



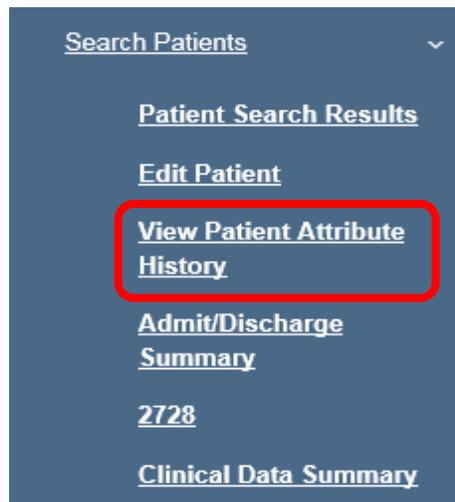
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## Facility Job Aid

### Editing a Patient’s Vocational Rehabilitation Status in CROWNWeb

Common Scenarios - Vocational Rehabilitation	
CROWNWeb Category	Scenario:
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.)

**Step One:** Once in the “View Patient Attributes” screen, select the “View Patient Attribute History” on the left side of the screen

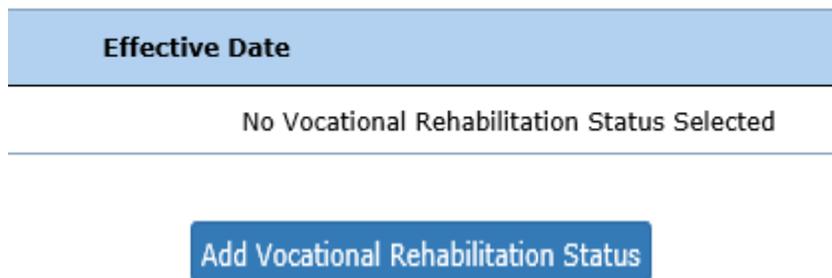


**Step Two: Once you are in the patient’s attribute history, on the left side of the screen, select the “Edit Patient Attribute History”**

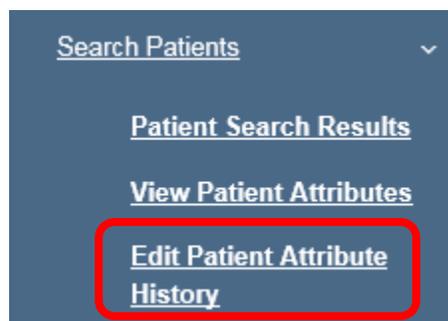


**Step Three: Scroll down the page to the last attribute “Vocational Rehabilitation Status History.” If there is no VR status selected at all, choose the “Add Vocational Rehabilitation Status” option.**

**If there is a status already selected, confirm with eligible patient current status. Of VR/EN enrollment**



**Step Four: If patient’s VR status has changed, you may edit the patient history by clicking on the “Edit Patient Attribute History.”**



**Step Five: Scroll down to the Vocational Rehabilitation Status History and select “Add Vocational Rehabilitation Status.”**

## Add Vocational Rehabilitation Status

**Step Six: Enter in patient's updated VR status and effective date. Next, select the old VR status and check the "Delete" box. Hit "Submit"**

Status	Effective Date	Delete
Referred to VR		<input type="checkbox"/>
Currently in VR	04/16/2013	<input type="checkbox"/>

