Pre-Discharge Benefits Delivery at Discharge (BDD) –

In-service Rating

 Instructor Lesson Plan

Time Required: 1.5 Hours

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| Lesson Description |
| The information below provides the instructor with an overview of the lesson and the materials that are required to effectively present this instruction. |
| TMS # | 4318901 |
| Prerequisites | Prior to this lesson, the Rating Veteran Service Representatives (RVSRs) should have knowledge of the BDD program and prior rating experience. |
| target audience | The target audience for Pre-discharge BDD – In-service rating processis RVSRs.Although this lesson is targeted to teach the pre-discharge RVSR BDD claims processors, it may be taught to other VA personnel as mandatory or refresher type training. |
| Time Required | 1.5 hours |
| Materials/TRAINING AIDS | Lesson materials:* Pre-discharge BDD – In-service rating PowerPoint presentation
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| Training Area/Tools  | The following are required to ensure the trainees are able to meet the lesson objectives: * Classroom or private area suitable for participatory discussions
* Seating, writing materials, and writing surfaces for trainee note taking and participation
* Handouts, which include a practical exercise
* Large writing surface (easel pad, chalkboard, dry erase board, overhead projector, etc.) with appropriate writing materials
* Computer with PowerPoint software to present the lesson material

Trainees require access to the following tools: * VA TMS to complete the assessment
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| Pre-Planning  | * Become familiar with all training materials by reading the Instructor Lesson Plan while simultaneously reviewing the corresponding PowerPoint slides. This will provide you the opportunity to see the connection between the Lesson Plan and the slides, which will allow for a more structured presentation during the training session.
* Become familiar with the content of the trainee handouts and their association to the Lesson Plan.
* Practice is the best guarantee of providing a quality presentation. At a minimum, do a complete walkthrough of the presentation to practice coordination between this Lesson Plan, the trainee handouts, and the PowerPoint slides and ensure your timing is on track with the length of the lesson.
* Ensure that there are copies of all handouts before the training session.
* When required, reserve the training room.
* Arrange for equipment such as flip charts, an overhead projector, and any other equipment (as needed).
* Talk to people in your office who are most familiar with this topic to collect experiences that you can include as examples in the lesson.
* This lesson plan belongs to you. Feel free to highlight headings, key phrases, or other information to help the instruction flow smoothly. Feel free to add any notes or information that you need in the margins.
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| Training Day  | * Arrive as early as possible to ensure access to the facility and computers.
* Become familiar with the location of restrooms and other facilities that the trainees will require.
* Test the computer and projector to ensure they are working properly.
* Before class begins, open the PowerPoint presentation to the first slide. This will help to ensure the presentation is functioning properly.
* Make sure that a whiteboard or flip chart and the associated markers are available.
* The instructor completes a roll call attendance sheet or provides a sign-in sheet to the students. The attendance records are forwarded to the Regional Office Training Managers.
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| Introduction to Pre-Discharge Benefits Delivery at Discharge (BDD) – In-Service Rating  |
| INSTRUCTOR INTRODUCTION | Complete the following:* Introduce yourself
* Orient learners to the facilities
* Ensure that all learners have the required handouts
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| time required | 0.5 hours |
| Purpose of LessonExplain the following: | Pre-discharge claims have undergone a redesign which has adjusted the process for adjudicating claims that are received prior to a Servicemembers’ (SM) discharge from active duty. The purpose of this training is to inform the audience of the major requirements.This lesson will contain discussions and exercises that will allow you to gain a better understanding of the BDD in-service rating guidance for RVSRs. |
| Lesson ObjectivesDiscuss the following:Slide 2 | In order to accomplish the purpose of this lesson, RVSR’s will be required to accomplish the following lesson objectives.TheRVSRs’ will be able to understand the pre-discharge in-service rating guidance. |
| Explain the following: | Each learning objective is covered in the associated topic. At the conclusion of the lesson, the learning objectives will be reviewed.  |
| Motivation | In-service rating decisions are designed to improve our process of delivering benefits the day after discharge for active duty Servicemembers’ (SM) who participate in the BDD program. It is important that BDD claims be fully rated prior to discharge so that we can ensure that this goal is met. |
| STAR Error code(s) | N/A |
| References**Slide 3**  | Explain where these references are located in the workplace.All M21-1 references are found in the [Live Manual Website](https://vaww.compensation.pension.km.va.gov/).* [38 CFR Part 4 – Schedule for Rating Disabilities](http://www.ecfr.gov/cgi-bin/text-idx?SID=ad275643432556b9dda942343fb89296&mc=true&node=pt38.1.4&rgn=div5)
* [M21-1, Part III, Subpart i, 2, A - General Information on Pre-Discharge Claims](https://vaww.compensation.pension.km.va.gov/system/templates/selfservice/va_ka/portal.html?encodedHash=%23!agent%2Fportal%2F554400000001034%2Farticle%2F554400000014099%2FM21-1-Part-III-Subpart-i-Chapter-2-Section-A-General-Information-on-Pre-Discharge-Claims%3FfromQuery%3Dpre-discharge)
* [M21-1, Part III, Subpart i, 2, B - Division of Responsibilities for Processing Benefits Delivery at Discharge (BDD) and BDD-Excluded Claims](https://vaww.compensation.pension.km.va.gov/system/templates/selfservice/va_ka/portal.html?encodedHash=%23!agent%2Fportal%2F554400000001034%2Farticle%2F554400000014101%2FM21-1-Part-III-Subpart-i-Chapter-2-Section-B-Division-of-Responsibilities-for-Processing-Benefits-Delivery-at-Discharge-BDD-and-Quick-Start-QS-Claims%3FfromQuery%3Dpre-dischargehttps://vaww.compensation.pension.km.va.gov/system/templates/selfservice/va_ka/portal.html?encodedHash=%23!agent%2Fportal%2F554400000001034%2Farticle%2F554400000014101%2FM21-1-Part-III-Subpart-i-Chapter-2-Section-B-Division-of-Responsibilities-for-Processing-Benefits-Delivery-at-Discharge-BDD-and-Quick-Start-QS-Claims%3FfromQuery%3Dpre-discharge)
* [M21-1, Part III, Subpart i, 2, C - Ancillary Benefits and Other Issues Involving Pre-Discharge Claims](https://vaww.compensation.pension.km.va.gov/system/templates/selfservice/va_ka/portal.html?encodedHash=%23!agent%2Fportal%2F554400000001034%2Farticle%2F554400000014102%2FM21-1-Part-III-Subpart-i-Chapter-2-Section-C-Ancillary-Benefits-and-Other-Issues-Involving-Pre-Discharge-Claims%3FfromQuery%3Dpre-discharge)
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| Topic 1: Pre-Discharge Benefits Delivery at Discharge (BDD) – In‑Service Rating Decision |
| Introduction | This topic will allow the trainee to understaind guidance for BDD In-service rating decisions |
| Time Required | 0.5 hours |
| OBJECTIVES/Teaching Points | Topic objectives:* Understand new BDD in-service rating guidance

The following topic teaching points support the topic objectives: * Onset of BDD in-service ratings
* Benefits of in-service rating program
* BDD v. BDD excluded
* Jurisdiction
* National Work Queue (NWQ)
* In-service rating guidance
* Rating decision procedures
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| BDD in-service ratings *Slide4* | Inform the audience that the BDD rating decision process shifted from occurring after discharge to requiring that the rating decision be completed while the SM is still on active duty. This allows the necessary time to fully develop and rate the claim while the SM is on active duty; leaving only service verification, award generation, and authorization to occur after discharge. |
| Benefits of in-service rating process**Slide 5 -6** | Explain the following advantages of the redesign:* Better utilization of the time the SM is still on active duty to ensure the claim is fully ready to rate and ready for promulgation so that the SM receives a decision on their claim as close to discharge as possible
* Completing the rating during active duty will better ensure insufficient examinations are identified and corrected prior to discharge
* Greatly decrease the overall average number of days pending for the pre-discharge claim inventory
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| BDD v. BDD excluded*Slide 7* |

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| Claims received on or after October 1, 2017, within 180 days prior to discharge are identified as Benefits Delivery at Discharge (BDD) claims or BDD excluded claims | Days prior to separation | Days prior to seperation |
| 90-180 days | 1-89 days |
| Claim identity | BDD | BDD Excluded |

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| National Work Queue (NWQ)Slide 8 | National Work Queue (NWQ) will route the claim to regional offices nationally for review for ready for decision (RFD) status as soon as examinations have been completed or all tracked items have expired. This will occur while the SM is still on active duty. Note: RVSR or VSRs should not defer for service verification upon their initial review for RFD! |
| JurisdictionSlide 9*III.i.2.B.3.g.**do not place the claim under EP control**•ensure an open period of service exists in BIRLS (If the open period does not exist, perform a BIRLS update in Share.)**•attach a paper flash to the application materials that reads No EP or Diary Exists-Establish Control Immediately**•provide an explanation (on the paper flash) for not placing the claim under EP control, and**•mail to the ROJ.* | •BDD claims will continue to be rated at regional offices based on capacity.•Excluded BDD claims will be rated at the Regional Office of Jurisdiction (ROJ).If an intake site receives a BDD-excluded claim 10 or fewer days before the discharge date that cannot be processed in VBMS follow instructions in M21-1III.I.2.B.3.G |
| In-service rating guidance**Slide 10-11** | Rating decision will be completed while the SM is still on active duty Explain that all current rating requirements will remain the same except that **partial rating deicison are not allowed for in-service rating decisions.** Also:* Take any steps necessary to ensure the SMs reported separation date is accurate in order to reduce the need to rework the claim due to incorrect effective dates.
* The effective date entered into VBMS-R will be a future effective date. – DO NOT DEFER FOR VERIFICATION
* Be sure to take into account that an examination was conducted in-service, as this can have an effect on the evidence required for service-connection (SC).
* A diagnosis of a chronic disability on an in-service VA examination is a diagnosed disability while on active duty.
* A pre-discharge claim is filed by the claimant while still on active duty; therefore, inherently has in-service symptoms/complaints.
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| Rating decision procedures*Slide 12-15**Emphasize the following on slide 12:**All conditions should be decided at the time of the rating. If a deferral is needed, the entire claim must be deferred and all necessary development must be completed prior to RAD and the in-service rating* | Explain the procedures for completing a BDD rating decision in accordance with M21-1, III.i.2.B.4.e.

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| STEP 1 | Ensure the SM’s reported date of release date is accurate to prevent an incorrect effective date |
| STEP 2 | Verify all development is complete. There can be no partial RDs, only full RDs. If the claim is not fully ready to rate, defer the claim for the evidence required.  |
| STEP 3*Slide 13* | Replace the language in the introduction paragraph with the language in step 3 of M21-1, III.i.2.B.4.e |
| STEP 4*Slide 14* | Rate the claim as normal |
| STEP 5*Slide 14* | Finalize the RD |
| STEP 6*Slide 14* | Add a bookmark stating “DRAFT: Rating document should not be released until after the award is authorized.” |

**NOTE:** Upon finalization of the RD NWQ will pull the claim into the NWQ and re-route the claim back to the RO for promulgation the day following discharge from active duty.**NOTE:** If the SM selected a Veteran Service Organization as the power of attorney (POA):* ensure the completed rating decision is available for review by the appropriate VSO for a minimum of two days, and
* send an e-mail to the VSO notifying them that the rating is in the eFolder for their review
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| Lesson Review, Assessment, and Wrap-up |
| IntroductionDiscuss the following: | The Pre-Discharge Redesign – In-Service Rating Program lesson is complete. Review each lesson objective and ask the trainees for any questions or comments. |
| Time Required | 0.5 hours  |
| Lesson Objectives | You have completed the Pre-Discharge Redesign – In-Service Rating Program lesson. The trainee should be able to: * Understand the pre-discharge in-service rating guidance
 |
| Assessment  | Remind the trainees to complete the on-line assessment in TMS to receive credit for completion of the course.The assessment will allow the participants to demonstrate their understanding of the information presented in this lesson. |