MVPC Report Instructions

URL: http://vaww1.va.gov/mvpc/ This URL takes you to the Activity Report Page

Login Page:

Access to the MVPC database is granted through via NT authentication. To log in, enter your network User ID, password, and click the Submit button. This means your computer USER ID and Password CMV does not give you a password to access the reporting tool Select a Report

Once you log in, go to the Grade section and enter your grade. Save your entry so that it will be pre-populated on the report. You may choose the report you want to complete by selecting a Facility, Fiscal Year, Quarter from their respective drop-down menus. Next, click the Go button. Make sure you select the current Fiscal Year and Quarter because the system will NOT stop you from moving forward if the incorrect information is selected

If you are unable to Login, please contact CMV MVPC Program Manager and your Administration's VACO MVPC:

If you attempt to log into the system after the Reporting Tool has closed you will get the below message: MINORITY VETERANS PROGRAM COORDINATOR ACTIVITY REPORT

Login

AT THIS time we are no longer accepting XX Quarter MVPC Reports.

Status: Approved – VISN/District

Department of Veterans Affairs

MINORITY VETERANS PROGRAM COORDINATOR
QUARTERLY REPORT

	Fiscal Year / Quarter	2018 / xx
1.	Name of reporting VA facility	VA Facility Name
	A. Station Number	411
	B. Region	VISN/District VA Region Name
	C. Administrative Office	VHA/VBA/NCA
2.	Name of minority veterans program coordinator	Jane Doe
	A. Principal Duty Title	Education Program Specialist
	B. Pay Grade	11
3.	Date of report	12/22/20xx (mm/dd/yyyy)
4.	**A.** As minority veterans program coordinator, how many hours per month do you devote to minority outreach?	15
	B. Would you classify these devoted hours as **COLLATERAL**, or **FULL TIME** OR **HALF-TIME?**	(•) COLLATERAL ( ) FULL TIME ( ) HALF-TIME

NOTE: Please provide the following information on minority veterans in your primary service area.
Please make sure **Approximate Number** column contains a numeric value. If none, please enter 0.

5. **Veterans' Ethnicity Data**

Veterans' Ethnicity	Approximate Number	Source of Information
Asian American	485	List **where you found the Census information and what year** i.e. American Community Survey or State Department of Veterans Affairs **https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml#**

African American	2246	List where you found the Census information and what year
Hispanic	49791	List where you found the Census information and what year
Native American	1191	List where you found the Census information and what year
Pacific Islander	69	List where you found the Census information and what year
Other (Specify)	11023	
Total »	64805	

6. See Manual for Template	Do you have an Operation Plan? (Annually or Biennial (If "Yes" attach copy, if "No" explain) ◉ Yes ○ No
7. See Manual for Template If the answer is NO provide an explanation	Do you have a Tracking and Trending Report? (If "Yes" attach copy, if "No" explain) ○ Yes ◉ No
8A. See Manual for Template All areas must be checked	Do you have sufficient Budget/Resources for program? (If "No", specify what is needed and why in item 8B)

Time	○ Yes	◉ No
Travel	◉ Yes	○ No
Supplies	◉ Yes	○ No
Equipment	◉ Yes	○ No
Technology	◉ Yes	○ No

8B.	Please list additional resources needed.
9.	List community and faith based organizations you have partnered and collaborated with in the community to outreach to minority veterans.
10.	List Groups OR Committees you participate on

NOTE: Please provide the following information on Outreach Activities. Please make sure **Number of each activity for this period** and **Number of veterans MVPC assisted columns contain a numeric value. If none, please enter 0**

Zero (DO NOT LEAVE ANY BOXES BLANK)					
11.			**OUTREACH ACTIVITY DATA**		
Outreach Activity	**Number of each activity for this period**	**Number of veterans MVPC assisted (Not the total number of participants at the event)**	**Percent -age of minority veterans (DOES NOT automatically calculate) MVPC must calculate manually Minority/MVPC Assisted**	**Number of minority veterans**	**Outcome/Results** (This should indicate the name and date of the event and a short synopsis of the outcome. I.e., if you have 5 conferences on your quarterly report. You must list the name of each conference and the date, followed by the outcome. You cannot list these conferences again in the education or meeting fields, **that is considered double counting.)**
Convention/Conference/Benefit Fairs & Exhibits attended	3	180	100	180	***Example:*** Attended DAV benefits conference *(If more than 1 event list all of them)* Disseminated information on VA Programs and Benefits for Veterans and their dependents. Spoke with veterans about VA Benefits. I enrolled veterans in eBenefits.
Meetings with VSOs, Task Force, Veteran Groups	1	15	100	15	***Example***: Met with American Legion representatives to plan Memorial Day program and biker POW/MIA program.
Town Hall Meetings	0	200	50	100	***Example***: Facility Town Hall Meeting was completed on 2/2/17. The Facility Director answered the Veterans concerns regarding the care of service that was provided to the Veteran. 50% of participants were Hispanic at this event. **Be sure to list the issues and concerns raised at the town hall.**

Homeless Veterans (meetings, conferences, counseling, and stand downs)	3	500	16	80	***Example***: Targeted outreach to homeless Veterans, to provide services and products during Stand Downs, educated about benefits, enroll Veterans
Education Programs	0	0	0	0	**Leave Blank**
Briefing/Presentations Conducted	0	0	0	0	***Example:*** Conducted a briefing to Patriot Guard Riders on how to prepare for their rides at the National Cemeteries.
Women Veterans: 1. **ENTER the Total the number of women veterans at all events for the quarter** goes in the **Number of veterans MVPC assisted Box.** 2. **The other boxes are grayed out.** **The type of activities should be listed in its specific column.**	0	55	0	0	**Leave Blank**
Collaboration with VBA/VHA/NCA MVPCs	0	0	0	0	***Example:*** One MVPC cannot attend an event so provides another MVPC with pamphlets or information to display at the event. Both MVPCs get credit for the event. The MVPC who actually attends the events should provide the other the events pertinent information such as number of veterans, minority, women etc
Individual interviews conducted	2	3	66	2	***Example:*** Completed 3 benefits related interviews and took one claim at Transgendered Support Group. Met with the LGBTQAI Quality Care Board twice during this quarter.
Other (Specify) .	1	10	50	5	***Example:*** Participated in the Post-Traumatic Stress Disorder Recovery Rehabilitation Program at the VA Health Care Clinic.

Total »	6	898	42	377	

12.	Questions Related To Administrative Support		
	Yes	No	Comment
Facility Has Web Site?	●	○	Leave Blank
MVPC Listed On Facility Web Site?	○	●	Leave Blank
MVPC Listed In Facility Phone Directory?	○	●	Leave Blank
MVPC Has Access To Microsoft Outlook?	○	●	Leave Blank
MVPC duties part of position description (PD) or performance plan (PP)?	○	●	Leave Blank
MVPC Meets With Facility Director/Designee At Least Once Per Quarter?	●	○	**List date(s) of meeting and discussion points**
MVPC Has Business Cards?	○	●	Leave Blank
MVPC has Voicemail?	○	●	Leave Blank
MVPC has Access To A Personal Computer?	○	●	Leave Blank

Comment:	Existing Comment:

Status:	Approved - Regional

Save

MVPC should **click Save** then **selects Submit** at the bottom of the report. The Facility Director/Designees and the District or VISN Director/Designees *will receive the following email notification* which is sent from **vacoquarter@va.gov** to approve the report. MVPC will not receive an email however; it is suggested MVPC will follow up with approvers to confirmed receipt of email.

Minority Veterans Program Quarterly Report for VA XXX has been submitted for fiscal year 2018 – xx quarter.

Please click the following link to approve it:

***http://vaww.va.gov/mvpc/login.cfm*.**

Thank you,

Center for Minority Veterans

VA FORM 0875
MAR

- Director: Name
- Director Designee: Name
- Contact Program Coordinator: MVPC Name
- Coordinator Designee: Name
- Regional Director: Name
- Regional Director Designee: Name