

Return To Work Questionnaire

Please complete the following questionnaire, calculate your score and compare your score with the Analysis and Recommendations below the scorecard.

Question	Yes (1pt)	No (0pt)
Does your company have a written RTW Policy?		
Do your job descriptions include well-defined physical requirements?		
Do you have a list of available Temporary Alternative Duties (TADs (modified duties)) throughout the company?		
Do you have an onsite RTW coordinator?		
Are supervisors trained in the RTW program?		
Are employees aware of the RTW program?		
Is your physician aware of your Temporary Alternative Duties for the injured worker?		
Do you have a process to communicate with the claims administrator, physician and injured employee?		
Do you have established RTW goals and milestones? <i>Such as reducing lost days and/or Temporary Disability costs?</i>		
Do you have a process to comply with the Interactive Process, required under the Fair Employment Housing Act (FEHA).		
Score		
Points Possible	10	

Points	Analysis & Recommendations
0 – 4	<p><i>Analysis:</i> Your RTW program is in the very beginning stages.</p> <p><i>Recommendation:</i> Formalize your RTW Program into a plan focused on reducing Lost Days and Temporary Disability costs that are impacting your X-Mod/Workers' Compensation Premiums. Review the ESM Building a Successful RTW Program webinar. Or schedule a 1:1 strategy session with an ESM RTW expert to develop a plan.</p>
5 – 8	<p><i>Analysis:</i> Your RTW program is established but maybe lacking compliance components, management processes and/or goals.</p> <p><i>Recommendation:</i> Recommend your RTW focus is on improving communication processes and compliance with applicable laws. Calculate how much Temporary Disability you paid last year and how much that impacted your Workers' Compensation premiums. Use that number to set future goals. Or schedule a 1:1 strategy session with an ESM RTW expert to collaborate on your strategy.</p>
9 – 10	<p><i>Analysis:</i> Your RTW program is well established and effective.</p> <p><i>Recommendation:</i> Recommend you review your plan and goals to ensure long-term sustainability. Or schedule a 1:1 strategy session with an ESM RTW expert for validation of your strategic plan.</p>