

# Vocational Rehabilitation Monthly Validation

Vocational Rehabilitation Worksheet – Generated from CROWNWeb 2744 Report

## On a monthly basis:

1. Update changes in patient status in CROWNWeb AS they occur
  - a. The effective date MUST be the date the change occurred
2. Social Worker reviews the CROWNWeb 2019 CMS-2744 Report by the 2<sup>nd</sup> business day of each month (February – September 2019)
3. After reviewing the report, make any updates/corrections in CROWNWeb as needed for patients aged 18-54 by the 10<sup>th</sup> of each month:
  - Vocational Rehabilitation Status
  - Employment Status
  - School Status

## Updating CROWNWeb

**Initial Step:** Add CMS-2744 for 2019 and save in CROWNWeb

### Monthly:

- Search for your facility's 2019 survey
- **Edit, Generate** and **Save** the survey
- Open **CMS 2744 Vocational Rehabilitation Report** (see example below)
- Review report (may need assistance from facility Social Worker)
- Make corrections in CROWNWeb on the patient's **View Patient Attribute History** tab
  - Enter **CROWN UPI** → Click **Search**
  - Click on **CROWN UPI** → Click **View Patient Attributes History** link
  - Click **Edit Patient Attributes History**
  - Update the required sections → **Click Save.**
- **Regenerate** your 2744 and **Save** to see your updated numbers

**Remember –When adding/updating these records, the effective date automatically populates as TODAY'S DATE. Make sure to update the Effective Date to the actual date the change occurred or it will not be reflected correctly in your VR numbers.**

**For technical assistance, please submit a Freshdesk request: [support@iproesrdnetwork.freshdesk.com](mailto:support@iproesrdnetwork.freshdesk.com)**

Example

Vocational Rehabilitation																
Survey Period: January 1, 2016 through December 31, 2016																
Network ID	Facility ID	Facility CCN	Facility NPI	Patient ID	Patient Name	Patient SSN	Patient HICNUM	Patient Gender	Patient Birth Date	Patient Age	Vocational Rehabilitation Status	Vocational Rehabilitation Status Change Date	Current School Status	Current School Status Change Date	Employment Status	Employment Status Change Date
16	1600000000	500000		2100000000	00000, 000000	000-000-0000		M	10/01/1973	41	Declines VR	12/31/2015	Not in School	12/31/2013	Retired (Disability)	12/03/2012
16	1600000000	500000		1600000000	00000, 000000	000-000-0000	0000000000A	M	05/01/1989	45	Declines VR	12/31/2016	Not in School	12/31/2016	Unemployed	12/31/2012
16	1600000000	500000		2100000000	00000, 000000	000-000-0000	0000000000T	F	01/01/1963	51	Not Eligible for VR	11/01/2014	Not in School	11/01/2013	Employed Full Time	11/01/2014
16	1600000000	500000		2100000000	00000, 000000	000-000-0000		F	09/01/1963	51					Employed Full Time	05/12/2015
16	1600000000	500000		2100000000	00000, 000000	000-000-0000	0000000000A	M	02/01/1980	54	Declines VR	09/06/2013	Not in School	09/06/2013	Unemployed	09/06/2013

If the report field is blank, it means no information was provided in CROWNWeb.

<b>Vocational Rehabilitation Status</b>	<ol style="list-style-type: none"> <li>1. Referred to VR</li> <li>2. Currently in VR</li> <li>3. Completed VR</li> <li>4. Not Eligible for VR</li> <li>5. Declines VR</li> </ol>																
<b>Vocational Rehabilitation Status Change Date</b>	Enter the correct <b>Status Change Date</b> or the date the patient was admitted to your facility																
<b>Current School Status</b>	<ol style="list-style-type: none"> <li>1. School Full Time</li> <li>2. School Part Time</li> <li>3. Not In School</li> </ol>																
<b>Current School Status Change Date</b>	Enter the correct <b>Status Change Date</b> or the date the patient was admitted to your facility																
<b>Employment Status</b>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td><b>1</b></td> <td>Unemployed</td> <td><b>5</b></td> <td>Retired Due to Age/Preference</td> </tr> <tr> <td><b>2</b></td> <td>Employed Full Time</td> <td><b>6</b></td> <td>Retired (Disability)</td> </tr> <tr> <td><b>3</b></td> <td>Employed Part Time</td> <td><b>7</b></td> <td>Medical Leave of Absence</td> </tr> <tr> <td><b>4</b></td> <td>Homemaker</td> <td><b>8</b></td> <td>Student</td> </tr> </table>	<b>1</b>	Unemployed	<b>5</b>	Retired Due to Age/Preference	<b>2</b>	Employed Full Time	<b>6</b>	Retired (Disability)	<b>3</b>	Employed Part Time	<b>7</b>	Medical Leave of Absence	<b>4</b>	Homemaker	<b>8</b>	Student
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<b>4</b>	Homemaker	<b>8</b>	Student														
<b>Employment Status Change Date</b>	Enter the correct <b>Status Change Date</b> or the date the patient was admitted to your facility																

<b>Common Scenarios - Vocational Rehabilitation</b>	
<b>CROWNWeb Category</b>	<b>Scenario:</b>
Referred to VR	Social worker gave patient phone number for VR
Referred to VR	Patient is being recommended for VR, but has not agreed to participate
Currently in VR	Patient went to VR orientation and was assigned a counselor
Currently in VR	Patient filled out an application
Declines VR	Patient went to VR orientation and did not follow up after the orientation
Declines VR	Patient has indicated they do not want to participate in VR program
Not Eligible for VR	Patient has co-morbid conditions that prevent them from being able to work
Not Eligible for VR	Patient is undocumented and does not have a legal right to work in the US
Completed VR	Patient went through VR program and achieved their VR goals (got job, completed college, etc.)

<b>Common Scenarios - General</b>	
<b>Scenario</b>	<b>Action Required</b>
Patient is no longer at my unit	All information is still required if patient was at your unit as of the end of the survey year.
I do not know the date the patient changed statuses	Use the earliest date you are sure of the patient's status.
I made the change in CROWNWeb but it is not reflected on my 2744	<ul style="list-style-type: none"> <li>• Regenerate the survey after you made the change</li> <li>• Verify the <b>Effective Date in CROWNWeb is correct</b></li> </ul>
CROWNWeb status is blank but the patient has a status that will not affect the 2744	Update CROWNWeb
I am trying to update the effective date on the patient attributes page, but the date is grayed out	If you are changing the date only, but not the status, you must change it from the Patient Attributes <i>History</i> page.
I do not have the option to "Edit Patient" or "View Patient Attribute History"	Contact the Network. You may have lost the scope to make the change if the patient has left your facility.
<b>Error Messages</b>	
<b>Error-The effective date for a change to patient employment status must be after the most recent previous change to this patient attribute. Please use the Patient Attribute History page to view or edit the history of this attribute.</b>	
<b>Action Needed:</b> You cannot add a prior date to the Patient Attributes page. You must make the change from the Patient Attributes <i>History</i> page	