

## Vocational Rehabilitation and Employment (Chapter 31) Tracking Report Instructions

### Form Use:

The Chapter 31 Tracking Report is used to record information on veterans participating in the Department of Veterans Affairs' Chapter 31 program that are referred to Jobs for Veterans State Grant recipients for labor market information and/or employment services. The detailed information required is used to track the status of referred participants, referral and registration dates, and employment outcome information. The workbook consists of three worksheets: 1) Data Entry; 2) Report Data (auto-calculating); and 3) Contact Us.

### Form Submission:

The form is submitted once per quarter for every Federal fiscal quarter. The following report period end dates will be used for this report: 12/31, 3/31, 6/30, and 9/30.

**Public Burden Statement** - According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1293-0009. The time required to complete this information collection is estimated to vary from 1-3 hours per response, with an average of 2 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. The obligation to respond is required to obtain or retain a benefit (38 USC 4102A(c)). If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Labor, Veterans' Employment and Training Service, 200 Constitution Avenue, N.W., Washington D.C. 20210.

### Instructions for the Vocational Rehabilitation and Employment (Chapter 31) Tracking Report

Column	Data Entry Worksheet Item	Instructions
A	VARO	Enter the three-digit code for the VA Regional Office from which the veteran was referred
B	Last Name	Enter the referred veteran's last name
C	First Name	Enter the referred veteran's first name
D	ID Number	Enter the four digit unique identifier of the referred veteran (NOT SSN)
E	Carry-In	If the veteran was referred last FY and not closed the participant is carried in "Y"; otherwise, leave blank
F	VRC/EC Name	Enter the full name of the Voc-Rehab Counselor or Employment Counselor that made the referral
G	Employment Goal	Enter the employment goal listed on the Individual Written Employment Plan from the VRC/EC
H	Date Referred to SA	Enter the date VR&E referred the veteran to SA in mm/dd/yyyy format
I	Referral Type (Initial LMI or Employment Services)	Enter an "E" if the veteran was referred for employment services or an "L" if the veteran was referred for LMI
J	DVOP or SA Staff Assigned	Enter the name of the DVOP or other AJC staff to whom the veteran was referred for employment assistance
K	Date 1st Svc Provided by SA After Referral	Enter the date the veteran was provided LMI prior to writing the IWRP or the date of first service provided after referral for employment services in mm/dd/yyyy format
L	Date Entered Employment	Enter the date the veteran entered employment and is no longer seeking employment services in mm/dd/yyyy format - DO NOT ENTER INTERIM OR TEMPORARY EMPLOYMENT
M	Employment Considered Suitable (Y/N)	Is employment considered "Suitable" as defined by the VA? Y = Yes; N = No
N	Employer	Enter the name of the business or organization where the veteran is employed

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Column	Data Entry Worksheet Item	Instructions
O	Job Title	Enter the job title of the position in which the veteran is employed
P	Hourly Wage	Enter the hourly wage earned by the veteran as identified from State Agency
Q	Date Emp. Info. Provided to VR&E	Date employment information was provided to VR&E. A date in column R and a closure reason in column S is entered a minimum of 60 days after this date or longer as determined by VR&E in mm/dd/yyyy format
R	Date Joint Responsibility is Complete	This refers to the date a closure reason is entered in column S

S	Closure Reason	<p>Select the one letter code for the reason for case closure:</p> <p><b>D = Financial Disincentive to Work:</b> Refers to a Veteran who is receiving government benefits, and would have those benefits reduced or terminated upon returning to work. Examples include: Individual Un-Employability; Social Security; Workers Compensation; Unemployment Insurance; or Unable to match current salary. May also relate to transportation costs.</p> <p><b>E = Satisfied with unsuitable employment:</b> Refers to a Veteran who is satisfied with employment that is not considered suitable by VR&amp;E. This includes employment that VR&amp;E may consider a Max Rehab Gain (MRG).</p> <p><b>F = Family Responsibilities:</b> Refers to any domestic duty which limits the Veterans' available time, resources, or capabilities. Examples include: Elder Care; Child Care; Family Health; Pregnancy; Spouse Relocation; and Divorce.</p> <p><b>L = Initial Labor Market Information (LMI):</b> Chapter 31 applicants referred to SA staff for LMI and other career information during the evaluation phase for documentation to support the Individually Written Rehabilitation Plan. (Does not include LMI provided after a participant has been enrolled in VR&amp;E and is beginning to seek employment)</p> <p><b>M = Medical Reasons:</b> The exacerbation of a personal disability. Examples include: A chronic problem is preventing further work; A condition may have worsened so that the individual is unemployable; Medical treatment or condition interferes with job search activities; Veteran has been transferred to the Independent Living Program; Veteran has entered inpatient substance abuse; or psychiatric treatment.</p> <p><b>N = Not Satisfied with Services:</b> Refers to a Veteran who has stated that they are unsatisfied with services provided under the VR&amp;E program. Examples include: Veteran is unsatisfied with the job leads that were provided; Felt that they were forced into their occupational choice, Labor market required further certification or education but the VA was not willing to sponsor further training; or Veteran has not received adequate feedback from their VR&amp;E/SA points of contact. (When appropriate, all agencies involved should collaborate to determine what led to the issue, and devise a means to prevent the same issue occurring in the future).</p> <p><b>O = Other:</b> Enter the number of the category that best fits the closure reason: 1. Veteran has been in Job Ready Status for the maximum 18 months as determined by VR&amp;E; 2. Incarcerated; 3. Pursuing Self Employment; 4. Returned to Active Duty; 5. Death; 6. Other</p> <p><b>R = Rehabilitated:</b> Refers to a Veteran who has entered and maintained suitable employment for at least 60 days after the VR&amp;E has been notified of the employment and is considered Rehabilitated by the VR&amp;E.</p> <p><b>S = School / Continuing Education:</b> Refers to a Veteran who is involved in specialized training and/or education services.</p> <p><b>T = Moved Out of State:</b> Refers to a Veteran who has moved to another state.</p> <p><b>U = Unable to locate Veteran / Veteran unresponsive:</b> Agency staff are unable to locate the Veterans' whereabouts, and any attempts to communicate are unsuccessful. Examples include: A Veteran who won't respond to any correspondence or communication; Veterans trying to get their rating increased; Veteran wanted education but had no desire to go back to work; or Retiree using the program to supplement their income.</p> <p><b>X = Unwilling or Unable to Relocate for Employment:</b> Refers to a Veteran that has limited opportunities for employment within their local labor market and is unable or unwilling to relocate. Examples include: Veteran was committed to relocation during the development of their IWRP but is no longer willing to relocate; or the labor market conditions have changed since their enrollment but they are not willing to relocate to find suitable employment.</p>
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T	NOTES/COMMENTS	Enter information applicable to the veteran's employment assistance process
<b>Report Data Worksheet:</b> All fields on the Report Data worksheet calculate automatically based on the information entered on the Data Entry worksheet.		

**Contact the U.S. Department of Labor at:**

U.S. Department of Labor  
Veterans' Employment and Training Service  
Room S-1316  
200 Constitution Avenue, N.W.  
Washington D.C. 20210

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