

# Vocational Services Checklist

The following documentation must be submitted to the department in reference to vocational services. Please see WAC 296-15-430 for a detailed list of requirements for vocational services.

- When do I submit a S.I.V.R.F. (Self Insured Vocational Reporting Form), formerly known as the Employability Assessment Report (EAR)?
  - An S.I.V.R.F. must be submitted within 5 working days of the date time-loss benefits are terminated because the worker isn't eligible for vocational services, or within 5 working days of when the worker is found eligible for vocational services.
  - The S.I.V.R.F. must be signed and dated by the self-insurer or service representative upon submission to the department.
  - NOTE: Effective April 1, 2006, an S.I.V.R.F. is no longer required if the worker isn't eligible for vocational services because they returned to work or were released to work at THE JOB OF INJURY WITH NO RESTRICTIONS.
  - If the worker returned to temporary or light duty, don't submit an S.I.V.R.F. until the final vocational outcome is known.
- What do I submit if the worker returned to work at the job of injury, with modifications (Priority B)?
  - A completed S.I.V.R.F.;
  - Documentation of the employer's agreement to permanent accommodation; and
  - The attending physician's approval and release to the modified job.
- What do I submit if the worker returned to work in a new job with the employer of injury (Priority C)?
  - A completed S.I.V.R.F., and
  - A documented job offer, approved by the attending physician and signed by the worker; or
  - Documentation of a successful return to work.
- What do I submit if the worker is employable based on transferable skills?
  - A completed S.I.V.R.F. - Use a registered vocational counselor to complete the vocational assessment.
- How do I complete a vocational plan for a worker?
  - Before the department can process a vocational plan, an S.I.V.R.F. finding the worker eligible for vocational services must be received and processed.
  - Submit the vocational plan to the department, with all the attachments, within 10 days of the date the worker signed the plan. The vocational plan

must have the time, cost and travel encumbrance forms attached on the top. Be sure the plan has been signed by the worker, vocational counselor, and the claims manager, and that all attachments are included.

- Successful completion of a vocational plan requires submission of a Vocational Closing Report. The report **shouldn't** be submitted as a new S.I.V.R.F.. The report must include proof, such as a transcript or certificate, that the plan was completed as approved. If the plan wasn't successfully completed, a new S.I.V.R.F. is required. (See WAC 296-15-430 (6).)
- Request for action or a determination regarding non-cooperation must include a copy of the notification letter sent to the worker, and any response. The letter sent to the worker must include or cite RCW 51.32.110 and WAC 296-14-410. Benefits cannot be suspended, reduced or denied if the worker can show good cause for their actions.
  
- What should I include in a job analysis?
  - A job analysis must accurately reflect the physical and/or mental demands of the job as reported by the employer and/or the labor market survey.
  
- What should I include in a labor market survey?
  - Labor market surveys must accurately reflect each employer contact's job description, physical and/or mental requirements of the job, job availability, and hiring trends.
  - Jobs must be available **in the same work pattern as the work pattern of the worker at the time of injury.**

If you have any questions, please call one of the Vocational Consultants in the Self-Insurance Section:

For claims ending in an odd number, call 360-902-6913.

For claims ending in an even number, call 360-902-6915.