

VRIS UPDATE

Summary of Employment Discussion Form Effective 1/24/2008 Number 131

SUMMARY OF UPDATES

The Summary of Employment Discussion form has been updated to include a section to record collateral contact information. A collateral contact is someone who will likely know the individual's address/phone number and can contact the individual if staff experience difficulty contacting the individual. Currently, we do not collect collateral contact information until Discover Activity 8.

VRIS POSTING

The form has been posted to VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets: Summary of Employment Discussion.

MONITORING REQUIREMENTS

Since the supply of the current Summary of Employment Discussion is low statewide, teams have two options.

Option 1: Continue to use the old form, but add collateral contact information wherever it can be recorded on the form.

Option 2: Recycle the old forms and immediately begin using the new form.

TEAM COMMUNICATION

Decide and discuss which option the team will exercise. Discuss the importance of gathering collateral contact information and using the collateral contact information when having difficulty contacting the individual.

LEADERSHIP CONTACT

Pat Bracken, Program Director, 402-471-6320, pat.bracken@vr.ne.gov