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|  |  **EARLY RETURN-TO-WORK INITIATIVE** |

**NMPSIA members are on a “fast track” to earn an “A” in Successful Return-to-Work – 10 Steps**

The Worker’s Compensation Administration’s (WCA’s) role in the Early Return-to-Work Initiative (ERTW Initiative) is helping employers take a proactive, sustainable role in establishing effective return-to-work (RTW) practices for their employees.

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| **What do I get out of participating in the ERTW Initiative?*** Save money - Meeting all of the “RTW Best Practice” criteria (see attached “The Dynamic Dozen” checklist) earns you an “A” in RTW which in turn helps you save money and reap other RTW rewards (see ERTW Initiative flier).
* RTW Designation - Once you have achieved an “A”, you will be given a RTW certificate, signed by WCA designees, showing you have made the effort to meet all best practices criteria and are a RTW Champion.
* *Added bonus* - Your business may also be featured in WCA Quarterly Bulletins or other communications as a RTW Champion. Good PR for your business!
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**Following are specific steps your school/district would take under the ERTW Initiative:**

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|[ ]  1. Complete and return to the WCA the following items:
* RTW Questionnaire (can be done in a 20-30 minute phone interview with the WCA RTW Coordinator)
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|[ ]  1. Once all the necessary information is received, the WCA RTW Coordinator will do an in-depth RTW Best Practices Analysis of your current RTW program.
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|[ ]  1. After the WCA completes the RTW Best Practices Analysis, you will be given a RTW Best Practices Report Card with an overall grade.
* This will help you identify strengths in your RTW program and identify areas that may need improvement.
* You will also be given specific ideas and resources tailored to your company’s RTW challenges to help you improve practices.
* The WCA RTW Coordinator will tailor all materials to your specific industry, company culture and available resources.
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|[ ]  1. Besides the RTW Best Practices Report Card and supplemental information, you will be given a “RTW Consultation Follow-up Plan” detailing measurable, attainable actions you can take to achieve an “A” in effective RTW.

NOTE: The first two months usually entail weekly check-ins which then taper off to monthly check-ins as you move from establishing your new practices into more of a maintenance phase. This will be adjusted to fit your company’s needs/scheduling. |
|[ ]  1. To help you with your RTW goals, you will be offered follow-up consults with the WCA Coordinator on RTW issues you may be having that may be standing in the way of achieving your RTW goals.
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|[ ]  1. After you have taken steps to achieve RTW Best Practices, you will get a Progress Report and updated RTW Best Practices Report Card showing an updated grade.
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|[ ]  1. In order to achieve an “A”, you must, at a minimum, show:
* You have established and have begun to follow your written RTW policy
* You are consistently working to achieve all RTW Best Practices
* You accommodate modified/light duty at almost every opportunity

The WCA Coordinator will verify these items at agreed upon check-ins. |
|[ ]  1. At the end of an agreed upon timeframe, another RTW Best Practices Report Card will be generated where your RTW practices will be evaluated for an “A.”
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|[ ]  1. Once you have achieved an “A,” you will be given a RTW certificate signed by the WCA Coordinator and Director Designee showing you have met all RTW Best Practices criteria and are a “RTW Champion.”

NOTE: Added bonus - your business may also be featured in WCA Quarterly Bulletins or other communications as a “RTW Champion.”  |
|[ ]  1. On an ongoing basis even after you are recognized, you can continue to contact the WCA for any issues that may come up with regards to your RTW practices.
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