**NEBRASKA VR**

**Compliance Review**

**SCALE –**

**Yes -** This answer to the question means the case is compliant regarding the question and no corrective actions are required.

**No -** This answer to the question means the case is not compliant regarding the question and corrective actions are or may be required.

**N/A -** This answer to the question means the question is not applicable to the case.

| **AREA OF REVIEW** | | **SCALE**  *Yes/No/NA* | **IF NO, EXPLANATION REQUIRED** |
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| **INITIAL MEETING** | |  |  |
| 1. | Was the client contacted to schedule an initial meeting within 10 calendar days from the date of referral? |  |  |
| 2. | Was the initial meeting held within 10 calendar days of the date of referral? If not, is there a task note explaining why. |  |  |
| 3. | Is there a task note that sufficiently summarizes the Initial Meeting? |  |  |
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| **APPLICATION** | |  |  |
| 1. | Is the uploaded Application signed by the client & VR staff? |  |  |
| 2. | Is the uploaded VR Release signed by the client & qualified VR Staff? |  |  |
| 3. | Does the date the application was signed by VR match the date entered in QE2? |  |  |
| 4. | Was an Acquired Brain Injury interview completed if “yes” or “not sure” was marked on the application? |  |  |
| 5. | If client receives benefits, was a Benefits Planning Query (BPQY) requested immediately? |  |  |
| 6. | If BPQY was not requested immediately, is there an adequate reason why not? |  |  |
| 7. | Is there evidence of 30 day contact? |  |  |
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| **PRE-EMPLOYMENT TRANSITION SERVICES** | |  |  |
| 1. | Is a signed Pre-ETS Consent and Release form or a VR Application and Release uploaded? |  |  |
| 2. | Is demographic information from the Consent and Release entered correctly into QE2? |  |  |
| 3. | Does the case file state whether services are being provided in a group or on an individual basis? |  |  |
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| **ELIGIBILITY** | |
| 1. | Was the determination of eligibility made within 60 days from the date of the application? |  |  |
|  | A. If not, were there exceptional and unforeseen circumstances (beyond VR control) that are delaying the eligibility decision? |  |  |
|  | B. If not, was eligibility extension completed prior to 60-day timeframe expiring? |  |  |
| 2. | Does the case file contain acceptable information to support verification of eligibility information –   1. the client has a physical or mental impairment? 2. the client’s impairment results in a substantial impediment to employment? 3. the client requires VR services to prepare for, secure, retain, advance, or regain employment? |  |  |
| 3. | If receiving benefits –   1. was the client referred to Benefits Orientation in a timely manner? |  |  |
|  | 1. was Benefits Orientation provided in a timely manner? |  |  |
|  | 1. was Benefits Assessment provided? |  |  |
|  | 1. was choice of benefits provider documented in a task note? |  |  |
| 4. | If benefits services were declined, is a declination form uploaded and documentation in a task note? |  |  |
| 5. | If a Vocational Evaluation provided, was it documented as a Team Service? |  |  |
| 6. | Is timely follow up of records not received being performed and reflected in a task note? |  |  |
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| **CAREER PLANNING** | |  |  |
| 1. | Is the referral form uploaded with reason for referral documented? |  |  |
| 2. | Is there evidence Career Planning was provided and was it documented as a Team Service? |  |  |
| 3. | Was the Vocational Evaluation Report completed within ten calendar days from date evaluation was completed? If not, was there a task note justification? |  |  |
| 4. | Were any Progressive Employment activities recommended and then provided? |  |  |
| 5. | Was an interest activity or assessment completed/documented, demonstrating the client’s interests and preferences were acknowledged? |  |  |
| 6. | Were completed assessments uploaded? |  |  |
| 7. | Is there evidence assessments were reviewed and considered during career planning? |  |  |
| **IPE DEVELOPMENT** | |  |  |
| 1. | Does the date the uploaded IPE was signed by VR match the date entered in QE2? |  |  |
| 2. | Was the IPE approved within 90 days from the date of eligibility? |  |  |
| 3. | If not, was an IPE extension completed prior to 90-day timeframe expiring? |  |  |
| 4. | If the individual was a transition aged youth, was the IPE completed before they graduated? |  |  |
| 5. | Does the IPE include only the services necessary to achieve the job goal, based on case documentation? |  |  |
| 6. | Are all amendments signed and uploaded? |  |  |
| 7. | Was VR Counseling and Guidance provided and documented as a Team Service? |  |  |
| 8. | If the client is receiving benefits, were other benefits services authorized (PASS, Benefits Management)? |  |  |
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| **SERVICE PROVISION** | |  |  |
| 1. | Was regular client contact (every 30 days) maintained once the IPE was approved? |  |  |
| 2. | If the client obtained a credential, does uploaded documentation verify? |  |  |
| 3. | If the client achieved a measurable skill gain, does uploaded documentation verify? |  |  |
| 4. | For post-secondary case - |  |  |
|  | A. Does unmet need on Student Financial Aid Report (SFAR) match QE2? |  |  |
|  | B. Are grade reports and registrations uploaded for each semester? |  |  |
|  | C. If needed, was corrective action taken for non-completion of paid credit hours? |  |  |
| 5. | For supported employment case - |  |  |
|  | 1. was twice monthly monitoring at work-site documented |  |  |
|  | 1. If IPE provides for off-site monitoring, were twice monthly meetings with individual documented? |  |  |
|  | 1. If CE plan, does documentation reflect services provided at the job site? |  |  |
| 6. | Was the annual review completed in QE2? |  |  |
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| **PLACEMENT** | |  |  |
| 1. | Was Job Seeking Skills completed and documented? |  |  |
| 2. | Was the Job Search Agreement completed? |  |  |
| 3. | During job search, was weekly contact maintained? If not, is there an explanation why? |  |  |
| 4. | If client is employed, were follow-up requirements met? |  |  |
| 5. | Was follow up contact with the employer made within the first 30 days on the job? |  |  |
| 6. | Did staff create new or update existing employer records in the Employer Database? |  |  |
| 7. | If the client has been in Employment Services more than 90 days was the JSA reviewed and updated? |  |  |
| **FINANCIAL** | |  |  |
| 1. | Is the authorization text understandable to the provider and properly detailed to include the use of the standard text? |  |  |
| 2. | Is there a task note with justification for each authorization? |  |  |
| 3. | For cash advances –   1. Is there proof goods authorized = goods purchased? 2. Are there receipts or specialist verification for purchases? |  |  |
| 4. | Did SE payments precede milestone reports? |  |  |
| 5. | Are there outstanding authorizations more than 90 days old? |  |  |
| 6. | If there were add encumbers, was the reason justified? |  |  |
| 7. | Does the case file reflect an attempt to pursue and utilize comparable services? |  |  |
| 8. | Is timely follow up of unpaid authorizations reflected in a task note? |  |  |
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| **SUCCESSFUL CLOSURE** | |  |  |
| 1. | Is there a closure letter uploaded confirming client notification of appeal rights and the availability of CAP? |  |  |
| 2. | Is there a task note documenting full consultation with the client to include informed choice on case closure? |  |  |
| 3. | Is there documentation of the following employment verification –   1. Start date 2. Hourly wage 3. Hours worked |  |  |
| 4. | Do the goal and number of hours desired on the IPE/amendment match job and number of hours working at closure? |  |  |
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| **TERMINATIONS** | |  |  |
| 1. | Does the task note explaining the reason for closure match the QE2 exit reason and does it meet the requirements in the Termination Policy? |  |  |
| 2. | If the individual was terminated prior to an eligibility determination, is there evidence in the case the individual declined or was unavailable for services, and a task note for Reason for Exit? |  |  |
| 3. | Did VR staff make reasonable attempts to reach and engage the individual? |  |  |
| 4. | If the case was closed after application, is there documentation the client was consulted and agreed with the closure within 10 business days before the case was closed? |  |  |
| **INELIGIBILITY** | |  |  |
| 1. | If determined ineligible, unable to benefit was there existing data to support the decision or a TWE completed? |  |  |
| 2. | Is there documentation the individual was fully consulted prior to the decision? |  |  |
| 3. | Was the Termination letter informing the individual of their rights uploaded? |  |  |
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| **TASK NOTES** | |  |  |
| 1. | Was a task note completed for all major decisions? |  |  |
| 2. | Were all team services provided documented as a Team Service? |  |  |
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| **UNSUCCESSFUL OUTCOMES** | |  |  |
| 1. | If client was dissatisfied with any determination made by VR staff was the Office Director letter informing the individual of their rights sent? |  |  |
| 2. | Did case closure meet all requirements? (define these from policy … e.g. 15 day letter, etc.) |  |  |
| 3. | Is there documentation the individual was fully consulted prior to the decision? |  |  |