

Ability to Work Assessment Referral – Request for ADMX Discussion Guide

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Use this discussion guide to facilitate the conversation between the referral's assigned vocational rehabilitation counselor (VRC) and the firm's manager or quality assurance (QA) representative before requesting an ADMX for an ability to work assessment (AWA) referral.

If the firm supports the VRC's recommendation, the assigned VRC can send an EVOC to the unit vocational services specialist (VSS) to request ADMX staffing. The EVOC should include a brief summary justifying the ADMX request, along with the action plan to achieve referral resolution. If the primary contact for the referral is someone other than the assigned VRC who submits the EVOC, please include the name of the primary contact. The VRC must be prepared to answer the questions within this guide when discussing the request with the VSS.

DISCUSSION QUESTIONS

1. Has the VRC achieved or worked towards achieving **AWA QA elements 1 through 4**?
 - Did the VRC have the initial meeting with the worker within 15 days?
 - Are AWA work products completed and did the VRC have a discussion with worker within 30 days?
 - Did the VRC have meaningful engagement with the worker and prepare a Next Steps Plan?
 - Did the VRC have meaningful engagement with medical providers?
2. Based on the relevant work history, have transferable skills been identified and discussed with the worker?
3. Are the worker and employer aware of and have a good understanding of return to work programs, like **Washington Stay at Work, Preferred Worker, job modifications/accommodations**?
4. Does the worker have a clear understanding of referral types and processes?
5. Have all relevant **job analyses** and/or **job descriptions** been submitted to the claim file? To medical providers?
6. Has there been regular ongoing engaging conversations with the worker and has the worker's vision of the future been identified?
7. If relevant, has an ability to benefit from vocational training been addressed?
 - Have the VRC and worker identified potential vocational training goals?
 - Has testing been done, if needed, to determine if the worker has the academic skill level needed for entrance to programs of interest?
8. What assessment work products will need to be completed in order to bring the referral to resolution?
9. What proactive steps have been taken to overcome the barriers preventing resolution of the referral? Where is this documented?
10. Has there been consultation with the claim manager/and or VSS regarding potential solutions to barriers?
11. What is the VRC's assessment of his/her relationship with the worker?

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