

**CLIENT CASE RECORD REVIEW GUIDE  
AIR MONITORING 1997-1999**

Grantee _____		Date _____	
Client # or ini _____		Reviewer _____	
Rehabilitation. Phase _____	Applicant _____	Eligible _____	In Plan _____      Type Closure _____

Note: **Bolded words reflect \_99 additions to the guide, partly in response to the \_98 amendments to the Act and partly to bring essential requirements to the AIR guide.**

Possible codes: NN = not needed    \_ CT = cant tell    \_ NA = not available

CRITERIA	ME T	NO T	COMMENTS
Is there an application for services?			
*Is the client a member of a Tribe?			34 CFR 371.1 & 371.4(b)
*Does the client live on <b>or near</b> the Reservation?			34 CFR 371.1 & 371.4(b) <b>Sec. 121(a) &amp; 7(19) of the Act</b>
<b>*Has the applicant or representative been notified in writing of their rights:</b>			34 CFR 371.21(i) <b>Sec. 102(c)(2)(A)</b>
*To an impartial due process hearing?			34 CFR 371.21(i) <b>Sec. 102(c)(2)(A)(i) of the Act</b>
*To pursue services from the client assistance program?			<b>Sec. 102(c)(2)(A)(iii) of the Act</b>
*That all personal information collected will be treated as confidential?			<b>Sec. 7(2)(B)(2) of the Act</b> 34 CFR 369.46
*Does the client have a mental or physical impairment?			34 CFR 371.1 & 369.4(b)

*Does the impairment cause a substantial impediment to employment?			34 CFR 371.1 & 369.4(b)
*Does the client require VR services to achieve an employment outcome?			34 CFR 371.1 & 369.4(b)
<b>Was the person determined eligible within 60 days of the application or agreed to an extension of time?</b>			<b>Sec. 102(a)(6)</b>
*Is there a written IWRP / IPE?			34 CFR 371.21(e) <b>Sec. 102(b)(2)(A) of the Act</b>
Does the IWRP include:			Sec. 102(b) of the Act
*A vocational goal directed towards an employment outcome?			34 CFR 371.21(e) & <b>Sec. 102(b)(3)(A) of the Act</b>
*Time lines for achieving the employment goal?			<b>Sec. 102(b)(3)(B)(ii) of the Act</b>
*A description of criteria for evaluating progress towards achieving the employment outcome?			34 CFR 371.21(e) & <b>Sec. 102(b)(3)(D) of the Act</b>
*If needed, the provision of personal assistance services including training in its management?			<b>Secs. 102(b)(3)(B)(i)(I) &amp; 7(28) of the Act</b>

*If needed, the provision of assistive technology devices including training in management of the devices?			<b>Secs. 102(b)(3)(B)(i)(I) &amp; 7(3)-(4) of the Act</b>
*Intermediate objectives related to the vocational goal?			34 CFR 371.21(e) & <b>as of 8/7/1998 no longer required by the Act</b>

CRITERIA	YES	NO	COMMENTS
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<b>*Description of the VR services needed to achieve the employment outcome?</b>			34 CFR 371.21(e) & <b>Sec. 102(b)(3)(B)(i)(I) of the Act</b>
<b>*Description of the provider(s) for each services and the methods used to procure each service?</b>			34 CFR 371.21(e) & <b>Sec. 102(b)(3)(C) of the Act</b>
*Full consideration of comparable services and benefits?			34 CFR 371.21(h) & <b>Sec. 101(a)(8) of the Act</b>
<b>*Description of DTU responsibilities?</b>			<b>Sec. 102(b)(3)(E)(i) of the Act</b>
<b>*Description of the client_s responsibilities related to the employment outcome, paying for any costs, applying for comparable services and benefits?</b>			<b>Sec. 102(b)(3)(E)(ii) of the Act</b>
*Dates to start each service?			34 CFR 371.21(e) & <b>Sec. 102(b)(3)(B)(ii) of the Act</b>
*Dates to finish each service?			34 CFR 371.21(e) & <b>as of 8/7/1998 no longer required by the Act</b>
*Indication of the client_s approval <b>with a signature of client or representative?</b>			34 CFR 371.21(e) & <b>Sec. 102(b)(2)(C) of the Act</b>

<b>*Evidence of at least an annual review of the IWRP /IPE?</b>			34 CFR 371.21(e) & <b>Sec. 102(b)(2)(E) of the Act</b>
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CRITERIA	YES	NO	COMMENTS
*Amendments have been made to reflect substantive changes to the employment goal, services or providers?			34 CFR 371.21(e) & Sec. 102(b)(2)(E)(ii) of the Act
*If needed, a statement of the projected need for post-employment services?			Sec. 102(b)(3)(G) of the Act
For customers with an employment goal of supported employment, does the IPE include:	<input type="checkbox"/>	<input type="checkbox"/>	Secs. 102(b)(3)(F) & 7(35) of the Act
*Descriptions of the extended services needed by the customer?			Secs. 102(b)(3)(F)(i) & 7(13) of the Act
*The source(s) of extended services or the basis for concluding that source(s) will become available?			Sec. 102(b)(3)(F)(ii) of the Act
*Was the client provided informed choice in developing and implementing the IPE?			Sec. 102(b)(2)(B) of the Act
*Was the client or representative provided a copy of the IPE in usable form?			Sec. 102(b)(2)(D) of the Act
Were services delivered effectively?			
*Were services provided to help the client achieve an employment outcome?			34 CFR 371.1 & 369.4(b)
Were culturally relevant services provided? If so list.			34 CFR 371.41(a)(2)

CRITERIA	YES	NO	COMMENTS
Was there any State VR agency involvement in this case?			
Was the reason for closure appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Ineligible or no longer eligible</b>	<input type="checkbox"/>	<input type="checkbox"/>	34 CFR 371.21(i) <b>Sec. 102(a)(5) of the Act</b>
<b>Was the determination made after providing an opportunity for consultation with the individual or representative?</b>			34 CFR 371.21(i) <b>Sec. 102(a)(5)(A) of the Act</b>
<b>Was the individual informed in writing of the reason for the determination?</b>			34 CFR 371.21(i) <b>Sec. 102(a)(5)(B)(i) of the Act</b>
<b>Did the written notice describe how to seek remedy for any dissatisfaction, including the availability of an IHO.</b>			34 CFR 371.21(i) <b>Sec. 102(a)(5)(ii) of the Act</b> <b>Sec. 102(c) of the Act</b>
<b>Was the client informed about the CAP and how to make contact?</b>			Sec. 20 and <b>Sec. 102(a)(5)(C) of the Act</b>
<b>If the determination was based on the person being incapable of achieving an employment outcome, is the determination scheduled for review within 12 months?</b>			<b>Sec. 102(a)(5)(D) of the Act</b>

CRITERIA	YES	NO	COMMENTS
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Rehabilitated			<b>Sec. 7(11)(C) of the Act 34 CFR 361.56</b>
<b>Did the services provided under the IPE/IWRP contribute to achieving the employment outcome?</b>			<b>Sec. 7(11)(C) of the Act 34 CFR 361.56(a)</b>
<b>Achieved employment consistent with the clients strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice?</b>			<b>Sec. 7(11)(C) of the Act 34 CFR 361.56(b)</b>
<b>Is the employment outcome in the most integrated setting possible consistent with the clients informed choice?</b>			<b>Sec. 7(11)(C) of the Act 34 CFR 361.56(c)</b>
<b>Has the client maintained the employment outcome for at least 90 days?</b>			<b>Sec. 7(11)(C) of the Act 34 CFR 361.56(d)</b>
<b>After the 90 days, did the client and counselor consider the employment to be satisfactory and the client was performing well?</b>			<b>Sec. 7(11)(C) of the Act 34 CFR 361.56(e)</b>
<b>Achieved competitive employment?</b>			<b>Sec. 7(11)(A) of the Act</b>
<b>Achieved supported employment?</b>			<b>Sec. 7(11)(B) of the Act</b>
<b>Achieved self employment, telecommuting or business ownership?</b>			<b>Sec. 7(11)(C) of the Act</b>

CRITERIA	YES	NO	COMMENTS
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