



Tribal Vocational Rehabilitation Data Collection Software

Mini Survival Guide

TVR Mini Survivor Guide

This Tribal Vocational Rehabilitation (TVR) program was created 21 years ago, specifically for the AIVRS and is an **all-encompassing software and training program with helpdesk support**. This program continues to improve every year with new recommendations from software users and advancements in technology.

Our job is to assist you with software and training so your VR can reach your goals!

We want you to be successful!

Thank you for your business and the time you have spent making this program possible.

When deciding on what services to give someone, we say **"Choose love!!"**

Charlotte & John

INDEX

Welcome letter	3
Index	5
Stay on Track with your Clients	7
Progress Graph “Visine” Report	8
Internal Audit Review Steps	9
Long Contact Graph Report	10
Services Delivery Summary Report	11
Operation Report	12
TVR Main menu	13
Main Menu Tabs	14-15
History Actions	16-17
TVR Progress Stages	18-20
Employment Stages	21
Disability Type/Cause Graphs	22
Disability Type Codes	23
Disability Type Cause	24-25
Support Contacts	26

Stay on Track with your clients

Three (3) reports you should be running for **every staff meeting!**

- 1) Progress Graph “Visine”

[Under Reports>Visual>Progress Graph](#)

- 2) Long Contact Graph

[Under Reports>Visual>Long Contact Graph](#)

- 3) Services Delivery Summary

[Under Reports>Summary >Services Delivery Summary](#)

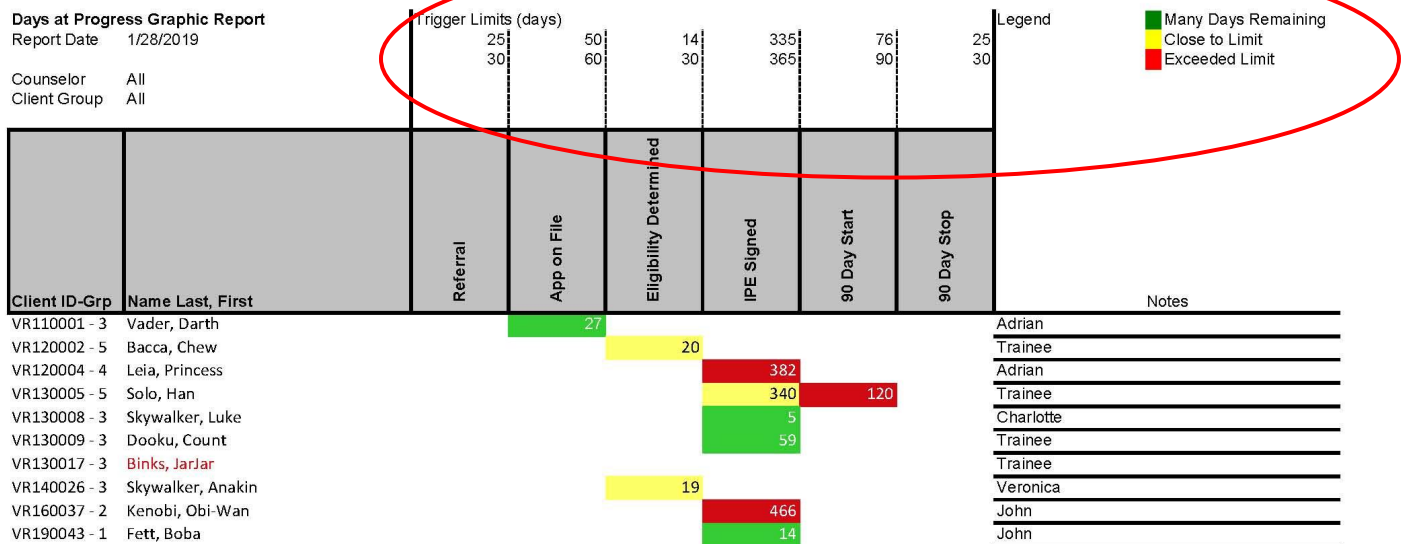
Optional:

- 4) Operations Report

[Under Reports>Summary>Operations](#)

Progress Graph "Visine" (V2)

This report shows key progress stages, IPE ages and employment stage "ages" for current active consumers. The purpose of this report is to provide the Counselor with one report that shows important date limits.



The top of the report gives you the RSA date limits for each consumer in that current stage. The goal is to get the **RED** out of this report!



Get the **RED** out!!

If someone has been under a signed IPE for over 365 days, you must complete an **Internal Audit Review**.

Follow these steps:

Internal Audit Review Steps:

1. Downgrade the progress stage to IPE Revised
2. Go to the IPE and select Internal Audit Review from the dropdown, and make sure the estimated employment date is still valid or in the future. Can not be expired!!
3. Go to services and make sure the services are not expired. You can extend service dates without getting a new signature from the consumer.
4. Make sure VR Counseling and Guidance is on your IPE, or add it now. Fix all the issues that are wrong with the IPE. (like expired dates)
5. Return to progress and put client back under IPE signed.
6. Your consumer and your case file is now compliant with RSA standards.

Optional:

After client is under a Signed IPE, go back to the IPE and select each service and check off the services that you have delivered to your consumer this FY in all or in part.

To get the red out of the other clients, just advance them to the next step or close them out.



Long Contact Graph (V4)

This report was built to show how long between its been without a note, expense or IPE entries made in the TVR. The goal is to have no more than 90 days between entries. If 90 days or more, the graph shows red.

Long Contact Graphic Report

Report Date 1/21/2019

FY: 2019

Counselor All

Client Group All

Legend

Note, Expense, IPE Signing

Greater than 89 days

1st IPE Signing

Report or Closure Date

Client ID-Grp	Name Last, First	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Contact Type
VR110001 - 2	Vader, Darth																	Note
																		Expense
																		IPE
																		90 Exceeded
VR110001 - 3	Vader, Darth No Activity, no IPE Signed																	Note
																		Expense
																		IPE
																		90 Exceeded
VR120002 - 5	Bacca, Chew No Activity, no IPE Signed																	Note
																		Expense
																		IPE
																		90 Exceeded
VR120004 - 4	Leia, Princess																	Note
																		Expense
																		IPE
																		90 Exceeded
VR130005 - 5	Solo, Han																	Note
																		Expense
																		IPE
																		90 Exceeded
VR130008 - 2	Skywalker, Luke																	Note
																		Expense
																		IPE
																		90 Exceeded
VR130008 - 3	Skywalker, Luke No Activity, no IPE Signed																	Note
																		Expense
																		IPE
																		90 Exceeded
VR130009 - 3	Dooku, Count																	Note
																		Expense
																		IPE
																		90 Exceeded
VR130017 - 2	Binks, JarJar																	Note
																		Expense
																		IPE
																		90 Exceeded
VR130017 - 3	Binks, JarJar																	Note

Get the RED out!

This report shows you who has had no activity for over 90 days. Simply making a case note or entering your expense reports will get the red out of this report. If someone is MIA, its time to close them out.



Services Delivery Summary (S3)

Use this report to identify consumer's records that are missing checked fiscal year boxes that show delivered services. Return to each consumer's file and resolve before reporting to RSA the AIVRS Annual report results.

Make sure you check off your services through the FY!

TVR Report
Services Delivery Summary

Report Date: 01/21/2019

Delivered Fiscal Year: 2019
Date Range: 10/01/2018 to 09/30/2019
Grant Year: 2012

Counselor: All
Client Group: All

☒ Service Was Delivered
☐ Service Not Delivered

IDGrp	Last, First Name	Del.	Service Provided	Start Date	End Date	Total Amount	AIVRS Funds
VR110001-02	Vader, Darth		VR Counseling/Guidance	10/23/2015	10/23/2019	\$0.00	Yes
			Training: Occupational/Vocational	10/1/2016	12/15/2019	\$500.00	Yes
VR130005-05	Solo, Han		Initial Stocks & Supplies	10/1/2017	10/1/2017	\$500.00	Yes
VR130008-02	Skywalker, Luke		Traditional Native American Services	11/1/2014	2/15/2020	\$200.00	Yes
			VR Counseling/Guidance	11/1/2014	3/30/2020	\$0.00	Yes
			Technical Assistance: Business Plan Developm	11/1/2014	4/15/2020	\$1,200.00	Yes
			Technical Assistance: Small Business Develop	11/1/2014	4/15/2020	\$0.00	Yes
			Technical Assistance: Self-employment Relate	11/1/2014	4/15/2020	\$1,500.00	Yes
VR130009-03	Dooku, Count		VR Counseling/Guidance	5/1/2016	5/1/2020	\$0.00	Yes
			Training: College/University	8/15/2016	5/17/2020	\$2,000.00	Yes
VR140026-02	Skywalker, Anakin		VR Counseling/Guidance	8/5/2016	8/5/2019	\$0.00	Yes
			Training: Augmentative Skills	10/2/2016	11/2/2018	\$200.00	Yes
			Transportation Services	10/3/2016	12/3/2018	\$50.00	Yes
			Rehabilitation Technology Aids & Devices	10/4/2016	12/4/2018	\$1,500.00	Yes
VR190043-01	Fett, Boba		VR Counseling/Guidance	1/15/2019	12/31/2020	\$0.00	Yes
			Maintenance Services	1/15/2019	12/31/2020	\$200.00	Yes
			Transportation Services	1/15/2019	12/31/2020	\$10,000.00	Yes

IPE Must be under Signed IPE Status in the progress trail to check off services!

IPE RECORDS

Vocational Goal: Self-Employment
Description of Targeted Employment Outcome: Beekeeper
Est. Employment Date: 09/30/2018

IPE Revision Reason: Initial IPE

Service Files: 2

Start Date	End Date	Service Provided	AIVRS \$	Total \$	Delivered
10/01/2017	10/01/2017	Initial Stocks & Supplies	500.00	500.00	TT
07/15/2017	08/31/2018	VR Counseling/Guidance	0.00	0.00	TT

☒ FY2017
☒ FY2018

TT indicated this service was delivered for 2 fiscal years. One T for each year!

How to check off services:

The client has to be **under a signed IPE** to check off services. Follow these steps: to check off services

1. Go to Open Client
2. Put client into edit mode
3. Go to IPE under sections
4. Click on a service
5. Click off the check boxes that apply (Always check off previous years if not already checked)
6. Your services are not checked off and you can move to the next client.

Operations Report (S1)

This report counts the number of clients that came into the program and what stages they are at, the estimated cost for their IPE and the actual costs in the delivery of services for the reporting period. Also includes basic demographics of the consumers you are working with.

AIVRS Program
Operational Overview

Report Date: 01/21/2019

Fiscal Year: 2019
Date Range: 10/01/2018 to 09/30/2019

Counselor: All
Client Group: All

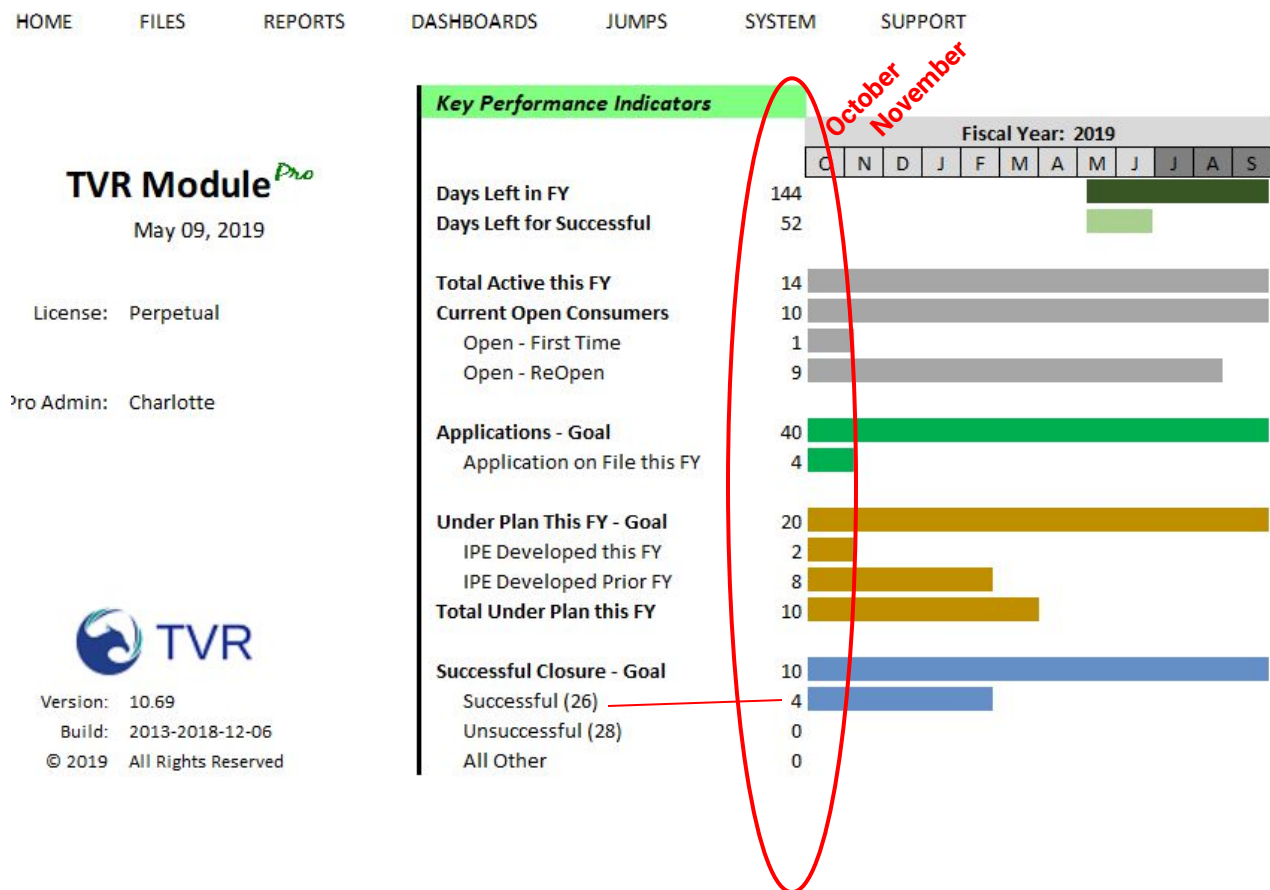
	Client Count	AIVRS Costs (Planned/Actual)		Average Weekly Wage Data at		
		IPE Cost	Exp Cost	Entry	Elig Det.	Exit
	A	B	C	D	E	F
Section 1: Active						
1.0 History Status as of 09/30/2019						
1 Program Entry (Initial Open)	1					
2 ReOpen	13					
2.0 Client Status Count as of 09/30/2019						
1 No Progress Yet	1					
2 S-00 Referrals						
3 S-02 Application	2		\$ -	\$ 1,800		
4 S-10 Eligibility Determined	2		\$ -	\$ 512	\$ 1	
8 S-12 IPE Signed	4	\$ 3	\$ -	\$ 673	\$ 1	
14 S-22 90 Day-Start	1	\$ 1	\$ -	\$ 538	\$ 1	\$ -
18 Total Count (All S-coded Stages)	10	\$ 4	\$ -			
3.0 Case Data						
1 Veterans	1	\$ -	\$ -	\$ 1,800	\$ -	\$ -
2 Gender Female	1	\$ 1	\$ -	\$ -	\$ -	\$ -
3 Male	13	\$ 7	\$ 3,747	\$ 618	\$ 4	\$ 3
4 Age App 15-		\$ -	\$ -	\$ -	\$ -	\$ -
5 16-19		\$ -	\$ -	\$ -	\$ -	\$ -
6 20-29	7	\$ 4	\$ 780	\$ 609	\$ 3	\$ 1
7 30-39	2	\$ 1	\$ 2,228	\$ -	\$ -	\$ 1
8 40-49	2	\$ 1	\$ -	\$ -	\$ -	\$ -
9 50-59	1	\$ 1	\$ -	\$ 673	\$ 1	\$ -
10 60+	1	\$ 1	\$ 739	\$ -	\$ -	\$ 1
Section 2: Closures						
1.0 Closures Status within 10/01/2018 to 09/30/2019						
1 From Referral						
2 S-08 Not Eligible			\$ -	\$ -		
3 S-26 Successful	4	\$ 4	\$ 3,747	\$ 146	\$ 1	\$ 3
4 S-28 Not Successful		\$ -	\$ -	\$ -	\$ -	
5 S-30 Eligible but no Services		\$ -	\$ -	\$ -	\$ -	
6 Totals	4	\$ 4	\$ 3,747			

HIPAA Compliant report, perfect to take to any inquiry into your program! Print and Go!



TVR Main Menu

The main viewer for the TVR software is shown below. Quickly understand where your VR is at in reaching your goals.



The TVR main menu has a quick overview of your important stats. You can instantly see if you are on track for your program or not.

If your "Goals" are not loaded, please call us and we will help you enter them.



Main Menu Tab Actions

Only user's that have "all consumers" settings are able to see all clients in this listing.

Tab	DESCRIPTION
Files> Open Clients	Active clients are listed and accessed. Primary access to client record set (Application, Expenses, Budget, Case Notes, Progress, and Wage.)
Files> All Clients	New Clients created here. All clients , all time are listed. History tab Actions: Open, Edit Record, Post-Employment, and Reopen record actions are available.
Reports	Access to all reports that user is allowed per their user access authorization.
System>Help	Access to Product and Environment Information , Install History, and Err Log. (If TVR PRO Version, access to file management tools also available.)
System> Maintenance	Access to Maintenance Tool (where User accounts are created and maintained) and List Tool (where global lists are managed and Progress Graph report triggers can be changed.)

Main Menu- Tab Actions

Jumps>Case Notes	Access to the case notes records for all clients as allowed by user setting.
Jumps>Expense s	Access to the expense records for all clients as allowed by user setting.
Jumps>Wage History	Access wage records across periods of service. Use this tab to enter missing M3/M6 post-closure wage records for successfully closed clients.
Home>Quit	Quit How to properly exit the TVR. DO NOT USE the “X” or “File – Exit” menu options to exit

If you have a stack of case notes or expenses, try using Jumps to enter them quickly and efficiently!



History Action/Post Closure Actions

All clients' records begin in the History button area. New clients are defined here and all clients for all time can be found in this area. To manage the history records, the TVR has special History actions. Below is a description of each.

ACTION	DESCRIPTION
Program Entry	Action is selected to move a client into the VR program with open status. This action is necessary before the consumer can be shown in "active" client listing displayed after "Clients" button selection. Use date that corresponds to first contact, orientation or application.
ACTION	DESCRIPTION
Edit Record Start	Action is used to access a closed record set for modifications. Allows the user to add or modify all records except those associated with the Application Progress and Post-Employment areas. Use this action to begin the edit record period. Use date of edit.

(Continued) **History Action/Post Closure Actions**

Edit Record End	<p>Use this action to close the edit record period.</p> <p>Use date when edit is complete. Typically the same day as “Edit Record Start”</p>
Post-Employment Start	<p>Action is only allowed on clients that have closed successfully. Post-employment services are expected to be short in duration. Use this action to begin the post-employment period.</p> <p>Use date when post-employment service period begins.</p>
Post-Employment End	<p>Use this action to close the post-employment period. Use date when post-employment service period ends.</p>
Re-Open	<p>Action is used to begin a new service period with a previously closed client. This action is necessary before the consumer can be shown in “active” client listing displayed after “Clients” tab selection.</p> <p>NOTE: Since AIVRS’ programs are required to report returning consumers to RSA on the annual report, you must use this function. DO NOT add a returning client as a new client!</p> <p>Use date that corresponds to first contact, orientation or application.</p>

TVR Progress Stage

The TVR client process has been modeled after the activities that a consumer goes through; from application, to closure. This area of the database is **very important** to reporting your success in providing consumers' services. What you record here is compiled to meet the RSA annual reporting requirements.

STAGE	CRITERIA FOR USE
Referral	The referral stage allows the TVR office the ability to keep information about consumers (like transition students) prior to their acceptance of an application. Stage is not required.
Application On File	Comes after "Referral" stage or is the first stage entered when no referral is applicable. Record when program office has received signed application.
Eligibility Determined	Comes after "Application On File" stage. Record when program office has determined Eligibility of consumer.

TVR Progress Stages

Case Open *	Comes after “Eligibility Determined” stage. Record when review of physical case file completeness has been done.
IPE Under Development	Comes, any time, after “Case Open”. Record when work on the IPE has initiated.
IPE Pending	Comes after “IPE Under Development” or “IPE Revised” stage. Record when IPE is a <i>final draft</i> and signed. This date aligns to either counselor’s or consumer’s signature dates.
IPE Signed *	Comes after “IPE Pending” stage. This date aligns to either the counselor’s or consumer’s signature dates.
Closure Pending	Comes before “Case Closed” stage and after any other stage. Record when decision has been made to close consumer’s file. Regardless of closure status, an outcome and expense record will be required. Only when recording a successful closure, the “Exit” wage will be required. When recording a closure other than successful, a closure status will be required.
Case Closed	Comes after “Closure Pending” stage. Record when all record entries have been completed.

Occasional Use Stages

Occasional use stages to be used to make adjustments to the consumer's Progress trail.

IPE Revised	Comes any time after "IPE Signed" stage. Record when adjustments are required to the IPE. User will be required to record reason for each IPE revision.
Educational Outcome Achieved	Comes any time after "IPE Signed" stage. Record each time the consumer has completed an Educational Outcome goal as recorded in the IPE as a training service.

User must record any Educational Outcome in the Fiscal year in which it has been completed.

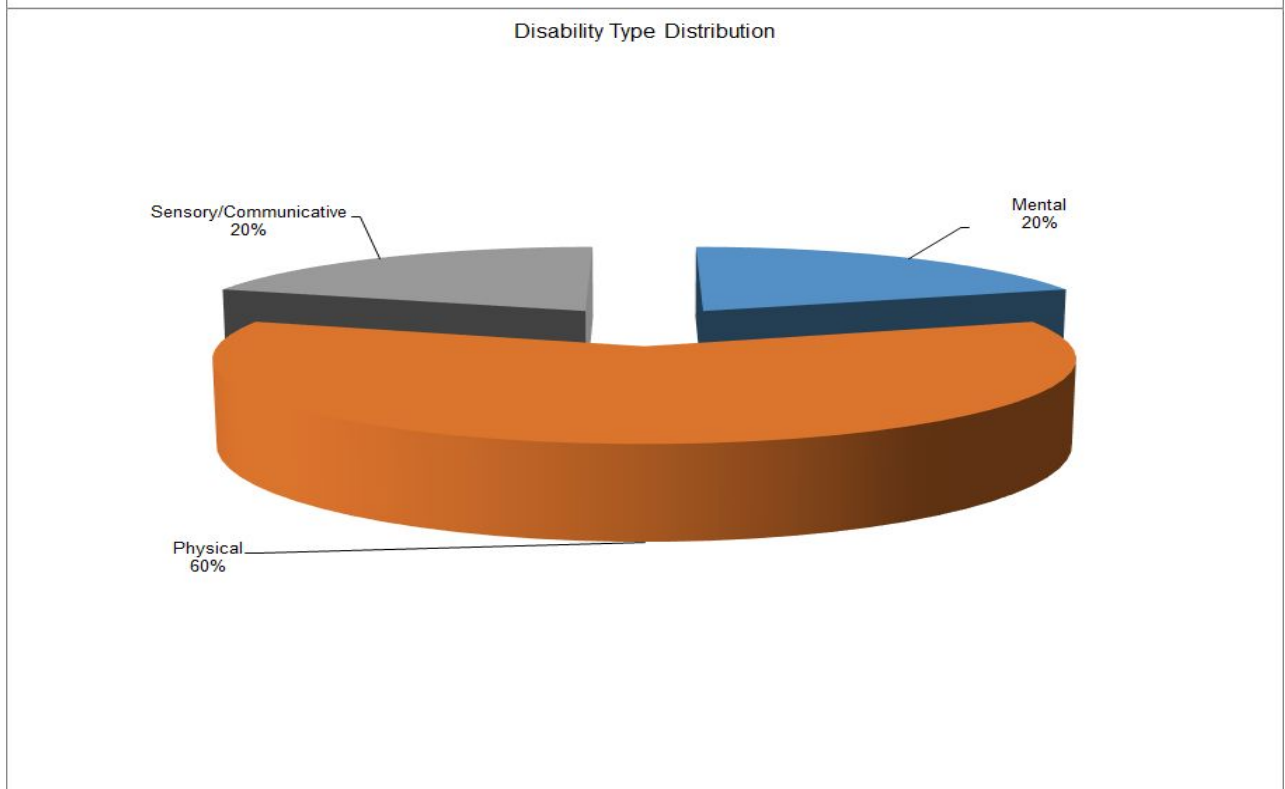
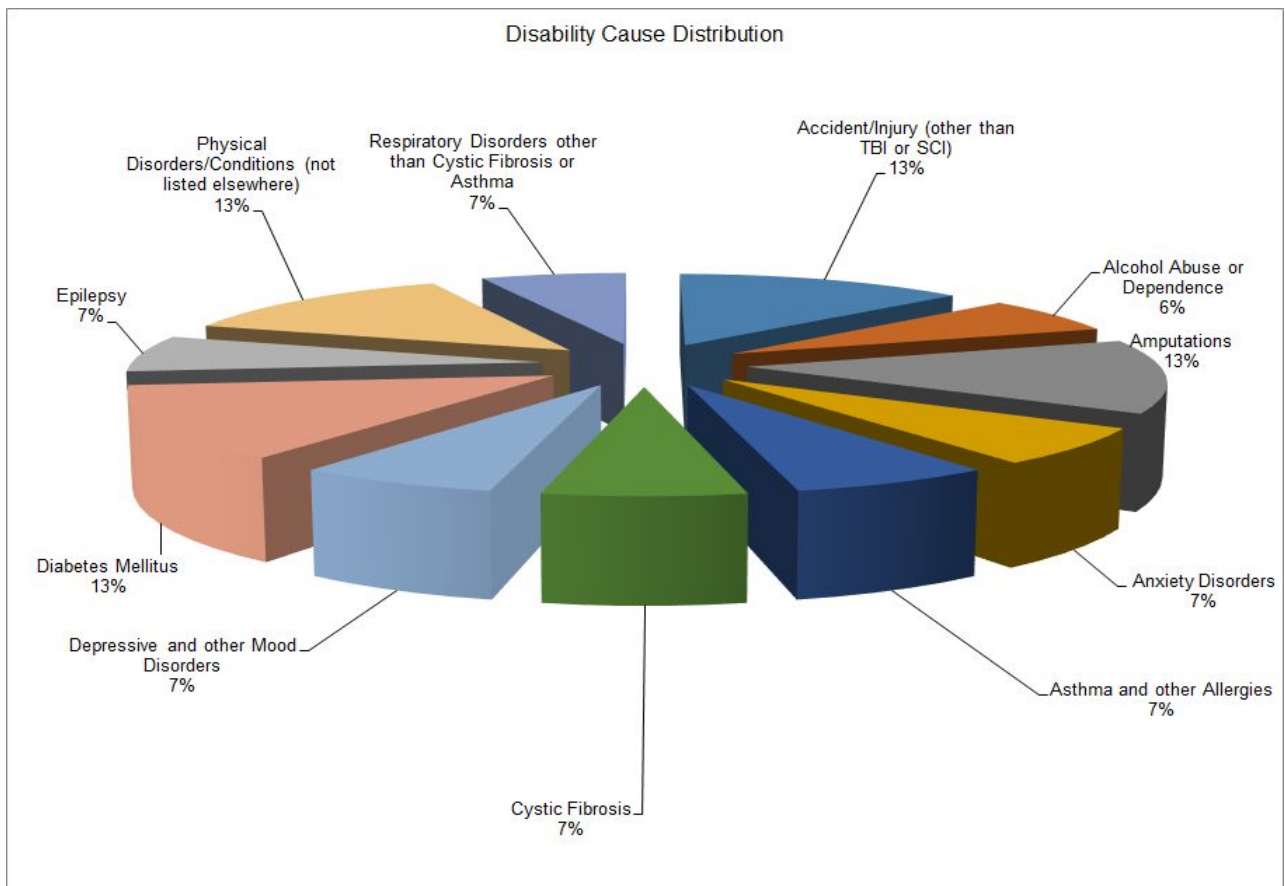


Employment Stages

Employment stages were added to the TVR to clearly capture the employment status of the Consumer.

STAGE	CRITERIA FOR USE
Employed	Comes any time after “Case Open” stage. Record when a consumer has “ GOT A JOB ” or comes in employed.
90-day Start	Comes after “Employed” and initial “IPE Signed” stages. Use ONLY when consumer earnings are NOT supplemented by the AIVRS program. Record when continuous employment count required by Rehabilitation Act to close successfully has begun.
90-day Stop (optional)	Comes after “90-day Start” stage. Record ONLY when employment has been interrupted. Some examples of an interruption are jury duty, maternity leave or military service duty. Consumer is not actively working but remains on employer’s payrolls.
90-day Continue (optional)	Comes after “90-day Stop” stage. Record ONLY when consumer resumes work (same position/status) after an interruption.
Employment Hiatus	Comes after “Employed” or “90-day Start” stage. Record when a change in employment has occurred and consumer has “ Left or Lost JOB ”.

Try not to use **"Cause unknown"** for any disability types/cause codes! These graphs can be printed under Reports>Adhoc Special.



Disability Type Codes

CODE	CATEGORY
00	No Impairment
01	Sensory/Communicative: Blindness
02	Sensory/Communicative: Other Visual
03	Sensory/Communicative: Deafness, Primary Comm. Visual
04	Sensory/Communicative: Deafness, Primary Comm. Auditory
05	Sensory/Communicative: Hearing Loss, Primary Comm. Visual
06	Sensory/Communicative: Hearing Loss, Primary Comm. Auditory
07	Sensory/Communicative: Other Hearing (Tinnitus, Meniere's, etc.)
08	Sensory/Communicative: Deaf-Blindness
09	Sensory/Communicative: Communicative (expressive/receptive)
10	Physical: Mobility Orthopedic/Neurological
11	Physical: Manipulation/Dexterity Ortho/Neuro
12	Physical: Both Mobility & Manipulation/Dexterity Ortho/Neuro
13	Physical: Other Orthopedic (e.g. limited range of motion)
14	Physical: Respiratory
15	Physical: Gen. Physical Debilitation (fatigue, weakness, pain, etc)
16	Physical: Other Physical (not listed)
17	Mental: Cognitive (learning, thinking, processing information & concentration)
18	Mental: Psychosocial (interpersonal & behavioral, difficulty coping)
19	Mental: Other Mental

Disability Cause Codes

CODE	CATEGORY
00	Cause Unknown
01	Accident/Injury (other than TBI or SCI)
02	Alcohol Abuse or Dependence
03	Amputations
04	Anxiety Disorders
05	Arthritis and Rheumatism
06	Asthma and other Allergies
07	Attention-Deficit Hyperactivity Disorder (ADHD)
08	Autism
09	Blood Disorders
10	Cancer
11	Cardiac and other Conditions of the Circulatory System
12	Cerebral Palsy
13	Congenital Condition or Birth Injury
14	Cystic Fibrosis
15	Depressive and other Mood Disorders
16	Diabetes Mellitus
17	Digestive
18	Drug Abuse or Dependence (other than alcohol)
19	Eating Disorders (e.g., anorexia, bulimia, or compulsive overeating)

(Continued) **Disability Cause Codes**

19	Eating Disorders (e.g., anorexia, bulimia, or compulsive overeating)
20	End-Stage Renal Disease and other Genitourinary System Disorders
21	Epilepsy
22	HIV and AIDS
23	Immune Deficiencies excluding HIV/AIDS
24	Mental Illness (not listed elsewhere)
25	Mental Retardation
26	Multiple Sclerosis
27	Muscular Dystrophy
28	Parkinson's Disease and other Neurological Disorders
29	Personality Disorders
30	Physical Disorders/Conditions (not listed elsewhere)
31	Polio
32	Respiratory Disorders other than Cystic Fibrosis or Asthma
33	Schizophrenia and other Psychotic Disorders
34	Specific Learning Disabilities
35	Spinal Cord Injury (SCI)
36	Stroke
37	Traumatic Brain Injury (TBI)

Support

Phone Support:

(505) 237-0528

If you get our voice message we are helping someone else so please leave your name, phone number and message.

Email Support:

TVR@bocotek.com (Creates a ticket)

Resources:

Bocotek, Inc.
3008 Altez NE
Albuquerque, NM 87111
<https://bocotek.com/tvr-program-details/>

Legal Notice:

All materials contained within remain the property of Bocotek, Inc. These materials are intended for Use by our **Active Licensed Users ONLY!** Any copies beyond internal staff use must be preceded by written approval by Bocotek, Inc.

All The TVR software products are built using MS Visual Basic for Applications and hosted within Excel. The software module has two distinct parts: the server software and the client (workstation) software. The user accepted, at the time of installation of the TVR at their location, the End User License Agreement (EULA) terms. Per the EULA,

"...the Software is protected by the copyright laws; it is illegal: to make additional copies or otherwise duplicate or permit the duplication of the Software by any other means (including electronic transmission); to give copies to another person; or, to modify, adapt, translate, rent, sublicense, loan, resell for profit, distribute, create derivative works based upon the Software or any part thereof. The Software contains Bocotek, Inc. trade secrets, and you may not decompile or otherwise reverse engineer the Software."