



SUPERVISOR

TMS Supervisor Action Report

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.

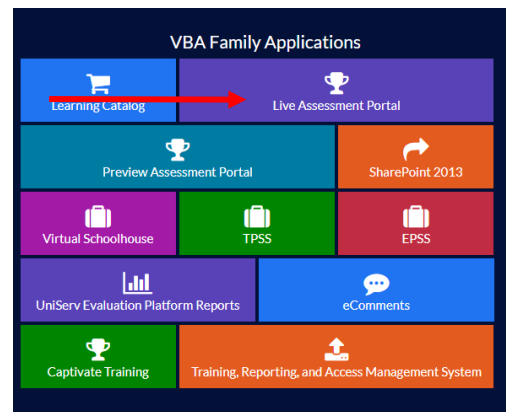
Questions or concerns, please submit via email to the [VAVBAWAS/CO/C&PTraining mailbox](mailto:VAVBAWAS/CO/C&PTraining@mailbox).

Determining Actions



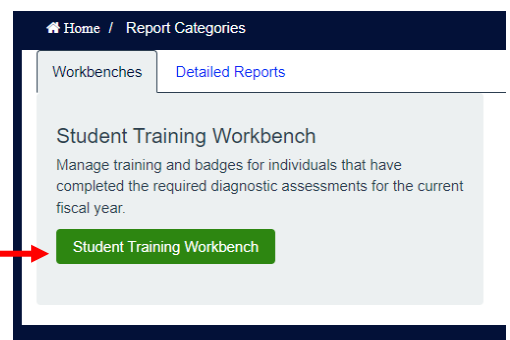
Supervisor Workbench

- Access the supervisor workbench through the [VBA Family Application Portal](#).
- Then select Live Assessment Portal.



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 an email to support@vbatraining.org.

Questions or concerns, please submit via email to the [VAVBAWAS/CO/C&PTraining mailbox](mailto:VAVBAWAS/CO/C&PTraining@mailbox).



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Determining Actions



Supervisor Workbench

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

Select	Reports	Last Name	First Name	Actions	To Award	Waiting on TMS	Awarded	Declined	Required Hrs
<input type="checkbox"/>	Reports			38	0	0	0	0	54.25
<input type="checkbox"/>	Reports			26	0	0	0	0	23.25
<input type="checkbox"/>	Reports			25	0	0	2	0	30.75
<input type="checkbox"/>	Reports			25	0	0	0	0	32.50
<input type="checkbox"/>	Reports			25	0	0	2	0	32.25
<input type="checkbox"/>	Reports			25	0	0	0	0	32.25
<input type="checkbox"/>	Reports			25	0	0	0	0	32.25
<input type="checkbox"/>	Reports			25	0	0	0	0	32.50
<input type="checkbox"/>	Reports			25	0	0	0	0	23.50
<input type="checkbox"/>	Reports			25	0	0	0	0	71.50



Manager Actions

- 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.

Reports

Missed Questions for TMS Items
This report shows the employees current year TMS items and the questions that were missed that caused the TMS item to be added to this workbench. This is very useful to help identify the training that should be added or dismissed for the employee.

Manager Actions
This report shows the status of each TMS item for the employee by badge. When used alongside the Missed Questions report, you'll be able to identify the action to take for each TMS item (Add to TMS, Dismiss, Remove from TMS), decide if the training item will be required or optional, and when the training should be completed by (Due Date).

Cancel

ALL CBTS remediation courses have a specific due date.

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 date are non-compliant.

Questions or concerns, please submit via email to the [VAVBAWAS/CO/C&P Training mailbox](#).