



November 22, 2000

VETERANS' PROGRAM LETTER 01-01

TO: ALL REGIONAL ADMINISTRATORS (RAVETs) AND DIRECTORS
FOR VETERANS' EMPLOYMENT AND TRAINING (DVETs)
ALL STATE EMPLOYMENT SECURITY AGENCY
ADMINISTRATORS (SESAs)
ALL REGIONAL ADMINISTRATORS, EMPLOYMENT
AND TRAINING ADMINISTRATION (INFO)

FROM: 
ESPIRIDION (AL) BORREGO

SUBJECT: Vocational Rehabilitation and Employment (VR&E)
Activity Reporting For Fiscal Year (FY) 2001

I. Purpose: To provide Veterans' Employment and Training (VETS) field staff the FY 2001 VR&E Quarterly report data categories and guidance for use and transmittal.

II. References: Veterans' Program Letter (VPL) 04-00 dated February 8, 2000; VPL 1-99 dated November 3, 1998; VPL 4-98 dated December 23, 1997; VPL 8-95 dated September 1, 1995; and Section 4104 (c) of Title 38, United States Code (USC).

III. Background: In the Memorandum of Understanding (MOU) signed by the Department of Veterans Affairs (VA), VR&C, and the Department of Labor (DOL)/VETS in 1995, the agencies agreed to establish and maintain systems to capture VR&E activity data. In addition, VETS must report to Congress pertinent activities relevant to its role as a partner agency in the VR&E initiative. VETS reports VR&E activity using data from the Local Veterans' Employment Representative (LVER) Quarterly Report. VETS is working with VA VR&E to develop a better system for capturing and reporting this important information.

IV. Guidance:

- The format and content of the data collection for FY 2001 is much the same as that for FY 2000.

- Data will be submitted beginning with the VR&E Activity Report due the 1st quarter FY 2001.
- FY 2001 individual state report spreadsheets will be sent out to each DVET, through their RAVET, prior to the end of first quarter, FY 2001.
- The SESA quarterly report data may be provided to the DVET in any form or format as long as it provides the minimum data necessary, as indicated.
- Quarterly data is to be received in the National Office (N.O.) no later than the 20th day of the second month following the end of the quarter being reported.
- The data will reflect VR&E activity accomplished during the quarter being reported.
- DVETs are encouraged to mail report narratives and success stories, through their RAVET, to the VETS' N.O., attention: Harold Brown.

The National office must determine on a quarterly basis:

- the total number of job ready VR&E clients referred from VA VR&E to One-Stop delivery systems or other appropriate Service Delivery Points (SDPs)/Local Employment Service Offices (LESOs) during the current FY;
Note: LESOs and SDPs are terms used in this VPL to identify State agencies that provide employment services to VR&E clients through the efforts of Disabled Veterans' Outreach Program (DVOP) specialists and/or LVER staff.
- how many of those referred from VA VR&E during this FY have registered with LESOs/SDPs for employment assistance;
- how many of those registered with LESOs/SDPs during this FY have entered employment (placed/obtained employment);
- how many of those who registered with LESOs/SDPs for employment assistance during this FY are no longer actively seeking that assistance and have been placed in a discontinued status by the VA after notification by the State Single Point of Contact or LESOs/SDPs; and
- the average hourly wage at placement for those who entered employment during this FY. (This is an optional report category).

V. LVER Report to Office Manager: The report should include, at a minimum:

1. Referred from VA VR&E: Those VR&E clients determined to be job ready and referred during the quarter being reported by VA VR&E for registration with LESOs/SDPs for placement purposes. (data source: VA VR&E)

2. Registered: The number of job ready VR&E clients referred from VA VR&E who registered with SESAs/LESOs for placement purposes during the quarter being reported. (data source: LESOs/SDPs)

2a. Registered carry-over from previous FY: Registered VR&E clients being case managed who are "carried over" from the previous FY. (First quarter entry only)

3. Entered Employment: The number of the above VR&E referrals who have registered with LESOs/SDPs and entered employment through job placement or obtained employment during the quarter being reported. (data source: LESO)

Note: Obtained Employment data must meet the criteria as specified in ETA 9002 Handbook (pg. III-13).

4. Discontinued Status: VR&E clients referred and registered for the quarter being reported who are no longer actively seeking employment through LESO/SDPs and have been discontinued in the VR&E program. (data source: VA VR&E)

Note: Discontinued determination is made by the local VR&E officer after notification from LESOs/SDPs of those veterans who have registered during this FY, but are no longer seeking employment services from the LESOs/SDPs for the quarter being reported.

5. Average Entry Hourly Wage: Of the total number of VR&E clients who entered employment each quarter during this FY. (This is an optional entry) (data source: LESO/SDPs)

Note: Average entry wage information is being compiled as baseline data for VETS' strategic planning purposes and to demonstrate program effectiveness in accordance with the Government Performance and Results Act of 1994.

VI. Action Required:

A. DVETs should meet and discuss this VPL with appropriate SESA staff.

B. DVETs will continue to report VR&E activity to the RAVET, either in electronic format or, with RAVET approval, direct input on the 'O' or 'V' drive.

Note: RAVETs are responsible for DVET data input directly onto the 'O' or 'V' drive. RAVETs must ensure that those who input the data understand that they are replacing the past quarterly state report with a current state report.

Caution: Do not attempt to input the new state data directly to the regional report. The regional report is linked to all state reports and is automatically updated as new state data is entered at the state location.

C. RAVET will review submitted reports (electronic or direct input) to ensure there are no data anomalies.

D. SESAs, DVETs and RAVETs will continue to report VR&E activity in accordance with this VPL until it is superceded or rescinded.

VII. Inquiries: Any questions should be directed to Harold Brown at (202) 693-4709 or via e-mail at Brown-Harold@dol.gov.

VIII. Expiration Date: December 31, 2002