



TraiNet/VCS Newsletter

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NEWS

Welcome to issue No. 5 of the USAID TraiNet/VCS HelpDesk Newsletter.

Continuing Participants

By August 1, 2003, the BCIS will require a SEVIS record for all exchange visitors enrolled in a program. To ensure compliance with this requirement, all sponsors are encouraged to make certain that all continuing participants are verified, approved, and submitted to SEVIS well before this date. Continuing participants already entered into TraiNet should be available in VCS for either verification or data correction. Continuing participants not in VCS must first be properly entered into TraiNet and their data submitted. Once in VCS, they must be verified and approved prior to submission to SEVIS.

Verifier and Approver Email Notifications

The VCS system now provides automated email notification anytime a participant has been added to or removed from your queue. Notifications are sent to all Verifiers and Approvers for each particular queue. For example, if a mission has two Approvers, each Approver will receive the same notification. It is possible that the first Approver may approve the participant (removing them from the queue) before the second Approver enters VCS. In this case, the second Approver would never see that participant. Sites that have multiple verifiers/approvers are responsible for coordinating their own queues locally to avoid possible confusion. Typically, one person will assume the primary responsibility with others serving as alternates; however, sites have flexibility in how they want to manage the work.

In some cases, the VCS email is not asking for verification/ approval of data for the purpose of

HINTS & TIPS

Status Updates: Update participant's status within three (3) days of a change. For instance, change a trainee's status from Planned to In-Training within 3 days of the start of their program. If a trainee terminates (does not successfully complete their program), change the status from In-Training to Terminated within 3 days of the termination.

TraiNet Data Entry: For Washington D.C. addresses make sure you select DC (District of Columbia) as the state (do not leave the field blank or select a different state code).

TraiNet Attendance: Ensure that the Attendance checkbox is selected for each participant attending each component (Attendance is in the bottom section of the Program Detail Tab in TraiNet). If the Attendance checkbox is not selected, VCS assumes that the participant will not attend the Training Component and will ignore any TraiNet data entry or updates for that participant.

More New VCS Capabilities

There are 2 new features in the latest release of the VCS software:

Verifier and Approver Screens - Verifiers and Approvers may now sort their queues by the Last Name of the Participant. Click on the title of the name column to sort by last name. Watch for a future VCS capability that will provide the ability to sort by both

obtaining a DS-2019, but rather, to acknowledge that the participant's data has changed (data changes are reportable to SEVIS.) Some likely data changes include (1) acknowledgment that a participant's program has started (see Program Validation below), (2) the US school address has changed, or (3) the program dates may have changed. The VCS Update Data screen displays all changed data for the Verifier/Approver. The verification/approval process of changed data will result in SEVIS being updated with current information, not the re-issuance of a new DS-2019.

Program Validation

Always report when a participant has started her/his program within 3 days. The TraiNet Operator does this by changing the Participant's Trainee Status to "In-Training" in TraiNet. After the new status is submitted to VCS, the Verifier and Approver are required to acknowledge that the participant has started their program through the VCS workflow process. SEVIS rules state that if a Program Sponsor fails to validate the participant's arrival at their program, they will automatically be marked as a "No Show". Note that this rule does not apply to on-going participants as their programs are automatically validated when entered into SEVIS.

Thanks and Best Regards. - Amir

First and Last Names.

Verifier Data Validation Screen - Verifiers now have the capability to reject participants that have data validation errors from their queue. To do this, enter a Rejection Reason and click the Reject button. If you wish to later reconsider a rejected participant, you must change data in TraiNet for this participant and resubmit the data to VCS - the participant will reappear in the Verify (or Data Validation) queue.

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