

HUD-VASH Case Management Contract

Checklist for Contract Implementation

- ☐ Attend a post-award kick-off meeting within 30 days of contract award
- ☐ Identify staff to work directly with referred Veterans as outlined in the Statement of Work within 30 days of contract award
- ☐ Achievement of VA “Without Compensation” (WOC) status of Contractor staff (supervisors and case managers working directly with Veterans) through VA Human Resources processes, including but not necessarily limited to:
 - a. Security/background investigation via NACI (National Agency Check with Written Inquiries) and a SAC (Special Agreement Check):
 - ☐ In person electronic fingerprinting at local VA medical center for case managers and supervisors working directly with Veterans.
 - ☐ Provide supervisor’s and case management staff members’ date of birth, social security number, hair color, eye color, address, phone number, and e-mail addresses to local VA medical center.
 - ☐ Provide proof of U.S. citizenship or legal resident status for supervisors and case managers working with Veterans to local VA medical center.
 - b. Credentialing and identification Cards:
 - ☐ Complete a credentialing process (Vet Pro) at the local VA medical center with VA Human Resources personnel. Vet Pro is necessary for all licensed, registered or certified clinical staff members (e.g. LCSW, RN, CASAC).
 - ☐ Obtain federal Personal Identification Certification card from local VA medical center; this requires an in person visit to the local VA medical center for verification of documents and photographs of the individual staff member.
 - c. Privacy and Information Security clearance for supervisors and case managers working directly with Veterans under this contract:
 - ☐ Set up an online VA Employee Education System account at local VA medical center for each supervisor and case manager working with Veterans.
 - ☐ Complete VA’s on-line Information Security and Privacy combined Awareness Training Course and the Privacy Policy Awareness Training Course
- ☐ Complete a HUD-VASH program orientation at the local VA medical center including training on how to utilize the VA Computerized Personal Records System (CPRS) and the Homeless Operations and Management Evaluation System (HOMES) data management system.