VSAS Clean Up Report Instructions

Review the following:

- Components with same *Start Date* and *End Date*
  - Was client only engaged in CFET for one day?
    - If YES, ensure the **Component** and **Provider** fields have the same *End Date* and ensure that *Participation Period*, *Planned Hours* and *Actual Hours* have been entered for each month of participation.
    - If NO, delete the *End Date*. Ensure that *Participation Period*, *Planned Hours* and *Actual Hours* have been entered for each month of participation.

- Components with No *End Date*
  - Is the client still participating in CFET?
    - If YES, ensure all *Participation Periods* for the subsequent months have *Planned Hours* and *Actual Hours* entered.
    - If NO, ensure all *Participation Periods* have *Planned Hours* and *Actual Hours* entered for each month of participation and enter *End Dates* for both the **Provider** and **Component** fields.

8/22/18

VSAS Clean Up Report Instructions

- Components with the same multiple component entries
  - o "Add New" component button should only be used when adding a new component. **Do not** use when there is an existing component with the same provider.
  - o To correct
    1) Select the earliest entry (i.e., 4/26) and click on "Add Participation" button.
    2) Enter the information from later entry (i.e., 4/27) into "Add Participation" pop up window or "Edit" existing *Period* if whichever is appropriate.
    3) Delete 4/27 entry.

Job Search Training	Add New				
Component Start Date 04/27/2018	**Component End Date** 04/27/2017		Add Provider		
Provider Catholic Charities of Santa Clara County		**Start Date** 04/27/2018	**End Date**	04/27/2017	✕
Comment Client participated in interview preparation this date and created a job search plan.					
Add Participation					

Component Start Date 04/26/2018	**Component End Date** 04/26/2018		Add Provider		
Provider Catholic Charities of Santa Clara County		**Start Date** 04/26/2018	**End Date**	04/26/2018	✕
Comment Client participated in program intake this date and identified a job goal.					

Period	Planned Hours	Actual Hours	Type of Training	
04/2018	2	2	Job Skills Assessment	Edit

Add Participation

VSAS Clean Up Report Instructions

- Component with the duplicate **Provider** entries on same component
  - "Add Provider" button should only be used when adding a different Provider (i.e. client is participating at Sacred Heart and moves to Goodwill).
  - To correct
    1) Select the earliest entry (i.e., 6/26) and click on "Add Participation" button.
    2) Enter the information from later entry (i.e., 6/27) into "Add Participation" pop up window.
    3) Delete 6/27 entry

VSAS Clean Up Report Instructions

- *Planned Hours* are entered but no *Actual Hours* entered.
  - ➢ Click on "Edit" button and enter *Actual Hours* for each *Period* of participation, even if it is "0" but that would be rare.

- No *Planned Hours* or *Actual Hours* entered
  - ➢ Click on "Add Participation" button and enter the *Planned Hours* and *Actual Hours* for each *Period* of participation.
  - ➢ If there were no *Planned Hours* or *Actual Hours* for any *Period*, delete the component.

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