

VRIS UPDATE

**Case File Order
Effective 11-1-13
Number 371**

SUMMARY OF UPDATES

Based on a recommendation from the field through “Ask the Director” the Case File Order chapter and list has been revised. The revision changes the section in the paper case file where copies of client emails are filed from **Section 2 - Basic and Contact Information** to **Section 6 – Correspondence**. Only client emails that are meaningfully significant to the client’s case should be printed and filed.

VRIS POSTING

The [Case File Order](#) chapter is posted to VRIS: Client Services Index: General Case Management Policies.

The [Case File Order List](#) is posted to VRIS: Forms & Marketing: Client Service Forms.

LEADERSHIP CONTACT

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