

VRIS UPDATE

Case Review Forms Effective 12/21/11 Number 327

SUMMARY OF UPDATES

Two new case review forms have been developed. One is the Compliance Case Review Instrument (Checklist) and the other is the Quality Case Review Instrument (Checklist). These have been developed over several months, reviewed by committees, field tested and revised with input from the field and from office directors.

VRIS POSTING

The two new forms have been placed on VRIS under Forms and Marketing - [Administrative Forms](#). These replace two forms that were being used. They are the Active and Successful Employment Outcome case review instrument dated 8/4/09 and the Ineligible/No Longer Eligible/Termination case review instrument dated 5/1/08.

MONITORING REQUIREMENTS

Office Directors and Program Directors may begin using these forms as appropriate when they are doing case reviews. Provide feedback on your experience with these forms to Don Crouch which will lead to continuous improvement in the forms.

TEAM COMMUNICATION

Office Directors should assure team members are familiar with these forms to have knowledge of what is being reviewed.

LEADERSHIP CONTACT

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