VA Voluntary Service Representatives, Deputy Representatives, Volunteers, Service Organization Representatives and Staff

> National Advisory Committee Meeting Cincinnati, Ohio April 27 – 29, 2011

5/9/2011

VA Voluntary Service

2011 Orientation

VAVS Rep/Dep Training Affirming the Commitment



5/9/2011

Presented By...





Joe Dooley, Chief, Voluntary Service

Sarah Slagle, Voluntary Service Specialist Technical Career Field Inter Edith Nourse Rogers Memorial VAMC Bedford, Massachusetts



Who's in Attendance? VAVS National Rep or Dep? VAVS Local Rep or Dep? Local Volunteer? VAVS Staff?

Are You lost?



Agenda

References A Circular Partnership The Organization Purpose of the NAC NAC & Membership Categories Responsibilities The Local Perspective & Duties Priorities for the Future

Desired Objectives Identify the Organizational Structures in VA VHA, VBA, NCA, NAC, VAMC, VAVS Identify tools to enhance your local VA Voluntary Service Committee Provide ideas to effectively participate in VAVS meetings Offer a VAVS Statistical Review Review FY11 Priorities for the Future Identify volunteer opportunities and recruitment strategies in VAVS.

References

- NAC Standard Operating Procedures (SOP)
- National VAVS Rep & Dep Guidelines
- VHA Directive 1620 & 1620.01 VAVS Program
- VHA Directives1620.02 Transportation Program
- VHA Directive 1620.3 State Veterans Home Vols
- VHA Directive/Handbook 4721 General Post Funds
- Annual Joint Review Form
- Annual Joint Review Summary
- VAVS Minutes Format VHA Directive 2001-043
- Cumulative Attendance Report
- Local VAVS Policy (consult with your local Voluntary Service Program Manager)
- Reference Website www1.va.gov/vapubs/

VAVS Info Available on the World Wide Web

- www.va.gov/volunteer
- www.bedford.va.gov/giving
- www.va.gov/volunteer/NACmem_Requirements.cfm (NAC membership requirements)
- www.va.gov/volunteer/Documents/NAC_SOP.pdf (NAC Standard Operating Procedures)
- www.va.gov/678savahcs/EVE/Vol_svc/index.htm (Southern Arizona VAVS website – Tucson, AZ)
- www1/va.gov/visns/visn02/vet/volunteer.cfm
 - (Visn 2 Website for volunteerism)

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VAVS – What is it?

V = Veterans A = Affairs V = Voluntary S = Service www.va.gov/volunteer

Definitions

Without Compensation (WOC) Volunteers.

Volunteers accepted in the VAVS Program are considered WOC employees. WOC precludes monetary payments, or any form of compensation by VA not authorized by policy.

Regularly Scheduled (RS) Volunteers.

RS volunteers are individuals who have registered to participate in the VAVS Program in a regularly scheduled assignment under VA supervision and who have completed a volunteer orientation. (Frequency of participation is determined locally.)

Occasional Volunteers.

Occasional volunteers are those individuals serving under the VAVS Program who do not meet the requirements of RS volunteers. Individuals frequently volunteer with a group or organization on an occasional basis

Student Volunteers (21 and under).

Student volunteers under the age of 18 must have written parental or guardian approval to participate in the VAVS Program. The minimum age for volunteers is determined by the facility management.

The VAVS Mission

- VA Voluntary Service's mission is to provide a structured Volunteer Program under the management of VA compensated employees in cooperation with community resources to <u>serve America's veterans and their families</u> with dignity and compassion.
- VAVS supports VA and VHA strategic goals by recruiting, supporting and retaining a knowledgeable, diverse and engaged supplemental workforce of volunteers. The volunteer programs throughout the country assist management in the delivery of VA health care by improving access to care, assisting with long-term care, improving patient satisfaction and much more.

Bedford VAMC VAVS Mission Statement

Provide a structured volunteer program under the management of VA compensated employees in cooperation with community resources to serve America's Veterans with dignity and compassion. Provide daily patient recreation programs and to accept, acknowledge and allocate all gifts and donations for Patients at the VA hospital

Bedford VA Hospital VAVS VISION STATEMENT **OUR VISION IS TO BE RECOGNIZED** AS A CENTER OF EXCELLENCE IN **VOLUNTEER MANAGEMENT AND** THE MODEL FOR THE PROVISION OF PATIENT ACTIVITIES PROGRAMS THROUGHOUT THE VA SYSTEM.



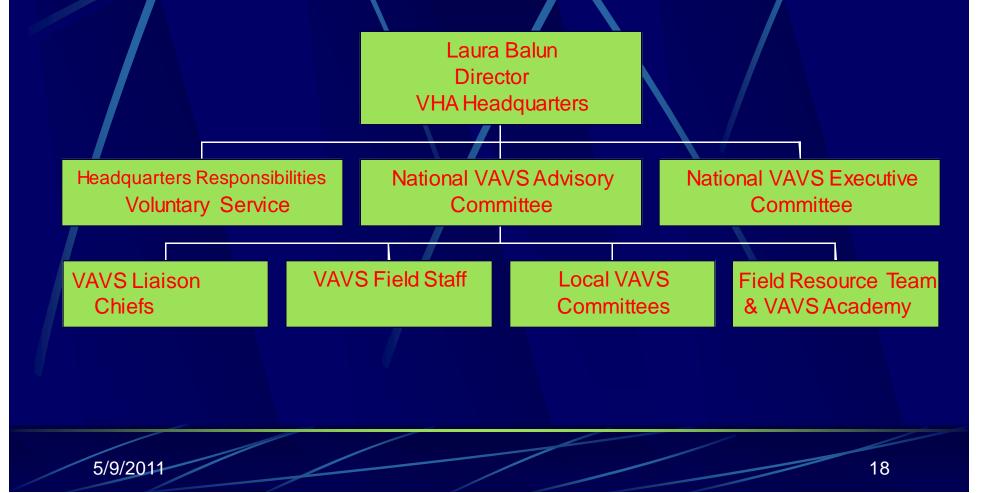
Guitarist Tony Melendez performs at our National Salute to Seturen Patients Program with his band "Toe Jame"

A Circular Partnership

"The VAVS plan is unique in government operations. I know of no other plan by which the national voluntary organizations participating in a government program advise with the government agency – and in turn, are advised by the agency on a continuing basis for the effective and purposeful use of the volunteer resources of the organizations in the agency's programs."

James H. Parke (1961)





Purpose of the National Advisory Committee (NAC)

The committee advises the Secretary of Veterans Affairs on matters pertaining to the participation of volunteers in VA medical facilities, assists in the recruitment and orientation of volunteers and keeps the officers and members of participating organizations informed of volunteer needs and accomplishments.

National Advisory Committee

Established by VA Circular No. 117, May 17, 1947

- Federally chartered: February 5, 1975
- Reports to VA Secretary Shinseki thru USH on:
 - Matters pertaining to the coordination and promotion of volunteer activities within VA healthcare facilities
 - All other matters relating to volunteerism
 - Keeps the officers and members of participating organizations informed of volunteer needs and accomplishments

What is a NAC Recommendation?

- 1. Recommendations are made by the NAC to the VA Secretary (General Shinseki) through the Under Secretary for Health (Dr. Petzel)
- 2. They call for improvements in VA voluntary services to veteran patients on a national level
- 3. <u>The primary duty of the NAC is to make</u> <u>Recommendations to the USH</u>
- 4. Recommendations are why we are here!!!

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Membership Categories

Service Member (Voting Member): 30+ VA's Associate Service Member: 15 – 29 VA's Donor Member: 30+VA Facilities Associate Donor Member: 15 – 29 VA's Adjunct Member Youth Organizations Honorary Member (10 consecutive years on National Advisory Committee)

National VAVS Executive Committee

- Is a working group selected from Service Member Organizations of the NAC.
- Will make recommendations to the NAC on all areas of VAVS NAC business and activities. (Recommendations subcommittee)
- Serves as the governing body between annual meetings of the NAC and is entrusted with the responsibility of fulfilling the EC Charter.
- Is charged with selecting the site for the annual meeting of the NAC.
- Will be available to the Director, Voluntary Service Office for discussion, consultation, planning and coordination of VAVS NAC programs and activities.

Responsibilities

National VAVS Representative

Is the official liaison between VHA HQ and the organization in all aspects of the VAVS Program. The Representative will assist the State/Dept. Commanders and the National Certifying Official in the selection and certification of local VAVS Representatives. (member organizations only)

Is responsible for providing initial guidance and information to local Reps and Deps



Recommended Orientation Information for new VAVS Representatives

- Certification letter from National Certifying Official
 Welcome letter with following enclosures
 - VAVS Rep & Dep Training Guide
 - VHA Directive 1620 "VA Voluntary Service Policy"
 - VHA Handbook 1620.01 "VA Voluntary Service Procedures"
 - VHA Handbook 1620.02 "Volunteer Transportation Network"
 - VHA Handbook 1620.03 "Recognition for State Veterans Home Volunteers
 - VAVS Summary of Annual Joint Review Form 10-1240
 - Confirmation of VAVS Local Orientation Acknowledged by Chief or Designate
 - Service Organization Mission, Goals & Expectations for VAVS Rep

Responsibilities

Local VAVS Chief or Program Manager

- Is responsible for contacting newly appointed local Reps & Deps
- Is responsible for providing a general orientation and training to include:
 - Background checks based on Category A, B, C or D
 - Personal Identification Verification PIV (VA Form 0711)
 - Providing hospital volunteer badge
 - Entering individual into the VSS system

Providing calendar of VAVS Committee meeting dates

Responsibilities

Local VAVS Rep or Dep

Is responsible for contacting the local VAVS
 Chief or designee upon receiving certification

 Complete the orientation at the earliest opportunity, to include getting registered in the VSS system

 Regularly attend the local VAVS Committee meetings and conduct an Annual Joint Review



Local VAVS Committee

Appointments

Source for nominees varies.

- Certified by the National Certifying Official
- Nominated by the state-level unit of the organization and certified at the national level.
- Nominated by the most official organizational unit (county, district, post, chapter, council etc.
- Nominated by the organization's other regularly scheduled volunteers at the medical facility through county, state etc.
- Represents a non-affiliated or local organization (Board of Education etc.)

VA not involved in the process unless nominee is known and is considered **unacceptable**.



Local VAVS Committee Cont... Considerations for appointment

- Interest, knowledge and experience of the nominee should be considered before appointed to ensure effective representation and participation in the local VAVS Program.
- Basic qualifications should be established for evaluating the nominee.
 - National Representative should provide assistance to the nominee if needed.
- Performance of the re-certified VAVS Representative should be considered before recertification is approved.

What is defined as inadequate performance of a Rep or a Dep being considered for re-certification?

- Poor attendance at VAVS meetings.
- No subcommittee involvement.
- Lack of communication with local units in facility's coverage area.
- Is unavailable for Annual Joint Review
- Unable to resolve or deal with local program or personality problems.
- Has not established goals.
- Has made no attempt at arranging visits to the facility by organization's officials.
- Has made no attempt to involve VAVS at organization's state or local meetings.
- Displays no initiative or evidence of leadership.



Local VAVS Committee Purpose & Structure

Purpose: To assist with the coordination of plans and policies for community participation in the VAVS Program.

- Chair: Associate Director or other senior management official.
- Deputy Chair: Voluntary Service Program Manager.
- Membership: 1 Representative
- Up to 3 Deputy Representatives.
 *exclusive of CBOCs



Local VAVS Representative Duties & Responsibilities

- Make certain Hours are being recorded properly!
- Assist with improving the VAVS Program
- Provide input/feedback to VA staff & VAVS Com.
- Recruit Volunteers
- Promote donations of financial & material goods
- Advise & inform your organization of VAVS and VA issues and concerns
- Attend and participate in VAVS meetings

- Assist in the removal of organization's volunteers when necessary
- Serve on subcommittees and task groups
- Maintain organization's records (hours, donations)
- Coordinate facility activities
 & projects
- Conduct Annual Joint Review
- Register as a RS Volunteer

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Membership Qualifications

A sincere interest in the welfare of hospitalized veterans.

- A sincere interest in the welfare of veteran patients and a desire to help them.
- The ability to work with others.
- Leadership.
- Knowledge of organization (VSO & VA).
- Ability to communicate and disseminate information.

And the most important qualification...



Membership Oualifications Cont. Ability to attend... Regularly Scheduled VAVS Meetings:



VAVS MEETINGS



Wha-da-ya really know about em? Introducing the game show...

Who wants to be a VAVS Rep?

Q. What is the minimum number of VAVS meetings that must be held a year.

A. Four

Q. When can a volunteer awards program be counted as a VAVS Meeting?

A. Never



Zint

- Q. How many hours of volunteer service may you record for the meeting?
- A. However many hours the meeting actually took place. (Hours are now recorded by VAVS staff via new VSS Timekeeping system) WHY?
- Q. For what reason may a member be excused from a regular scheduled meeting?
- A. Only when the meeting conflicts with their presence at their affiliated organizations state or national convention.
- Q. How many days following the meeting must the meeting minutes be mailed within?
- A. 30 days

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Q. Who is to receive a copy of the minutes? A. 1. Members of the VAVS Committee 2. Director, Voluntary Service Office 3. Officials (Org.) to review minutes. Q. How many organizations may a VAVS Rep. or a Dep. be certified to represent? . One Q. How many VA facilities may a VAVS Rep. Represent their organization at? A. One, two or more.... When the Facility Director determines that accepting additional appointments is in the best interest of the Facility

Rep & Dep Do's and Don'ts Do...

- Recruit Volunteers
- Address relevant issues
- Provide feedback
- Offer suggestions for improvement
- Report information back to your organization
- Get involved
- Register as a regularly scheduled volunteer
- Stay informed
- Represent your organization with pride by...
- Acting professionally at all times

- Sign-in for your regular assignment (during VAVS Meetings)
- Be Uninformed
- Bring up trivial issues
- Dwell on personal issues
- Spread rumors
- Make assumptions
- Not contribute
- Wait to discuss important issues until the VAVS meeting
- Be rude and disruptive or...
- Act Unprofessionally

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Annual Joint Reviews



Look Familiar?

	NAME OF ORGANIZATION			DATE OF REVI	
I. STATISTICS (From Representative)	THIS YEAR	LAST	YEAR	GROW TH RA	
A 1. NUMBER OF R.S. VOLUNTEERS		2.01	12/11	CROW III IV	
2. NUMBER OF R.S. VOLUNTEER HOURS					
3. NUMBER OF OCCASIONAL VOLUNTEER HOUR S					
4. NUMBER OF ALL VOLUNTEER HOURS					
5. NUMBER OF YOUTH VOLUNTEERS					
6. NUMBER OF NEW VOLUNTEERS					
7. NUMBER OF NEW R.S. VOLUNTEER ASSIGNMENTS					
8. TO TAL CASH DO NATIONS			V		
9. TO TALESTIMATED VALUE OF NON CASH DO NATIONS					
B. 1. ESTIMATED NUMBER OF LOCAL ORGANIZATIONAL UNIT	SWITHIN VAMC AF	REA:			
2. ESTIMATED TOTAL MEMBERSHIP:					
3. NUMBER OF UNITS CONTACTED:					
4. NUMBER OF UNITS VOLUNTEERING:					
II. ANNUAL REVIEW (From R epresentative)	EXCELLENT	GO OD	FAIR	PO	
A QUALITY OF VA STAFF SUPERVISION (NOT VAVS)					
B. QUALITY OF VOLUNTARY SERVICE SUPPORT					
C. QUALITY OF ORGANIZATION SUPPORT					
		Representative a	nd Chief)		
IV. COMMENTS: Concerns/Extra Efforts/Retention/Fund Raising Activitie (From Representative and Chief)				nts/Recruitmen	

Purpose:

To assess organization's participation in the VAVS Program during the preceding year and to develop goals for next year. (discuss FY priorities)

Representative Responsibilities:

- Know the month your organization is scheduled for their AJR
- Make an appointment with the Voluntary Service Program Manager to conduct your AJR (Even if they didn't contact you!)
- Have the information required available
- Discuss organization's achievements
- Discuss issues & concerns
- Discuss goals make suggestions for improvement

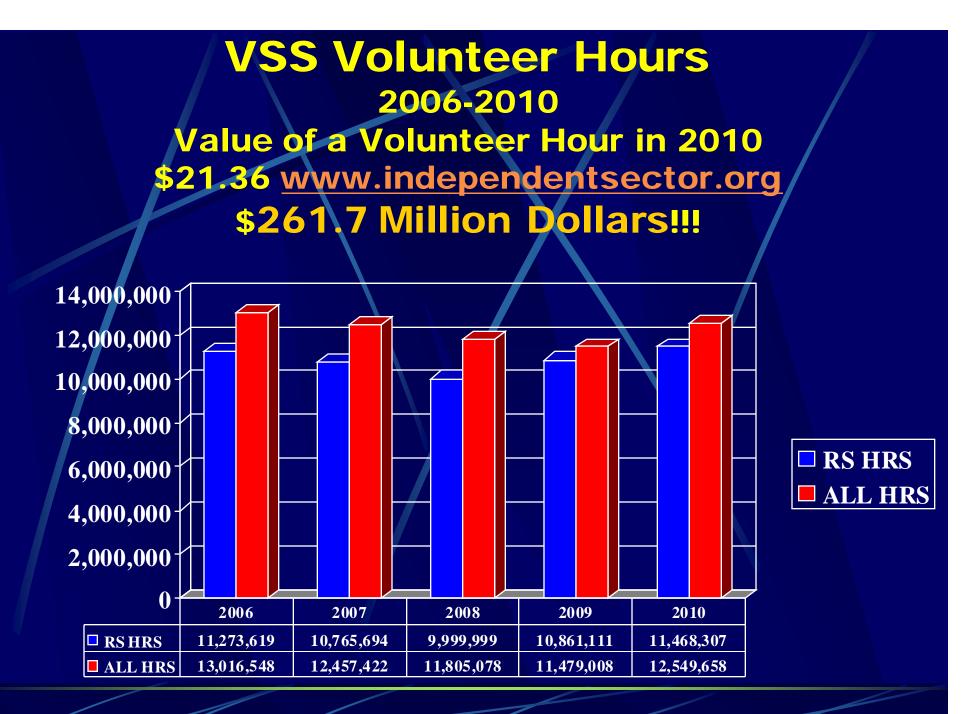
Don't just copy last year's!

FY 2011 Priorities for VA Voluntary Service Office

With Patient Centered Care in mind, develop volunteer assignments around concierge services.

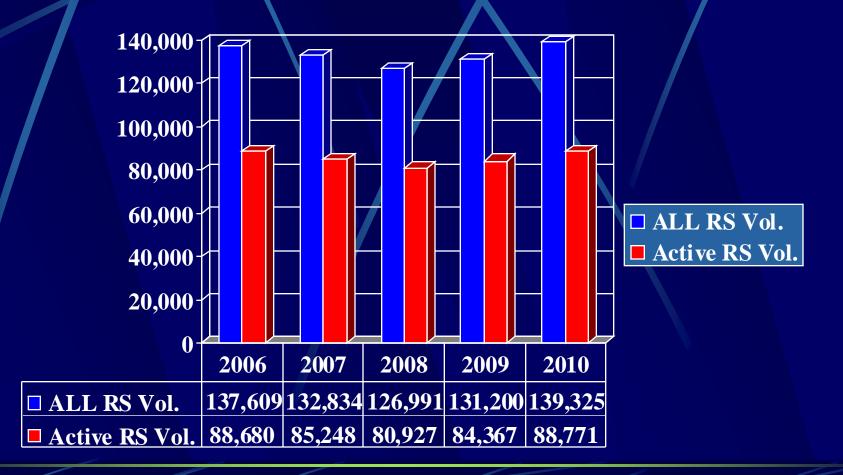
- Develop tools for VAVS to have a standard look to the volunteer folder
- Provide opportunities for volunteers to assist in Veterans Benefit Administration volunteer assignments.
- Develop assignments to support Patient Aligned Care Teams (PACT)





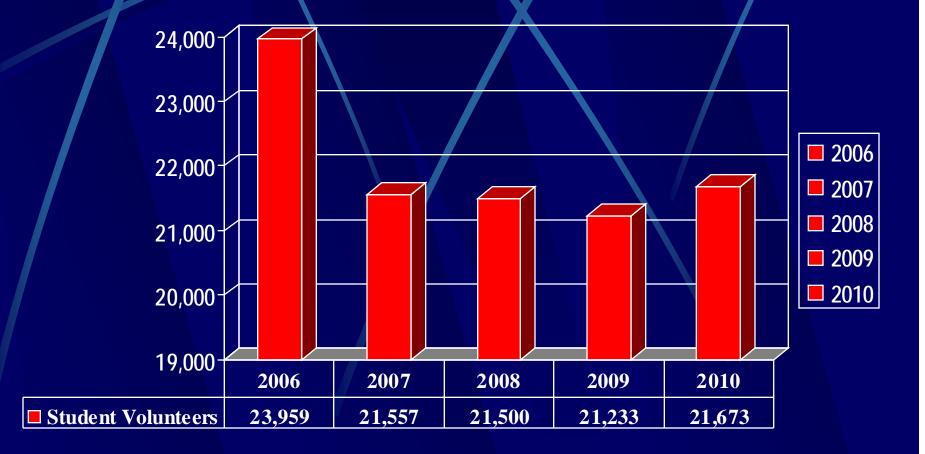
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VSS RS Volunteers 2006-2010



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VSS Student Volunteers 2006-2010

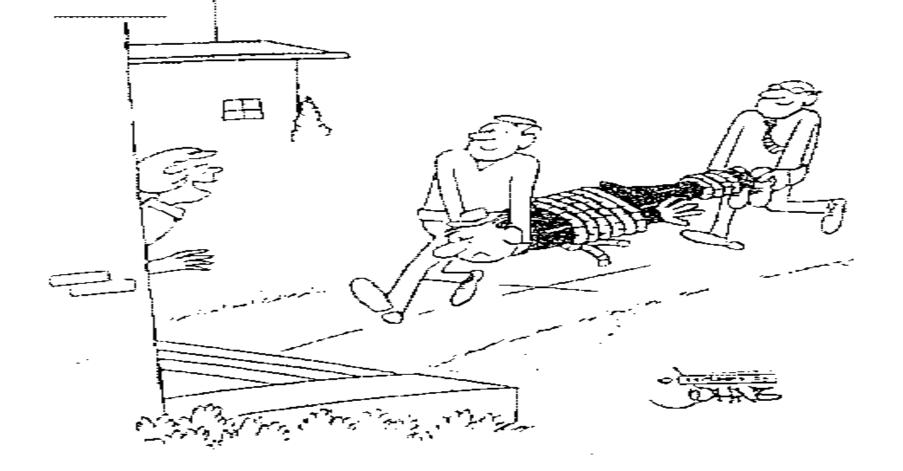


Recruitment

FY09 Analysis of volunteer					
participa	tion by a	ige groups			
List of age group participation in order of percentage					
61-70 years old	26,475	20.17%			
11-20 year's old	20,849	15.89%			
51-60 years old	19,916	15.17%			
● 71-80 years old	19,546	14.89%			
 21-30 years old 	14,430	10.99%			
 41-50 years old 	11,072	8.43%			
81-90 years old	10,465	7.97%			
 31-40 years old 	7,068	5.38%			
Total RS Volunt	teers FY09	131,200			

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RECRUITMENT STRATEGIES



" OH GOOD! ANOTHER VOLUNTEER "

We need you to be our...

VAVS Program Recruitment Wizards

What you need to know...



Volunteer Opportunities

Volunteer opportunities exist where healthcare is being delivered - in the community, outpatient clinics, contract nursing homes and other extended care programs.

Volunteer roles must change from service oriented volunteer assignments (traditional) to non-traditional volunteer assignments...

Why Volunteer?

To gain work experience To learn new skills To meet new people To give something back To be of service to others Social Interaction

"THE POWER IS IN THE ASK"



What do volunteers do?

Traditional Volunteer Assignments...

- **Patient Escort**
- Volunteer Drivers (DAV & Parking Lot Shuttle)
- **Clerical Positions**
- Information Desk
- Ambassador Program
 - Chaplain Service
- Pharmacy
- Nursing
- Guest Relations Program
 - Outpatient Assistance
 - Patient Meal Assistance
 - New assignments based on need

Non-traditional Volunteer Assignments

- Virtual Volunteers
- Fundraisers
- Managers
- Recruiters
- Corporate Representatives
- Trainers & educators
- Writers (newsletters, recruitment ads, Grants)
- Community Liaisons
- Respite/Hospice Volunteers



Generational Groups

Matures - Born prior to 1946. Motivated by duty, job security, longevity, frugality, loyalty and positive reinforcement.

Baby Boomers - Born 1946-1964 Motivated by community, team, pride of workmanship & purpose, credit extenders...

Generation X - Born 1965-1980 Motivated by WIFM, challenge, change, technology & time off. Good \$avers\$!!!

Millennials - Born 1981-1999 Motivated by technology, output, entitlement, "spell check" lack social skills, communicate electronically



So what's the plan?





Change Busting by Carol Kinsey Goman

VA Voluntary Service Recruitment Plan FY 2011 VAVS Recruitment Subcommittee Members Sheldon Spector, DAV, Chair, Carol Quigley, ALA & Frank Harmon, AL **Target Dates** Primary Responsibility Strategy/Purpose. •Provide a calendar of special events 1st of each month James Cate /J. Kissinger & a current mailing list of Service Organization Sarah Slagle contacts to send both electronic & hard copy •Develop and send out traditional wish lists. 12/31/10 Student-Sarah Slagle Purpose; Select a limited number of needs that will **Corp.-** L. Mitchell Seniors.- Murchie best fit targeted groups. I.e. Students, corporate, seniors, community and military service. Military – Dooley •Fully utilize VAVS VACO provided promo material Ongoing All VAVS members Include in meetings, conventions, health fairs etc. •Provide a VAVS presence on the Bedford **K.** Pressly Ongoing Chamber of **C**ommerce. •Maintain an alliance with Middlesex Comm. College, Ongoing D. Murchie/S. Kelly **VAVS** Committee **Bedford High School and other local school systems** to enhance school outreach programs and service learning. 6. Conduct annual VAVS Veterans Benefit Golf 6/10/11 VAVS Fundraising Committee Tournament VAVS Golf Committee 7. Support VAMC Golden Age Games Team 5/25/11 VAVS Committee 8. Include VAVS Recruitment Subcommittee **Ouarterly Recruitment Subcommittee Report at each VAVS meeting** 9. Expand utilization of electronic recruitment. Ongoing VAVS Staff Volunteermatch.org; volunteer.Gov/Gov, **Recruitment Subcommittee Bedford web.** VAVS Committee 10. Support annual VAVS VISN 1 Rep/Dep Training 11/2 - 11/4/11VISN 1 VAVS Staff VAVS Committee & Staff 11. Meet and review/discuss plan at quarterly ongoing VAVS Chief **Staff meeting** 12. Plan and conduct National Salute to Hospitalized **All VAVS Staff** 2/11/10 Veterans Program. VAVS Committee 13. Plan and conduct annual volunteer recognition All VAVS Staff 4/25/10 Ceremony and program. 14. Update VAVS website - www.va.gov/volunteer 3/31/10 1 S. Kelly/S. Eswarappa 15. Upda5/9/2014 local VAVS promotional materials All VAVS Staff 60 3/31/101 Murchie/Mitchell/Slagle 16 Review/Refine/Edit/Undate Alpha List Monthly

What we need to do...

- Need to seek out new areas for volunteer recruitment.
- Need to create incentives that will attract & interest different generational groups
 - Use technology (Internet) to promote volunteer opportunities.
- Need to develop new and diverse assignments.
- Open communication with VAVS staff and services.
- Make the process "user friendly"



Challenges

- Retention (aging VSO population, demographics, motivation)
- Recognition
- Recruitment (generational considerations)
- VSO Perceptions (SC, employability, distrust)
- Staff & Volunteer Education (Change culture/paradigm)
- New Volunteer Assignments & Opportunities
 - Episodic Assignments
 - Opportunities Beyond... M F 8 4:30
- Staff Accountability, Responsibility & Buy-in
- Training & Orientation
- TJC, HIPAA, background checks, drivers physicals, fingerprints, cyber security

What We've Done

- Faces of a Grateful Nation
- Developed media kits
- Developed recruitment PSA
- Developed a Recruitment Guidebook
- Developed a new Recruitment Video: "A Million & One Reasons to Volunteer"
- Developed Brochures
- Developed Posters
- Launched multiple Task Groups
- Conducted National Survey
- Expanded partnerships with colleges/high schools
- Expanded partnerships with business/corporate community
- Developed partnerships with other national & community volunteer agencies (USA Freedom Corps, Points of Lights etc.)

What you can do... Get Involved!

- Customer Service Initiatives
- Ambassador & Greeter Programs
- Valet Parking
- Courtesy Coffee Programs
- Patient Advocate Programs
- Guest Service Programs
- Respite Care Program
- Hospice Programs
- Healthy US Veteran Program
- MOVE Program
- My HealthEvet
- Recruit New Volunteers
- New Ideas



Some Ideas to Take Home

Speak to your local Volunteer Program Manager about...

- Friendly Visitor Programs
 "How Are You" Calls
- Trainers:
 - Orientation Timekeeping Computers
- Fund Raising
- Veterans History Project
- Speakers Bureau
- Newsletter Writing

 Special Events
 Virtual Volunteering: Email Contacts
 Veteran's Web Sites
 Homebound Veterans
 "Chat Rooms"
 Recruitment
 Fund Raising

- Respite/Hospice Programs
- Corporate Liaison
- Recruitment Committee

& more... Your ideas and suggestions are needed!

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So what do we do now????



Ya gotta get a round tuit!!

A what??!!

(See next slide for explanation...)



A Round TUIT

This is a

Round Tuit. Guard it with your life. Tuits are hard to come by, especially the round ones. It will help you to become a much more efficient worker. For years you've heard people say, "I'll do it when I get a round tuit." So, now that you have one, you can accomplish all those things you put aside until you got your Round Tuit.

THANK YOU

Questions??







