



**Update \_2\_0\_32**

**Clinical Reminders**

**VA-MH CONTINGENCY MANAGEMENT**

**Install Guide**

**January 2018**

Product Development  
Office of Information Technology  
Department of Veterans Affairs

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# Introduction

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Contingency Management (CM aka Motivational Incentives) is an evidence-based treatment for substance use disorders. CM is based on the learning principle that a behavior, e.g. abstinence from substances, will increase if it is followed by a reward.

CM involves frequent monitoring of the behavior and immediate delivery of a reward when the behavior is verified to have occurred. In addition, the size of the reward increases with consistent performance of the behavior, e.g. verified by consecutively negative toxicology tests. When the behavior is not verified, i.e. toxicology results are not-negative or a sample is not provided for testing, then no reward is earned and the amount of reward re-sets to the initial size. The typical CM monitoring schedule is 12 weeks of twice or thrice-weekly toxicology testing to verify abstinence from substance(s).

The Contingency Management Template guides the end – user through the CM protocol, allowing consistent documentation and supporting adherence to the protocol. The template also provides an option to document absences if the patient does not come to the appointment.

This template is not mandated for use.

## **One reminder dialogs is being distributed with this update:**

VA-MH CONTINGENCY MANAGEMENT

UPDATE\_2\_0\_32 contains 1 Reminder Exchange entry:

VA-MH CONTINGENCY MANAGEMENT

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

### **REMINDER DIALOG**

VA-MH CONTINGENCY MANAGEMENT

### **TIU TEMPLATE FIELD**

WP 10/70

VA-EDIT BOX 30/80

WP-2LINES

NUMBER 0-12

### **HEALTH FACTORS**

VA-UPDATE\_2\_0\_32

VA-REMINDER UPDATES

MH CONTINGENCY MANAGEMENT

VA-MH CM NO-SHOW

VA-MH CM FINAL SESSION COMPLETED

VA-MH CM PRIZE DRAW 8+

VA-MH CM PRIZE DRAW 7

VA-MH CM PRIZE DRAW 6

VA-MH CM PRIZE DRAW 5

VA-MH CM PRIZE DRAW 4  
 VA-MH CM PRIZE DRAW 3  
 VA-MH CM PRIZE DRAW 1  
 VA-MH CM PRIZE DRAW 2  
 VA-MH CM PRIZE REMINDER SLIP-YES  
 VA-MH CM PRIZE REMINDER SLIP-NO  
 VA-MH CM PRIZE DRAW-NO  
 VA-MH CM UDAS COLLECTED-NO  
 VA-MH CM UDAS NOT NEGATIVE NOT-TARGET  
 VA-MH CM UDAS NEGATIVE TARGET  
 VA-MH CM UDAS NOT NEGATIVE TARGET  
 VA-MH CM UDAS DISPUTED  
 VA-MH CM UDAS COLLECTED-YES  
 VA-MH CM SELF REPORT ABST-NO OTHER  
 VA-MH CM SELF REPORT ABST-NO SEDATIVE  
 VA-MH CM SELF REPORT ABST-NO CANNABIS  
 VA-MH CM SELF REPORT ABST-NO ALCOHOL  
 VA-MH CM SELF REPORT ABST-NO OPIOID  
 VA-MH CM SELF REPORT ABST-NO STIMULANT  
 VA-MH CM SELF REPORT ABST-NO HALLUCINOGE  
 VA-MH CM SELF REPORT ABST-NO  
 VA-MH CM SELF REPORT ABST-YES  
 VA-MH CM TARGET SUBSTANCE OTHER  
 VA-MH CM TARGET SUBSTANCE CANNABIS  
 VA-MH CM TARGET SUBSTANCE ALCOHOL  
 VA-MH CM TARGET SUBSTANCE OPIOID  
 VA-MH CM TARGET SUBSTANCE SEDATIVE  
 VA-MH CM TARGET SUBSTANCE STIMULANT  
 VA-MH CM TARGET SUBSTANCE HALLUCINOGEN  
 VA-MH CM SESSION PREVIOUS MISSED-NO  
 VA-MH CM SESSION PREVIOUS MISSED-NOT EXC  
 VA-MH CM SESSION PREVIOUS MISSED-EXC  
 VA-MH CM SESSION PREVIOUS MISSED-YES  
 VA-MH CM SESSION NUMBER 31-36+  
 VA-MH CM SESSION NUMBER 21-30  
 VA-MH CM SESSION NUMBER 11-20  
 VA-MH CM SESSION NUMBER 1-10  
 CM TEMPLATES  
 MH EVIDENCED BASED PSYCHOTHER TEMPLATES  
 MH EBP TEMPLATE

## **REMINDER SPONSOR**

Mental Health Services

## **REMINDER TERM**

VA-UPDATE\_2\_0\_32

## Install Details

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

**[http://vista.med.va.gov/reminders/UPDATE\\_2\\_0\\_32.PRD](http://vista.med.va.gov/reminders/UPDATE_2_0_32.PRD)**

The file will be installed using Reminder Exchange, programmer access is not required.

Installation:

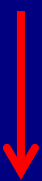
=====

This update can be loaded with users on the system. Installation will take less than 15 minutes.

## Install Example

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

```
+      + Next Screen  - Prev Screen  ?? More Actions  >>>
CFE  Create Exchange File Entry      IH  Installation History
CHF  Create Host File                 LHF  Load Host File
CMM  Create MailMan Message           LMM  Load MailMan Message
DFE  Delete Exchange File Entry       LWH  Load Web Host File
IFE  Install Exchange File Entry      RI  Reminder Definition Inquiry
Select Action: Next Screen// LWH  Load Web Host File
Input the URL for the .prd file: http://vista.med.va.gov/reminders/UPDATE_2_0_32.PRD
```



At the **Select Action:** prompt, enter **LWH** for Load Web Host File

At the **Input the url for the .prd file:** prompt, type the following web address:

**http://vista.med.va.gov/reminders/UPDATE\_2\_0\_32.PRD**

```
http://vista.med.va.gov/reminders/UPDATE_2_0_32.PRD successfully loaded.
```



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

Search and locate an entry titled UPDATE\_2\_0\_32 VA-MH CONTINGENCY MANAGEMENT in reminder exchange

+Item	Entry	Source	Date Packed
324	UPDATE_2_0_32 VA-MH CONTINGENCY MANAGEMENT	MONTGOMERY@SALT LAKE CI	10/11/2017@14:08
325	UPDATE_2_0_32 VA-MH CONTINGENCY MANAGEMENT	MONTGOMERY@SALT LAKE CI	12/08/2017@08:00
326	UPDATE_2_0_32 VA-MH CONTINGENCY MANAGEMENT	MONTGOMERY@SALT LAKE CI	01/26/2018@04:12
327	UPDATE_2_0_33 MISC UPDATE 4	MONTGOMERY@SALT LAKE CI	06/28/2017@04:09
328	UPDATE_2_0_33 MISC UPDATE 4	MONTGOMERY@SALT LAKE CI	07/07/2017@12:39
329	UPDATE_2_0_35 VA-BENEFICIARY TRAVEL UPDATES	GRIFFITH@SALT LAKE CI	12/22/2017@05:23
+      + Next Screen    - Prev Screen    ?? More Actions      >>>			
CFE	Create Exchange File Entry	IH	Installation History
CHF	Create Host File	LHF	Load Host File
CMM	Create MailMan Message	LMM	Load MailMan Message
DFE	Delete Exchange File Entry	LWH	Load Web Host File
IFE	Install Exchange File Entry	RI	Reminder Definition Inquiry
Select Action: Next Screen// 326			

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry  
Enter the number that corresponds with your entry titled UPDATE\_2\_0\_32 VA-MH CONTINGENCY MANAGEMENT that has date/time of 01/26/2018@04:12:21 (*in this example it is entry 326, it will vary by site*)

Component	Category	Exists
Source: MONTGOMERY,ALAN at SALT LAKE CITY		
Date Packed: 01/26/2018@04:12:21		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-MH CONTINGENCY MANAGEMENT		
REMINDER TERM		
VA-UPDATE_2_0_32		
Keywords:		
Components:		
+ Enter ?? for more actions >>>		
IA Install all Components IS Install Selected Component		
Select Action: Next Screen// IA		

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

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

Select Action: Next Screen// **IA Install all Components**



**You will be prompted to install the first reminder dialog component:**

Packed reminder dialog: VA-MH CONTINGENCY MANAGEMENT [NATIONAL DIALOG]

Item	Seq. Dialog Findings	Type	Exists
1	VA-MH CONTINGENCY MANAGEMENT	dialog	X
2	5 VA-MH CM TITLE HEADER	element	X
	Finding: MH EBP TEMPLATE (HEALTH FACTOR)		X
	Add. Finding: CM TEMPLATES (HEALTH FACTOR)		X
3	7 VA-MH CM SHOW/NO SHOW	element	
	Finding: *NONE*		
4	8 VA-MH SHOW/NO SHOW GP	group	
	Finding: *NONE*		
5	8.5 VA-MH CM SHOW	group	
	Finding: *NONE*		
6	8.5.5 VA-MH CM MENTAL STATUS CHECK	element	X
	Finding: *NONE*		
+ + Next Screen - Prev Screen ?? More Actions			
DD	Dialog Details	DT	Dialog Text
DF	Dialog Findings	DU	Dialog Usage
DS	Dialog Summary	IA	Install All
Select Action: Next Screen// IA			

At the **Select Action** prompt, type **IA** to install the dialog – **VA-MH CONTINGENCY MANAGEMENT**

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

All dialog components for **VA-MH CONTINGENCY MANAGEMENT** are new.

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

Packed reminder dialog: VA-MH CONTINGENCY MANAGEMENT [NATIONAL DIALOG]			
VA-MH CONTINGENCY MANAGEMENT (reminder dialog) installed from exchange file.			
Item	Seq. Dialog Findings	Type	Exists
1	VA-MH CONTINGENCY MANAGEMENT	dialog	X
2	5 VA-MH CM TITLE HEADER	element	X
	Finding: MH EBP TEMPLATE (HEALTH FACTOR)		X
	Add. Finding: CM TEMPLATES (HEALTH FACTOR)		X
3	7 VA-MH CM SHOW/NO SHOW	element	X
	Finding: *NONE*		
4	8 VA-MH SHOW/NO SHOW GP	group	X
	Finding: *NONE*		
5	8.5 VA-MH CM SHOW	group	X
	Finding: *NONE*		
6	8.5.5 VA-MH CM MENTAL STATUS CHECK	element	X
	Finding: *NONE*		
+ + Next Screen - Prev Screen ?? More Actions			
DD	Dialog Details	DT	Dialog Text
DF	Dialog Findings	DU	Dialog Usage
DS	Dialog Summary	IA	Install All
IS Install Selected			
QU Quit			
Select Action: Next Screen// Q			

When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q**.

Component	Category	Exists
Source: MONTGOMERY,ALAN at SALT LAKE CITY		
Date Packed: 01/26/201804:12:21		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-MH CONTINGENCY MANAGEMENT		
REMINDER TERM		
VA-UPDATE_2_0_32		
Keywords:		
Components:		
+      + Next Screen   - Prev Screen   ?? More Actions      >>>		
IA	Install all Components	IS    Install Selected Component
Select Action: Next Screen// Q		

You will then be returned to this screen. At the **Select Action** prompt, type **Q**.

Install Completed

## Post Installation

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

From the Reminders Manager Menu:

Select Reminder Managers Menu Option: **CP CPRS Reminder Configuration**

CA    Add/Edit Reminder Categories

CL    CPRS Lookup Categories

CS    CPRS Cover Sheet Reminder List

MH    Mental Health Dialogs Active

PN    Progress Note Headers

RA    Reminder GUI Resolution Active

**TIU   TIU Template Reminder Dialog Parameter**

DL    Default Outside Location

PT    Position Reminder Text at Cursor

Select CPRS Reminder Configuration Option: **TIU TIU Template Reminder Dialog Parameter**

Reminder Dialogs allowed as Templates may be set for the following:

1   User      USR   [choose from NEW PERSON]

3   Service    SRV   [choose from SERVICE/SECTION]

4 Division DIV [choose from INSTITUTION]  
5 System SYS [NATREM.FO-SLC.MED.VA.GOV]  
Enter selection: **5** *Choose the appropriate number for your site. Your site may do this by System or other levels. The example below uses SYSTEM level*

Setting Reminder Dialogs allowed as Templates for System:  
Select Display Sequence: **?**

148 VA-VETERANS CHOICE NOTE  
149 VA-TBI SCREENING

*When you type a question mark above, you will see the list of #'s (with dialogs) that are already taken. Choose a number **NOT** on this list. For this example, looking above I see the number 150 is not present, so I will use 150.*

Select Display Sequence: **150**

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

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

Clinical Reminder Dialog: **type in the name of the dialog**

**VA-MH CONTINGENCY MANAGEMENT** then **<enter>** reminder dialog

NATIONAL

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

## 2. Setup of Note title

You will need to create a new note title for the dialog included in this update to be attached to.

The new note title that needs to be created is:

**ADDICTION TREATMENT CONTINGENCY MANAGEMENT NOTE**

This note title should be mapped to the following VHA Enterprise Standard Title:  
**SATP NOTE**

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

### 3. Associate the reminder dialog with the note title in CPRS.

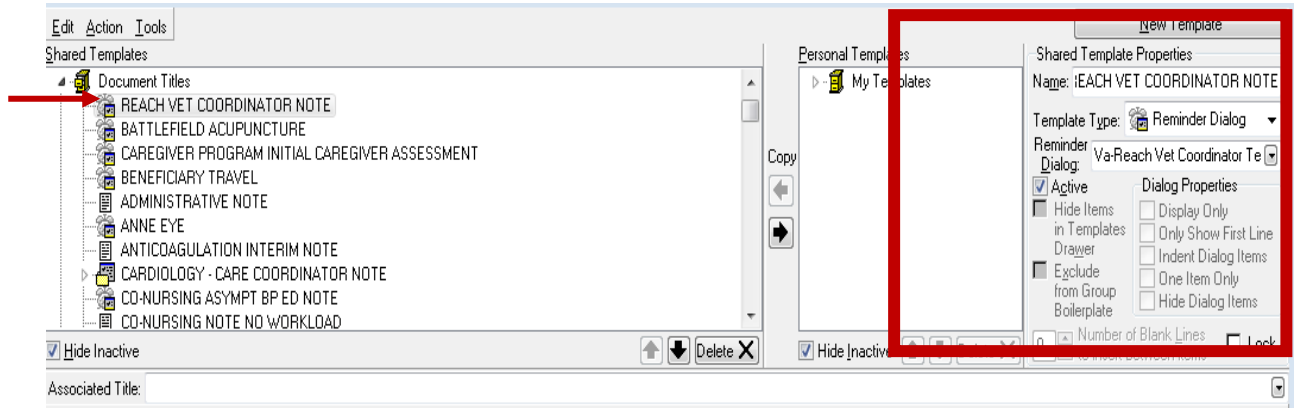
To do this, go to Template Editor, then Document Titles, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).

1. Type in the following information:

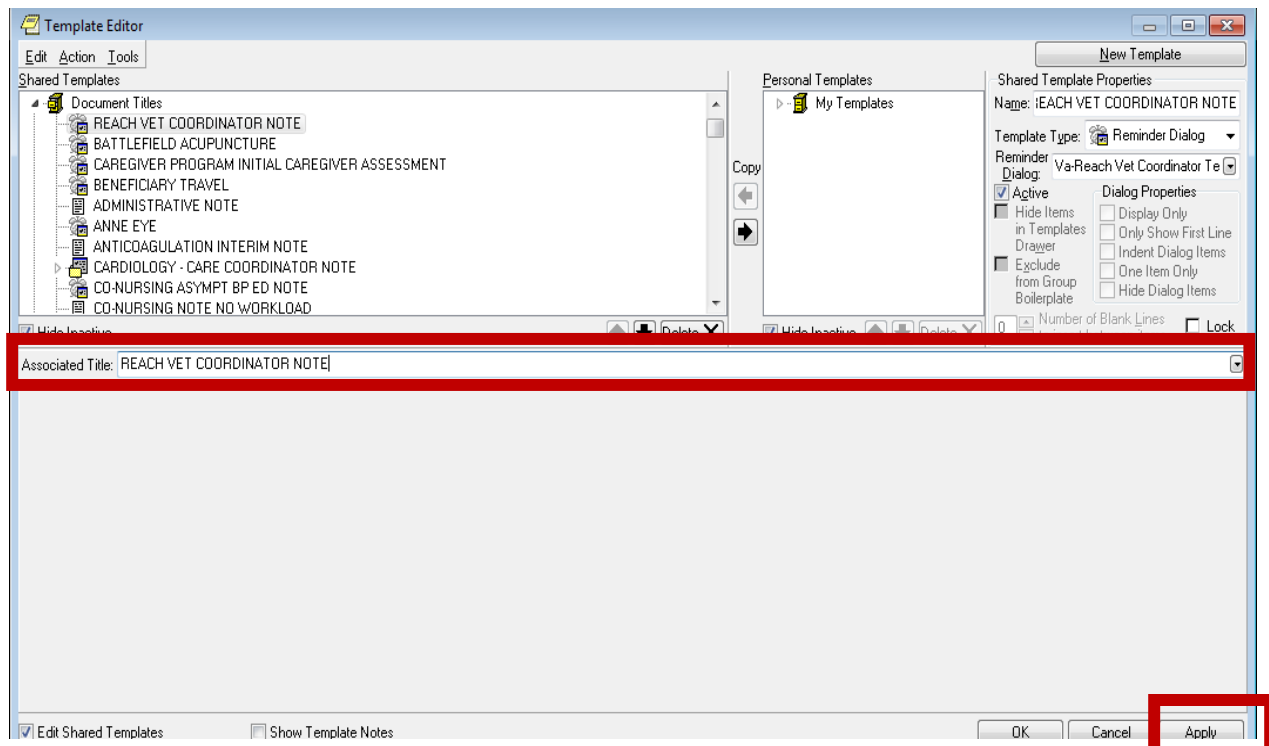
Name: **ADDICTION TREATMENT CONTINGENCY MANAGEMENT NOTE**

Template Type: Reminder Dialog

Reminder Dialog: **VA-MH CONTINGENCY MANAGEMENT**



Next, type in the Associated Title, which in this case is REACH VET COORDINATOR NOTE, and hit Apply:



Install complete.

**NOTE:** *If you require further technical assistance, please notify your local IT support to log a national CA Service Desk Manager (SDM) ticket (previously a Remedy™ ticket) or contact the VA Service Desk at 1-888-596-4357 and have them submit a national CA ticket to the Incident Area: NTL.APP.VISTA.CLINICAL REMINDERS 2\_0 and we will contact you*