

CHANGE ANNOUNCEMENT

TRANSITION SERVICES CONSENT AND INFORMATION RELEASE And QUEST DATA ENTRY CHANGES EFFECTIVE February 24, 2006

CHANGE

1. There is a new Transition Consent Form dated 01-06 (English version). The changes to the form are minimal and don't require you to destroy the 11-05 version. Because the changes were minimal, the Spanish version was not changed at this time.

The previous revision added "Unique State Student ID Number" to the form. In this revision we added "provided by school (if available)". Only a few schools are piloting the use of this number this school year. It will be implemented statewide in 06-07.

2. We have added to the QUEST Create Transition Consumer screen a field to mark if the Parent, guardian or representative is a member of the Transition Consumer's household.

VRIS UPDATE

Transition Consent Form has been revised and posted to VRIS under Case Service Forms & Worksheets.

QUEST CHANGES

1. A field for the Unique State Student ID Number has been created on the Create Transition consumer screen. Once the Transition Consumer has been created this number will be found on the School Information Screen.
2. You will be able to mark if the Parent, guardian or representative is a member of the Transition Consumer's household on the Create Transition Consumer screen. This will populate the Family and Friends screen with the Parent, guardian or representative name and the same address as you entered for the consumer.
3. Marking the individual who signed the Transition consent as a Household Member will assure that QUEST has the correct address of the individual who should receive Transition Letters, Transition Newsletters and Transition Planner information from VR.
4. If the Parent, guardian or representative is not a member of the Transition Consumer's household you will be required to enter the Family and Friends Screen the name of the Parent, guardian or representative and their address. You would not mark them as a household member.

DATA ENTRY REMINDERS

1. Entering into the "First Name" field on the Create Transition Consumer screen "Jim & Jane" is not correct, neither is "Jim/Jane". The "First Name" field is for one name only, "Jim" or "Jane".

2. On Transition Consumers already in QUEST we made the assumption the first name on the Family and Friends screen is the Parent, guardian or representative who signed the Transition consent and any material mailed from this office will go to that individual at the address listed.

TEAM COMMUNICATION

Office Directors should review these changes with all staff at their team meeting to assure understanding.

LEADERSHIP CONTACT

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