

Department of  
Veterans Affairs

# Memorandum

Date: DEC 21 2018

From: Chief, Veterans Experience Officer (30)

Subject: Request Approval to Implement Veterans Health Administration (VHA) Patient Experience Symposium - Crystal City, VA (98314/ BIS 8788)

To: Secretary, Department of Veterans Affairs (01)

1. In accordance with existing Department of Veterans Affairs conference policies and guidelines, and all applicable statutes and regulations, the Office of Veterans Experience Office requests your approval to implement Veterans Health Administration (VHA) Patient Experience Symposium - Crystal City, VA (98314/ BIS 8788) in fiscal year 2019.
2. Purpose: The primary purpose of the conference is to develop and sustain strategies in operating services pertaining to clients' complex operational needs. The secondary purpose of the conference is to gain strategies in coordinating methods and opportunities to change operational plans through improvements in knowledge application. The third purpose of this conference is for the Veterans Experience Office to promote operational knowledge among stakeholders in the Department, especially 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 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 Veterans Experience Office is promoting in stakeholders with the goal of improving operational procedures 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 stakeholders. 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 operational procedures. 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 Veterans Health Administration (VHA) Patient Experience Symposium - Crystal City, VA (98314/ BIS 8788)

5.a Business Case Analysis: The proposed training, Veterans Health Administration (VHA) Patient Experience Symposium - Crystal City, VA (98314/ BIS 8788), beginning on 02/05/2019 and ending on 02/07/2019 (3-day event) will be held in Washington, DC and include 385 VA personnel of which 335 will be air travelers and 20 will be POV travelers, at a total estimated cost of \$744,645.80. The estimated cost per attendee is \$1,934.14. The travel dates are 02/04/2019 returning 02/08/2019. 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 with regard to its travel costs and location services.

\$31,000.00 in non-travel costs is to cover meeting space rental and related venue services, audiovisual equipment rental and related services, and printing of conference materials.

\$1,500.00 in contractor support is to cover travel for one non-VA guest speaking presenting on Project Management Lean Six Sigma.

6. The proposed dates and location are:


| Dates                                 | Potential Location                   |
|---------------------------------------|--------------------------------------|
| 02/05/2019 - 02/07/2019 (3-day event) | Washington, DC<br>(Crystal City, VA) |

7.a 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 |
|--|---------------------|---|-----------------|--------------|--------------------|--------------|----------------------|
| Veterans Health Administration (VHA) Patient Experience Symposium - Crystal City, VA (98314/ BIS 8788) | 385                 | 5 Support / 25 faculty out of 385 Employees | \$31,000.00     | \$712,145.80 | \$1,500.00         | \$744,645.80 | \$1,934.14           |

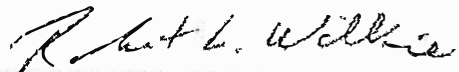
Request Approval - Veterans Health Administration (VHA) Patient Experience  
Symposium - Crystal City, VA (98314/ BIS 8788)

8.) The Responsible Conference Executive (RCE) for this event is Ryan J. Vega, MD, Director, Diffusion of Excellence, and is available at 804-517-2344 should you wish to further discuss the proposed Veterans Health Administration (VHA) Patient Experience Symposium - Crystal City, VA (98314/ BIS 8788).

  
Lynda C. Davis, Ph.D.  
Chief Veterans Experience Officer  
Department of Veterans Affairs

10/15/18  
Date

APPROVE / DISAPPROVE

  
Robert L. Wilkie  
Secretary of Veterans Affairs

12/28/18  
Date

Department of  
Veterans Affairs

# Memorandum

Date: FEB 14 2019

From: Assistant Secretary for Management and Chief Financial Officer (004)

Subj: VA Financial Management Training Initiative – March 2019 (VIEWS # 00156234)

To: Secretary of Veterans Affairs (00)

Thru: Chief of Staff (00A)

1. In accordance with existing Department of Veterans Affairs conference policies and guidelines, and all applicable statutes and regulations, the Office of Management (OM) requests your approval to conduct a Financial Management Training Initiative (FMTI) event in the second quarter of fiscal year (FY) 2019.

2. The 2019 FMTI event will take place March 12-14, 2019, in St. Louis, Missouri, to achieve the following:

- a. Communicate the VA Chief Financial Officer's (VA CFO) priorities with the VA financial management community;
- b. Provide a structured framework and platform to develop and invest in VA's financial management professionals; and
- c. Train and hone financial management responsibilities that significantly impact the accuracy and reliability of VA financial reporting and audit findings.

3. Goals and Objectives:

This training is intended to establish VA CFO expectations for the year, facilitate targeted training sessions, and provide updates on critical changes impacting the financial management community; specifically, VA's Financial Management Business Transformation (FMBT) and FY 2018 audit corrective actions. Other focus areas include internal control deficiencies, reducing fraud, waste, and abuse, and increased awareness of financial policies and reporting.

4. Justification:

OM hosts FMTI events to conduct face-to-face training with the VA financial management community and proactively address areas for change management and improvement. In addition to being VA's Department-wide event for building and sustaining a cadre of financial management professionals, recent annual financial

Subj: VA Financial Management Training Initiative – March 2019 (VIEWS # 00156234)

statement audits highlighted the need for foundational and continuous training for improved audit outcomes.

5.e 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. The 2019 FMTI is a face-to-face event providing cost-effective means of educating VA's financial management community on FMBT impacts, including live IFAMS demonstrations, and corrective actions to address VA's recurring audit findings (i.e., five Material Weaknesses and two Significant Deficiencies).

The proposed training will include 675 leaders from the financial management community at a cost of \$1,820 per attendee. The event also provides attendees the opportunity to earn Continuing Professional Education (CPE) credits, which are designed to maintain credibility and transparency on issues that have a material impact on VA financial management and our nation's Veterans. During the 2017 FMTI, attendees earned 13 CPE credits at an average cost of \$99.50/CPE. For the 2019 FMTI, OM plans to offer up to 17 CPE credits at an average cost of \$107.06/CPE.

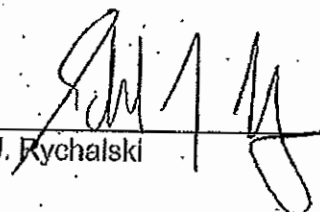
6.e The proposed dates and location are March 12-14, 2019, in St. Louis, Missouri. The location selected was determined to be the most economical option. March 11 and 15, 2019, are assumed travels days. The overall estimated event cost is provided below.

|   | Number of VA employees | Number of Support Staff | Non-Travel Cost | Travel Cost | Contractor Support | Total Cost  | Cost per Participant |
|---|------------------------|-------------------------|-----------------|-------------|--------------------|-------------|----------------------|
| VA Financial Management Training Initiative -- March 2019 | 675                    | 0                       | \$61,314        | \$1,166,641 | 5                  | \$1,227,955 | \$1,820              |

Page 3.

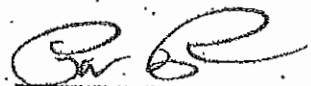
Subj: VA Financial Management Training Initiative – March 2019 (VIEWS # 00156234)

7. The Responsible Conference Executive for this event is Mr. Leroy Larkins, Associate Deputy Assistant Secretary, Financial Process Improvement and Audit Readiness. Please contact Mr. Larkins; at (202) 461-6127 or by email at Leroy.Larkins@va.gov, with questions regarding the event.

  
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Jon J. Rychalski

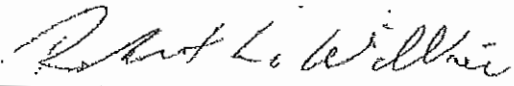
2-1-2019  
Date

Concur/Non-concur:

  
\_\_\_\_\_  
Pamela J. Powers  
Chief of Staff

2-10-19  
Date

Approve/Disapprove:

  
\_\_\_\_\_  
Robert L. Wilkie  
Secretary

2/10/19  
Date

Department of  
Veterans Affairs

# Memorandum

Date:

From: Executive in Charge, Office of the Under Secretary for Health (10)

Subj: Request Approval to Implement Veteran Community Care Spring Forward Conference (Denver, CO) (99023/BIS 9622)

To: Department of Veteran Affairs Chief of Staff (001)

1. In accordance with existing Department of Veterans Affairs conference policies and guidelines, and all applicable statutes and regulations, the Office of Assistant Deputy Under Secretary for Community Care requests your approval to implement Veteran Community Care Spring Forward Conference (Denver, CO) (99023/BIS 9622) in fiscal year 2019.
2. Purpose: The primary purpose of the conference is to develop and sustain knowledge in managing services pertaining to clients' complex medical needs. The secondary purpose of the conference is to gain understanding in leading methods and opportunities to change operational practices through improvements in knowledge application. The third purpose of this conference is for the Assistant Deputy Under Secretary for Community Care to promote operational understanding among stakeholders in the Department, especially Veteran Integrated System Network (VISN) leadership (Network Directors and Business Implementation Managers), VA medical facility leadership, and facility community care managers.
3. Goals and Objectives: The conference will improve the VHA service capability by enhancing capabilities 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 Assistant Deputy Under Secretary for Community Care is promoting in stakeholders 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 stakeholders. 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 delivery. 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 Veteran Community Care Spring Forward Conference (Denver, CO) (99023/BIS 9622)

5. Business Case Analysis: The proposed training, Fiscal Year (FY) 2019 Veteran Community Care Spring Forward Conference (Denver, CO) (99023/BIS 9622), beginning on 05/15/2019 and ending on 05/16/2019 (2-day event) will be held in Denver, CO and include 250 VA personnel of which 210 will be travelers; 210 air travelers and 0 POV travelers, at a total estimated cost of \$749,258.70. The estimated cost per attendee is \$2,997.03. The travel dates are 05/14/2019 returning 05/17/2019. 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 with regard to its travel costs and travel proximity.

The non-travel costs of \$20,000.00 will cover expenses for meeting space, audio/visual equipment and services. A non-travel cost for \$10,000.00 will cover printed material. All efforts are being made to utilize free space.

The contractor support of \$375,625.20 will cover fees and travel costs for 3.5 FTE contractors. The contractors will provide conference project planning and facilitation. The 2019 Veteran Community Care Spring Forward Workshop represents a crucial opportunity for the VHA Office of Community Care (OCC) to collaborate with VISN and facility community care staff to introduce/reinforce the key tools and insights needed for the June 6, 2019 enactment of the MISSION Act, to include specific end-to-end operational processes to broader health care policies.

The Veteran Community Care Spring Forward Workshop represents a crucial conduit for information/educational training and provides a forum to discuss high-priority implementation topics, exchange perspectives and share best practices within VHA. To summarize, the Veteran Community Care Spring Forward Workshop will lay the groundwork for a successful transition from the Veterans Choice Program (VCP) to the New Veteran Community Care Program outlined in the MISSION Act.

The OCC contractor training team designated to support the Veteran Community Care Spring Forward Workshop is the same contractor team who has been developing the end-to-end curriculum for the Community Care Network (CCN) over the last 2 years and also the training specified in Section 122 of the MISSION Act, "how to administer non-department health care programs. Please note section 122 training will include 5 different sections of the MISSION Act (Sections 101, 102, 104, 105, and 108) and this training will be integrated into the end-to-end curriculum developed for CCN. Please note before CCN, this is the same OCC contractor team who developed the training for the Community Care Operating Model and One Consult Initiative.

The OCC contractor training team provides a specific blend of subject matter expertise, past performance, and also brings valuable lessons learned from the 2017 OCC Spring Forward Conference they supported. This experience can be



Request Approval to Implement Veteran Community Care Spring Forward Conference (Denver, CO) (99023/BIS 9622)

applied to the Veterans Community Care Spring Forward Workshop to create efficiencies across every phase of development and implementation, from attendee registration, through content development, to session facilitation. Moreover, as noted above, the OCC contractor training team has been developing training for community care for years; therefore, they will provide harmonized development, delivery of content, and continuity of key messages.

In consideration of these factors, the OCC contractor training team support is critical to delivering the training and operational support required for a successful and valuable 2019 Veteran Community Care Spring Forward Workshop.

OCC has used this same contractor team in the development of community care training for the field. There are no VA employees that have the knowledge base to provide this type of training; therefore, the OCC contractor training team is best suited for this endeavor.

The cost per participant cost is over \$2,000, however, this package includes non-travel cost should they be necessary, as well as \$375,625.20 in contractor cost. This contractor will provide conference project planning and facilitation.

6. The proposed dates and location are:

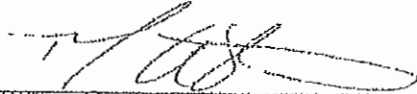
| Dates                                 | Potential Location |
|---------------------------------------|--------------------|
| 05/15/2019 - 05/16/2019 (2-day event) | Denver, CO         |

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 |
|--|---------------------|--|-----------------|--------------|--------------------|--------------|----------------------|
| Veteran Community Care Spring Forward Conference (Denver, CO) (99023/BIS 9622) | 250                 | 8 Support / 0 faculty out of 250 Employees | \$30,000.00     | \$343,633.50 | \$375,625.20       | \$749,258.70 | \$2,997.03           |

Request Approval to Implement Veteran Community Care Spring Forward Conference (Denver, CO) (99023/BIS 9622)

- 8 The Responsible Conference Executive (RCE) for this event is Douglas Katason Community Care Transformation Change Manager, and is available at 303-370-1600 should you wish to further discuss the proposed Veteran Community Care Spring Forward Conference (Denver, CO) (99023/BIS 9622)

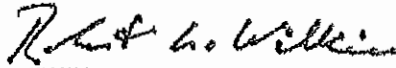


Richard A. Stone, MD  
Executive in Charge

3/8/19

Date

APPROVE /  DISAPPROVE



Robert L. Wilkie  
Secretary of Veterans Affairs

APR 11 2019

Date

**Department of  
Veterans Affairs**

**Memorandum**

Date: May 14, 2019

From: Principal Executive Director, Office of Acquisition, Logistics, and Construction (003)

Subj: Request Approval for the June 2019 Acquisition Workforce Innovation Symposium (AWIS) - (VIEWS# 00145652)

To: Secretary (00)

1. In accordance with existing Department of Veterans Affairs (VA) conference policies and applicable statutes, the Office of Acquisition, Logistics, and Construction (OALC) requests your approval to host VA's June 2019 Acquisition Workforce Innovation Symposium (AWIS).

2. Purpose: OALC is orchestrating the June 2019 training Symposium to provide training that enhances the professional readiness and increases the intrinsic knowledge of VA's acquisition workforce across the Department. This training event will reach approximately half of the acquisition workforce, with another Symposium planned for later in the calendar year. The overview is Attachment 1.

3. Goals and Objectives: AWIS supports the goal of "advancing our craft" with immediate emphasis on training, employee development, employee engagement, and enhancing customer service. Further, the training sessions are designed to target and close technical proficiencies and business acumen competency gaps. The Symposia are part of the Chief Acquisition Officer's (CAO) and the Senior Procurement Executive's (SPE) continuing efforts to create training and learning opportunities through face-to-face connections and collaboration.

4. Justification: This AWIS training event is being held to support implementation of Office of Management and Budget Policy Letter 05-01, which outlines agency responsibilities for the professional development and career management of its acquisition workforce to support the accomplishment of agency mission. During the October 2016 and March 2017 AWISs, 2,500 contracting professionals (GS-1102s) received training critical to their positions. For the June 2019 Symposium, the goal is to bring together approximately 1,500 acquisition professionals, to include contracting officer representatives and project and program managers, into a dynamic learning environment to learn, share, and provide the comprehensive training required to improve the acquisition process and the Veterans experience. AWIS is a training forum that brings together acquisition senior leaders, supervisors, and specialists, leveraging a wide variety of backgrounds, skill sets, needs and interests with the common purpose of delivering capabilities to better serve our Veterans and customers.

Page 2.

Subj: Request Approval for the June 2019 Acquisition Workforce Innovation Symposium (AWIS) - (VIEWS# 00145652)

CAO and SPE utilize the AWIS platform to address specific learning needs to avoid future deficiencies. Specifically, this year's Symposium provides an opportunity to address Government Accounting Office (GAO) recommendations for VA's acquisition management. GAO identified inadequate acquisition training as one of the major reasons for putting VA on its 2019 High Risk List and stated VA's training "at times, has not been comprehensive nor provided to staff that could benefit from it." This Symposium provides an excellent venue to deliver consistent messaging to the largest number of VA's acquisition professionals at a single event and affords the participants crosstalk, forums, and discussions surrounding relevant changes in Federal and VA-specific procurement policy affecting our workforce.

The Symposium also allows the introduction of VA's new SPE initiative, the Acquisition Lifecycle Framework (ALF). ALF builds upon previous efforts to improve the front-end process by expanding it to a focus on the end-to-end processes necessary for effective procurements. This training identifies clear roles and responsibilities from requirement development through contract close out. Training on ALF also addresses the issue of comprehensive training identified by GAO.

5. Business Case Analysis: The estimated cost for the June 2019 AWIS is \$2.2 million, which includes attendee TDY, venue, and logistical support. Internal VA stakeholders concur with this request. Attachment 2, the Conference Request Form (VA Form 10008) provides cost data to support the June 2019 AWIS. The site allows for efficient travel, facilities use, and an economy to the Department, given the scope of the proposed attendees. The responsible conference executive for this event is Ms. Laura Brown. Should you wish to discuss the proposed conference you may reach Ms. Brown at (202) 461-7534 or [Laura.Brown@va.gov](mailto:Laura.Brown@va.gov).

6. Contracted Services: The anticipated contractual services will include logistical support, planning and execution of the June 2019 AWIS. In addition to these services, the contractor shall provide all on-site and closeout support services.

7. Proposed Location and Dates: The June 2019 Symposium is scheduled to be held on June 25-26, 2019, with travel dates of June 24 and 27, which will be held at the Gaylord Convention Center in Grapevine, Texas.

8. Request approval to host VA's June 2019 AWIS as described; a separate request for the December AWIS is forthcoming. For questions, please contact Mr. Samuel

Page 3.

Subj: Request Approval for the June 2019 Acquisition Workforce Innovation Symposium (AWIS) - (VIEWS# 00145652)

Robinson, Acting Chief of Staff, OALC, who can be reached at (202) 632-5495 or Samuel.Robinson6@va.gov.

**Karen L. Brazell**  
1681735

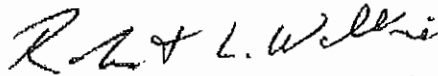
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Karen L. Brazell 1681735  
Date: 2019.05.14  
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Karen L. Brazell

Attachments: (2)

1. AWIS Agenda Overview (draft)
2. VA Form 10008 Conference Request form

APPROVED / DISAPPROVED



Robert L. Wilkie

5/28/19

Date

**Department of  
Veterans Affairs**

**Memorandum**

Date: JUN 18 2019

From: Executive in Charge, Office of the Under Secretary for Health (10)

Subj: Request Approval to Implement Women's Health Mini-Residency Primary Care Providers and Nurses Interprofessional – Tampa, FL (98144/BIS5860)

To: Secretary (00)

1. In accordance with existing Department of Veterans Affairs (VA) conference policies, guidelines, and all applicable statutes and regulations, the Women's Health Services requests your approval to implement the Women's Health Mini-Residency Primary Care Providers and Nurses Interprofessional – Tampa, FL (98144/BIS5860) in Fiscal Year 2019.
2. Purpose: The primary purpose of the training is to develop and sustain proficiency in managing services pertaining to clients' complex biological needs. The secondary purpose of the training is to gain skills in evaluating methods and opportunities to change operational methods through improvements in focused examinations. The third purpose of this training is for the Women's Health Services to promote operational proficiency among employees in the Department, especially the Veterans Health Administration (VHA).
3. Goals and Objectives: The training will improve VHA service capability by enhancing proficiency among staff and reinforcing the value of team facilitations through in-person cooperation among colleagues. The training 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 training will help staff clarify and coordinate future requirements that Women's Health Services is promoting in employees with the goal of improving service delivery across major work functions.
4. Justification: The training requires extended, uninterrupted episodes of face-to-face engagement to sustain attention on complex operational factors and conditions affecting customers. The content of the training 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 training is required for attendees to fully achieve their professional qualification to meet Federal standards for full participation in the mission of 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 Primary Care Providers and Nurses Interprofessional – Tampa, FL (98144/BIS5860)**

5. **Business Case Analysis:** The proposed training, Women's Health Mini-Residency Primary Care Providers and Nurses Interprofessional – Tampa, FL (98144/BIS5860), beginning on 8/13/2019 and ending on 8/15/2019 (3-day event) will be held in Tampa / St. Petersburg, FL and include 320 VA personnel, of which 320 will be air travelers, at a total estimated cost of \$655,165.60. The estimated cost per attendee is \$2,047.39. The travel dates are 8/12/2019 returning 8/16/2019. The value of the event to VA's mission is that it will reinforce vital Veteran services and reinforce proficiency in planning contextual analyses of the operational conditions affecting such services. The location selected was determined to offer VA the best value especially with regard to its location services.

**EVENT COST JUSTIFICATION:** \$21,000.00 in non-travel costs is to support meeting space rental and related services; audiovisual equipment rental and related services; and printing of training materials. \$93,500.00 in contractor costs is to cover the University of South Florida Health, Center of Advanced Medical Learning and Simulation training support. The cost per attendee cost is over \$2,000.00. This higher than normal per attendee cost is due to this meeting space needed for this training and the contractor support costs.

**RESPONSIBLE CONFERENCE EXECUTIVE (RCE) DESIGNEE:** The RCE will not be in attendance. Christine Kolehmainen, MD, MS, Women's Health Education, Women's Health Services is appointed RCE Designee.

6. The proposed dates and location are the following:


| Dates                                 | Potential Location                        |
|---------------------------------------|---|
| 08/13/2019 - 08/15/2019 (3-day event) | Tampa / St. Petersburg, FL<br>(Tampa, 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 |
|--|---------------------|---|-----------------|--------------|--------------------|--------------|----------------------|
| <b>Women's Health Mini-Residency Primary Care Providers and Nurses Interprofessional – Tampa, FL (98144/BIS5860)</b> | 320                 | 8 Support / 37 faculty out of 320 Employees | \$21,000.00     | \$540,665.60 | \$93,500.00        | \$655,165.60 | \$2,047.39           |

**Request Approval to Implement Women's Health Mini-Residency Primary Care  
Providers and Nurses Interprofessional – Tampa, FL (98144/BIS5860)**

8. The Responsible Conference Executive (RCE) for this event is Patricia M. Hayes PhD, Chief Consultant, Women's Health Services, and is available at 202-461-0373 should you wish to further discuss the proposed Women's Health Mini-Residency Primary Care Providers and Nurses Interprofessional (98144/BIS5860).

  
\_\_\_\_\_  
Richard A. Stone, MD  
Executive in Charge

\_\_\_\_\_  
Date

**APPROVE / DISAPPROVE**

\_\_\_\_\_  
Robert L. Wilkie  
Secretary of Veterans Affairs

\_\_\_\_\_  
Date



Department of  
Veterans Affairs

# Memorandum

Date:

From: Executive in Charge, Office of the Under Secretary for Health (10)

Subj: Request Approval to Implement Women's Health Mini-Residency Primary Care Providers and Nurses Interprofessional -- Tampa, FL (98144/BIS5860)

To: Secretary (00)

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2. Purpose: The primary purpose of the training is to develop and sustain proficiency in managing services pertaining to clients' complex biological needs. The secondary purpose of the training is to gain skills in evaluating methods and opportunities to change operational methods through improvements in focused examinations. The third purpose of this training is for the Women's Health Services to promote operational proficiency among employees in the Department, especially VHA.
3. Goals and Objectives: The training 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 training 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 training will help staff clarify and coordinate future requirements that Women's Health Services is promoting in employees with the goal of improving service delivery across major work functions.
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**Request Approval to Implement Women's Health Mini-Residency Primary Care Providers and Nurses Interprofessional -- Tampa, FL (98144/BIS5860)**

5. **Business Case Analysis:** The proposed training, Women's Health Mini-Residency Primary Care Providers and Nurses Interprofessional -- Tampa, FL (98144/BIS5860), beginning on 08/13/2019 and ending on 08/15/2019 (3-day event) will be held in Tampa / St. Petersburg, FL and include 320 VA personnel of which 320 will be air travelers, at a total estimated cost of \$655,165.60. The estimated cost per attendee is \$2,047.39. The travel dates are 08/12/2019 returning 08/16/2019. 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. The location selected was determined to offer the VA the best value, especially with regard to its location services and location services.

**EVENT COST JUSTIFICATION:** \$21,000.00 in non-travel costs is to support meeting space rental and related services; audiovisual equipment rental and related services; and, printing of training materials. \$93,600.00 in contractor costs is to cover the University of South Florida Health, Center of Advanced Medical Learning and Simulation (USF Health, CAMLS) training support. The cost per attendee cost is over \$2,000.00. This higher than normal per attendee cost is due to this meeting space needed for this training and the contractor support costs.

**RCE DESIGNEE:** The RCE will not be in attendance. Christine Kolehmainen, MD, MS, Women's Health Education, Women's Health Services is appointed RCE Designee

6. The proposed dates and location are:

| Dates                                 | Potential Location                        |
|---------------------------------------|---|
| 08/13/2019 - 08/15/2019 (3-day event) | Tampa / St. Petersburg, FL<br>(Tampa, 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 |
|--|---------------------|---|-----------------|--------------|--------------------|--------------|----------------------|
| Women's Health Mini-Residency Primary Care Providers and Nurses Interprofessional -- Tampa, FL (98144/BIS5860) | 320                 | 0 Support / 37 faculty out of 320 Employees | \$21,000.00     | \$640,665.60 | \$93,600.00        | \$655,165.60 | \$2,047.39           |

Request Approval to Implement Women's Health Mini-Residency Primary Care Providers and Nurses Interprofessional – Tampa, FL (98144/BIS5860)

8. The RCE for this event is Patricia M. Hayes, PhD, Chief Consultant, Women's Health Services, and is available at (202) 461-0373 should you wish to further discuss the proposed Women's Health Mini-Residency Primary Care Providers and Nurses Interprofessional (98144/BIS5860).

\_\_\_\_\_  
Richard A. Stone, MD  
Executive in Charge

\_\_\_\_\_  
Date

APPROVE / DISAPPROVE

*Robert L. Wilkie*

\_\_\_\_\_  
Robert L. Wilkie  
Secretary of Veterans Affairs

*18 JUN 19*

\_\_\_\_\_  
Date

**Department of  
Veterans Affairs**

**Memorandum**

Date: June 28, 2019

From: Executive Director, Office of Electronic Health Record Modernization (OEHRM)

Subj: Request Approval to Implement Office of Electronic Health Record Modernization Workshop 7 (VIEWS # 230116)

To: Secretary of Veterans Affairs (00)

Thru: General Counsel Performing the Duties of the Deputy Secretary (001)

1. In accordance with existing Department of Veterans Affairs (VA) conference policies; guidelines; and applicable statutes and regulations, the Office of Electronic Health Record Modernization requests approval to implement OEHRM Workshop 7 (109429/BIS 9953) in fiscal year 2019.

2. The primary purpose of the workshop is to develop and sustain proficiency in operating services pertaining to clinicians' complex operational needs. The secondary purpose of the workshop is to enhance or foster aptitude in evaluating methods and opportunities to change operational workflows through improvements in performance engineering. Additionally, the workshop will promote operational understanding among stakeholders in the Department, especially the Veterans Health Administration (VHA).

3. The workshop will improve VHA service capability by enhancing deliberation among staff and reinforcing the value of focused examinations through direct collaboration among colleagues. This event will also enhance the quality of services to Veterans by preparing and encouraging staff to apply their improved understanding to workflows and other intricate operations in VHA. This face-to-face workshop will help staff clarify and coordinate future requirements with the goal of standardizing service across major work functions.

4. The workshop requires extended, uninterrupted episodes of face-to-face engagement to sustain attention on complex operational factors and challenges. Workshop content supports the goals of VA and VHA, as it will include extensive peer-to-peer presentations that concentrate on necessary designs, methods, and requirements for improving performance engineering and overall operations. 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 VA.

Subj: Request Approval to Implement Office of Electronic Health Record Modernization Workshop 7 (VIEWS # 230116)

5. The proposed training, OEHRM Workshop 7 (109429/BIS 9953), beginning on August 20, 2019, and ending on August 23, 2019, (3.5-day event) will be held in Kansas City, Missouri (MO), and includes 433 VA personnel. Of the 433 VA personnel, 432 will be air travelers and one will be a local attendee. The total estimated cost of the workshop is \$767,831.68. Attendees will depart on August 19, 2019, and return on August 23, 2019. The workshop will reinforce vital Veteran services and reinforce proficiency in planning contextual analyses of the operational conditions in support of VA's mission. Detailed market cost research was conducted on three potential locations. The location selected was determined to offer VA the best value, especially regarding its location services and travel costs.

In addition to the 433 VA attendees, 67 non-VA contracted staff (under a contract such as the Booz Allen Hamilton contract) will participate in this event as part of the project team. OEHRM has verified the participation of non-VA contracted staff is part of an overarching contract and not specific to this event; travel expenses are inclusive to their contract and no documentation, other than the contract itself, will be provided to document travel expenses.

6. The Responsible Conference Executive (RCE) is Ms. Nickema Carter. Should the RCE not attend the workshop, Dr. Shaman Singh, Deputy Chief Medical Informatics Officer of Process Reengineering, is appointed the RCE Designee.

7. The proposed dates and location are listed in Table 1.

| Dates                                | Location        |
|--------------------------------------|-----------------|
| August 20 – 23, 2019 (3.5-day event) | Kansas City, MO |

Table 1: Proposed Event Dates and Location

8. The overall proposed per event cost estimate is listed in Table 2.

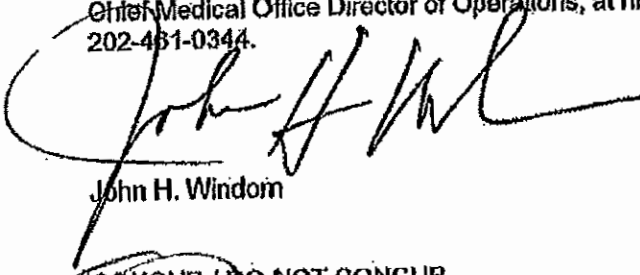
| Event                    | OEHRM Workshop 7 (109429/BIS 9953)         |
|--------------------------|--|
| Number of Employees      | 433  |
| Support Staff/VA Faculty | 0 Support / 0 Faculty out of 433 Employees |
| Non-Travel Cost          | \$10,000.00                                |
| Travel Cost              | \$757,831.68                               |
| Total Cost               | \$767,831.68                               |

Table 2: Proposed Per Event Cost Estimate

Page 3.

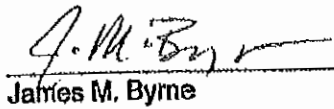
Subj: Request Approval to Implement Office of Electronic Health Record  
Modernization Workshop 7 (VIEWS # 230116)

9. If you have any questions, please contact the event RCE, Ms. Nickema Carter,  
Chief Medical Office Director of Operations, at [nickema.carter@va.gov](mailto:nickema.carter@va.gov) or  
202-461-0344.



John H. Windom

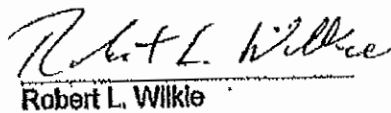
CONCUR / DO NOT CONCUR



James M. Byrne

7/10/19  
Date

APPROVE / DISAPPROVE



Robert L. Wilkie

7/12/19  
Date