



November 3, 1998

VETERANS' PROGRAM LETTER NO. 1-99

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

FROM:   
ESPIRIDION (AL) BORREGO

SUBJECT: Reporting on Vocational Rehabilitation & Counseling  
(VR&C) Activity for Fiscal Year (FY) 1999.

I. Purpose: To provide guidance and clarify data definitions when reporting FY 1999 VR&C activity.

II. Reference: Section 4104 ( c ) of Title 38, USC; VPL 8-95, dated September 1, 1995; DM 6-97, dated October 29, 1996; VPL 4-98, dated December 23, 1997.

III. Background: The Memorandum of Understanding (MOU) signed by the Department of Veterans Affairs (VA) VR&C and the Department of Labor (DOL) VETS in 1995, stated in part that the agencies agree to establish and maintain management information systems that capture VR&C activity data. In addition, VETS has been tasked by Congress to report, as requested, pertinent activities relevant to VETS' role as a partner agency in the VR&C initiative.

The base document used by VETS to determine VR&C activity is the Local Veterans' Employment Representative (LVER) Quarterly Report. VETS recently solicited field staff input for consideration in the reporting process and coordinated with VA VR&C to develop a better system for capturing and reporting this important information.

IV. **Guidance:** As the VR&C interagency initiative has progressed, it has become evident that there is a need to:

- clarify the definitions of the data collected on the services provided to VA VR&C clients;
- closely coordinate with VA VR&C the collection of precise and appropriate data to be reported;
- standardize the format in which this data is reported; and
- provide to partner agencies and Congress accurate analysis of the data collected.

There are different data needs at the various levels of responsibility within the VR&C process. At the National level there is a quarterly need to determine:

- the total number of job ready VR&C clients referred from VA VR&C to State Employment Security Offices (SESAs)/Local Employment Service Offices (LESOs);

**Note:** *SESAs and LESOs are terms used in this Veterans Program Letter to identify State agencies that provide employment services to VR&C clients through the efforts of DVOPs and/or LVERs.*

- how many of those referred from VA VR&C have registered with SESAs/LESOs for employment assistance;
- how many of those registered with SESAs/LESOs have entered employment (placed/obtained);
- how many entered suitable employment;
- of those who entered suitable employment, how many were determined to be rehabilitated after 60 days; and
- how many of those who registered with SESAs/LESOs for employment assistance are no longer actively seeking that assistance and have been placed in a discontinued/terminated status by the VA after notification by the State Single Point of Contact or SESAs/LESOs; and

Supplemental quarterly reporting category to determine:

- the average hourly wage at placement for those who entered employment during the reporting quarter (This is an optional report category).

V. LVER Reporting Requirements: The quarterly data submitted by LVERs will be cumulative based on a FY reporting period, and will commence with the report due for the period ending December 31, 1998. The report should include, at a minimum: (see attachment)

1. Referred from VA VR&C: Those VR&C clients determined to be job ready and referred by VA VR&C for registration with SESAs/LESOs for placement purposes. (data source: VA VR&C)
2. Registered: The number of job ready VR&C clients referred from VA VR&C and registered with SESAs/LESOs for placement purposes. (data source: LESO)

\*Registered carryovers from previous FY: Registered VR&C clients being case managed who are "carried over" from the previous FY.

**Note:** *The following report categories are based on the VR&C clients being registered with SESAs/LESOs for placement purposes.*

3. Employment:

- a. Entered Employment: The number of the above VR&C referrals who have registered with SESAs/LESOs and entered employment through job placement or obtained employment. (data source: LESO)
- b. \*\*Suitable Employment: A subset of those VR&C clients who entered employment above. Suitable employment is defined as "a job that the VR&C counseling psychologist has determined is consistent with the veteran's interests, aptitudes, and abilities and does not aggravate the veteran's disability." (data source: VA VR&C)

**Notes:** *VA VR&C determines, based on the definition above, which of the clients identified to them by SESAs/LESOs as having entered employment are "suitably employed."*

*Should the suitable employment numbers exceed the number of Entered Employments on a quarterly report, an explanation as to why this condition exists must be stated.*

*Suitable employment numbers provided by the VA VR&C will include only those VR&C clients who were referred to and registered with SESAs/LESOs and the placement or obtained employment was reported to VA VR&C by SESAs/LESOs. For the purpose of this report, the suitable employment category does not include those VR&C clients who were suitably employed through other means (i.e. contractor placement, self-employed, already employed at time of VR&C completion, etc.)*

*Those recipients who are verified from Unemployment Insurance (UI) wage information records as being suitably employed must also have been referred to, registered with, and placed in case management status with a LESO during the current Fiscal Year or have been a registered carryover from the previous Fiscal Year.*

c. **\*\*Rehabilitated:** A subset of those VR&C clients who entered employment and are reported as suitably employed. Rehabilitation is defined as "those veterans who entered and maintained suitable employment for at least 60 days."  
(data source: VA VR&C)

4. **Discontinued/Terminated Status:** (For the purpose of this report) identifies those referred and registered VR&C clients who are not actively seeking employment through SESAs/LESOs.  
(data source: VA VR&C)

**Note:** *Status Determination is made by the local VR&C officer after notification from SESAs/LESOs of those veterans who have registered with , SESAs/LESOs but are no longer seeking employment services.*

5. **Average Entry Hourly Wage:** of the total number of VR&C clients who entered employment during the current Quarter. (optional entry)  
(data source: LESO)

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

VI. Action:

A. DVETs should meet and discuss this issuance with appropriate SESA staff to ensure the purpose of this VPL is adequately addressed in a timely manner.

B. LVERs should utilize the new quarterly report format to begin with the reporting period ending **December 31, 1998**. The 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.

C. DVETs and RAVETs will ensure that VR&C quarterly data submitted in the revised format is valid and has been reported cumulatively for the current FY.

D. VETS will provide the newly revised VR&C activity report data sheets in booklet format via E-Mail to RAVETs and DVETs to be downloaded to either a disc or a hard drive for continued FY 99 quarterly use.

**Note:** *Use only the FY 1999 report format provided, as stated above. VR&C report format for FY 1998 is no longer valid and should be discarded.*

E. RAVETs, after reviewing and compiling the DVETs' state reports into regional reports, will E-mail the regional reports to the VETS' National Office (N.O.), attention: Ron Benson, by the 20th day of the second month of each quarter.

F. Hard copies of DVET report narratives and success stories will be mailed to the VETS' N. O., attention: Ron Benson, by the 20th day of the second month of each quarter.

VII. Inquiries: Any questions should be directed to Ron Benson or Stan Seidel in the VETS N.O. at (202) 219 -8611/9110.

VIII. Expiration Date: September 30, 1999

IX. Attachment

