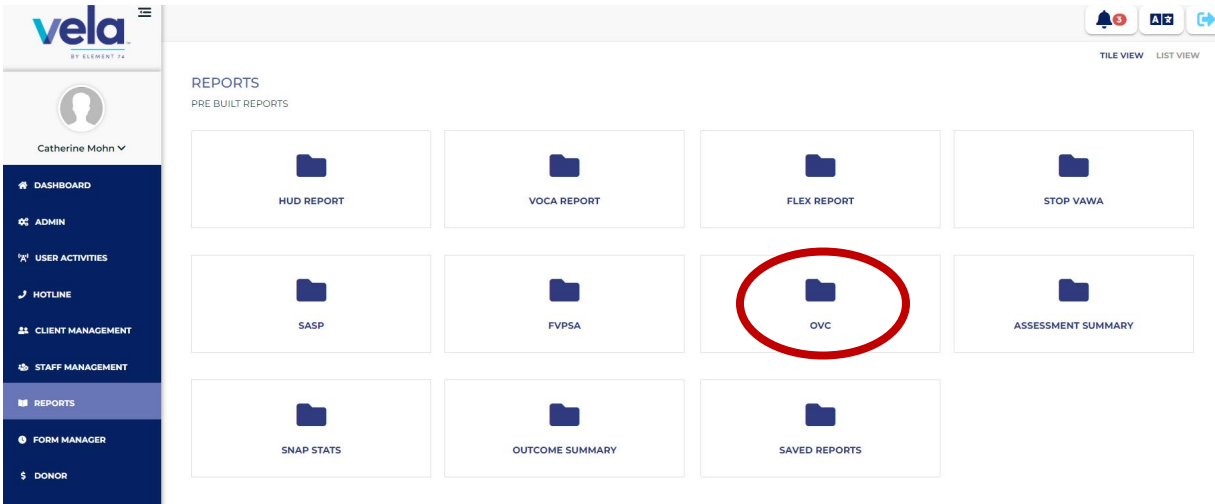


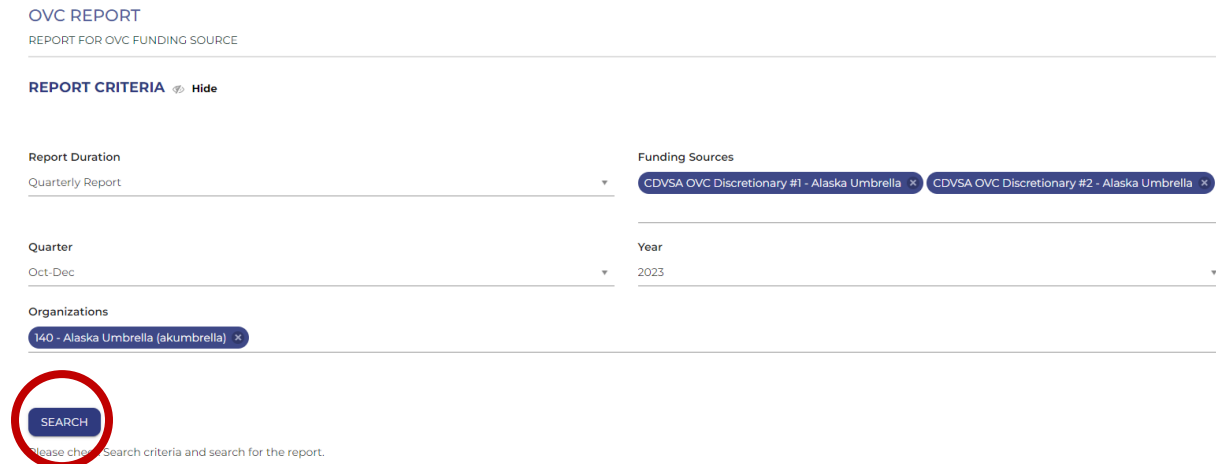


## Submitting an OVC - DISC (TVS) Report to CDVSA for VELA Users

**Step 1:** Log into Vela and click on Reports on the left-hand side then open the OVC folder. Your screen may look a bit different than the screenshot below.



**Step 2:** Fill in the reporting period information for the quarter you are submitting and then click on search.



**Step 3:** Read over the data that generates to make sure it all looks accurate. If you notice changes need to be made exit the report to fix the data, if it all looks okay select upload OVC.



Note: Anyone who received services for first time starting 10/1/2023 are considered **NEW** and Anyone who received services prior 10/1/2023 and from 10/1/2023 are considered **ONGOING**

**Step 4:** Fill in qualitative and semiannual narrative questions then click submit OVC. Once you click submit this will forward to CDVSA that your OVC data is ready. Semiannual narrative questions only need to be filled in with 10.1 – 12.31 and 4.1 – 6.30 reporting periods.

*If you have any questions, please reach out to your VELA representative or CDVSA Research Analyst Catherine Mohn ([Catherine.mohn@alaska.gov](mailto:Catherine.mohn@alaska.gov), (907)4651161)*