# Vocational Rehabilitation Services Manual C-500: Criss Cole Rehabilitation Center

Revised February 1, 2019

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## C-503: CCRC Admissions Process

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### C-503-2: Referrals to the Training Program

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#### Case Transfers to the Criss Cole Rehabilitation Center

To transfer a case to CCRC, the VR counselor uses the following procedure.

The VR Manager or designee:

* completes a partial case TxROCS review noting that an individualized plan for employment (IPE) has been developed, which adequately provides for CCRC training, including transportation and maintenance;
* electronically mails the review to CCRC VR counselor before the admission date;
* with agreement of the designated CCRC VR counselor, transfers the customer's electronic case file within two days of the admission date to CCRC VR counselor; and
* prepares the paper case file and mails it to CCRC VR counselor within 15 days of the admission date.

If extenuating circumstances could adversely affect the transfer of a case, CCRC supervisor and VR Supervisor jointly determine how to proceed.

For guidelines on transferring cases, see D-304: Transfer of Cases and Caseloads.