

# Vocational Case Management Services Guide



## What is Vocational Case Management?

Vocational case management services assist the injured worker in returning to work and/or identifying return-to-work options according to North Dakota (ND) statute.

## What is the role of a Vocational Case Manager (VCM)?

- Complete an initial meeting
- Assist in understanding the vocational case management process
- Maintain contact with the injured worker, medical provider, claims adjuster, medical case manager (if assigned), and employer
- Determine if skill upgrading would be beneficial (computer, academic, or GED)
- Attend medical appointments as needed (private time allowed)
- Assist with job seeking skills
- Develop a Vocational Case Manager's Report (VCR)

## What are the responsibilities of the injured worker?

- Attend scheduled meetings and appointments
- Participate in vocational testing and skill upgrading
- Maintain contact with VCM
- Share vocational goals with VCM
- Participate in work search when appropriate
- Follow functional capabilities on and off the job
- Notify your VCM if you return to work

## How are functional capabilities determined?

A medical provider may complete the following:

- Functional Capacity Evaluation (FCE),
- Workability assessment, or
- Neuropsychological exam

These are used to determine the safe level of activity both on and off the job.

## How are the functional capabilities used?

- Results are provided to pre-injury employer to determine if return to work is available.
- VCM's use the results to identify return-to-work options.

## What is a Vocational Case Manager's Report (VCR)?

- The report will identify return-to-work options.
- Considers injured worker's current functional capabilities, education, employment history, income test, and transferable skills.

## How is a VCR option determined?

- VCM's follow ND statute with regard to return-to-work options, see North Dakota Century Code § 65-05.1.01.
  - a. Return to the same position, same employer.*
  - b. Return to the same occupation, any employer.*
  - c. Return to a modified position.*
  - d. Return to a modified or alternative occupation, any employer.*
  - e. Return to an occupation within the local job pool of the locale in which the claimant was living at the date of injury or of the employee's current address which is suited to the employee's education, experience, and marketable skills.*
  - f. Return to an occupation in the statewide job pool which is suited to the employee's education, experience, and marketable skills.*
  - g. Retraining of one hundred four weeks or less.*
- If all return-to-work options are ruled out, an earnings capacity will be identified.