



PURPOSE

To keep a continuous documented record of services that includes interactions between the individual and the Vocational Rehabilitation (VR)/Independent Living Rehabilitation (ILR) Counselor, assessment for eligibility and vocational needs, counseling and guidance, referral and other services necessary to secure a positive employment outcome or daily living goal.

PREPARED BY

VR/ILR Counselor documents daily, weekly, monthly or as appropriate.

INSTRUCTIONS

Individual: Enter individual's name (first name, middle initial and last name)

Page: Enter the page number in sequence from beginning to the current page. (example: 1 -2-3 4 or 111-112-113-114 etc.)

In the first column:

Date/Counselor and Status: Enter the two-digit month, two-digit day and four-digit year for the date. Enter the name of the Counselor and the current two-digit Rehabilitation Status Code.

In the second column:

Enter the day to day, week to week, month to month or document as appropriate details of counselor contact with the individual. Enter all information that is pertinent to the rehabilitation process toward the individual's goals and services that will assist the individual in reaching the vocational goal.

DISTRIBUTION

Original: Case Record