

Chapter 36 Accuracy (CH36-A) Instrument

Question	Compliance		
All Chapter 36 Cases			
1. Was eligibility determined, prior to opening a record?	Yes	No	NA
2. Did the counseling record contain an Application (VAF 28-8832, VAF 22-1990, eBenefits, or written request)?	Yes	No	NA
3. Was the Applicant status date consistent with the date of receipt by VA?	Yes	No	NA
4. Was VR-04, Educational/Vocational Counseling Appointment Letter, sent to the individual with a scheduled appointment?	Yes	No	NA
5. Was the case status movement date consistent with documentation in the counseling record?	Yes	No	NA
6. Was the appropriate closure letter sent to the Veteran?	Yes	No	NA
<input type="checkbox"/> CH36A – Completed with Counseling			
7. Was the individual provided with Ed/Voc Career Counseling, consisting of an individual counseling session?	Yes	No	NA
8. Was the individual provided with necessary referrals identified during Ed/Voc Career Counseling?	Yes	No	NA
9. Was the individual provided with an Ed/Voc Assessment to help identify a suitable employment goal?	Yes	No	NA
10. Were the results of either Ed/Voc Career Counseling or Ed/Voc Assessment summarized into a comprehensive report?	Yes	No	NA
A. Eligibility Data was not documented on the Ed/Voc narrative.	<input type="checkbox"/>		
B. Individual's History was not documented on the Ed/Voc narrative.	<input type="checkbox"/>		
C. Disability Condition(s) was not documented on the Ed/Voc narrative.	<input type="checkbox"/>		
D. Assessment of Interest Aptitudes and Abilities was not documented on the Ed/Voc narrative.	<input type="checkbox"/>		
E. Vocational Exploration was not documented on the Ed/Voc narrative.	<input type="checkbox"/>		
F. Synthesis of Ed/Voc Career Counseling and/or Assessment was not documented on the Ed/Voc narrative.	<input type="checkbox"/>		
11. Was the Chapter 36 Checklist Job Aid used by the VRC to document the counseling and/or services provided?	Yes	No	NA
12. Was VAF 28-8606, Notes from Counseling and Next Steps, documented and provided to the individual?	Yes	No	NA

13. Was the Vocational Assessment summary documented and provided to the individual as a part of the Goal Map Package?	Yes	No	NA
14. Did documentation verify that the individual was provided a copy of the “My Transition to School” or “My Transition to the Workforce” handout?	Yes	No	NA
<input type="checkbox"/> CH36B – Completed without Counseling			
15. Was a letter and email sent to the individual giving him/her 10 days to reschedule the missed appointment?	Yes	No	NA
A. A letter was not sent.	<input type="checkbox"/>		
B. An email was not sent.	<input type="checkbox"/>		
16. If the individual declined services via phone or email, was the contact documented in a case note prior to closing the case?	Yes	No	NA

<input type="checkbox"/> Reviews (For tracking only. Not included in score. Answering No <u>does not</u> result in an error.)			
17. Was the requested Higher-Level Review completed in an accurate and timely manner?	Yes	No	N/A
A. The requested review was not completed accurately.	<input type="checkbox"/>		
B. The review was not completed in a timely manner (90 days or less from date of request).	<input type="checkbox"/>		
C. The review was not completed by a more experienced VRC than the individual who made the decision.	<input type="checkbox"/>		
D. The review indicated a Duty to Assist error, but a Supplemental Claim Review was not initiated.	<input type="checkbox"/>		
E. The requested informal conference was not provided.	<input type="checkbox"/>		
18. Was the requested Supplemental Review completed in an accurate and timely manner?	Yes	No	N/A
A. The requested review was not completed accurately.	<input type="checkbox"/>		
B. The review was not completed in a timely manner (125 days or less from date of request or identification of a Duty to Assist error).	<input type="checkbox"/>		

<input type="checkbox"/> General Comment