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.
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- Components with the same multiple component entries
  - “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.
  - 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.
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- 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

![Image of VSAS clean up report instructions](image-url)
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- **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.