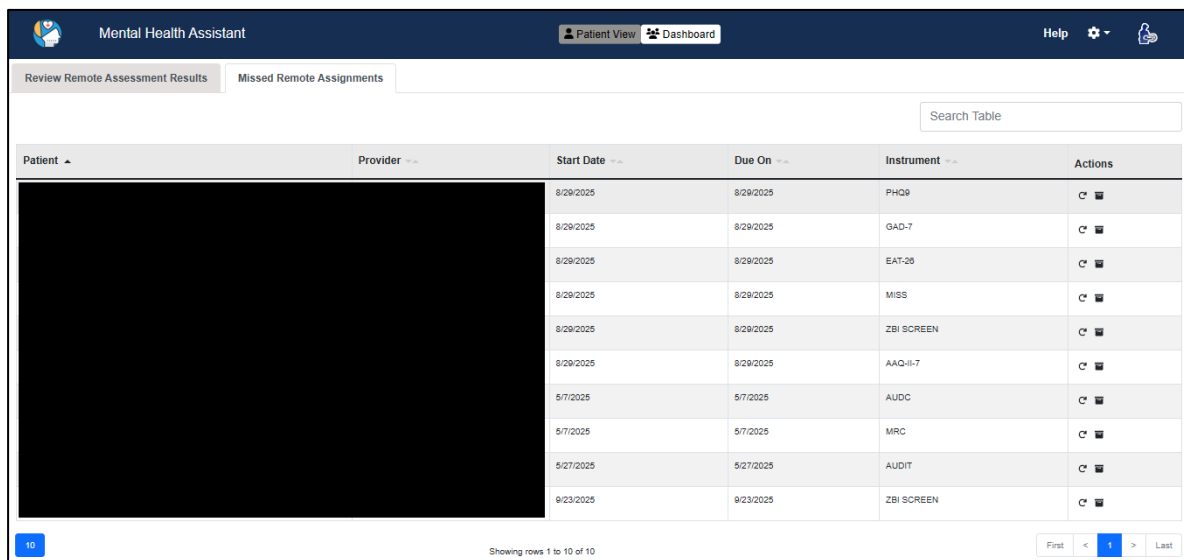
5.3. Missed Remote Assignments View





















The following paragraphs detail the Missed Assignments view.

5.3.1. Overview

The **Missed Remote Assignments** view allows the user to view a list of all patients who have not completed their remote assessment(s).

Figure 108: Missed Remote Assignments View





Patient	Provider	Start Date	Due On	Instrument	Actions
		8/29/2025	8/29/2025	PHQ9	 
		8/29/2025	8/29/2025	GAD-7	 
		8/29/2025	8/29/2025	EAT-26	 
		8/29/2025	8/29/2025	MISS	 
		8/29/2025	8/29/2025	ZBI SCREEN	 
		8/29/2025	8/29/2025	AAQ-II-7	 
		5/7/2025	5/7/2025	AUDC	 
		5/7/2025	5/7/2025	MRC	 
		5/27/2025	5/27/2025	AUDIT	 
		9/23/2025	9/23/2025	ZBI SCREEN	 

5.3.2. Missed Remote Assignments Columns

The Missed Assignments view allows the user to view a list of all patients that have not completed their remote assessment(s).

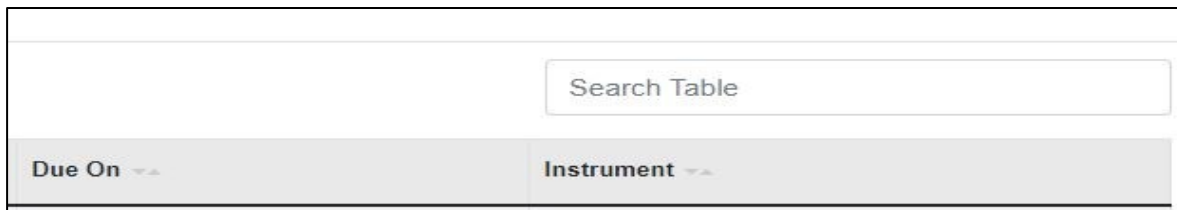
- **Patient** - The name of the patient that completed the assessment.

- **Provider** – The provider that ordered the assessment. Also, the person responsible for signing the Progress Note
- **Start Date** – When the assignment was supposed to begin.
- **Due On** – When the assignment was supposed to be completed by the patient.
- **Instrument** – Acronym of the instrument that was supposed to be completed by the patient.
- **Action** – The actionable options for the user
 - Resend - Clicking the  icon will send the instrument back to the Veteran with a week due date period. The assignment that was missed will be removed from the Missed Assignments view and appear in the Patient View Active Assignments panel.
 - Archive – Clicking the  icon will remove the assignment from the Missed Remote Assignments Dashboard


5.3.3. Missed Remote Assignments Search

A search capability is provided to allow for locating data based on a text string. To access the search feature, click on the search box in the upper right-hand corner and begin entering the string you wish to search.

Figure 109: Missed Remote Assignments View Search



5.3.4. Missed Remote Assignments Sorting

The fields in the Missed Assignments view can be sorted by selecting the arrows  beside the field name. The view can be switched between ascending and descending order.

5.3.5. Resend Missed Remote Assignment


If a Veteran misses a scheduled assignment, the Clinician has the option to resend that assignment to the Veteran. When the Clinician selects the resend icon , a confirmation modal will appear (Figure 110). Selecting **Confirm** will resend the assignment to the Veteran and the re-sent assignment will appear in the Active Assignments table of the MHA landing page. Selecting **Cancel** will stop the resend process and return the user to the Missed Assignments view.

Figure 110: Resend Missed Assignment Warning Message



5.3.6. Archive Missed Remote Assignment


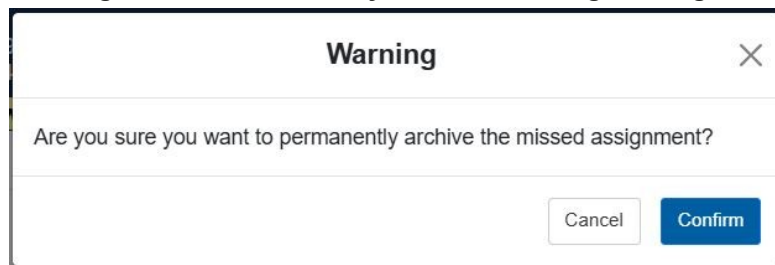
If a Veteran misses an assignment and the Clinician does not want to resend the assignment to the Veteran, they can archive the assignment by selecting the Archive icon . When the Clinician selects the icon, a confirmation modal will appear (Figure 111). Selecting “Confirm” will archive the assignment. Selecting “Cancel” will stop the archiving process and return the user to the Missed Assignments view.

Figure 111: Permanently Archive Warning Message



6. MHA VA Device (Patient Entry)

The following paragraphs provide details on VA Device (Patient Entry).

6.1. MHA VA Device (Patient Entry) Instrument Completion

Once an assignment has been created for a patient using the **VA Device** button in the Instrument Administrator, the patient can use the generated Assignment ID to access and complete their assignments.

6.1.1. Login

Details on logging into VA Device (Patient Entry):

- The version number of Patient Entry is displayed in light-gray text in the upper left corner of the application (Figure 112).
- The login page requires the unique ID of the assignment a patient is trying to access (the number that is displayed to the provider when the assignment is created) and the last four digits of their SSN.
- The Veteran must enter the information and click **Login** to continue.

- Incorrect information triggers a popup identifying an error.

Figure 112: VA Device (Patient Entry) Login Screen

The screenshot shows the login interface for the VA Device (Patient Entry). At the top center is the official seal of the Department of Veterans Affairs, United States of America. Below the seal, there are two text input fields. The first field is labeled 'Assignment ID' and has a small lock icon to its left; a red arrow points from a box labeled 'PIN (from Provider)' to this field. The second field is labeled 'Last 4 of Social' and has a small person icon to its left; a red arrow points from a box labeled 'Last 4 of Social' to this field. Below these fields is a prominent blue button labeled 'Login'. In the top-left corner of the screen, the text 'v3.3.0' is displayed, with a red arrow pointing from a box labeled 'Version Number' to it.

6.1.2. Welcome Screen

- Once logged in, patients are directed to the Welcome Screen (Figure 113: VA Device (Patient Entry) Welcome Screen). Patients should check to make sure their information in the top right corner is correct.
 - If their information is incorrect, they should click **Logout** and inform their provider.
- Patients should review the table displaying their pending questionnaires.
 - a. The estimated time to complete each instrument is displayed on the right side of the table.
 - b. The total estimated time to complete all instruments is displayed below the table.
 - c. If there is only one pending questionnaire, it will not be shown in the table format.
 - d. Completed questionnaires will show as **Complete** instead of showing an estimated time.
- Clicking **Begin** loads the first questionnaire. If a patient is unable to work on a questionnaire at this time, they should click **Logout**.

Figure 113: VA Device (Patient Entry) Welcome Screen

v3.9.0

Logout ONE, TEST PATIENT SR
xxx-xx-5683

Veteran Information

Hi **TEST PATIENT SR**, welcome to the MHA Mobile Administrator! Today you will complete the following assignments:

Instrument	Estimated Time
Alcohol Use Disorders Identification Test - Consumption (AUDC)	1 Minutes
Five Facet Mindfulness Questionnaire (FFMQ)	13 Minutes

Total Time: 14 Minutes

You may start with any instrument of your choosing. Click below to begin.

Begin Assessment → **Begin** **Estimated Time**

6.1.3. Completing an Administration

- Patients now see the view shown in the following figure (Figure 114).
 - a. The **current instrument** is always displayed in the upper left, and the progress is a darkened tab in the navigation bar. Patient information is always displayed in the upper right.
 - b. **Progress** is displayed by the bar along the bottom of the screen for the current instrument, as well as in each tab for that instrument.
 - c. The **version number** for Patient Entry is moved to the bottom left corner of the window.

Figure 114: VA Device (Patient Entry) Completing Administration

Alcohol Use Disorders Identification Test - Consumption

Save and Exit ONE, TEST PATIENT SR
SSN xxx-xx-5683

AUDC FFMQ
Progress: 0% Progress: 0%

Please read each item carefully and select the correct answer for you.

1. How often did you have a drink containing alcohol in the past year? Consider a drink to be a 12 ounce can or bottle of regular beer, 8 ounces of malt liquor, a 5 ounce glass of table wine, or a 1.5 ounce shot of liquor (like scotch, gin, or vodka).

☐ 1. Never
☐ 2. Monthly or less
☐ 3. Two to four times a month
☐ 4. Two to three times per week
☐ 5. Four or more times a week

Prior Question Review Answers 0% Submit Next Question

☒ Use speed tab (use number key to speed data entry)

- Questions can be answered by clicking on the button next to the appropriate answer.
 - Selecting an answer automatically takes the patient to the next question if **Use speed tab** is checked.
- If **Use speed tab** is checked, pressing a number key on the keyboard that corresponds with an answer to the question selects that answer, if the question is in focus.
 - a. This moves patient to the next question.
 - b. Focus is shown by the yellow box (Figure 115).

Figure 115: Patient Entry Focus

1. How often did you have a drink containing alcohol in the past year?

- ☐ 1. Never
- ☐ 2. Monthly or less
- ☐ 3. Two to four times a month
- ☐ 4. Two to three times per week
- ☐ 5. Four or more times a week



1. How often did you have a drink containing alcohol in the past year?

- ☐ 1. Never
- ☐ 2. Monthly or less
- ☒ 3. Two to four times a month
- ☐ 4. Two to three times per week
- ☐ 5. Four or more times a week

- If **Use speed tab** is not checked, click **Next Question** to move on.
 - **Prior Question** is disabled on the first question.
- Clicking the **Save and Exit** button allows patients to exit the administration and finish it at another time.
 - A popup asks patients to confirm their choice.

Figure 116: VA Device (Patient Entry) Incomplete Assignment

Incomplete Assignment

You have not completed this administration.

Your responses will be saved but you will be logged out.

Are you sure you would like to exit?

No

Yes

- Clicking a different instrument's name in the navigation bar moves patient to that instrument. Current progress will be saved.

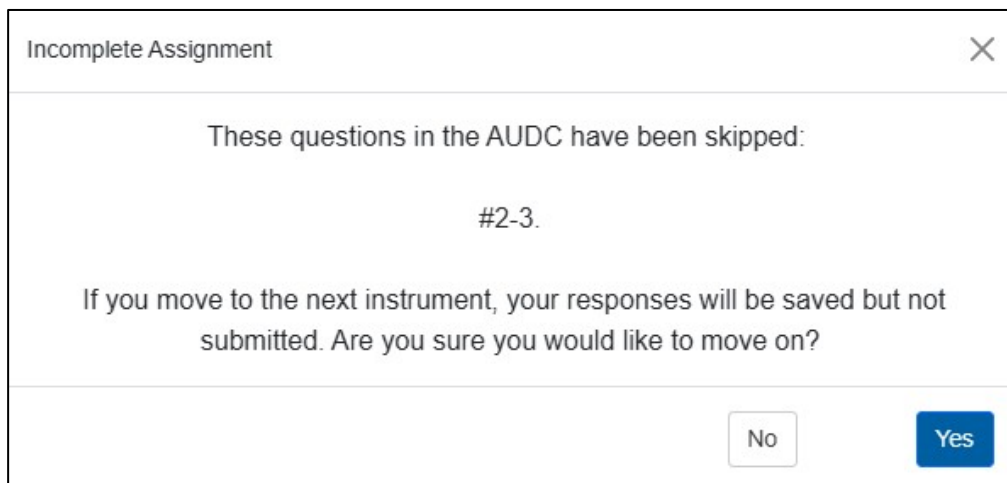
Figure 117: VA Device (Patient Entry) Skipped Question



If questions have been skipped, the tab will display a red exclamation mark (Figure 117).

- A popup will show any skipped questions and ask the patient to confirm their choice (Figure 118).

Figure 118: VA Device (Patient Entry) Incomplete Assignment



- Once all applicable questions have been answered, click **Submit** (Figure 119).
 - a. The **Submit** button is only available once all questions in a questionnaire have been viewed.
 - b. Submitting sends the finished questionnaire to the assigning clinician and all answers are final.

Figure 119: VA Device (Patient Entry) Submit Button

The screenshot shows a web interface for the 'Alcohol Use Disorders Identification Test - Consumption'. At the top, there are tabs for 'AUDC' (Progress: 33%) and 'FFMQ' (Progress: 0%). A 'Save and Exit' button is in the top right corner, next to the patient information 'ONE, TEST PATIENT SR' and 'SSN xxx-xx-5683'. Below the tabs, a message says 'Please read each item carefully and select the correct answer for you.' The main content area displays question 3: 'How often did you have six or more drinks on one occasion in the past year?' with five radio button options: '1. Never', '2. Less than monthly', '3. Monthly', '4. Weekly', and '5. Daily or almost daily'. At the bottom, there is a navigation bar with buttons for 'Prior Question', 'Review Answers', a progress bar at 33%, a blue 'Submit' button, and 'Next Question'. A red arrow points from a red box labeled 'Current Instrument' to the 'Submit' button. A checkbox at the bottom indicates 'Use speed tab (use number key to speed data entry)' is selected.

- If there are multiple questionnaires in a patient's assigned administration, they are shown this screen confirming they have been submitted (Figure 120).

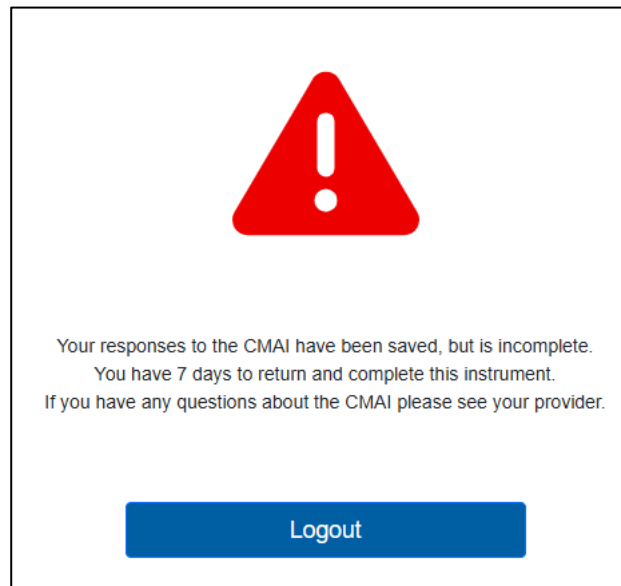
Figure 120: VA Device (Patient Entry) Success Submission

The screenshot shows a success message screen. At the top right, there is a 'Save & Exit' button and the patient information 'ONE, TEST PATIENT SR' and 'SSN xxx-xx-5683'. The main content area features a large green circle with a white checkmark, followed by the text 'Submitted!'. Below this, it says 'You have successfully completed the FSS.' and 'Please click below to continue to the ISI, it will take approximately 2 minutes.' At the bottom, there is a blue 'Continue' button. A red arrow points from a red box labeled 'Continue to next Instrument' to the 'Continue' button.

- Click **Continue** if ready to complete the next questionnaire.
- If you are not ready to complete the questionnaire shown, click **Save and Exit**. This saves all progress on any questionnaire not yet submitted and returns to the login screen.

- If the questionnaire is incomplete, it will display this screen instead (Figure 121).
 - Patients are informed how many days remain to complete the questionnaire.
- Patients still have the option to **Continue** or **Save & Exit**.

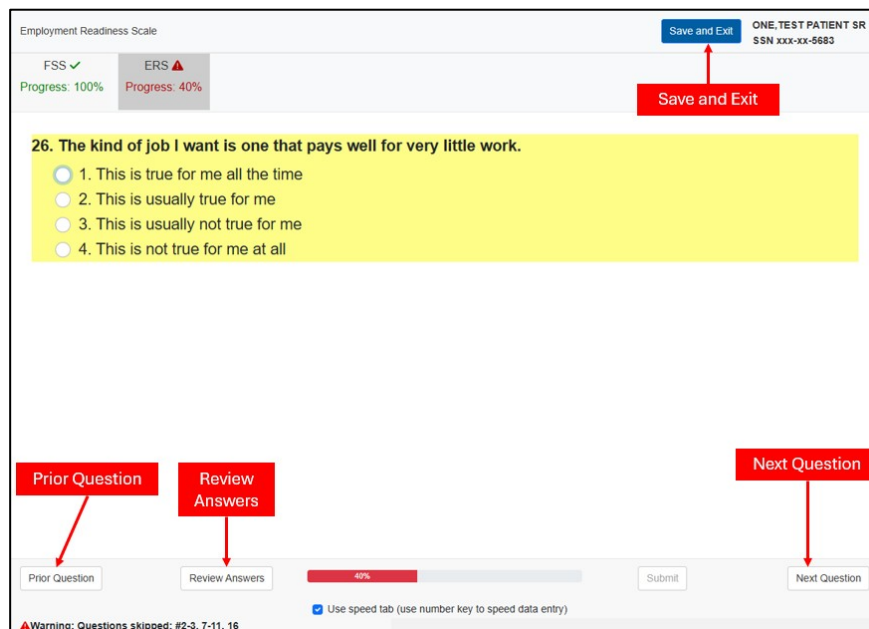
Figure 121: VA Device (Patient Entry) Incomplete Assessment



6.1.4. Navigating VA Device (Patient Entry)

- To go back to a question, click the **Prior Question** button.

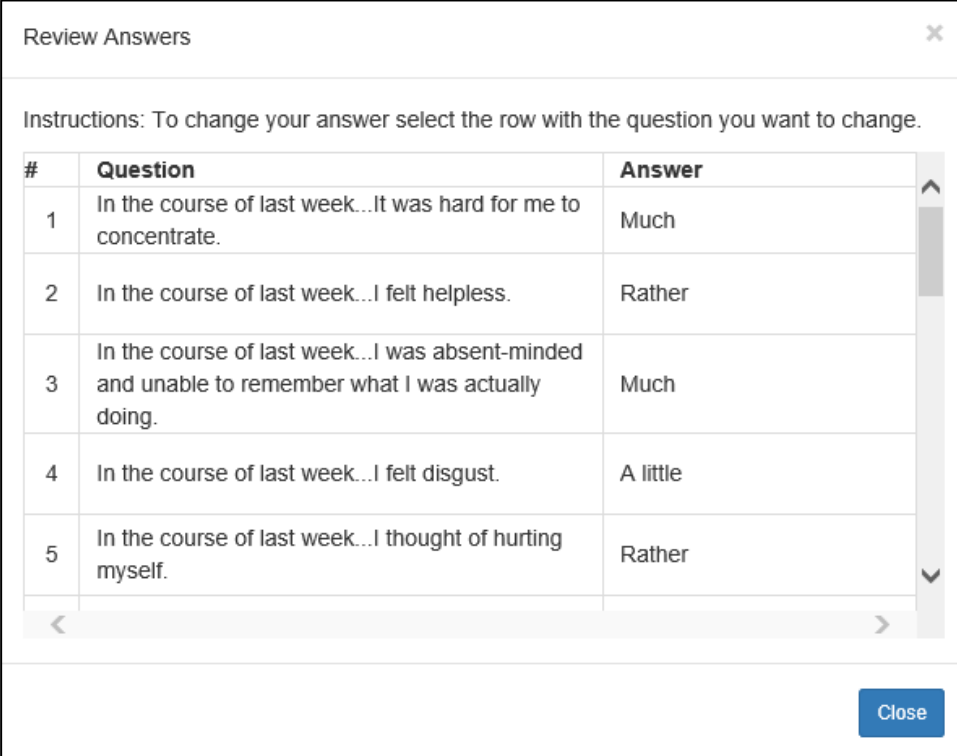
Figure 122: VA Device (Patient Entry) Navigation



- Patients may review their answers at any time using the **Review Answers** button.

- A popup appears that shows all questions in the current instrument and any selected answers (Figure 123).

Figure 123: VA Device (Patient Entry) Review Answers



Review Answers

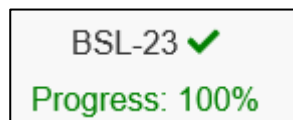
Instructions: To change your answer select the row with the question you want to change.

#	Question	Answer
1	In the course of last week...It was hard for me to concentrate.	Much
2	In the course of last week...I felt helpless.	Rather
3	In the course of last week...I was absent-minded and unable to remember what I was actually doing.	Much
4	In the course of last week...I felt disgust.	A little
5	In the course of last week...I thought of hurting myself.	Rather

Close

- Patients can click on any question in this popup to be returned to that question.
- Once all applicable questions have been answered, click **Submit**.
- Submitted questionnaires will be visually identified in the navigation bar.
 - The tab will have 100% progress, a checkmark, and will be disabled.

Figure 124: VA Device (Patient Entry) Completed Assessment



- Answer all questions on the remaining questionnaires and click **Submit** on each.

Figure 125:VA Device (Patient Entry) Submit Button

Employment Readiness Scale

Save and Exit ONE, TEST PATIENT SR
SSN xxx-xx-5683

FSS ✓ Progress: 100% ERS Progress: 100%

43. If I am working at a job and finish early, I will look for something more to do.

☐ 1. This is true for me all the time

☒ 2. This is usually true for me

☐ 3. This is usually not true for me

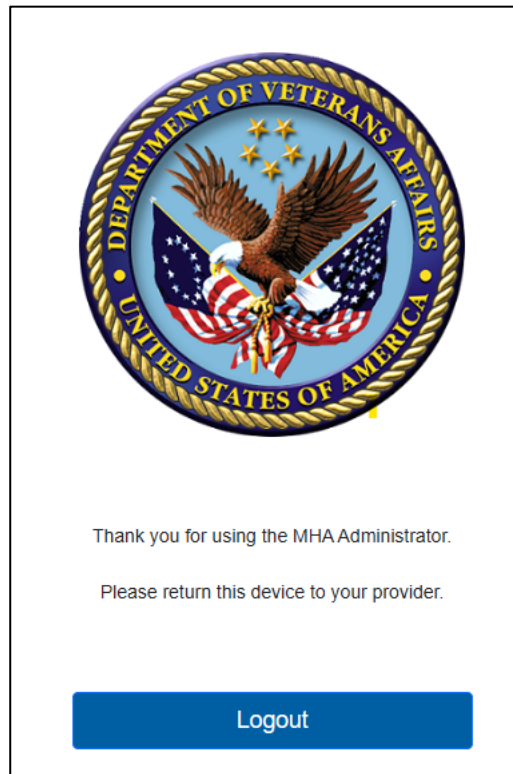
☐ 4. This is not true for me at all

Prior Question Review Answers 100% Submit Next Question

☒ Use speed tab (use number key to speed data entry)

- After the last questionnaire in the administration is complete, patients are shown the completion screen.
- Patients should click **Logout** and return the device to their provider if necessary.
 - a. At any other point within the application, idle logout happens after 5 minutes. Patients are notified before this occurs.
 - b. On this page, automatic logout will occur in 10 seconds.

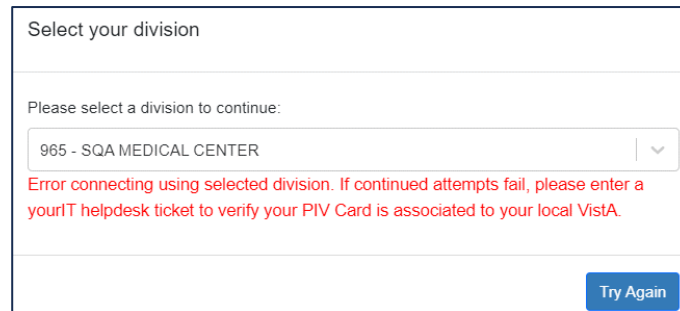
Figure 126: VA Device (Patient Entry) Submitted Notification



7. Troubleshooting

7.1. Error Selecting a Division

Figure 127: Error Selecting a Division



Select your division

Please select a division to continue:

965 - SQA MEDICAL CENTER

Error connecting using selected division. If continued attempts fail, please enter a yourIT helpdesk ticket to verify your PIV Card is associated to your local Vista.

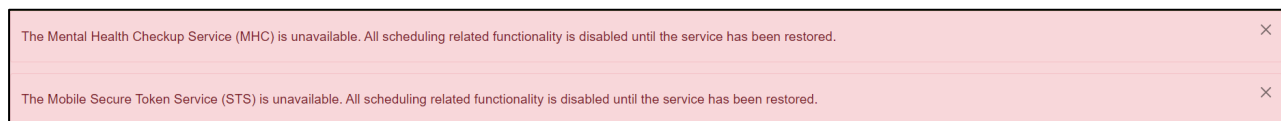
Try Again

This is actually a very common problem in the MHA user community but it's an issue that is out of the control of the MHA team. The usual issue is that when onboarding occurred, a step was missed to associate the PIV card with the Vista/CPRS instance being used. There is a Help Desk article on how to complete the association. If more assistance is needed, please submit a *YourIT* ticket to the Help Desk asking to associate the PIV card with the correct Vista instance. See (KB0116974 - MHA Web: Gain Access to Mental Health Assistance Web) for more information.

7.2. Service Errors

There are four different service errors that can occur which will affect MHA. If an error occurs, it will be displayed below the banner.

Figure 128: Example of Service Errors Expanded

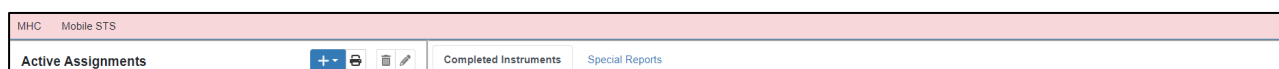


The Mental Health Checkup Service (MHC) is unavailable. All scheduling related functionality is disabled until the service has been restored.

The Mobile Secure Token Service (STS) is unavailable. All scheduling related functionality is disabled until the service has been restored.

Each error can be collapsed to save screen space:

Figure 129: Example of Service Errors Collapsed



MHC Mobile STS

Active Assignments

Completed Instruments Special Reports

Clicking on any service name will display the complete error again.

7.2.1. Mental Health Assistant for Veterans is Unavailable

All scheduling related functionality is disabled until the service has been restored.

7.2.2. Mobile Secure Token Service is Unavailable

All scheduling related functionality is disabled until the service has been restored.

7.2.3. IAM SSOi Service is Unavailable

The VA Identity and Access Management application is currently unavailable. Users will not be able to log into MHA until the service has been restored.

7.2.4. VistA Service is Unavailable

All patient data is unavailable until the service has been restored.

7.2.5. MHA Application is Currently Down

MHA is unavailable until the service has been restored.

Figure 130: MHA Application is Currently Down

The Application is Currently Down
Cerner Sites:
Please close the Powerchart window and reopen Powerchart to launch SMART MHA again.
VistA Sites:
Please use CPRS Tools menu to launch MHA. If issue persists, please enter a yourIT ticket with a screenshot of this page.

8. Acronyms

Term	Meaning
ADPAC	Automated Data Processing Application Coordinator
CAC	Clinical Application Coordinators
CAT	Computerized Adaptive Testing
CCOW	Clinical Context Object Workgroup
CPRS	Computerized Patient Record System
IAM	Identity and Access Management
ID	Identification
MH	Mental Health
MHA	Mental Health Assistant
MHA4V	Mental Health Assistant for Veterans
MHP	Mental Health Package
MoCA	Montreal Cognitive Assessment
OIT	Office of Information and Technology
PDF	Portable Document Format
PIN	Personal Identification Number
PIV	Personal Identity Verification

Term	Meaning
SSN	Social Security Number
SSOi	Single Sign-On Internal
VA	Veterans Administration
VistA	Veterans Information System and Technology Architecture