

RETURN TO WORK

1.5.A.1 Is there a written Transitional Return to Work policy?

- Self-explanatory.

1.5.A.1.1 Is the written Transitional Return to Work policy: Department/Generic; Agency/Site Specific; Both; Not Applicable.

- Self-explanatory.

1.5.A.1.2 Is the agency conducting documented awareness/training on its Transitional Return to Work policy within ninety (90) days of hire?

- Self-explanatory.

1.5.A.1.3 Is the agency conducting documented awareness/training on its Transitional Return to Work policy once every five (5) years thereafter.

- Self-explanatory.

1.5.A.2 Does the agency have a Transitional Return to Work team?

- Each level must have its own work team.

- The intent of the question is that the team exists AND is actively involved in the return to work process. Therefore, the LPO will review the team's meeting notes looking for evidence of such things as: the current medical status of a return to work employee, related doctor visits, anticipated date of return, etc.

1.5.A.3 Has local management designated a coordinator?

- Just as with the RTW team, an RTW coordinator must also be at each agency location. Specifically, it should be someone who is actually involved in the workers' compensation process (e.g., handles the claims, etc.)

- The LPO will need to see documentation from a department or agency head, or any other document (such as a job description) that indicates the coordinator's name and responsibility for acting in the role of the RTW coordinator.

1.5.A.4 Did the agency have any lost time claims?

- This will be confirmed by an LPO review of the monthly-required completed DAWC4000 form(s).

- It is acceptable for the agency level offices to have a copy of such forms if the originals are being sent to/kept at HQ, but one or the other must be kept at each agency location and made available during the audit/CR.

1.5.A.4.1 Does the agency have form DA WC4000 available for review?

- The form must be filled out each month at each location where RTW activities are occurring. Therefore, there should be 12 forms available for review, covering the entire FY being audited.

POST-ACCIDENT DRUG TESTING

1.5.B.1 Is there a written Post-Accident Drug Testing policy?

- Self-explanatory.

1.5.A.1.1 Is the written Post-Accident Drug Testing policy: Department/Generic; Agency/Site Specific; Both; Not Applicable.

- Self-explanatory.

1.5.B.1.2 Is the agency conducting documented awareness/training on its Post-Accident Drug Testing policy within ninety (90) days of hire?

- Self-explanatory.

1.5.B.1.3 Is the agency conducting documented awareness/training on its Post-Accident Drug Testing policy once every five (5) years thereafter?

- Self-explanatory.

1.5.B.1.4 Does the agency have a designated coordinator to evaluate and improve the agency's Post-Accident Drug Testing program?

- A PADT coordinator must be at each agency location.

- The LPO will need to see documentation from a department or agency head, or any other document (such as a job description) that indicates the coordinator's name and responsibility for acting in the role of the PADT coordinator.

1.5.B.2 Did the agency have any workers' compensation claims that required post-accident drug testing?

- This will be confirmed by an LPO review of any/all of the following:

- **For in-house drug testing: applicable internal document(s)**
- **For outsourced drug testing: chain of custody form**
- **For company paid drug testing: receipt**

- It is acceptable for the agency level offices to have a copy of such documents if the originals are being sent to/kept at HQ, but one or the other must be kept at each agency location and made available during the audit/CR.

1.5.B.2.1 What percentage of these workers' compensation claims involved drug testing?

- The LPO will run a report prior to his/her visit to obtain a total number of WC claims, and will use this to calculate the percentage based upon how many documented claims involving a drug test are determined during the audit/CR.