CHANGE ANNOUNCEMENT

QUEST TASK NOTE HEADERS/TITLES 09/21/2005

What is the change being made?

The menu of QUEST Task Note Headers/Titles was comprised of approximately 67 items and now does not support the new Case Record Documentation Requirements. The 67 Task Note Header/Titles have been replaced with a list of 14 Task Note Headers/Titles that are specifically required and can be found in the Case Record Documentation Requirements document. This change will support staff in using the appropriate Task Note Header/Title and not having to type in a required Header/Title.

What are the 14 Task Note Headers/Titles?

Benefits Orientation Employment Follow up Exception Request Exception Decision EW Monitoring Termination EW Services IPE Job Search New Team, Community and/or Support Service Orientation Post-Secondary Assessment Service Post-Secondary Corrective Action Plan Review of Job Search Strategy Self Termination VR Termination

Are these the only Task Note Headers/Titles that can be used?

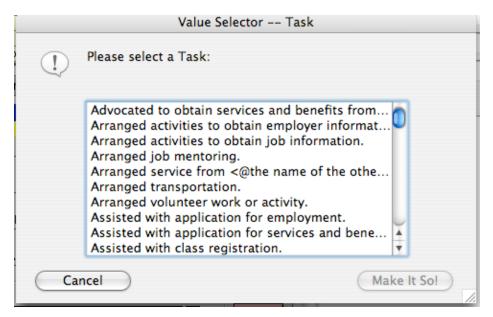
No. While these Headers/Titles are specific to the Case Record Documentation Requirements, the option is still available to type in other Headers/Titles that are relevant to other Task Notes entered in the QUEST record.

How will the 14 Task Note Headers/Titles be displayed in QUEST?

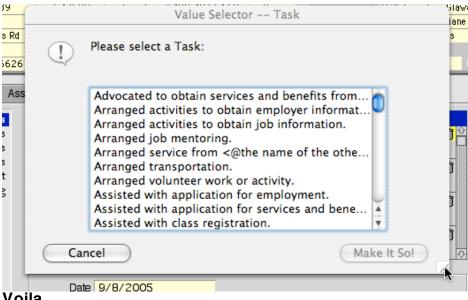
The 14 Task Note Headers/Titles will be displayed the same way the previous 66 Headers/Titles were displayed, alphabetically.

Filemaker 6 (QUEST I) will not allow the Header/Titles menu upon opening to display more than 10 Headers/Titles. The pictures below (using the old Task Value List), illustrates how you can expand the display window by Clicking & **Holding** the lower right corner of the display window and pulling down. You can also use the scroll bar to scroll through the list.

When Display Opens:



To expand: Place cursor in the lower right hand corner, Click, Hold and Pull down.



Voila...

Please	select a Task:	
1		
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	ated to obtain services and benefits from <@name other pr	
	ed activities to obtain employer information.	
	ed activities to obtain job information.	
	jed job mentoring.	
	ed service from <@the name of the other program>.	
	ed transportation.	
	ed volunteer work or activity.	
	ed with application for employment.	
	ed with application for services and benefits from <@name	
	ed with class registration.	
	ed with interview for employment.	
	ed with interview for services and benefits from <@name ot	
	ed with locating housing.	
	ed with obtaining clothing.	
	ed with scholarship search.	
	ed job performance and job satisfaction with consumer.	
	ed job performance with employer.	
	ed progress in transition services.	
	ed progress in vocational rehabilitation services. Ited with school staff.	
	inated activities of <@name service provider>. inated and scheduled VR intake activities.	
	inated and scheduled VR intake activities.	
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Partici	pated in IEP meeting.	T

How should this change be implemented at the Team level?

In a Team meeting, review this Change Announcement with the Case Record Documentation Requirements document to familiarize with the Team members when these Headers/Titles are to be used and the documentation content requirement.

How will this change be monitored for compliance?

Office Directors, Area Administrators and Program Directors when conducting case reviews will be looking at Task Notes to insure that the 14 required Headers/Titles are being used.

When does this change take affect?

This change becomes effective Thursday, September 22, 2005.

Who is the contact for questions and suggestions?

Pat Bracken pat.bracken@vr.ne.gov (402) 471-6320