**Guidelines for completing the New Track Closure report**

The New Track Closure Report is designed to describe the outcome achieved, reason the case is being closed and recommendations for further vocational rehabilitation intervention.

**Who completes the New Track Closure report?**

This report should be completed by the person managing the RTW program within the Provider organisation.

**Submitting the report:**

A copy of the report should be given to those parties the client has consented to. This will include the referring BIRP case manager, employer, other treating professionals and insurers/Lifetime Care Co-ordinator (where applicable). The client should also receive a copy, unless there is some concern related to sensitive information within the report. For the purpose of project management and evaluation, ACI will also receive a copy.

**Case closure outcome:**

Work status at closure selected according to the categories set for the VIP. Choose the most applicable option from those listed.

**Reason for case closure:**

These categories distinguish whether the case is closed because the client has completed the New Track program or the program ceased without successful completion of the program.

**Ongoing services required to sustain employment:**

This table specifies the supports required at case closure for the client to maintain their work role or alternate supports for a vocational program outside of VIP.

**Additional Comments:**

Outline any additional issues not already addressed, eg, workplace behaviour, communication, impact of fatigue on performance, employer feedback etc.