



Web Enabled Approval Management System (WEAMS) Lesson Plan



September, 2015 – Version 1.0

Web Enabled Approval Management System (WEAMS)

Lesson Plan

WEAMS 1.5 hours

Lesson Overview

Purpose of the Lesson:	The purpose of this lesson, as part of Education Service Continuing Education, is to provide the students with an understanding of the function and operation of the Web Enabled Approval Management System (WEAMS).
Prerequisite Training Requirements:	None
Target Audience:	<p>This lesson is designed for the following audiences:</p> <ul style="list-style-type: none">• VA Claim Examiners• Case Managers• VBA employees with a need to access WEAMS for approval information concerning educational benefits. <p>Exceptions: This lesson is NOT intended for Educational Liaison Representatives (ELR).</p>
Lesson References:	<p>The following references support the lesson content:</p> <ul style="list-style-type: none">• WEAMS M22-4 User Guide• http://vbaw.vba.va.gov/bl/22/ref/guides/index.html
Lesson Objectives:	<p>At the conclusion of this lesson, the student will be able to perform the following:</p> <ul style="list-style-type: none">• Using available references, define the purpose of WEAMS, including the term Deemed Approved, with 80% accuracy.• Using available resources and the WEAMS program, perform basic WEAMS functions, including accessing the program, logging in, and basic search functions, with 80% accuracy.• Using the WEAMS website, perform advanced WEAMS functionality, including advanced, facility code, and school verification searches, with 80% accuracy.• Using the WEAMS website, identify approval information and an organization's Yellow Ribbon participation, with 80% accuracy.

Web Enabled Approval Management System (WEAMS)

Lesson Plan

Instructor Notes

This lesson defines the purpose of WEAMS and provides students with the steps for logging into WEAMS, locating and searching for school approval information, and the information required to verify whether the school participates in the Yellow Ribbon programs, which is required to process educational awards.

PowerPoint Slides	Instructor Activities
Web Enabled Approval Management System (WEAMS)	DISPLAY slide 1 "Web Enabled Approval Management System (WEAMS)" INTRODUCE yourself as the instructor and introduce any fellow instructors. INTRODUCE the lesson.
Overview of Today's Training <ul style="list-style-type: none">The purpose of this lesson is to provide information and practice on the WEAMS software used to process educational benefits.This lesson includes demonstrations, comprehension checks, and exercises that provide opportunities for the student to practice the knowledge and skills presented in the lesson.	DISPLAY slide 2 "Overview of Today's Training" PROVIDE an overview of the day's schedule. EXPLAIN that students will be learning about WEAMS today. DISCUSS how the subject fits into the lesson purpose, goals, and importance.
Introductions (Optional) <ul style="list-style-type: none">Student introductions<ul style="list-style-type: none">NameOffice locationTime in position with VA	If appropriate , take a moment to have each student provide a brief introduction.
Icebreaker Activity (Optional) What does the term "Approval Management" mean to you?	DISPLAY slide 3 "Icebreaker Activity" ASK the question: <i>What does the term "Approval Management" mean to you?"</i> ENCOURAGE students to think about their responses.

Web Enabled Approval Management System (WEAMS)

Lesson Plan

PowerPoint Slides	Instructor Activities
	<p>RECORD student responses for review at the end of the lesson.</p> <p>TRANSITION to the next slide and, when appropriate, tie the responses to the lesson objectives.</p>
<p>Lesson Objectives</p> <p>At the end of this lesson, the student will be able to:</p> <ul style="list-style-type: none"> Using available references, define the purpose of WEAMS, including the term Deemed Approved, with 80% accuracy on the assessment. Using available resources and the WEAMS program, perform basic WEAMS functions, including accessing the program, logging in, and basic search functions, with 80% accuracy on the assessment. Using the WEAMS website, perform advanced WEAMS functionality, including advanced, facility code, and school verification searches, with 80% accuracy on the assessment. Using the WEAMS website, identify approval information and an organization’s Yellow Ribbon participation, with 80% accuracy on the assessment. 	<p>DISPLAY slide 4 “Lesson Objectives”</p> <p>REVIEW the lesson objectives and assure students they will have opportunities to practice what they learn.</p> <p>EMPHASIZE that the post-lesson assessment will align with the content and these objectives.</p>
<p>WEAMS Overview</p> <p>For VBA personnel and other interested parties, WEAMS provides:</p> <ul style="list-style-type: none"> Approval information for organizations offering training A system to enter approval information. A database to view approval information Approval information to determine 	<p>DISPLAY slide 5 “WEAMS Overview”</p> <p>EMPHASIZE that WEAMS is the official database for the VBA that is used for the following:</p> <ul style="list-style-type: none"> Source containing the training and educational organizational approval information. Program used for recording approval information by VACO personnel, Education Liaison Representatives (ELRs), and State Approving Agencies

Web Enabled Approval Management System (WEAMS)

Lesson Plan

PowerPoint Slides	Instructor Activities
<p>eligibility for educational benefits.</p>	<p>(SAAs).</p> <ul style="list-style-type: none"> • Training organization records used for viewing by VBA personnel (Vocational Rehabilitation and Employment Personnel and Claims Examiners), as well as public users. • Software the VBA Personnel use for determining benefit eligibility.
<p>VA/VBA Use of WEAMS</p> <p>WEAMS is VA’s official repository for schools and training institutions which are approved for VA education benefits.</p> <p>This important information is used to determine eligibility and process educational claim benefits.</p>	<p>DISPLAY slide 6 “VA/VBA Use of WEAMS”</p> <p>EMPHASIZE that obtaining the correct and proper information is important to the accurate processing of the MGIB benefits.</p>
<p>Comprehension Check</p> <p>1. For VA/VBA purposes, what is WEAMS?</p>	<p>DISPLAY slide 7 “Comprehension Check”</p> <p>Ask the students to provide their own definitions.</p> <p>Discuss the correct responses to ensure the students understand the information before progressing to slide 8.</p> <p>Correct Answers:</p> <ol style="list-style-type: none"> 1. VA’s official repository of information for schools and training institutions which are deemed approved for VA education benefits. 4. Database that provides important information to be used in processing educational benefits.
<p>WEAMS - Access</p> <p>WEAMS is accessed through the Benefits Enterprise Platform Common Security Services portal.</p> <p>To access WEAMS, select the portal and</p>	<p>Display slide 8 “Accessing WEAMS”</p> <p>Access:</p> <p>http://webapps.vba.va.gov/vbaapps/security/home.html</p>

Web Enabled Approval Management System (WEAMS)

Lesson Plan

PowerPoint Slides	Instructor Activities
<p>then select:</p> <ul style="list-style-type: none"> • "Education" • "WEAMS" 	<p>Demonstrate the process required to access WEAMS.</p> <p>Allow each student time to access WEAMS.</p>
<p>WEAMS - Login</p> <p>On the login screen, "Enter":</p> <ol style="list-style-type: none"> 1. Station ID 2. User ID 3. WEAMS Password 4. Select "Submit" 	<p>Display slide 9 "Logging into WEAMS"</p> <p>Demonstrate how to log into WEAMS.</p> <p>Ensure each student knows where to obtain the required login information.</p> <p>Confirm that each student is logged into WEAMS before continuing to Slide 10.</p>
<p>WEAMS - Main Page Search Options</p> <ul style="list-style-type: none"> • Facility Code Search • Simple Search Name and State • Advanced Search 	<p>Display slide 10 "WEAMS - Main Page-Search Options"</p> <p>Explain that the WEAMS main page provides a number of search options that allow the user to search for school approval information.</p> <p>Demonstrate how to assess each search option.</p> <p>Provide information as to when each Search item is used:</p> <ul style="list-style-type: none"> • Facility Code Search – When a school has been certified and there is an enrollment. • Simple Search Name/State – When there is only a school name provided while processing applications. • Advanced Search – When the school name might be different or misspelled while processing applications.
<p>WEAMS - Main Page Search Options (Continued)</p> <ul style="list-style-type: none"> • VA Form 22-1998 Search 	<p>Display slide 11 "WEAMS - Main Page-Search Options"</p> <p>Provide information as to when each Search item is used:</p>

Web Enabled Approval Management System (WEAMS)

Lesson Plan

PowerPoint Slides	Instructor Activities
<ul style="list-style-type: none"> Housing Allowance Search 	<ul style="list-style-type: none"> VA Form 22-1998 Search - When documenting TIMS with the approval report. Housing Allowance Search – When checking MHA rates.
<p>Practice Exercise – WEAMS Login/Search</p> <p>Practice accessing WEAMS by doing the following:</p> <ol style="list-style-type: none"> Log into the program Perform the following searches: <ul style="list-style-type: none"> Facility Code Search Simple Search Name and State Advanced Search VA Form 22-1998 Search Housing Allowance Search 	<p>Display slide 12 “Practice Exercise – WEAMS Login/Search”</p> <p>Time: 10-15 minutes</p> <p>Exercise Requirements:</p> <ul style="list-style-type: none"> Training Room with computers List of facility codes prepared for searching various types of schools. Provide feedback on the experience then continue lesson. If computer access is not available, conduct a discussion of how students have used the search options to solve unique claims processing issues.
<p>Facility Code</p> <p>Education Liaison Representative (ELR) assigns the institution’s 8-character facility code.</p> <p>The eight-character facility code has 4 parts(digits):</p> <ol style="list-style-type: none"> Profit status Type of training facility Name Location 	<p>Display slide 13 “Facility Code”</p> <p>Discuss the table, which contains the digits for the facility code.</p> <p>Mention the type of information for each part of the code.</p> <p>Emphasize you will go more in depth concerning each code later in the session.</p> <p>Inform the students that detailed information can be found in the M22-4, Part II Chapter 2 and Part IX, Chapter 8.</p>
<p>Facility Code – Deemed Approved</p> <p>The facility code digits can be used to determine whether a school is “deemed approved” according to law.</p> <p>According to Public Law 111-377, Section</p>	<p>Display slide 14 “Facility Code – Deemed Approved”</p> <p>Discuss the importance of a deemed approved program.</p>

Web Enabled Approval Management System (WEAMS)

Lesson Plan

PowerPoint Slides	Instructor Activities
<p>203, a deemed approved program is as follows:</p> <p><i>"An accredited standard college degree program offered at a public or not-for-profit proprietary educational institution that is accredited by an agency or association recognized for that purpose by the Secretary of Education."</i></p>	<p>Emphasis that Public Law 111-377, Section 203 makes the IHL exempt status considerations irrelevant.</p>
<p>Facility Code – First Digit</p> <p>The first digit of the facility code provides the following information:</p> <ul style="list-style-type: none"> • 1 = Public tax supported facility • 2 = Private for-profit facility • 3 = Private not-for-profit facility 	<p>Display slide 15 "Facility Code – First Digit"</p> <p>Provide examples of each facility type beginning with the numbers 1, 2, and 3.</p> <p>Explain that facility codes with a 1 or 3 are deemed approved.</p>
<p>Facility Code – Second Digit</p> <p>The second digit of the facility code are as follows:</p> <ul style="list-style-type: none"> • 1 = Highest level programs offered are baccalaureate or graduate degrees • 2 = Accredited hospital (primarily for medical residency or clinical programs) • 3 = Teachers college (rarely used) • 4 = Highest level programs offered are associate's degrees • 5-8 = NCD and all other schools including high schools, technical non-degree schools, etc. (some older such facilities may still have a second digit of 8 which is no longer assigned) • 9 = Assigned for VR&E only for evaluation services • 0 = Job training establishments (JTE), i.e., apprenticeship or other 	<p>Display slide 16 "Facility Code – Second Digit"</p> <p>Provide examples of situations that would require the students to identify the second digit.</p> <p>Explain that facility codes with a second digit of 1 through 4 are deemed approved.</p>

Web Enabled Approval Management System (WEAMS)

Lesson Plan

PowerPoint Slides	Instructor Activities
<p align="center">on-the-job training</p>	
<p>Comprehension Check</p> <p>Which of the following facility schools are deemed approved? Why or why not?</p> <ul style="list-style-type: none"> a) 24099911 b) 31099911 c) 15099911 	<p>Display slide 17 "Comprehension Check"</p> <p>Ask the students which of the facility schools are deemed approved according to their facility code?</p> <p>Answers:</p> <ul style="list-style-type: none"> a) Not deemed approved (for profit) b) Deemed approved c) Not deemed approved (NCD facility)
<p>Facility Code Search</p> <p>You can find school approval information by searching the 8 character alphanumeric facility code shown on the VA Form 22-1999 in the Image Management System (TIMS).</p>	<p>Display slide 18 " Facility Code Search"</p> <p>Show the Facility Code Search box.</p> <p>Provide a few facility codes and have students search for facilities using the Facility Code Search if they have access to PCs.</p> <p>Demonstrate a facility code search if students do not have access to PCs.</p>
<p>Organization's Name Hyperlink</p> <p>When conducting a search, the organization's name will display as a hyperlink. Select the hyperlink to view specific approval information.</p>	<p>Display slide 19 "Organization's Name Hyperlink"</p> <p>Explain that the hyperlink appears after a search, the hyperlink could be a list of organizations or one organization, depending on the type of search used.</p>
<p>Demonstration</p>	<p>Perform a demonstration of the process required to conduct a search for an organization's name.</p> <p>Optional: If the students have access to computers, allow them to conduct searches. If they do not, conduct the demonstration to ensure they understand the process.</p>

Web Enabled Approval Management System (WEAMS)

Lesson Plan

PowerPoint Slides	Instructor Activities
	Confirm that the students understand all information that has been presented before continuing to slide 20.
<p>VCE Program View</p> <p>On the organization profile screen, select the "VCE Program View" menu to verify school information such as:</p> <ul style="list-style-type: none"> • Number of hours required for full time undergraduate • Full Time Modifier • Number of hours or "As Certified" for full time graduate • List of approved programs 	<p>Display slide 20 "VCE Program View"</p> <p>Discuss the VCE Program View menu.</p> <p>Explain the important information included in this view such as number of hours and approved programs.</p> <p>Explain that graduate can have either number of hours or "As Certified".</p> <p>Show the students where to find full-time undergraduate, graduate hours, and an approval program on the Organization Profile page.</p>
<p>Practice Exercise (Only complete if computer access is available).</p>	<p>Time: 10 minutes</p> <p>Do the following:</p> <ol style="list-style-type: none"> 1. Provide the students with a facility code to enter in the search field. 2. Have student find the full time undergraduate, graduate hours, and an approved program on the Organization Profile page if using PC.
<p>VCE Program View – Program Detail</p> <p>Check and verify the Full Time Hours and the Full Time Modifier (Clock Hours) for the NCD Automotive Mechanic Program.</p>	<p>Display slide 21 "VCE Program View - Program Detail"</p> <p>Show the students where Full Time hours and the FT Modifier fields are located.</p> <p>Explain that this information is used for the NCD Automotive Mechanic Program.</p> <p>Remain on slide 20 while conducting the Practice Exercise.</p>

Web Enabled Approval Management System (WEAMS)

Lesson Plan

PowerPoint Slides	Instructor Activities
Practice Exercise	Time: 5 minutes Ask the student to select the menu on the left of the page that allows them to view and quickly review consolidated approval information for processing educational claims. Answer: Once the students have accessed the VCE Program View. Have them write down the information that is required to process an educational benefit claim. Review the responses to ensure each student understands how to access the information and its meaning.
WEAMS - Review of Information If the Enrollment Certification indicates that Advance Payment is requested, you must verify if the school participates in the Advance Payment program.	Display slide 22 "WEAMS - Review of Information" Show the students where the Advanced Payment field is located. Display the location of the Enrollment Certification and where it indicates if an Advanced Payment is requested.
Yellow Ribbon Processing RPOs must verify if a school is a Yellow Ribbon program participant before processing enrollment certification containing Yellow Ribbon amounts. If the school is not a Yellow Ribbon participant, RPOs should process the certification without the Yellow Ribbon Program benefits. A letter should be sent to both the school and individual indicating that the school is not a Yellow Program participant.	Display slide 23 "Yellow Ribbon Processing" Discuss the need to verify whether a school is part of the Yellow Ribbon Program and what should be done if the school is NOT a part of the Yellow Ribbon Program.

Web Enabled Approval Management System (WEAMS)

Lesson Plan

PowerPoint Slides	Instructor Activities
<p>Yellow Ribbon Verification</p> <p>There are a number of ways to verify Yellow Ribbon participation, including:</p> <ul style="list-style-type: none"> • Program Specific Org Info, Issues and Remarks tab • Advanced Search, selection of Yellow Ribbon School year. 	<p>Display slide 24 "Yellow Ribbon Verification"</p> <p>Specify where the student can verify if a school is a Yellow Ribbon participant.</p> <p>Show the Program Specific Org Info menu, under the Issues and Remarks tab.</p> <p>Display the Advanced Search with the Yellow Ribbon School Year selection box.</p>
<p>WEAMS User Guide</p> <p>The WEAMS User Guide can be accessed via the WEAMS-22-4, Guides Tab by selecting WEAMS or @:</p> <p>http://vbaw.vba.va.gov/bl/22/ref/guides/index.html</p>	<p>Display slide 25 "WEAMS User Guide"</p> <p>Demonstrate how to access the WEAMS User Guide.</p> <p>Instructor Note: If the students have a PC, have each student access the user guide by both methods.</p>
<p>Comprehension Check</p> <p>If a school is not in the Yellow Ribbon program, what process is the RPO required to follow?</p>	<p>Display slide 26 "Comprehension Check"</p> <p>Question:</p> <p>If a school is not in the Yellow Ribbon program, what process is the RPO required to follow?</p> <p>Answer:</p> <ol style="list-style-type: none"> 1. Process the certification without the Yellow Ribbon Program benefits. 2. Send the individual and the school a letter indicating that the school is not a Yellow Ribbon Program participant.
<p>Summary</p> <p>You have completed the Web Enabled Approval Management System (WEAMS) training. You should be able to:</p> <ul style="list-style-type: none"> • Using available references, define the purpose of WEAMS, including the term Deemed Approved, with 80% accuracy. 	<p>DISPLAY slide 27 "Summary".</p> <p>REVIEW the information in the day's lesson.</p> <p>REVIEW student responses to the icebreaker.</p>

Web Enabled Approval Management System (WEAMS)

Lesson Plan

PowerPoint Slides	Instructor Activities
<ul style="list-style-type: none">Using available resources and the WEAMS program, perform basic WEAMS functions, including accessing the program, logging in, and basic search functions, with 80% accuracy.Using the WEAMS website, perform advanced WEAMS functionality, including advanced, facility code, and school verification searches, with 80% accuracy.Using the WEAMS website, identify approval information and an organization's Yellow Ribbon participation, with 80% accuracy.	
Questions?	<p>DISPLAY slide 28 "Questions?"</p> <p>ASK students if they have any questions about the WEAMS lesson.</p> <p>RESPOND to all questions before tasking students to complete the assessment.</p>
TMS Assessment and Survey	<p>DISPLAY slide 29 "TMS Assessment and Survey".</p> <p>Conclude the training by doing the following:</p> <ul style="list-style-type: none">Confirm the students know how to access the assessment and survey in TMS.EXPLAIN that the assessment is TMS # will cover what they learned in class today.REMIND them that they must complete both the assessment and the survey in order to receive credit in TMS.TELL students that the survey provides them an opportunity to improve the training and that their feedback is welcome.

Web Enabled Approval Management System (WEAMS)
Lesson Plan
