

QRC internship completion checklist

QRC intern: _____ QRC intern #: _____
QRC intern supervisor: _____ QRC #: _____

Reminder: All required reports and progress records shall list the injured worker's name, WID number (for example, EE-00-0000-000) and date of injury. The QRC intern supervisor must review all R-forms before being sent and filed in Work Comp Campus, and must sign all other documents the intern sends.

1. The orientation training materials for download from DLI's website provide examples and information for developing R-forms, narrative reports, labor market survey reports and vocational testing or evaluation, or transferable skills analysis reports.
2. Disability case management (DCM) services do not count toward the intern's completion of hours.
3. Working full time, doing job placement and development, does not count toward an intern's completion of hours.
4. Substantiated professional conduct complaints (a stipulation or order for discipline) and/or outstanding R-form or PCA penalties may affect the QRC intern's approval to become a fully qualified rehabilitation consultant.

Completion of QRC internship requirements

- The QRC intern has worked in full-time employment for at least 37.5 hours a week during a 52-week period (1,924 hours), or any part-time employment was prorated based on this definition to equal full-time employment, providing rehabilitation services to injured workers in statutory rehabilitation.
- The QRC intern is the "assigned QRC" on R-forms and work examples submitted as evidence for completion of the internship.
- List the job title "QRC intern" on all documents, including reports, letters, email, business cards, etc.
 - Do not list any other titles, such as case manager, disability management specialist or life planner, to suggest you are anything else other than a QRC intern.
- Obtain certification from either the Commission on Rehabilitation Counselor Certification (CRCC) or Certification of Disability Management Specialist (CDMS) Commission and provide a copy of the certificate.
- QRC intern renewal registration application(s) completed and filed through Campus on a timely basis.
- Appearance at administrative conferences or hearings, if requested or subpoenaed with intern's supervisor.
- Attend the mandatory DLI orientation training session within 12 months of the date of registration.
- Attend the mandatory DLI update training for all registered rehabilitation providers, as scheduled.

Examples of work to be submitted for approval as QRC

- QRC intern supervisor has written a report about the intern's competence to practice independently.
- Rehabilitation Consultation Report (RCR) form with narrative report explaining the basis of the determination (Minnesota Rules 5220.0130, subpart 3c (4)).
 - A restatement of the "Yes" and "No" questions in the narrative report is not acceptable.
- R-2 Rehabilitation Plan form with an initial evaluation narrative report (Minn. R. 5220.1803, subp. 5). The eight required areas are generally listed as subheadings.
 - Medical status
 - Vocational history
 - Educational history
 - Social history
 - Relevant economic factors
 - Transferable skills
 - Employment barriers
 - Recommendations
- Plan Progress Report (PPR) form and its corresponding narrative report (Minn. R. 5220.0450, subp. 2 E) listing:
 - barriers to successful completion of the rehabilitation plan identified; and
 - measures to taken to overcome each of the identified barriers.
- (**Or**) an R-3 Rehabilitation Plan Amendment form, used as a PPR, with items 20 through 23 completed and its corresponding narrative report listing the barriers and the measures to overcome the barriers.
- R-8 Notice of Rehabilitation Plan Closure form with a narrative summary report (Minn. R. 5220.0510, subp. 7).
 - A narrative summary report of all rehabilitation services provided (not a monthly progress report) on behalf of the injured worker.
- Narrative report showing understanding of vocational testing and evaluation.
- (**Or**) a narrative report showing understanding of a transferable skills analysis (TSA).
- Labor market analysis or survey (LMS) report. Reports generally include:
 - the employee's date-of-injury average weekly wage and wage information through the survey;
 - the employee's current physical limitations and the physical demands of the proposed job;
 - the number of employers contacted, with their grouped responses from the employer contact sheet questions;
 - research information supporting national and/or local occupational employment statistic (OES) wages, job outlook, etc.;
 - all support documents attached to report; and
 - a summary statement of whether the projected job "is or is not" a good match and why.
- QRC intern supervisor has co-signed all intern documents and reviewed and approved intern R-forms and documents prior to filing through Campus.