

Plan Implementation 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 a VRC requests an ADMX for a plan implementation (PI) 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 the **PI QA elements**?
 - Has meaningful interaction occurred at least every 14 days?
 - Has the VRC discussed the final deadline for Option 2 with the worker?
 - Has the VRC engaged with the training site and instructors?
 - Has the VRC discussed return to work needs with the worker?
2. What are the worker's concerns/needs? What actions has the VRC taken to address the concerns/needs? Where is this documented?
3. What is the worker's progress in their retraining plan? How does the worker's progress reconcile with the approved curriculum? Has the worker progressed in obtaining the specific skills as required by the original labor market survey?
4. Compare the time and funds needed to complete the plan to the approved time and funds remaining. How do the quarterly plan expenditures compare to the approved funding? Does adequate funding remain for plan completion?
5. Are there outstanding bills? What is the VRC's plan to address outstanding bills? Where is this documented?
6. Describe the VRC's activities to prepare the worker for re-entry in the workforce. Include efforts made to assist worker with job search, resume development, interviewing skills, and informational interviews. Where is this documented?
7. What is the duration between when the plan was approved and when the ADMX is requested? Does the case activity align with the circumstances of the claim?

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