



Category/Subject: Accuracy and Reliability of VETS 200 Reports – Agent IDs
Colorado Policy Guidance Letter#: MIS-2011-02 (prior #11-12-V)
Revise/Replace PGL#: N/A
Date: August 23, 2011
Distribution: CDLE Management/Finance, State/Local Workforce Directors & Staff, Partners

- I. **REFERENCES:** United States Code Title 38, Public Law 107-288; Jobs for Veterans Act; Veterans Program Letter (VPL) 07- 10, Refocused Roles and Responsibilities of Jobs for Veterans State Grant Funded Staff; Colorado One-Stop Policy Guidance Letter No. 05-14-V, LVER and DVOP Duties and Responsibilities; Colorado One-Stop Policy Guidance Letter No. 98-02-M1, Data Access Policy Regarding Assignment of User ID.
  
- II. **PURPOSE:** To issue guidance to all One-Stop Directors, CDLE Regional Directors and Local Management Information Systems (MIS) personnel who have oversight and/or responsibility for maintaining the integrity, accuracy and reliability of the data within VETS 200 Report for the Jobs for Veterans State Grant (JVSG) funded staff, Local Veteran Employment Representatives (LVER) and Disabled Veteran Outreach Program (DVOP) Specialists.
  
- III. **BACKGROUND:** With the release of the US Department of Labor Veterans Program Letter 07-11: “Refocused Roles and Responsibilities of Jobs for Veterans State Grant Funded Staff,” the JVSG staff has been realigned to better serve the needs of the Veterans and Businesses located within their surrounding counties. During this realignment, a few of the JVSG staff members who served as LVER’s were moved to the position of DVOP. Also the JVSG staff now consists of Regional Veterans Employment Representatives (RVER), who are responsible for more than one workforce region. With the transitioning of LVERs to DVOPs and the new roles of the RVER, it is important to re-emphasize the requirement for separate and distinct user ID’s to track the services delivered by JVSG staff accurately and reliably in the Vets 200 Report.
  
- IV. **Policy/Action:** The need to track and report program services, deliverables and performance outcomes requires the individual regions to ensure that the JVSG staff is given proper access, permission levels and individual agent ID’s to accurately record data for these activities. Therefore each JVSG staff person will need a separate and individual Job Link/Connecting Colorado agent ID and access based on their respective job titles and the workforce regions in which they perform their duties. This will ensure that all regions and service delivery points comply with federal and state requirements for properly and accurately documenting and reporting program funded services and capturing accurate and reliable data.

As a result, **the State Veterans Program Coordinator (SVPC)** will be responsible for the following actions:

- At least 10 business days prior to the actual start date of a new staff person, will notify the Local Management Information System personnel and the CDLE Regional Director of any new hires and will request an Agent ID to reflect the job title and scope of responsibility.
- At least 10 business days before the actual changes occur, will notify the Local Management Information System personnel and the CDLE Regional Director of any changes in the positions of the JVSG staff and will request a new and unique Agent ID to reflect the change of job title and scope of responsibility.
- At least 10 business days before the actual changes occur, will notify the Local Management Information System personnel and the Regional Manager of any changes to the JVSG staff that is assigned to multiple workforce regions and will request a new individual Agent ID be assigned so they are able to access and document their activities for each region in which they are responsible for providing program funded service.

The **Local MIS personnel**, in conjunction with the **CDLE Regional Director**, will be responsible for the following actions:

- Immediately inactivate the existing Agent ID on the date the changes to job title and position are actually official, and will ensure that all data input has ceased until the new Agent ID has been assigned.
- Within 10 business days after receipt of SVPC notification, will notify the SVPC of all new hires added or changes made referencing the name of the JVSG staff, the job title and new agent ID as it will appear in the VETS 200 report.

The **CDLE Regional Director** will bear the sole responsibility in ensuring that the JVSG staff to which the changes apply is kept updated throughout this process and using the correct Agent ID once it has been assigned.

**V. Implementation Date:** Immediately upon receipt of this policy guidance letter.

**VI. Inquiries:** Questions should be directed to Elaine Edon, State Veterans Program Coordinator at 303-318- 8751 or [Elaine.edon@state.co.us](mailto:Elaine.edon@state.co.us).

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