



# Veteran Community Partnership Reporting System (VCPRS)

## User Instructions

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## Overview

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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.delooof@va.gov](mailto:sherri.delooof@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

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These videos demonstrate some of the more common operations.

Data Entry VA Services and Community Members	<a href="https://youtu.be/e_BSrc59umY">https://youtu.be/e_BSrc59umY</a>
Data Entry Meetings and Events	<a href="https://youtu.be/Wohz4iAMHtI">https://youtu.be/Wohz4iAMHtI</a>
Data Entry Dissemination and Satisfaction	<a href="https://youtu.be/FW5RsHY9KVw">https://youtu.be/FW5RsHY9KVw</a>
Data Entry for Anecdotes	<a href="https://youtu.be/AS7-ijvedjw">https://youtu.be/AS7-ijvedjw</a>
Data Entry Changes in Practice	<a href="https://youtu.be/FhQisVCD-TA">https://youtu.be/FhQisVCD-TA</a>
Reports Summary	<a href="https://youtu.be/SpZI3FzRImo">https://youtu.be/SpZI3FzRImo</a>
Reports VA Services and Community Members	<a href="https://youtu.be/sIJXNNVI3H4">https://youtu.be/sIJXNNVI3H4</a>
Reports Meetings Events Dissemination Satisfaction	<a href="https://youtu.be/daYm4s0nYSk">https://youtu.be/daYm4s0nYSk</a>
Reports Anecdotes	<a href="https://youtu.be/onVFieaROxY">https://youtu.be/onVFieaROxY</a>
Reports Changes in Practice	<a href="https://youtu.be/wKnynaEpZd0">https://youtu.be/wKnynaEpZd0</a>

**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.

Primary Care	<input type="checkbox"/>
Public Affairs (Community Relations, Outreach)	<input type="checkbox"/>
Social Work	<input type="checkbox"/>
Voluntary Service	<input type="checkbox"/>
Women's Health	<input type="checkbox"/>
Other: Mark test	3
<b>Total Services: 1</b>	
<b>Total Count: 3</b>	

Click + to add another service

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

Add Other Service

Enter Other Service Name

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.

Voluntary Service		
Women's Health		
Other: VA Facilities	2	✓
<b>Total Services: 1</b>		<b>Total Count: 7</b>

New service      Enter number      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

VA Services / Members

Service Name	Member Count	
Chaplain Service	1	
Geriatrics and Extended Care Service	3	
Medical Administration (Enrollment, Eligibility, Community Care, Patient Advocacy)	1	✓

Delete the number      Click to confirm

# 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

The screenshot shows the 'Veteran Community Partnership Reporting System' interface. At the top, there's a navigation bar with 'Data Entry' and 'Reports' tabs. Below this, a breadcrumb trail shows 'VA Services and Community Organizations' > 'Meetings, Events, Dissemination, Satisfaction'. The main content area is divided into four sections: 'VCP Meetings', 'VCP Sponsored Events', 'Dissemination', and 'Veteran Satisfaction'. Each section has a table with columns for Date, Name, Topic, and various attendee counts. Red callouts with arrows point to specific elements: 'Click here' points to the 'Meetings, Events, Dissemination, Satisfaction' breadcrumb; 'Click for new meeting' points to a green '+' button in the 'VCP Meetings' table; 'Click for new event' points to a green '+' button in the 'VCP Sponsored Events' table; 'Click for new dissemination' points to a green '+' button in the 'Dissemination' table; and 'Enter Veteran satisfaction numbers' points to input fields in the 'Veteran Satisfaction' section. At the bottom, there are 'Back' and 'Next' buttons.

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

Date	Name	Topic	VA Attendees	Community Partner Attendees	Total Attendees	Veteran Attendees
			?	?	?	?
			Total: 0	Total: 0	Total: 0	Total: 0

**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 the event are counted under meetings.

Date	Name	Topic	Number of Agencies Present	Total Attendees	Veteran Attendees
			?	?	?
			Total: 0	Total: 0	Total: 0

**Dissemination**  
Dissemination occurs when the VCP shares products with Veterans and the community, i.e. handouts, resources guides, etc.

Topic	How Distributed	Number of Agencies Distributed	Veterans/Caregivers/Family Distributed To
		?	?
		Total: 0	Total: 0

**Veteran Satisfaction** ?

- 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

2018 United States Department of Veterans Affairs | Veteran Community Partnership Reporting System

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## Step 3 & 4 – Enter the date and name

The screenshot shows the 'VCP Meetings' data entry form. It has a table with columns for Date, Name, Topic, VA Attendees, Community Partner Attendees, Total Attendees, and Total Veteran Attendees. Red callouts with arrows point to the 'Date' and 'Name' input fields. The 'Date' field contains '10/9/2018' and the 'Name' field contains 'New Community Partners'. The 'Topic' field has a dropdown menu with 'Make Some Selections'. At the bottom, there are 'Back' and 'Next' buttons.

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

Date	Name	Topic	VA Attendees	Community Partner Attendees	Total Attendees	Total Veteran Attendees
10/9/2018	New Community Partners	Make Some Selections	?	?	?	?
			Total: 0	Total: 0	Total: 0	Total: 0

## Step 5a – Select the meeting topic(s)

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

The screenshot shows the 'VCP Meetings' form. The 'Date' field is set to 10/9/2018, and the 'Name' field is 'New Community Partners'. The 'Topic' dropdown menu is open, showing options like 'Orientation of Partners', 'Make Some Selections', 'Designing a Needs Assessment', 'Event Planning', 'Monthly/Quarterly Meetings', 'Partnership Building', 'Strategic Planning', 'Welcome Meeting', and 'Other...'. A red callout bubble points to the dropdown arrow with the text 'Click on arrows to show topics'. The form also includes fields for 'VA Attendees', 'Community Partner Attendees', 'Total Attendees', and 'Total Veteran Attendees', all currently set to 0. There are checkmark and minus icons at the bottom right.

Select a meeting topic.

This screenshot shows the 'VCP Meetings' form with the 'Topic' dropdown menu open. A red callout bubble points to the 'Monthly/Quarterly Meetings' option with the text 'Select a meeting topic'. The form also includes fields for 'VA Attendees', 'Community Partner Attendees', 'Total Attendees', and 'Total Veteran Attendees', all currently set to 0. There are checkmark and minus icons at the bottom right.

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

This screenshot shows the 'VCP Meetings' form with two topics selected: 'Orientation of Partners' and 'Monthly/Quarterly Meetings'. A red callout bubble points to the 'Monthly/Quarterly Meetings' option with the text 'Select another meeting topic'. The form also includes fields for 'VA Attendees', 'Community Partner Attendees', 'Total Attendees', and 'Total Veteran Attendees', which now show counts: 13, 25, 38, and 18 respectively. There are checkmark and minus icons at the bottom right.

This screenshot shows the 'VCP Meetings' form with two topics selected: 'Orientation of Partners' and 'Monthly/Quarterly Meetings'. A red callout bubble points to the 'Monthly/Quarterly Meetings' option with the text 'another topic is added'. The form also includes fields for 'VA Attendees', 'Community Partner Attendees', 'Total Attendees', and 'Total Veteran Attendees', which now show counts: 13, 25, 38, and 18 respectively. There are checkmark and minus icons at the bottom right.

## Step 6 – Delete a topic

To delete a topic, click on the X

This screenshot shows the 'VCP Meetings' form with two topics selected: 'Orientation of Partners' and 'Monthly/Quarterly Meetings'. A red callout bubble points to the 'X' icon next to 'Orientation of Partners' with the text 'Click on the X to delete a topic'. The form also includes fields for 'VA Attendees', 'Community Partner Attendees', 'Total Attendees', and 'Total Veteran Attendees', which now show counts: 13, 25, 38, and 18 respectively. There are checkmark and minus icons at the bottom right.

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

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

This screenshot shows the 'VCP Meetings' form with two topics selected: 'Orientation of Partners' and 'Monthly/Quarterly Meetings'. Red callout bubbles point to the input fields for 'VA Attendees' (13), 'Community Partner Attendees' (25), 'Total Attendees' (38), and 'Total Veteran Attendees' (18). A final red callout bubble points to the checkmark icon with the text 'click to confirm'. The form also includes fields for 'Date' (10/9/2018) and 'Name' (New Community Partners).

**\*\*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.

**Dissemination**

Dissemination occurs when the VCP shares products with Veterans and the community, i.e. handouts, resource guides, etc.

Topic: Resource Guide (dropdown menu)

Select how distributed: Handouts (dropdown menu)

Enter number of products to agencies: 10 (input field)

Enter number of products to Veterans, caregivers, family: 25 (input field)

Total: 10 (displayed at the bottom)

Click to confirm (button with checkmark icon)

Step 9 – Enter the number of community resource 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.

**Veteran Satisfaction** ?

Total Number of Resource Guides Distributed: 100 (input field)

Total Number of Surveys Returned: 50 (input field)

Total Number of Users Who Found What They Were Looking For: 47 (input field)

Total Number of Users Who Found Guide Helpful or Extremely Helpful: 47 (input field)

Enter data (callout pointing to the input fields)

Click to Save (button)

Save (button)



# Data Entry for Anecdotes

## Step 1 – Select the Anecdotes Data Entry Screen

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

Veteran Community Partnership Reporting System

VCP Site: Albany (528) Fiscal Year: 2019 Quarter: Q1

VA Services and Community Organizations Meetings and Events **Anecdotes** Changes in Practices

**Anecdotes** ?

Please provide up to three (3) brief anecdotes, each of which reflecting one or more ways in which your VCP has directly benefited one or more Veterans since your prior report.

Title: Wartime buddies reunited at VACP event

Description: It was a complete coincidence and surprise that John Huckleby and Pete Susquatch met for the first time in 37 years at one on the VCP events.

Total Anecdotes: 1

Click "Anecdotes"

Click + for a new Anecdote

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

**Anecdotes** ?

Please provide up to three (3) brief anecdotes, each of which reflecting one or more ways in which your VCP has directly benefited one or more Veterans since your prior report.

Title: Wartime buddies reunited at VACP event

Description: It was a complete coincidence and surprise that John Huckleby and Pete Susquatch met for the first time in 37 years at one on the VCP events.

Total Anecdotes: 1

Enter the title

Enter the description

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

- Enter the Number of agencies reporting as Age Friendly.
- Enter the number of agencies implementing “What Matters” as a routine practice.
- Enter the number of Agencies asking if “you or a loved one served in the military” rather than are you a Veteran.
- Enter the number of Veterans who participated in a “What Matters” Discussion outside of VA.
- Enter the number of Veteran who completed an Advance Care Plan outside of VA.
- 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

**1. Select Reports**

**2. Select Summary**

**3. Select VISN or All VISNs**

**4. Select Site or All Sites**

**5. Select Reports**

**Site data**

**VA Services & Members**

**Community Partners & Members**

**Meetings**

**Events**

**Dissemination**

**Veteran Satisfaction**

**Changes in Practice**

**National data**

**National Data from 6 Sites**

	Q1	Q2	Q3	Q4
VA Services	0	0	0	0
VA Members	0	0	0	0

	Q1	Q2	Q3	Q4
VA Services (avg per site)	0	1	0	0
VA Members (avg per site)	0	12	0	0

	Q1	Q2	Q3	Q4
Community Partners	0	0	0	0
Community Members	0	0	0	0

	Q1	Q2	Q3	Q4
Community Partners (avg per site)	0	0	0	0
Community Members (avg per site)	0	0	0	0

	Q1	Q2	Q3	Q4	Total
Meetings	0	0	0	0	0
VA Attendees	0	0	0	0	0
Community Partner Attendees	0	0	0	0	0
Total Attendees	0	0	0	0	0
Total Veteran Attendees	0	0	0	0	0

	Q1	Q2	Q3	Q4	FY to Date	FY to Date (avg per site)
Meetings	0	0	1	0	1	1
VA Attendees	0	0	2	0	2	2
Community Partner Attendees	0	0	2	0	2	2
Total Attendees	0	0	5	0	5	5
Total Veteran Attendees	0	0	2	0	2	2

	Q1	Q2	Q3	Q4	Total
Events	0	0	0	0	0
Total Attendees	0	0	0	0	0
Total Veteran Attendees	0	0	0	0	0

	Q1	Q2	Q3	Q4	FY to Date	FY to Date (avg per site)
Events	0	0	1	0	1	1
Total Attendees	0	0	2	0	2	2
Total Veteran Attendees	0	0	2	0	2	2

	Q1	Q2	Q3	Q4	Total
Number of Agencies Distributed	0	0	0	0	0
Number of Veterans/Caregivers/Families Distributed To	0	0	0	0	0

	Q1	Q2	Q3	Q4	FY to Date	FY to Date (avg per site)
Number of Agencies Distributed	0	0	12	0	12	6
Number of Veterans/Caregivers/Families Distributed To	0	0	27	0	27	14

	Q1	Q2	Q3	Q4	Total
Total Number of Resource Guides Distributed	0	0	100	0	100

	Q1	Q2	Q3	Q4	FY to Date	FY to Date (avg per site)
Total Number of Resource Guides Distributed	0	0	100	0	100	50

	Q1	Q2	Q3	Q4	Total
Number of Agencies Reporting as Age Friendly	0	0	0	0	0
Number of Agencies Implementing What Matters as a Routine Practice	0	0	0	0	0
Number of Agencies asking if "you or a loved one served in the military" rather than are you a Veteran	0	0	0	0	0
Number of Veterans Who Participated in a What Matters Discussion Outside VA	0	0	0	0	0
Number of Veterans Who Completed an Advance Care Plan Outside VA	0	0	0	0	0

	Q1	Q2	Q3	Q4	FY to Date	FY to Date (avg per site)
Number of Agencies Reporting as Age Friendly	0	0	0	0	0	0
Number of Agencies Implementing What Matters as a Routine Practice	0	0	0	0	0	0
Number of Agencies asking if "you or a loved one served in the military" rather than are you a Veteran	0	0	0	0	0	0
Number of Veterans Who Participated in a What Matters Discussion Outside VA	0	0	0	0	0	0
Number of Veterans Who Completed an Advance Care Plan Outside VA	0	0	0	0	0	0

# 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

The screenshot shows the 'Veteran Community Partnership Reports' interface. At the top, there is a navigation bar with 'Data Entry', 'Reports', 'Mark Stephens', 'Help', and 'Logout'. Below this, there are filters for 'VISN' (set to 'All VISNs'), 'VCP Site' (set to 'American Lake (663A4)'), 'Fiscal Year' (set to '2021'), and 'Quarter' (set to 'Q3'). A red callout '1. Select Reports' points to the 'Reports' tab. Another red callout '2. Click on Meetings, Events ...' points to the 'Meetings, Events, Dissemination, and Veteran Satisfaction' link in the main navigation. A third red callout '3. Click on VISN or All VISNs' points to the 'VISN' dropdown. A fourth red callout '4. Click on site or All Sites' points to the 'VCP Site' dropdown. A fifth red callout '5. Select the Quarter' points to the 'Quarter' dropdown. The main content area is divided into two columns. The left column shows 'VCP Meeting Topics Reported at: American Lake (663A4)' and 'VCP Sponsored Event Topics Reported at: American Lake (663A4)'. The right column shows 'Sites Reporting VCP Meeting Topics: National FY to Date' and 'Sites Reporting VCP Sponsored Event Topics: National FY to Date'. Red callouts 'View Meeting data' and 'View Event data' point to the left column. Red callouts 'View national averages' point to the right column.

**Veteran Community Partnership Reports**

Navigation: Data Entry | **Reports** | Mark Stephens | Help | Logout

Filters: VISN: All VISNs | VCP Site: American Lake (663A4) | Fiscal Year: 2021 | Quarter: Q3

1. Select Reports

2. Click on Meetings, Events ...

3. Click on VISN or All VISNs

4. Click on site or All Sites

5. Select the Quarter

View Meeting data

**VCP Meeting Topics Reported at: American Lake (663A4)**

Topics This Report	Topics FY to Date	Reported
Action Planning	Action Planning	Q3

View Event data

**VCP Sponsored Event Topics Reported at: American Lake (663A4)**

Topics This Report	Topics FY to Date	Reported
Enrollment Procedures	Enrollment Procedures	Q3

View national averages

**Sites Reporting VCP Meeting Topics: National FY to Date**

Topic	Count
Action Planning	2
Planning	1
Meetings	0
Coordination	0
Needs Assessment - Education	0
Needs Assessment - Other	0
Needs Assessment - TeleHealth A...	0
Needs Assessment - VCP Focus	0
Orientation of Partners	0
Other	0
Partnership Building	0
Strategic Planning	0
Training	0
Meeting	0
Building	1

View national averages

**Sites Reporting VCP Sponsored Event Topics: National FY to Date**

Topic	Count
Caregiver Benefits	0
Disability Rating	0
Enrollment Procedures	2
Geriatrics	0
Health Fair	1
Mental Health Challenges	0
Other	0
Outreach Strategies	0
Overview of VSOs	0
Recognition Ceremony	0
State Aging Services	0
Training - Care Coordination	0
Training - CCN	0
Training - Other	0
VA Programs for Homeless	0
Veterans Benefits	0
Other: Pest Control	1



VISN: All VISNs

VCP Site: American Lake (663A4)

Fiscal Year: 2021

Quarter: Q3

View Dissemination data

View national averages

## Dissemination Topics Reported at: American Lake (663A4)

## Topics This Report

CCN Providers (Emails)

Resource Guide (Emails)

Resource Guide (Handouts)

Resource Guide (Mailings)

## Topics FY to Date

CCN Providers

(Emails)

Resource Guide

(Emails)

Resource Guide

(Handouts)

Resource Guide

(Mailings)

## Reported

Q3

Q3

Q3

Q3

Q3

Q3

## Sites Reporting Dissemination Topics: National FY to Date

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

Other (Mailings): 0

Other (Social Media): 0

Other (Website): 0

Other (Other: Parade): 0

Other (Other): 0

Scroll down...



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

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%)



## 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

3. Click on VISN or All VISNs

4. Click on site or All Sites

2. Click on Anecdotes

1. Select Reports

5. Select the Quarter

Anecdotes	
2021 Q3 American Lake (663A4)	American Lake Anecdote #1 Here is the description for anecdote #1
2021 Q3 American Lake (663A4)	American Lake Anecdote #2 Here is the description for anecdote #2

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# 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

3. Click on VISN or All VISNs

4. Click on site or All Sites

5. Select the Quarter

1. Select Reports

2. Click on Changes in Practice

Shows All sites in VISN

Other Changes in Practice

Site	Number of Agencies Reporting as Age Friendly	Number of Agencies Implementing What Matters as a Routine Practice	Number of Agencies asking if "you 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 VA	Number of Veterans Who Completed an Advance Care Plan Outside VA
American Lake (663A4)	9	11	14	55	22
Anchorage (463)	23	15	7	49	9
Boise (531)	0	0	0	0	0
Portland VA Medical Center (648)	0	0	0	0	0
Roseburg (653)	0	0	0	0	0
Seattle (663)	0	0	0	0	0
Spokane (668)	0	0	0	0	0
Vancouver (648)	0	0	0	0	0
Walla Walla (667)	0	0	0	0	0
White City (692)	0	0	0	0	0
<b>Other</b>	<b>32</b>	<b>26</b>	<b>104</b>	<b>31</b>	<b>21</b>

**Other**

**2021 Q3**  
**American Lake (663A4)**  
**Changed Enrollment Process**  
The enrollment process took a week to confirm. The VA arranged for same day enrollment.

**2021 Q3**  
**American Lake (663A4)**  
**Membership Vetting dropped**  
The vetting process for members was complicated and tedious. This Requirement was dropped.

2018 United States Department of Veterans Affairs | Veteran Community Partnership Reporting System

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## 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.

**2nd quarter**

Veteran Community Partnership Reporting System

VCP Site: Denver (554) Fiscal Year: 2019 Quarter: Q2

**VA Services / Members**

Service Name	Member Count
Chaplain Service	<input type="text"/>
Geriatrics and Extended Care Service	<input type="text"/>

**Community Partners / Members**

Partner Name	Member Count
AARP	<input type="text"/>
Adult Day Care	<input type="text"/>

Note this "carry forward" symbol. Click this to copy last quarter's data to this quarter.

Note this "carry forward" symbol. Click this to copy last quarter's data to this quarter.

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.

Veteran Community Partnership Reporting System

VCP Site: Denver (554) Fiscal Year: 2019 Quarter: Q1

**VA Services and Community Organizations**

**VA Services / Members**

Service Name	Member Count
Chaplain Service	1
Geriatrics and Extended Care Service	4
Medical Administration (Enrollment, Eligibility, Community Care, Patient Advocacy)	2
Medicine Service	1
Mental Health (Behavioral Health, Suicide Prevention)	2
Nursing Service	1
Office of the Director (Seamless Transition)	
Primary Care	2
Public Affairs (Community Relations, Outreach)	1
Social Work	3
Voluntary Service	2
Women's Health	
<b>Total Services: 10</b>	<b>Total Count: 19</b>

**Community Partners / Members**

Partner Name	Member Count
AARP	1
Adult Day Care	1
Alzheimer's Association	
Assisted Living Facility	2
Brain Injury Association	
Cancer Charity	
Caregiver Services	3
Community Mental Health Agency	2
Council/Division on Aging (Area Agency on Aging)	1
Department of Health and Social Services	
Funeral Homes	
Home Health Agencies	3
Hospice Providers	1
Individual Veterans	

Note the services and members has been copied forward.

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.



VCP Site: Denver (554)

Fiscal Year: 2019

Quarter: Q1

VA Services and Comm

Meetings and Events

Anecdotes

Changes in Practices

VA Services / Members

Now we change the Chaplain Service members from 1 to 2

The carry forward symbol reappears

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
Medical Services	4

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

Veteran Community Partnership Reporting System

Data Entry Reports Marcus Aurelius Help Logout

VCP Site: Albany (528) Fiscal Year: 2019

1. Click on your name

VA Services and Community Organizations Meetings and Events Anecdotes Changes in Practices

VA Services / Members ?

Service Name	Member Count
Chaplain Service	

Community Partners / Members ?

Partner Name	Member Count
AARP	

## Step 2 – Click on Change Password

Veteran Community Partnership Reporting System

Marcus Aurelius Help Logout

User Profile: Marcus Aurelius

Change Password

User Type: Regular User

Email Address (username): markseattlewa@gmail.com

Sites:

Albany (528)

Return to Workspace

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.

Veteran Community Partnership Reporting System

Marcus Aurelius Help Logout

User Profile: Marcus Aurelius

User Type: Regular User

Email Address (username): markseattlewa@gmail.com

Sites:

Albany (528)

Change Password

Current Password

New Password

Confirm New Password

Cancel Change Password

## Definitions

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### 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?

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### 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](mailto: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](mailto:Mark.R.Stephens@comcast.net)

Call: (425) 970-3170 Monday – Friday 8:00am to 4:30pm PST