Intake Site Benefits Delivery at Discharge (BDD) and Quick Start (QS) Checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Yes | No |
| A | **Determine which Pre-Discharge Program** |  |  |
|  | Submitted 60-180 days to discharge date | BDD |  |
|  | Submitted 1-59 days to discharge date | QS |  |
|  | Staying in area to attend exams |  | QS |
|  | Excluded reasons will be routed to Regional Office of Jurisdiction | RO |  |
| B | **Claim Review** |  |  |
|  | Date stamp |  |  |
|  | VA-Form 526, 526c or 526EZ |  |  |
|  | Complete name, SSN, address, phone and email |  |  |
|  | Known separation date |  |  |
|  | Service Treatment Records (or copies) for current period of service |  |  |
|  | Reservist and National Guard without STRs received at demobilization | QS |  |
|  | Signed 5103 Notice Response |  |  |
|  | VA Form 21-22 POA (optional) |  |  |
| C | **Claim Establishment Review** |  |  |
|  | Paper Claims: Establish claim in VBMS |  |  |
|  | Correct End Product Established |  |  |
|  | Date of claim or diary suspense date correct (day after discharge) |  |  |
|  | If no, is the claim less than 10-days from RAD? Or |  |  |
|  | Were there VETSNET or VBMS restrictions? |  |  |
|  | Claim labels and Corporate flashes |  |  |
|  | POA updated |  |  |
|  | Assigne to work queue |  |  |
|  | Assign COVERS Location |  |  |
|  | All contentions entered in VBMS, to include Special Issue for QS, Special Issue for NG or Reserve claims taken at Demobilization briefing. |  |  |
| D | **Initial Development if applicable** |  |  |
|  | Prior periods of service verified and STRs requested |  |  |
|  | VA Form 21-4142 processed |  |  |
|  | Previously denied issues – 5103 Notification for New and Material issued |  |  |
|  | Other: |  |  |
|  | Tracked items input or updated? |  |  |
|  |  |  |  |
|  | **Examinations** |  |  |
|  | Request the Gen Med DBQ |  |  |
|  | Request additional DBQs for specialty exams. |  |  |
|  | Add comment: “BDD” <or> “Quick Start” claim is pending. Separation Health Assessment DBQ is requested.” |  |  |
|  | Claim folder temporarily transferred for specialty exams |  |  |
|  | Quick Start Claim Exams: Intake sites request exams for Service members remaining in the area. |  |  |
|  |  |  |  |
|  | **Special Circumstances** |  |  |
|  | Dependents: all information received and updated |  |  |
|  | Individual Unemployability |  |  |
|  | Specially Adaptive Housing |  |  |
|  | Auto Allowance |  |  |
|  | Aid and Attendance |  |  |
|  | Loan Guaranty Funding Fee Waiver |  |  |
|  | Vocational Rehabilitation and Employment Memo Ratings |  |  |
|  |  |  |  |
|  | **Claim Transfer** |  |  |
|  | Review all actions completed for correctness |  |  |
|  | Follow guidance for transferring paper claims to scanning facility |  |  |
|  | Transfer electronic claims to RAS or CPS |  |  |
|  |  |  |  |
|  | **Quick Start Specific Actions** |  |  |
|  | Intake sites request exams for claimants remaining in the area before transferring the file to CPS. |  |  |
|  | Demobilizing National Guard and Reserves are not required to submit STRs. The CPS develops for STRs. |  |  |