

VR3406 Instructions

Purpose

Providers may use this form, or an equivalent report format of their choosing, to describe a customer's progress in counseling sessions related to current stressors, goals of counseling, readiness to work, and other topics. The information on the completed form is used by the customer's vocational rehabilitation counselor to plan and provide appropriate vocational services for the customer.

Detailed Instruction

N/A

Acronyms and Definitions

LD: learning disability

Special Instructions Unique to This Form

None

Send the Completed Form To

The completed form is submitted to the vocational rehabilitation counselor who referred the customer for services. Invoices must be supported by counseling progress reports. The provider may submit one invoice for one or more sessions. It is not necessary to submit a separate invoice for each session.

Note about Retention

Internal VR users: In most cases, the original version of completed forms must be maintained in accordance with federal and state laws and VR policy. If you are unsure how long to maintain a given form, consult the VR Records Retention Schedule or contact the TWC Records Management Office.

Providers and contractors: The original version of completed forms must be maintained in accordance with federal and state laws, VR policy, and your contract with VR. If you have any questions, contact your contract manager.

Customers: You may maintain a copy of the form for your own records if you choose.