Tab 1 VetraSpec-VBMS Check-list

VetraSpec Check-list

Done in order with every Veteran encounter

Visually inspect the VS Profile Dashboard for:

1. ☐ Your name and county/field office
   If you are working with the Veteran, change to your name, leave the County
   This is how we track EOM claim numbers. If you want credit, change the name.

2. ☐ Your RDs name in the 'Claims Managed By'

3. ☐ Complete & correct address, including a zip code

4. ☐ A phone number

5. ☐ If applicable, the email format is correct
   It has the @ symbol and a .com or other designation

6. ☐ A DOB in the profile

7. ☐ There is an acceptable POA listed at the top of the page
   TDVS can represent TDVS, VFW and American Legion
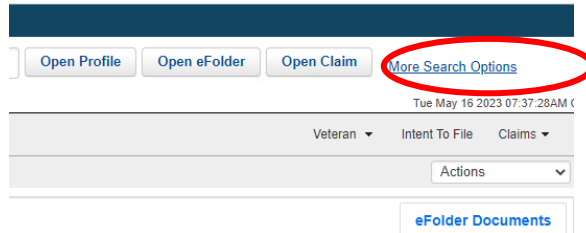   Be aware of your own credentials

Tab 1 VetraSpec-VBMS Check-list

VBMS Check-list

☐ Does VBMS open

      If not, is there a recent POA in VS
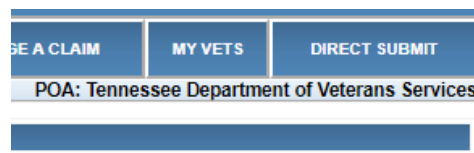
            If yes, in VBMS - use the 'More Search Options' link to do a name/DOB search

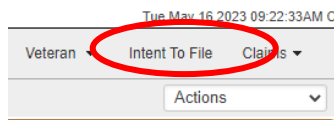   Someone could have made a data-entry error

        If no, generate and package a 21-22

☐ Does POA in VBMS match the VS profile
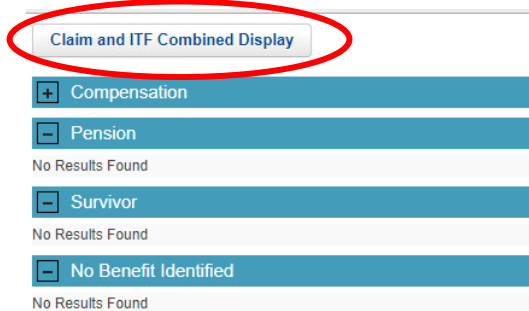

☐ Is there an active Intent to File

      To check for an ITF in VBMS, click the Intent To File link

      An active Intent usually shows on this screen

            If there is nothing on this list, click the 'Claims and ITF Combined Display'
            botton to double-check

The screen gives historic claim and ITF information, including

Type	Received Date	Status	Benefit Type	EP Code - Claim Label
ITF	01/20/2023	ACTIVE	COMPENSATION	
Claim	01/29/2021	CAN	CPL	810 - 631L Return of Dependency Verification Form
Claim	01/11/2021	CLD	CPL	692 - Reviews - Authorization Only 2
Claim	03/10/2014	CLD	CPL	692 - Reviews - Authorization Only 2
Claim	03/10/2014	CLD	CPL	130 - eBenefits Dependency Adjustment
Claim	10/07/2013	CAN	CPL	810 - 631O Local Regional Office Special Use
Claim	09/09/2013	CAN	CPL	400 - Correspondence
Claim	03/01/2012	CLD	CPL	130 - Dependency
Claim	11/05/2010	CLD	CPL	020 - New/Reopen
Claim	11/14/2008	CLD	CPL	110 - Initial Live Comp < 8 issues

Tab 4 Bright Line Issues

Bright Line Issues that will be returned to RD

> When an issue is sent back through the RD via email
> > The package will be marked **Need More Information** in the package history/status
> > Do not send any of the forms/documents to VA
> > The CSO/VSO must submit a new complete package with the asked for correction

1 VS Profile
   Veteran Name (or Claimant Name, if applicable)
   Address, complete with zip code (to include claimant if applicable)
   DOB

2 Forms with no signature

3 no 21-22/POA (no access to VBMS)
   Flag: when there is no 2122 in the VS package history/status box

4 POA in VS profile is marked 'No POA' or an organization we do not represent
   We represent TDVS, VFW & Americal Legion

5 21-22 marked TDVS for an out-of-state Veteran/Claimant
   This is only good for BDD claims

6 Forms that will not open
7 Forms that are not in PDF format (i.e. JPEG, Word documents)
8 Forms that are password protected