

ANNUAL JOINT REVIEW PROCESS

1. PURPOSE: This Veterans Health Administration (VHA) Directive provides information concerning the review process for organizations participating in the Department of Veterans Affairs Voluntary Service (VAVS) programs during the preceding year, and instructions regarding the use of the revised VA Form 10-1240, VAVS Summary of Annual Joint Review (AJR).

2. BACKGROUND: The AJR is conducted to assess an organization's participation in the VAVS programs during the preceding year and to develop plans and goals for the next year.

3. POLICY: It is VHA policy that VAVS provide and document an annual opportunity for the organization's representatives and the Voluntary Service Program Manager, to develop plans that ensure active participation by the organization in programs for the welfare of veteran patients.

4. ACTION

a. VHA Central Office Voluntary Service Office (10C2) periodically provides Voluntary Service Program Managers with updated listings of months that VAVS Advisory Committee member organizations are due for reviews. The review team consists of the organization's representative, deputy representative(s), and the Voluntary Service Program Manager. A mutually agreeable date and time will be set during the month scheduled.

b. VA Form 10-1240, "VAVS Summary of Annual Joint Review," is used to summarize the work of the review team. All AJR summaries must be prepared, signed and distributed within 15 working days following completion of the review. The original VA Form 10-1240 is retained by the Voluntary Service Program Manager. A photocopy must be sent to the VAVS National Representative, attached with VA Form 10-1240a, "Response to VAVS Summary Annual Joint Review." A second photocopy must be given to the local representative. **NOTE:** *A copy is not required by VHA Central Office Voluntary Service (10C2).*

c. If the Voluntary Service Program Manager, and the organization's representatives are unable to schedule and complete an AJR within the designated month, a report to that effect must be submitted by the Voluntary Service Program Manager on VA Form 10-1240 to all recipients described in subparagraph 4b.

NOTE: *This request for information is exempt from a Report Control Symbol (RCS) number under MP-1, Part II, Chapter 26.*

5. REFERENCES: None.

6. FOLLOW-UP RESPONSIBILITY: Director, Voluntary Service Office (10C2), is responsible for the contents of this Directive. Questions may be addressed to 202-273-8952.

THIS VHA DIRECTIVE EXPIRES JULY 31, 2006

VHA DIRECTIVE 2001-040
July 13, 2001

7. RESCISSION: VHA Directive 10-95-085 is rescinded. This VHA Directive expires July 31, 2006.

S/ Tom Sanders for
Thomas L. Garthwaite, M.D.
Under Secretary for Health

DISTRIBUTION CO: E-mailed 7/16/2001
:

FLD: VISN, MA, DO, OC, OCRO, and 200 - E-mailed
7/16/2001