NEBRASKA VR
Case Review - Compliance

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
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?		
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?		
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?		

AREA OF REVIEW		SCALE *Yes/No/ NA*	IF NO, EXPLANATION REQUIRED
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 – a. the client has a physical or mental impairment? b. the client's impairment results in a substantial impediment to employment? c. the client requires VR services to prepare for, secure, retain, advance, or regain employment?		
3.	If receiving benefits – a. was the client referred to Benefits Orientation in a timely manner?		
	b. was Benefits Orientation provided in a timely manner?		
	c. was Benefits Assessment provided?		
	d. 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?		
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?		

AREA OF REVIEW		SCALE *Yes/No/ NA*	IF NO, EXPLANATION REQUIRED
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)?		
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 -		
	A. was twice monthly monitoring at work-site documented		
	B. If IPE provides for off-site monitoring, were twice monthly meetings with individual documented?		
	C. If CE plan, does documentation reflect services provided at the job site?		
6.	Was the annual review completed in QE2?		
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?		

AREA OF REVIEW		SCALE *Yes/No/ NA*	IF NO, EXPLANATION REQUIRED
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 – A. Is there proof goods authorized = goods purchased? B. 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?		
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?		
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?		

AREA OF REVIEW		SCALE *Yes/No/ NA*	IF NO, EXPLANATION REQUIRED
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?		
TASK NOTES			
1.	Was a task note completed for all major decisions?		
2.	Were all team services provided documented as a Team Service?		
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?		