Plan Development Referral –
Request for ADMX
Discussion Guide

Washington State Department of Labor & Industries

For firm use only --- do not send to file

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 development (PD) referral. An ADMX should not be used to write a closing report.

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 established and maintained communications with the worker?

2. Has the VRC developed a **certified retraining plan** with documentation to support the plan and job goal? If denied, what additional information was requested by the Department?

3. What have the VRC and worker identified as a viable retraining goal?

4. Which retraining goals have been ruled out? Why?

5. What documentation has the VRC provided to the Department regarding vocational progress?

6. Has the VRC identified barriers to submitting the retraining plan? What action will be taken to address barriers with the worker? Where is this documented?

7. Has the VRC reviewed **Option 2** benefits and Structured Settlement with the worker?

8. Does the worker understand their **Preferred Worker** benefits?

9. What vocational barrier(s) were staffed with the unit VSS?

10. What medical barrier(s) were staffed with the CM?

11. Has the VRC re-evaluated the worker's likelihood to benefit from training? Where is it documented?

12. What are the VRC's recommended next steps? Does the firm support the recommendation?