

Registration, renewal and internship completion

Rehabilitation registration specialist

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Rehabilitation registration specialist



Completion of qualified rehabilitation consultant (QRC) internship – Minnesota Rules 5220.1410, subpart 3

To demonstrate your understanding of procedures and your ability to communicate in writing, the following forms and reports must be submitted:

- all R-forms (must be consultant intern on 12 or more rehabilitation plans);
- a labor market analysis; and
- at least one narrative report, showing an understanding of:
 - transferable skills analysis; and
 - vocational testing.

The [QRC internship completion checklist](#) is a great resource to help guide you through all the items you must complete to finish internship requirements.

QRC firm and vendor registration instructions

My Overview

3 Open Claims
View details associated to your claims in the My Queue portal.

0 New Documents
Review documents in the Notifications panel to ensure accuracy.

Submit a Filing

- Access a Case or Claim
- Individual Rehab Provider Registration
- Institute a Dispute
- Object to Penalty
- Open Appeal/Petition
- Rehab Consultation Report
- Rehab Provider Registration**

Rehab Provider Registration

Registration Details

Registration Type: Initial Registration
Register As: *

Company Details

Legal Business Name: *
Secretary of State Registered: Yes No
Minnesota Tax ID: *

Insurance Details

Workers' compensation insurance exemption

Policy Number: *
Effective Date: *
Policy Expiration Date: *

Office Address List

Entity Address ID	Address Type	Address 1	Address 2	Is outside the US?	Zip Code	City	County	State	Country
No addresses currently added									

Staff Details

Staff Name	Job Title	Staff Type	Is Part Time	Weekly Hours	Is Manager	Is Primary Contact	Office Address	Staff Email	Staff Phone
No staff currently added									

Supporting Attachments

Upload Documents

File Name	File Type	Description	Remove
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Electronic Signature

I understand that I must notify the department if there is any change to your workers' compensation insurance information or employee status.
I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.
I declare under penalty of perjury that everything I have stated in this document is true and correct.

Please type your First and Last Name as they appear on your CAMPUS profile. By signing and dating this form, I certify copies of this form and attachments are being sent to the employee, Inmate Department of Labor and Industry and, if required, to the department's Vocational Rehabilitation unit (VRU).

Full Name of Signatory *
Spencer Wilson

I understand that by checking this box, I am legally signing this electronic form and I confirm that the information on this form is true, accurate, and complete to the best of my knowledge.

Submit Form Save as Draft Download as PDF Preview Cancel

Registration Fee

Your registration has been submitted for review. Please mail your registration fee as a check or money order for \$200 payable to the "Minnesota Department of Labor and Industry". Send payment to the department's Financial Services unit at Minnesota Department of Labor and Industry, Financial Services, 443 Lafayette Road N., St. Paul, MN 55155.

Notifications Clear All

Your Rehab Provider Registration submission has been approved
Form submission 3580 has been approved.
15 hours ago

Work Comp Campus enhancements to QRC registration



Intern written submissions

Minnesota Rules 5220.1410, subpart 3, details what must be demonstrated in written submissions from QRC interns. This includes the following items:

1. a rehabilitation consultation report that explains the basis for the eligibility determination;
2. a rehabilitation plan with an initial evaluation narrative report that includes required information;
3. a plan progress report or plan amendment with a narrative report that includes required information;
4. a rehabilitation plan closure with a narrative summary report that includes required information;
5. a narrative report that shows the intern's understanding of vocational testing;
6. a narrative report that shows the intern's understanding of a transferable skills analysis; and
7. a narrative report that shows the intern's understanding of a labor market survey.

Reasons for denial of registration renewal

Some common reasons for denial of renewal include:

- outstanding penalties and missing R-forms;
- violations of prohibited conduct;
- late or incomplete renewal form submission, such as **missing** the applicant's signature, Social Security number or required continuing education unit (CEU) credits;
- registration fee or late fees not paid; and
- maximum internship period of 36 months has expired.

Determination of internship completion

When requirements *are met*:

- an approval letter is issued within 60 days of receipt of the completed application to be a full QRC.

When requirements for initial QRC registration *are not met*:

- a letter requesting additional information may be sent to the intern supervisor; and
- a registration denial Decision and Order is issued within 60 days.

For more about approval of registration as a QRC following completion of your internship, see Minn. R. 5220.1510, subp. 1.

Labor market analysis

Purpose of a labor market analysis

Labor market analysis is systematic contact with employers and review of labor market information to assist with vocational planning related to:

- job search;
- skills enhancement; and
- retraining.

Establish a clear purpose for your client's labor market analysis and what you hope to learn.

Labor market analysis components

The Department of Labor and Industry's (DLI's) website contains a [QRC internship completion checklist](#) that includes specifics about labor market analysis, such as:

- 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 grouped responses from the employer contact sheet questions;
- information supporting national and local occupational employment statistic (OES) wages, job outlook and all support documents attached to the report; and
- a summary statement of whether the projected job is or is not a good job match and why.

Questions commonly asked of employers

- Do you employ [insert job title]? If so, how many?
- Do you have any current openings or anticipate any in the next three months?
- What is an approximate starting wage, wage after one year and wage after three years?
- What education do you require?
- What are the physical demands of the job?
- Do you have any advice for someone entering this field?

Create employer contact sheets

- As you contact employers, document:
 - the employer name;
 - the location;
 - the employer representative; and
 - answers to the questions you developed.
- Look for trends in the data you are collecting.
- The aggregate data will be summarized in your labor market analysis report.
- Attach contact sheets as a report appendix.

Gather internet labor market information

Trusted websites include:

- [O*NET](#); and
- [Minnesota Department of Employment and Economic Development data tools](#).
 - This site includes links to more detailed webpages, with information about current employment statistics, employment outlook, job vacancy survey, occupational employment and wage statistics.

Writing the report

The report should contain information about the client, labor market and QRC recommendations. Sample headings for the report may include the following.

- Purpose
- Educational history
- Credentials (if applicable)
- Work history
- Medical history
- Current physical limitations
- Scope of survey (how many employers contacted, questions asked)
- Summary of results (anticipated wages, qualifications, projected outlook)
- Conclusions and recommendations
- Appendix (detailed employer contact information, printed internet resource materials)

Incorporating findings into the rehabilitation plan

- Use your findings to inform the direction of your client's rehabilitation plan.
- Meet with your client to review the results and discuss how they can be used to advance their rehabilitation plan.
- Share the labor market analysis report with the parties.

Transferrable skills analysis

TSA definition and overview

- According to Minn. R. 5220.0100, subp. 35, “transferable skills analysis” (TSA) means identifying and comparing skills learned in previous vocational or avocational activities with those required by occupations which are within the qualified employee’s physical and mental capacities.
- TSA can be performed manually or through a variety of software programs that may incorporate the skill requirements from the [Social Security Administration Code of Federal Regulations](#). Software analysis yields more detailed results.

Completing a TSA manually, one of two

The transferability of a person's skills can be done manually by:

1. making a list of jobs performed by the individual (such as a work history);
2. eliminating jobs from that list that no longer exist in the economy;
3. listing the skills under each job (such as the ability to read a blueprint or typing proficiency) – do not confuse skills with job tasks (such as computer operation);
4. remembering skills are transferrable when they can be applied to more than one occupation;
5. identifying the employee's residual functional capacities;
6. identifying the specific vocational preparation level (the training required to learn the position) for each job;

Completing a TSA manually, two of two

7. identifying the physical demands and environmental requirements for each job (such as light-duty lifting in a cooler or storage locker, which might adversely affect the work injury even after healing is completed);
8. considering mental capacities, including the abilities to work in close proximity with others, to have appropriate interactions with the public, to use judgment, to concentrate, to work independently, to follow directions and to meet deadlines; and
9. comparing past jobs and skills to the employee's projected or permanent physical restrictions and then developing a list of those jobs and skills for the potential job search.

Tip: Resumes focus on transferrable skills. If doing a manual TSA, a client's resume is a valuable resource.

TSA software and reports

Software programs: There are several TSA software programs. For example, OASYS web is a widely used software program. Rehabilitation providers should select a program that provides reliable and valid results.

Narrative reports should include:

- client information, such as date of injury, average weekly wage, work history, possible long-term hobbies, and physical limitations or considerations; and
- the software program or method you used to conduct the transferable skills analysis.

Summary section of TSA report

Identify a list of jobs that:

- the employee has demonstrated medium to high aptitudes in;
- are within a suitable wage range; and
- have job growth potential.

Take the above jobs and create two lists:

1. occupations for direct job search; and
2. jobs that will require formal training.

Vocational testing

Considerations before vocational testing

- Know the reading level required of the test you want to administer.
- What questions do I hope vocational testing will answer?
- Will my client benefit from testing? Clients who might benefit include those who:
 - have a work and educational background that does not clearly demonstrate their ability to complete job applications or other tasks that require reading;
 - have a long history in their date-of-injury occupation and will likely not return to it;
 - have limited work experience or exposure to the world of work; or
 - are exploring retraining.

Tips for easing client concerns about testing

- Explain your role is to assist them in returning to a job that is a good fit for them, taking into considerations their physical limitations, labor market, work experience and interests.
- Explain testing is a tool that helps you understand their interests, abilities and work values.
- Ask your client about their history of test taking. This can help you tailor your approach.
- Explain the location and anticipated length of the testing, and that you will review the results with them.
 - It can be reassuring for clients to know interest and work values inventories have no right and wrong answers.
- Explain some details about the assessments so they know what to expect.
 - For example, some tests are timed.

Test administration

- Rehabilitation providers should be trained about any test they administer.
- Follow the test's administration procedures.
- Make sure your client is comfortable and the testing environment is quiet and free from distractions.
- Note any testing accommodations provided due to your client's disability.
- Any significant testing observations should be included in your report.

Tips for scoring and interpretation

- Always double-check any manual scoring.
- Before you meet with your client, spend time reviewing the results to make sure you understand them.
- Look for peaks and valleys in scores.
 - In abilities tests, they represent strengths and weaknesses.
 - In interest inventories, they represent likes and dislikes.
 - In values or work temperament assessments, they represent important and unimportant needs or factors of a job.

Preparing client materials

After interpreting the results, make copies of any career-related information you want to send home with your client. Sources might include the following:

- [Occupational Outlook Handbook](#);
- [O*NET](#) – the [O*NET desk aide](#) is a helpful client handout and the website works well on mobile devices;
- [Minnesota State CAREERwise Education](#); and
- [Minnesota Works](#).

Resource	Website
Minnesota Rules 5220	revisor.mn.gov/rules/5220
QRC internship completion checklist	dli.mn.gov/sites/default/files/pdf/orientation_qrc_intern_completion_checklist.pdf
O*NET	onetonline.org
O*NET desk aide	onetcenter.org/dl_files/desk_aid.pdf
Minnesota Department of Employment and Economic Development data tools	mn.gov/deed/data/data-tools
Social Security Administration Code of Federal Regulations	ssa.gov/OP_Home/cfr20/416/416-0968.htm
Occupational Outlook Handbook	bls.gov/ooh
Minnesota State CAREERwise Education	minnstate.edu/careerexploration
Minnesota Works	minnesotaworks.net

Thank you

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