

# VRIS UPDATE

**ATP/VR Partnership  
Effective 09-23-2010  
Number 284**

## **SUMMARY OF UPDATES**

The ATP/VR Partnership Manual Chapter has been revised. The revision replaces Cathy Hayes' name with David Altman's name as the individual to whom VR staff will fax the ATP/VR Referral Form.

Additionally there have been some formatting changes to make the Manual Chapter more user friendly.

## **FORMS REVISED**

The [ATP/VR Referral Form](#) has been revised. The revisions include:

- The Referral Form has been reformatted.
- David Altman is identified as the person to whom VR staff will fax the Referral Form.
- Under Income and Insurance a checkbox has been added to indicate if the individual has no income or insurance. Previously if there were no boxes checked ATP did not know whether this was because the consumer had no income or insurance or if VR staff did not know or had forgot to complete these sections of the Form.
- The Referral Form now includes a section to identify a consumer as a priority case requiring immediate response by the ATP Technology Specialist.

This section requires a brief explanation as to why VR staff determined this to be a priority case. ATP wants to prioritize those cases where a consumer is at risk of losing their job, needing worksite modifications before they can start a job, or are at **high** risk of failing classes. While wanting to be responsive and flexible ATP wants to ensure that every case does not become a priority case.

## **VRIS POSTING**

The revised [ATP/VR Manual Chapter](#) is located on VRIS – Program Manual – Community Services section of the Program Manual.

The revised [ATP/VR Referral Form](#) is located on VRIS – Forms and Marketing – Case Service Forms – Release/Consent/Referral Forms.

## **TEAM COMMUNICATION**

Office Directors should discuss this VRIS Update at their next Team Meeting.

David Altman will schedule a time to meet with each Team to discuss these changes and any other items the Teams feel important.

## **LEADERSHIP CONTACT**

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