

General Instructions

This form is completed by the provider that conducted the assessment. The following four documents are required for payment:

- A completed VR1877 EWA: Part A (Summary)
- A completed VR1877 EWA: Part B (Results)
- A completed VR1877 EWA: Part C (Signature Page)
- A completed VR1878 EWA: Time Log

Customer Information

Customer's name:

Case ID:

Provider Signatures

Environmental Work Assessment Evaluator

- I personally conducted the environmental work assessment;
- I assessed the customer in three work environments;
- I reviewed Part A and Part B in person with the counselor, customer, and/or guardian. If there was an exception to meeting in person, the counselor approved this;
- I completed and turned in VR1877 Part A, Part B, and Part C;
- I completed and turned in VR1878;
- I signed my signature and the date below;
- I maintain the autism endorsement as described in the Standards for Providers manual; and
- I have provided my University of North Texas (UNT) credential number below.

Typed or Printed name:

Signature:

Date Signed:

(See VR-SFP 3.11.1 Documentation and Signatures)

X

Select all that apply:

☐ UNTWISE Credentialed with ID:

☐ VR3490-Waiver Proof Attached

Director (only required for Traditional-Bilateral Contractors)

By signing below, I, the Director, certify that:

- I ensure that the services were provided by qualified staff, met all outcomes required for payment, and services were documented, as prescribed in the VR-SFP and service authorization;
- I maintain UNTWISE Director credential, as prescribed in VR-SFP;
- I signed my signature and entered the date below.

Director Typed or Printed name:

Director Signature:

Date Signed:

(See VR-SFP 3.11.1 Documentation and Signatures)

X

Select all that apply:

☐ UNTWISE Credentialed with ID:

☐ VR3490-Waiver Proof Attached

VRS Use Only

If any question below is answered no or if the report or supporting documentation is missing or incomplete, return the invoice to the provider with the VR3460. Make a case note to document the results of the review and the date VR3460 was sent to provider, when applicable.

Technical Review to Verify Provider Qualifications

(Completed by any VR staff such as RA, CSC, VR Counselor)

Director's Credential:

UNTWISE website or attached VR3490 verifies, for the dates of service, the director listed above:

☐ maintained or waived the UNTWISE Director Credential

☐ did **not** hold a valid UNTWISE Director Credential

Verification of Service Delivery

Technical Review (completed by any VR staff such as RA, CSC, VR Counselor)

Verified that the report is accurately completed per form instructions	☐ Yes ☐ No
Verified that the service(s) was provided within service date of SA and as stated in the VR Standards for Providers and/or the SA	☐ Yes ☐ No
When applicable, verify a copy of an approved VR3472 is attached to the report?	☐ Yes ☐ No
Verified a VR1877 EWA, Part A (Summary) submitted	☐ Yes ☐ No
Verified a VR1877 EWA, Part B (Results) submitted	☐ Yes ☐ No
Verified a VR1877 EWA, Part C (Signature Page) submitted	☐ Yes ☐ No
Verified a VR1878 EWA, Time Log submitted	☐ Yes ☐ No
Sections 1-10 of the EWA Part A are completed.	☐ Yes ☐ No
Verified the EWA Time Log is completed and has the required signatures.	☐ Yes ☐ No
Verified the customer's satisfaction with the training through signature on the form and/or by VR staff member contact with customer	☐ Yes ☐ No
Verified that the appropriate fee(s) was invoiced	☐ Yes ☐ No

Print staff member(s) names who completed technical review and/or verified the UNTWISE Credentials:

1.	Date:	2.	Date:
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VR Counselor Review

Verified the customer received necessary accommodations, supplies and resources; various instructional approaches were used	☐ Yes ☐ No
Verified a completed VR1877 EWA, Part A (Summary) and individualized to the customer	☐ Yes ☐ No
Verified a completed completed VR1877 EWA, Part B (Results) and individualized to the customer	☐ Yes ☐ No
Verified the EWA Part B includes a complete three environmental score sheets that is individualized to the customer	☐ Yes ☐ No
Verified the EWA Part B includes a complete summary and comparison of environments that is individualized to the customer	☐ Yes ☐ No
Verified the EWA Part B includes a complete best fit and recommendations that is individualized to the customer	☐ Yes ☐ No
Verified the EWA Time Log no more than 8 indirect hours were spent on this assessment	☐ Yes ☐ No

Verified the EWA Time Log no fewer than 12 direct hours were spent on this assessment.	☐ Yes ☐ No
Verified the EWA Time Log no fewer than 20 total hours were spent on this assessment.	☐ Yes ☐ No
Verified the EWA Time Log indicates three environments were assessed based on the customer's individual needs and interest	☐ Yes ☐ No
Verified three environmental score sheets are completed.	☐ Yes ☐ No
Verified a summary and comparison of environments are completed.	☐ Yes ☐ No
Verified the best fit and recommendations sections are completed and individualized to the customer.	☐ Yes ☐ No
VR Counselor:	Date: