

## Vocational Services Reporting Requirements for Self-Insured Employers

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The following is a brief overview of documentation that must be submitted by the Self-Insured Employer (SIE) or their Third Party Administrator (TPA) to the department in reference to vocational services. Please see [WAC 296-15-4302](#) through 4318 for a detailed list of documentation and other requirements for vocational services.

### When should a [Self-Insurance Vocational Reporting Form \(SIVRF\)](#) be used?

SIEs or their TPAs must submit a SIVRF with:

- All vocational reports sent to the department.
- The assessment report within 10 working days after receiving the completed report.

Exception:

A SIVRF isn't required if the worker returned to or was released to work without restrictions at the job at the time of injury or on the date of disease manifestation.

### Medical

- It is important to update the attending medical provider information with the department any time there is a change.
- A work release submitted by the self-insured employer must match the provider information in the department's records in order to avoid delays.

### Plans

- Before the department can review a vocational plan, both of the following must be received and processed:
  - A SIVRF.
  - An assessment report recommending the worker eligible for vocational services.
- Submit the vocational plan to the department, with all the attachments, within 10 days of the date the worker signed the plan.

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### Option 2

- Use the SIVRF to report Option 2 retraining expenditures. These should be reported quarterly, even after claim closure.

### Non Coop

- Request for action or a determination regarding non-cooperation must include a copy of the notification letter sent to the worker, and any response.
  - Prior to plan implementation, the letter sent to the worker must include or cite RCW 51.32.110 and WAC 296-14-410.
  - During plan implementation, cite Per RCW 51.32.099 and 51.32.110.
- Benefits can't be suspended, reduced or denied if the worker can show good cause for their actions.

### Additional information

- Document agreement by the employer to permanent job accommodation.
- To recommend employable, labor market information must show jobs available in the same work pattern as the time of injury.
- Use a registered vocational counselor to complete vocational assessments and retraining plans.

### Questions:

If you have any questions, please call the self-insured vocational services specialist at (360) 902-6913.