

CHANGE ANNOUNCEMENT

Case File Order Effective 12/1/2005

CHANGE

A standard order for filing information in all consumer case file records is being instituted for all new case file records created on or after the effective date of this change.

VRIS UPDATE

The Case File Order Policy has been posted to VRIS: Program Manual Main Menu: Policy: Case File Order.

A printable list of the Case File Order without the Purpose and Policy statements has been posted to VRIS: Printed and Marketing Materials: Case Services Forms and Worksheets: Case File Order List.

MONITORING REQUIREMENTS

Team members are to monitor compliance during their normal and customary use of case file records.

Office Directors will monitor compliance as a part of their supervisory activities and case reviews.

Program Directors will monitor compliance as a part of their program director activities and case reviews.

TEAM COMMUNICATION

Teams should review the case file order policy at a team meeting. There should also be a team discussion of the mutual responsibility among all team members for the filing of case information in a timely and accurate manner.

LEADERSHIP CONTACT

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