

VRIS UPDATE

Summary of Employment Discussion Form Effective 10/27/10 Number 288

SUMMARY OF UPDATES

The Summary of Employment Discussion form has been revised. The revisions were recommended by the counselor advisory committee and program directors. A preprinted item was placed in the 'Important things for us to consider' section asking whether the individual has two forms of ID (required to gain employment). The section 'Our next steps are' has been removed. It was removed because we have another form 'Next Steps' that can be used and because we are making this form a one page printable form (no longer NCR). Instructions in the Employment Discussion chapter have been revised also to indicate the form is to be kept in the paper file and a copy made for the consumer if they request it.

VRIS POSTING

The [Employment Discussion](#) chapter has been revised and posted in the Program Manual on VRIS.

The [Summary of Employment Discussion form](#) has been revised and posted in the Forms section on VRIS.

FORMS REVISED

The Summary of Employment Discussion form has been revised. Staff may use current supplies until depleted. The newly revised form can be printed when needed from VRIS.

QUEST UPDATE

No changes in QUEST needed.

MONITORING REQUIREMENTS

No monitoring requirements.

TEAM COMMUNICATION

Office directors should discuss with staff to assure they are aware of this change.

LEADERSHIP CONTACT

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