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RNTTP VALOR Initiative

Request approval for the use of funding using the Funding Request Form on the site: [RNTTP VALOR Initiative \(sharepoint.com\)](#).

Once quantities and totals are approved, solicit and make selections as required. Once you have a name for each approved quantity, the “Recipient” will need to be entered into the VA Application Management System.

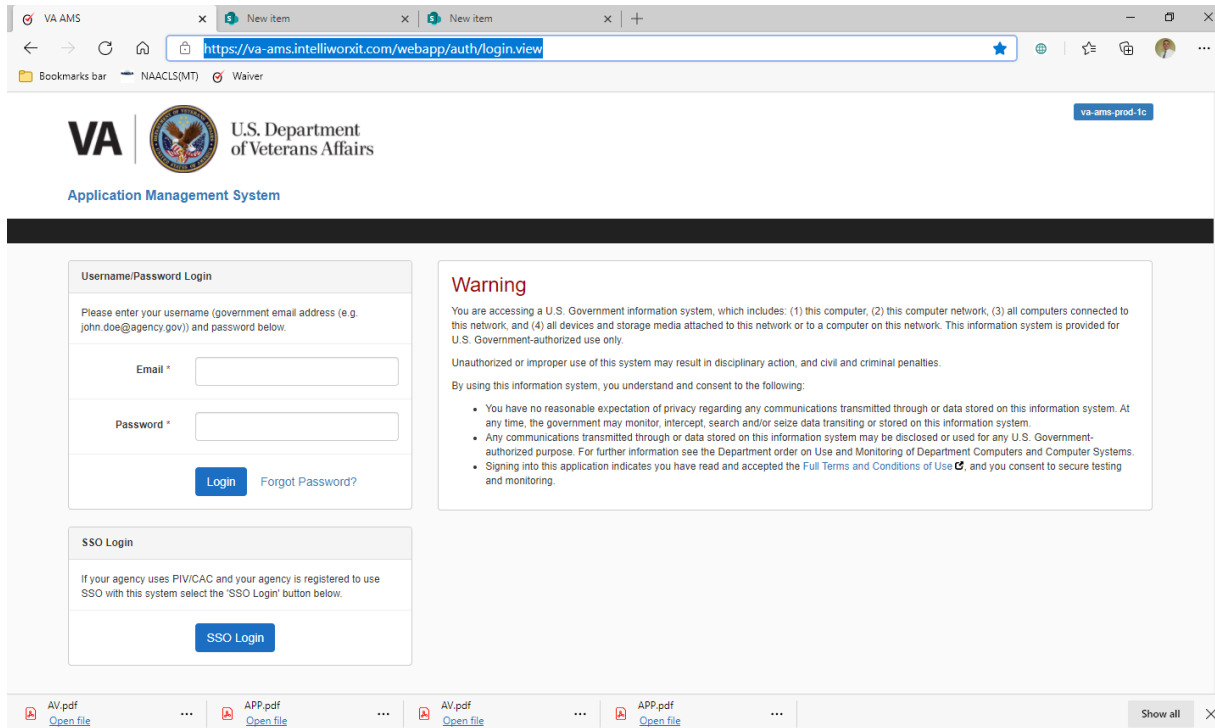


VALOR/RNTTP/GNT,
SNT Memo

System Access

Login: [VA AMS \(intelliworxit.com\)](#)
SSO Login
VA (Internal)
PIV Login
Dashboard

Note: If you do not have access, you have to request access through the HPSPTeam@va.gov email group. In the email, provide your Facility Name, Address, Contact Phone Number, and Station Number. It will take 24-48 business hours for the access to be setup.



Entering Recipients

Recipient Types/Explanation

VALOR Nurse: Those selected for the VALOR program for 2021.

VALOR MT: Those selected for the VALOR program for 2021.

Student Nurse Technician (SNT): Both VALOR Bridge SNT Students and non-VALOR SNTs approved for funding through the RNTTP VALOR Initiative SharePoint Portal.

Graduate Nurse Technician (GNT): Both VALOR Bridge GNT Students and non-VALOR GNTs approved for funding through the RNTTP VALOR Initiative SharePoint Portal.

Registered Nurse Transition to Practice (RNTTP): Both VALOR Bridge RNTTP Students and non-VALOR bridge RNTTP students approved for funding through the RNTTP VALOR Initiative SharePoint Portal.

Entering Recipient Steps

The only New Recipients should be the 2021 VALOR Selection Class, SNT/GNT non-VALOR Students, and RNTTP non-VALOR Students.

After clicking the “Recipients” option on the left list of options, look for the “+New” button on the top right. This will allow you to add a recipient.

From the “Program Group” dropdown, select “VALOR” and then “Save”.

When you show the dropdown from the “Owner” list, your facility should be the only one to chose from.

Enter First Name, Last Name, and Email for the recipient.

From the “Program” dropdown, select “VALOR”.

From the “Specialty Type” dropdown list, select from the Recipient Types as described in the previous section.

The screenshot shows a web browser window with the URL <https://va-ams.intelliworx.com/webapp/recipients/create-prerequisites.view>. The page title is "New Recipient - VA AMS". The browser tabs include "New Recipient - VA AMS", "RNTP VALOR Initiative", and "New item". The browser's address bar shows the URL. The page content includes a sidebar on the left with navigation options: Recipients, Budgets, Facilities, Events, Event Registrations, Event Positions, Process Templates, Email Templates, Letter Templates, Email Addresses, Triggered Notifications, Text Block Categories, Users & Roles (with a dropdown arrow), Users, Roles, System (with a dropdown arrow), Organizations, and Configuration. The main content area is a form with the following fields: First Name (text input), Last Name (text input), Email (text input), Program * (dropdown menu with "VALOR" selected), Specialty Type * (dropdown menu with "(Select)" selected), Facility * (dropdown menu with "(Select)" selected and a list of options: Graduate Nurse Trainee (GNT), Medical Technician, Nursing, Registered Nurse (Transition to Practice), and Student Nurse Trainee (SNT)), SSN (text input), College/Department/School Name (text input), Clinical Program (text input), and Scholarship Start Date (calendar icon with "MM/DD/YYYY" format and "Format as MM/DD/YYYY" text). The browser's taskbar at the bottom shows several open PDF files: AV.pdf, APP.pdf, AV.pdf, and APP.pdf, each with an "Open file" link. A "Show" button is visible in the bottom right corner of the browser window.

From the “Facility” dropdown, select your facility.

Enter the SSN (format ###-##-####),

College/Department/School Name: RNTPs/GNTs/SNTs, please use “Nursing-BSN” or “Nursing-ASN”.

Clinical Program:

RNTPs should reflect, the date they graduated (yyyy/mm/dd) - Degree (ASN/BSN) -RNTP Program Start (yyyy/mm/dd). Example: “RNTP Graduated 2020/05/21-BSN-RNTP Program Start 2020/10/08”.

SNTs & VALORs: Anticipated Graduation Date (yyyy/mm/dd)-Degree Type (BSN/ADN)-"Yes/No" (for SNT & Facility plan to retain/convert to RN career

with VA after graduation)... so the "Clinical Program" field would reflect, for example "2021/05/19-BSN-Yes".

GNTs: Graduation Date (yyyy/mm/dd)-Degree Type (BSN/ADN)-Target Date to start RNTTP program (yyyy/mm/dd). So the "Clinical Program" field would reflect, for example "2021/05/15-BSN-2021/08/10".

Scholarship Start Date:

2021 VALOR Students: Date the student start the VALOR program.

Non-VALOR RNTTP: Start Date of funding support but not earlier than October 1, 2020.

Non-VALOR SNT/GNT: Start Date of funding support but not earlier than January 1, 2021.

Date Requirements Complete

2021 VALOR Students: Date the student will graduate from program of education.

Non-VALOR SNT/GNT/RNTTP: End Date of funding support or September 30, 2021, whichever is earliest.

Save

Note: Sometimes the system will error if all the blocks are not filled in. Please enter at least a value in every block even if it is a place holder. You will be able to edit the information later. Also, the system may error out if the authorized totals are not correctly setup in the system. In the eventuality this happens, contact the HPSPTeam@va.gov email group notifying them of the issue. They will require the station Name and Station # to facilitate a fix.

Reporting and Funding

The VA AMS was not originally designed to handle the requirements associated with this initiative, but it is essential that these instructions be followed to ensure timely and accurate payments for each of your students. The timeline must be strictly adhered to ensuring that funds are executed before the end of the fiscal year.

Timeline

April 9, 2021 Continuing VALOR Student 2nd Quarter Report Complete – Actual Hours (Jan- Mar 26)

April 16, 2021 Funds for Continuing Students 2nd Quarter Hours Sent to Facilities

Apr-Jun 2021 New 2021 VALOR Selections (Recipients) Entered into AMS. Start every PP reporting

- April 26, 2021 All approved RNTTP/Non-Valor SNTs & GNTs entered into AMS as Recipients and retroactive payment reports complete.
- April 26-Sep 10 Continue Entering RNTTP/Non-Valor SNTs & GNTs into AMS and continue reporting every PP
- May 7, 2021 RNTTP Funds TDA'ed to the Facilities
- July 9, 2021 Continuing VALOR Student 3rd Quarter Report Complete - Actual Hours **Note:** Hours can not be included during periods after the student Graduates form their program of study.
- July 9, 2021 RNTTP/Non-Valor SNTs & GNTs Student 3rd Quarter Report Complete (Actual Salary)
- July 16, 2021 Funds for Continuing Students 3rd Quarter Hours Sent to Facilities.
- July 19, 2021 Flat 400 Hours funding sent to facilities for all New VALOR 2021 selections.
- Sep 10, 2021 New VALOR Student 4th Quarter Report Complete (Projected Hours Above Initial 400; Projected Salary Hours till Sep 30, 2021)
- Sep 10, 2021 RNTTP/Non-Valor SNTs & GNTs Student 4th Quarter Report Complete (Projected Salary till Sep 30, 2021)

Report Functions in AMS

Before you can report on a student, the student will need to be a recipient (see instructions above).

From the Dashboard, select "Recipients" from the left-hand side.

Select the "Detail" button next to the student name in the list.

From this screen, you can choose to "Edit Recipient" details or "Report" from the top right-hand side.

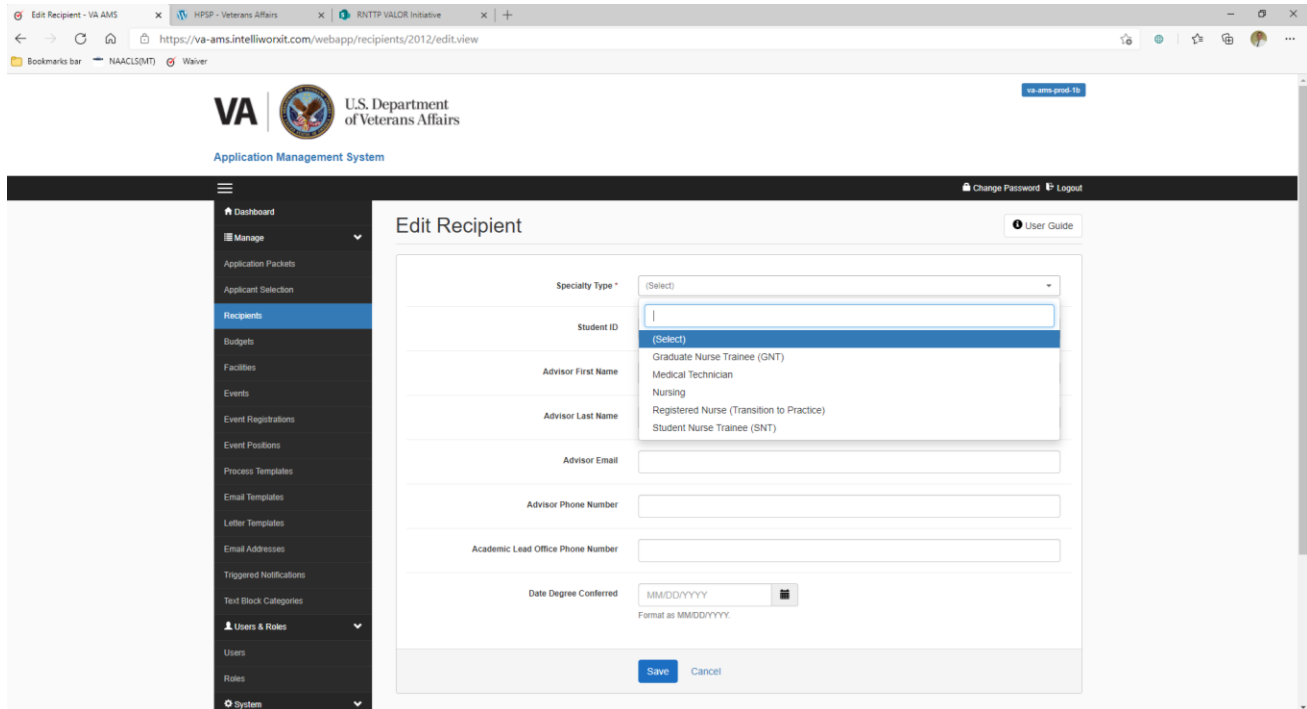
When would you "Edit Recipient" details:

If the student transitions between roles. i.e.

A VALOR Student transitions to SNT or GNT

A SNT transitions to GNT or RNTTP

If one of these occurs, you can select the "Edit Recipient" button and change the "Specialty Type". After you change it, select "Save" at the bottom of the screen.



When you are ready to report, please select the “Reports” button.

The list will display all previous report and allow you to edit these reports as well.

To create a new report, select the “+New” button on the top right.

The “Reporting Year” is 2021

The “Reporting Quarter” will coincide with the fiscal year. Most funding is paid in the rears but at the end of the fiscal year except for the 4th quarter which is paid passed on an estimate of expected costs.

The “Funding Type” is “VACO”.

The “Clinical Placement” will be the primary section they worked in during that quarter. RNTTPs are “Nursing”.

The “Hours Worked” is where funding is calculated from or total compensation is entered.

VALOR Students = Actual hours worked during the quarter except for the 4th Quarter where you are projecting potential hours the student will work for that Quarter above the 400 hours already paid.

RNTTP = Actual funding based on calculation from provided spreadsheet calculator (example: 24723.45). Note: no “\$” signs and no commas.



GNT/SNT = Actual total hours worked during the quarter except for the 4th Quarter where you are projecting potential hours the student will work for that Quarter.

The “Hired” option, Yes or No. If the student is an RNTTP, GNT, or SNT, the student is considered hired. For VALOR students, this block can be left as a “No” till a final hiring decision is made. You will continue to report on this student even if they are not working any hours until the final hiring decision is made.

The “Not Hired Reason” block is to be completed only for VALOR student not selected to move into a RNTTP, GNT, and/or SNT.

Save

The screenshot shows a web browser window displaying the VA Application Management System. The page title is "Update Report" and the user is logged in as "kristianamadrian@gmail.com". The form contains the following fields:

- Reporting Year * (Select)
- Reporting Quarter * (Select)
- Funding Type * (Select)
- Clinical Placement * (Text input)
- Hours Worked * (Text input)
- Hired * (Radio buttons for Yes and No, with No selected)
- Not Hired Reason (Text input)

At the bottom of the form are "Save" and "Cancel" buttons. The left sidebar menu includes: Dashboard, Manage (Application Packets, Applicant Selection, Recipients, Budgets, Facilities, Events, Event Registrations, Event Positions, Process Templates, Email Templates, Letter Templates, Email Addresses, Triggered Notifications, Text Block Categories), Users & Roles (Users, Roles), and System.