**Compliance Survey**

**Slide 1: Intro;** **Initial Site Visit and Annual Compliance Survey**   
Welcome to today's micro-learning on initial site visits and annual compliance surveys for Chapter 31-only facilities.

My name is Michelle, and I will be your narrator throughout this training.

**Slide 2: Learning Objectives**  
Today's learning objectives are to one, understand the purpose of the initial site visit and the annual compliance survey, two, to learn the requirements for a site visit and annual compliance survey; and three, to know how to document the site visit report and annual compliance survey reports.

**Slide 3: Purpose**

The purpose of a site visit is to determine if the CH31-only courses of education or training site meets the requirements outlined in 38 CFR § 21.290 through § 21.299 for approval of CH31-only courses or programs offered by the training facility.

This includes:

* Chapter 31-only course of education or training.
* On the Job training (OJT).
* Non-paid Work experience (NPWE), and
* Specialized Rehabilitation Services (SRS).

The purpose of an annual compliance survey is to ensure that an established Chapter 31-only courses of education and training continues to meet the requirements for the Chapter 31-only approval, which was established during the site visit.

**Slide 4: Requirements for Conducting a Site Visit.**

The site visit is done in order to determine the following:

* Assessment for adequate equipment,
* Tools and educational materials,
* Compliance with the Americans with Disabilities Act ADA requirements,
* Suitabilit of course of education or training,
* Adequacy of record keeping and progress reports,
* Cooperation of facility
* Agreement with the procedures for V e-authorizations and invoicing
* Documentation of the site visit results.

The requirements for a site visit for a Chapter 31 only course of education or training in OJT are outlined in M28C.IV.C.1.04.b.

Conversely, the requirements for a site visit for NPWE and SRS are outlined in M28C.IV.C.1.05.b.

The results of the site visit for a CH31-only course of education or training, OJT, Non-Paid Work Experience, and Specialized Rehabilitation Services are outlined in two separate reports: Appendix CQ and Appendix CZ, respectively.

These reports must be reviewed and approved by the VR&E officer.

If the facility is online only, refer to the facility catalog to complete the required information for the site visit. Please refer to M28C.IV.C.1.04.b for more information on completing site visits for online-only programs.

**Slide 5: Appendix CQ**  
As you can see, the slide provides the pages of the report, which illustrates a general idea of the format and data fields on the report.

This report must be used to document the site visit results for a Chapter 31 only, Course of Education or Training, or On the Job Training.

This report has 5 pages and provides the fields to input the required information.

As stated before, this report must be reviewed and approved by the VR&E officer.

If the VR&E officer disapproves the report, he or she must explain the reason for disapproval.

**Slide 6: Appendix CZ**

Appendix CZ must be used to document the site visit results for non-paid work experience, specialized rehabilitation services, specialized vocational training, and special restorative training as Appendix CQ.

This report must be reviewed by the VR&E officer.

If the VR&E Officer disapproves the report, he or she must explain the reason for the disapproval.

**Slide 7: Requirements for Annual Compliance Surveys.**

A compliance survey must be conducted for any facility with an approved Chapter 31-only course of education or training if the program is to remain approved for more than one year.

This includes the following programs:

* Chapter 31 Only Course of Education or Training
* On the Job Training (OJT)
* Non-paid work experience (NPWE), and
* Specialized rehabilitation services SRS.

The compliance survey is a verification that the facility or course of education or training maintains its compliance with the approval requirements that were established during the initial visit as defined under the provisions of 38 CFR Section 21.290 through Section 21.299.

The surveys are documented on two specific reports, Appendix FF and Appendix FH. Appendix FF is used for Chapter 31-only course of education or training and On-the-Job Training, and Appendix FH is used for non-paid work experience and specialized rehabilitation services.

**Slide 8: Annual Compliance Survey for Approved Chapter 31 Only Courses of Education or Training and On-the-Job Training.**

An annual compliance survey must be conducted for an approved Chapter 31-only course of education or training and for an on-the-job training when a claimant is pursuing a training period that exceeds 12 months.

As a standard practice, Chapter 31-only courses of education or training and on-the-job training programs that last less than 12 months will be disapproved in WEAMS following the completion of the claimant’s program, unless, there are additional claimants participating in the program.

Detailed information for this compliance survey is outlined in M28C.IV.C.1.04.d.

**Slide 9: Appendix FF**

The annual Compliance Survey Report must be documented in Appendix FF for the approved Chapter 31-only course of education or training and for on-the-job training, as shown on this slide.

This slide provides a general overview of the format and data fields on the report.

The VR&E Officer must review and sign the Compliance Report.

**Slide 10: Annual Compliance Survey for Approved Non-Paid Work Experience and Specialized Rehabilitation Services.**

An annual Compliance survey must be conducted for approved Chapter 31 Only non-paid work experiences and specialized rehabilitation services when a claimant is participating in the program for more than 12 months.

Note: NPWE and SRS may continue to be approved for future claimants, provided an annual compliance survey is completed.

Detailed information for this compliance survey is outlined in M28C.IV.C.1.05.d.

**Slide 11: Appendix FH.**

The Annual Compliance Survey Report must be documented in Appendix FH Annual Compliance Survey Report for Non-paid Work Experience (NPWE) and Specialized Rehabilitation Services (SRS).

Again, the VR&E Officer must review and sign the report.

**Slide 12: Record Keeping of The Site Visit Reports and Annual Compliance Survey Reports.**

All reports for the site visits and the Annual Compliance surveys must be maintained in a centralized file within the VR&E Office.

These reports must be made available to the VR&E Oversight team for review and evaluation during the VR&E Office’s Oversight site visit.

**Slide 13: Ending**

Let's recap our training today.

Today we learned:

* The purpose of the initial site visit and the annual compliance survey
* The requirements for a site visit and annual compliance survey, and
* How to document the site visit report and annual compliance survey reports.

This concludes our training on Initial Site Visit and Annual Compliance Survey.

Thank you for watching.

We hope you enjoyed our training, and as always, we appreciate your support and service.