



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

March 5, 2010

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## DISABILITY MANAGEMENT AND RETURN-TO-WORK SELF-ASSESSMENT TOOL

As indicated in the January 19, 2010 memorandum on this subject, departments must be performing disability management and return-to-work (RTW) self assessments utilizing the self-assessment tool (Phase II). This memorandum is in response to several issues departments have raised regarding the application of the self-assessment tool. In addition, specific guidelines and a reporting template are being provided to assist your staff in complying with the directives in the memorandum.

### Disability Management and Return-to-Work Phase II Self-Assessment Tool

The purpose of the self-assessment tool is to identify weaknesses in the communication and timeliness of critical disability management events, as documented in a department's RTW file. To this end, the self-assessment tool evaluates 20 factors related to sound disability management practices, with an emphasis on documentation and RTW file maintenance. A compilation of information generated by the self assessments shall be used to identify weaknesses in a department's overall maintenance of RTW files and in individual RTW files. Though not intended as a pass/fail evaluation, the self assessments can be used to gauge improvement in the quality of a department's disability management program and RTW file maintenance.

Each Phase II Self-Assessment Tool should indicate it is a working document and is not to be maintained (the most recent version of the form is available at: <http://ceo.lacounty.gov/mpn/>). These self-assessment tools should not be placed in the RTW file. However, the plan of action page included in the self-assessment tool can be used to document actions that need to be performed and can become a part of the RTW file. The results from the self assessment should be compiled (see Data Compilation and Evaluation section below) and then the self-assessment tools should be disposed. Duplicates should not be made nor maintained. You should maintain a list of names for those files that have been evaluated, as a random sampling of these files will later be independently evaluated.

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### Active Return-To-Work Files

Active RTW files relate to cases where the employee has not returned to work or is on a work hardening assignment, or where evidence exists that the employee will not be able to continue in his/her non-transitional (regular, modified, or alternate) assignment. An RTW file can be considered inactive when the employee has returned to a non-transitional regular, modified, or alternate work assignment, or the individual is no longer in County service.

### Number of Return-To-Work Files to be Reviewed – Initial Self-Assessment

Each department will need to determine the number of RTW files to review during the initial self-assessment, based on the number of active RTW files. A minimum number of randomly selected files should be reviewed based on the department's number of active RTW files:

| Active Return-To-Work Files | Sample Size |
|-----------------------------|-------------|
| 2-8                         | 2           |
| 9-15                        | 3           |
| 16-25                       | 5           |
| 26-50                       | 8           |
| 51-90                       | 13          |
| 91-150                      | 20          |
| 151-280                     | 32          |
| 281-500                     | 50          |
| 501-1,200                   | 80          |
| 1,201 or more               | 125         |

### Data Compilation and Evaluation

All data derived from the self-assessment tools shall be captured on a spreadsheet and used to evaluate strengths and weaknesses. As indicated, the self-assessment tool contains 20 ratable factors. Those factors are expressed as questions and answered by a "Yes" (Y on spreadsheet), "No" (N on spreadsheet), or "Not Applicable" (N/A on spreadsheet). The spreadsheet should not contain individual identifying information. Your department's RTW management team shall use the findings to develop strategies to improve disability management efforts and RTW file maintenance. A spreadsheet with pre-formatted formulas is available at: <http://ceo.lacounty.gov/mpn/> or can be requested by contacting your department's CEO RTW contact person.

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## Summary of Findings

A summary of findings that includes a total score based on the 20 ratable factors and your department's plan to improve identified weaknesses shall be submitted to the CEO Risk Management Branch by March 15, 2010. CEO staff expects a large variance in reported initial findings and acknowledges such findings should not be used to compare a department's disability management program against another department. Your department shall submit findings and an improvement plan using the attached reporting template to Steven E. NyBlom, Manager, CEO, to:

Steven E. NyBlom  
Chief Executive Office  
Risk Management Branch  
3333 Wilshire Boulevard, Suite 820  
Los Angeles, CA 90010

Phone: (213) 351-5346  
Fax: (213) 252-0405  
Email: [snyblom@ceo.lacounty.gov](mailto:snyblom@ceo.lacounty.gov)

If you have any questions, please contact Ellen Sandt at (213) 974-1186 or [esandt@ceo.lacounty.gov](mailto:esandt@ceo.lacounty.gov).

WTF:ES  
SN:sg

Attachments