

VRIS UPDATE

CASE REVIEW INSTRUMENTS

Effective 8/2/2007

Number 92

SUMMARY OF UPDATES

The current case review form 'Case Review Instrument Employment Program' dated 12/06 is discontinued. Two new case review forms have been placed on VRIS. These forms are 'Case Review Instrument Ineligibility/Terminations' and 'Case Review Instrument Active & Successful Employment Outcome'.

The instructions for the current case review form 'Case Review Instrument Employment Program' have been removed from VRIS. Instructions for each of the two new review forms have been placed on VRIS.

As indicated in the form instructions, office directors are required to complete a minimum of 3 Active & Successful reviews and 2 ineligibility/termination reviews each month. Copies of those are to be forwarded to Don Crouch at the state office.

VRIS POSTING

1. The instructions for both forms are found on VRIS in the program manual menu under Operations.
2. Both forms are found on VRIS under Printed & Marketing Materials – Administrative Forms.

FORMS REVISED

As indicated above, the current case review form is discontinued and two new case review forms have been developed.

MONITORING REQUIREMENTS

Office directors are required to complete a minimum of 5 total case reviews per month as described above.

TEAM COMMUNICATION

Team members may be interested in seeing the case review forms. Office directors are encouraged to share these with team members.

LEADERSHIP CONTACT

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