

## **THE CASELOAD STATUS SYSTEM**

There are 18 status classifications in the rehabilitation caseload system coded in even numbers from 00 to 38 which signify progress and decisions points in the vocational rehabilitation (VR) process. Form RSA-113 (Quarterly Cumulative Caseload Report) captures information, directly or indirectly, on 16 of these statuses (02 to 30 and 38) which are defined below: 1/

**Status 02 - Applicant:** As soon as an individual signs a document requesting vocational rehabilitation (VR) services, he or she is placed into Status 02 and is designated as an applicant. While in Status 02, sufficient information is developed to make a determination of eligibility (Status 04 or Status 10) or ineligibility (Status 08) for VR services, or a decision is made to place the individual in extended evaluation (Status 06) prior to making this determination.

**Status 04 - Pre-Service Listing:** An applicant placed into this status has been determined eligible to receive VR services, but cannot receive them because he or she does not meet a State agency's order of selection priorities. Typically, the name of the individual will be placed on a waiting list for services until such time as the State agency has sufficient funds available to serve the individual. Placement of the person's name on the waiting list for services indicates that there will be a delay in the initiation of services which the individual is otherwise entitled to receive. A case leaving this status will be moved to Status 10 (the individual will receive the VR services that he or she is eligible for) or closed from Status 38 (will not receive VR services for whatever reason).

**Status 06 - Extended evaluation:** An applicant is placed into this status when a rehabilitation counselor certifies the need to provide certain services to help in determining whether the individual can benefit from the full range of rehabilitation services in terms of an employment outcome. Applicants leaving this status will be moved to Status 04 (eligible for VR, pre-service listing) or Status 10 (eligible for VR, services will begin without delay) or closed from Status 08 (not eligible/not accepted for VR) within the 18-month period allowed to complete the eligibility determination.

**Status 08 - Closed not accepted/ineligible for VR:** This status is used to identify persons determined ineligible or who are otherwise not accepted for VR services, whether closed from the applicant status (Status 02) or extended evaluation (Status 06).

1/ The other two statuses are 00 (Referral) on which information is not collected because it is limited and unevenly applied by State agencies and 32 (Post-employment services) for which data are obtained on another reporting document, Form RSA-62 (Post-Employment Services and Annual Reviews).

**Status 10 - Individualized Written Rehabilitation Program (IWRP) development:** While in this status, an assessment of the rehabilitation needs of the individual is completed to provide a basis for the formulation of the IWRP. The individual remains in this status until the rehabilitation program is written and approved.

**Status 12 - Individualized Written Rehabilitation Program (IWRP) completed:** After the IWRP has been written and approved, the client is placed into Status 12 until services have been actually initiated.

**Status 14 - Counseling and guidance only:** This status is used for those individuals having an approved program which outlines counseling, guidance and placement as the only services required to prepare the client for employment.

**Status 16 - Physical or mental restoration:** Clients receiving any physical or mental restoration services (e.g., surgery, psychiatric treatment or being fitted with an artificial appliance) are placed into this status until services are completed or terminated.

**Status 18 - Training:** This status is used to identify persons who are receiving academic, business, vocational, on-the-job, or personal and vocational adjustment training.

**Status 20 - Ready for employment:** A case is placed into this status when the client has completed preparation for employment and is ready to accept a job, or has been placed into, but has not yet begun, employment.

**Status 22 - In employment:** When an individual has been prepared for, placed in, and begun employment, his or her case is placed into Status 22. The client must be observed in this status for minimum of 60 days before the case can be closed rehabilitated (Status 26).

**Status 24 - Service interrupted:** A case is placed in this status if services are interrupted while the client is in Status 14, 16, 18, 20 or 22.

**Status 26 - Rehabilitated:** Cases closed as rehabilitated must, as a minimum, (1) have been declared eligible for services, (2) have received appropriate diagnostic and related services, (3) have had a program for VR services formulated, (4) have completed the program, (5) have been provided counseling, and (6) have been determined to be suitably employed for a minimum of 60 days.

**Status 28 - Closed other reasons after IWRP initiated:** Cases closed into this category from Statuses 14 through 24 must have met criteria (1), (2) and (3) above, and at least one of the services provided for by the IWRP must have initiated, but, for some reason, one or more of criteria (4), (5) and (6) above were not met.

**Status 30 - Closed other reasons before IWRP initiated:** Cases placed into Status 30 are those which, although accepted for VR services, did not progress to the point that rehabilitation services were actually initiated under a rehabilitation plan (closures from Statuses 10 and 12).

**Status 38 - Closed from Pre-Service Listing:** This status is used to identify individuals eligible for VR who will not be receiving services and whose names have been removed, for whatever reason, from the Pre-Service Listing (Status 04).