

VRIS UPDATE

ATP/VR PARTNERSHIP

April 1, 2008

Number 144

SUMMARY OF UPDATES

The ATP/VR Partnership Manual Chapter has been revised. **The new policies and procedures go into effect April 1, 2008. Any referral to ATP that occurs up to and including March 31, 2008 will follow the current policies and procedures outlined in the Manual Chapter dated June 25, 2008.**

The revisions to the Manual Chapter better ensures the Accounting Associate is engaged throughout the process. VR staff will now authorize to ATP rather than to a vendor/contractor. ATP will then authorize to the vendor/contractor for all services. ATP will receive and pay all invoices.

The revised Manual Chapter also incorporates the Agency Confidentiality Electronic Information Standard for exchange of information. This policy is outlined in the Tech Note dated March 31, 2008. The Tech Note can be found on VRIS – TECH NOTE – How To Access Network Drop Box for ATP Server.

VRIS POSTING

The revised ATP/VR Manual Chapter is located in the Community Services section of the Program Manual. Both the current and new Manual Chapters will remain on VRIS for a period of time. This will allow staff to reference the policies and procedures applicable to their consumer based on the date of referral. All referrals made on or before March 31, 2008, will be subject to the policies and procedures in the current Manual Chapter. All referrals made on or after April 1, 2008, will be subject to the policies and procedures outlined in the new Manual Chapter.

FORMS REVISED

The VR/ATP Referral Form has been revised. The revisions include a box to identify the Accounting Associate and a statement at the top of the form indicating the form will be returned to the referring staff person if not fully completed. The omitted information has delayed services in the past and this is a reminder to complete the form accurately and completely.

The VR/ATP Referral Form is located on VRIS under Case Service Forms and Worksheets

TEAM COMMUNICATION

Office Directors should review these changes with all staff at their next Team Meeting.

LEADERSHIP CONTACT

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