

NOTE: This pdf version of the implementation checklist is offered as a worksheet only.

No later than **March 31, 2013**, each VAMC must submit its responses electronically through this survey link: https://www.surveymonkey.com/s/1004_04_SAPO_Implementation_Checklist_2013

**IMPLEMENTATION CHECKLIST FOR VHA HANDBOOK 1004.04:
STATE-AUTHORIZED PORTABLE ORDERS (SAPO)**

Name of VA facility : _____ **Facility number:** _____

1	The local facility policy has been updated to reflect VHA Handbook 1004.04: State-Authorized Portable Orders.	YES	NO	DATE
2	The CPRS note title "Out-of-Hospital Orders" is linked to CWAD. (1004.04, Sec. 11)	YES	NO	DATE
3	The local facility policy states that no other note title or variation on this note title is used for current SAPO.	YES	NO	DATE
4	The local facility policy specifies, by state, the different types of SAPO that will be routinely accepted and offered at this facility, e.g., "Virginia DNR bracelet, New York, MOLST. (1004.04, Sec 9e).	YES	NO	DATE
4.1	The list includes the different types of SAPO authorized by the state in which the facility is located as well as the different types of SAPO authorized by other states in the facility's catchment area or where a large number of Veterans served by the facility reside (1004.04, Sec 9e).	YES	NO	DATE
5	SAPO forms and identifiers approved for use in the facility are available for ready access on units, in clinics, and in community-based settings. (1004.04, Sec. 9g)	YES	NO	DATE
6	The facility policy identifies the categories of practitioner authorized under VHA scope of practice or clinical privileges and state law to write SAPO for use outside of VHA facilities. (1004.04, Sec. 9b)	YES	NO	DATE
7	The facility has protocols in place identifying who will write SAPO when the practitioner responsible for the Veteran's care is not authorized to write the order under their VHA scope of practice or clinical privileges and state law. (1004.04, Sec. 9c)	YES	NO	DATE
8	Staff who implement SAPO and staff authorized to write SAPO have been informed about the requirements established in sections 5-8 of VHA Handbook 1004.04.	YES	NO	DATE
9	Staff who implement SAPO and staff authorized to write SAPO have been informed about all of the state forms and identifiers accepted at the facility. (1004.04, Sec. 9f)	YES	NO	DATE
10	The facility has established a document management protocol for entering and managing SAPO in a Veteran's electronic health record, including a protocol for rescinding non-current SAPO. (1004.04, Sec. 11d)	YES	NO	DATE
11	Provide number of notes documented between October 26, 2012 and March 15, 2013 under the note title "Out-of-Hospital Orders" in CPRS.	NUMBER		

NAME AND TITLE OF PERSON WHO PREPARED THIS REPORT

DATE REPORT PREPARED