

1 **612:10-7-47. Application Status [AMENDED]**

2  
3 (a) **Application for services.** An individual is considered to have submitted an  
4 application when the individual, or the individual's authorized representative, as  
5 appropriate:

6  
7 (1) has completed and signed an application form or has otherwise requested  
8 services (includes, but is not limited to requests made verbally, by telephone, in  
9 writing, by facsimile, etc.);

10  
11 (2) has submitted the application form, or other documentation meeting the  
12 requirements of paragraphs (a) & (b), to the receiving office where it will be date-  
13 stamped;

14  
15 (3) has provided information necessary to initiate an assessment to determine  
16 eligibility and priority for services; and

17  
18 (4) is available to complete the assessment process.

19  
20 (b) **Necessary information.** The minimum information necessary to initiate an  
21 assessment to determine eligibility and priority for services consists of:

22  
23 (1) individual's name;

24  
25 (2) reported disability;

26  
27 (3) individual's address, with finding directions when needed;

28  
29 (4) individual's social security number, if available; and

30  
31 (5) availability of documentation of the reported disability.

32  
33 (c) **Application Status.** While the client is in this status, the counselor will secure  
34 sufficient information to make a determination of eligibility and priority group  
35 assignment, determine ineligibility for vocational rehabilitation services, or to make a  
36 decision to conduct a Trial Work Experience or an Extended Evaluation. The VR  
37 Professional will determine whether an individual is eligible for vocational  
38 rehabilitation services within a reasonable period of time, not to exceed 60 days from  
39 the date of application. [612:10-7-6]

40  
41 (d) **Case recording requirements - initial interview.** ~~One of the significant steps in~~  
42 ~~the case process is recording the initial interview. Pertinent information from the~~  
43 ~~initial interview and applicant information forms is recorded on the client information~~  
44 ~~sheet and in a narrative recording that is placed in the case file. This assists the~~  
45 ~~counselor in summarizing the significant information known about the client. The~~

46 ~~client information sheet~~narrative will indicate the available background information  
47 such as social, vocational, psychological, medical and educational data; as well as  
48 the basis for application. The narrative recording includes factors affecting the  
49 individual's rehabilitation needs and goals, counselor's impressions, and  
50 counselor/teacher and client plans. The counselor will address such significant  
51 factors as client's appearance, social skills, attitudes, communication skills, etc.  
52 Counselor will also include any impressions concerning potential eligibility and other  
53 significant environmental factors that may have impact on the planning and provision  
54 of ~~services, service and Outline~~outline the next steps to be taken in the vocational  
55 rehabilitation process, including time frames and specific responsibilities.

56  
57 (1) The record must document that the applicant or representative was provided  
58 an explanation of his/her rights and responsibilities and given a copy of the CAP  
59 brochure and a "~~A Personal Directory: Your Rights and Responsibilities as an~~  
60 ~~Applicant or Client for Vocational Rehabilitation or Visual Services.~~"approved  
61 client handbook.

62  
63 (2) ~~The counselor's perceptions are extremely important during the initial~~  
64 ~~interview since most of the information, attitudes, and impressions gathered~~  
65 ~~during the initial interview will have a major impact on the rehabilitation process~~  
66 The record must document that the applicant was given the opportunity to  
67 register to vote or change registration when applying for or receiving services, in  
68 accordance with the requirements of the National Voter Registration Act of 1993.