

## **INITIAL VOCATIONAL ASSESSMENT PROTOCOL GUIDELINES**

The purpose of the Initial Vocational Assessment Protocol is to establish standard practices for a vocational assessment through the application of consistent procedures including the Hierarchy of Vocational Rehabilitation as defined in Appendix A. The goal of a vocational assessment is to objectively measure an injured worker's employability to identify realistic return to work opportunities and to develop appropriate vocational recommendations based on the individual's functional status, education, and vocational background and transferable skills. Progression in the Hierarchy of Vocational Rehabilitation is a sequential process based on the injured worker's functional status, transferable skills, and established average weekly wage. It is presumed that each level of the hierarchy will be addressed when establishing vocational recommendations.

1. An Initial Vocational Assessment must be provided by a Qualified Rehabilitation Counselor (QRC) certified by the RI Department of Labor and Training per Section 28-33-41(h) of the Rhode Island Workers' Compensation Act.
2. The initial interview may be conducted at a mutually agreeable meeting place.
3. The referral source will provide claimant-identifying data, medical records, including functional capacities, if available, as they pertain to the work-related injury, purpose of referral and special instructions, if any.
4. During the initial interview, the rehabilitation counselor should gather all relevant information to include, but not be limited to; current medical status, educational history, specialized training, military experience, vocational history, including job duties and wages, interests, and hobbies. The Hierarchy of Vocational Rehabilitation will be explained to the injured worker at the time of the initial interview. One meeting with the claimant will be allowed to complete the Initial Vocational Assessment.
5. A Transferable Skills Analysis should be completed provided that defined functional capacities are identified in the medical records and a return to work with the employer, to the original job (with or without modifications) has been ruled out. The Transferable Skills Analysis will be based on the following U.S. Department of Labor publications: Dictionary of Occupational Titles (DOT), Guide for Occupational Exploration (GOE), Selected Characteristics of Occupations defined in the dictionary of Occupational Titles (SOC), 6<sup>th</sup> Edition of the Transitional Classification of Jobs (TCOJ), Occupational Information System (OIS), and the Occupational Information Network (O\*NET). Software programs based on these publications/references (SkillTran; OASYS) will be considered acceptable resources for completing the analysis.
6. Testing is not considered part of the Initial Vocational Assessment, but may be included as a recommendation.

7. The initial Vocational Assessment Report will address the following:
  - a. Purpose of the referral.
  - b. Brief summary of claimant's medical history and current status, description of functional limitations and abilities, and any pending medical treatment.
  - c. Claimant's education, specialized training and military experience.
  - d. Claimant's vocational history, including wages and length of employment. DOT, OIS and/or O\*NET numbers should accompany job titles held.
  - e. Results of the Transferable Skills Analysis, if completed.
  - f. Identification of assets and barriers as they relate to continued vocational rehabilitation services.
  - g. The Hierarchy of Vocational Rehabilitation will be considered in establishing recommendations.
  - h. Impressions and Recommendations section(s) will conclude report.
  
8. The Initial Vocational Assessment report will be submitted within two (2) weeks of the initial interview.

**PROTOCOL HISTORY:**  
Passed: 5/29/2001  
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