

KANSAS REHABILITATION SERVICES ACTION PLAN AND REPORT – INSTRUCTIONS

ACTION PLAN, STEPS TO ACHIEVE SERVICE OUTCOME:

- ▶ Once the contractor accepts the referral for service (see KRS Service Referral) the contractor is responsible for development and completion of the Action Plan within 2 weeks after acceptance of the referral.
 - ▶ The RS counselor will provide: KMIS authorization and case file information that will assist in service delivery (for example functional limitation work sheet, vocational assessment or other pertinent information.)
 - ▶ The development of the Action Plan for services requires input and collaboration with the consumer and VR counselor and is finalized with signatures from the consumer, contractor and counselor demonstrating agreement with the plan.
 - ▶ Action Plan must identify the expected outcome (what will be achieved when service is done); specific, identifiable steps in the process of achieving this outcome, who is responsible [contractor, consumer, counselor or others]; how it will be done [identify tools, techniques activities]; target date for completion, frequency of reporting (no less than monthly reporting required). Action Steps should be numbered in order and progress reports within the Action Plan Report format.
 - ▶ The consumer is to be included throughout the process and must sign the Action Plan and any modifications made to the Action Plan.
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REPORT ON PROGRESS OF ACTION PLAN:

- ▶ Action Steps should be labeled on the report to correspond with Action Steps developed within the Action Plan.
- ▶ Reporting on steps within the Action Plan will provide an update and analysis of the effectiveness/progress of each action step (did it work, why didn't it work, what different approaches were tried, what future approaches will be tried?)
- ▶ Reporting should identify challenges, modifications, interventions or new barriers. (What new information, suggested changes or new interventions are recommended? Are there new issues to be addressed and does the Action Plan need to be changed?)
- ▶ If applicable, the contractor will complete the Job Obtained/Employment information. Only Contractor signatures are required on regular reports of progress of action steps. VR Counselors will contact consumer directly regarding satisfaction with the job obtained or satisfaction with services.
- ▶ Any time a payment point is obtained, that box should be checked under Service. Payment will not be authorized until all documentation is obtained by the VR Counselor.
- ▶ Changes in Actions Plan can be created by consumer/contractor/counselor – this would include any change in the consumer's Vocational Goal or Objective. Revision of the Action Plan must be done with the input and agreement of the consumer, counselor and contractor.