Centralized Administrative Accounting Transaction System (CAATS) VR&E Contractors Manual v.3

Training Guide

Department of Veterans Affairs (VA)
Veterans Benefits Administration (VBA) Administrative and Loan Accounting Center (ALAC)

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1. Introduction

The Centralized Administrative Accounting Transaction System (CAATS) is an application that is being used by the Veterans Benefits Administration (VBA) Vocational Rehabilitation and Employment (VR&E) program office and finance office for the VetSuccess program. The VetSuccess program assists Veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. For Veterans with service-connected disabilities so severe that they cannot immediately consider work. VetSuccess offers services to improve their ability to live as independently as possible. CAATS will allow those outside Contractors to bill for their services provided to those Veterans.

CAATS is accessed from VBA field stations (Regional Offices - RO's); V R & E Contractor sites; as well as the VBA Administrative and Loan Accounting Center (ALAC) in Austin, Texas. CAATS provides centralization for related benefit and administrative accounting functions. Stations will have the capability to input referrals and update invoices received from the Contractor. These invoices will create a transaction that will feed into the Department of Veterans Affairs (VA) Financial Management System (FMS) to issue payments to the Contractor.

Implementation of CAATS will greatly streamline the processing of accounting documents and transactions into the accounting system. Currently, these documents are handled in a manual overly labor-intensive manner. CAATS allows for the automated preparation, approval and processing of transactions directly into the accounting system.

2. CAATS System Overview

Contractors will have the capability to submit several invoices for payment on the CAATS External website. This external website interfaces with the CAATS internal website and allows VR&E employees to approve invoices for payment.

Architecture
The CAATS system is a web application developed in C#.Net. The users will be VA Contractors and VA employees. The system will be hosted on web servers in Austin, which has a complete and modern hosting facility. The CAATS external system will interface with the CAATS internal system. Additionally, CAATS will contain a Microsoft SQL Server database to record external and internal information, such as users, configuration, access logs, as well as data to record all of the events and usage of the CAATS system. The database will provide for comprehensive web-based reporting using Microsoft's integrated SQL Reporting Service.

User Management and System Administration
The CAATS system will maintain a database of authorized users. Authorized users will be tied to email accounts and will need to maintain VA mandated account/password requirements (i.e. passwords must adhere to VA complexity rules, must be changed every 90 days, etc).

CAATS user accounts will be assigned to configurable roles. Various functions in the system will be enabled via the use of roles. This will ease user administration, which will be centralized at the ALAC.

In addition to limiting access to functionality by roles, user accounts will be assigned station access. A user can have one or more stations that they can access accounts for. User profiles can be established that will allow for specific CAATS modules to be enabled or disabled on a per user basis.

The CAATS user permissions and system issues will be controlled for each user by the ALAC in Austin, Texas. The ALAC will be able to assign user IDs on a station-by-station basis.
Once a user has been added, the ALAC security officers will specify which Module the user has access to and will assign their Role they are permitted to perform.

Systemic issues should be reported to CAATS.VBAMLA@va.gov.

3. Getting Started

CAATS is located at the following external website:

https://www.caats.va.gov/

The CAATS –Contractor Access Form located in the appendix 6.2 must be completed and submitted prior to accessing the external website. Once completed, the forms should be sent to the CAATS mailbox at CAATS.VBAMLA@va.gov for processing.

You will log into CAATS using the email address and password you registered with. If you have registered but have forgotten your password, you can create a new password by entering your email address and clicking the link on the right side of the screen under "Forgot your password?" If you input your email address or password incorrectly, the message "Invalid email or password" will appear.

If you have not registered your email address and created a password, you can do so by clicking the link at the bottom of the screen under "Not already a user?" You will fill in all required fields and select the SIGN UP button. The vendor code and email address must be the same ones you filled out on your External Website CAATS Access form. You must be vendorized, i.e. have a valid vendor code with VA, in order for the Administrators to grant you access.

Once completed, you will get a message that you have successfully registered. ALAC administrators will then activate your account based upon the CAATS access form received and notify you through email when your account has been activated.

Once you have successfully entered your email address, password, and confirmation code, then you will arrive at the following main menu screen below:

You will see only those stations which you have been granted access to invoice by selecting the drop down arrow key.

If you have registered but have forgotten your password, you can create a new password by entering your email address and clicking the link on the right side of the screen under "Forgot your password?" You will then see the screen below:

After you type in your email address and select "Reset Password,' you will see the following screen:
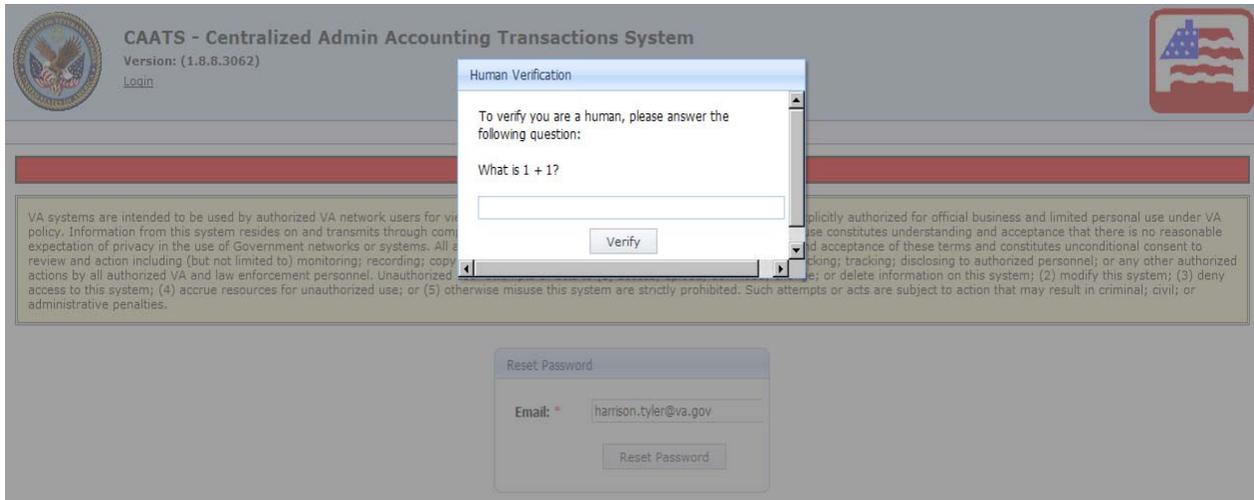
After you answered the randomly generated question and select "Verify," you will see the following screen:
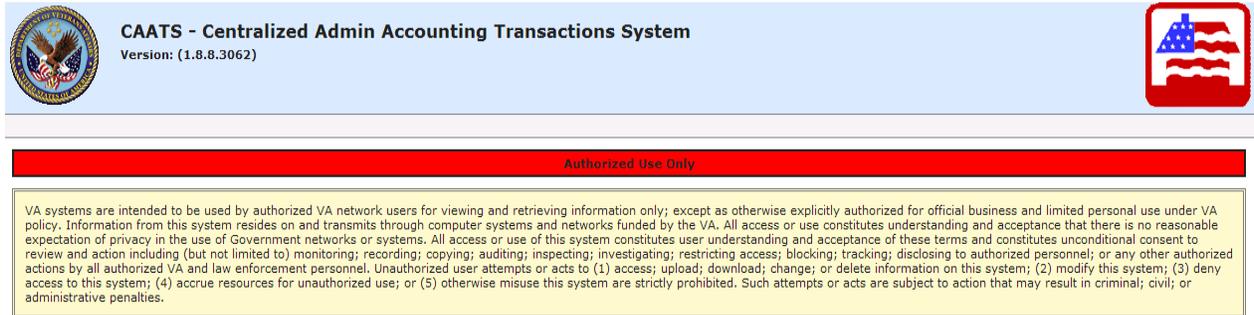
The system will prompt you to answer two security questions, which you created and answered when you registered with CAATS. After you answered the security questions and select "Verify," you will see the following screen:

After you entered a new password and select "Change Password," you will see the following screen:

Now you can navigate to update your profile or create an invoice.

4. Creating an Invoice

Once you have received a VR&E Contract Referral Form, completed the services on that referral form, and received the Quality and Assurance deliverable, you can create an invoice by clicking the arrow key to select the station you are invoicing and then selecting "Add Invoice."

Once the "Add Invoice" has been selected, the below screen will appear:

CAATS - Centralized Admin Accounting Transactions System
Version: (1.8.8.3062)
Logged On: cavenmonster8484@hotmail.com
Home > VRE Service Group > Invoice List > Edit Invoice

Logout   Profile ▼   VRE Service Group ▼

INVOICE DETAIL FROM CONTRACTOR

Invoice	Certified Info	History

Invoice/Payment

Station: 320   **Status:** Working External   **Action:**   Exit

Requesting Office: NASHVILLE TN VARO

Accepted Date:

Referral Number: *   Enter Referral Number...

Veteran First Name: *   Enter Veteran First Name...

Veteran Last Name: *   Enter Veteran Last Name...

Select the information from the drop downs or complete the following fields under the Invoice tab:

      Referral Number – Fill In [Required Field]
      Veteran First Name – Fill In [Required Field]
      Veteran Last Name – Fill In [Required Field]

If you typed an invalid Referral Number, Veteran First Name, or Veteran Last name, then you will see the following screen:

CAATS - Centralized Admin Accounting Transactions System
Version: (1.8.8.3062)
Logged On: cavenmonster8484@hotmail.com
Home > VRE Service Group > Invoice List > Edit Invoice

Logout   Profile ▼   VRE Service Group ▼

INVOICE DETAIL FROM CONTRACTOR

Invoice	Certified Info	History

Invoice/Payment

Station: 320   **Status:** Working External   **Action:**   Exit

Requesting Office: NASHVILLE TN VARO

Accepted Date:

Referral Number: *	3201200510116
Veteran First Name: *	Martin
Veteran Last Name: *	Rigg

Referral not found! Please check your referral number or veteran's name.

After you type a valid referral number, Veteran First Name, and Veteran Last Name, the following screen will appear:

INVOICE DETAIL FROM CONTRACTOR

Invoice	Certified Info	History

Invoice/Payment

Station: 320   **Status:** Working External   **Action:**   Exit

Requesting Office: NASHVILLE TN VARO

Accepted Date:

Referral Number: *	3201200510116
Veteran First Name: *	Martin
Veteran Last Name: *	Riggs
Full VA Claim #:	****2424
Service Rendered Date: *	▼
Quantity: *	
Unit Price:	$76.49
Extended Price Rendered:	Hourly Rate
Reimbursement for Travel Auth?: *	● Yes ○ No
Travel Amount:	
Total Billed Amount:	$0.00
Obligation Number:	320VE2002
Contract Number:	VA798-11-D-0051
Type of Service/CLIN/SLIN/Travel:	0003C3 - C-3 Follow-Up Services (2506)
Location of Service: *	
Invoice Number: *	
Invoice Date:	05/24/2012

Billing Period

Begin Date: *	▼
End Date: *	▼

Comment:

Contractor Information

Vendor Code:	541254075
Contractor Name:	Alf & Cavemonster Inc
Address:	123 Brody Lane Austin, tx, 78722

Contractor Details

Contact Name:	Bill Freeman
Contact Title:	Normal name
Phone:	512-981-4643
Email:	Billfreeman8484@hotmail.com
Contractor Cert. Name: *	
Contractor Cert. Date:	

Contractor Statement:

By submitting this invoice you are approving the amounts billed hereon do not exceed the usual and customary cost for the items or services furnished.

Save   Cancel

Service Rendered Date – Fill In [Required Field]
Quantity – Fill In [Required Field]
> If the services being rendered are priced using a flat rate, then the quantity field will auto-populate 1 for the quantity.

Unit Price – Auto-Populate- Based on referral order
Extended Price Rendered – Auto-Populate – Based on referral order
> If Travel was authorized, then the system will generate the following fields:

Reimbursement for Travel Auth?: *   ● Yes   ○ No

> Was Reimbursement for Travel Authorized? – Select Yes or No [Required Field]
> If the user selects "Yes", then the system will generate the following field:

Travel Amount:

> Travel Amount – Fill In [Required Field]
> If the user selects "No," then the system will allow the user to finish the transaction.

Total Billed Amount – Calculated Field – Quantity multiplied by Unit Price.
> If it's a flat rate, then the system will auto-populate 1 for quantity.
> If travel was authorized and the user input a travel amount, then the system will first multiply the Unit Price field by the Quantity field and then add the travel amount.

Obligation Number – Auto-Populate – Based on referral order
Contract Number – Auto-Populate – Based on referral order
Type of Service/CLIN/SLIN/Travel – Auto-Populate – Based on referral order
Location of Service – Fill In [Required Field]
Invoice Number – Fill In – The system will not allow duplicate invoice numbers or special characters [Required Field]
Invoice Date – Auto-Populate – Based on the current date
Billing Period Begin Date – Fill In [Required Field]
Billing Period End Date – Fill In [Required Field]
Comment – Fill In
Vendor Code – Auto-Populate –Based on user logon
Name – Auto-Populate –Based on user logon
Address – Auto-Populate – Based on user logon
Contact Name – Auto-Populate Based on user logon
Contact Title – Auto-Populate Based on user logon
Phone – Auto-Populate Based on user logon
Email – Auto-Populate Based on user logon
Contractor Cert. Name – Fill In [Required Field]
Contractor Cert. Date – Auto-Populate – Based on date submitted

Once the Invoice tab is completed, select the SAVE or CANCEL button.

After selecting "Save" the user will have the option to make any adjustments by selecting the "Edit Invoice".

After selecting "Save," the user has the options above the referral number to select Submit, Delete, or Exit.

If the user selects "Submit," then the system will submit the invoice to the internal VBA CAATS Invoice/Payment module and will appear in "Working" status for the station VR&E representative. The system will also send an email notification to the station's VR&E representatives.

If the user selects "Exit," then the system will bring the user back to the default screen on the external website.

If the user selects "Delete," then the system will delete the invoice. The status will change from "Working External" to "Deleted External."

If the Total Amount Certified is less than the Total Amount, which is the amount you billed for, then you can view the reason for the difference inside the invoice under the Certified Tab.

If you select the Certified Info tab, then you should see the following screen:

CAATS - Centralized Admin Accounting Transactions System
Version: (1.8.8.3062)
Logged On: cavenmonster8484@hotmail.com
Home > VRE Service Group > Invoice List > View Invoice

| Logout | Profile ▾ | VRE Service Group ▾ |

INVOICE DETAIL FROM CONTRACTOR

| Invoice | Certified Info | History |

Certified Invoice Information

Certified Billed Amount: *	$90.00
Billed Reason:	Billed incorrect amount
Certified Travel Amount: *	$40.00
Travel Reason:	Billed incorrect travel amount
Total Certified Amount: *	$130.00

If the Billed Reason or Travel Reason field is blank, then the VR&E Representative certified the full amount the contractor billed for.

If the Certified Billed Amount or Certified Travel Amount is blank, then the invoice has not been certified yet.

 The History tab, will display the invoice's workflow history. See below:

4.1 Researching Invoices

Users can research invoices they previously submitted by utilizing either the User Invoice List or the Contractor Invoice List.

After selecting the User Invoice list, use the arrow key and select the appropriate station.

After selecting the appropriate station, the following screen will appear:

The invoice filter defaults to "My Invoices" and the status filter defaults to "All Active." Please note that "All Active" consists of invoices in the following statuses:

1. Working External status - invoices that the user has created but has not yet submitted
2. Returned to Contractor status - invoices that have been rejected back to the contractor by their VR&E Representative

Under the invoice filter, users have the choice to select "My Invoices" or "All Invoices."

If "All Invoices" is selected, then the system will populate all invoices that have been created by all users for a particular station. Users will be able to view invoices created by their coworkers, but will not be able to submit their coworkers invoices. You can only submit invoices that you created.

Users can also utilize the status filter to view invoices that they already submitted.

Users are able to sort any of the rows by the header in either ascending or descending order by clicking on the column title, or they can enter their search parameters in the filter. Users can also change the filter requirements in each of the columns be selecting the icon inside the

column. For example, if I select the filter icon inside the Total Amount column, then the system will populate the following screen:

Users can also research invoices by using the Contractor Invoice List. See below

After selecting the Contractor Invoice List and selecting a station, the user should see the screen below:

CAATS - Centralized Admin Accounting Transactions System
Version: (1.8.8.3062)
Logged On: cavenmonster8484@hotmail.com
Home > VRE Service Group > Contractor Invoice List

Logout | Profile ▾ | VRE Service Group ▾

Station: 320 ▾   Status: All Active ▾   Export As: Pdf ▾   Export

	Station	Status	Document Id ▲	Referral Number	Veteran Last Name	Veteran First Name	Claim #	Service	Contract Number	Obligation Number	Invoice Number	Updated Date	Billed Amount	Certified Amount	Billing Period From	Billing Period To	Service Rendered Date
View	320	Working External	320VE200115	3201200510036	Smashyou	Bane	*****1313	B-3 Interrupted Follow-Up Services	VA798-11-D-0051	320VE2001	555a	03/07/2012	$287.01	$0.00	03/10/2012	04/01/2012	03/14/2012
View	320	Working External	320VE200134	3201200510070	The Man	Fred	*****3213	B-1 Standard Case Management	VA798-11-D-0051	320VE2001	9802	05/07/2012	$100.00	$0.00	05/10/2012	05/28/2012	05/24/2012
View	320	Returned To Contractor	320VE200139	3201200510090	B	Frank	*****4242	B-1 Standard Case Management	VA798-11-D-0051	320VE2001	90002	05/15/2012	$230.00	$0.00	05/20/2012	06/20/2012	05/01/2012
View	320	Working External	320VE200143	3201200510089	A	Frank	****4154	B-1 Standard Case Management	VA798-11-D-0051	320VE2001	4555	05/15/2012	$100.00	$0.00	05/20/2012	05/29/2012	05/01/2012
View	320	Working External	320VE200144	3201200510089	A	Frank	****4154	B-1 Standard Case Management	VA798-11-D-0051	320VE2001	5456	05/15/2012	$100.00	$0.00	05/20/2012	06/01/2012	05/23/2012
View	320	Working External	320VE200145	3201200510089	A	Frank	****4154	B-1 Standard Case Management	VA798-11-D-0051	320VE2001	1456	05/15/2012	$500.00	$0.00	05/24/2012	06/12/2012	05/01/2012
View	320	Returned To Contractor	320VE200149	3201200510111	Vigand	George	****2424	B-1 Standard Case Management	VA798-11-D-0051	320VE2001	785673	05/22/2012	$450.00	$0.00	05/23/2012	06/23/2012	06/20/2012
View	320	Working External	320VE200157	3201200510109	Smith Jr	Fred	****3131	B-1 Standard Case Management	VA798-11-D-0051	320VE2001	836432	05/23/2012	$150.00	$0.00	05/23/2012	06/23/2012	06/20/2012
View	320	Working External	320VE200158	3201200510108	Jones	Michael	*****1424	B-1 Standard Case Management	VA798-11-D-0051	320VE2001	87843	05/23/2012	$100.00	$0.00	05/25/2012	06/20/2012	05/23/2012
View	320	Working External	320VE200213	3201200510033	Hank	Jim	*****3448	C-3 Follow-Up Services	VA798-11-D-0051	320VE2002	8845a	03/07/2012	$420.70	$0.00	03/10/2012	04/01/2012	03/14/2012

Page 1 of 2 (15 items) ◄ 1 2 ►

Users are able to sort any of the rows by the header in either ascending or descending order by clicking on the column title, or they can enter their search parameters in the filter.

Reminder: All questions regarding the referral and invoice information should be directed to your VR&E point of contact.

If you have system questions, please email them to the CAATS mailbox at CAATS.VBAMLA@va.gov.

5. Updating Your Profile

Under the Profile submodule, users can update their profile, change their password, or change their security questions and answers.

If you select "Update Profile," then you will see the following screen:

If you select "Change Password," then you will see the following screen:

If you select "Update Security Questions," then you see the following screen:

6. Appendix

6.1 Appendix A – Frequently Asked Questions (FAQ's)

1. **Who do I contact if my account has been deactivated?**

   See Appendix E – Contact Information

2. **I received the following message when performing an action in CAATS. "An error was encountered while processing your request. The following reference number was created for this issue." What do I need to do?**

   Please contact the CAATS team with a description of what you were doing at CAATS.VBAMLA@va.gov.

3. **I tried to submit an invoice and received the following error message "Referral not found! Please check your referral number or Veteran's name." What do I need to do?**

   Compare the Referral Number, Veteran First Name, and Veteran Last Name to the contract referral form you received. If you still receive the same error message after verifying the information to the referral form, then please contact your VA point of contact to verify the information.

4. **I tried to submit an invoice and received the following error message "Unable to proceed with action. The line detail does not have a valid referral." What do I need to do?**

   Please contact your VA point of contact and inquire about the referral order's QA status. Often, this error message is a result of the QA field on the referral order being set to Not Reviewed Yet.

5. **I tried to submit an invoice and received the following error message "Unable to proceed with action. Billing Period from field is not within the Referral's Service Period." What do I need to do?**

   Compare the Billing Period From and Billing Period To field to the Period of Performance on the contract referral form. If you need to make corrections, then select the Edit button. Select the Save button after making your changes.

6. **I tried to submit an invoice and received the following message. "Unable to proceed with action. The referral order is not in Form Generated Status. Contact your VA point of contact to update the referral order's status to Form Generated." What do I need to do?**

Please contact your VA point of contact and inform them of the error message you received. They will have to update the referral order to Form Generated Status in order for you to submit the invoice.

7. **I tried to submit an invoice and received the following error message. "Unable to proceed with action. Invoice travel amount exceeds the amount authorized." What do I need to do?**

Compare the travel amount you entered to the travel amount on the contract referral form. Please contact your VA point of contact and inform them of the error message you received. The referral order's travel amount might need to be adjusted. You might have to view the travel amount you entered on previous invoices to verify you are not exceeding the travel amount authorized.

8. **I tried to submit an invoice and received the following error message. "Unable to proceed with action. The amount total for multiple invoices exceeded the amount for the referral." What do I need to do?**

Check to see if you have any outstanding invoices that you have not yet submitted. Query the referral number and check the history for each invoice. Delete any unnecessary invoices, where you had previously entered the invoice but never submitted the invoice. For instance, I created invoice 40 for referral order 3201200510053 but have not submitted invoice. I created a new invoice under invoice number 47 for the same referral order number and tried to submit it but received the error message. I need to delete invoice number 47 since it was created erroneously. Refer to the screen shot below:

Station: 320 ▼	Invoice Filter: All Invoices ▼	Status: All ▼	Add Invoice	Export As: Pdf ▼	Export

	Status	Document Number	Referral Number	Invoice Number	Invoice Date	Total Amount	Total Amount Certified	Created By	S
	▼	▼	3201300510009 ▼	▼	▼ ▼	▼	▼	▼	▼
View	Working External	320VE300209	3201300510009	2928332	04/22/2013	$350.00	$0.00	Cave Monster	
View	Working External	320VE300206	3201300510009	329383	11/16/2012	$350.00	$0.00	Cave Monster	

9. **Who do I contact if I'm not getting a timely response from the field regarding a processing issue?**

First, contact your VR&E officer (COTR). If you are have not received a response after 2 weeks, then contact Carolyn Thomas.

10. **Do VR&E employees get a notification after the contractor submits an invoice?**

Yes, the CAATS system will send email notifications to VA employees as the invoice goes through the approval process.

11. **Do we still need to submit hardcopy invoices?**

No, invoices will be created and submitted electronically through CAATS.

12. What is the time limit to complete the QA form in order for a contractor to submit an invoice?

The station has 5 business days to either reject or accept the deliverables from the date of receipt.

13. How do we know when we have been paid?

You should receive payment in your bank account 30 days from the Accepted by FMS date. Utilize the Contractor Invoice List and query the status Accepted by FMS.

You could also utilize one of the following sites to help track your invoices:

a. The U.S. Department of Treasury's Financial Management Service offers the Invoice Processing Platform and can be accessed at the following url: https://www.ipp.gov/
b. The FSC has the Vendor Inquiry System and can be accessed at the following url: https://www.vis.fsc.va.gov

14. What do I do if I submitted an invoice for the incorrect quantity or travel amount?

Contact your VA point of contact and inform them of the situation. They will be able to return the invoice back to you. The status of the invoice will be Returned to Contractor, which you can query on the Contractor Invoice List.

15. If we forgot to bill for travel, then can we submit an invoice just for travel and will it affect the QA?

Yes, you can create an invoice just for travel and it won't affect QA because the QA is about the report and is already completed before you invoice. Please remember to adjust the quantity to 0 if you are just billing for travel.

16. Why is my bank statement not listing the invoice number?

Check with your bank and make sure EBI is enabled. The bank might charge you additional money for certain information.

17. Who do I contact if I have an idea for a system enhancement to improve the CAATS functionality?

Submit CAATS enhancement ideas to Frank Corbin at frank.corbin@va.gov and copy Carolyn Thomas at carolyn.thomas2@va.gov.

18. Where can I find an updated version of the CAATS VR&E Contractor manual?

An updated CAATS manual can be located at http://vretraining.vba.va.gov/Training_Topics.htm under VetSuccess Post Award Contract Training

6.2 Appendix B – CAATS Contractor Access Form

Department of Veterans Affairs — **CAATS CONTRACTOR ACCESS REQUEST FORM**

PRIVACY ACT STATEMENT: The information is solicited under authority of Title 38, United States Code and Executive Order 9397 and is necessary to accomplish the action requested by the requester, including establishing, modifying or deleting a Network Resources Customer Account. Furnishing the information on this form is voluntary; however, if the information is not furnished, we will be unable to take further action on your request.

1. ACTION REQUESTED *(Check only one)*

☐ CREATE NEW CUSTOMER ☐ MODIFY EXISTING CUSTOMER ☐ DELETE EXISTING CUSTOMER

2. CUSTOMER INFORMATION

A. FULL NAME *(First Name, Last Name)*	B. CAATS USER ID *(Email Address)*

C. COMPANY	D. ADDRESS	E. CITY/STATE/ZIP

F. TELEPHONE NUMBER *(Include Area Code)*	G. JOB TITLE/DEPARTMENT	H. VENDOR CODE *(Tax Identification Number)*

SECTION A

STATION ACCESS NEEDED *(List all stations you need access to in CAATS)*	OBLIGATION NUMBER/ CONTRACT NUMBER	ROLE
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY
		☐ INITIATOR ☐ READ ONLY

All access requested above will require approval before action can be completed. Send this form electronically to your VR&E representative.

NOTE: Do not combine multiple staff in one email request.

3. SIGNATURES

REQUESTING OFFICIAL AND TITLE	DATE
VR&E OFFICIAL AND TITLE	DATE
CAATS APPROVING OFFICIAL AND TITLE	DATE

VA FORM
MAY 2013 **8824i**

1. Action Requested (check only one)
    - Create New Customer - check only if user does not have access to CAATS currently
    - Modify Existing Customer - check if adding additional roles for current users in CAATS
    - Delete Existing Customer - check is deleting user in CAATS
2. Customer Information
    A. Full Name - Full name of user
    B. CAATS User ID - email address
    C. Company – name of your agency
    D. Address – street address of agency
    E. City/State/Zip – City, state and zip for your agency
    F. Phone Number – phone number
    G. Job Title/Department – job title/department
    H. Vendor Code – Tax identification number (TIN)
    Section A
    - (Column 1 - Station Number (List all stations need access to in CAATS) - can be multiple stations
    - Column 2 – Obligation Number/Contract Number – obligation number or contract number
    - Column 3 - Roles - select the roles for the users - <u>can only check one selection per line (can have multiple roles per one form per one user)</u>
        ➢ Initiator – inputs/ creates the document
        ➢ Read Only – view only no input ability (type this on the form under
3. Signatures
    - Requesting Official and Title/Date - Contractor who is requesting the user access – should be supervisor
    - VR&E Official and Title/Date – Person who is approving the user access
    - CAATS Approving Official and Title/Date - <u>no input required by contractor</u>

Form needs to be emailed to your VR&E representative.
The VR&E representative will email the form to CAATSVBAMLA@va.gov mailbox.

6.3 Appendix C – VR&E Contract Referral Form

Department of Veterans Affairs	VR&E CONTRACT REFERRAL FORM	
1. LAST - FIRST MIDDLE NAME OF VETERAN Smith, John	**2. REFERRAL NUMBER** 1051200000058	**2b. TASK ORDER NUMBER** 105VE1002
3. NAME OF CONTRACTOR Test	**4. CONTRACT NUMBER** VA798-11-D-0000	**5. FISCAL YEAR** 2012

6. ADDITIONAL IDENTIFYING DATA:

　　　　　SSN: *****2424　　　　　　　Chapter: Chapter 31

　　　　Due Date: 05/20/2012　　　Period of Performance: 05/20/2012 - 06/20/2012

　　　　Remaining information about the participant will be provided by separate attachment

7. SERVICES REQUIRED

CLIN	BOC	TYPE OF SERVICE REQUIRED	Total Cost	Case	Authorized By
		Service Group C - Employment Services (Ch 18 or	Hourly Rate	Richard Tyler	Richard Tyler
0001C1	2506	C-1 Job Readiness Assessment	$800.00/$200.00		
		Travel	**Total Cost**		
		Amount Authorized			

This allows you to provide this person with the services in Item 7. As shown in the contract, VA needs these services to process a claim for vocational rehabilitation, education and training, or for vocational and educational counseling. This individual must report for counseling for you to claim payment for providing these services. VA referrals are limited to the number of persons for which VA has obligated funds. At any time before you begin to deliver services to this counselee, VA may stop this authorization by written notice if payment would exceed the legal limits for contract counseling. VA cannot pay for services you begin to provide after you receive written notice.

8. TITLE 38, U.S. CODE (Check applicable box)
Chapter 31

9. OBLIGATION AMOUNT $ 80000.00	**10. DATE** 05/16/2012	**11. SIGNATURE AND TITLE OF REFERRING VRC** Richard Tyler
Region Office 105	**Submit Report To:** VR&E	**Period of Performance:** 05/20/2012 to 06/20/2012

Note: The contract referral form will be sent to you outside of CAATS (i.e. email or fax)

6.4 Appendix D – CAATS Contact Information

Reminder: All questions regarding the referral and invoice information should be directed to your VR&E point of contact.

If you have system questions or need to be reactivated, please email them to the CAATS mailbox at CAATS.VBAMLA@va.gov.

You can also contact Alice Garrett, Lynn Walter, Harrison Tyler, or Tynetta Ballinger.

Alice Garrett
 512-981-4610 / alice.garrett@va.gov

Lynn Walter
512-981-4611 / lynn.walter@va.gov

Harrison Tyler
512-981-4641 / harrison.tyler@va.gov

Tynetta Ballinger
512-981-4656 / tynetta.ballinger@va.gov