	Purpose
ð	The purpose of this job aid is to provide guidance on how to build a Non- Rating Higher-Level Review (HLR) in VBMS-Awards.
¢.	After the implementation of Appeals Modernization Act (AMA), users have been building these decisions in Microsoft Word and manually uploading them into the VBMS eFolder. Now these decisions can be completed within one system, VBMS.
	Audience
	All users processing non-rating HLR AMA decisions
	Instructions
	Follow the guidance and procedures described within this Job Aid to build a Non-Rating HLR Decision within VBMS Awards.





Step 1: To build a Non-Rating HLR users must navigate to the *Current and Proposed Award/Authorization screen* and select the *Gen HLR Decision* button.

✓ ^{Enl}	hanced View	1	Benefit:	Compensation																	
	Effective A	Net Char	ge ¢	Awd Gross	Awd Net	Dis Lev	I & Svc Pd	Add Gross	Tort Adj \$	RECA Adj	Wrk Cmp	dj ¢	Oth Adj 🗢	Ret Pay Adj 💠	APPBDFA'S Adj	\$	LSRP Pay Ad	j ¢	Drill Pay Adj	¢ In	nst A
۲	12/01/2021	\$0.00		\$467.39	\$467.39	030	Gulf Wa	r													
0	12/01/2022	\$0.00		\$508.05	\$508.05	030	Gulf Wa	r i													
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Step 2: The first step in building the Non-Rating HLR decision is to select the appropriate introduction text. Users have three text options to select from. Free text can also be added.

Note: Users can only move forward if there is a date in the **HLR Request Received** field. This field is not editable.



Step 3: The next step is reviewing the evidence from the Veterans eFolder. The *Import Evidence* tab lists all evidence available in the eFolder. Users can review the evidence considered or indicate whether there is evidence not considered.

Note: If **Evidence Not Considered** is added, the user will be prompted to record a date of prior decision in the Introduction tab.

roduction Import Evidence Evidence List Issue Di	spositions	CFR's			
elect type of evidence list: O * Evidence Considered	Evidence	Not Consider	ed		Available Evidence Not Considered:
Ì\$ ↓ 15 ↓ IQS				Add >	eFolder Evidence CAPRI, received on November 18, 2021
Document Type	Created Date	Received Date	View Doc	< Remove	
VA Form 21-4142a, General Release for Medical Provider Information, received on November 19, 2021	11/19/2021	11/19/2021	View		
Notification Letter (e.g. VA 20-8993, VA 21-0290, PCGL), received on November 19, 2021	11/18/2021	11/19/2021	View		
Rating Decision - Narrative, received on November 18, 2021	11/18/2021	11/18/2021	View		
esults 1 - 3 of 3.					

The **Date of Prior Decision** field will display the date that users began building the NR decision. Users must edit the field so that the date displayed is earlier than the **HLR Request Received** date.

HLR Request Received	Date of Prior Decision	HLR Request Received	Date of Prior Decision
09/28/2023	10/17/2023	09/28/2023	09/17/2023

Step 4: To view and edit Veteran level documents in the eFolder, navigate to the *Evidence List* tab.

	E	Evidence						
	0 V	A Form 21-4142, Authorization	n for Release of Informati	on, received on November	r 23, 2021			
	0	otification Letter (e.g. VA 20-8	3993, VA 21-0290, PCGL)	, received on September 2	29, 2023			
								Sort
								3011
Evide	ance:							
Evide	ence:					Received or	1:	
Evide	ence:	Select an Evidence T	<i>1</i> 09		Ţ	Received or Dated:	r.	
Evide	ence: ence Type	: Select an Evidence Ty	уре		Y	Received or Dated:	n:	

Note: Users must select Accept for the edited evidence to save within the decision.





Step 5: To build the actual decision, navigate to the *Issue Disposition* tab. Review the listed contentions, dispositions, and the listed elements met and unmet. Users can manually add additional elements. Currently, users must free text the *Reasons for Decision*. Select *Add* for the *Reasons for Decision* to populate within the decision.

ntroduction	Import Evidence Evidence List Iss	ue Dispositions CFR's			
Selec Conte	ention Name/ Issue	Disposition	Award Decisions	Effective Date	Elements Met:
☑ Ent	itlement to additional benefits for	Denied	Dependency School Aged Child Henry 💙		Child has not elected Chapter 35 Age Place of Birth Child is unmarried
Add Addition:	al Elements:		Ado	I To:	
* Reasons for	Decision:		/	Elements Met	Elements Unmet: Attending an approved educational i School attendance is sufficient hours
Input Rea	sons for Decision			Elements Unmet	test element

Step 6: The final step is to add all appropriate laws and regulations from within the CFRs tab.

Note: Users can add any additional laws that aren't listed under menu list.

Up to 24,000character limit

toroduction Import Evidence Evidence List Issue Dispositions CFR's	
<u>*Available CFRs:</u>	Selected CFRs:
38 CFR 14.631 Powers or Attorney; Disclosure of Claim 38 CFR 21.4200 Definitions 38 CFR 3.1 Willful Misconduct 38 CFR 3.1(c) Definition Reserves 38 CFR 3.1(d) Definition Veteran 38 CFR 3.1(d) Definition Veteran 38 CFR 3.1(d) Definition veteran 38 CFR 3.100 Dependency and indemnity compensation 38 CFR 3.100 Dependency and indemnity compensation 38 CFR 3.1002 Political subdivisions of United States.	dd > 38 CFR 1.962 Waiver of Overpayments

Step 7: To complete the decision select *Save* to return to the Current and Proposed Award/Authorization screen.

Cancel Purge	Save	Preview
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Note: Users can select **Save** at any time to return to the Current and Proposed Award/Authorization screen. All work will be saved.



