

VRIS UPDATE

GUIDANCE ON ATP PRIORITY REFERRAL

Effective 3/15/15

Number 419

SUMMARY OF UPDATES

An ATP Priority Referral is a case that needs attention within five (5) working days. In order to clarify determination of a priority case, a checklist for a priority was developed. Please use checklist to clarify and to determine whether a case requires priority services. Discuss the case with the Office Director using the Checklist. The Office Director will approve the referral. A signature line for the Office Director has been added to the ATP Referral Form under the Priority Case Section.

VRIS POSTING

Program Manual-Case Services: Assessment Supports-Assistive Technology Partnership

Checklist: ATP Priority Referral

Process: #4 -Makes a referral to ATP-Line added to reflect change in priority case determination.

Forms: Updated form in Program Manual and Forms & Marketing-Case Service Forms-Release/Consent/Referral.

FORMS REVISED

ATP Referral Form-line added for Office Director signature under Priority referral

QE2 UPDATE

None

MONITORING REQUIREMENTS

All possible priority referral cases must be discussed with and signed off by the Office Director.

TEAM COMMUNICATION

Discuss process at Team Meeting

LEADERSHIP CONTACT

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