Education Service

Harry W. Colmery Veterans Educational Assistance Act of 2017

Section 111: STEM Processing

Lesson Plan



**Lesson Overview**

| **Topic** | **Description** |
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| Time Estimate: | 1.5 hours |
| Purpose of the Lesson: | The purpose of this lesson is to provide guidance to Veterans Claim Examiners affected by the Section 111: STEM process. This training includes information on the Section 111: STEM Overview Process, enhancements made to LTS, and when the process and enhancements will be available in LTS. |
| Prerequisite Training Requirements: | The following prerequisite training is required:   * None |
| Target Audience: | * Veteran Claim Examiners (VCEs) |
| Lesson References: | The following references support the lesson content:   * [Harry W Colmery Veterans Educational Assistance Act of 2017](https://www.congress.gov/bill/115th-congress/house-bill/3218/text/pl?overview=closed) |
| Lesson Objectives: | At the end of this lesson, you will be able to better understand:   * The high-level overview of the STEM process * The overview of enhancements made to LTS * When the process and enhancements will be available in LTS * The steps to process STEM Eligibility, STEM Selection, and STEM Enrollments and Amendments in the LTS |
| What You Need: | * Reserve adequate space equipped to project a PowerPoint presentation. * Provide copies of the student guide or PowerPoint slides in advance of the lesson or provide directions on how to print from saved location and how to access any applicable supplemental training, refer to lesson plan and have a subject matter expert (SME) available if primary presenter is not an SME to assist with answering questions. * Training should be instructor led with a means to ask questions during the training. It can be delivered virtually. However, it is recommended for live delivery if feasible. * Questions received during the session which have pre-determined responses may be answered during the session. Any question requiring further review or a lengthier response will be recorded, answered and distributed to trainees after the session. * Individuals who view a recorded live session to make-up the training should be provided a POC who is available for questions while the employee is taking the lesson. |
| Post Training Requirements: | There will be an assessment to receive credit within TMS. |

**Instructor Notes**

The purpose of this lesson is to provide guidance to Veterans Claim Examiners who will be responsible for processing STEM related claims. This training includes information on the Section 111: STEM Overview Process, enhancements made to LTS, and when the process and enhancements will be available in LTS.

| **PowerPoint Slides** | **Instructor Activities** | |
| --- | --- | --- |
|  | | **DISPLAY** slide **1**  **INTRODUCE** yourself as the instructor / facilitator and welcome trainees to the session.  **INTRODUCE** the lesson. | |
|  | | **DISPLAY** slide **3:** “STEM Processing Training Course Map  **REVIEW** the course map and assure trainees they will have opportunities to ask questions at the end of the session. | |
|  | | **DISPLAY** slide **4**  **SUMMARIZE** objectives for the session, emphasizing this section will focus on the high-level overview of the STEM process, overview of enhancements made to LTS, and when the process and enhancements will be available in LTS. | |
|  | | **DISPLAY** slide **5**  **DISCUSS** the key milestones associated with this release, particularly when the new changes will be available in LTS. | |
|  | | **DISPLAY** slide **6**  **HIGHLIGHT** the changes and updates made to LTS regarding the STEM process. | |
|  | | **DISPLAY** slide **7**  **EXPLAIN** the STEM LTS Overview starting with Eligibility, then moving to Selection and Enrollments. | |
|  | | **DISPLAY** slide **8**  **HIGHLIGHT** the key takeaways of what VCEs need to know regarding the STEM LTS Overview. | |
|  | | **DISPLAY** slide **9**  **REVIEW** the course map indicating that we are moving to Step 2: STEM Eligibility. | |
|  | | **DISPLAY** slide **10**  **INTRODUCE** the next section: STEM Eligibility. | |
|  | | **DISPLAY** slide **11**  **INTRODUCE** that we are moving on to the demonstration portion of the training. | |
|  | | **DISPLAY** slide **12**  **INTRODUCE** the scenario that will be demonstrated during the demonstration video that will be played.  **PLAY** the demonstration videos. | |
|  | | **DISPLAY** slide **13**  **INTRODUCE** the scenario that will be demonstrated during the demonstration video that will be played.  **PLAY** the demonstration videos. | |
|  | | **DISPLAY** slide **14**  **REVIEW** the STEM Denial Letter and STEM Acknowledgement Letter. | |
|  | | **DISPLAY** slide **15**  **REVIEW** the key takeaways from this section. | |
|  | | **DISPLAY** slide **16**  **REVIEW** the STEM Processing Training Course Map and indicate that we are moving onto the STEM Selection step. | |
|  | | **DISPLAY** slide **17**  **INTRODUCE** the next section: STEM Selection. | |
|  | | **DISPLAY** slide **18**  **REVIEW** the STEM selection steps, and highlight the notes listed on the slide. | |
|  | | **DISPLAY** slide **19**  **REVIEW** the outcomes if the applicant is selected versus if the applicant is denied. | |
|  | | **DISPLAY** slide **20**  **REVIEW** the key takeaways on the slide. | |
|  | | **DISPLAY** slide **21**  **TRANSITION** to the next section. | |

| **PowerPoint Slides** | **Instructor Activities** | |
| --- | --- | --- |
|  | | **DISPLAY** slide **22**  **INTRODUCE** the next section: STEM Enrollment Processing. | |
|  | | **DISPLAY** slide **23**  **REVIEW** the STEM Enrollment Processing steps. | |
|  | | **DISPLAY** slide **24**  **PLAY** the demonstration video. | |
|  | | **DISPLAY** slide **25**  **REVIEW** the STEM Enrollment Processing steps and notes. | |
|  | | **DISPLAY** slide **26**  **REVIEW** the STEM Enrollment Processing details after the STEM Enrollment has been added. | |
|  | | **DISPLAY** slide **27**  **REVIEW** the STEM Enrollment Processing details on dual signatures and the notes listed on the slide. | |
|  | | **DISPLAY** slide **28**  **REVIEW** the key takeaways from the STEM Enrollment Processing section. | |
|  | | **DISPLAY** slide **29**  **TRANSITION** to the next section: Reviewing Changes to LTS Letters. | |
|  | | **DISPLAY** slide **30**  **INTRODUCE** the section: Reviewing Changes to LTS Letters. | |
|  | | **DISPLAY** slide **31**  **REVIEW** the STEM changes to LTS letters. | |
|  | | **DISPLAY** slide **32**  **Highlight** the key takeaways from this section: STEM changes to LTS letters. | |
|  | | **DISPLAY** slide **33**  **WRAP UP** the Section 111: STEM training. | |
|  | | **DISPLAY** slide **34**  **SHARE** the names of the UAT SMEs that helped test this new functionality. | |
|  | | **DISPLAY** slide **35**  **REVIEW** the post training requirements. | |
|  | | **DISPLAY** slide **36**  **THANK** the trainees for their participation. | |