

Suggestions for a Change of Scope Request

General Guidance

Background

If a program is interested in making changes to their program that differ from what is stated in their original application, a Change of Scope request must be submitted by the GPD-Funded program to GPD Office for approval. **Proposed reductions in service are not acceptable rationale for a change in scope. Please note, that a proposed Change of Scope reviewed by the GPD Office will consider whether the grant application would have scored as well in the year it was funded if the proposed Change of Scope is approved.**

A Change of Scope must be submitted by the GPD-funded program through the GPD Liaison and the Medical Center Director to the GPD office for approval. To expedite GPD Field Office review of your change of scope it is advised that you include documented concurrence from your VA Liaison supporting the requested changes.

Examples of modifications that require a Change of Scope Request Include

- Changes in services provided.
- Changes in staffing.
- Changes in admission or discharge criteria.
- Changes in program goals and objectives.
- Changes in population served.

Flow of Change of Scope request

- Originates from the GPD-funded provider with input from the GPD Liaison.
- Request is sent through the GPD- Liaison and the Medical Center Director to the GPD Office which will approve or deny the request.
- A copy of the Change of Scope request will be sent to the Network Homeless Coordinator.
- The GPD office will provide its response in writing to the GPD funded provider (a copy will be sent to the GPD Liaison).

Suggested Outline for Requested Change of Scope

1. Describe the proposed change of Scope (be sure to identify the project number and program name).
2. Provide the justification for the change and any data that you have to support your justification.
3. Describe the proposed plans for change and the any applicable timeline.
4. If there is going to be changes in cost as a result of the proposed change in scope this should also be noted.
5. Be sure to include the name and number of a contact person regarding any questions about the proposed change.

Changes relating to Goals and Objectives

Background

The various objectives for each of the three goals (residential stability, increased skill and/or income and greater self-determination) in the grant application are a key component in assessing the success of the program. The information should be used by the GPD provider to manage and improve service delivery. At times, a change of scope relating to these goals and objectives may be needed as part of the GPD provider's response to the changing needs of the veteran population being served. **A proposed reduction of service is not an acceptable rationale for a Change of Scope.**

Tips for Revising Grant Objectives

- Take care to look at why you are considering a change in the objectives noted in your grant?
 - Are the objectives still relevant?
 - Was there an approved change in services that has led to the original objectives no longer being relevant?
 - Your present stated objective is not measurable.
 - The stated objective is simply an expectation, protocol or a rule of the program (i.e. 100% of the veterans will meet with their case manager weekly) and not a measure of program success.
- **Simply not meeting the objectives is not a valid reason to change the objectives.**
 - You will be reporting on your progress toward your goals and objectives to the GPD Liaison annually, we recommend discussing the issue on a quarterly basis.
 - More frequent discussions can lead to more consistent performance improvement.
 - It will allow for opportunities to make changes that may improve performance.
 - If you are not meeting the objectives of your grant:
 - Discuss with your staff, GPD liaison and veterans what may be contributing to the present outcomes (performance) and ideas to improve.
 - Develop plans to implement changes and watch for the improvement.
 - Repeat the process.
- Prior to proposing a change of scope relating to the goals and objectives of the grant the following process should take place:
 - Discuss this with your GPD Liaison and seek agreement on the proposed changes.
 - Remember the objectives must be measurable, relevant and specific to the goal listed in the grant.
 - Write your proposed change with including a complete justification for the proposed change.

- Route your proposed change through your GPD Liaison and the Medical Center Director for their support prior to submitting it to the GPD office.

Examples of Justification

Example 1

- Present objective: 85% of veterans will secure full-time employment.
- Requested change of scope: **65% of the veterans will secure employment prior to discharge. 25% of veterans will secure disability/pension income.**
- Rationale: During the past two years we have noted that only 80% of the veterans admitted to the program have an expressed goal of securing employment, and all of these veterans were not interested in full time employment.
 - As a result over the last two years, 64 of the 100 persons discharged obtained employment (51 full-time and 13 part-time), 20 persons left with disability benefits or pension, and 16 persons left without any income or employment.
 - We anticipate this trend to continue based on the population that we have been serving (approximately 20 percent of our veterans report having a goal of securing some type of disability or VA Pension). Based on this expressed need, we have been working with the VA

Example 2

- Present objective: Veterans will be able to use public transportation.
- Requested change of scope: **90% of veterans will report that they are able to use public transportation to get to work or community activities.**
- Rationale: Our present objective is not measure or specific enough to be relevant. We want to be sure that the work our case managers are doing with the veterans are helping them to get to work and other activities that require travel.