# Vocational Rehabilitation Services Manual B-400: Completing the Comprehensive Assessment

Revised July 1, 2021

## B-402: Gathering Information for the Comprehensive Assessment

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### B-402-2: Use of Existing Records

To the maximum extent possible, the VR counselor must:

* use existing records;
* rely on information from the individual's experiences in an integrated employment setting or in other integrated community settings; and
* consider the validity or correctness of the information based upon the source and the VR counselor's knowledge of the customer.

Customers must not be required to participate in unnecessary assessments, such as a psychological assessment or medical assessment, if:

* comparable information is available from records and is sufficient; or
* the assessment will not directly assist with determining:
  + the IPE goal; or
  + the VR services available to the customer.

#### Requesting Records or Assessments

If additional records and/or assessments are needed to complete the comprehensive assessment, they should be requested as soon as the need has been identified.

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## B-405: Computerized Criminal History Checks

VR has authority to obtain a Computerized Criminal History check (CCH) on customers from the Texas Department of Public Safety (DPS) (Texas Government Code, §411.117) for the purpose of employment planning. See [A-206: Confidentiality and Use of Customer Records and Information](https://twc.texas.gov/vr-services-manual/vrsm-a-200#a206) for more information.

### B-405-1: Obtaining and Maintaining Computerized Criminal History Check Results

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#### Making the CCH Request

Complete the [VR1510, Request for Customer Computerized Criminal History (CCH) Search](http://intra.twc.state.tx.us/intranet/gl/html/vocational_rehab_forms.html), and email it to the regional point of contact with the following subject line (to ensure encryption): "<ENCRYPT> Background Check Request."

Refer to A-208-2: Release of Customer Criminal History Records for policy and procedure regarding the release of a CCH.

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