



VBMS-FIDUCIARY DEVELOPMENT ACTIVITY

JOB AID

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REFERENCES

- M21-4, Appendix F
- VBMS Core User Guide
- VBMS Fiduciary Migration Guide

DEVELOPMENT ACTIVITIES

- The purpose of development activities is to control for receipt or non-receipt of specific information requested from the fiduciary, beneficiary, or other information provider within a Fiduciary End Product (EP)
- Development activities also control for the completion of interviews with the fiduciary, beneficiary, or other individuals
- Administrative tasks should not be created when the receipt of requested information, action, or evidence can be tracked using a development activity associated with an EP
- Users may add multiple development activities at a time on the EP Overview screen to track all necessary development while completing work associated with the pending EP
- Users can select a development action from the “Add Development Activity” function in the EP Overview screen in VBMS
- When a user inputs a development activity it will display in the Development Activity section of the EP Overview screen where the user can edit and update the development activity (see image below)
- For more information on how to enter a development activity in VBMS-Fiduciary, users should consult the VBMS Fiduciary Migration Guide and VBMS Core User Guide

▼ Development Whereabouts Unknown - 1st Attempt

Filter Results Complete All Development Activities + Add Development Activity

↕ Claim Id	↕ Development Activity	↕ Status	Actions	↕ Start Date	↕ Due Date	↕ Close Date	↕ Received Date	↕ Date of Contact	↕ Link
600203004	Interview - Beneficiary	Complete	Edit						
600203004	Interview - Fiduciary	Complete	Edit						

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- Generally, when a development activity is added to a VBMS-Fiduciary EP, the suspense date defaults to 14 days
- Employees should use the table below to reference claim level suspense reasons, the controlling element, claim status, and corresponding default suspense date (Default suspense date is 14 days unless otherwise indicated in the below table)
- It is the responsibility of all users to ensure that the necessary development activities have been generated
- It is the responsibility of the hub personnel reviewing or taking action on an EP to ensure that suspense dates are:
 - Accurate, and
 - Reflect the next actionable review date to ensure timely action

Associated EP	Claim Level Suspense Reasons	Suspense Reason Set By	Claim Status	Claim Level Suspense Date
<ul style="list-style-type: none"> • 290 Fiduciary Accounting Court • 290 Fiduciary Accounting Federal 	Accounting Due	Claim Establishment	Open	30 days
	Accounting Received	Development Button	RTW	Development Button Suspense Date Rules
	In Development	<ul style="list-style-type: none"> • Development Activity • Generating the <i>Spanish Accounting Call</i> or Accounting Past Due Letters 	Open	Development Activity Suspense Date Rules
	Pending Concur	Request Accounting Waiver Development Activity	Open	Development Button Suspense Date Rules
	Waiver Approved	Development Button	Open	Development Button Suspense Date Rules
	Accounting Approved	Development Button	RTW	Development Button Suspense Date Rules
	Accounting Disapproved	Development Button	Open	Development Button Suspense Date Rules



• Associated EP	Claim Level Suspend Reasons	Suspend Reason Set By	Claim Status	Claim Level Suspend Date
<ul style="list-style-type: none"> • 590 Initial Appointment Field Exam • 590 Expedited Initial Appointment Field Exam • 590 Successor Initial Appointment Field Exam • 590 Scheduled Follow-Up Field Exam • 590 Unscheduled Follow-up Field Exam • 590 Fund Usage Field Exam • 590 Non-Fiduciary Program Field Exam 	Field Exam Assigned	Claim establishment	Open	30 days
	In Development	Development Activity	Open	Development Activity Suspend Date Rules
	Typing Field Exam Report	Development Button	Open	Development Button Suspend Date Rules
	Field Exam Assigned	Development Button	RTW	Development Button Suspend Date Rules
	Field Exam Validation	Development Button	RFD	Development Button Suspend Date Rules
	Returned by Other User	Development Button	RFD	Development Button Suspend Date Rules
	Whereabouts Unknown-1 st Attempt	Development Button	Open	Development Button Suspend Date Rules
	Whereabouts Unknown-2 nd Attempt	Development Button	Open	Development Button Suspend Date Rules
	CBI Required	Development Activity	Open	Development Activity Suspend Date Rules
	Field Exam Assigned-Dual Jurisdiction	Development Button	RTW	Development Button Suspend Date Rules
	Promulgate EP-Generate Award	Development Button	RTW	Development Button Suspend Date Rules
	Promulgate EP-Suspend Benefits	Development Button	RTW	Development Button Suspend Date Rules



	Claim Level Suspense Reasons	Suspense Reason Set By	Claim Status	Claim Level Suspense Date
	Fiduciary Whereabouts Unknown	Development Button	Open	Development Button Suspense Date Rules

Associated EP	Claim Level Suspense Reasons	• Suspense Reason Set By	Claim Status	Claim Level Suspense Date
<ul style="list-style-type: none"> 290 Fund Usage Review 	Awaiting Bank Statements	<ul style="list-style-type: none"> Development Activity Generating Fund Usage Past Due letter 	Open	Development Button Suspense Date Rules
	Pending Review	Development Button	RTW	Development Button Suspense Date Rules
	Review Complete	Development Button	RTW	Development Button Suspense Date Rules
	Fund Usage Review Rejected	Development Button	RTW	14 Days
	In Development	Development Activity	Open	Development Button Suspense Date Rules



Associated EP	Claim Level Suspense Reasons	Suspense Reason Set By	Claim Status	Claim Level Suspense Date
<ul style="list-style-type: none"> 290 Misuse <p>Note: The suspense reason for all misuse actions are set by the ACTION button or by selecting the appropriate development activity.</p>	Allegation Received	Claim Establishment	Open	30 days
	Allegation Pending Concur	Decision to Investigate Memo is Ready For Review	RFD	14 days
	Investigation Warranted	Concur with Decision to Investigate Memo	Open	14 days
	No Merit	No Investigation Warranted	Closed	N/A
	Investigation Assigned	Misuse Investigation Required	Open	14 days
		Field Exam Required	Open	14 days
	Investigation Assigned	Investigation has Insufficient Evidence	Open	14 days
	Investigation Complete	Investigation Complete	RFD	14 days
	Determination Pending Concur	Misuse Determination Memo is Ready For Review Development Button	Open	Development Button Suspense Date Rules
	Determination Pending Concur HUBMGR	Misuse Determination Memo is Ready For Approval Development Button	RFD	Development Button Suspense Date Rules
	Determination Signed	Approve Misuse Determination Memo Development Button	RFD	Development Button Suspense Date Rules
	Misuse Determination Complete	Misuse Found	Open	30 Days
	Closed	Misuse Not Found	Closed	N/A
	Reconsideration Received	Reconsideration Received	Open	14 days
	OIG Referral	Reconsideration Not Received	Open	14 days
	Reconsideration Pending Concur	Misuse Reconsideration Determination Memo Ready For Review Development Button	RFD	Development Button Suspense Date Rules



Associated EP	Claim Level Suspense Reasons	Suspense Reason Set By	Claim Status	Claim Level Suspense Date
<ul style="list-style-type: none"> 290 Misuse (Continued) 	Reconsideration Pending Concur HUBMGR	Review Decision for Misuse Reconsideration Determination Memo Development Button	RFD	Development Button Suspense Date Rules
	Reconsideration Pending Concur RODTR	Misuse Reconsideration Determination Ready For Approval Development Button	RFD	Development Button Suspense Date Rules
	Reconsideration Signed	Approve Misuse Determination Memo Development Button	RFD	Development Button Suspense Date Rules
		Misuse Not Upheld	Closed	N/A
	Returned by Other User	Disapprove Misuse Determination Memo Development Button	Open	Development Button Suspense Date Rules
		Disapprove Misuse Reconsideration Determination Memo	Open	
		Do Not Concur With Decision to Investigate Memo	Open	
	Reconsideration Complete	Misuse Upheld	Open	14 days
	OIG Referral	Misuse Reconsideration Determination Memo Should Be Sent For OIG Review	Open	14 days
	OIG Hold	OIG Requests For a Hold	Open	14 days
	Debt Collection	Debt Memo For SSD	Open	14 days
		Debt Collection Admin Task Has Been Created	Closed	N/A
	Determination Signed	Approve Misuse Determination Memo Development Activity Button	Open	Development Button Suspense Date Rules



ADMINISTRATIVE TASKS

- Administrative tasks are designed to assist Fiduciary Hubs in identifying and tracking activities that require follow-up action **outside of the processing of an EP**
- Administrative tasks should not be created when the receipt of requested information, action, or evidence can be tracked using a development activity associated with an EP
- Hubs must ensure administrative tasks are processed in a timely fashion, particularly when they are associated with providing oversight and protection of beneficiaries
- The two types of administrative tasks are “System-generated” and “User-generated”

The table below describes each type of administrative task:

Task Category	Description
System-generated	<p>System-generated administrative tasks are created as a result of system triggers such as</p> <ul style="list-style-type: none"> • release of retroactive payments • death of the beneficiary • automated letter send failure, and • claims establishment failures. <p>Example: If an <i>EP290 FID Accounting Federal Cest Failure</i> administrative task is assigned to a hub, an accounting audit is due, but the system failed to establish the EP. This task should be reviewed to ensure timely oversight and establishment of the appropriate EP.</p>
User-generated	<p>User-generated administrative tasks are established by users to track oversight activities that are not captured as development activities</p>



INDEX OF ADMINISTRATIVE TASK FIELDS

Below is a table that describes the fields within an administrative task:

Field Name	Description
Title	Distinguishing name of the administrative task.
Priority	Precedence set for the completion of the task.
Type	General category associated with the title of the administrative task.
Days Pending	The number of days that the task has been pending since establishment.
FSR Action	Clarifying action associated with an administrative task.
Station of Jurisdiction	Station associated with completing the task.
Assigned Team	The team to which the task is assigned.
Assigned To	The person to whom the task is assigned.
Date Received	The date that the administrative task is established that corresponds with the date of request for information, unless otherwise prescribed within the FPM.
Due Date	Date the administrative task must be reviewed.
Description	Outlines additional information that further defines the task or purpose.
Action Taken	Describes the actions completed by the task owner.

- **IMPORTANT:** Do not edit the TITLE field for system-generated tasks.