



## Hospice Partner Level 5 Renewal Report Template

Please use this template to keep track of your Level 5 Renewal activities throughout the year. Please see the resources available at the bottom of the [Level 5 Requirements](#) page for additional assistance. Information input into your Level 5 Renewal Report on the WHV Partner Portal is automatically deleted after 90 days. When you have completed all Level 5 activities, please use this template as an aid in completing your Level 5 Renewal Report on the [Partner Portal](#).

### Level 5 Activity Breakdown

#### 1 Organization Education

- Minimum of 2 Staff & Volunteer Trainings & Psych Armor’s “15 Things”
- Vietnam Focused Trainings
- VA Accredited Agent
- VA Fact Sheet
- Screening Guide
- Standards of Practice

#### 2 Community Engagement

- 3 Community Presentations (including 1 panel)
- 4 Vet-to-Vet Cafes
- 2 Community & State-wide Events (one must be a Welcome Home Vietnam Veterans Day)

#### 3 Volunteer Program

- Vet-to-Vet Volunteers
- Orientation Process
- Volunteer Activities

#### 4 Data Collection

- Veterans Served
  - VA Service Usage
  - By conflict
  - Incidents of PTSD, Moral Injury, and Suicidality & treatment used
- Pinning Ceremonies
- Annual Report



## Section 1: Organization Education

**Staff & Volunteer Trainings** – Continue to integrate a minimum of 2 Veteran-specific presentations into staff and volunteer orientations and ongoing trainings. Choose trainings and educational resources from our [Resource Library](#) that best meet the educational needs of your organization’s staff. Provide details in the table below.

Education Name	Frequency of Education	Number of staff/volunteer participants	Key resources (Flyer, presentation, link to video)
Edu 1			
Edu 2			
Edu 3			
Edu 4			

**Include PsychArmor’s “15 Things Veterans Want You To Know” into staff trainings\***

Yes, “15 Things veterans Want You To Know” is included in our staff trainings.

**Frequency of Staff and Volunteer Orientation\***

**Total Number of Staff in Orientations and Trainings\***

**Total Number of Volunteers in Orientations and Trainings\***



**Vietnam Veterans-focused Training**

All new staff should view the [PTSD in Vietnam Veterans](#) webinar, [Moral Injury in Vietnam Veterans](#) webinar, and [Suicide Prevention in Vietnam Veterans](#). Staff that have already viewed these trainings do not need to review them again and may consider the Vietnam educational options outlined in the following section.

Please list any Vietnam-focused Trainings supplemental to the required trainings in the space below.

Education Name	Frequency of Education	Number of Staff/Volunteer Participants	Key resources (flyers, presentation, link to video, etc.)
Edu 1			
Edu 2			
Edu 3			
Edu 4			

Staff watched PTSD in Vietnam Veterans webinar\*

Yes

Number of staff and volunteers that watched PTSD in Vietnam Veterans webinar\*

Staff watched Moral Injury in Vietnam Veterans webinar\*

Yes

Number of staff and volunteers that watched Moral Injury in Vietnam Veterans webinar\*

Staff watched Suicide Prevention in Vietnam Veterans webinar\*

 Yes

Number of staff and volunteers that watched Suicide Prevention in Vietnam Veterans webinar\*

**Ongoing Vietnam-Focused Education**

Staff that have already viewed the 3 core Vietnam Veterans-focused training videos (PTSD in Vietnam Veterans, Moral Injury in Vietnam Veterans, and Suicide Prevention in Vietnam Veterans) do not need to review them again and may consider the following options:

- a. **Option 1:** View the entire Supporting Military Veterans with PTSD at the End of Life: Video Illustrations [live webinar with researchers with discussions of the video illustrations.](#)
- b. **Option 2:** Watch the Supporting Military Veterans with PTSD at the End of Life: Video Illustrations [three videos](#) and complete the associated video guide.
  - i. [Video 1 Study Guide: Recognizing Trauma and Symptoms of PTSD at End of Life](#)
  - ii. [Video 2 Study Guide: Responding to Trauma Disclosures](#)
  - iii. [Video 3 Study Guide: Cognitive Impairment and PTSD](#)
- c. **Option 3:** Watch any other Vietnam-related educational content from our [Resource Library](#) or another reputable source. For instance, the [Psychosocial Issues](#) or [PACT Act](#) webinars would be suitable content.

Number of staff that completed Ongoing Vietnam-focused Education:

Please describe which of the 3 options you selected for ongoing Vietnam-focused education.



**Have a VA Accredited Agent on staff and/or a relationship with Veteran Service Officer (VSO)**

Do you have an Accredited Agent on staff and/or a relationship with a VSO?\*

 Yes

**Complete and update VA Fact Sheet**

Upload Updated VA Fact Sheet\* Accepted file types: pdf, doc, docx, xls, xlsx, ppt, pptx, Max. file size: 50 MB, Max. files: 1.

**Integrate the Screening Guide for Veterans into your Patient Care Plans.**

Describe what you learned by reviewing the [Screening Guide for Veterans](#). Describe implementation of this guide into patient care plans. Provide information regarding how many patients you are using this Screening Guide with (note: screenings must be completed with every Veteran).

Upload Screening Guide Review\* Accepted file types: pdf, doc, docx, xls, xlsx, ppt, pptx, Max. file size: 50 MB, Max. files: 1.

Screening Guide Implementation Response:\*

**Review [NHPCO Standards of Practice for Hospice Programs \(2022\)](#)**

Yes, our organization reviewed NHPCO Standards of Practice for Hospice Programs (2022)\*

Number of staff that reviewed NHPCO Standards of Practice for Hospice Programs (2022)\*



## Section 2: Community Engagement

### HVP Community Educational Presentations

In collaboration with your Hospice-Veteran Partnership (HVP), conduct at least 3 virtual or in-person community educational presentations. Venues can include Veteran organizations (American Legion, Stand Down, VA Facility, VFW, etc.), community organizations (chamber of commerce, churches, rotary club, etc.) or healthcare venues (adult day health care, assisted living, hospitals, nursing home, etc.). You may conduct a combination of educational and community service community events. One of your educational presentations must include a panel discussion that consists of two or more speakers.

<b>Community Presentation</b> (describe activity)	<b>Date</b>	<b>Number of Participants</b>	<b>Key resources</b> (flyer, photos, link to videos, etc.)



**Vet to Vet Cafes** Host a minimum of 4 Vet-to-Vet Cafes. These events are a casual opportunity to bring Veterans together and provide them with a space to share their experiences.

Vet-to-Vet Café	Date	Number of Participants	Key Resources (flyers, photos, link to video, etc.)

**Two Community and State-wide Events**

One must be a Welcome Home Vietnam Veterans Day; this event can be done virtually and can include other era-specific Veterans. The other community/state-wide event can be fulfilled by community service activities, such as making conducting a food or clothing drive for local Veterans or hosting a socially distant Veterans Stand Down.

**Community or State-wide Event**

Title\*

Description of event\*

Upload Key Resources \* Flyers, pictures, videos, etc.



**Welcome Home Vietnam Veterans Day Event**

Title\*

Description of event\*

Upload Key Resources \* Flyers, pictures, videos, etc.





### Section 3: Volunteer Program

#### Veteran-to-Veteran Volunteer Program

Hospices must be actively recruiting Vet-to-Vet volunteers. Please describe the number of Vet-to-Vet volunteers as well as the orientation process and activities these volunteers participate in. Please keep in mind hospice volunteer training isn't necessary for Veteran volunteers who are supporting in other ways (writing letters, quilt making etc.).

#### Total Number of Vet-to-Vet Volunteers\*

#### Orientation Process\*

Please describe the orientation training process for Vet-to-Vet volunteers.

**Volunteer Activities** Please describe the activities that Vet-to-Vet Volunteers engage in.

Volunteer Activities	Date	Number of Participants	Key Resources (flyers, photos, link to video, etc.)



## Section 4: Data Collection

### Data Collection

As you complete Level 5, we require you to keep track of patient data. In this section, please provide a summary of Veteran service usage and pinning ceremonies. Data should be collected over a 9-month period, at minimum.

### VA Services

Number enrolled in VA prior to admission\*

Number receiving VA Benefits at time of admission\*

Number who requested and/or assisted with enrolling in benefits at time of admission\*

Number who refused or declined VA benefits\*

### Veterans Served

Total Number of Veterans Served\*

### Period of Service Breakdown

Number of WWII Veterans Served\*

Number of Korean War Veterans Served\*

Number of Cold War Veterans Served\*



Number of Vietnam Veterans Served\*

Number of Gulf War Veterans Served\*

Number of Peace Time Veterans Served\*

Number of Afghanistan/Iraq (OEF/OIF) Veterans Served\*

Number of Other Veterans Served\*

**Vietnam Veteran Specific Services**

How many Vietnam Veterans were treated for PTSD?\*

How many Vietnam Veterans were treated for Moral Injury?\*

How many Vietnam Veterans were treated for Suicide Prevention?\*

What treatments were used? \*



**Pinning and Recognition Ceremonies\***

Describe any pinning and recognition ceremonies including the total number of Veterans pinned.

Pinning Ceremonies	Location	Number of Participants	Key Resources (flyers, photos, link to video, etc.)

**Total Number of Vets Pinned\***

**Additional Information**

**Upload Annual Report\*** See Level 5 Overview for template. Accepted file types: pdf, doc, docx, xls, xlsx, ppt, pptx, Max. file size: 50 MB, Max. files: 1.