



Washington State Department of  
**Labor & Industries**

# VocLink Connect LINIIS Manual

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## About VocLink Connect

**VocLink Connect** is an online service that allows vocational providers to access information about vocational referrals from Labor and Industries (L&I). Using this service, vocational firm designees can review and assign referrals, and a vocational rehabilitation counselor (VRC) can review assigned referrals and update a referral by sending the recommended outcome to L&I.

## Authorized users

Access to vocational referral information is available to registered VRCs and vocational firm designees through **VocLink Connect LINIIS** (Labor and Industries Insurance Information System).

## Signing up through Secure Access Washington

Access to VocLink Connect is provided through Secure Access Washington (SAW), located at <https://secureaccess.wa.gov>.

After creating a new account or logging into your SAW account, click on “Add a New Service,” click on “I have been given a code” and then enter **LNI\_VOCLINK** as your service code. Fill out the online registration form and request access. **VocLink Connect** will display on the **My Services** page in SAW with the user status shown as *pending*.

L&I will review your application. If all of the information provided is correct, your application will be approved.

You will receive an email notifying you that your application has been accepted, and a separate email containing your temporary **VocLink Connect** password. See [Password requirements](#) for more information.

SAW’s **My Services** page will now display the service **VocLink Connect** as *active*.

## Accessing VocLink Connect

*Note: VocLink Connect is available from 6 a.m. to 6 p.m. Monday thru Saturday.*

Click on **VocLink Connect** from your **My Services** page in SAW. The **HOD WEBSTART SGN-A** page will display the **LINIIS TPX login** screen.

## Logging in to LINIIS

At the **TPX login screen**, key your **Userid** number (i.e. XXXX235) and Tab to the **Password** field.

Key your password and press **Enter** to display the **TPX MENU**.

Press PF4 to access **LINIIS**. On the **CICS ENVIRONMENT** screen, key your **Userid**, tab to the **Password** field, key your password and press **Enter**.

A screen will display with **SIGN ON COMPLETE** in the upper left hand corner. Key **LVOC** in the upper left hand corner and press **Enter**.

The **MULTI REGION OPTION (MRO) ROUTING SCREEN** displays. Press **Enter**.

If you are **only** a VRC, or **only** a vocational firm designee, the **VMEN** screen will display.

If you are **both** a VRC and a vocational firm designee, a screen will display asking you which function you wish to access. Key an **X** on the blank line next to the desired function and press **Enter** to display the **VMEN** screen.

**Note:** If you are a first time user, or you have had your password reset, key your temporary password in the **Password** field. Your cursor will automatically move to the **New Password** field. Press **Enter**. The system will display a message that your password has expired. Key a new password in the **New Password** field and press **Enter**. The system will ask you to re-enter your password for verification. Re-key your password and press **Enter** to continue logging into VocLink.

Please see [Password requirements](#) for more information.

## Logging out

To log out of **LINIIS**, press **F12** from any **LINIIS** screen. The **TPX MENU** screen displays.

**Note:** From the **TPX MENU**, you can log back in to **LINIIS** in a different role.

To log out of **VocLink Connect**, click the X in the upper right hand corner of the **HOD WEBSTART SGN-A** window. You may now close your browser, access another internet site, or re-enter **VocLink Connect** by clicking on the **HOD WEBSTART SGN-A** icon.

## Password requirements

Passwords have specific requirements. They must:

- Be exactly 8 characters in length.
- Contain at least one symbol: @, #, or \$.
- Contain at least one number.
- **Not** contain your Logon/user ID or Name.
- Not contain three or more consecutive characters from first, middle or last name.
- Be different from the previous 5 that were used. Changing the case is not acceptable.
- Be different by at least 3 characters from the old password.

**VocLink** passwords are valid for 60 days. To change your password before it expires, at the **TPX MENU** screen, key your **Userid** and tab to the **Password** field. Key your current password. Your cursor will stop on the **New Password** field. Key a new password and press **Enter**. Re-enter your password for verification and press **Enter** to change your password.

Your **Userid** will be revoked after three consecutive attempts to log on with the incorrect password.

If your password expires or is revoked, please contact L&I Help Desk at 360-902-5000 or email [ISHelpDesk@LNI.WA.GOV](mailto:ISHelpDesk@LNI.WA.GOV).

## Using LINIIS

Upon entering **LINIIS**, your cursor will default to the **Command** line on the **VMEN** screen. This screen is a list of the **LINIIS** screens and procedures to which you have access.

Claims are coded with the **Work Position ID** of the claim manager assigned to the claim. You can find additional contact information for the claim manager in the Claim and Account Center (CAC).

## Vocational firm designee-only screens

The vocational firm designee has access to the following screens.

### UVUR - Unassigned referrals

At the **UVUR** screen, key your Firm Provider and Branch IDs. Press **Enter**. The screen will display a list of all of the referrals that need to have a VRC assigned. Your cursor will default to the **SEQ #** field. Place your selection number in the field and press **Enter**.

Key the VRC's **Service Provider ID** in the ID field across from **VRC NAME** and press **Enter**. This action assigns the referral.

You will be transferred back to the **UVUR** screen where you can key the same branch number or a new branch number in the **BRANCH ID** field and continue, or **F12** to exit the system.

## **RVPR – Review open referrals for a firm/branch**

Key **RVPR** and press **Enter**. Key a **FIRM PROVIDER ID**, **BRANCH** number, and **REFERRAL TYPE CODE** for each referral you would like to review. Press **Enter**. You will be transferred to Screen 2. You will need to do this for each branch and referral.

Pick the sequence number you would like to review by placing the number in the **SELECT SEQ-NUM** field and press **Enter**. You can now review the referral information.

Press **Enter** from this screen to transfer back to the list. You can choose another sequence number to view, or press **F10** to go back to the screen where you entered your firm and branch and pick a different type of referral to view, or press **F12** to exit the system.

You may not update any recommendations using **RVPR**.

## **HVPR - Review closed referrals for a firm/branch**

The firm has the ability to go to this referral history screen and view all of the closed referrals by branch number and referral type. Key your **FIRM PROVIDER ID**, **BRANCH** number, and **REFERRAL TYPE CODE** for each referral you would like to review. Press **Enter** to view the referrals.

You can now review your list of closed referrals. Use the **SELECT SEQ\_NUM** field at the bottom of the screen to request detail on a specific referral.

## **HVPR - Screen 3 - Review a referral outcome**

On screen three, you can see the recommended outcome made by the VRC. You can also view the actual outcome entered by the department.

From this screen, press **Enter** to return to the sequence number list of referrals. Press **F10** to return to the screen where you can key firm and branch and type of referral to view more closed referrals. Press **F12** to exit the system.

## VRC-only screens

The VRC has access to the following screens.

*Note: If you have **both** VRC and vocational firm designee roles, you may access **UVRS** while logged on as the vocational firm designee but you will not have update capability. To update **UVRS**, you will need to log on in the VRC role.*

### UVRS – Review/update VRC’s open referrals

Key **UVRS** in the **Command** line in the lower left hand corner and press **Enter**. Key your service provider ID number. Press **Enter** again to bring up your referral list.

The second screen will display a list of all open referrals to a VRC. Key a number in **SELECT SEQ-NUMBER** to make your vocational recommendation. Press **Enter** to go to the next screen.

You can enter your recommended outcome code, or search a list of recommendations.

If you need to see a list of recommendations, at the update screen, key a “?” in the recommended outcome field and press **Enter**. This will bring up a list of possible outcomes for the type of referral selected. There are several pages to this list. Press **Enter** until you find the desired outcome. Enter the code in the **SELECT OUTCOME** field and press **Enter**. It will enter it on the screen for you. Click on **Enter** to update the referral. When the referral has been updated, you will be returned to the first screen that lists all your referrals (**UVRS**). If the screen did not return, the referral was not updated.

You are able to change the outcome code and dates until the claim manager closes the referral. The referral will remain on your open referrals list until the claim manager closes the referral. You will also continue to have access to the claim through CAC until the referral is closed.

### Changing your recommendation

To change an outcome code or date, re-enter the screen, delete both the outcome code and the date. Press **Enter**, then; re-key the referral and the new outcome or date.

If you have made a mistake, or do not wish to update this referral, you may press **F10** to return to your referral list to make another update.

### RVRS - Review VRC’s closed referrals

The screen will display closed referrals for a specific VRC. Key your **VRC Provider ID** in the displayed field and press **Enter**.

The next screens display a list of closed referrals for a VRC. Key the sequence number of the referral information you wish to view. Press **Enter** to view detail.

Press **Enter** to return to the list. To exit the system, press **F12**.

## Recommended outcomes

You can view the list of recommendations applicable to a specific referral from the [UVRS](#) screen. For a complete list of outcomes, including those used by L&I staff only, see L&I's [Full List of Outcome Codes](#) (498 KB PDF).

## Who to contact if you need help

### Trouble accessing Secure Access Washington (SAW) or VocLink Connect

Contact Web Customer Support at 360-902-5999 or email [websupport@Lni.wa.gov](mailto:websupport@Lni.wa.gov)

### Revoked VocLink or LINIIS user IDs or passwords

Contact the L&I Help Desk at 360-902-5000 or email [ISHelpDesk@LNI.WA.GOV](mailto:ISHelpDesk@LNI.WA.GOV)

### Questions about how to use LINIIS screens

Email Private Sector Rehabilitation Services at [PSRS@Lni.wa.gov](mailto:PSRS@Lni.wa.gov)