

Vocational Recovery 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 vocational recovery (VR) referral.

If the firm supports the VRC's recommendation, the assigned VRC can send an EVOG to the unit vocational services specialist (VSS) to request ADMX staffing. The EVOG 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 EVOG, 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 **VR QA elements**?
 - Has the VRC had meaningful engagement with the worker?
 - Has the VRC had meaningful engagement with the employer?
 - Has the VRC had meaningful engagement with the medical providers?
 - Has the VRC worked with the worker to complete and/or update the **Vocational Recovery Plan**?
2. What is the worker's vision for their future? Where is this documented?
3. What is the worker's current goal? Where is this documented?
4. What is the VRC's plan for assisting the worker in reaching their goal?
5. What has the VRC done to assist the worker with each of the **return to work priorities**? Where are those actions documented?
 - Return to the previous job with the same employer
 - Modification of the previous job with the same employer including transitional return to work
 - A new job with the same employer in keeping with any limitations or restrictions
 - Modification of a new job with the same employer including transitional return to work
 - Modification of the previous job with a new employer
 - A new job with a new employer or self-employment based upon transferable skills
 - Modification of a new job with a new employer
 - A new job with a new employer or self-employment involving on-the-job training
6. What other actions need to be taken in this referral?
7. Has the VRC taken a worker-centric approach? Did the VRC provide the worker with what they need to:
 - Understand the claim and vocational process?
 - Identify and build on their current strengths?
 - Address psychosocial and other barriers they have returning to work?
 - Understand the various job modifications for safely returning to work while they heal?
 - Actively participate in creating a vocational recovery plan and identifying next steps?
 - Be able to access community resources and available programs?
 - Proactively participate in and take responsibility for their medical treatment?

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8. If the worker cannot go back to work with their employer, or wants to work for a different employer, has the VRC provided them with what they need to:
 - Be job search ready?
 - Identify and build on their current strengths?
 - Access **WorkSource**?
 - Look for a new job?
 - Develop a resume?
 - Prepare for interviews?
9. What is the VRC's assessment of his/her relationship with the worker?
10. What is something the VRC learned while working this referral and what would the VRC do differently?

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