Mental Health Checkup for Care Teams
At A Glance

VAHealth

What is Mental Health Checkup?

Mental Health Checkup is a web-based app that allows VA providers to engage Veterans in their own care with assessments to diagnose symptoms and evaluate levels of distress. With Mental Health Checkup for Care Teams, you can assign assessments to Veterans, provide feedback, receive alerts on Veteran assessment scores, receive notifications when Veterans complete assessments, and create Progress Notes for completed assessments. Veterans can complete their assessments on their personal devices at their convenience and obtain the results in real time directly after submitting their responses.

To use Mental Health Checkup, you must:

- Be a Department of Veterans Affairs (VA) provider

- Be connected to the secure VA network

- Be logged into the Single Sign-On Internal (SSOi) service using your PIV authentication, VA Active Directory authentication, or Integrated Windows Authentication

Getting to Know the App

When you log into Mental Health Checkup, you will be prompted to enter one or more email addresses that will be used to notify you when an assessment is missed, due, or completed. After entering your email address, you will be directed to the Dashboard page, where you can view completed assessments, assign assessments, and view notifications on completed assessments that require your review. You can also select the **Home**, **Assessments**, **About**, **Feedback**, and **Help** tabs located in the top right corner of the screen to access the key provider functionalities.

Help and Additional Information

For assistance with the Mental Health Checkup app, dial 1-866-651-3180 to speak with a VA representative. More resources, such as a slideshow and FAQs, can be found on **mobile.va.gov/app/mh-checkup-care-teams**.

VA | **U.S. Department of Veterans Affairs**
Veterans Health Administration
Office of Connected Care

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My Dashboard

The Dashboard shows you all completed assessments that need your review. Completed assessments are assigned a deadline for you to review them based on the assessment type. Results highlighted in red are overdue for review. The **critical** (red triangle with an exclamation point) icon will display in the Severity column if the results include a positive response to a suicide-related element. You can manage your Dashboard view using the drop-down menus above the assessment list to filter by Provider Name, Assessment Type, Severity, or Status.

Use your Dashboard to view details of completed assessments, mark assessments as reviewed, create Progress Notes, and send feedback to patients.
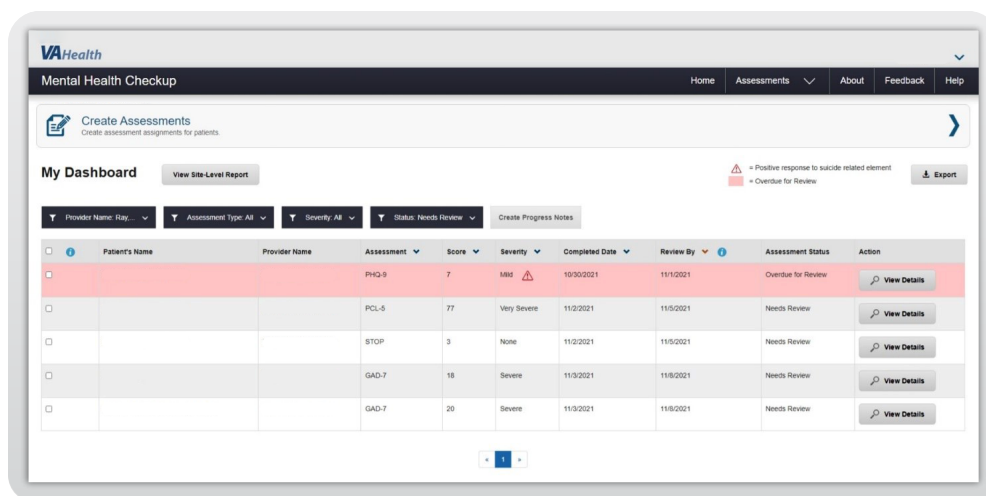
View Completed Assessments

You can view the results of completed assessments directly from the Dashboard or in Results view. From the Dashboard, you can view the assessment name, score, and severity for each completed assessment. To view the details of a completed assessment, select **View Details**.

To view completed assessments in Results view:

1. Select **Assessments** in the top right corner, then select **Results**.

2. To view by patient, select **Patient Search** and type the patient's last name, last and first name, or last initial and last 4 digits of their SSN. You can also **Select an Assessment** to view by assessment type.

3. Select **View** to the right of an assessment to view the detailed responses.

You can send the results of a completed assessment to the Computerized Patient Record System (CPRS) in a Progress Note while viewing assessment details or from the Dashboard. From the Completed Assessment Details screen, select **Create Progress Note** below the assessment results. Search for and select the note title associated with the VistA, then select **Submit**. From the Dashboard, select one or more assessments, then select **Create Progress Note** above the Dashboard and follow the same process.

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Create Assessments

1. Select **Create Assessments** on the home screen to assign assessments to your patient(s).

2. On the next page, select **Yes** if you are the responsible provider or select **No** if you are assigning an assessment on behalf of another provider.

3. Select **Add Patient** and the **Patient Search** function will appear.

4. Search for your patient by entering their last name, last and first name, or last initial and last 4 digits of their SSN. Select the correct patient(s) from the list of search results.

5. If the patient's contact information is not listed, enter their email address, mobile number, or both. Select the patient's preferred notification method, then choose **Select Patient**.

6. Select at least one assessment to assign, then select **Next**.

7. Enter the Frequency, Response Window, Total Number of Times, Start Date, and Clinic. Also include instructions (optional) to the patient if desired.

8. Select **Send** to send to the patient. The patient will be notified via their preferred notification method (SMS text, email, or both). All notifications will include a link allowing patients to go directly to the assessment without logging in.

Send Feedback to Patients

You can send feedback to your patients while viewing the details of a completed assessment. In the text box under **Feedback for Patient**, type any comments you want to send to the patient, then select **Send**.

NOTE: Feedback is one-way communication. Patients are not able to respond.

Mark as Reviewed

You will be responsible for reviewing all assessment results for which you are the assigning provider. To mark an assessment as reviewed while viewing the details, select **Mark as Reviewed**. Creating an individual or batch Progress Note will also mark the assessment(s) as reviewed. Once an assessment is reviewed, it will be filtered out of the default Dashboard view. Assessments can be retrieved for future reference by changing the Status filter to **All** or **Reviewed**.