



MAR 24 2014

VETERANS' PROGRAM LETTER NO. 02-14

MEMORANDUM FOR: ALL NATIONAL OFFICE STAFF
ALL REGIONAL OFFICE STAFF
ALL DIRECTORS OF VETERANS' EMPLOYMENT and
TRAINING SERVICE
ALL COMPETITIVE GRANTEES

FROM:

KEITH KELLY

A handwritten signature in blue ink, appearing to read "Keith Kelly", is written over the printed name.

SUBJECT:

Reopening Closed Reporting Quarters or Unlocking Planned Goals
in the VETS' Employment and Training Operations and Activity
Report (VOPAR)

I. Purpose: Veterans' Employment and Training Service (VETS) is creating a process for the request and approval to reopen previously closed reporting quarters and unlocking planned goals within the VOPAR system. This process will require the submission of proper justification and concurrence by members of VETS' program and management team that includes formal documentation. Additionally, this process will create an audit trail of changes to performance measures needed to ensure a proper level of data integrity.

II. Reference(s): N/A

III. Rescinds (or Supersedes): N/A

IV. Background: A reporting quarter is closed in the VOPAR system 45 days after the end of a quarter and the data is approved by the Regional Office. The VOPAR system allows for reporting quarters to be reopened or planned goals to be unlocked, upon request, for the purposes of allowing grantees or VETS staff to change data. Historically, there has been no audit trail to track the opening of previous quarters, or unlocking planned goals, or the ability to archive the original data before it has been updated. As a result, VETS cannot duplicate any historical data that has been reported to the public, elected officials, and the Administration.

V. Summary of Changes: The following describes the requirements needed for the opening of previously closed quarters or unlocking planned goals in the VOPAR system. The number of required approvals needed to reopen a previously closed quarter increases based on the period of time the quarter has been closed. The VOPAR Request for Reopening Quarter(s) Approval Form or Unlocking Planned Goals must be submitted to the National Office regardless of which level of reopened quarter.

Requirement	Approval Level Required
Level 1: Opening a quarter or unlocking planned goals for a previous quarter in the current Program Year	
<ul style="list-style-type: none"> • Justification outlining the need for reopening previously closed quarter(s) or unlocking planned goals • Documented original result(s) and proposed new result(s) 	<ul style="list-style-type: none"> • Approval from GOTR • Concurrence from Region • Concurrence from Deputy Director of National Programs or designee.
Level 2: Opening a quarter or unlocking planned goals beyond the current Program Year	
<ul style="list-style-type: none"> • Justification outlining the need for reopening previous Program Year closed quarters or unlocking planned goals • Documented original result(s) and proposed new result(s) 	<ul style="list-style-type: none"> • Approval from GOTR • Concurrence from Region • Concurrence from Deputy Director of National Programs • Concurrence from Office of Performance and Evaluation

VI. Inquiries: RAVETs and DVETs will communicate these updates with all appropriate staff. DVETs will direct all questions to the Regional Administrator. RAVETs will direct inquiries regarding this guidance to Dennis Johnson, Johnson.Dennis.R@dol.gov, or at (202) 693-4742.

VII. Expiration Date: Until rescinded or superseded

VIII. Attachment(s): Request for Reopening Quarter Approval Form

VOPAR
Request for Reopening Quarter(s) or Unlocking Planned Goals Approval Form

1. Requested By:	2. Date:
3. Grant Number:	4. Grantee Name:
4. State:	5. Region:

Justification:

5. I am requesting reopening/unlocking of Q1 Q2 Q3 Q4 Q5 Q6 Q7

6. Program Year/Fiscal Year:

7. Reopen Quarter Unlock Planned Goals

8. Justification for opening a closed quarter or unlocking planned goals (attach additional sheets if necessary):

Tracking (attach additional sheets if necessary):

9. Previously reported data:	10. New data entered:
_____ <input type="checkbox"/> Actual <input type="checkbox"/> Planned	_____ <input type="checkbox"/> Actual <input type="checkbox"/> Planned
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Approvals:

Title	Signature	Date
Program Lead		
GOTR		
DVET (if GOTR is not DVET)		
Regional Representative		
Deputy Director of National Programs		
Director of OAMB		

Instructions to fill out the VETS VOPAR Request for Reopening Quarter(s) or Unlocking Planned Goals Approval Form

If additional space is needed, it is appropriate to check “Yes” under Attachment(s) and attach additional pages.

- 1. Requested By** – Enter the name of the person requesting a quarter reopened or planned goals unlocked.
- 2. Date** – Enter the date of the request.
- 3. Grant Number** – Enter the number of the grant you wish to have reopened or unlocked.
- 4. State** – Enter State if a State Grant.
- 5. Quarter** – Check the box of the quarter you wish to have reopened or unlocked.
- 6. Program Year\Fiscal Year** – Enter the Program Year if a Competitive Grant, or the Fiscal Year if a State Grant.
- 7. Reopen Quarter\Unlock Goals** – Check the box if you want to reopen a quarter; unlock the goals or both.
- 8. Justification** – Enter the reason why the quarter needs to be reopened or unlocked. If there is no proper justification then the request may be denied.
- 9. Previously Reported Data** – Enter the data and field that will be changed in VOPAR. Check whether the data is actual data or planned data.
- 10. New Data Entered** – Enter the new data and field that has been changed in VOPAR. Check whether the data is actual data or planned data.