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OVERVIEW

The VCP Reporting System provides an online system for VCP Coordinators to report and track data regarding their respective VCP membership, meetings and activities each quarter of the fiscal year and view the national summary data of all the VCP sites.

SITE USERS

Each VCP site assigns an individual Site User to enter the data for their respective VCP each quarter of the fiscal year. Each Site User can also view the national averages and see how their site compares on a national basis. When a new Site User is entered into the system, each are associated with a VA site name and identifier – e.g. Anchorage VA Medical Center (463). The Reporting System can only be accessed by Site Users using a username and password that has been previously setup and validated. If you do not have a username and/or password, contact Sherri DeLoof at sherri.deloof@va.gov.

QUARTERLY REPORTING

Site Users are requested to enter their VCP data each quarter of the VA fiscal year calendar. Site Users can enter their respective data at any time during the quarter; and can also access and modify data from previous quarters, as long as these quarters are within the current fiscal year. However, 30 days after the end of the fiscal year, the data for that year is “frozen” and can only be changed by the Systems Administrator (Sherri DeLoof). In other words, Site Users can make changes to any quarter of the fiscal year up to 30 days after the fiscal year. In practice though, we expect each site will use best efforts to complete the entry of a quarter’s data within 30 days of the end of each quarter.

VCPRS LOGIN

To login and access the VCPRS, go to www.VCPRS.org and enter your email address and password.
**DATA ENTRY FOR VA SERVICES & COMMUNITY ORGANIZATIONS**

**STEP 1 – NOTE YOUR SITE, THE CURRENT YEAR, AND CURRENT QUARTER**

When you log in, the first screen you will see is the data entry screen for the VA Services and Community Organizations. NOTE – this report will default to your site, the current year and the current quarter.

![Data Entry Screen Screenshot]

**STEP 2 – ENTER THE NUMBER OF MEMBERS FOR VA SERVICES**

Enter the number of members for each VA service, then click ✅ to confirm. If you make a mistake, you can click the undo symbol.

![Data Entry Screen Screenshot]
STEP 3 – ENTER THE NUMBER OF MEMBERS FOR COMMUNITY PARTNERS

Enter the number of members for each Community Partner organization, then click ✔️ to confirm. If you make a mistake, you can click the undo symbol.

STEP 4 – HOW TO ADD ANOTHER VA SERVICE OR COMMUNITY ORGANIZATION

You can add VA services and community organizations, but use this option very sparingly.

A pop up box will appear. Enter the name of the service (or community organization).
Note the new service (or community organization) is added at the bottom. You can then enter the number of members in the same way as the other services.

**STEP 5 – HOW TO DELETE A VA SERVICE OR COMMUNITY ORGANIZATION**

Delete the number
DATA ENTRY FOR VCP MEETINGS AND VCP EVENTS

NOTE – The procedure for entering data for VCP Meetings and VCP Events is the same. So, the instructions here apply to events data entry too.

STEP 1 – SELECT THE MEETINGS AND EVENTS DATA ENTRY SCREEN

Select the data entry screen by clicking on the circle or name.

STEP 2 – SELECT + FOR A NEW MEETING OR EVENT

STEP 3 & 4 – ENTER THE DATE AND NAME

STEP 5A – SELECT THE MEETING TOPIC(S)

NOTE – Be careful to click exactly on the up and down arrows.
Select a meeting topic.

STEP 5B – SELECT ANOTHER MEETING TOPIC

The second topic will be added.

STEP 6 – DELETE A TOPIC

To delete a topic, click on the X.

STEP 7 – ENTER VA AND COMMUNITY ATTENDEES AND TOTAL VETERANS ATTENDEES

Enter the total number of VA attendees, community attendees, and total Veterans from the VA and community partners. Then click on the checkmark to confirm.
DATA ENTRY FOR ANECDOTES

STEP 1 – SELECT THE ANECDOTES DATA ENTRY SCREEN

Select the data entry screen by clicking of the circle or name.

STEP 2, 3, 4 – ENTER THE TITLE, THE DESCRIPTION AND THEN CONFIRM

Click “Anecdotes”

Click + for a new Anecdote

Enter the title

Enter the description

Click to confirm
DATA ENTRY FOR CHANGE IN PRACTICES

STEP 1 – SELECT THE CHANGE IN PRACTICES DATA ENTRY SCREEN

Select the data entry screen by clicking of the circle or name.

STEP 2, 3, 4 – ENTER THE TITLE, THE DESCRIPTION AND THEN CONFIRM

Enter the title
Enter the description
Click to confirm
**VIEW SUMMARY REPORT**

**STEP 1 – SELECT THE REPORTS TAB**

**STEP 2 – SELECT SUMMARY REPORT**

**STEP 3 – SELECT ANY SITE TO VIEW OR VIEW ALL SITES**

**STEP 4 – VIEW THE SITE DATA (OR ALL SITES’ DATA)**

This report summarizes VA Services, Community Organizations, VCP Meetings, and VCP Events.

**STEP 5 – VIEW THE NATIONAL DATA**
VIEW VA SERVICES & COMMUNITY ORGANIZATIONS REPORT

STEP 1 – SELECT THE REPORTS TAB

STEP 2 – CLICK ON “VA SERVICES AND COMMUNITY ORGANIZATIONS”

STEP 3 – SELECT ANY SITE TO VIEW OR VIEW ALL SITES

STEP 4 – SELECT THE QUARTER (DEFAULTS TO THE CURRENT QUARTER)

STEP 5 – VIEW THE SITE’S DATA

STEP 6 – VIEW THE NATIONAL DATA
**View VCP Meetings and Events**

**STEP 1 – SELECT THE REPORTS TAB**

**STEP 2 – CLICK ON “MEETINGS AND EVENTS”**

**STEP 3 – SELECT ANY SITE TO VIEW OR VIEW ALL SITES**

**STEP 4 – SELECT THE QUARTER (DEFAULTS TO THE CURRENT QUARTER)**

**STEP 5 – VIEW THE SITE’S DATA**

**STEP 6 – VIEW THE NATIONAL DATA**
VIEW ANECDOTES

STEP 1 – SELECT THE REPORTS TAB

STEP 2 – CLICK ON “ANECDOTES”

STEP 3 – SELECT ANY SITE TO VIEW OR VIEW ALL SITES

STEP 4 – SELECT THE QUARTER (DEFAULTS TO THE CURRENT QUARTER)

STEP 5 – VIEW THE ANECDOTES
**View Change in Practices**

**STEP 1 – SELECT THE REPORTS TAB**

**STEP 2 – CLICK ON “CHANGE IN PRACTICES”**

**STEP 3 – SELECT ANY SITE TO VIEW OR VIEW ALL SITES**

**STEP 4 – SELECT THE QUARTER (DEFAULTS TO THE CURRENT QUARTER)**

**STEP 5 – VIEW THE CHANGE IN PRACTICES**

![Diagram of Veteran Community Partnership Reporting System (VCPRS) User Instructions](image)
HOW TO CARRY FORWARD VA SERVICES & COMMUNITY ORGANIZATIONS INFORMATION AT THE END OF A QUARTER

At the end of the first quarter, the system provides a “carry forward” function. When you change to the second quarter, a “carry forward” symbol appears above the member count column for both VA Services and Community Partners. When you click on these symbols, the information from the previous quarter is copied into the next quarter, eliminating the need for you to re-enter all the services, organizations and their respective members.

Note in this next screen, the VA services and members has been carried forward. Now you can change it as you need to in the current quarter.
Now you can make changes to any of the services, community partners, or the number of members. NOTE – when you make any changes, the “Carry Forward” symbol reappears. This lets us know that the new quarter information is different than the past quarter. You can click on the carry forward symbol to carry forward the information again; however, any information you have newly entered will be overwritten.
HOW TO CHANGE YOUR PASSWORD

STEP 1 – CLICK ON YOUR NAME

1. Click on your name

STEP 2 – CLICK ON CHANGE PASSWORD

2. Click here

STEP 3 – ENTER YOUR CURRENT PASSWORD AND NEW PASSWORD

Note – The only requirement is that your password must be four characters long. Any combination of characters or letters is permitted.
Definitions

VA Partners / Members
A VA Partner is identified as a VA service/department that has committed to working with the VCP.

Member(s) are those individuals within a VA service/department that have contributed to VCP efforts within the reporting quarter.

VA Services Other: Please use this selection sparingly. This should only be used if a local VA service is not already listed, for example: Grounds/Transportation, or Education Service. Local programs such as Homelessness or HBPC should be counted under the VA Service they report to.

Community Partners / Members
A Community Partner is identified as a community organization that has committed to working with the VCP.

Member(s) are those individuals within a community organization that have contributed to VCP efforts within the reporting quarter.

Community Partners Other: Please use this selection sparingly. Do not create “other” categories for individual agencies, rather include them in similar agencies. For example, If the VCP is working with three different universities or colleges and each has two members, then enter 6 for the total number of members in the Universities or Colleges category.

VCP Meetings
A meeting occurs when VA staff and Community Partners get together to discuss their VCP partnership or related activities.

VA Attendees
This is the total number of VA staff that attended the VCP Meeting.

Community Partner Attendees
This is the total number of individuals that attended from the community (count everyone other than VA attendees).

Total Attendees
This is the total of all of the individuals that attended the meeting. (Note: the database auto-calculates this for you.)

Total Veteran Attendees
This is the total number of Veterans that attended the meeting (this includes VA and the community attendees).
VCP SPONSORED EVENTS

An event occurs when VA staff and Community Partners gather for a planned activity, i.e. health fair, training, expo, town hall, etc. Planning meetings for these events would not be counted here but rather counted under meetings.

Total Attendees
This is the total of all of the individuals that attended the event (this includes VA and the community attendees).

Total Veteran Attendees
This is the total number of Veterans that attended the event (this includes VA and the community attendees).

CHANGE IN PRACTICES

A change in practice is an organizational change, within VA or a community agency, that results in increased access to care for Veterans.

Example: Veterans who go to the Area Agency on Agency are now asked if they are a Veteran and if the answer is yes, they are referred to the VA for health care and benefits.

ANECDOTES

An anecdote is a short comment or quote from a Veteran or family member who benefited from a VCP activity or event.

Example: Spoke with a family member of a Veteran who expressed gratitude as they were looking for benefits/services for their Veteran who had not used the VA in many years.

NEED HELP?

QUESTIONS ABOUT THE VETERANS COMMUNITY PARTNERSHIP, DATA ENTRY, REPORTS, ETC.

If you are not certain how to enter data from the different reports or how to categorize services, community organizations, what is the difference between a member and a participant, what the different report mean, etc., please contact: Sherri DeLoof – Sherri.DeLoof@va.gov (734) 680-7110 who is available Monday – Friday 7:30am to 4:00pm EST.

TECHNICAL PROBLEMS

If you have technical problems, you are unable to access the system, or some feature is not working, or you are getting error messages, please contact: Mark Stephens – Mark.R.Stephens@comcast.net (425) 970-3170 who is available Monday – Friday 8:00am to 4:30pm PST.