



## How to Earn an “A” in Successful Return-to-Work – 10 Steps

The Worker’s Compensation Administration’s (WCA’s) role in the Early Return-to-Work Initiative (ERTW Initiative) is helping employers take a proactive, sustainable role in establishing effective return-to-work (RTW) practices for their employees. To that end, the WCA wants to provide RTW program resources and consulting services to help your business achieve better overall RTW outcomes for your injured workers.

### What do I get out of participating in the ERTW Initiative?

- Save money - Meeting all of the “RTW Best Practice” criteria (see attached “The Dynamic Dozen” checklist) earns you an “A” in RTW which in turn helps you save money and reap other RTW rewards (see ERTW Initiative flier).
- RTW Designation - Once you have achieved an “A”, you will be given a RTW certificate, signed by WCA designees, showing you have made the effort to meet all best practices criteria and are a RTW Champion.
- Added bonus - Your business may also be featured in WCA Quarterly Bulletins or other communications as a RTW Champion. Good PR for your business!

**Important Note:** These one-on-one WCA RTW consulting services are meant to be interactive. For a RTW program to be truly effective for any employer, it must be tailored to the individual industry, business culture, resources, staffing, job classifications, time availability and other variables. The goal is to take meaningful steps that you can sustain so RTW improvements will likely be spread out over several months and steps may be altered in order to maximize helpfulness to you.

### Following are specific steps your company would take under the ERTW Initiative:

- 1.** Complete and return to the WCA the following items:
- ✓ RTW Questionnaire (can be done in a 20-30 minute phone interview with the WCA RTW Coordinator)
  - ✓ Participation Acknowledgement Form (or email acknowledgement of your voluntary participation also okay)
  - ✓ Five-year loss run (WCA can directly request from claim administrator)
- Why are you being asked to provide this? The purpose is to gather reliable starting data and evaluate the effectiveness of current RTW practices. The information is only used internally and will not be shared with any outside parties.*

<input type="checkbox"/>	<p><b>2.</b> Once all the necessary information is received, the WCA RTW Coordinator will do an in-depth RTW Best Practices Analysis of your current RTW program.</p>
<input type="checkbox"/>	<p><b>3.</b> After the WCA completes the RTW Best Practices Analysis, you will be given a RTW Best Practices Report Card with an overall grade.</p> <ul style="list-style-type: none"> <li>✓ This will help you identify strengths in your RTW program and identify areas that may need improvement.</li> <li>✓ You will also be given specific ideas and resources tailored to your company's RTW challenges to help you improve practices.</li> <li>✓ The WCA RTW Coordinator will tailor all materials to your specific industry, company culture and available resources.</li> </ul>
<input type="checkbox"/>	<p><b>4.</b> Besides the RTW Best Practices Report Card and supplemental information, you will be given a "RTW Consultation Follow-up Plan" detailing measurable, attainable actions you can take to achieve an "A" in effective RTW.</p> <p>NOTE: The first two months usually entail weekly check-ins which then taper off to monthly check-ins as you move from establishing your new practices into more of a maintenance phase. This will be adjusted to fit your company's needs/scheduling.</p>
<input type="checkbox"/>	<p><b>5.</b> To help you with your RTW goals, you will be offered follow-up consults with the WCA Coordinator on RTW issues you may be having that may be standing in the way of achieving your RTW goals.</p>
<input type="checkbox"/>	<p><b>6.</b> After you have taken steps to achieve RTW Best Practices, you will get a Progress Report and updated RTW Best Practices Report Card showing an updated grade.</p>
<input type="checkbox"/>	<p><b>7.</b> In order to achieve an "A", you must, at a minimum, show:</p> <ul style="list-style-type: none"> <li>✓ You have established and have begun to follow your written RTW policy</li> <li>✓ You are consistently working to achieve all RTW Best Practices</li> <li>✓ You accommodate modified/light duty at almost every opportunity</li> </ul> <p>The WCA Coordinator will verify these items at agreed upon check-ins.</p>
<input type="checkbox"/>	<p><b>8.</b> At the end of an agreed upon timeframe, another RTW Best Practices Report Card will be generated where your RTW practices will be evaluated for an "A."</p>
<input type="checkbox"/>	<p><b>9.</b> Once you have achieved an "A," you will be given a RTW certificate signed by the WCA Coordinator and Director Designee showing you have met all RTW Best Practices criteria and are a "RTW Champion."</p> <p>NOTE: Added bonus - your business may also be featured in WCA Quarterly Bulletins or other communications as a "RTW Champion."</p>
<input type="checkbox"/>	<p><b>10.</b> On an ongoing basis even after you are recognized, you can continue to contact the WCA for any issues that may come up with regards to your RTW practices.</p>