

2744 Report: Vocational Rehabilitation

1. Log into **CROWNWeb**.
2. Proceed to the **Form 2744** tab.
3. Click **Search 2744**.
4. Enter **Facility CCN**.
5. Enter **Survey Year** – this is the year for which the survey is being conducted.
6. Click **Search**.
7. Select your facility.
8. Click **Edit**.
9. Click **Generate**.
10. Run the **Vocational Rehabilitation Report** located at the top of the page.
 - Refer to the “*Fix for Errors when Opening 2744 Reports*” instructions if you cannot open the report.
11. Make the **Patient ID** column wider to see the CROWN UPI, and search for the patient.

Patients age **18-54** must have **Vocational Rehabilitation, School, and Employment** fields filled out.

- Update patient information in CROWNWeb if the columns have missing or incorrect information.
- Make corrections on the patient’s **View Patient Attributes History** tab.
 - Refer to the “*Edit View Patient Attributes History*” instructions.
 - Enter **CROWN UPI** → Click **Search**.
 - Click on **CROWN UPI** → Click **View Patient Attributes History** tab.
 - Click **Edit Patient Attributes History**.
 - Update the required sections → Click **Save**.

Vocational Rehabilitation Status	1	Referred to VR
	2	Currently in VR
Vocational Rehabilitation Status Change Date	3	Completed VR
	4	Not Eligible for VR
	5	Declines VR

Enter the correct **Status Change Date** or the date the patient was admitted into your facility.

Current School Status	1	School Full-Time
	2	School Part-Time
Current School Status Change Date	3	Not in School

Enter the correct **Status Change Date** or the date the patient was admitted into your facility.

Employment Status	1	Unemployed	5	Retired (Disability)
	2	Employed Full Time	6	Medical Leave of Absence
Employment Status Change Date	3	Employee Part Time	7	Student
	4	Homemaker	8	Retired Due to Age/Preference

Enter the correct **Status Change Date** or the date the patient was admitted into your facility.

12. After making corrections, make sure to **Generate** the **2744 Annual Survey**.

Vocational Rehabilitation Field Definitions are on the next page.

Vocational Rehabilitation Field Definitions
(Note: these numbers are already populated on the 2744.)

- Field 32:** Number of dialysis patients aged 18 through 54, receiving dialysis as of the last day of the Survey Year, as reported by each dialysis facility.
- Field 33:** Number of dialysis patients receiving services from VR and other VR-related Service Providers (public or private):
- Talked with VR personnel and agreed to be evaluated for services by completing an application, having medical records requested, or being assigned a counselor.
 - Received evaluation services by participating in testing (for example: interest inventories, skills testing, aptitude testing, work readiness inventories) or by attending an evaluation/testing center.
 - Received vocational counseling, training at a community facility, Ticket to Work program, private or public educational/training center or school.
 - Received assistance with job seeking skills, with job placement, or with retaining or modifying a job through a VR counselor, job placement specialist, Ticket to Work program, or private or public agencies.
- Field 34:** Number of dialysis patients employed full-time or part-time (any patient aged 18 through 54 who received taxable wages from an employer or who was self-employed and paid taxes on earnings.)
- Field 35:** Number of dialysis patients attending school full-time or part-time (any dialysis patient aged 18 through 54 who was enrolled in any training program or formal educational, such as college, technical school, GED program, and/or community-facility training).