

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.

Vocational Training/Education [Add New](#)

Component Start Date Component End Date [Add Provider](#)

Provider Start Date End Date

Comment

| Period | Planned Hours | Actual Hours | Program Name | Program Type | Length | Certificate Received | Certificate Date |
|---------|---------------|--------------|----------------------|----------------------|--------|----------------------|------------------|
| 04/2018 | 4 | 4 | Economic Empowerment | Finance / Accounting | | | |

- 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.

Job Search [Add New](#)

Component Start Date Component End Date [Add Provider](#)

Provider Start Date End Date

Comment

| Period | Planned Hours | Actual Hours | Employment Contacts |
|---------|---------------|--------------|---------------------|
| 03/2018 | 4 | 3 | |

VSAS Clean Up Report Instructions

- 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.

Job Search Training [Add New](#)

Component Start Date Component End Date [Add Provider](#)

Provider **Catholic Charities of Santa Clara County** Start Date End Date

Comment Client participated in interview preparation this date and created a job search plan.

Component Start Date Component End Date [Add Provider](#)

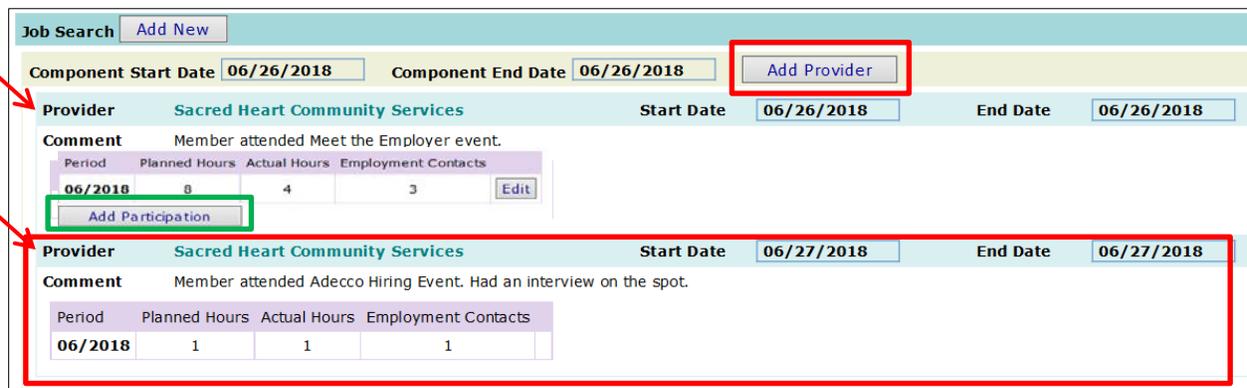
Provider **Catholic Charities of Santa Clara County** Start Date End Date

Comment Client participated in program intake this date and identified a job goal.

| Period | Planned Hours | Actual Hours | Type of Training | <input type="button" value="Edit"/> |
|---------|---------------|--------------|-----------------------|-------------------------------------|
| 04/2018 | 2 | 2 | Job Skills Assessment | <input type="button" value="Edit"/> |

VSAS Clean Up Report Instructions

- 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 



Job Search [Add New](#)

Component Start Date Component End Date [Add Provider](#)

Provider Sacred Heart Community Services **Start Date** 06/26/2018 **End Date** 06/26/2018

Comment Member attended Meet the Employer event.

| Period | Planned Hours | Actual Hours | Employment Contacts |
|---------|---------------|--------------|---------------------|
| 06/2018 | 8 | 4 | 3 |

[Add Participation](#) [Edit](#)

Provider Sacred Heart Community Services **Start Date** 06/27/2018 **End Date** 06/27/2018

Comment Member attended Adecco Hiring Event. Had an interview on the spot.

| Period | Planned Hours | Actual Hours | Employment Contacts |
|---------|---------------|--------------|---------------------|
| 06/2018 | 1 | 1 | 1 |

VSAS Clean Up Report Instructions

- *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.

Job Search Training

Component Start Date Component End Date

Provider **work2future Foundation** Start Date End Date

Comment Client will participate in Work Readiness.

| Period | Planned Hours | Actual Hours | Type of Training | |
|---------|---------------|----------------------|------------------|-------------------------------------|
| 05/2018 | 12 | <input type="text"/> | Other | <input type="button" value="Edit"/> |

- 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.

Job Search

Component Start Date Component End Date

Provider **Goodwill of Silicon Valley** Start Date End Date

Comment Client attended orientation to begin job search