

CHANGE ANNOUNCEMENT

PLANNING AND READINESS FACTORS Effective October 2, 2006

CHANGES

A Readiness Factors and Planning Factors document has been developed and placed on VRIS. These documents have been developed for quick reference by staff as they are conducting the Employment and Job Planning Discussions. This information is meant to prompt staff to pursue potential issues that might interfere with the consumer preparing for, obtaining, and maintaining a job.

The two lists have been placed back-to-back and laminated for convenience and prolonged staff use.

The documents include instructions in their use as well as goals and objectives for their use.

The Readiness Factors document was designed to use in the Employment Discussion. The Planning Factors document was designed to use during the Job Planning Discussion. Circumstances may result in both being used during either Discussion.

VRIS UPDATE

The Readiness Factors and Planning Factors documents have been placed on VRIS in the Printed and Marketing Materials under the Case Service Forms and Worksheets.

FORMS REVISED

The Employment Considerations form has been replaced with the Readiness Factors and Planning Factors documents.

TEAM COMMUNICATION

Office Directors should review the Readiness Factors and Planning Factors with all staff at their Team Meeting to assure understanding and utilization of the documents. It is recommended that Office Directors review the Employment Discussion and Job Planning Discussion Guides at the same time they are reviewing Readiness and Planning Factors.

LEADERSHIP CONTACT

Dennis King, 402.471.7827, dennis.king@vr.ne.gov