

VRIS UPDATE

Letter-Welcome/Orientation
Effective 7/15/2008
Number 171

SUMMARY OF UPDATES

The Letter-Welcome/Orientation has been revised. The Employment Discussion Committee felt the letter needed to be revised to make it more consumer friendly. The changes include more specific language regarding the amount of time for the consumer to plan on spending with VR staff at their first meeting. Also more information is provided regarding what information will be discussed at the Employment Discussion.

VRIS POSTING

The Letter-Welcome/Orientation has been placed on VRIS under Case Service Forms and Worksheets.

TEAM COMMUNICATION

Office Directors should discuss this change with their staff at their next Team Meeting. Office Directors should ensure their Team is using the revised Welcome/Orientation letter on VRIS and not any variations of this letter. **All old Welcome/Orientation letters should be destroyed.**

LEADERSHIP CONTACT

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