



Draft Rating Approval

Job Aid

Revision History

Date	Version	Description	Author
07/08/2022	R27.0	<ul style="list-style-type: none"> • Initial version of this document 	Stephanie Riani, Christopher Routhier & Joshua Will

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Introduction

The Draft Rating Approval (DRA) functionality allows most second or special level reviews to be completed electronically. The DRA application is accessed through VBMS-R as this application processes rating decisions requiring additional levels of review prior to finalization. A Rater will complete a decision and will indicate when a second, special level review, or both is required. By making this indication the new process will be launched in the DRA application.

CSEM functions needed for DRA

Second Level Reviewer- This function is for individuals who will be conducting second level reviews for draft ratings. This is a complimentary function and should be added to a user's profile in addition to one of the following functions they already have in CSEM:

- Rating VSR
- Senior/Journeyman
- DRO
- Rating Higher Level Reviewer
- Rating Coach
- Super Supervisor
- Service Center Manager

Special Level Reviewer- This function is for individuals who will be conducting special level reviews for draft ratings. This is a complimentary function and should be added to a user's profile in addition to one of the following functions they already have in CSEM:

- Rating Coach
- Super Supervisor
- Service Center Manager

RO Draft Rating Manager- This function is for individuals at the station controlling which raters need second level review of all rating decisions. This is a complimentary function and should be added to a user's profile in addition to one of the following functions they already have in CSEM:

- Rating Coach
- Super Supervisor
- Service Center Manager

How to set up your signature

You will still be required to input your signature as a rater (eSign: certified by [decision maker's LANID, job title]). However, the Second and Special level review signatures that appear on the codesheet will now be automatic. There will no longer be the need to use a VA form 0961 for Rating Decisions with a codesheet. This functionality replaced what was previously being used in ratings in the Signatures/Document Title tab:

Ratings:

The screenshot shows a software interface with a title bar 'Options'. Below it are several tabs: 'Evidence Types', 'Evidence Originators', 'Signatures/Document Title' (which is selected and highlighted with a blue border), 'Copy To', 'Glossary', and 'Import'. The main content area contains a form with the following fields:

- * Author Signature Line: eSign: certified by Rater_M_RVSR, RVSR
- * Document Title: Rating Decision (dropdown menu)
- Regional Office**
 - * Name: RO UAT
 - * Address Line 1: UAT
 - Address Line 2: (empty)
 - Address Line 3: (empty)

At the bottom right of the form area are two buttons: 'Save' and 'Undo'.

Code Sheet:

eSign: certified by Rater_M_RVSR, RVSR

eSign: certified by RATINGSR_322, Rating Veterans
Service Representative

eSign: certified by SCMSLR_322, Veterans Service
Center Manager

How to submit a draft rating

A DRA Review begins at the Document tab in Ratings, prior to selecting the Finalize button.

Finalize Rating

Does this draft rating require a review?

Yes

No

When ready to print/Return to Corporate, select the "Finalize" button below. This will begin the upload of the Rating to Corporate.

[Finalize...](#)

The rater will have the option to skip the additional review and finalize the rating or answer Yes to the above question and determine which levels of review are needed.

Finalize Rating

Does this draft rating require a review?

Yes

No

Which type(s) of review? (* Required)

Second Level Review

RVSR VIP Indicator

Special Level Review

You will receive a notification in your Alerts/Messages tab on the home screen when the review has been approved or returned for corrections.

The need for review may have already been determined by the system.

[Request Review](#)

*RVSR VIP Indicator can only be selected after Second Level Review is selected. This indicator does not drive anything in the Ratings or DRA application, but it does appear as a column in the DRA work queue.

-VIP stands for Virtual In Person

When the Request Review button is selected, a pop-up modal will appear with a unique identifier of the review called the Review ID. The Review ID can be used to search for the particular review in the DRA work queue:

SMC Paragraphs

Up

Down

Alert ✕

Review 170318 created.

Close

Finalize Rating

Does this draft rating require a review?

Yes

No

Which type(s) of review? (* Required)

Second Level Review

RVSF VIP Indicator

Special Level Review

You will receive a notification in your Alerts/Messages tab on the home screen when the review has been approved or returned for corrections. The need for review may have already been determined by the system.

[Request Review](#)

Once a review has been requested, the claim is locked to the rater so that changes cannot be made to the draft rating while under review:

Welcome to the Veterans Benefits Management System for Rating (VBMS-R)!

This is your personal home screen with information ranging from the RO to a national level.

WARNING

A draft rating for file number 666016017 is currently under review and can not be worked. <https://dra-ui-dev.dev8.bip.va.gov/review/170318>

File Management Alerts / Messages

Q Search by File Number: [Pull For Rating](#)

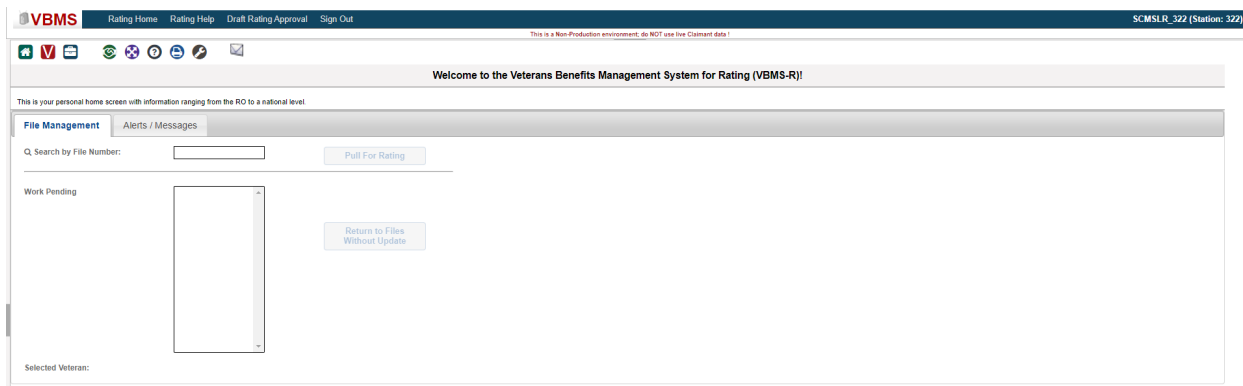
Work Pending

<p>666011522</p> <p style="background-color: #e0e0e0;">666016017</p>	<p>Work</p> <p>Refresh Profile</p> <p>Claim Association</p> <p>Return to Files Without Update</p>
--	--

Selected Veteran: STEPHANIE ONE TESTING

Logging into the DRA Queue

If you have either the Rating VSR, complimentary Second Level Review or Special Level Review roles you can access the DRA Queue by logging into VBMSR and clicking the Draft Rating Approval button on the top of the screen.



Note: If you only have the Rating VSR role you will be able to view ratings that you have submitted for review. If you have either of the complimentary Second Level Review or Special Level Review roles you will need to filter down to your name in the originating RVSR field to view ratings that you have submitted for review.

How to manage claims in the DRA queue

Sort/Filter the DRA Queue

All columns within the DRA Queue are sortable except for Benefit Claim ID. The columns are sorted ascending or descending by clicking the double arrow icon in each column.

Actions		Export Queue								
<input type="checkbox"/>	Review ID ↓	Regional Office ↑	Originating RVSR ↑	Reviewer Name ↑	Benefit Claim ID	File Number ↑	Review Status ↑	Date of Draft Completion ↑	D: Re	
<input type="checkbox"/>	97973	373	ERICA FOSTERLING-RVSR (373/FOSTERLI_E_RVSR)		600313502	763090496	Go Final	07/01/2022		
<input type="checkbox"/>	97259	373	MEGHANA SOMALWAR-RVSR (373/SOMALWAR_M_RVSR)		600313431	763090440	Go Final	07/01/2022		
<input type="checkbox"/>	96928	373	MEGHANA SOMALWAR-RVSR (373/SOMALWAR_M_RVSR)		600313430	763090433	Go Final	07/01/2022	07	
<input type="checkbox"/>	96763	373	MEGHANA SOMALWAR-RVSR (373/SOMALWAR_M_RVSR)		600313429	763090425	Go Final	07/01/2022	07	
<input type="checkbox"/>	96593	322	KENNETH WALLACE-RVSR (322/WALLACE_K_RVSR)		600306061	764091054	Special Review Needed	07/01/2022		
<input type="checkbox"/>	96414	373	KIMBERLY BUNZ-RVSR	TESTERTHREE DRA SECOND LVL REVIEWER	600313264	763090018	Second Review Needed	06/30/2022		

Items per page: 20 Skip to page: Go

First Previous 1 2 3 4 5 Next Last

On the left-hand side of the screen, you will also be able to filter the DRA Queue. To filter you will click the + sign to expand the selected attribute. Then select the specific attribute(s) and hit add. Once complete click the update results button.

The screenshot shows a 'Filter Results' panel with the following elements:

- Filter Results** header
- A search box containing 'Saved filters...' with a dropdown arrow.
- Keyword** filter: expanded with a '+' sign. It includes a search input field, a dropdown arrow, and an 'Add' button. A tag '317 x' is visible below.
- Regional Office** filter: collapsed with a '-' sign. It includes a search input field, a dropdown arrow, and an 'Add' button.
- Originating RVSR** filter: collapsed with a '-' sign. It includes a search input field, a dropdown arrow, and an 'Add' button. A tag 'MKA317_SSUPER x' is visible below.
- Buttons at the bottom: 'Save and Manage Filters', 'Update Results', and a link for 'Reset All Filters'.

Filters include- Keyword, Regional Office, Originating RVSR, Reviewer Name, Benefit Claim ID, File Number, Review Status, Date of Draft Completion, Date of Second Level Review, Date of Special Level Review, RVSR VIP Indicator, Special Mission, Division, Flash, Special Issue, Days in RO Queue

Saving Filters

To save filters press the save and manage filters button. Add a title to the filter and click save. You can then decide whether to set that as your default filter or not.

Save and Manage Filter Criteria

Update existing filter preferences:

Update

OR

Save as new filter preferences:

Save

Remaining Characters: 128

Saved Filter Criteria:

RATINGSLT_322 —

[Set As Default](#) [Delete](#) [Edit Name](#)

Review Status: Second Review Needed
Special Review Needed
Subsequent Second Review Needed
Subsequent Special Review Needed
Returned For Correction

Reviewer Name: RVSR SECOND LEVEL REVIEWER
(322/RATINGSLR_322)

RVSR VIP Indicator: Any

[Close](#)

Exporting the DRA Queue

The queue can be exported to an excel spreadsheet. An export title is required before moving forward:

Export Approval Queue

Export Name

Remaining Characters: 89

If you are a Special Level Reviewer, you will have an additional option of including IQR categories:

Export Approval Queue

Export Name

Remaining Characters: 72

Include IQR Categories with a "No" response?

IQR Categories include Category Level which is the numbered questions within the IQR Checklist.

The export is downloaded to the My Exports tab where it will live indefinitely unless you choose to delete it by using the Actions button.

How to review a draft rating for second/special reviews

Assigning Reviews

To review a rating the rating must be assigned to you in the DRA queue. The system will not allow reviewers to be assigned any ratings that the user has completed themselves. The following functions can self-assign and assign to others:

Self-Assign

Second Level Reviewer function with any of the following functions:

- Rating VSR
- Senior/Journeyman
- DRO
- Rating Higher Level Reviewer
- Rating Coach
- Super Supervisor
- Service Center Manager

Self-Assign or Assign to Others

Special Level Reviewer function with any of the following functions:

- Rating Coach
- Super Supervisor
- Service Center Manager

Click the checkbox for each of the claims you would like to assign and then click the actions button. You will be given options to either Assign to Me or Assign User depending on your review role as described above

VBMS | Draft Rating Approval
SERVICECENTERMANAGER SPECIALLEVELREVIEWER

API: 0.0.11 UI: 0.0.9
Approval Queue My Exports VBMS Ratings

Filter Results

Regional Office +

Originating RVS +

Reviewer Name +

Benefit Claim ID +

File Number +

Review Status +

Date of Draft Completion +

Save and Manage Filters
Update Results
Reset All Filters

Actions Export Queue

		Regional Office	Originating RVS	Reviewer Name	Benefit Claim ID	File Number	Review Status	Date of Draft Completion	D
		317	MARY KATE ALBER (317/MKA317_SS UPER)		600132972	700018716	Go Final	05/09/2022	05
<input checked="" type="checkbox"/>	18472	317	MARY KATE ALBER (317/MKA317_SS UPRF)		600146486 600146487	700033436	Second Review Needed	05/17/2022	
	3176	328	BATRA RATING VSR (328/BD328_RVS R)		600170985	700066690	Returned For Correction	05/04/2022	
<input checked="" type="checkbox"/>	18639	317	MARY KATE ALBER (317/MKA317_SS UPER)		600176157	700069484	Second Review Needed	05/17/2022	
<input type="checkbox"/>	18306	317	MARY KATE ALBER (317/MKA317_SS UPER)	RVS SECOND LEVEL REVIEWER (322/RATINGSLR_322)	600200825	300452003	Second Review Needed	05/17/2022	
<input type="checkbox"/>	7786	373	PATRICK KERIC (373/KEKIC_P_R VSR)		600229880	764065443	Second Review Needed	05/06/2022	

Items per page: 20
Skip to page:

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Last

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Add/Edit/Delete Annotations

When a review is assigned to a reviewer, they can make annotations for the rater on the narrative or the codesheet. To do so click view narrative or view codesheet.

Documents

Document Version	Upload Date ↓	Narrative	Codesheet
Initial Review	7/5/2022, 12:06:19 PM	View Narrative	View Codesheet

A reviewer can add annotations using any of the items on the left of the page and the annotations will auto save.

NARRATIVE

- # Go To Page
- Hide Annotations
- List
- Highlight
- Line
- Callout
- Free-Text
- Oval
- Rectangle
- Icon
- Stamp

DEPARTMENT OF VETERANS AFFAIRS
RVSR 1
TEST

MARVIN BIRD
Test

Rating Decision
MM/DD/YYYY

INTRODUCTION
DECISION

EVIDENCE

REASONS FOR DECISION

Entitlement to nonservice-connected pension.

You are a Veteran who is 54 years old. Your level of education is reported as 8, and you last worked at fd as a(an) sdsd. The Department of Veteran Affairs grants nonservice-connected pension to Veterans who have a permanent and total disability that prevents them from securing and maintaining substantially gainful employment. The law governing pension also requires that generally a Veteran must have served for at least 90 days, some of which occurred during one ore more periods of war, or have been discharged during a period of war for service-connected disability incurred in or aggravated by service. We previously determined you are disabled due to your sdfg . At the time of your separation from service, your official service records showed

To edit or delete annotations click the list option on the left-hand side of the page and then click the + button to expand which annotation you would like to edit or delete.

Annotations List

Search

Close List

[RECTANGLE] Test -

Title: Test

Comment: No comment provided

Created By: 322/ratingslr_322

Last Modified By: 322/ratingslr_322

Type: rectangle

Page: 1

View Annotation

Update Annotation

Delete Annotation

[HIGHLIGHT] +

[CALLOUT] Test +

[OVAL] Test +

Narrative

DEPARTMENT OF VETERANS AFFAIRS
RUSR 1
TEST

MARVIN BIRD

Test

Rating Decision
MM/DD/YYYY

Entitlement to nonservice-connected pension is granted.

INTRODUCTION

DECISION

EVIDENCE

REASONS FOR DECISION

Entitlement to nonservice-connected pension.

You are a Veteran who is 54 years old. Your level of education is reported as 8, and you last worked at fd as a(an) sdsd. The Department of Veteran Affairs grants nonservice-connected pension to Veterans who have a permanent and total disability that prevents them from securing and maintaining substantially gainful employment. The law governing pension also requires that generally a Veteran must have served for at least 90 days, some of which occurred during one ore more periods of war, or have been discharged during a period of war for service-connected disability incurred in or aggravated by service. We previously determined you are disabled due to your sdfg . At the time of your separation from service, your official service records showed

Page 1 of 2

Leaving comments

Reviewers are able to leave comments on the review. Click on the add comment button and save once complete. The rater will be able to view these comments once the reviewer has sent the rating back for correction or to go final.

Reviewer Comments

Actions Add comment

	Reviewer	Version	Date		Comment	Edit
No comments						

IQR Checklist

Unless directed otherwise by leadership or the FAQ, a reviewer is able to complete the IQR checklist within the DRA functionality. The reviewer can select whether each category was met and if a “No” was selected they will be required to select a reason. The reviewer **will need to click the save button** at the bottom of the page to save the IQR check list. Once a “No” is selected on the IQR checklist the selection should not be changed on subsequent review even if the rater has made the requested correction. This will allow the exported data to show how many errors were received for each rater under the category level findings.

Draft Rating Approval Request
File Number: 763090569

Documents

Rated Issues Reviewed

Reviewer Comments

IQR Checklist

IQR Checklist

1. Were all claimed issues addressed and decided? (*Required)

- Yes
 No
 N/A

Reason: (*Required) (2 Reason selected)

- A claim for service connection was received but not addressed or decided
 A claim for secondary service connection was received but not addressed or decided
 A claim for an increased evaluation was received but not addressed or decided
 The issue of IU was claimed but was not decided
 Entitlement to a claimed ancillary benefit (SAH, SHA, DEA, Paragraph 29 or 30, etc.) was not addressed
 The issue of competency was claimed but was not addressed
 Entitlement to SMC or SMP A/A was not addressed
 Entitlement to SMC or SMP HB was not addressed
 Entitlement to another level of SMC was not addressed
 A proper claim of the existence of a CUE was not decided (to include effective date due to alleged CUE)

[See more...](#)

Additional Information

Remaining Characters: 4000

2. Were all inferred and/or ancillary issues addressed? (*Required)

- Yes

Return for Corrections or Approve

Following completion of the review, a reviewer will select return for correction or approve at the bottom of the review page. If the return for correction is selected, the review will route back to the rater to make the corrections and then route back to the same reviewer once the rater submits the corrections for review.

Draft Rating Approval Request
File Number: 763090569

Documents

Rated Issues Reviewed

Reviewer Comments

IQR Checklist

Remaining Characters: 4000

12. Is the c-file free from other defects requiring correction which are not considered "critical" to the item(s)/transaction currently under review? **(*Required)**

Yes

No

N/A

Additional Information

Remaining Characters: 4000

[Return for correction](#) [Approve](#)

[Save review](#)









[↑ Back to top](#)

DRA Admin Tool

Accessing the DRA Admin Tool

Users with the RO Draft Rating Manager (RO DRM) functions can access the DRA Admin Tool by clicking the link on the top of the VBMS-R page.

VBMS [Rating Home](#) [Rating Help](#) [Draft Rating Approval](#) [DRA Admin Tool](#) [Sign Out](#)

This is your personal home screen with information ranging from the RO to a national level.

[File Management](#) [Alerts / Messages](#)

RO Draft Rating Manager

The RO DRM function will allow users to construct a single rule determining whether a Draft Rating is automatically required for Second Level Review based on a selection of users within their own regional office that possess the “Complete Rating” function. The RO DRM can add or delete individuals as their need for 100% second signature changes. The RO DRM will need to click the save collection button following any changes.

Regional Office Draft Rating Approval Admin (RO-DRA Admin)

VBMS | Draft Rating Approval Admin Chris Routhier | Logout

Regional Office 319 Rules

A second level review will be required on a draft rating if the user finalizing the rating is present in this rule.

Attribute: Operator: Values:

User Attempting to Finalize Rating		
DAN SPECIALNINE (DRA_SPECIAL9)	<input type="button" value="Delete Row"/>	
DIANE ANDRUS (DANDRU_RVSR)	<input type="button" value="Delete Row"/>	

Rule Collection History

User ID	Date/Time	Rules
319/crouth_ssUPER	05/03/2022 2:49:39 PM	Removed: DAN BRADLEY (DRA_SECOND), DARRON MERKT (DMERKT_SECOND9)
319/crouth_ssUPER	05/03/2022 2:46:41 PM	Removed: DRA DROSPLSEVEN (DRA_DROSPL7), DAN SPECIALNINE (DRA_SPECIAL9) Added: DAN BRADLEY (DRA_SECOND), DARRON MERKT (DMERKT_SECOND9)
319/crouth_ssUPER	05/02/2022 2:56:48 PM	Added: DAN SPECIALNINE (DRA_SPECIAL9)
319/crouth_ssUPER	05/02/2022 2:53:11 PM	Added: DRA DROSPLSEVEN (DRA_DROSPL7)
319/crouth_ssUPER	04/29/2022 3:14:37 PM	Removed: AARON GAYNOR (AGAYNO_RVSR), DAVID ROBINS (DROBIN_RVSR7), DRA DROSECONDSEVEN (DRA_DROSECOND7), DRA DROSPLSEVEN (DRA_DROSPL7), DARRON MERKT (DMERKT_SECOND9)

Figure 3: RO-DRA Admin