

## **VA DDS Claim Status Report Fact Sheet**

1. Distributed via email on the third Thursday of every month.
2. The Claim Status Report will only list your agency's client cases.
3. The Claim Status Report will only include *registered* representatives based on form completion.
4. If the Agency's primary contact person is also a representative, his/her name must be included in the Agency Rep list as well as in the contact information.
5. The Claim Status will be split into TWO separate reports. One report will be for claims pending at the VA DDS. The second report will be claims closed since the last report date.
6. Claims not included may be due to one of the following reasons:
  - a. The case does not currently include a completed Authorized Representative Form (SSA-1696) in which case, you will need to contact the local SSA Field Office
  - b. The case has not yet been received by VA DDS
7. The Report will contain the following information:
  - a. Representative's Name
  - b. Office Code (see below)
  - c. DCPS Case ID
  - d. Claimant Last four of SSN
  - e. Analyst Last Name (if "user" the claim has not been assigned)
  - f. Claim Receipt Date (date the case was receipted into the VADDS)
  - g. Claim Level Description

### **VADDS Office Codes:**

- S10- Southwest District Office (Roanoke)
- S53- Central District Office (Richmond)
- S92- Tidewater District Office (Norfolk)
- S93- Northern District Office (Fairfax)
- S0L- Extended Service Team Office