



February 8, 2000

VETERANS' PROGRAM LETTER 04-00

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) 2000

I. Purpose: To provide Veterans' Employment and Training (VETS) field staff the FY 2000 VR&E Quarterly report data categories and guidance for use and transmittal.

**Note:** On January 10, 2000, the Department of Veterans Affairs (VA) changed Vocational Rehabilitation and Counseling (VR&C) to Vocational Rehabilitation and Employment (VR&E)

II. References: Veterans' Program Letter (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: 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&E 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&E initiative.

The base document used by VETS to report VR&E 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&E to develop a better system for capturing and reporting this important information.

IV. Guidance: As the VR&E 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&E clients;
- closely coordinate with VA VR&E the collection of valid and verifiable data;
- standardize the format in which this data is reported; and
- provide to partner agencies and Congress analyses of the VR&E activity data collected.

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

- 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);

**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 have registered with LESOs/SDPs for employment assistance;
- how many of those registered with LESOs/SDPs have entered employment (placed/obtained employment);
- how many of those who registered with LESOs/SDPs for employment assistance 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 the reporting quarter (this is an optional report category), as a supplemental reporting category.

V. LVER Reporting Requirements: The LVER staff will submit quarterly data which will be cumulated for the current FY. Data in this format will be submitted beginning with the report due for the 1<sup>st</sup> quarter, FY 2000. State Employment Security Agencies (SESAs) staff will compile the data for submission to the DVETs. The report should include, at a minimum:

1. Referred from VA VR&E: Those VR&E clients determined to be job ready and referred each quarter 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 each quarter with SESAs/LESOs for placement purposes.  
(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.)

**Note:** The following report categories are based on the VR&E clients being registered with LESOs/SDPs for employment services.

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

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

4. Discontinued Status: (For the purpose of this report) identifies those referred and registered VR&E clients who are no longer actively seeking employment through LESO/SDPs.  
(data source: VA VR&E)

**Note:** Status Determination is made by the local VR&E officer after notification from LESOs/SDPs of those veterans who have registered with , 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 during the current quarter. (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.

Entered Suitable Employment and Rehabilitated have been deleted from the FY 2000 VR&E activity report.

VI. Summary of Changes:

1. VR&C has been changed to VR&E;
2. Obtained Employments must meet the criteria as specified in ETA 9002 Handbook (pg. III-13);
3. Entered Suitable Employment and Rehabilitated categories have been deleted from the FY 2000 report; and
4. Discontinued/Terminated has been changed to read Discontinued status.

VII. Action Required:

- 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. SESAs should inform LVER staff that there is no longer a requirement to report Entered Suitable Employment and Rehabilitated data.
- C. DVETs and RAVETs will ensure that VR&E quarterly activity data for FY 2000 is submitted in the revised format, as specified in this VPL. 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.
- D. DVETs will continue to report VR&E activity to the RAVET using the format e-mailed to all DVETs in January.
- E. SESAs, DVETs and RAVETs will continue to report VR&E activity to the National Office (N.O.) beyond the expiration date of this VPL, until superceded or rescinded.
- F. DVETs will mail report narratives and success stories, thru their RAVET, to the VETS' N. O., attention: Ron Benson, by the 20th day of the second month of each quarter.

VIII. Inquiries: Any questions should be directed to Ron Benson. at (202) 693-4715 or via e-mail at [benson-ronald@dol.gov](mailto:benson-ronald@dol.gov).

IX. Expiration Date: December 31, 2000