



HBT POLICY: Monitoring the Rehabilitation Plan Rehabilitation Services A-6.1

Policy Number OC-11-12-v1

Policy Statement:

This policy provides guidance on monitoring Employee progress to ensure barriers to Gainful Employment are continuously identified and addressed in the Rehabilitation Plan.

Guidelines

1. Rehabilitation Plans are monitored to ensure that information about barriers to Gainful Employment and compliance with Rehabilitation Plans is documented and shared with Great-West Life (GWL) and the employer

Practice

- 1) Rehabilitation Services identifies measurements of Employee progress in Rehabilitation focused on removing barriers to Gainful Employment in the Rehabilitation Plan (Policy A-3.2 Rehabilitation Plan)
- 2) Rehabilitation Services monitors the Employee's progress in Rehabilitation against the measurements identified in the Rehabilitation Plan:
 - a) At pre-set intervals
 - b) When new information becomes available
- 3) Rehabilitation Services monitors Employee attendance and participation in all aspects of the Rehabilitation Plan
- 4) Rehabilitation Services updates both the employer and GWL on Employee progress in points 2 and 3 above as authorized by the Employee (Policy B-3.1 Privacy)
- 5) When the Employee has not progressed as anticipated, Rehabilitation Services collaborates with the Employee, GWL and the employer (Policy A-2.2 Collaboration with GWL and Employers) as authorized by the Employee (Policy B-3.1 Privacy)
- 6) Rehabilitation Services escalates the file when there is difficulty in identifying or addressing the barriers that are contributing to the lack of progress (Policy A-1.2 Problem Solving/Escalation of Concerns)

Definitions

- **Employee** – Employees of HBT’s member employers who are covered by the HBT LTD Plan (plus the HSA LTD Trusts)
- **Gainful Employment** – Occupation for which the Employee has the education, training and/or experience at a rate of pay defined by the Employee’s LTD plan (see Collective Agreements: Long Term Disability Insurance Plans in *Relevant Documents/Links*)
- **Rehabilitation**
 1. **Medical Rehabilitation** – Treatment designed to facilitate recovery from injury, illness, or disease and to restore sufficient physical, sensory, and mental functions to enable Gainful Employment. Treatment also includes assisting the Employee to compensate for deficits that cannot be reversed medically.
 2. **Vocational Rehabilitation** – Services offered to enable Employees with mental or physical disabilities to attain skills, resources, attitudes, and expectations needed to achieve Gainful Employment. Services offered may include skills enhancement or retraining.
- **Rehabilitation Plan** – Documentation of Medical and Vocational Rehabilitation required to resolve barriers to Gainful Employment including outcome measures and a timeline

Relevant Documents / Links

- A: Collective Agreements: Long Term Disability Insurance Plans
<http://www.heabc.bc.ca/Page20.aspx>
http://www.cssea.bc.ca/public_documents.php