

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?

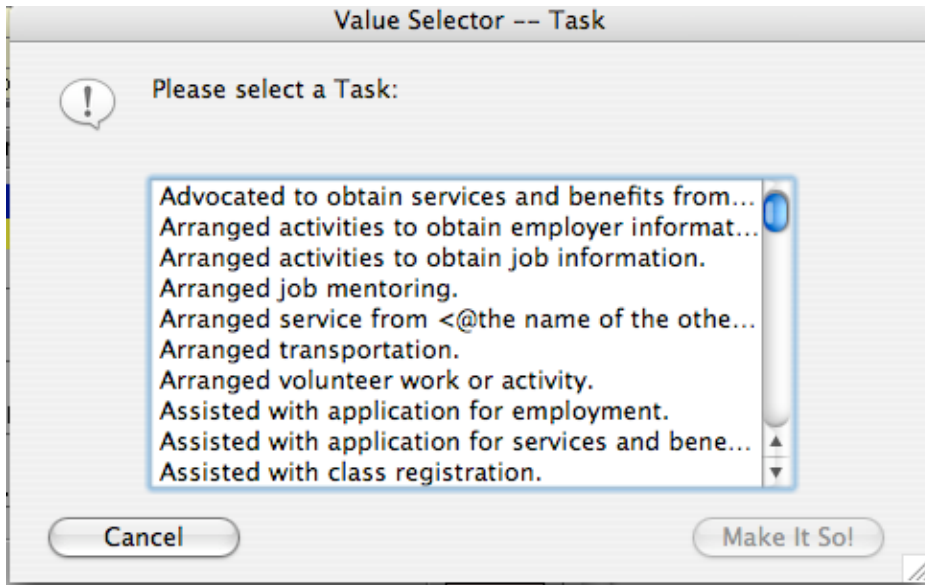
No. While these Headers/Titles are specific to the Case Record Documentation Requirements, the option is still available to type in other Headers/Titles that are relevant to other Task Notes entered in the QUEST record.

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

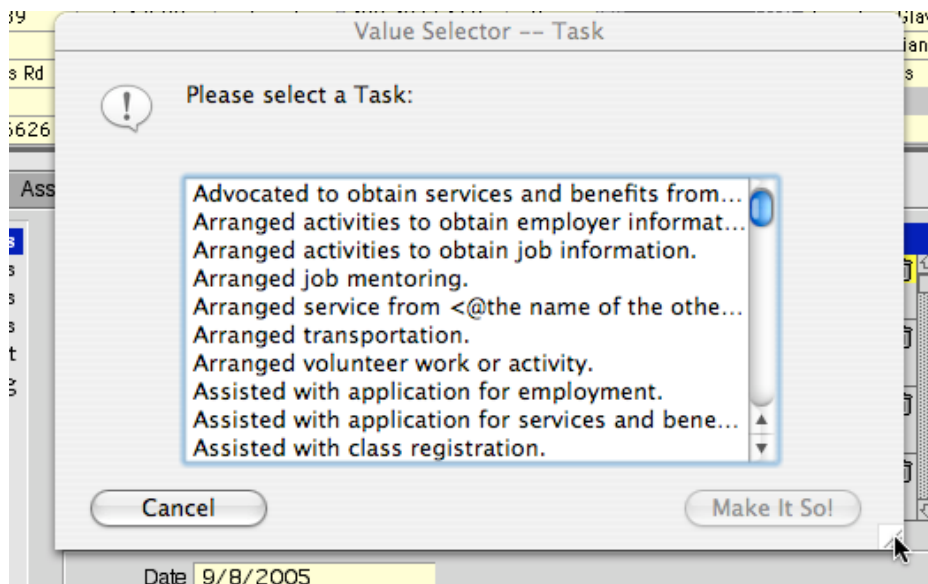
The 14 Task Note Headers/Titles will be displayed the same way the previous 66 Headers/Titles were displayed, alphabetically.

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.

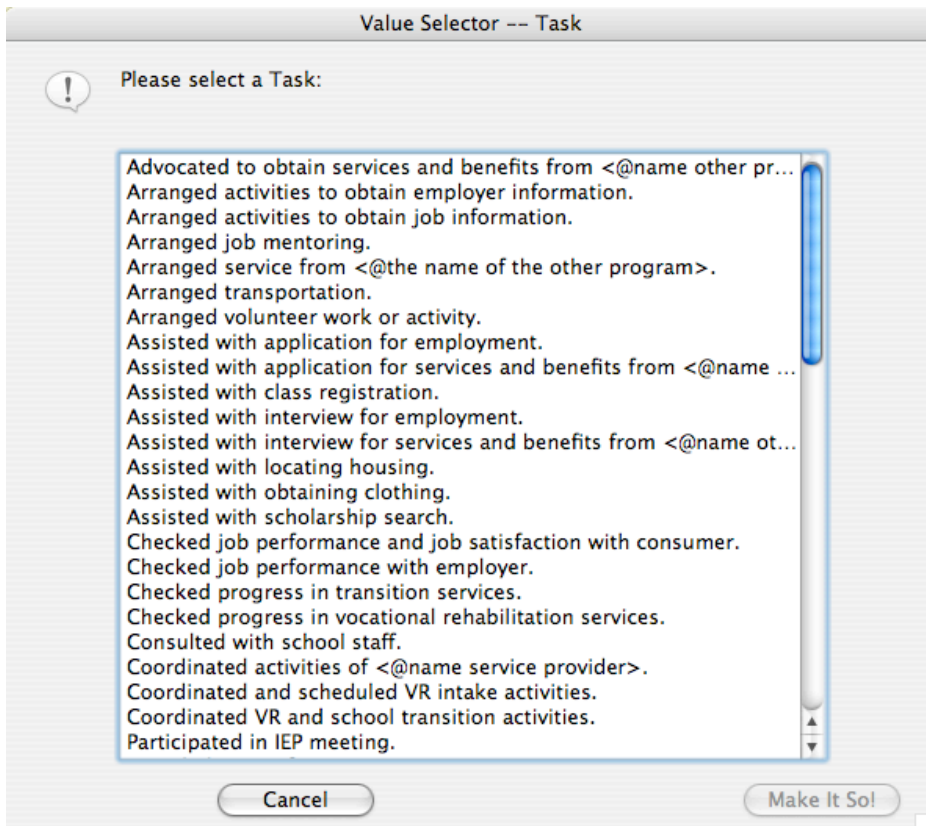
When Display Opens:



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



Voila...



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