

Office of Administrative Review

Editing Issues After AMA Decision Review Establishment

Purpose

This job aid guides users on adding, modifying, or deleting issues on an Appeals Modernization Act (AMA) decision review, to include AMA-related end products (EP) 930s in the Veterans Benefit Management System (VBMS) after establishment.



This is a new process to edit, update, or delete issues. After making these changes, users can navigate to the individual issue under the VBMS **Contentions** chevron to add special issues, classifications, and other specific information related to the issue.

Audience

Claim Processors



References

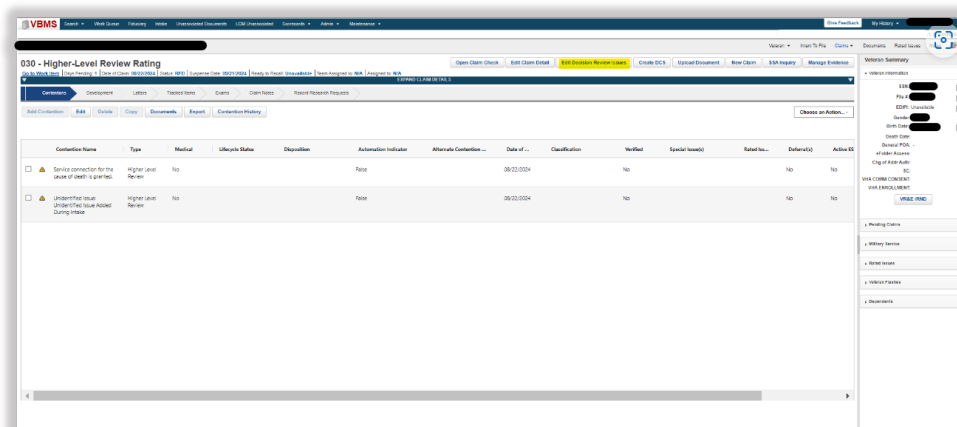
- [M21-1, Part III,i.2.F.2, Utilizing Contentions and Special Issue Indicators Associated With the Claimed Issues](#)
- [VBMS User Guide](#)



Instructions

Step 1: Access the specific Veteran/claimant and the pending decision review.

Navigate to the **Contentions** chevron of the pending claim. Select the “Edit Decision Review Issues” button to open the Decision Review User Interface (UI).



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Step 2: The Decision Review UI shows the current status of the decision review.

- Established Issues which are marked by a greyed-out checkbox.
- Unidentified Issues established as an issue which is identified as a greyed-out “Award Notification Date”/“Issue Name” under the “Add an issue not listed above”.
- Associated Prior Decisions established as issues which shows with a blank checkbox.

The status of the following is also available:

- Informal conference request status whether requested or not requested.
- Same station review request status whether requested or not requested.

The screenshot shows the 'Contentions Header' interface. At the top, there are four steps: 1. Select, 2. Edit, 3. Summary, and 4. Confirmation. Below this is a 'Filter Results' search bar. A table lists several issues with columns for Award Notification Date, Issue Name, Rating Percentage, Diagnostic Codes, and Benefit Type. Below the table, there are options for 'Informal conference requested' (Yes/No) and 'Same station review requested' (checkbox). There is also a section for 'Add an issue not listed above' with fields for 'Award Notification Date (mm/dd/yyyy)' and 'Issue Name', and a 'Same station review requested' checkbox. A 'Next' button is located at the bottom right of the interface.

| <input type="checkbox"/> | Award Notification Date | Issue Name | Rating Percentage | Diagnostic Codes | Benefit Type |
|-------------------------------------|-------------------------|--|-------------------|------------------|--------------|
| <input checked="" type="checkbox"/> | 04/17/2023 | Service connection for the cause of death is granted. | n/a | n/a | Compensation |
| <input type="checkbox"/> | 04/17/2023 | Basic eligibility to Dependents' Educational Assistance is established. | n/a | n/a | Compensation |
| <input type="checkbox"/> | 11/02/2020 | Eligibility to permanently and totally disabled status under 38 U.S.C. 1151 is established from November 24, 2020. | n/a | n/a | Compensation |
| <input type="checkbox"/> | 11/02/2020 | Service connection for PTSD is granted with an evaluation of 30 percent effective November 24, 2020. | 30% | 9411 | Compensation |

Step 3: Edits can be made to:

- Add or modify additional Prior Decisions; however, eligibility checks will not be performed.
- Add or modify Unidentified Issues.
- Modify or delete active issues.

The status of the following can be updated:

- Change the selection for “Informal conference requested.”
- Change the selection for “Same station review requested.”

Select the issue(s) to edit and click “Next.”

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The screenshot shows the 'Contentions Header' screen with a progress bar at the top indicating steps: 1. Select, 2. Edit, 3. Summary, 4. Confirmation. Below the progress bar is a 'Filter Results' search box. A table lists four issues with columns for Award Notification Date, Issue Name, Rating Percentage, Diagnostic Codes, and Benefit Type. Below the table is a section for 'Informal conference requested' with radio buttons for 'No' and 'Some station review requested'. There are three forms for adding new issues, each with fields for 'Award Notification Date (mm/dd/yyyy)', 'Issue Name', and 'Add' buttons. The 'Add' buttons are labeled 'Unidentified issue Added During Intake' and 'Unidentified issue Added During Modification'. A 'Next' button is at the bottom right.

| <input checked="" type="checkbox"/> | Award Notification Date | Issue Name | Rating Percentage | Diagnostic Codes | Benefit Type |
|-------------------------------------|-------------------------|--|-------------------|------------------|--------------|
| <input checked="" type="checkbox"/> | 04/17/2023 | Service connection for the cause of death is granted. | n/a | n/a | Compensation |
| <input checked="" type="checkbox"/> | 04/17/2023 | Basic eligibility to Dependents' Educational Assistance is established. | n/a | n/a | Compensation |
| <input checked="" type="checkbox"/> | 11/02/2020 | Eligibility to permanently and totally disabled status under 38 U.S.C. 1151 is established from November 24, 2020. | n/a | n/a | Compensation |
| <input checked="" type="checkbox"/> | 11/02/2020 | Service connection for PTSD is granted with an evaluation of 30 percent effective November 24, 2020. | 30% | 9411 | Compensation |

Step 4: Additional edits can be made on the next screen.

The screenshot shows the 'Contentions Header' screen in the 'Edit' step. It displays two issues with their details. The first issue is 'Service connection for the cause of death is granted.' with an 'Award Notification Date' of 04/17/2023 and a 'Decision Type' of 'Service Connected Death'. It has radio buttons for 'Opt-in for SOC/SSOC?' (No/Yes), a 'Select a VACOLS issue' dropdown, and a 'Delete Contentions' dropdown. The second issue is 'Basic eligibility to Dependents' Educational Assistance is established.' with an 'Award Notification Date' of 04/17/2023 and a 'Decision Type' of 'Auxiliary'. It also has radio buttons for 'Opt-in for SOC/SSOC?' (No/Yes), a 'Select a VACOLS issue' dropdown, and an 'Associated CaseFlow Issue' dropdown. A 'Next' button is at the bottom right.

Step 5: Make any applicable updates to the selected issues.

Note: Only active issues can be deleted from the decision review. If a Veteran or claimant requests to “Withdraw” the issue, please ensure the “Withdraw” option is selected.

Once the updates and/or changes are made, select “Next” to view a summary of the changes.

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The screenshot shows a web form titled "Contentions Header" with a progress bar at the top indicating steps 1, 2, 3, and 4. Step 2 is active. The form contains three rows of data, each with an "Award Notification Date", "Override time restriction?" (Yes/No), and "Decision Type". To the right of each row are fields for "Opt-in for SOC/SSOC?", "Select a VACOLS issue", and "Delete Contentions". At the bottom right, there are "Back" and "Next" buttons.

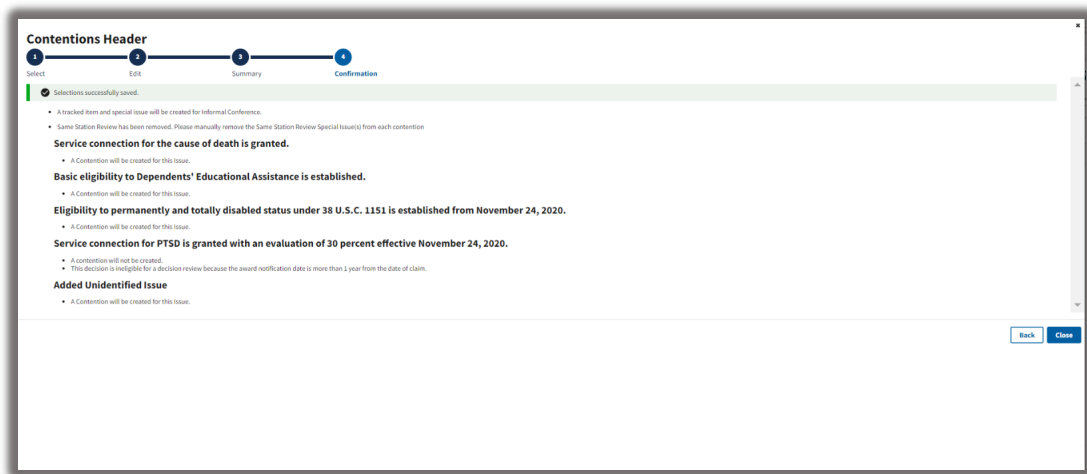
Step 6: Review the changes on the screen. If everything looks correct, select "Save" to save the changes.

The screenshot shows the "Contentions Header" form with the progress bar at step 3. The main content area displays a list of notices, including "Service connection for the cause of death is granted.", "Basic eligibility to Dependents' Educational Assistance is established.", "Eligibility to permanently and totally disabled status under 38 U.S.C. 1151 is established from November 24, 2020.", "Service connection for PTSD is granted with an evaluation of 30 percent effective November 24, 2020.", "Unidentified Issue Added During Intake (Example of Changing a Name)", and "Unidentified Issue Added During Modification". At the bottom right, there are "Back" and "Save" buttons.

Step 7: A green banner will indicate that the updates were successfully saved.

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Step 8: Select “Close” to return to the Contentions UI in VBMS-Core.

Other Resources



- [VBMS](#)
- System Transition Crosswalk – Claim Establishment from Caseflow to VBMS

Questions



Discuss any questions on this Job Aid locally with peers, experts, quality staff, and/or management. Management may route any questions requiring OAR assistance to OARADMIN.VBAWAS@va.gov.