



## HBT POLICY: Criteria for Closure of Rehabilitation Services Files

### Rehabilitation Services A-8.1

Policy Number OC-11-14-v1

#### Policy Statement:

This policy provides criteria for closing Rehabilitation Services files and ensuring all reasonable steps have been taken to resolve barriers to Employability

#### Guidelines

1. Rehabilitation Services files are actively case managed and closed to Rehabilitation Services when no further rehabilitation is required to remove barriers to Employability

#### Practice

- 1) The following criteria are used in closing Rehabilitation Services files:
  - a) The Employee has returned to work
  - b) The Employee has successfully completed a Rehabilitation Plan and has attained Employability
  - c) The Employee failed to participate in a Rehabilitation Plan before entitlement to Long Term Disability Benefits (pre-LTD) (Policy A-7.1 Rehabilitation Compliance)
  - d) The Employee failed to participate in a Rehabilitation Plan and LTD benefits are suspended (Policy A-7.1 Rehabilitation Compliance)
  - e) The Employee's LTD claim closes
  - f) The Employee does not meet the criteria for Rehabilitation (Policy A-2.1 Referral Criteria) because:
    - i) The Employee's medical status precludes participation in a Rehabilitation Plan
    - ii) No cost benefit can be achieved
    - iii) Barriers to Gainful Employment cannot be resolved
- 2) Prior to closing a Rehabilitation Services file for an Employee in receipt of LTD benefits the file is escalated (Policy A-1.2 Problem solving/Escalation of Concerns) to ensure no further Rehabilitation would enhance Employability

#### Definitions

- **Employability** – The ability to perform Gainful Employment
- **Employee** – Employees of HBT's member employers who are covered by the HBT LTD Plan (plus the HSA LTD Trusts)

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- **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](http://www.cssea.bc.ca/public_documents.php)