Veteran Community Partnership Reporting System (VCPRS)

User Instructions

Table of Contents

Overview 2

Video Tutorials 2

Data Entry for VA Services & Community Organizations 3

Data Entry for VCP Meetings, Events, Dissemination and Veteran Satisfaction 5

Data Entry for Anecdotes 8

Data Entry for Changes in Practice 9

View Summary Report 10

View VA Services & Community Organizations Report 11

View VCP Meetings, Events, Dissemination, and Veteran Satisfaction 12

View Anecdotes 14

View Changes in Practice 15

How to carry forward VA Services & Community Organizations information at the end of a quarter 16

How to change your password 18

Definitions 19

Need Help? 21

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. Facilities are searchable by VISN or alphabetically by site. 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 https://www.VCPRS.org and enter your email address and password.

Video Tutorials

These videos demonstrate some of the more common operations.

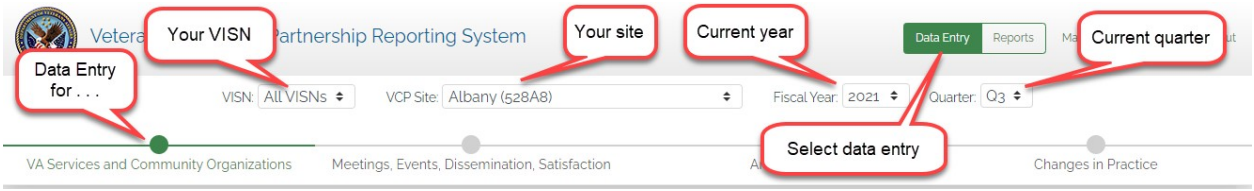
Data Entry VA Services and Community Members	https://youtu.be/e_BSrc59umY
Data Entry Meetings and Events	https://youtu.be/Wohz4iAMHtI
Data Entry Dissemination and Satisfaction	https://youtu.be/FW5RsHY9KVw
Data Entry for Anecdotes	https://youtu.be/AS7-ijvedjw
Data Entry Changes in Practice	https://youtu.be/FhQisVCD-TA
Reports Summary	https://youtu.be/SpZI3FzRImo
Reports VA Services and Community Members	https://youtu.be/slJXNNVI3H4
Reports Meetings Events Dissemination Satisfaction	https://youtu.be/daYm4s0nYSk
Reports Anecdotes	https://youtu.be/onVFieaROxY
Reports Changes in Practice	https://youtu.be/wKnynaEpZd0

Note: *Shift+Click to open a new window*

Data Entry for VA Services & Community Organizations

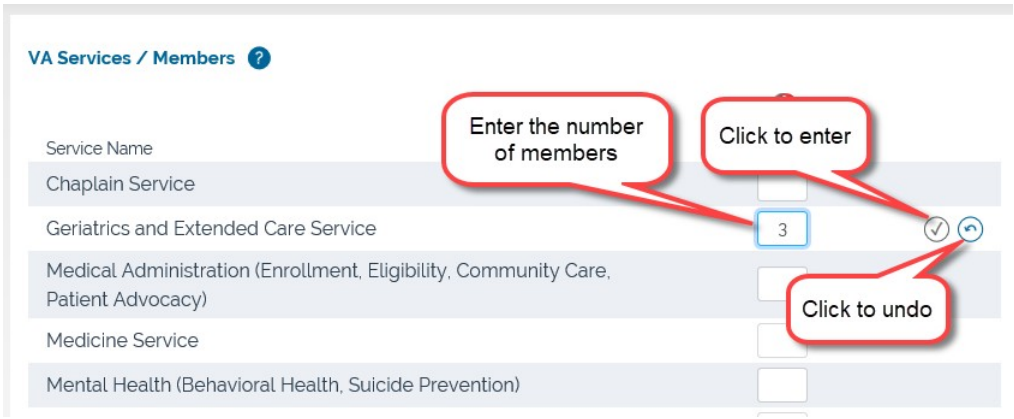
Step 1 – Note VISN, Site, the current year, and current quarter

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.



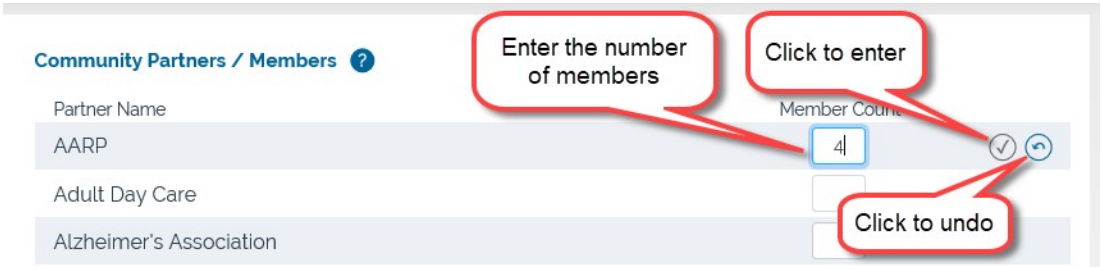
Step 2 – Enter the number of members for VA Services

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



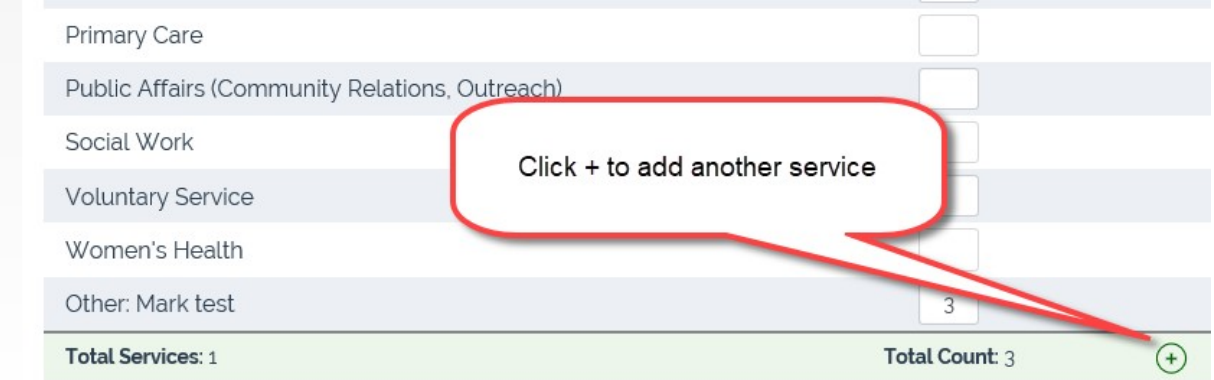
Step 3 – Enter the number of members for Community Partners

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. If the community partner fall into more than one category, only count them once.

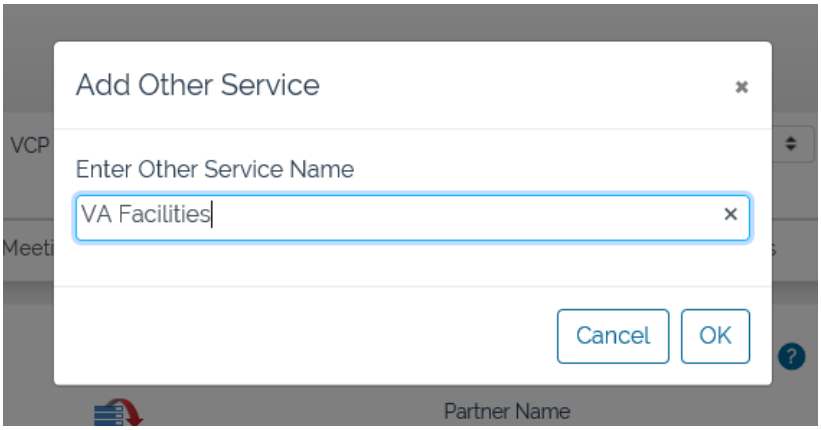


Step 4 – How to add another VA Service or Community Organization

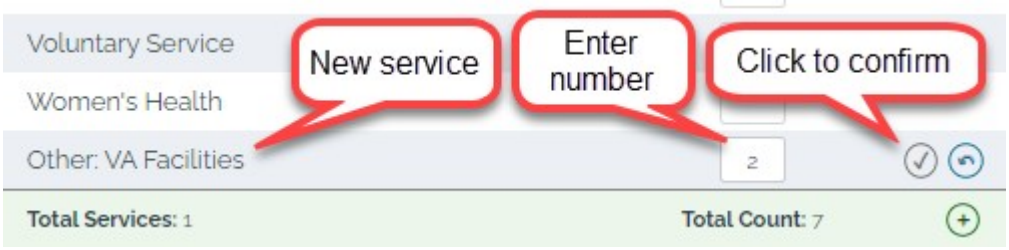
You can add VA services and community organizations but use this option very sparingly.



A pop-up box will appear. Enter the name of the service (or community organization) and click OK.

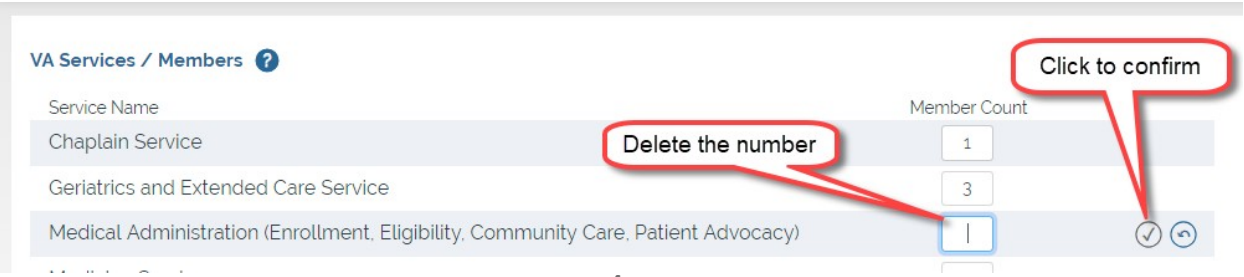


Note the new service (or community organization) is added at the bottom. You can then enter the number of members in the same way as the other services, then click ✓ to confirm.



**Note for Veterans, count the number of Veterans that are members of the VCP and include those that are VA staff and from a community organization.

Step 5 – How to delete a VA Service or Community Organization



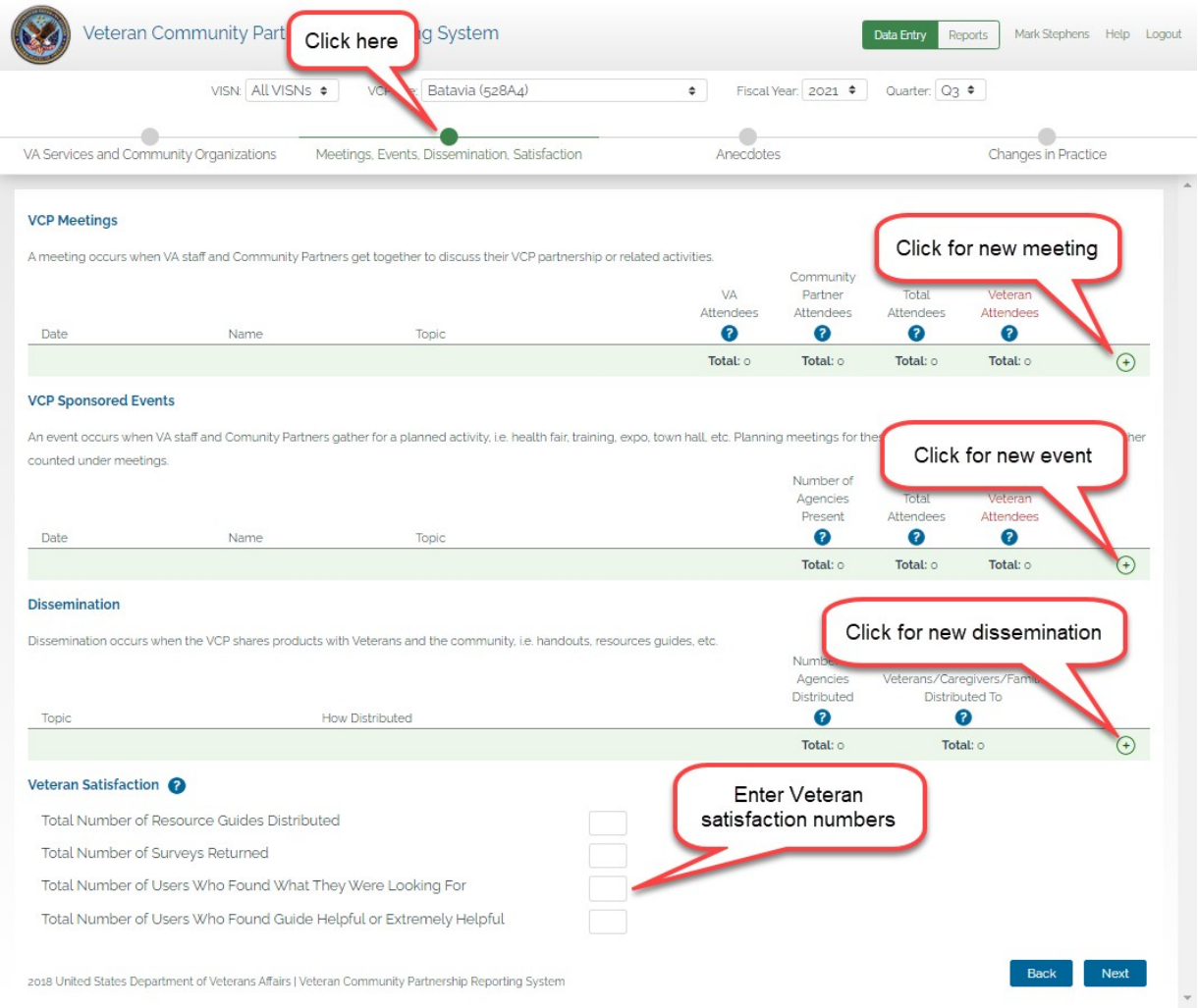
Data Entry for VCP Meetings, Events, Dissemination and Veteran Satisfaction.

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.

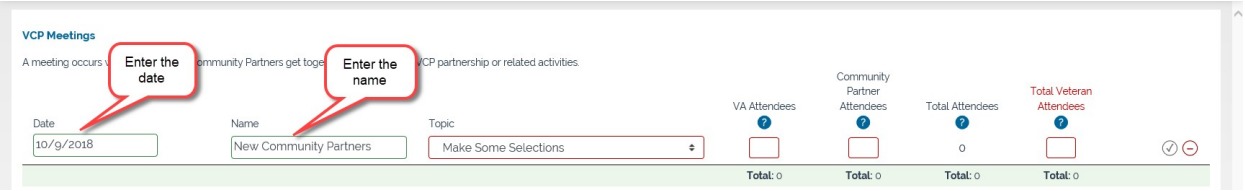
Step 1 – Select the Meetings and Events Data Entry Screen

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

Step 2 – Select + for a new meeting or event



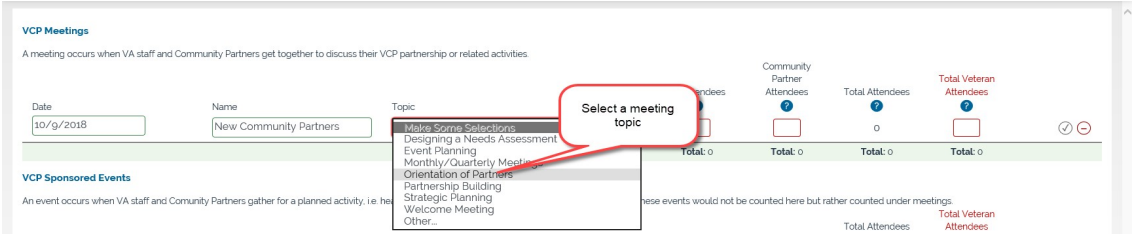
Step 3 & 4 – Enter the date and name



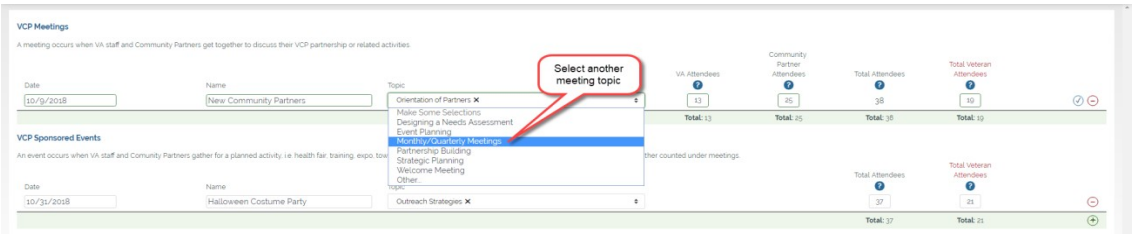
Step 5a – Select the meeting topic(s)

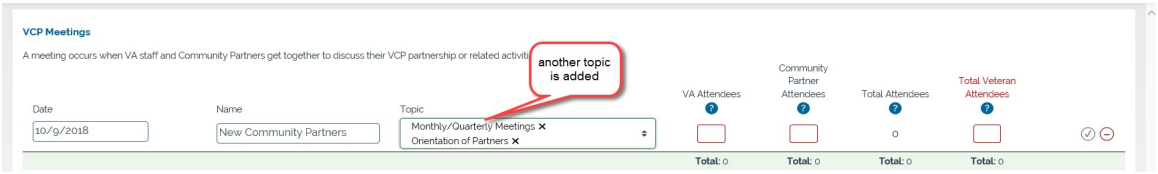
NOTE! Be careful to click exactly on the up and down arrows.

Select a meeting topic.



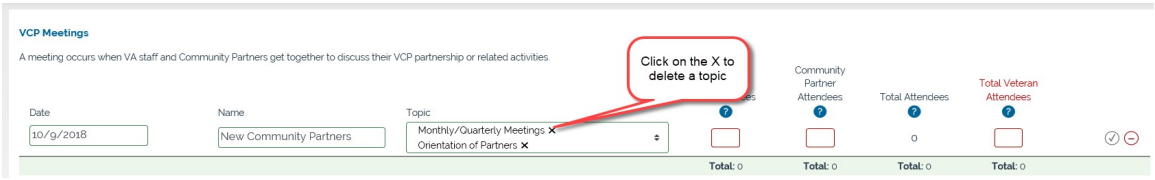
Step 5b – To add another topic, select a meeting topic





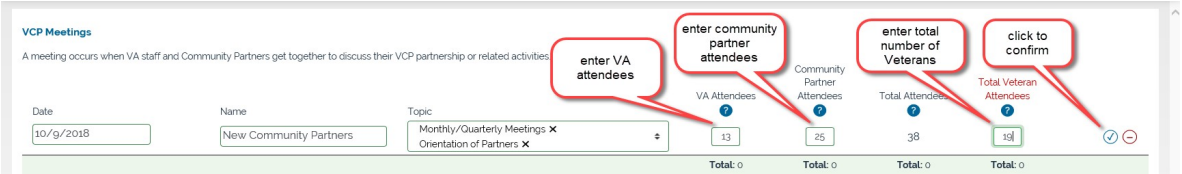
Step 6 – Delete a topic

To delete a topic, click on the X



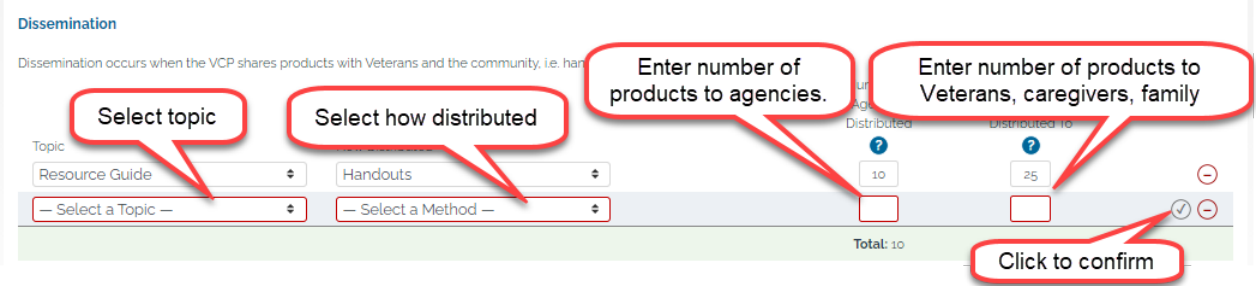
Step 7 – Enter VA and Community attendees and total Veteran attendees

Enter totals for attendees, then click on the click ✓ to confirm.

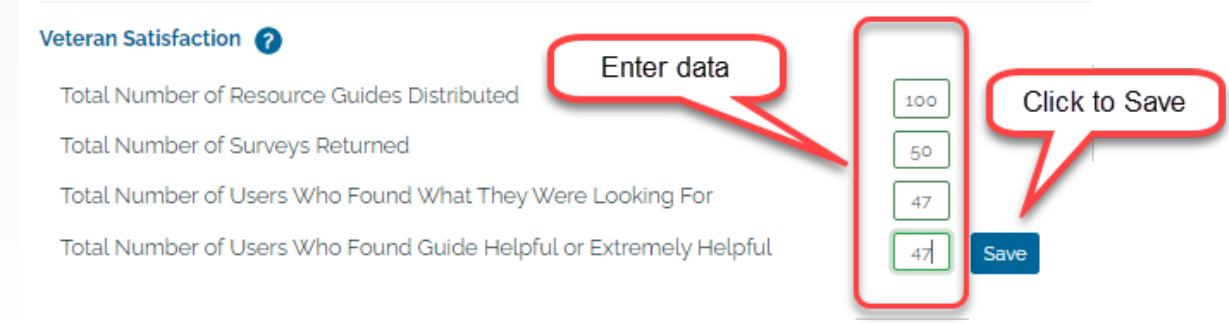


**Note for Veterans, count the number of Veterans that attended the meeting or event and include those that are VA staff and from a community organization.

Step 8 – Select a topic of the product that was disseminated and select how that product was disseminated. Note: Handouts should be used when providing handouts in an office, at an event, etc. Enter the total number of community agencies that the product was distributed to and total number of Veterans/families/caregivers the product was distributed to. Then click on the click ✓ to confirm.



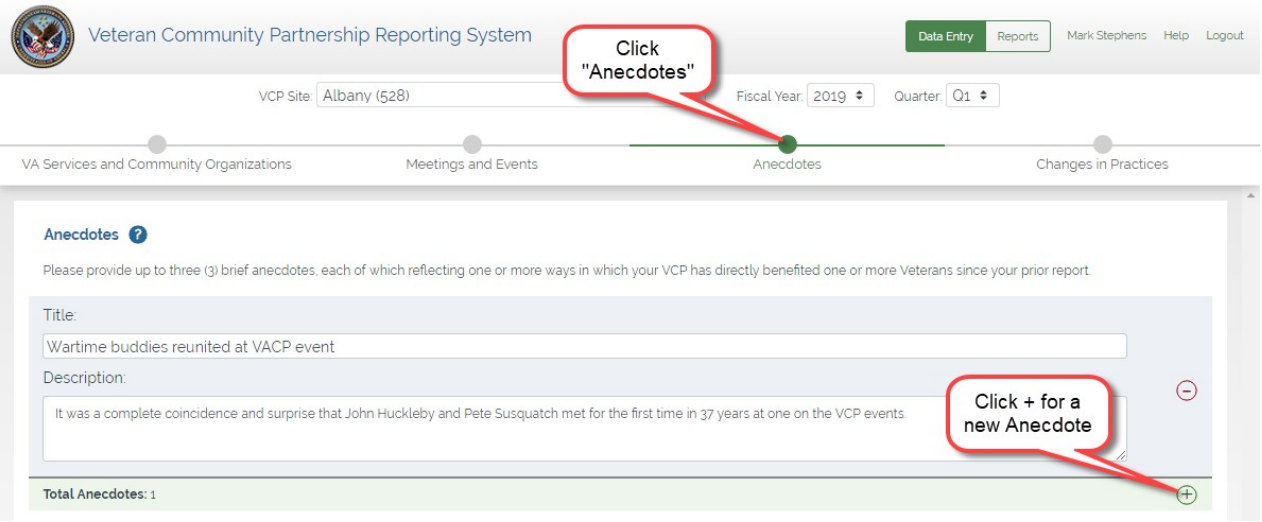
Step 9 – Enter the number of community resources guides distributed per quarter. Enter the number of community resource guide satisfaction surveys returned. Enter the number of Users who found what they were looking for. Enter the number of Users who found the resource guide helpful or extremely helpful. Then click on the click update button to confirm.



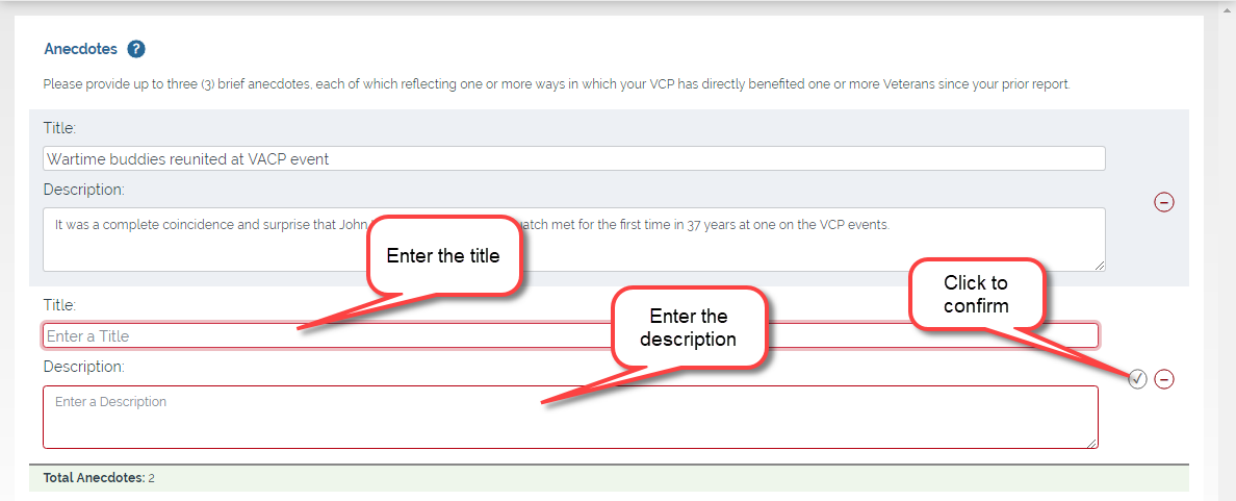
Data Entry for Anecdotes

Step 1 – Select the Anecdotes Data Entry Screen

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



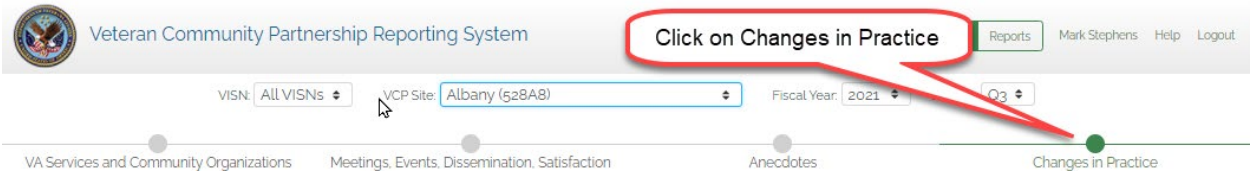
Step 2, 3, 4 – Enter the title, the description and then click on the click ✓ to confirm.



Data Entry for Changes in Practice

Step 1 – Select the Changes in Practice Data Entry Screen

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



Step 2

a) Enter the Number of agencies reporting as Age Friendly.

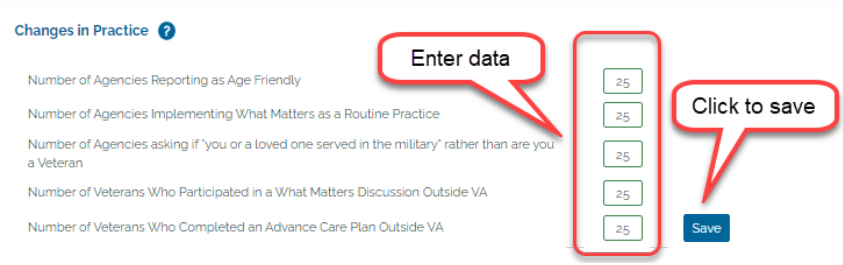
b) Enter the number of agencies implementing “What Maters” as a routine practice.

c) Enter the number of Agencies asking if “you or a loved one served in the military” rather than are you a Veteran.

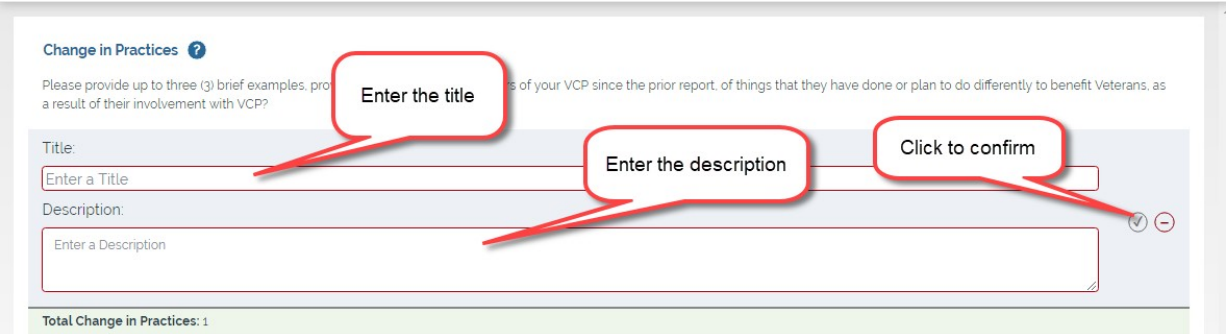
d) Enter the number of Veterans who participated in a “What Matters” Discussion outside of VA.

e) Enter the number of Veteran who completed an Advance Care Plan outside of VA.

f) Then click on the **Save** button to confirm. When making changes, click on the **Update** button to confirm.



Other: Step 3, 4, 5 – Enter the title, the description and then click on the click ✓ to confirm.



View Summary Report

Step 1 – Select the Reports tab

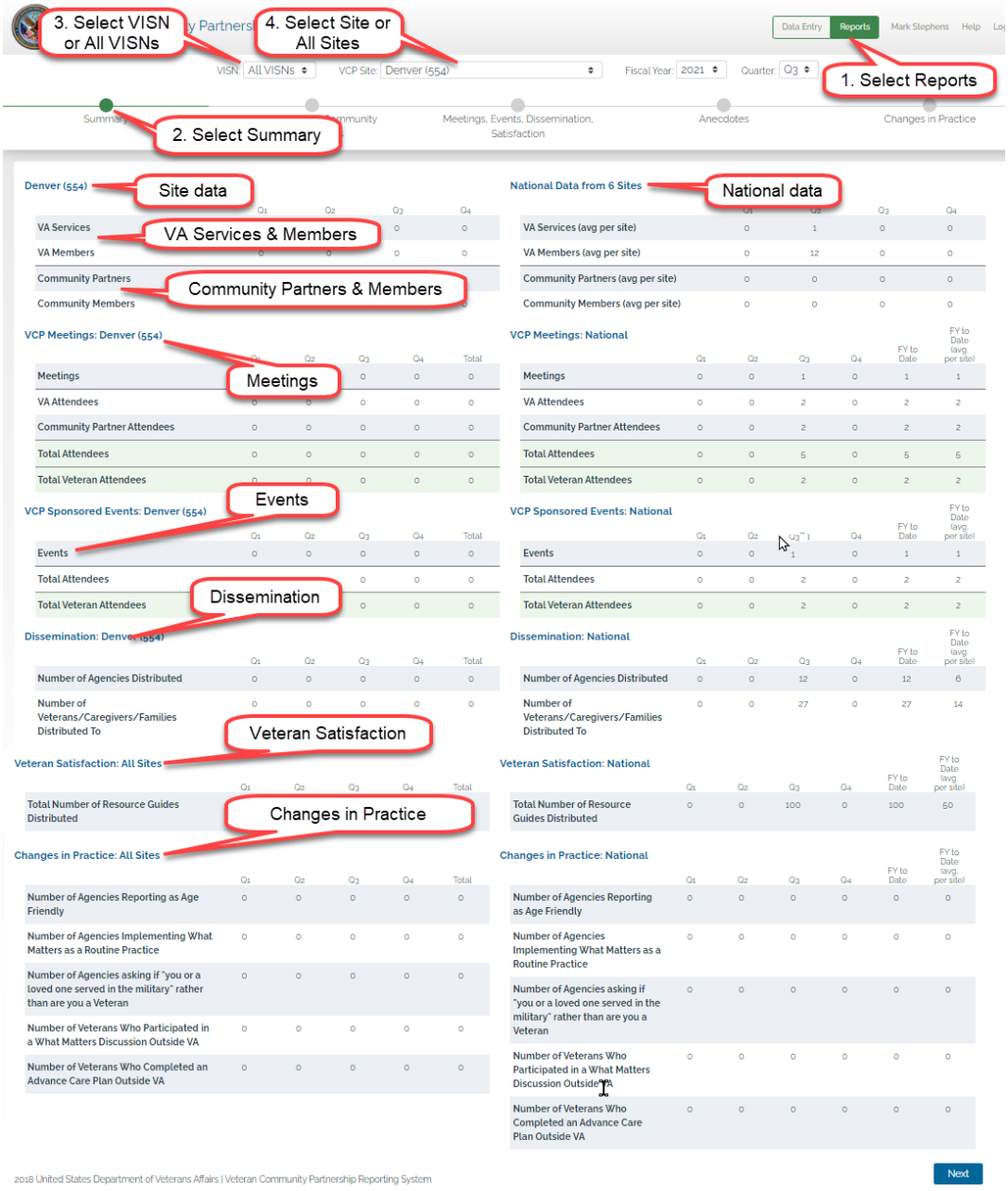
Step 2 – Select Summary report

Step 3 – Select the VISN and any site or select view all VISNs and all sites

Step 4 – View the site data on the left (or all sites data)

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

Step 5 – View the national data on the right



View VA Services & Community Organizations Report

Step 1 – Select the Reports tab

Step 2 – Click on "VA Services and Community Organizations”

Step 3 – The default is all VISNs and All Sites. Select a VISN which defaults to all sites in that VISN or select a specific site.

Step 4 – Select the Fiscal year and quarter (report automatically defaults to the current quarter)

Step 5 – View the site data on the left

Step 6 – View the national data on the right

View VCP Meetings, Events, Dissemination, and Veteran Satisfaction

Step 1 – Select the Reports tab

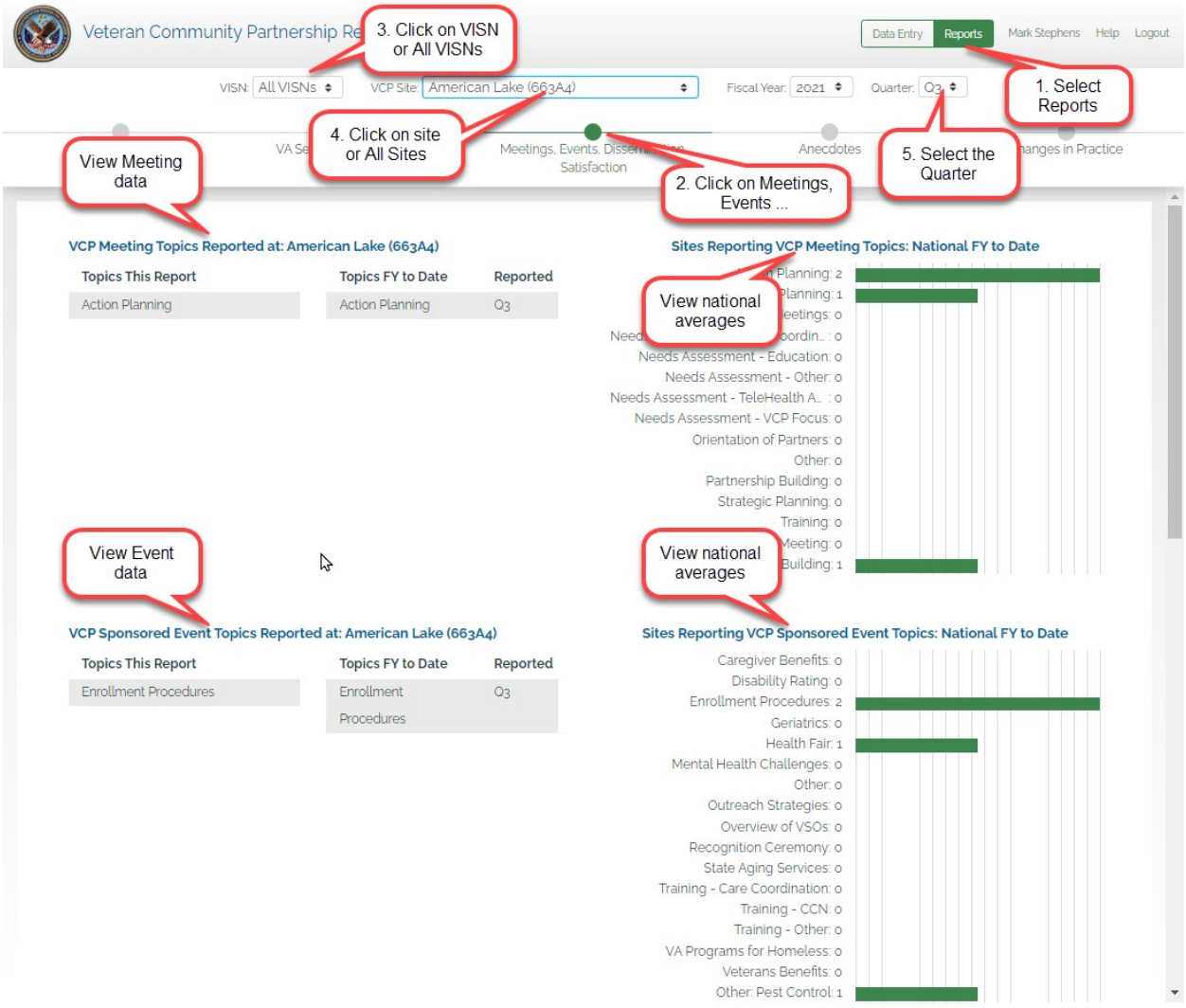
Step 2 – Click on "Meetings, Events, Dissemination, and Veteran Satisfaction”

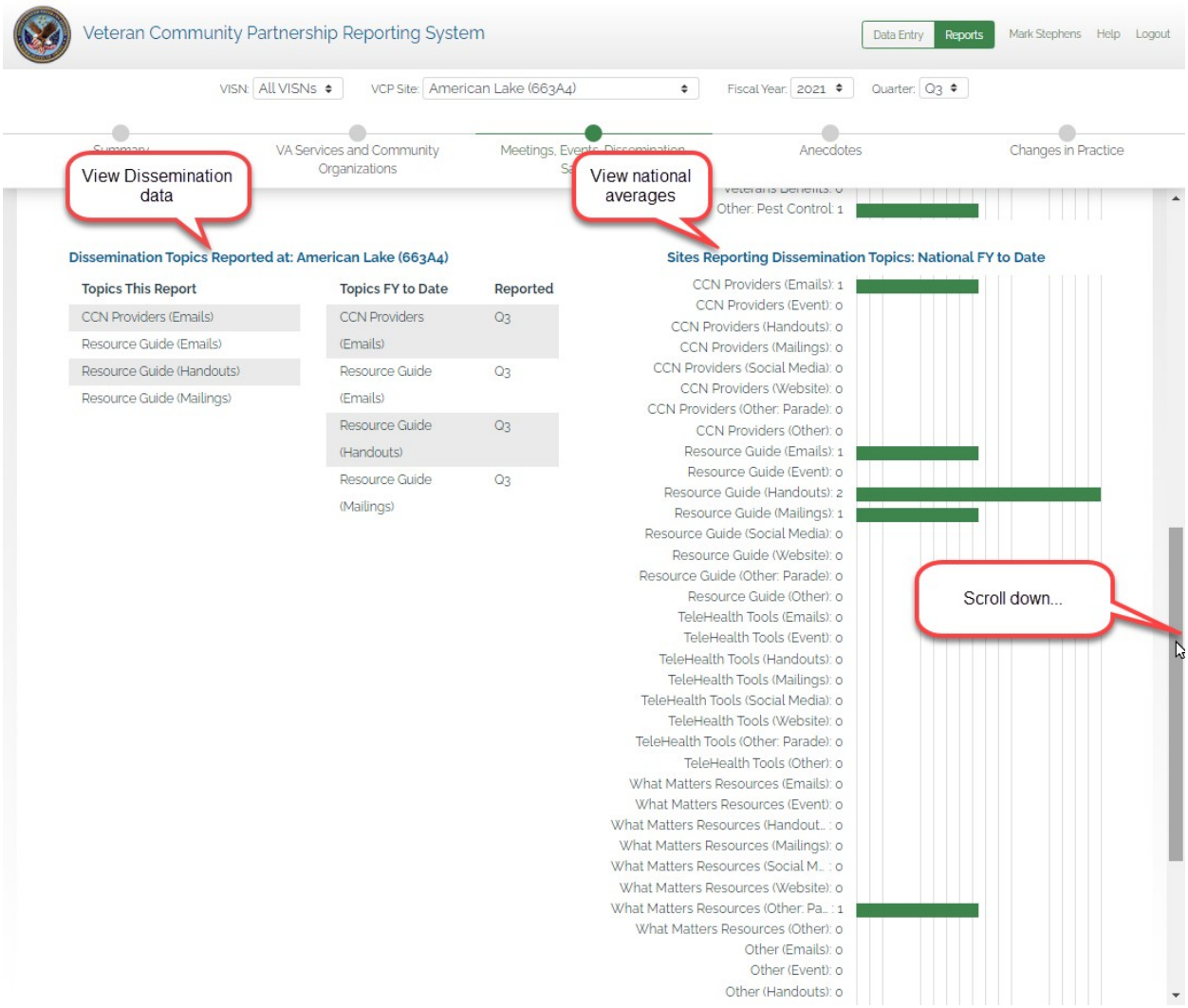
Step 3 – Select the VISN and any site or select to view all VISNs and all sites

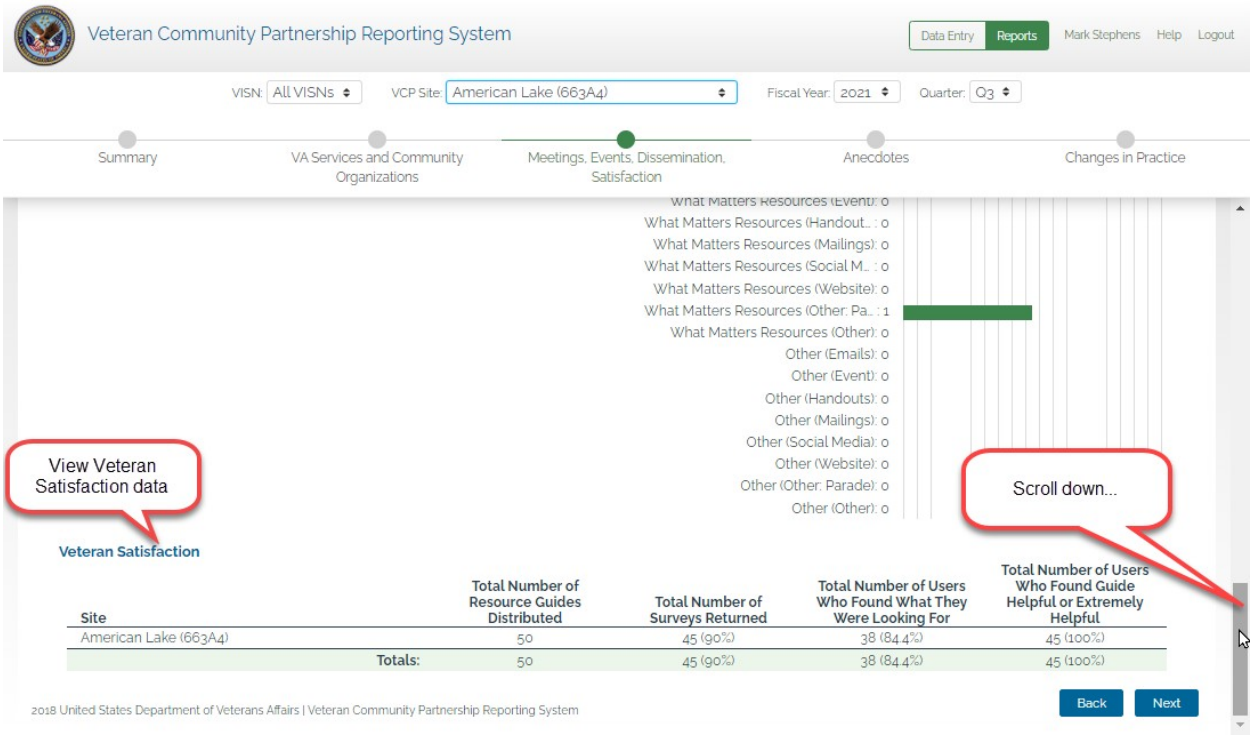
Step 4 – Select the Fiscal year and quarter (report automatically defaults to the current quarter)

Step 5 – View the site data on the left (scroll down for Dissemination and Veteran Satisfaction)

Step 6 – View the national data on the right




Veteran Community Partnership Reporting System
Data Entry
Reports
Mark Stephens
Help
Logout
VISN: All VISNs
VCP Site: American Lake (663A4)
Fiscal Year: 2021
Quarter: Q3
VA Services and Community Organizations
Meetings, Events, Dissemination
Anecdotes
Changes in Practice
View Dissemination data
View national averages
Dissemination Topics Reported at: American Lake (663A4)
Topics This Report
Topics FY to Date
Reported
CCN Providers (Emails)
CCN Providers (Emails) Q3
Resource Guide (Emails)
Resource Guide (Handouts)
Resource Guide (Emails) Q3
Resource Guide (Mailings)
Resource Guide (Handouts) Q3
Resource Guide (Mailings) Q3
Sites Reporting Dissemination Topics: National FY to Date
Other: Pest Control: 1
CCN Providers (Emails): 1
CCN Providers (Event): 0
CCN Providers (Handouts): 0
CCN Providers (Mailings): 0
CCN Providers (Social Media): 0
CCN Providers (Website): 0
CCN Providers (Other: Parade): 0
CCN Providers (Other): 0
Resource Guide (Emails): 1
Resource Guide (Event): 0
Resource Guide (Handouts): 2
Resource Guide (Mailings): 1
Resource Guide (Social Media): 0
Resource Guide (Website): 0
Resource Guide (Other: Parade): 0
Resource Guide (Other): 0
TeleHealth Tools (Emails): 0
TeleHealth Tools (Event): 0
TeleHealth Tools (Handouts): 0
TeleHealth Tools (Mailings): 0
TeleHealth Tools (Social Media): 0
TeleHealth Tools (Website): 0
TeleHealth Tools (Other: Parade): 0
TeleHealth Tools (Other): 0
What Matters Resources (Emails): 0
What Matters Resources (Event): 0
What Matters Resources (Handout.. : 0
What Matters Resources (Mailings): 0
What Matters Resources (Social M.. : 0
What Matters Resources (Website): 0
What Matters Resources (Other: Pa.. : 1
What Matters Resources (Other): 0
Other (Emails): 0
Other (Event): 0
Other (Handouts): 0
Scroll down...


Veteran Community Partnership Reporting System
Data Entry
Reports
Mark Stephens
Help
Logout
VISN: All VISNs
VCP Site: American Lake (663A4)
Fiscal Year: 2021
Quarter: Q3
Summary
VA Services and Community Organizations
Meetings, Events, Dissemination, Satisfaction
Anecdotes
Changes in Practice
What Matters Resources (Handout.. : 0
What Matters Resources (Mailings): 0
What Matters Resources (Social M.. : 0
What Matters Resources (Website): 0
What Matters Resources (Other: Pa.. : 1
What Matters Resources (Other): 0
Other (Emails): 0
Other (Event): 0
Other (Handouts): 0
Other (Mailings): 0
Other (Social Media): 0
Other (Website): 0
Other (Other: Parade): 0
Other (Other): 0
View Veteran Satisfaction data
Scroll down...
Veteran Satisfaction
Site
Total Number of Resource Guides Distributed
Total Number of Surveys Returned
Total Number of Users Who Found What They Were Looking For
Total Number of Users Who Found Guide Helpful or Extremely Helpful
American Lake (663A4) 50 45 (90%) 38 (84.4%) 45 (100%)
Totals: 50 45 (90%) 38 (84.4%) 45 (100%)
2018 United States Department of Veterans Affairs | Veteran Community Partnership Reporting System
Back
Next

View Anecdotes

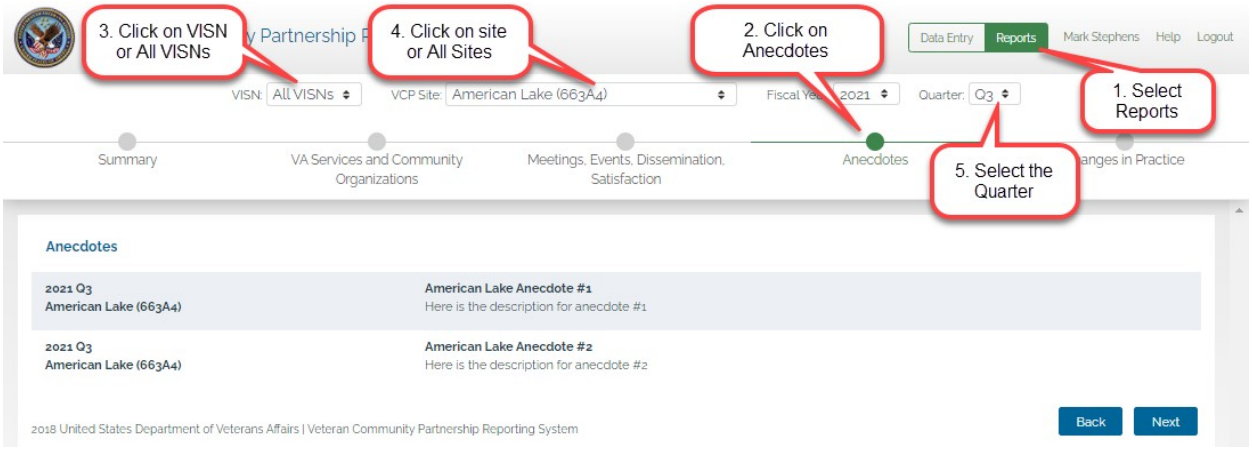
Step 1 – Select the Reports tab

Step 2 – Click on "Anecdotes"

Step 3 – Select the VISN and any site to view or select to view all VISNs and all sites

Step 4 – Select the Fiscal year and quarter (report automatically defaults to the current quarter)

Step 5 – View the Anecdotes



View Changes in Practice

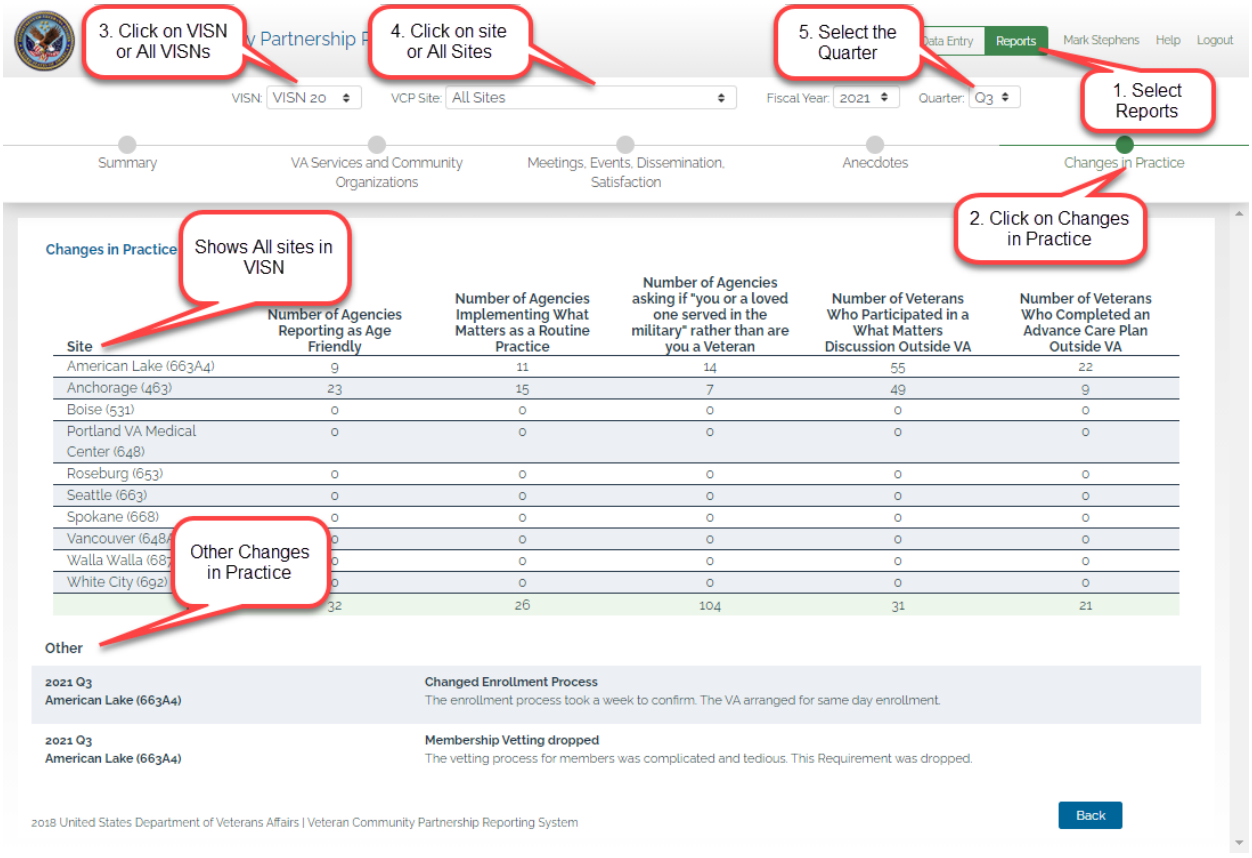
Step 1 – Select the Reports tab

Step 2 – Click on "Changes in Practice"

Step 3 – Select the VISN and any site to view or select view all VISNs and all sites

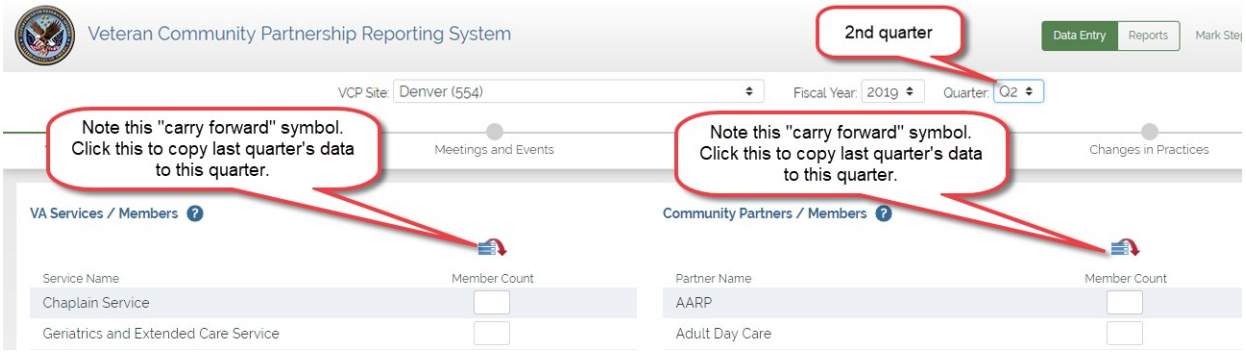
Step 4 – Select the Fiscal year and quarter (report automatically defaults to the current quarter)

Step 5 – View the Changes in Practice

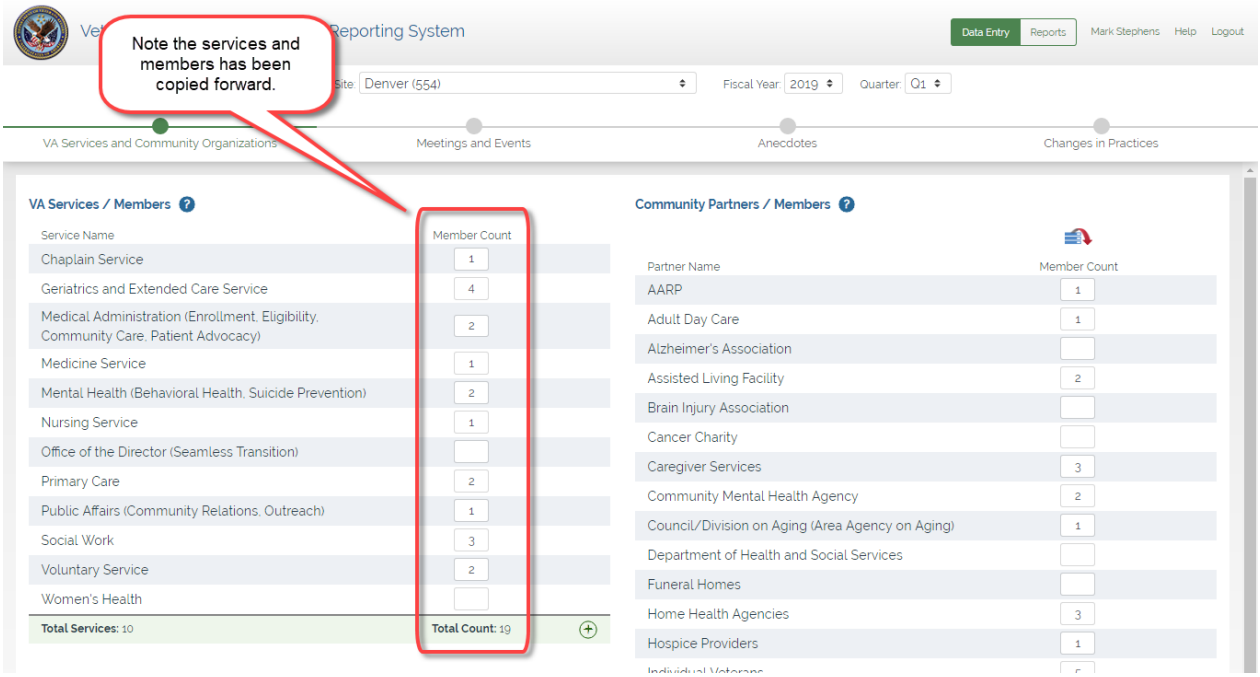


How to carry forward VA Services & Community Organizations information at the end of a quarter

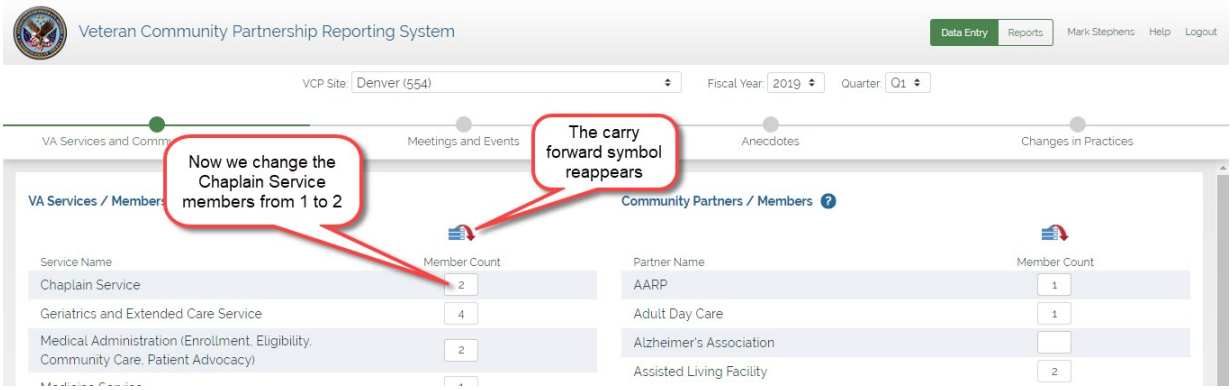
At the end of the first quarter, the system provides a “carry forward” function. When you change to the second quarter, note that a “carry forward” symbol appears above the member count column for both VA Services and Community Partners. When you click on these symbols, the information from the first quarter is copied into the second 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 during this quarter.

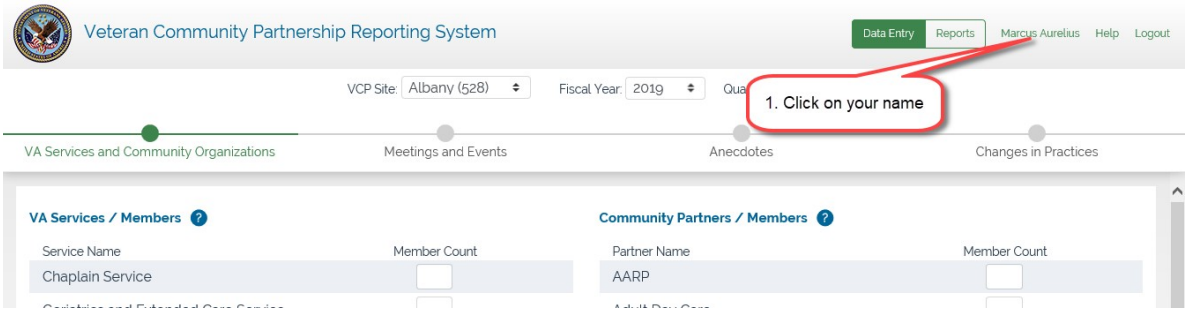


Now you can make changes to any of the services, community partners, or the number of members. NOTE – when you make any changes, the “Carry Forward” symbol reappears. This lets us know that the new quarter information is different than the past quarter. If you need to, you can click on the carry forward symbol to carry forward the information again. Be aware that the current information will be overwritten.

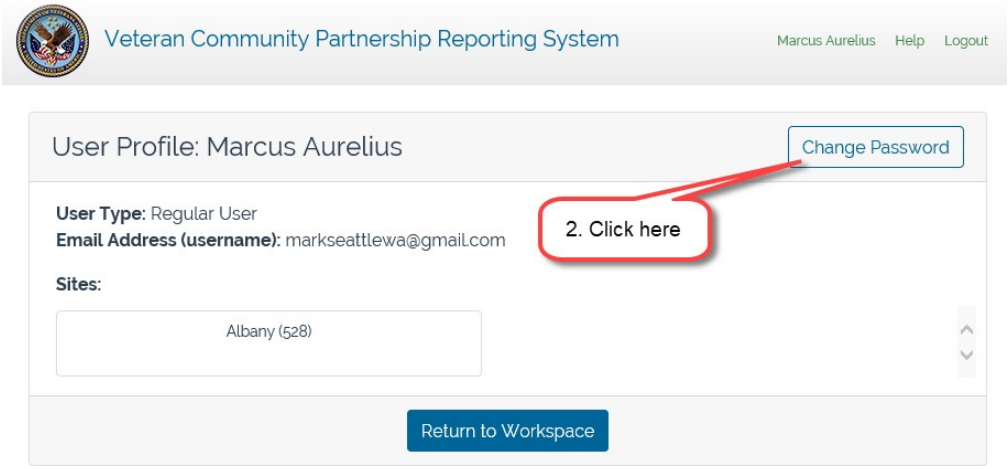

Veteran Community Partnership Reporting System
Data Entry
Reports
Mark Stephens
Help
Logout
VCP Site: Denver (554)
Fiscal Year: 2019
Quarter: Q1
VA Services and Comm
Meetings and Events
Anecdotes
Changes in Practices
Now we change the Chaplain Service members from 1 to 2
The carry forward symbol reappears
VA Services / Members
Community Partners / Members
Service Name
Member Count
Chaplain Service
2
Geriatrics and Extended Care Service
4
Medical Administration (Enrollment, Eligibility, Community Care, Patient Advocacy)
2
Partner Name
Member Count
AARP
1
Adult Day Care
1
Alzheimer's Association
Assisted Living Facility
2

How to change your password

Step 1 – Click on your name

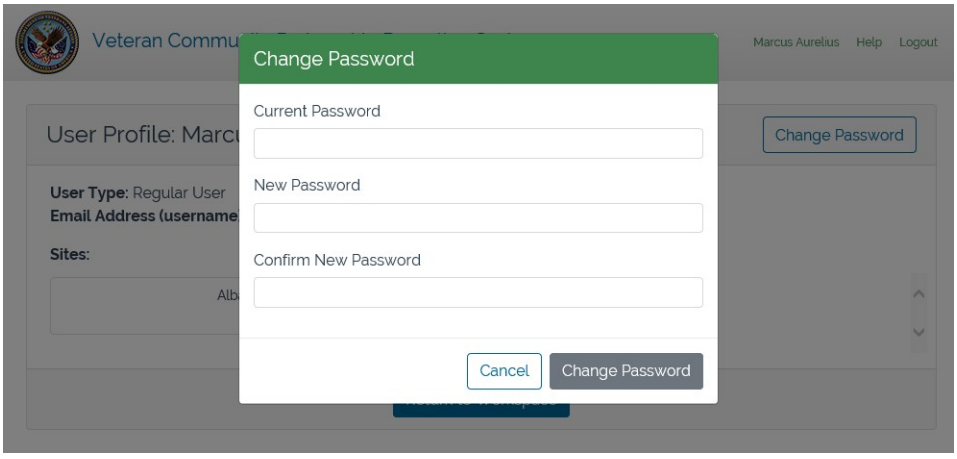


Step 2 – Click on Change Password



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 Partner is identified as a Community Organization or VA Service/ Department that has committed to working with the VCP.

Member(s) are those individuals within a partnership 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 Partner is identified as a Community Organization or VA Service/ Department that has committed to working with the VCP.

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

Community Partners Other: Please use this selection sparingly. Do not create “other” category 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 under Colleges and Universities.

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).

Dissemination

This is the distribution of products to Veterans or community partners, such as informational handouts, resource guides, etc. Note: Use handouts for information provided at an office or community event.

Veteran Satisfaction

Total number of Resource Guides Distributed

This is the number of resources guides given or downloaded to anyone.

Total Number of Surveys Returned

This is the number of satisfaction surveys completed and returned regarding the VCP resource guide.

Total Number of Users Who Found What They Were Looking For

This is number of completed and return satisfaction surveys with "yes" marked for question 4.

Total Number of Users Who Found Guide Helpful or Extremely Helpful

This is the number of completed and returned satisfaction surveys with a response of 4 or 5 for question 7.

Anecdotes

Anecdotes are positive responses from Veterans, families, caregivers, community partners or VA staff who verbalize an appreciation for the VCP and provide an example of what they are grateful for. 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.

Changes in Practice

Number of Agencies Reporting as Age Friendly

This is the number of agencies that participated in training on Age Friendly and have become certified as an Age Friendly organization.

Number of Agencies Implementing What Matters as a Routine Practice

This is the number of agencies, self-reporting, that they implemented What Matters and are using it as a routine practice.

Number of Agencies asking if "you or a loved one served in the military" rather than are you a Veteran.

This is the number of agencies, self-reporting, that they routinely ask customers if they or a loved one served in the military rather than are you a Veteran.

Number of Veterans Who Participated in a What Matters Discussion Outside of VA

This is the number of Veterans who participated in a What Matters discussion at an agency outside of VA (This is a self-reported number from agencies that participated in What Matters training.)

The Number of Veterans Who Completed an Advance Care Plan Outside of VA

This is the number of Veterans who completed an Advance Care Plan or similar document at an agency outside of VA (This is a self-reported number from agencies that participated in 4 M's training.)

Other

Provide examples of other changes in practice that took place at the VA or a community agency because of the work of the VCP. For example: The Homeless Shelter now includes suicide prevention screening on their intake forms.

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, a feature is not working, or you are getting error messages, please contact:

Email: Mark.R.Stephens@comcast.net
Call: (425) 970-3170 Monday – Friday 8:00am to 4:30pm PST