



MEMORANDUM

To: Social Workers
Dialysis Facilities, PD Centers and Transplant Centers

From: Cecilia Torres, RN, BSN
Patient Services Coordinator II

Subject: **Vocational Rehabilitation Information Packet**

Date: June 28, 2010

The ESRD Conditions for Coverage specify that social workers should provide services that maximize the social functioning of the patient [Code 494.80 (a), (13); Code 494.90 (ad) (8)]. Social work efforts to promote vocational rehabilitation, including patients with job retention strategies, making referrals to job training, and employment counseling/placement services are important interventions in trying to improve the social functioning of patients; who are in their prime working years. The Network is providing you with a 2010 Vocational Rehabilitation Toolkit, which contains materials and resources to assist you in your vocational intervention with your patients. The toolkit includes the following:

- **NEW: Fact Sheet for Employers: The Benefits of Hiring Workers with Disabilities:** This document introduces employers to the benefits of hiring a person with a disability.
- **NEW: Fact Sheet: The Basics-Ticket to Work Basics:** The document provides a brief description of the Ticket to Work Program.
- **NEW: Fact Sheet: Overview-The New Ticket to Work Program:** The document provides a brief overview of the changes to the Ticket to Work Program.
- **NEW: Keeping Your Job When You Need Dialysis-**A handout article created by the Medical Education Institute, Inc for patients.
- **NEW: Summary of Interpretative Guidance:** A copy of the Interpretative Guidance regarding the rehabilitation section of the Conditions for Coverage.
- **Guidelines for Assessment and Referral to Vocational Rehabilitation:** This checklist may be of assistance when discussing rehabilitation options with patients.
- **Work Incentives Planning and Assistance (WIPA) Program:** The program helps people on SSI and SSDI return to work. The program provides needed information about work incentives and social security benefits on the Ticket to Work Program.
- **Life Options Rehabilitation Program:** Network 18 recommends the following resources in order to have a comprehensive vocational rehabilitation program. This organization has a wealth of resources that

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Mission Statement

To provide leadership and assistance to renal dialysis and transplant facilities in a manner that supports continuous improvement in patient care, outcomes, safety and satisfaction.

are downloadable and free from the website, www.lifeoptions.org. : (1) *Building Quality of Life: A Practical Guide to Renal Rehabilitation*; (2) *Employment a Kidney Patient's Guide to Working & Paying for Treatment*; and (3) *Unit Self-Assessment Manual for Renal Rehabilitation* (Brochure face covers enclosed).

- **Life Options Rehabilitation Resource Center:** This organization provides FREE downloadable information and resources for patients and professionals about living long and well with kidney disease at www.lifeoptions.org.
- **Social Security Administration *Working While Disabled* Information:** Enclosed are copies of the three brochures that are recommended for information on working and keeping benefits “*Working While Disabled-A Guide To Plans For Achieving Self-Support*”(Pub. No. 05-11017), “*Working While Disabled-How We Can Help*” (Pub. No. 05-10090) and “*Your Ticket to Work*” (Pub. No. 05-10061). These publications and others can be downloaded from the SSA website www.ssa.gov or multiple copies can be ordered via phone at: (800) 772-1213, Fax at: (410) 965-2037 or email at: oplmsosw.rpt.Orders@ssa.gov.
- **Sample Employment Facilitation Letters:** These are samples letters that the facility/physician may want to send to a patient’s employer or prospective employer informing them of the dialysis treatment the patient is receiving. Enclosed is a sample letter for peritoneal and hemodialysis, as appropriate.
- **Resource on Health-Related Quality of Life Indicators:** The document lists several examples of QOL indicators that are available and the areas the tools measures. Websites where the tools can be accessed are also included.
- **Department of Rehabilitation (DOR) Field Offices:** The list is organized by county to assist you in referring patients to the appropriate State DOR office in their area.
- **Southern California Career Center Sites:** These sites are listed by county. The centers aid and assist the disabled/unemployed individual get back into the work force. They can assist with training and referrals. Please call the center for instructions prior to sending the patient. The patient should understand the process and be prepared for his/her visit. There are a few self-service centers that only provide listings (kiosk).
- **Vocational Rehabilitation (VR) Website Resources:** This document is a list of websites that can provide information, assistance, and referrals on employment for the disabled person.
- **Vocational Rehabilitation (VR) Services and Form:** This document explains the vocational rehabilitation eligibility/application process. Also includes an official Vocational Rehabilitation Services Application from the DOR office for your convenience. Please feel free to make copies of the application for your use. **DO NOT SEND APPLICATION TO THE NETWORK.**
- **Ticket to Work Information Sheet:** This document explains the vocational rehabilitation option of the Ticket to Work program and how to access its services.
- **Employment Networks:** This organization contracts with independent business or agencies to provide job training and other employment services to Ticket to Work holders. To find a list of providers serving your area please visit www.yourtickettowork.com/program and click on Directory of ENs.

The documents will soon be available on the Network 18 website at www.esrdnetwork18.org. One copy is being sent to the social worker at each facility listed in Network records. At facilities with more than one social worker, please share or download another set.

We appreciate your continuing efforts to provide the highest quality of care and service to your patients. If you have questions or comments, please feel to contact the Network.