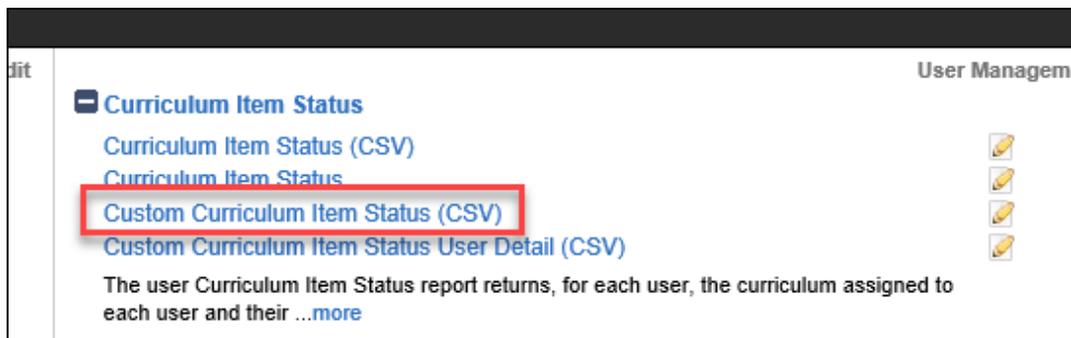# Tracking Completions of Compensation Service After Challenge Training (ACT) Mandated Items

A Job Aid for Training Managers (TMs)
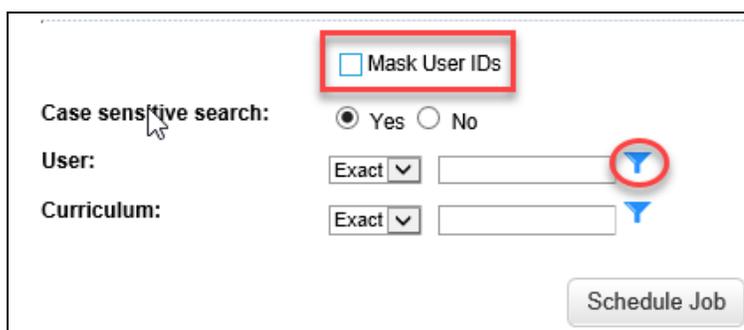
This Job Aid is designed to instruct TMs on running reports to track Compensation Service After Challenge Training (ACT) Mandated Item completions.

Part 1: Running the Report in TMS

1. Select the **Custom Curriculum Item Status (CSV)** report.

2. Uncheck the **Mask User IDs** box.

3. Click the filter icon next to the **User** field.

4. Within the **Users Filter** pop-up:

   a. Enter your Domain ID into the **Domain** field.

b. In the **Curriculum** field, enter one of the following curricula, based on position:

- VSR: VBA-577

- RVSR: VBA-578

- Pre-Discharge MSC: VBA-711

5. Select **Search**.

6. Select all returned employees.

7. Select **Add to Filter**.

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8. Select **Submit Filter.**

9. In the **Curriculum** field, enter the same curriculum you entered in step 4b:

   - VSR: VBA-577

   - RVSR: VBA-578

   - Pre-Discharge MSC: VBA-711

10. Select **Schedule Job.**
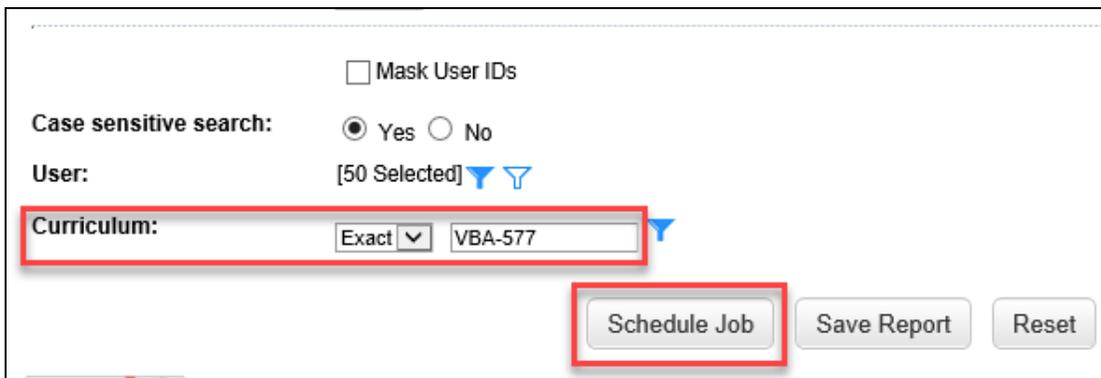
11. Check the **Email the Report** box and select **Finish.** *Note: If you will be running reports for multiple positions, you may also wish to note the position in the **Job Description** field.*

Part 2: Making the Report Easier to View (optional)

Below is an example of the raw and unedited format you will receive from TMS:

1. To make the report easier to view, you can hide or delete unneeded columns, such as:

   - First Name
   - Last Name
   - Middle Initial
   - Org ID
   - Organization
   - Item Revision Date

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- Item Revision Number
- Completion Status ID

2. You may then wish to expand the more important columns:

- User
- Curriculum Title
- Item Title
- Completion Status

A. Optional Step A: depending on preference, we suggest hiding any columns you don't need. To hide a column, Right click on the Column Letter and select Hide.

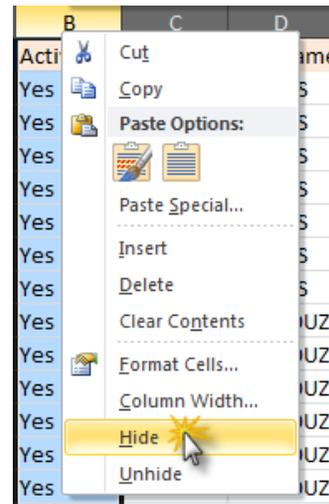B. Optional Step B: adding column highlights (fill color) can also make it easier to read, as shown below.

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Part 3: Understanding the data.

1. The data in the 'Completed' column indicates if an employee has completed ALL the items within the curriculum.

2. The data in 'Completion Date' column provides the completion date of each *individual* item. If the cell in this column is blank, the employee has not yet completed the item.

	A	H	K	O	P	Q
1	User	Completed	Item ID	Item Title	Completion Date	Completion Status
2		Y	1380397	Basic Ratings - Ancillary Benefits and Special Purposes	10/27/2003 11:00 PM America/New York	VA - COMPLETE
3		Y	1380402	RVSR PTSD - Module 1: Introduction to PTSD	3/8/2012 12:00 AM America/New York	VA - COMPLETE
4		Y	1380387	Basic Ratings - Routine Future Examination	7/25/2003 12:00 AM America/New York	VA - COMPLETE
5		Y	1380385	Basic Ratings - Hospitalization/Convalescense	7/29/2003 12:00 AM America/New York	VA - COMPLETE
6		Y	1380404	RVSR PTSD - Module 2: Rating PTSD Claims	3/8/2012 12:00 AM America/New York	VA - COMPLETE
7		Y	1371104	Pursuing a Service Connection Claim for PTSD Related to Military Sexual Trauma (MST)	7/20/2012 10:34 AM America/New York	VA - COMPLETE
8		Y	1688383	Military Sexual Trauma Sensitivity Training (VHA)	4/19/2012 09:36 AM America/New York	VA - COMPLETE
9		N	1380385	Basic Ratings - Hospitalization/Convalescense		
10		N	1380387	Basic Ratings - Routine Future Examination		
11		N	1380397	Basic Ratings - Ancillary Benefits and Special Purposes		
12		N	1380402	RVSR PTSD - Module 1: Introduction to PTSD	10/1/2009 12:00 AM America/New York	VA - COMPLETE

For questions regarding this job aid, please contact
VBATMSHelp.VBAVACO@va.gov