

Internal process for ordering “in stock” items for clients:

1. VRC refers client to VRT for identified training ie. cane travel, home management, braille, etc. Includes specific areas of training needed.
2. Once VRT receives referral, VRT contacts the client by phone and completes an assessment over the phone, identifying equipment/tools/supplies needed.
3. VRT or VRC completes an Internal Memo to the VR ART Store (to the attention of Accounting) for the identified equipment that is needed for training (ie. cane, cane tips, shades, braille, home maintenance supplies, etc.).
 - VRT may request VRC’s assistance in completing the internal memo.
 - For determining appropriate cane length, take the clients height and subtract 6 inches, as a general rule.
4. VRT or VRC will deliver the item once it is available.
 - If VRC needs assistance in delivering the item for the purpose of training, the VRC will inform the VRT when the internal memo is complete and the VRT can gather and deliver the item(s) to the client at the initial meeting/training.
 - No equipment receipt will be required for these items.