



(800) 827-2182 [Voice & Fax]

CASE PREPARATION GUIDE

www.skilltran.com

3910 S. Union Ct. - Spokane Valley, WA 99206

RECV'D	___/___/___
RUN	___/___/___
SHIPPED	___/___/___

CLIENT INFORMATION:	
CLIENT NAME: _____	
Claim #, Case ID#: _____	Last 4 of SSN: _____
Date of Birth: <u>MM / DD / YYYY</u>	(Age): _____
CLIENT CITY, State, ZipCode: _____	Authorization #: (Optional) _____

SEND REPORT & INVOICE TO:	
NAME: _____	
TITLE: _____	
COMPANY: _____	
ADDRESS: _____	
CITY: _____	STATE: _____ ZIP: _____
PHONE: (_____) _____	FAX: (_____) _____
Email: _____	

SHIPPING METHOD: Email Other _____

User ACCOUNT: _____ Report Fee: \$ _____

SERVICES NEEDED – Select each service desired. Fill out each service request completely

PPS - The Placement Planning Service

TRANSFERABLE SKILLS ANALYSIS

LABOR MARKET SURVEY (STATISTICS, WAGES, BUSINESSES)

DOT Code	DOT Title / (Or Intended) Vocational Goal
____-____-____	_____
____-____-____	_____
____-____-____	_____
____-____-____	_____

SEARCH BY INTEREST: GOE CODES - or - INTEREST WORDS

TRAINING PROGRAMS

PREPOST - Pre-Injury / Post-Injury Analysis Service

CCS – Career Consulting Service (Self-Directed Report)

JSS – Job Search Service (Self-Directed Report)

Labor Market Survey Questions (Optional)

Q1 - _____

Q2 - _____

Q3 - _____

Labor Market Information for TSA

LABOR MARKET AREA - Specify Below:

STATE(s)	City / County / MSA(s) / Region(s)	<input type="checkbox"/> National ZIP Codes(s)
<input type="checkbox"/>	_____	_____
	_____	_____

LABOR FORCE STATISTICS & GROWTH PROJECTIONS

WAGES:

Estimated Local MSA State National

BUSINESS LISTINGS (Pick ONE method for search)

ZIP Code(s) City County/Counties MSA(s) Region(s)

RADIUS around ZIP: _____ miles (Default=35) National

BUSINESS SIZE (Number of Employees):

Minimum: ALL Sizes 5+ 10+ 20+ 50+ 100+ 250+ 500+

Maximum: ALL Sizes 5 10 20 50 100 250 500

Hint: Pick ALL for rural; minimum of 5, 10 or 20 for dense metro. area

INDICATE PREFERRED INDUSTRY TYPES, IF ANY:

WORK HISTORY (if any) – MANDATORY for PPS, PREPOST and CCS. Include significant civilian, military, and leisure experience/training/education within the last 10-15 years. Use several DOT codes to describe one actual job if necessary. ****ALSO - Use this section to list job goal(s) if JSS is requested above.**

DOT Code	DOT Title
____-____-____	_____
____-____-____	_____
____-____-____	_____
____-____-____	_____
____-____-____	_____

DOT Code	DOT Title
____-____-____	_____
____-____-____	_____
____-____-____	_____
____-____-____	_____
____-____-____	_____

CONTINUE ON NEXT PAGE →

WORKER CHARACTERISTICS: Use the SkillTRAN Pocket Guide to the DOT and www.skilltran.com/rhaj to make choices

FOR PPS AND PREPOST CASES ONLY, indicate residual worker characteristics / preferences below. Adjust **ONLY** the characteristics that are significantly affected. *It is assumed* that any unadjusted physical demand and environmental conditions can be constantly performed or tolerated.

NOTE:
Please consult the SkillTRAN Support area of the new web site for ideas on how to handle "Common Case Situations". Login to www.online.skilltran.com

PURPOSE OF REPORT:
 Rehabilitation
 Litigation:
 Plaintiff
 Defense

DESCRIBE INJURY / RESIDUAL FUNCTION / RESTRICTIONS:

RATE MAXIMUM FREQUENCY Able To Perform or Tolerate Exposure
N = Never **O = Occasional** **F = Frequent** **C = Constant**
During working Day **(to 1/3 of Day)** **(1/3 to 2/3 of Day)** **(2/3 of Day or More)**

Maximum Strength (Circle One)	PHYSICAL DEMANDS (RHAJ - Chapter 12)				ENVIRONMENTAL CONDITIONS (RHAJ - Chapter 12)			
		___ CL Climbing	___ RE Reaching	___ NE Near Acuity	___ WE Weather	___ VI Vibration	___ HI High Places	
Sedentary	___ BA Balancing	___ HA Handling	___ FA Far Acuity	___ CO Cold Extremes	___ AT Atmosphere	___ RA Radiation		
	___ ST Stooping/ Bending	___ FI Fingering	___ DE Depth Perception	___ HO Hot Extremes	___ MV Moving Parts	___ EX Explosion		
Light	___ KN Kneeling	___ TA Talking	___ CV Color Vision	___ WT Wetness/ Humidity	___ EL Electric Shock	___ TX Toxic/Caustic		
Medium	___ CR Crouching	___ HE Hearing	___ FV Field of Vision	___ NO Noise Intensity Levels (1=Very quiet, 2=Quiet, 3=Moderate, 4=Loud, 5= Very Loud)		___ OT Other Hazard		
Heavy	___ TS Squatting	___ TS Tasting/ Smelling						
Very Heavy	___ CW Crawling							

NOTE: **RE**, **HA**, and **NE** rated at N or O produce very few occupational alternatives.

Visit www.skilltran.com/rhaj for details on each of these factors

GENERAL EDUCATION DEVELOPMENT LEVEL (GED)
 (RHAJ Chapter 7) 6=High
 Reasoning ___ Math ___ Language ___ 1=Low
 Formal Education - Highest Grade Completed: _____

SPECIFIC VOCATIONAL PREPARATION (RHAJ Chapter 8)
 *HIGHEST SVP to consider ___ 9 = High
 LOWEST SVP to consider ___ 1 = Low
 * NOTE: Do NOT adjust highest SVP for transferable skills.

APTITUDES - Based on test results (optional) or experience
 (RHAJ Chapter 9) (1=High, 5=Low)

TEMPERAMENT INCOMPATIBILITY (RHAJ Chapter 10)
 Circle the significant situations to AVOID

G V N S P Q K F M E C

AVOID TEMPERAMENTS: D R I V E A S T U P J

Check here if you want to use the higher value of test result vs. capacity demonstrated from performance during work history

IS THE CLIENT AT LEAST "AVERAGE" ? YES NO
 "Average" is: Strength > Light; GED-RML > 222; Aptitudes > 4

INCLUDE UNSKILLED OCCUPATIONS IN REPORT?
 NO YES [Unskilled is SVP < 3]

IS THE CLIENT ABLE / WILLING TO SUPERVISE OTHERS?
 YES NO

Minimum number of occupations to find =

Additional Comments: