Voluntary Service System (VSS) Enhancements

VSS*5*2

Release Notes

Department of Veterans Affairs
Office of Information and Technology (OI&T)
Product Development

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Revision History

Date	Version	Description	Author
April 27, 2017	1.1	Technical Edit.	VSS Technical Team
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1. Introduction

The Department of Veterans Affairs (VA) Voluntary Service Office (VAVS) operates one of the largest volunteer programs in the Federal Government that supplements staff and resources in all areas of patient care and support. The mission of the VAVS office is to provide a structured volunteer program under the management of VA compensated employees in cooperation with community resources to serve Veterans and their families with dignity and compassion.

The Voluntary Service System (VSS) is an enterprise web application that allows staff to track volunteers and in which capacities they serve along with any organizations they serve on behalf of. VSS tracks all donations received into the VA and how the donated dollars are allocated.

This release will expand upon the functionality released in VSS 5.1. Requirements can now be created and tracked for each role the volunteer is performing. VAVS Staff will now be notified when the requirements are due and fulfilled. New Awards Coding functionality is added in the application. It automates the interface to receive donations between Pay.gov and VSS. VSS has the ability to track donations and expenditures by General Post Fund (GPF) and delivers a variety of high priority reports related to volunteer hours and administration of VSS.

In addition, volunteers can now update their profile and demographic data via the PC Kiosk.

2.   Purpose

VSS is currently in Production. The last patch implemented was VSS 5.1.

This document covers the newly added features and the changes to the current VSS functionality as implemented in VSS 5.2.

3.   Audience

This document targets users and administrators of VSSE and applies to the changes made between this release and any previous releases for this software.

3.1 How to access VSS*5*2

The following new URL's have been established:

Production Staff: https://vaww.vss.med.va.gov/vss

Production PC Kiosk: https://vaww.vss.med.va/gov/vsskiosk.

3.2 Documentation

The VSS User Guide will provide summaries and step-by-step instructions for all VSS user screens. The intent of this document is to familiarize users with the functionality released in VSS*5*2.

Additional documents can be found on the VA Software Document Library at:
http://www.va.gov/vdl/application.asp?appid=135

4. New Functionality or Functionality Changes

The following are new enhancements to the VSS 5.2 Release.

4.1 General Functions
4.1.1 Awards

Users have the ability to establish and update award codes in VSS as a way to reward volunteers for their time as well as the ability to View Eligible and Processed awards and print mailing labels. From the **Manage Reward Codes Screen**, the user can view a list of all existing award codes or navigate to view details for an existing award code or create a new award code. The **Awards Lists Screen** displays a list of volunteers who have served enough hours to be eligible for an award and enables users to manage and view processed awards.

See sections 4.2.10 and 8.9 of the VSS*5*2 user guide for more information on Awards.

4.1.2 Role Requirements

National Administrators have the ability to establish requirements and assign them to volunteers based on the role they are filling is available. The new functionality is found by selecting **Manage Volunteer Requirements** to display the **Manage Requirements Screen**. Requirements may apply to all volunteers, all volunteers with a specific role type, or all volunteers with a specific role.

See section 8.7 of the VSS*5*2 user guide for more information on Role Requirements.

4.1.3 Notifications

The new Notifications section on the VSS Home Page provides users the ability to deliver, view, and act upon notifications based on pre-defined events such as training due, visa and driver's license and insurance expiring, LEIE and more. In the **Notifications List**, messages display by severity and include a brief description and the user who issued the activity. Volunteer notifications allow the user to directly navigate to the **Volunteer Profile** and view activity or clear the notification from the list in the **Actions** column.

See section 3.6.2 of the VSS*5*2 user guide for more information on Notifications.

4.1.4 Pay.Gov Interface

VSS will now receive any donations posted to Pay.gov, nightly for the VSS staff to incorporate into VSS. These donations are displayed on the **E-Donations Received Screen** available from the **Donations** menu. On the **E-Donations Received Screen**, a user can view specific details about the donation by donor name or EPay Tracking ID and the ability to add a new donation.

See section 5.5 of the VSS*5*2 user guide for more information on E-Donations.

4.1.5 General Ledger

The General Ledger List displays totals and daily General Post Fund (GPF) balances as well as the ability to post adjustments and expenditures to GPF balance. The **General Ledge Lists** displays the total balance, donations, expenditures, and adjustments for General Post Funds (GPF). The list displays the Fiscal Year balances (default), but a user can change the display balances for the Current Fiscal Year, Previous Fiscal Year, Current Month, Previous Month, Other Fiscal Year, and specific month.

See section 6 of the VSS*5*2 user guide for more information on Expenditures.

4.2 Volunteer Demographics

The Volunteer Demographics allow users to view volunteer demographic and status information from many different perspectives. For example by:

- Name, Email, Phone, and Date of Birth
- Parking Sticker
- Status (Active, Inactive, Terminated, or Potentially Inactive)

The list is customizable, allowing a user to define which information they want to see for an active or inactive volunteer, which facility, and add any restrictions. Customizations are based on roles, as National roles can choose which facility, nationally or assigned, to view in the List. Users with facility only roles are limited to the current logged in facility. Facility users do not have access to view the menu option.

See section 4.4 of the VSS*5*2 user guide for more information on Volunteer Demographics.

4.3 PC Kiosk

Volunteers can update their own profile, address, contact, and emergency contact using the PC Kiosks.

4.4 Reports

The following new and standard reports are available with this release:

Table 1: Standard Reports

Report Name	Description
Benefitting Service Listing	All Services or Service Templates.
Committee Attendance Listing	Volunteer Hours posted to VAVS committee attendance By Organization.
National Official Listing	NAC officials and their contact information.

Report Name	Description
Organization List	National and local organizations with contact information.
Regular Scheduled and Occasional Hours - Detail	Detail Monthly Regular Scheduled and Occasional Hours.
Regular Scheduled and Occasional Hours - Summary	Summary Monthly Regular Scheduled and Occasional Hours.
Voluntary Organizations RS Occasional Hours Part 1/2/3	Volunteer hours logged for specific organizations at specific facilities.
Volunteers By Organization report - Detail (VS26)	Detail Regular and Occasional Hours posted by Organization.
Volunteers By Org report - Summary (VS27)	Summary Regular and Occasional Hours posted by Organization.
Volunteers By Service report - Detail (VS28)	Detail Regular and Occasional Hours posted by Service.
Volunteers By Service report - Summary (VS29)	Summary Regular and Occasional Hours posted by Service.
User Access Listing	All users by status.

5. Non-Functional Changes

No non-functional changes have been implemented.

6. Known Issues

There are no known issues specific to this release.