

VA Student Trainee Experience Program (VA-STEP)

Quarterly Reporting Additional Funding Usage Report

Office of Workforce Management and Consulting (Scholarships and Clinical Education)



Choose **VA**

September 2024

VA



U.S. Department
of Veterans Affairs

Determining Reporting Period

STEP Start Dates (April-August) of Previous Fiscal Year

- 1st Qtr Report of Additional Hour Funding = Due January 15th for hours worked October 1st to December 31st.
- 2nd Qtr Report of Additional Hour Funding = Due April 15th for hours worked January 1st to March 31st.
- 3rd Qtr Report of Additional Hour Funding = Due July 15th for hours worked April 1st to June 30th.

STEP Start Dates (December-February) of Current Fiscal Year

- 3rd Qtr Report of Additional Hour Funding = Due July 15th for hours worked April 1st to June 30th.
- 4th Qtr Report of Additional Hour Funding = Due October 15th for hours worked July 1st to September 30th.
- 1st Qtr Report of Additional Hour Funding = Due January 15th for hours worked October 1st to December 31st. This is report in created during the next Fiscal Year.

Note: Use facility timekeeping POCs to determine the total actual hours worked during a specified quarter.



Log In Instructions

VA U.S. Department of Veterans Affairs
Application Management System

PIV/SSO Login

If your agency uses PIV/ICAC and your agency is registered to use SSO with this system select the "PIV/SSO Login" button below.

PIV/SSO Login

Username/Password Login

Please enter your username (government email address (e.g. john.doe@agency.gov)) and password below.

Email *

Password *

Login Forgot Password?

Warning

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.
- Signing into this application indicates you have read and accepted the [Full Terms and Conditions of Use](#)?, and you consent to secure testing and monitoring.

Full Terms and Conditions of Use? Privacy Policy?

Version 1.26.2 (20220803-212358)
Based on Intelliworx version 4.71 (20220727-190002)

Login to AMS

Go To: (<https://va-ams.intelliworx.com/webapp/auth/login.view>)

“SSO Login” on the bottom left

“VA (Internal)” from dropdown menu

Continue

Sign In with VA PIV Card

Select Certificate

Enter PIV Pin



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Accessing Recipient Record

VA



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Application Management System

Recipients

Search Filters

Owner: (All Authorized) Include Sub-organizations: Yes

<input type="checkbox"/>	First Name	Last Name	Email
<input type="checkbox"/> Detail	Brianna	Aalborg-Volper	brianna.aalb org-volper@va.gov
<input type="checkbox"/> Detail	Thomas	Aaron	tomaar97@gmail.com
<input type="checkbox"/> Detail	Hannah	Abad	hannahcristi neabad@gmail.com
<input type="checkbox"/> Detail	Marianne	Abadam	mabad002@gmail.com

Click on the “Recipients” option.

Access the student record by selecting the “Detail” button next to the student's name.

Note: If the student does not have a Recipient record, you will not be able to create a report. There are two ways that Recipient records are created:

- (1) The student applied in AMS and the Coordinator completed all task required for the system to automatically create the record.
- (2) Manually creating a Recipient record after selecting outside of AMS. See Instructions labeled VA-STEP AMS New Recipient Entry & Initial Hour Request Instructions.



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Creating a Report

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Application Management System

va-ams-prod-1b

Change Password | Sign Out

Dashboard | Manage | Application Packets | Applicant Selection | **Recipients** | Facilities | Events | Candidate Profile | Recruiting Events | Event Candidates | Event Registrations | Event Positions | Application Entries

Recipient Detail

Return to List

Edit Recipient | **Reports** | Documents | Restore From Deferment | Suspend | Withdraw | Pending Breach

Owner	VA -- Facilities -- 640 - VA Palo Alto Health Care System	Advisor First Name	
First Name	Brianna	Advisor Last Name	
Last Name	Aalborg-Volper	Advisor Email	
Email	brianna.aalborg-volper@va.gov	Advisor Phone Number	
Program Group	VA-STEP	Academic Lead Office Phone Number	
Program	VA-STEP	Degree Sought	
Specialty Type	Nursing	Degree Sought Other	
School Name		Clinical Program	2019/12/21-BSN-Yes
Source	External - No Onboarding	Specific Specialty Degree	
Facility	VA Palo Alto Health Care System	Enrollment Status	
Status	Deferred	Enrollment Type	

Select the "Reports" Tab across the top of the screen.

Creating a Report

The screenshot displays the VA Application Management System interface. At the top left, the VA logo and 'U.S. Department of Veterans Affairs' are visible. The page title is 'Application Management System'. A navigation sidebar on the left lists various menu items, with 'Recipients' highlighted. The main content area is titled 'Reports' and contains a table with one entry: 'Brianna Aalborg-Volper'. Below the table, it states 'No records.' In the top right corner of the 'Reports' section, there are two buttons: '+New' and 'Delete Selected'. A red arrow points from the text 'Click on the '+New' option.' below to the '+New' button.


Click on the “+New” option.

Creating a Report

Update Report

Brianna Aalborg-Volper

1. Reporting Year * (Select)
2. Reporting Quarter * (Select)
3. Funding Type * (Select)
4. Clinical Placement *
5. Hours Worked *
6. Name and Location * (Select)
7. Recipient Changes
8. Hired * Yes No
Hired Type
Hired Start Date MM/DD/YYYY
Format as MM/DD/YYYY.
Not Hired Type
Not Hired Reason
9. Withdrawal/Not Hired Date MM/DD/YYYY
Format as MM/DD/YYYY.
Paid Yes No
Program Office Use Only
This is the Final Report for this Student Yes No



Once Report is complete, select “Save”

1. *Reporting Year = Fiscal Year in which hours were worked.
2. *Reporting Quarter = Quarter in which hours were worked.
3. *Funding Type = VACO
4. *Clinical Placement = Clinic student worked in.
5. *Hours Worked = Total hours worked during the Quarter.
6. *Name and Location = Select the State the Facility is located in.
7. Recipient Changes = Enter any notes about the students’ progress.
8. *Hired = No
9. Hired Type, Hired Start Date, Not Hired Type, Not Hired Reason, Withdrawal/Not Hired Date, Paid, and This is the Final Report for this Student = Leave Blank or leave the default setting.

* = Mandatory Entry



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Questions

Direct Questions to:

VHAVA-STEPSupport@va.gov

