Purpose

TMS Supervisor Action Report

The TMS Supervisor Transaction Report demonstrates the actions that are required or suggested as a result of the Competency Based Training System (CBTS) diagnostic assessment (DA).

TMS Actions indicate the need for courses to be reviewed by the supervisor with the claims processor. Only after the supervisor meets with the claims processor and approves the TMS Action, will the number of actions be reduced. At this stage the approved courses will be assigned to the claims processor's training plan. It is important to note the claims processor cannot take any remediation courses until assigned in TMS. TMS Actions on the report indicate a supervisor has not met with their claims processor, courses have not been assigned, and CBTS compliance cannot be met.
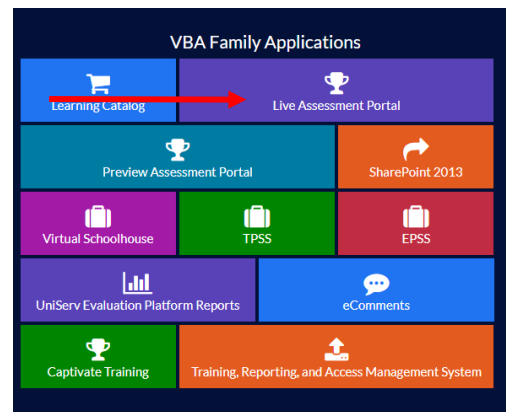
Questions or concerns, please submit via email to the VAVBAWAS/CO/C&PTraining mailbox.
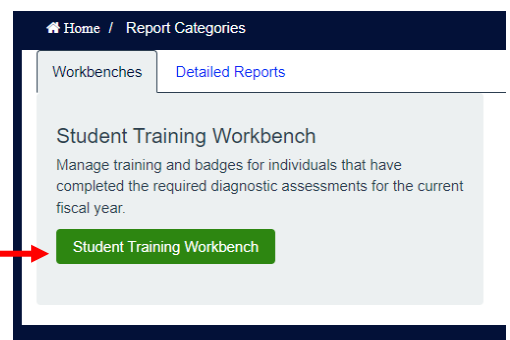
Determining Actions

Step 1 — Supervisor Workbench

- Access the supervisor workbench through the VBA Family Application Portal.
- Then select Live Assessment Portal.

Step 2 — Student Training Workbench

- Select Student Training Workbench

Gaining Access to the Student Workbench as a Supervisor or Training Manager,

To request a password, user ID, or customer support, please send and email to support@vbatraining.org .

Questions or concerns, please submit via email to the VAVBAWAS/CO/C&PTraining mailbox.

Determining Actions

Supervisor Workbench

step 3 ✔

- Search by employee name provided on the TMS Action Report. This report is published daily on [Compliance Reports SharePoint](#)

Manager Actions

step 4 ✔

- After selecting the Claims processor's name, the workbench for that claim processor is displayed with a list of required or suggested training items. This list is constructed based upon assessment results.

- For each training item, the list includes actions to take, the status of each list item, when and if the training has been completed, the TMS ID number, the training title, and the number of hours associated with each training item.

- Two actions are available for each training item:
  - **Dismiss** – Allows the supervisor to dismiss the training item from current view
  - **Add to TMS** – Submits the training item to the claims processor's TMS Learning Plan.

<u>ALL CBTS remediation courses have a specific due date.</u>

All required training identified by FY23 RVSR **must** be assigned and completed by **June 6,2023**. The date should be added in the calendar for scheduling required training should be no later than this date.

The date for Pre-Determination VSR FY23 is **February 6,2023**. All actions and required training not done by this dare are non-compliant.

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