

VACAA RFP Data Entry and File Upload Instructions

FACILITY INSTRUCTIONS

Please start by logging into the OAA Support Center Web Application. If you do not have access, you can register using the blue Register button on the home page.

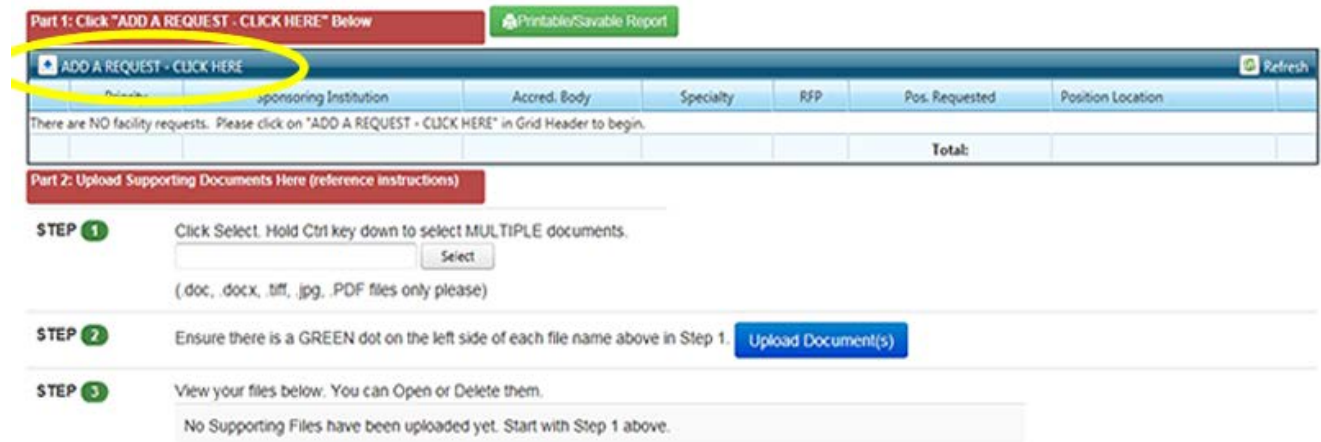
<http://vaww.oaa.med.va.gov>

Click on the green Enter button next to “**AY 2016-2017 VACAA RFP**” on the main database grid list.

There are 2 parts to complete.

Part 1 contains the required details for the specialty you are requesting and, **Part 2** are the required file upload(s) to support this request as outlined in your RFP.

Below the **Part 1** header click “**ADD A REQUEST – CLICK HERE**” in blue grid header. This will expand a screen to enter details for your request. (next screen shot)



The screenshot displays the VACAA RFP Data Entry interface. At the top, there is a red header bar with the text "Part 1: Click 'ADD A REQUEST - CLICK HERE' Below" and a green button labeled "Printable/Savable Report". Below this is a blue grid header with a button labeled "ADD A REQUEST - CLICK HERE" circled in yellow. The grid contains columns for "Sponsoring Institution", "Accred. Body", "Specialty", "RFP", "Pos. Requested", and "Position Location". A message in the grid states: "There are NO facility requests. Please click on 'ADD A REQUEST - CLICK HERE' in Grid Header to begin." Below the grid is a red header bar for "Part 2: Upload Supporting Documents Here (reference instructions)". The interface is divided into three steps:

- STEP 1:** Click Select. Hold Ctrl key down to select MULTIPLE documents. (doc, docx, tiff, .jpg, .PDF files only please)
- STEP 2:** Ensure there is a GREEN dot on the left side of each file name above in Step 1. Upload Document(s)
- STEP 3:** View your files below. You can Open or Delete them. No Supporting Files have been uploaded yet. Start with Step 1 above.

Complete all fields and click the blue Insert button at bottom right to save. See details of expanded pick lists below this screen shot.

Note: Name of Affiliate: If you do NOT see your affiliate listed in the pick list, select "Not Listed – Send Email to OAA to add/update". Send us an email at oaadmc@va.gov and inform us of the correct affiliate name. We will update this field for you or request further information.

Priority	Sponsoring Institution	Accred. Body	Specialty	RFP	Pos. Requested	Position Location
+ ADD A REQUEST - CLICK HERE Refresh						
Prioritize Request: <input type="text"/>						
Initiative under which the position is requested: [Select an Initiative under] <input type="button" value="v"/>						
Specialty Requested: [Select a Specialty Below] <input type="button" value="v"/>						
Accrediting Body: [Select an Accrediting Body Below] <input type="button" value="v"/>						
Number of Positions Requested: <input type="text"/>						
Name of Affiliate: [Select a Sponsoring Institution Below] <input type="button" value="v"/>						
Is this a new affiliate? [Select Yes or No Below] <input type="button" value="v"/>						
Is this affiliate a Teaching Health Center (THC) or AHEC? [Select Below] <input type="button" value="v"/>						
Where position(s) will be located: [Select a Location Below] <input type="button" value="v"/>						
If CBOC, specify location: <input type="text"/>						
Is the clinical site in a Health Professional Shortage Area? [Select Yes or No Below] <input type="button" value="v"/> <small>HPSA: see: http://hpsafind.hrsa.gov</small>						
Supervision available on-site? [Select Yes or No Below] <input type="button" value="v"/>						
Appropriate space available? [Select Yes or No Below] <input type="button" value="v"/>						
Clinical experience available to support training? [Select Yes or No Below] <input type="button" value="v"/>						
Impact on existing physician or other healthcare trainees: (max length, 6,000 characters) <input type="text"/>						
Request Justification, including Data on veteran access to care: (max length, 6,000 characters) <input type="text"/>						
						<input type="button" value="Insert"/> <input type="button" value="Cancel"/>

Initiative under which the position is requested:

[Select an Initiative under]

- Critical Access Needs
- Mental Health
- New Sites for GME
- Primary Care

Accrediting Body:

[Select an Accrediting Body Below]

- ACGME - Residency Review Committee (RRC)
- AOA - American Osteopathic Association (AOA)

Is this affiliate a Teaching Health Center (THC) or AHEC?

[Select Below]

- THC
- AHEC
- Neither

Where position(s) will be located:

[Select a Location Below]

- CBOC
- Main Facility
- CLC

After inserting one or more requests, you will see them listed on the main grid. You can Edit or Delete these requests using the links in the first and last column respectively.

Part 1: Click ADD A REQUEST (limit 3 please) - CLICK HERE Below

ADD A REQUEST - CLICK HERE								Refresh
	Priority	Sponsoring Institution	Accred. Body	Specialty	RFP	Pos. Requested	Position Location	
Edit	1	St. Louis University School of Medicine	ACGME	Abdominal radiology - Radiology-diagnostic	Critical needs (VACAA)	1.55	CBOC	Delete
Edit	2	University of Missouri-Columbia	ACGME	Chief Resident (Gen-Surg) - Surgery-general	New and expanding sites (VACAA)	1	CLC	Delete
Edit	3	Not Listed - Send E-Mail to OAA to add/update	AOA	Chief Resident (Anest) - Anesthesiology	New and expanding sites (VACAA)	1	CBOC	Delete
						Total: 3.55		

Complete Part II by following Steps 1-3 circled in green.

Files you upload will be shown in the Grid of Step 3. The filenames will be prefixed by your Facility Name. Please name your files appropriately as mentioned in the RFP for reviewer clarity. Your files will be automatically prefixed with your facility name so don't include them in your file names please. You can open those files from our server by clicking on the file name or click Delete in last column to remove.

Part 2: Upload Supporting Documents Here (reference instructions)

STEP 1 Click Select. Hold Ctrl key down to select MULTIPLE documents.

(.doc, .docx, .tiff, .jpg, .PDF files only please)

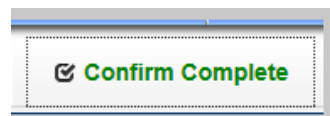
STEP 2 Ensure there is a GREEN dot on the left side of each file name above in Step 1.

STEP 3 View your files below. You can Open or Delete them.

Type	File Name (click to open)	File Size	Uploaded On	
	Marion VAMC (IL)_SupportingDocumentSmith.docx	.01 mb	6/11/2015	Delete

When finished, please click on "Confirm Complete" in the top gray sub-menu. Changes can be made after clicking this button. Your data will **not** be locked.

You can print and save your entries (including links to your files) by clicking on the green button "Printable/Savable Report" near top. It's best to export your report to PDF by clicking on the blue disk icon.



VISN INSTRUCTIONS

Please start by logging into the OAA Support Center Web Database. If you do not have access, you can register using the blue Register button on the home page. <http://vaww.oaa.med.va.gov>

Click on the green Enter button next to “**AY 2016-2017 VACAA RFP VISN Priority**” on the main database grid list.

Upon entering this database you will see a list of your Facility Requests. Your requirements are to prioritize each request and enter a Comment if necessary. The VISN Priority for each Facility defaults to 1 as shown in the screen shot below.

You can click on “View Printable/Savable Report” to view all entry details before making any edits. It’s best to click the blue disk icon near the top, select PDF, and then print your locally saved PDF.

Part 1: Click Edit in first column and set a Ranking Order

[View Printable/Savable Report](#)

	VISN Priority	Facility	Facility Priority	Sponsoring Institution	Accred. Body	Specialty	RFP	Pos. Requested	Position Location
Edit	1	Marion VAMC (IL)	1	St. Louis University School of Medicine	ACGME	Abdominal radiology - Radiology-diagnostic	Critical needs (VACAA)	1.55	CBOC
Edit	1	Marion VAMC (IL)	2	University of Missouri-Columbia	ACGME	Chief Resident (Gen-Surg) - Surgery-general	New and expanding sites (VACAA)	1	CLC
Edit	1	Marion VAMC (IL)	3	Not Listed – Send E-Mail to OAA to add/update	AOA	Chief Resident (Anest) - Anesthesiology	New and expanding sites (VACAA)	1	CBOC
Edit	1	St. Louis VAMC	1	St. Louis University School of Medicine	ACGME	Chief Resident (Anest - Quality and Patient Safety) - Anesthesiology	New and expanding sites (VACAA)	2	CBOC
								Total: 5.55	

Part 2: View Supporting Documents uploaded by the Facilities

Link to File	File Size (MB)	Upload Date
<ul style="list-style-type: none"> ▼ – FACILITY : Marion VAMC (IL) <ul style="list-style-type: none"> Marion VAMC (IL)_AffiliateSupportLetter.xls ▼ – FACILITY : St. Louis VAMC <ul style="list-style-type: none"> St. Louis VAMC_AffiliateSupportLetter.docx St. Louis VAMC_FacilityLetter.docx 		
	0.02	4/15/2015
	0.01	5/12/2015
	0.01	5/12/2015

[Create a Single Zip File for Download](#)

Click Edit in first column next to each request. Enter a priority number, comment if necessary, and click Update to save. Notice you are able to view all details submitted by the facility on their request.

Edit	1	VAMC (IL)	3	to OAA to add/update	AOA	Anesthesiology	sites (VACAA)	1	CBOC
Edit	1	St. Louis VAMC	1	St. Louis University School of Medicine	ACGME	Chief Resident (Anest - Quality and Patient Safety) - Anesthesiology	New and expanding sites (VACAA)	2	CBOC

VISN Prioritize Request:

VISN Comments:

Facility: St. Louis VAMC

Facility Priority Request: 1

Initiative under which the position is requested: New and expanding sites (VACAA)

Specialty Requested: Chief Resident (Anest - Quality and Patient Safety) - Anesthesiology

Accrediting Body: ACGME

Number of Positions Requested: 2

Name of Affiliate: St. Louis University School of Medicine

Is this a new affiliate? YES

Is this affiliate a Teaching Health Center (THC) or AHEC? THC

Where position(s) will be located: CBOC

If CBOC, specify location:

Is the clinical site in a Health Professional Shortage Area? YES

Supervision available on-site? YES

Appropriate space available? YES

Clinical experience available to support training? YES

Impact on existing physician or other healthcare trainees: inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam

You may view Facility Uploaded files by clicking on the File Name under each Facility Grouping. You can download each file by right clicking, and choose "Save target as..." in the hover menu.

You can also click the button "Create a Single Zip File for Download". A single link will appear after clicking allowing you to download a single Zip File containing all files.

Part 2: View Supporting Documents uploaded by the Facilities		
Link to File	File Size (MB)	Upload Date
▼ FACILITY : Marion VAMC (IL) <ul style="list-style-type: none"> Marion VAMC (IL)_AffiliateSupportLetter.xls 	0.02	4/15/2015
▼ FACILITY : St. Louis VAMC <ul style="list-style-type: none"> St. Louis VAMC_AffiliateSupportLetter.docx St. Louis VAMC_FacilityLetter.docx 	0.01	5/12/2015

[DOWNLOAD THE ZIPPED FILE HERE \(Right Click..Save target as..\)](#)

When finished, please click on “Confirm Complete” in the top gray sub-menu. Changes can be made after clicking this button. Your data will not be locked.

