

VRIS UPDATE

FORMS Effective 6/19/2008 Number 164

SUMMARY OF UPDATES

A committee recently looked at all forms used by the agency to determine those forms that should be available in both English and Spanish. Any form signed by the consumer or any form that lists rights of the consumer must be available in English and Spanish. See the forms list below.

VRIS POSTING

The forms listed below have been posted on VRIS under 'Printed & Marketing Materials – Case Service Forms & Worksheets'

FORMS REVISED

Employment discussion/Job Planning discussion guide. This is available for staff to print out and use as a guide if working with a Spanish speaking individual.

ESN/SSA 3288 (4 forms). These have been revised to have English on one side and Spanish on the other side.

IPE forms. All IPE forms are now available in Spanish as well as English. When using the Spanish version, a copy of the English version must be placed in the paper file along with the signed Spanish version. If staff write comments in Spanish they should also write those in English on the English version.

Job Search Strategy. If the Spanish version of this is used, a copy of the English version must be placed in the paper file along with the signed Spanish version.

Release of Information. This form has been revised to have one side in English and one side in Spanish.

Request for Medical Information. This form has been revised to have one side in English and one side in Spanish.

Student Financial Aid Report. This form was revised to add Spanish language in section II where the consumer signs the release of information.

Summary of Employment Discussion. This form has been revised to add Spanish wording under each category so that both English and Spanish are shown.

TEAM COMMUNICATION

Discuss each form and its use in a team meeting.

LEADERSHIP CONTACT

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