

Date:

From: VHA Chief of Staff (10B)

Subj: Request Approval to Implement 10ADEI2 AHPO: 2024 Quadrennial Women Veterans Summit: The Year of Empowerment (BIS 20993 / 141186)

To: Under Secretary for Health (10)

1. In accordance with existing Department of Veterans Affairs (VA) conference policies and guidelines, and all applicable statutes and regulations, 10ADEI2 AHPO - Assault and Harassment Prevention Office requests your approval to implement 10ADEI2 AHPO: 2024 Quadrennial Women Veterans Summit: The Year of Empowerment (BIS 20993 / 141186) in fiscal year 2024.
2. Purpose: The primary purpose of the conference is to develop and sustain awareness in coordinating services pertaining to clients' complex medical needs. The secondary purpose of the conference is to gain strategies in incorporating methods and opportunities to change operational culture through improvements in knowledge application. The third purpose of this conference is for 10ADEI2 AHPO - Assault and Harassment Prevention Office to promote strategic awareness among stakeholders in the Department, especially Veterans Health Administration (VHA).
3. Goals and Objectives: The conference will improve the VHA service capability by enhancing aptitude among staff and reinforcing the value of knowledge application through in-person cooperation among colleagues. The conference will also enhance the quality of services to Veterans by preparing and encouraging staff to apply their improved understanding to culture and other conditions affecting intricate operations in VHA. This face-to-face conference will help staff clarify and coordinate future requirements that 10ADEI2 AHPO - Assault and Harassment Prevention Office is promoting in customers with the goal of improving service delivery across major work functions.
4. Justification: The conference requires extended, uninterrupted episodes of face-to-face engagement to sustain attention on complex operational factors and conditions affecting customers. The content of the conference is consistent with goals of VA and VHA, as it will include an extensive set of peer-to-peer presentations that concentrate on necessary designs, methods and professional requirements for improving knowledge application and overall service effectiveness. The conference is required for attendees to fully achieve their professional development to meet Department standards for full participation in the mission of the VA and its growth of performance capability. Lodging taxes are included in estimated costs even if the Federal Government is tax-exempt in selected locations because all travelers attending the conference may not hold a government issued travel card. All travelers will have completed mandatory travel card and ethics training as required by VHA.

Request Approval to Implement 10ADEI2 AHPO: 2024 Quadrennial Women Veterans Summit: The Year of Empowerment (BIS 20993 / 141186)

5. Business Case Analysis: The proposed training, 10ADEI2 AHPO: 2024 Quadrennial Women Veterans Summit: The Year of Empowerment (BIS 20993 / 141186), beginning on 09/05/2024 and ending on 09/07/2024 (2.5-day event) will be held in Washington, DC and includes 260 VA personnel of which 100 will be air travelers, 10 rail travelers and 50 POV travelers, at a total estimated cost of \$691,483.20. The estimated cost per attendee is \$2,659.55. The travel dates are 09/04/2024 returning 09/07/2024. The value of the event to the VA mission is that it will reinforce vital Veteran services; as well as reinforce proficiency in planning contextual analyses of the operational conditions affecting such services. Detailed market cost research was conducted on three potential locations. The location selected was determined to offer the VA the best value, especially regarding travel proximity and contracting costs.

All efforts will be made to utilize a free, government facility. However, \$251,000.00 of non-travel costs will cover expenses such as meeting space rental, AV equipment rental and all related services should it be necessary to hold the event in a non-government facility.

Funding Justification: ILEAD will be covering (rental fees for meeting rooms and AV) and ILEAD staff's travel expenses. VA Media Services will cover Brochures/Printed Materials/Posters. Employee travel will be covered by the respective facility/program office.

Cost Justification: The cost estimate lists the per person cost as over \$2,000 due to increased contracting and inflation costs, the initial cost estimate did not take the significant and unpredicted variables into consideration, for example Audio & Visual (AV). The initial quote during market research was based on basic requirements and did not account for the full scope of the event to include live streaming of the plenary sessions for those Women Veterans who will not be attending in person. In addition, due to COVID-19 there have been significant supply chain issues which have increased inflation to a point of unpredictability. Due to the nature of some of the screening sessions which require privacy partitions, the cost of securing them was much higher than projected which also contributed to the price increase. Additionally, holding event in the Washington DC is more advantageous to the government due to VA leadership and local VA employees that will be volunteering to assist at the Washington Hilton, this venue is most beneficial. Additionally, The National Capital Region has one of the fastest growing populations of Women Veterans.

The Summit is an important lever to increase access and decrease barriers to VA health care services and benefits. The Summit aligns with VA's strategic priorities to increase knowledge and understanding for the women Veterans population. VA is customizing benefits and services delivery for impact. The Summit allows VA to deliver timely, accessible, high-quality health care, benefits, and services to meet the unique needs of Veterans and all eligible beneficiaries. By creating an event spanning several days, it brings VA resources in one event, and by providing opportunities to participate virtually, this event makes VA's information and resources accessible to women Veterans across the nation.

Bringing together over 600 women Veterans, partners, and stakeholders with equity in improving women Veterans' health and wellness, the Summit can facilitate

Request Approval to Implement 10ADEI2 AHPO: 2024 Quadrennial Women Veterans Summit: The Year of Empowerment (BIS 20993 / 141186)

improving women Veterans' health and wellness, the Summit can facilitate resolution to current challenges to meet the unique needs of our women Veterans. Those challenges include health care inequities, sexual trauma and harassment, intimate partner violence, homelessness, addiction, mental health, and unemployment. The Summit also provides opportunities for meaningful discussions that should lead to big ideas and implementation plans that will ultimately improve VA care and services. The Summit will be co-sponsored between the VHA Assault and Harassment Prevention Office and the Center for Women Veterans.

Audiovisual equipment cost quotes for all three locations that were provided in the market research summary document are not representative of the actual cost so those were not included. Instead, the quotes in the package are based on historical cost quotes for an event of a similar size in the same city location.

The room rental fee given for Washington DC is equivalent to cost quotes of \$8,419.50 + shipping and handling (\$1,580.50) = \$10,000. The room rental cost estimates for two alternate cities are based on historical data.

- 6. The proposed dates and location are:

Dates	Potential Location
09/05/2024 - 09/07/2024 (2.5-day event)	Washington, DC

- 7. The overall proposed per event cost estimate is provided below:

	Number of employees	Support Staff/VA Faculty	Non-Travel Cost	Travel Cost	Contractor Support	Total Cost	Cost per Participant
10ADEI2 AHPO: 2024 Quadrennial Women Veterans Summit: The Year of Empowerment (BIS 20993 / 141186) (141186)	260	10 Support / 70 faculty out of 260 Employees	\$317,000.00	\$374,483.20	\$0.00	\$691,483.20	\$2,659.55

Request Approval to Implement 10ADEI2 AHPO: 2024 Quadrennial Women Veterans Summit: The Year of Empowerment (BIS 20993 / 141186)

8. The Responsible Conference Executive (RCE) for this event is Mary Bradford, Deputy Director, and is available at 202-461-6193 should you wish to further discuss the proposed 10ADEI2 AHPO: 2024 Quadrennial Women Veterans Summit: The Year of Empowerment (BIS 20993 / 141186).



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Date: 2024.07.30 16:26:19  
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Ryung Suh, M.D.  
VHA Chief of Staff

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Date

Approve /  Disapprove:



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Shereef Elnahal, M.D., MBA  
Under Secretary for Health

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08-01-2024

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Date

Date:

From: Assistant Under Secretary for Health for Clinical Services (11)

Subj: Request Approval to Implement VA/DoD Suicide Prevention Conference - 2024 (BIS 19301 / 140472)

To: Under Secretary for Health (10)

1. In accordance with existing Department of Veterans Affairs (VA) conference policies and guidelines, and all applicable statutes and regulations, 11MHSP - OMHSP, MIRECC requests your approval to implement VA/DoD Suicide Prevention Conference - 2024 (BIS 19301 / 140472) in fiscal year 2024.
2. Purpose: The primary purpose of the conference is to develop and sustain strategies in integrating services pertaining to clients' complex psychological needs. The secondary purpose of the conference is to gain knowledge in leading methods and opportunities to change operational practices through improvements in knowledge application. The third purpose of this conference is for 11MHSP - OMHSP, MIRECC to promote strategic capabilities among stakeholders in the Department, especially Veterans Health Administration (VHA).
3. Goals and Objectives: The conference will improve the VHA service capability by enhancing knowledge among staff and reinforcing the value of knowledge application through in-person cooperation among colleagues. The conference will also enhance the quality of services to Veterans by preparing and encouraging staff to apply their improved understanding to practices and other conditions affecting intricate operations in VHA. This face-to-face conference will help staff clarify and coordinate future requirements that 11MHSP - OMHSP, MIRECC is promoting in stakeholders with the goal of improving operational coordination across major work functions.
4. Justification: The conference requires extended, uninterrupted episodes of face-to-face engagement to sustain attention on complex operational factors and conditions affecting patients. The content of the conference is consistent with goals of VA and VHA, as it will include an extensive set of peer-to-peer presentations that concentrate on necessary designs, methods and professional requirements for improving performance measurements and overall operational efficiency. The conference is required for attendees to fully achieve their professional development to meet industry standards for full participation in the mission of the VA and its growth of performance capability. Lodging taxes are included in estimated costs even if the Federal Government is tax-exempt in selected locations because all travelers attending the conference may not hold a government issued travel card. All travelers will have completed mandatory travel card and ethics training as required by VHA.

Request Approval to Implement VA/DoD Suicide Prevention Conference - 2024  
(BIS 19301 / 140472)

5. Business Case Analysis: The proposed training, VA/DoD Suicide Prevention Conference - 2024 (BIS 19301 / 140472), beginning on 06/11/2024 and ending on 06/13/2024 (3-day event) will be held in New York City, NY and includes 1250 VA personnel of which 1240 will be air travelers and 5 POV travelers, at a total estimated cost of \$4,493,726.50. The estimated cost per attendee is \$3,594.98. The travel dates are 06/10/2024 returning 06/14/2024. The value of the event to the VA mission is that it will reinforce vital Veteran services; as well as reinforce proficiency in planning contextual analyses of the operational conditions affecting such services. Detailed market cost research was conducted on three potential locations. The location selected was determined to offer the VA the best value, especially regarding travel proximity and location services.

All efforts will be made to utilize a free, government facility. However, \$600,000.00 of non-travel costs will cover expenses such as meeting space rental, AV equipment rental and all related services should it be necessary to hold the event in a non-government facility.

Funding Justification: VHA Office of Mental Health and Suicide Prevention (11MHSP) and the Suicide Prevention Program will cover 100% of travel expenses for the event faculty and any non-travel expenses outside of conference space/AV. VHA Institute for Learning, Education and Development (ILEAD) (106B) will cover the costs of conference meeting space and audiovisual equipment for the meeting space, and travel funding for ILEAD staff providing conference support services. Individual attendees' local VA facility (VAMC or VISN) is responsible for 100% of their travel expenses.

Contractor Justification: This conference will include contractor services. Contractor fees and travel costs of \$280,000.00 are included in this estimate.

Cost Justification: The cost estimate lists the per person cost as over \$2,000 due to increased travel costs.

The first Joint VA/DoD Suicide Prevention Conference was held in 2004. This biennial event is the only national suicide prevention conference that specifically addresses suicide in military and Veteran populations. In recent years, the Department of Veterans Affairs (VA) and the Department of Defense (DoD) have extended their suicide prevention reach by partnering with internal and external stakeholders across the suicide prevention space.

This conference provides a forum for sharing state of the art practices and state of the science findings related to suicide prevention efforts among Servicemembers and Veterans. Conference Theme for 2024: Reimagining Suicide Prevention: Evolving and Innovating to Meet Diverse Needs. #IncreasetheReach

DoD and VA alternate taking the lead for the biennial conference. DoD led the event in 2021, so it is now VA's turn to host the conference.

This conference is critical to VA's mission to reduce suicide among ALL Veterans.

Request Approval to Implement VA/DoD Suicide Prevention Conference - 2024  
(BIS 19301 / 140472)

This conference is critical to VA’s mission to reduce suicide among ALL Veterans.

The conference will allow participants to achieve specific learning goals and objectives that cannot be accomplished via other means (e.g., VTC, local meetings, and teleconferencing). It would be impossible to leverage the partnerships VA has established with DoD, SAMHSA, NIH, CDC, Health and Human Services (HHS), other public and private entities, and academia through VTC or sole teleconferencing. The interaction and dialogue generated from this national conference will facilitate the educational experience for frontline VA suicide prevention coordinators, VA providers, suicide prevention stakeholders, and VA leadership. The time allotted for break-out sessions and workshops brings together experts from a variety of disciplines for cross-training and pollination of research findings, clinical pathways, and best practices that cannot be gained via other means.

6. The proposed dates and location are:

Dates	Potential Location
06/11/2024 - 06/13/2024 (3-day event)	New York City, NY

7. The overall proposed per event cost estimate is provided below:

	Number of employees	Support Staff/VA Faculty	Non-Travel Cost	Travel Cost	Contractor Support	Total Cost	Cost per Participant
VA/DoD Suicide Prevention Conference - 2024 (BIS 19301 / 140472) (140472)	1250	12 Support / 75 faculty out of 1250 Employees	\$865,000.00	\$3,348,726.50	\$280,000.00	\$4,493,726.50	\$3,594.98

Request Approval to Implement VA/DoD Suicide Prevention Conference - 2024  
(BIS 19301 / 140472)

8. The Responsible Conference Executive (RCE) for this event is Todd D. Burnett, Acting Deputy Network Director, and is available at 629-215-0781 should you wish to further discuss the proposed VA/DoD Suicide Prevention Conference - 2024 (BIS 19301 / 140472).

**ERICA  
SCAVELLA**

Digitally signed by ERICA  
SCAVELLA  
Date: 2023.09.13 09:49:21 -04:00  
Reason: Approval

September 13, 2023

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Erica M. Scavella, MD, FACP, FACHE  
Assistant Under Secretary for Health for Clinical  
Services

Date

Approve /  Disapprove:



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Shereef Elnahal, M.D., MBA  
Under Secretary for Health

9-13-2023

Date



Date:

From: Director, Continuum of Care and General Mental Health Services (11MHS)

Subj: Request Approval to Implement Ensuring Access to MH Residential Treatment and Implementation of New Policy Requirements (BIS 19854) (140912)

To: Under Secretary for Health (10)

1. In accordance with existing Department of Veterans Affairs (VA) conference policies and guidelines, and all applicable statutes and regulations, 11MHSP - OMHSP, MIRECC requests your approval to implement Ensuring Access to MH Residential Treatment and Implementation of New Policy Requirements (BIS 19854) (140912) in fiscal year 2024.
2. Purpose: The primary purpose of the conference is to develop and sustain knowledge in managing services pertaining to clients' complex psychosocial needs. The secondary purpose of the conference is to gain strategies in developing methods and opportunities to change operational practices through improvements in performance measurements. The third purpose of this conference is for 11MHSP - OMHSP, MIRECC to promote operational aptitude among colleagues in the Department, especially Veterans Health Administration (VHA).
3. Goals and Objectives: The conference will improve the VHA service capability by enhancing strategies among staff and reinforcing the value of knowledge application through in-person cooperation among colleagues. The conference will also enhance the quality of services to Veterans by preparing and encouraging staff to apply their improved knowledge to management and other conditions affecting intricate operations in VHA. This face-to-face conference will help staff clarify and coordinate future requirements that 11MHSP - OMHSP, MIRECC is promoting in employees with the goal of improving operational efficiency across major work functions.
4. Justification: The conference requires extended, uninterrupted episodes of face-to-face engagement to sustain attention on complex operational factors and conditions affecting patients. The content of the conference is consistent with goals of VA and VHA, as it will include an extensive set of peer-to-peer presentations that concentrate on necessary designs, methods and professional requirements for improving knowledge application and overall organizational policy. The conference is required for attendees to fully achieve their professional development to meet best practice standards for full participation in the mission of the VA and its growth of performance capability. Lodging taxes are included in estimated costs even if the Federal Government is tax-exempt in selected locations because all travelers attending the conference may not hold a government issued travel card. All travelers will have completed mandatory travel card and ethics training as required by VHA.

Request Approval to Implement Ensuring Access to MH Residential Treatment and Implementation of New Policy Requirements (BIS 19854) (140912)

5. Business Case Analysis: The proposed training, Ensuring Access to MH Residential Treatment and Implementation of New Policy Requirements (BIS 19854) (140912), beginning on 09/10/2024 and ending on 09/12/2024 (2.5-day event) will be held in Portland, OR and includes 450 VA personnel of which 442 will be air travelers and 3 POV travelers, at a total estimated cost of \$908,188.30. The estimated cost per attendee is \$2,018.20. The travel dates are 09/09/2024 returning 09/12/2024. The value of the event to the VA mission is that it will reinforce vital Veteran services; as well as reinforce proficiency in planning contextual analyses of the operational conditions affecting such services. Detailed market cost research was conducted on three potential locations. The location selected was determined to offer the VA the best value, especially regarding travel costs and contracting costs.

All efforts will be made to utilize a free, government facility. However, \$19,990.00 of non-travel costs will cover expenses such as meeting space rental, AV equipment rental and all related services should it be necessary to hold the event in a non-government facility.

Funding Justification: Facilities will cover the travel costs of approved attendees. ILEAD will cover non-travel costs associated with AV and room rental fees plus travel costs for only for their staff.

Cost Justification: The cost estimate lists the per person cost as over \$2,000 due to increased airfare, hotel and per diem costs.

Mental Health Residential Rehabilitation Treatment Programs (MH RRTP) are complex bed based programs. Training has been identified as critical to ensure conformance with national policy surrounding access and ensuring seamless operations of these programs.

Reduction of wait times and access to safe and effective residential treatment have been primary areas of focus for the MH RRTPs over the last several years. The conference will continue existing efforts coupled with the most recent updates to VHA Directive 1162.02 and newer legislation to address the need for conformance with and understanding of access requirements for the MH RRTPs and Community Care. With an overall emphasis on removal of barriers and streamlining screening processes to improve access whether in VA or in the Community.

6. The proposed dates and location are:

Dates	Potential Location
09/10/2024 - 09/12/2024 (2.5-day event)	Portland, OR

7. The overall proposed per event cost estimate is provided below:

Request Approval to Implement Ensuring Access to MH Residential Treatment and Implementation of New Policy Requirements (BIS 19854) (140912)

	Number of employees	Support Staff/VA Faculty	Non-Travel Cost	Travel Cost	Contractor Support	Total Cost	Cost per Participant
Ensuring Access to MH Residential Treatment and Implementation of New Policy Requirements (BIS 19854) (140912)	450	4 Support / 10 faculty out of 450 Employees	\$19,990.00	\$888,198.30	\$0.00	\$908,188.30	\$2,018.20

8. The Responsible Conference Executive (RCE) for this event is Jennifer L. Burden, PhD, National Mental Health Director, MH RRTP, and is available at 540-982-2463 X3739 should you wish to further discuss the proposed Ensuring Access to MH Residential Treatment and Implementation of New Policy Requirements (BIS 19854) (140912).

**MARSDEN  
MCGUIRE**

Digitally signed by MARSDEN  
MCGUIRE  
Date: 2024.04.03 08:53:13 -04:00  
Reason: Approval

April 03, 2024

Marsden H. McGuire, MD  
Director, Continuum of Care and General Mental  
Health Services

Date

Approve /  Disapprove:



Shereef Elnahal, M.D., MBA  
Under Secretary for Health

05-15-2024

Date

Date:

From: Executive Director, Logistics (19PLO)

Subj: Request Approval to Implement FY24 Logistics / VISN CLO / Facility CSCO Conference (BIS 21115 / 141189)

To: Under Secretary for Health (10)

1. In accordance with existing Department of Veterans Affairs (VA) conference policies and guidelines, and all applicable statutes and regulations, 19PLO - Procurement and Logistics requests your approval to implement FY24 Logistics / VISN CLO / Facility CSCO Conference (BIS 21115 / 141189) in fiscal year 2024.
2. Purpose: The primary purpose of the conference is to develop and sustain knowledge in deploying services pertaining to clients' complex operational needs. The secondary purpose of the conference is to gain understanding in incorporating methods and opportunities to change operational best practices through improvements in performance measurements. The third purpose of this conference is for 19PLO - Procurement and Logistics to promote operational proficiency among customers in the Department, especially Veterans Health Administration (VHA).
3. Goals and Objectives: The conference will improve the VHA service capability by enhancing knowledge among staff and reinforcing the value of knowledge application through in-person cooperation among colleagues. The conference will also enhance the quality of services to Veterans by preparing and encouraging staff to apply their improved understanding to best practices and other conditions affecting intricate operations in VHA. This face-to-face conference will help staff clarify and coordinate future requirements that 19PLO - Procurement and Logistics is promoting in stakeholders with the goal of improving organizational partnerships across major work functions.
4. Justification: The conference requires extended, uninterrupted episodes of face-to-face engagement to sustain attention on complex operational factors and conditions affecting customers. The content of the conference is consistent with goals of VA and VHA, as it will include an extensive set of peer-to-peer presentations that concentrate on necessary designs, methods and professional requirements for improving performance measurements and overall service quality. The conference is required for attendees to fully achieve their professional development to meet best practice standards for full participation in the mission of the VA and its growth of performance capability. Lodging taxes are included in estimated costs even if the Federal Government is tax-exempt in selected locations because all travelers attending the conference may not hold a government issued travel card. All travelers will have completed mandatory travel card and ethics training as required by VHA.

Request Approval to Implement FY24 Logistics / VISN CLO / Facility CSCO Conference (BIS 21115 / 141189)

5. Business Case Analysis: The proposed training, FY24 Logistics / VISN CLO / Facility CSCO Conference (BIS 21115 / 141189), beginning on 07/09/2024 and ending on 07/11/2024 (3-day event) will be held in Portland, OR and includes 550 VA personnel of which 550 will be air travelers, at a total estimated cost of \$1,344,582.00. The estimated cost per attendee is \$2,444.69. The travel dates are 07/08/2024 returning 07/12/2024. The value of the event to the VA mission is that it will reinforce vital Veteran services; as well as reinforce proficiency in planning contextual analyses of the operational conditions affecting such services. Detailed market cost research was conducted on three potential locations. The location selected was determined to offer the VA the best value, especially regarding location services and travel costs.

All efforts will be made to utilize a free, government facility. However, \$75,896.00 of non-travel costs will cover expenses such as meeting space rental, AV equipment rental and all related services should it be necessary to hold the event in a non-government facility.

Funding Justification: Program Office 19PLO - Procurement and Logistics will fund 100% of travel and non-travel costs for this event.

Cost Justification: The cost estimate lists the per person cost as over \$2,000 due to the system's calculation of a three full-day event for 527 attendees is somewhat higher than we calculated. However, attendees are expected to attend all three days and participate in several breakout sessions; all of which will impact the purchasing and logistics community throughout VHA.

Face-to-face conferences promote collaboration, team building, and sharing of knowledge/best practices among Logistics / VISN CLO / Facility CSCO. This event has been needed for several years, we request consideration of approval which will ultimately benefit the entire VHA acquisition workforce. Attendees will be engaged, and focused and can network with their colleagues. The procurement community is constantly evolving and changing to due policy/regulation updates. The conference will allow us to coordinate and discuss the impact of logistics policy on the entire VHA logistics community.

6. The proposed dates and location are:

Dates	Potential Location
07/09/2024 - 07/11/2024 (3-day event)	Portland, OR

7. The overall proposed per event cost estimate is provided below:

Request Approval to Implement FY24 Logistics / VISN CLO / Facility CSCO Conference (BIS 21115 / 141189)

	Number of employees	Support Staff/VA Faculty	Non-Travel Cost	Travel Cost	Contractor Support	Total Cost	Cost per Participant
FY24 Logistics / VISN CLO / Facility CSCO Conference (BIS 21115 / 141189) (141189)	550	40 Support / 10 faculty out of 550 Employees	\$77,096.00	\$1,267,486.00 0	\$0.00	\$1,344,582.00 0	\$2,444.69

8. The Responsible Conference Executive (RCE) for this event is Lenearo E. Ashford, Deputy Executive Director, and is available at 202-632-4256 should you wish to further discuss the proposed FY24 Logistics / VISN CLO / Facility CSCO Conference (BIS 21115 / 141189).

**SPENCER ROBERTS**

Digitally signed by SPENCER ROBERTS  
Date: 2024.04.08 16:53:33 -04:00  
Reason: Approval

April 08, 2024

Spencer F. Roberts  
Executive Director, Logistics

Date

Approve /  Disapprove:



4-10-2024

Shereef Elnahal, M.D., MBA  
Under Secretary for Health

Date

Date:

From: Deputy Chief Officer, Office of Healthcare Innovation and Learning (14HIL)

Subj: Request Approval to Implement FY24 - iNET Accelerator Boot Camp Training (BIS 19365 / 140430)

To: Under Secretary for Health (10)

1. In accordance with existing Department of Veterans Affairs (VA) conference policies and guidelines, and all applicable statutes and regulations, 14HIL1 - Innovation Ecosystem requests your approval to implement FY24 - iNET Accelerator Boot Camp Training (BIS 19365 / 140430) in fiscal year 2024.
2. Purpose: The primary purpose of the is to develop and sustain capabilities in deploying services pertaining to clients' complex social needs. The secondary purpose of the is to gain skills in deploying methods and opportunities to change operational practices through improvements in knowledge application. The third purpose of this is for 14HIL1 - Innovation Ecosystem to promote administrative attentiveness among employees in the Department, especially Veterans Health Administration (VHA).
3. Goals and Objectives: The will improve the VHA service capability by enhancing proficiency among staff and reinforcing the value of team facilitations through in-person cooperation among colleagues. The will also enhance the quality of services to Veterans by preparing and encouraging staff to apply their improved aptitude to workflows and other conditions affecting intricate operations in VHA. This face-to-face will help staff clarify and coordinate future requirements that 14HIL1 - Innovation Ecosystem is promoting in employees with the goal of improving employee engagement across major work functions.
4. Justification: The requires extended, uninterrupted episodes of face-to-face engagement to sustain attention on complex operational factors and conditions affecting stakeholders. The content of the is consistent with goals of VA and VHA, as it will include an extensive set of peer-to-peer presentations that concentrate on necessary designs, methods and professional requirements for improving knowledge application and overall employee training. The is required for attendees to fully achieve their professional development to meet best practice standards for full participation in the mission of the VA and its growth of performance capability. Lodging taxes are included in estimated costs even if the Federal Government is tax-exempt in selected locations because all travelers attending the conference may not hold a government issued travel card. All travelers will have completed mandatory travel card and ethics training as required by VHA.

Request Approval to Implement FY24 - iNET Accelerator Boot Camp Training (BIS 19365 / 140430)

- Business Case Analysis: The proposed training, FY24 - iNET Accelerator Boot Camp Training (BIS 19365 / 140430), beginning on 12/05/2023 and ending on 12/07/2023 (3-day event) will be held in Falls Church, VA and includes 300 VA personnel of which 296 will be air travelers, at a total estimated cost of \$849,009.44. The estimated cost per attendee is \$2,830.03. The travel dates are 12/04/2023 returning 12/08/2023. The value of the event to the VA mission is that it will reinforce vital Veteran services; as well as reinforce proficiency in planning contextual analyses of the operational conditions affecting such services. Detailed market cost research was conducted on three potential locations. The location selected was determined to offer the VA the best value, especially regarding travel proximity and location services.

All efforts will be made to utilize a free, government facility. However, \$150,000.00 of non-travel costs will cover expenses such as meeting space rental, AV equipment rental and all related services should it be necessary to hold the event in a non-government facility.

Funding Justification: Program Office 14HIL1 - Innovation Ecosystem will fund 100% of travel and non-travel costs for this event.

Contractor Justification: This conference will include contractor services. Contractor fees and travel costs of \$1,000.00 are included in this estimate.

Cost Justification: The cost estimate lists the per person cost as over \$2,000 due to the increase in travel prices due to the pandemic and inflationary pressures.

- The proposed dates and location are:

Dates	Potential Location
12/05/2023 - 12/07/2023 (3-day event)	Falls Church, VA

- The overall proposed per event cost estimate is provided below:

	Number of employees	Support Staff/VA Faculty	Non-Travel Cost	Travel Cost	Contractor Support	Total Cost	Cost per Participant
FY24 - iNET Accelerator Boot Camp Training (BIS 19365 / 140430) (140430)	300	4 Support / 10 faculty out of 300 Employees	\$150,000.00	\$698,009.44	\$1,000.00	\$849,009.44	\$2,830.03



Request Approval to Implement FY24 - iNET Accelerator Boot Camp Training (BIS 19365 / 140430)

8. The Responsible Conference Executive (RCE) for this event is Kristopher R. Teague, Executive Director, VHA Innovation Ecosystem, and is available at 650-690-6844 should you wish to further discuss the proposed FY24 - iNET Accelerator Boot Camp Training (BIS 19365 / 140430).

**Beth A. Ripley**  
**1063898**

Digitally signed by Beth A. Ripley  
1063898  
Date: 2023.10.04 07:30:45 -07:00  
Reason: Approval

October 04, 2023

Beth Ann Ripley, MD, PhD  
Deputy Chief Officer, Office of Healthcare  
Innovation and Learning

Date

Approve /  Disapprove:



10-11-2023

Shereef Elnahal, M.D., MBA  
Under Secretary for Health

Date

**Date:** April 2, 2024

**From:** Executive Director, Office of Human Capital Services (20M1)e

**Subj:** Conference Approval: Human Capital Services (HCS) the 2024 HCS Training for Excellence Symposium in August 2024 (No VIEWS number available)

**To:** Under Secretary for Benefits (20)e

In accordance with existing Department of Veterans Affairs (VA) Conference policies and guidelines, applicable statutes, and regulations, the Office of Human Capital Services requests your approval to implement the Office of Human Capital Services (HCS) Training for Excellence Symposium in August 2024.e

This symposium is necessary to identify, discuss, and improve quality service to VBA and our VACO customers in the areas of recruiting, hiring, training, labor, and employee relations, reasonable accommodations, employee retention, and PACT Act requirements. Participation is limited to required attendees within HCS. The execution of this symposium will be in accordance with all social distancing rules in effect during the conference dates. The execution of this training will be in accordance with all social distancing rules in effect during the conference dates. Subject to availability of FY24 funding.

**2. Purpose:** The purpose of this training is to provide HCS staff with training on the HCS LIFT Initiative to improve upon our ability to Listen, Improve, Facilitate, and Transform HCS into a world class Human Capital Service organization. We will also provide training on Workforce Planning and Strategic Analysis, Employee Management and Oversight, Personnel Security, Learning and Development, Policy and Procedures, Training Management and Performance, Reasonable Accommodation and Workers Compensation. This training will also provide communication and training opportunities for HCS employees to increase their ability to improve the employee and customer experience.e

**3. Goals and Objectives:** The primary goals and objectives of this event are to provide face-to-face training on our LIFT Initiative, quality service, improved methodologies for recruiting, hiring, training, and retention. Reducing Human Resource document processing times and observe and participate in new ideology and techniques for building strategic partnerships through service. The primary audience for this training will be HCS Directors and employees.e

**4. Justification:** The training will reinforce the critical relationships and build comradery between staff, necessary to continue to seamlessly deliver human capital services to VBA.e Additionally, the training is required to provide an opportunity for all HCS employees to come together to train HCS employees on recruiting, hiring, training, and retention, share ideas and best practices, and continue to build on the HCS Strategic Workforce Plan. This training is an important training element that is needed for our strategic goals of sustaining organizational innovations, enhancing employee engagement, improving customer experience, increasing accountability and quality assurance, and refining outcomes and results.e

Conference Approval: Office of Human Capital Services (HCS) - The 2024 HCS Training for Excellence Symposium in August 2024 (No VIEWS number available)

The training will allow face-to-face interaction between HCS employees from various locations and VBA Central Office. Face-to-face interaction is required to achieve the collaboration described above. All alternate means have been considered and were determined to be insufficient for achieving the stated purpose, goals, and objectives.

It is also determined that it is more advantageous to host this training at the JW Marriott in Austin, Texas to ensure VBA is being good stewards of VBA Travel funds as hosting this training in Austin, Texas greatly reduces the overall travel and per diem costs. As evidenced in VA Form 10008, a cost savings of approximately \$570,000 is realized by hosting this symposium in Austin, Texas instead of the 2nd lowest location, Chicago, Illinois.

DATE	POTENTIAL LOCATION
August 20 - 22, 2024	Austin, Texas

\*Travel dates: August 19, 2024, and August 23, 2024.

5. The overall proposed per event cost estimate is provided below:

	NUMBER OF EMPLOYEES	SUPPORT STAFF	NON-TRAVEL COST	ESTIMATED TRAVEL COST	CONTRACTOR SUPPORT	TOTAL COST	AVG. COST FOR TRAVELING PARTICIPANTS
HCS	900	50 of 900	\$455,809	\$1,470,000	\$0	\$1,926,509	\$2,141

- a) Cost details outlined on the attached Conference Request Form 10008;
- b) Total cost estimates 900 participants traveling to the conference; and
- c) Cost per participant is the average cost of the 900 participants required to travel.

6. Chuck Wright will serve as the RCE for this conference, should you wish to further discuss this proposed training event, please contact Chuck Wright, VBA, Budget Management Office, Office of Human Capital Services at charles.wright1@va.gov.

Lee, Ph.D., Aaron Digitally signed by Lee, Ph.D., Aaron  
Date: 2024.03.15 10:18:55 -04'00'

3/15/24

Aaron M. Lee, Ph. D  
Executive Director, Office of Human Capital Services

Date

URSULA SNEED Digitally signed by URSULA SNEED  
Date: 2024.03.20 11:57:49 -04'00'

3/20/24

Ursula Sneed

Date

Director, Discretionary Budget

Conference Approval: Office of Human Capital Services (HCS) - The 2024 HCS Training for Excellence Symposium in August 2024 (No VIEWS number available)

**JEANINE GILSON**

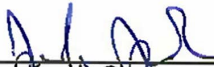
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GILSON  
Date: 2024.03.25 14:57:21 -04'00'

3/25/24

Chief Financial Officer  
Veterans Benefits Administration

Date

Approved  Disapproved

  
\_\_\_\_\_  
Joshua Jacobs  
Under Secretary for Benefits

4/2/24  
Date

Date: December 14, 2023

From: Assistant Under Secretary for Health for Discovery, Education and Affiliate Networks (14)

Subj: Request Approval to Implement VHA Resuscitation Symposium (BIS 20442) (140782)

To: Under Secretary for Health (10)

1. In accordance with existing Department of Veterans Affairs (VA) conference policies and guidelines, and all applicable statutes and regulations, 14HIL2 - SimLEARN requests your approval to implement VHA Resuscitation Symposium (BIS 20442) (140782) in fiscal year 2024.
2. Purpose: The primary purpose of the conference is to develop and sustain strategies in developing services pertaining to clients' complex physiological needs. The secondary purpose of the conference is to gain understanding in evaluating methods and opportunities to change operational practices through improvements in performance measurements. The third purpose of this conference is for 14HIL2 - SimLEARN to promote operational capabilities among employees in the Department, especially Veterans Health Administration (VHA).
3. Goals and Objectives: The conference will improve the VHA service capability by enhancing awareness among staff and reinforcing the value of performance measurements through in-person cooperation among colleagues. The conference will also enhance the quality of services to Veterans by preparing and encouraging staff to apply their improved knowledge to practices and other conditions affecting intricate operations in VHA. This face-to-face conference will help staff clarify and coordinate future requirements that 14HIL2 - SimLEARN is promoting in employees with the goal of improving service quality across major work functions.
4. Justification: The conference requires extended, uninterrupted episodes of face-to-face engagement to sustain attention on complex operational factors and conditions affecting patients. The content of the conference is consistent with goals of VA and VHA, as it will include an extensive set of peer-to-peer presentations that concentrate on necessary designs, methods and professional requirements for improving knowledge application and overall service quality. The conference is required for attendees to fully achieve their professional development to meet best practice standards for full participation in the mission of the VA and its growth of performance capability. Lodging taxes are included in estimated costs even if the Federal Government is tax-exempt in selected locations because all travelers attending the conference may not hold a government issued travel card. All travelers will have completed mandatory travel card and ethics training as required by VHA.

Request Approval to Implement VHA Resuscitation Symposium (BIS 20442)  
(140782)

5. Business Case Analysis: The proposed training, VHA Resuscitation Symposium (BIS 20442) (140782), beginning on 03/05/2024 and ending on 03/07/2024 (3-day event) will be held in Orlando, FL and includes 500 VA personnel of which 425 will be air travelers, at a total estimated cost of \$1,312,487.50. The estimated cost per attendee is \$2,624.97. The travel dates are 03/04/2024 returning 03/08/2024. The value of the event to the VA mission is that it will reinforce vital Veteran services; as well as reinforce proficiency in planning contextual analyses of the operational conditions affecting such services. Detailed market cost research was conducted on three potential locations. The location selected was determined to offer the VA the best value, especially regarding location services and travel proximity.

All efforts will be made to utilize a free, government facility. However, \$181,000.00 of non-travel costs will cover expenses such as meeting space rental, AV equipment rental and all related services should it be necessary to hold the event in a non-government facility.

Funding Justification: OHIL (14HIL): Through an awarded contract for strategic communication and event support, costs of the contract event staff and travel, rental space, audiovisual equipment rental, signage, bus transportation between venues, non-VA speaker and travel fees, and conference training materials. This is a firm and fixed contract action that group all labor under a single CLIN line item and does not reconcile cost per event. A copy of the contract will be uploaded under other documents.

SimLEARN (14HIL2): SimLEARN will fund VHA speaker travel, SimLEARN employee travel (if required), mobile conference app (WhoVa), and awards for best poster and abstract presentation.

VA Medical Centers/VISN/VACO: Participant travel will be funded by participant's assigned station.

Contractor Justification: This conference will include contractor services. Contractor fees and travel costs of \$143,000.00 are included in this estimate.

Cost Justification: The cost estimate lists the per person cost as over \$2,000 due to the number of attendees and length of symposium. The value delivered by attending the symposium to the VHA mission will greatly reinforce vital Veteran services, enhance standardization amongst VA Health Care Systems and reinforce proficiency in the execution of robust, quality driven resuscitation programs aimed to enhance the delivery of critical, emergency care to our Veterans.

The request for unique site designation based on the ability to leverage government facilities with simulation capabilities, such as SimLEARN's National SimVET Center, in order to provide added enrichment and immersive experiences for the attendees while reducing the overall cost to the government. SimLEARN has the onsite technical support and simulation equipment to facilitate the immersive sessions. Market research was conducted in San Diego and Palo Alto and resulted in declination to provide quotes, availability of space and per diem lodging rates to meet the requirements identified by the government. Pricing reflected in the location costs for

Request Approval to Implement VHA Resuscitation Symposium (BIS 20442) (140782)

requirements identified by the government. Pricing reflected in the location costs for San Diego and Palo Alto was added based on historical data and responses received from Orlando.

This event will leverage the Office of Healthcare Innovation and Learning (OHIL) Strategic Communication and Event Support contract awarded FY23. The contractors associated with this contract have expertise in the planning and execution of federal events in support of VHA strategic goals and priorities. No ILEAD on-site support will be required for the execution of this symposium.

Non-VA speaker and travel fees are associated with recognized international resuscitation leaders and have been involved in the International Liaison Committee on Resuscitation (ILCOR) and AHA guideline updates. Costs for speaker and travel fees estimated at \$10,000.

6. The proposed dates and location are:

Dates	Potential Location
03/05/2024 - 03/07/2024 (3-day event)	Orlando, FL

7. The overall proposed per event cost estimate is provided below:

	Number of employees	Support Staff/VA Faculty	Non-Travel Cost	Travel Cost	Contractor Support	Total Cost	Cost per Participant
VHA Resuscitation Symposium (BIS 20442) (140782)	500	0 Support / 26 faculty out of 500 Employees	\$222,000.00	\$947,487.50	\$143,000.00	\$1,312,487.50	\$2,624.97

Request Approval to Implement VHA Resuscitation Symposium (BIS 20442)  
(140782)

8. The Responsible Conference Executive (RCE) for this event is Lisa M. Baker, Director Clinical Learning & Innovation National Program Redi , and is available at 847-452-7574 should you wish to further discuss the proposed VHA Resuscitation Symposium (BIS 20442) (140782).

Carolyn M.  
Clancy

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M. Clancy  
Date: 2023.12.08 11:21:18  
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Carolyn M. Clancy, M.D.  
Assistant Under Secretary for Health for  
Discovery, Education and Affiliate Networks

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Date

Approve /  Disapprove:

Date:



2023.12.14

09:44:31

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December 14, 2023

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Shereef Elnahal, M.D., MBA  
Under Secretary for Health

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Date



**Department of  
Veterans Affairs**

**Memorandum**

Date: January 26, 2024

From: Associate Deputy Assistant Secretary for Financial Audit (047J)

Subj: Conference Approval: Office of Financial Audit Financial Management Leadership Training, Atlanta, GA, February 2024 (VIEWS 10202059)

To: Assistant Secretary for Management (004)

Thru: Deputy Assistant Secretary for Finance (047) **JOANNE CHOI** Digitally signed by JOANNE CHOI  
Date: 2024.01.26 14:48:00 -05'00'

1. In accordance with existing Department of Veterans Affairs (VA) Conference policies, guidelines and all applicable statutes and regulations, the Office of Financial Audit requests your approval to implement the Office of Financial Audit Financial Management Leadership Training (FMLT) in-person training event.

2. Purpose: The purpose of this training is to share the VA Chief Financial Officer's vision with all financial management employees, provide a structured and sustainable framework and platform to adequately develop the VA financial management community, and train those with responsibilities that significantly impact the accuracy and reliability of VA financial reports and the reduction of the number of audit findings.

3. Goals and Objectives: The goal of this training is to establish expectations, provide targeted training for the above-mentioned critical issues, as well as address internal control deficiencies, and increase awareness of financial policies, processes, reports, and required actions.

4. Justification: Recent annual financial statement audits have identified audit deficiencies. This training is intended to address gaps in the VA financial management community's knowledge and training that contributed to those deficiencies as well as to mitigate them. Throughout the Financial Statement Auditor's Report, several recommendations were provided specific to the use of training to remediate findings:

- a. Notice of Findings and Recommendations (NFR) 23-01 (Financial Systems and Reporting): "VA staff at the station level are not properly trained to record transactions accurately and free of error."
- b. Notice of Findings and Recommendations (NFR) 23-04 (Medical Revenue, Billing, Accounts Receivable, and Collection Cycle):

Subj: Conference Approval: Office of Financial Audit Financial Management Leadership Training, Atlanta, GA February 2024 (VIEWS 10202059)

- “Enhance the existing employee training structure for CPAC and OGC staff.”
- c. Notice of Findings and Recommendations (NFR) 23-05 (CP&E Accounts Receivable, Collections, and Write-offs): "Enhance the existing employee training on improper payments focusing on identifying the root causes."
  - d. Notice of Findings and Recommendations (NFR) 23-06 (Property, Plant & Equipment (PP&E)): "Enhance the current quarterly training structure...so that medical center staff receive appropriate training regarding accounting and reporting requirements for PP&E."
  - e. Notice of Findings and Recommendations (NFR) 23-08 (Procurement, Undelivered Orders, Accrued Expenses & White Paper): "Provide the necessary medical center training to ensure documentation for requisition requests is complete and compliant with the NAC's procurement policies and procedures."
  - f. Notice of Findings and Recommendations (NFR) 23-13 (Non-Compliance with the Anti-deficiency Act (ADA)): "Enhance training curriculum so that VA staff have adequate knowledge to manage and monitor VA's use of funds and comply with its appropriations law. In addition, provide training to employees on the Anti-deficiency Act and the bona fide needs statute."
  - g. Notice of Findings and Recommendations (NFR) 23-14 (Entity Level Controls including CFO Organizational Structure): "Providing the necessary financial management training and performance monitoring to continuously elevate the financial management capabilities and knowledge within VA."

5. Business Case Analysis: The proven benefits of face-to-face training include focused, engaged participants; customized interactions/discussions between attendees and facilitators; and enhanced networking opportunities to share best-practices. This conference also provides attendees the opportunity to obtain much needed Professional Education (CPE) credits.

6. Proposed Dates and Locations: The proposed dates and location are February 27 - 29 in Atlanta, GA. The location selected was determined to offer the most economical value.

DATES	PROPOSED LOCATION
February 27 - 29, 2024	Atlanta, GA

Subj: Conference Approval: Office of Financial Audit Financial Management Leadership Training, Atlanta, GA February 2024 (VIEWS 10202059)

7. Cost Estimate: The overall event cost estimate is provided below:

	Number of employees	Support Staff	Non Travel Cost	Estimated Travel Cost <sup>1,2</sup>	Contractor Support <sup>3</sup>	Total Cost	Avg. Cost for Traveling Participants <sup>4</sup> (avg.)
Office of Financial Audit – Financial Management Conference	480	20	\$120,490	\$839,922	\$33,387	\$993,799	\$1,988

8. I will serve as the Responsible Conference Executive (RCE) for this conference should you wish to further discuss this proposed conference event.

**DENISE MITCHNER**

Denise Mitchner

Digitally signed by DENISE MITCHNER  
Date: 2024.01.26 15:04:05 -05'00'

**Approve / Disapprove**

**JON RYCHALSKI**

Jon J. Rychalski

Digitally signed by JON RYCHALSKI  
Date: 2024.02.07 07:53:39 -05'00'

\_\_\_\_\_ Date

Attachment

<sup>1</sup>Cost details outlined on the attached Conference Request Form 10008.

<sup>2</sup>Total costs estimates 500 participants traveling to the conference.

<sup>3</sup>Estimate based of 2019 contractor amount from Form 10008 with two contractors increased from one.

<sup>4</sup>Cost per participant is the average cost per the 500 participants required to travel.

Date:

From: Acting Chief Officer, Women's Health (10W)

Subj: Request Approval to Implement Women's Health Mini-Residency for Emergency Care Interprofessional Teams and Primary Care Providers (BIS 19900.49859) (140953)

To: Under Secretary for Health (10)

1. In accordance with existing Department of Veterans Affairs (VA) conference policies and guidelines, and all applicable statutes and regulations, 10W - Office of Women's Health requests your approval to implement Women's Health Mini-Residency for Emergency Care Interprofessional Teams and Primary Care Providers (BIS 19900.49859) (140953) in fiscal year 2024.
2. Purpose: The primary purpose of the conference is to develop and sustain proficiency in managing services pertaining to clients' complex biological needs. The secondary purpose of the conference is to gain skills in evaluating methods and opportunities to change operational methods through improvements in focused examinations. The third purpose of this conference is for 10W - Office of Women's Health to promote operational proficiency among employees in the Department, especially Veterans Health Administration (VHA).
3. Goals and Objectives: The conference will improve the VHA service capability by enhancing proficiency among staff and reinforcing the value of team facilitations through in-person cooperation among colleagues. The conference will also enhance the quality of services to Veterans by preparing and encouraging staff to apply their improved skills to practices and other conditions affecting intricate operations in VHA. This face-to-face conference will help staff clarify and coordinate future requirements that 10W - Office of Women's Health is promoting in employees with the goal of improving service delivery across major work functions.
4. Justification: The conference requires extended, uninterrupted episodes of face-to-face engagement to sustain attention on complex operational factors and conditions affecting customers. The content of the conference is consistent with goals of VA and VHA, as it will include an extensive set of peer-to-peer presentations that concentrate on necessary designs, methods and professional requirements for improving focused examinations and overall service delivery. The conference is required for attendees to fully achieve their professional qualification to meet federal standards for full participation in the mission of the VA and its growth of performance capability. Lodging taxes are included in estimated costs even if the Federal Government is tax-exempt in selected locations because all travelers attending the conference may not hold a government issued travel card. All travelers will have completed mandatory travel card and ethics training as required by VHA.

Request Approval to Implement Women's Health Mini-Residency for Emergency Care Interprofessional Teams and Primary Care Providers (BIS 19900.49859) (140953)

5. Business Case Analysis: The proposed training, Women's Health Mini-Residency for Emergency Care Interprofessional Teams and Primary Care Providers (BIS 19900.49859) (140953), beginning on 07/09/2024 and ending on 07/11/2024 (3-day event) will be held in Chicago, IL and includes 310 VA personnel of which 310 will be air travelers, at a total estimated cost of \$1,053,071.95. The estimated cost per attendee is \$3,397.01. The travel dates are 07/08/2024 returning 07/12/2024. The value of the event to the VA mission is that it will reinforce vital Veteran services; as well as reinforce proficiency in planning contextual analyses of the operational conditions affecting such services. Detailed market cost research was conducted on three potential locations. The location selected was determined to offer the VA the best value, especially regarding travel proximity and location services.

All efforts will be made to utilize a free, government facility. However, \$90,047.00 of non-travel costs will cover expenses such as meeting space rental, AV equipment rental and all related services should it be necessary to hold the event in a non-government facility.

Funding Justification: ILEAD has agreed to pay for Whova Event App, Room Rental, Bus Transportation, Security, Internet, and AV Costs of \$115,500 per the approved MOA between the two offices. All other non-travel expenses and travel expenses will be paid by the Office of Women's Health.

Contractor Justification: This conference will include contractor services. Contractor fees and travel costs of \$161,251.25 are included in this estimate.

Cost Justification: The cost estimate lists the per person cost as over \$2,000 due to the required program support services that are needed to support this training program. Women's Health already has an existing contract for the hands-on teaching facilities. Transportation to the teaching facility, security, simulation equipment set-up and support services are required for this program as well.

Single site Justification: Chicago, IL is the only location with a cost comparison (Form 10008) because it is most cost-effective due to a sole-source contract with Prometheus Federal Services, LLC and University of Illinois-College of Medicine, Simulation and Integrative Learning Institute (SAIL) which has 18 clinical examination rooms and sufficient Gynecologic Teaching Associates for the live breasts and pelvic exam procedures. Utilizing this training facility will allow all participants to complete a 2-hour training session on an actual live model to provide a "real life" examination training experience and get feedback on their performance. The dates of July 9-11, 2024 are available for VA to use the clinical exam rooms and are free from SAIL having their own training programs. If this training does not occur in Chicago co-located to SAIL, it will not occur at all.

This training is mission critical to fulfill the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 (i.e., Megabus) Section 5202 specifically calls for additional clinicians to be trained in the Mini-Residency to be equipped to provide comprehensive health care for women Veterans.

Request Approval to Implement Women’s Health Mini-Residency for Emergency Care Interprofessional Teams and Primary Care Providers (BIS 19900.49859) (140953)

6. The proposed dates and location are:

Dates	Potential Location
07/09/2024 - 07/11/2024 (3-day event)	Chicago, IL

7. The overall proposed per event cost estimate is provided below:

	Number of employees	Support Staff/VA Faculty	Non-Travel Cost	Travel Cost	Contractor Support	Total Cost	Cost per Participant
Women’s Health Mini-Residency for Emergency Care Interprofessional Teams and Primary Care Providers (BIS 19900.49859) (140953)	310	6 Support / 64 faculty out of 310 Employees	\$121,402.50	\$770,418.20	\$161,251.25	\$1,053,071.95	\$3,397.01

Request Approval to Implement Women's Health Mini-Residency for Emergency Care Interprofessional Teams and Primary Care Providers (BIS 19900.49859) (140953)

8. The Responsible Conference Executive (RCE) for this event is Lisa Hardman , Deputy Director Women's Health Education , and is available at 304-266-8303 or 304-709-2206 should you wish to further discuss the proposed Women's Health Mini-Residency for Emergency Care Interprofessional Teams and Primary Care Providers (BIS 19900.49859) (140953).

**SALLY  
HASKELL**

Digitally signed by SALLY  
HASKELL  
Date: 2024.03.27 14:56:29 -04:00  
Reason: Approval

March 27, 2024

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Sally Haskell, MD  
Acting Chief Officer, Women's Health

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Date

Approve /  Disapprove:



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Shereef Elnahal, M.D., MBA  
Under Secretary for Health

04-17-2024

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Date

Date:

From: Acting Chief Officer, Women's Health (10W)

Subj: Request Approval to Implement Women's Health Mini-Residency for Primary Care Providers (BIS 19900.49858) (140744)

To: Under Secretary for Health (10)

1. In accordance with existing Department of Veterans Affairs (VA) conference policies and guidelines, and all applicable statutes and regulations, 10W - Office of Women's Health requests your approval to implement Women's Health Mini-Residency for Primary Care Providers (BIS 19900.49858) (140744) in fiscal year 2024.
2. Purpose: The primary purpose of the conference is to develop and sustain proficiency in managing services pertaining to clients' complex biological needs. The secondary purpose of the conference is to gain skills in evaluating methods and opportunities to change operational methods through improvements in focused examinations. The third purpose of this conference is for 10W - Office of Women's Health to promote operational proficiency among employees in the Department, especially Veterans Health Administration (VHA).
3. Goals and Objectives: The conference will improve the VHA service capability by enhancing proficiency among staff and reinforcing the value of team facilitations through in-person cooperation among colleagues. The conference will also enhance the quality of services to Veterans by preparing and encouraging staff to apply their improved skills to practices and other conditions affecting intricate operations in VHA. This face-to-face conference will help staff clarify and coordinate future requirements that 10W - Office of Women's Health is promoting in employees with the goal of improving service delivery across major work functions.
4. Justification: The conference requires extended, uninterrupted episodes of face-to-face engagement to sustain attention on complex operational factors and conditions affecting customers. The content of the conference is consistent with goals of VA and VHA, as it will include an extensive set of peer-to-peer presentations that concentrate on necessary designs, methods and professional requirements for improving focused examinations and overall service delivery. The conference is required for attendees to fully achieve their professional qualification to meet federal standards for full participation in the mission of the VA and its growth of performance capability. Lodging taxes are included in estimated costs even if the Federal Government is tax-exempt in selected locations because all travelers attending the conference may not hold a government issued travel card. All travelers will have completed mandatory travel card and ethics training as required by VHA.



Request Approval to Implement Women's Health Mini-Residency for Primary Care Providers (BIS 19900.49858) (140744)

5. Business Case Analysis: The proposed training, Women's Health Mini-Residency for Primary Care Providers (BIS 19900.49858) (140744), beginning on 08/06/2024 and ending on 08/08/2024 (3-day event) will be held in Chicago, IL and includes 320 VA personnel of which 320 will be air travelers, at a total estimated cost of \$1,077,925.15. The estimated cost per attendee is \$3,368.52. The travel dates are 08/05/2024 returning 08/09/2024. The value of the event to the VA mission is that it will reinforce vital Veteran services; as well as reinforce proficiency in planning contextual analyses of the operational conditions affecting such services. Detailed market cost research was conducted on three potential locations. The location selected was determined to offer the VA the best value, especially regarding travel proximity and location services.

All efforts will be made to utilize a free, government facility. However, \$90,048.00 of non-travel costs will cover expenses such as meeting space rental, AV equipment rental and all related services should it be necessary to hold the event in a non-government facility.

Funding Justification: ILEAD has agreed to pay for Whova Event App, Room Rental, Bus Transportation, Security, Internet and AV Costs of \$115,500 per the approved MOA between the two offices. All other non-travel expenses and travel expenses will be paid by the Office of Women's Health.

Contractor Justification: This conference will include contractor services. Contractor fees and travel costs of \$161,251.25 are included in this estimate.

Cost Justification: The cost estimate lists the per person cost as over \$2,000 due to the required program support services that are needed to support this training program. Women's Health already has an existing contract for the hands-on teaching facilities. Transportation to the teaching facility, security, simulation equipment set-up and support services are required for this program as well.

Single site Justification: Chicago, IL is the only location with a cost comparison (Form 10008) because it is most cost-effective due to a sole-source contract with Prometheus Federal Services, LLC and University of Illinois-College of Medicine, Simulation and Integrative Learning Institute (SAIL) which has 18 clinical examination rooms and sufficient Gynecologic Teaching Associates for the live breasts and pelvic exam procedures. Utilizing this training facility will allow all participants to complete a 2-hour training session on an actual live model to provide a "real life" examination training experience and get feedback on their performance. The dates of August 6-8,2024 are available for VA to use the clinical exam rooms and are free from SAIL having their own training programs. If this training does not occur in Chicago co-located to SAIL, it will not occur at all.

This training is mission critical to fulfill the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 (i.e., Megabus) Section 5202 specifically calls for additional clinicians to be trained in the Mini-Residency to be equipped to provide comprehensive health care for women Veterans.

6. The proposed dates and location are:

Request Approval to Implement Women’s Health Mini-Residency for Primary Care Providers (BIS 19900.49858) (140744)

Dates	Potential Location
08/06/2024 - 08/08/2024 (3-day event)	Chicago, IL

7. The overall proposed per event cost estimate is provided below:

	Number of employees	Support Staff/VA Faculty	Non-Travel Cost	Travel Cost	Contractor Support	Total Cost	Cost per Participant
Women's Health Mini-Residency for Primary Care Providers (BIS 19900.49858) (140744)	320	6 Support / 26 faculty out of 320 Employees	\$121,403.50	\$795,270.40	\$161,251.25	\$1,077,925.15	\$3,368.52

Request Approval to Implement Women's Health Mini-Residency for Primary Care Providers (BIS 19900.49858) (140744)

8. The Responsible Conference Executive (RCE) for this event is Lisa Hardman , Deputy Director Women's Health Education , and is available at 304-266-8303 or 304-709-2206 should you wish to further discuss the proposed Women's Health Mini-Residency for Primary Care Providers (BIS 19900.49858) (140744).

**SALLY  
HASKELL**

Digitally signed by SALLY  
HASKELL  
Date: 2024.03.27 14:57:13 -04:00  
Reason: Approval

March 27, 2024

Sally Haskell, MD  
Acting Chief Officer, Women's Health

Date

Approve /  Disapprove:



Shereef Elnahal, M.D., MBA  
Under Secretary for Health

04-17-2024

Date

Date:

From: Acting Chief Officer, Women's Health (10W)

Subj: Request Approval to Implement WHFL Training April (BIS 19897.49848) (140716)

To: Under Secretary for Health (10)

1. In accordance with existing Department of Veterans Affairs (VA) conference policies and guidelines, and all applicable statutes and regulations, 10W - Office of Women's Health requests your approval to implement WHFL Training April (BIS 19897.49848) (140716) in fiscal year 2024.
2. Purpose: The primary purpose of the mission (operational) is to develop and sustain knowledge in developing services pertaining to clients' complex educational needs. The secondary purpose of the mission (operational) is to gain proficiency in leading methods and opportunities to change operational practices through improvements in knowledge application. The third purpose of this mission (operational) is for 10W - Office of Women's Health to promote strategic skills among stakeholders in the Department, especially Veterans Health Administration (VHA).
3. Goals and Objectives: The mission (operational) will improve the VHA service capability by enhancing knowledge among staff and reinforcing the value of best practices through in-person cooperation among colleagues. The mission (operational) will also enhance the quality of services to Veterans by preparing and encouraging staff to apply their improved proficiency to workflows and other conditions affecting intricate operations in VHA. This face-to-face mission (operational) will help staff clarify and coordinate future requirements that 10W - Office of Women's Health is promoting in stakeholders with the goal of improving service quality across major work functions.
4. Justification: The mission (operational) requires extended, uninterrupted episodes of face-to-face engagement to sustain attention on complex operational factors and conditions affecting colleagues. The content of the mission (operational) is consistent with goals of VA and VHA, as it will include an extensive set of peer-to-peer presentations that concentrate on necessary designs, methods and professional requirements for improving executive governance and overall organizational partnerships. The mission (operational) is required for attendees to fully achieve their professional development to meet best practice standards for full participation in the mission of the VA and its growth of performance capability. Lodging taxes are included in estimated costs even if the Federal Government is tax-exempt in selected locations because all travelers attending the conference may not hold a government issued travel card. All travelers will have completed mandatory travel card and ethics training as required by VHA.

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- 5. Business Case Analysis: The proposed training, WHFL Training April (BIS 19897.49848) (140716), beginning on 04/16/2024 and ending on 04/18/2024 (3-day event) will be held in Denver, CO and includes 350 VA personnel of which 347 will be air travelers, at a total estimated cost of \$923,372.82. The estimated cost per attendee is \$2,638.21. The travel dates are 04/15/2024 returning 04/19/2024. The value of the event to the VA mission is that it will reinforce vital Veteran services; as well as reinforce proficiency in planning contextual analyses of the operational conditions affecting such services. Detailed market cost research was conducted on three potential locations. The location selected was determined to offer the VA the best value, especially regarding travel costs and location services.

All efforts will be made to utilize a free, government facility. However, \$85,000.00 of non-travel costs will cover expenses such as meeting space rental, AV equipment rental and all related services should it be necessary to hold the event in a non-government facility.

Funding Justification: Program Office 10W - Office of Women's Health will fund 100% of travel and non-travel costs for this event.

Cost Justification: The cost estimate lists the per person cost as over \$2,000 due to national Concur airfare costs having increased since the conference package requirements of \$2,000 per person were established . OPM per diem costs have also increased with inflation.

Women Veterans are the fastest growing cohort of Veterans with over 800,000 enrollees and 650,000 users. Women Veteran Program Managers (WVPMs) and Women Veteran Medical Directors (WHMDs) are responsible for leading and coordinating access to equitable, high quality health care and services to women Veterans delivered with privacy, dignity and safely across the VISN. VA is rapidly expanding and improving the care and services for women Veterans, and it is critical that these leaders have the opportunity to meet face to face to compare strategies to ensure implementation of these services. This training is critical to building a national community of practice among these field leaders and to provide access to the Office of Women’s Health leadership.

- 6. The proposed dates and location are:

Dates	Potential Location
04/16/2024 - 04/18/2024 (3-day event)	Denver, CO

- 7. The overall proposed per event cost estimate is provided below:

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	Number of employees	Support Staff/VA Faculty	Non-Travel Cost	Travel Cost	Contractor Support	Total Cost	Cost per Participant
WHFL Training April (BIS 19897.49848) (140716)	350	2 Support / 18 faculty out of 350 Employees	\$85,000.00	\$838,372.82	\$0.00	\$923,372.82	\$2,638.21

8. The Responsible Conference Executive (RCE) for this event is Christine J. Kolehmainen, MD, MS, Director of Education, Office of Women’s Health, and is available at 608-256-1901 should you wish to further discuss the proposed WHFL Training April (BIS 19897.49848) (140716).

**SALLY HASKELL**

Digitally signed by SALLY HASKELL  
 Date: 2023.10.23 15:23:11 -04:00  
 Reason: Approval

October 23, 2023

Sally Haskell, MD  
 Acting Chief Officer, Women's Health

Date

Approve /  Disapprove:



10-25-2023

Shereef Elnahal, M.D., MBA  
 Under Secretary for Health

Date