



(800) 827-2182 ♦ Fax (509) 926-2611

# 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) _____

**SHIPPING METHOD:**  Email  Other \_\_\_\_\_

**User ACCOUNT:** \_\_\_\_\_ Report Fee: \$ \_\_\_\_\_

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

**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

### 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)
----------	------------------------------------	--

\_\_\_\_\_

\_\_\_\_\_

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:

\_\_\_\_\_

\_\_\_\_\_

### 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 - \_\_\_\_\_

**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](http://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](http://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	___ <b>RE</b> Reaching	___ <b>NE</b> Near Acuity	___ WE Weather	___ VI Vibration
Sedentary Light Medium Heavy Very Heavy	___ BA Balancing	___ <b>HA</b> 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
	___ KN Kneeling	___ FE Feeling	___ AC Accommodation	___ WT Wetness/ Humidity	___ EL Electric Shock	___ TX Toxic/Caustic
	___ CR Crouching	___ TA Talking	___ CV Color Vision	___ NO Noise Intensity Levels (1=Very quiet, 2=Quiet, 3=Moderate, 4=Loud, 5= Very Loud)	___ OT Other Hazard	
	___ CW Crawling	___ HE Hearing	___ FV Field of Vision			
	___ TS Tasting/ Smelling					

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

Visit [www.skilltran.com/rhaj](http://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)  
 \_\_\_ G \_\_\_ V \_\_\_ N \_\_\_ S \_\_\_ P \_\_\_ Q \_\_\_ K \_\_\_ F \_\_\_ M \_\_\_ E \_\_\_ C

**TEMPERAMENT INCOMPATIBILITY** (RHAJ Chapter 10)  
**Circle the significant situations to AVOID**  
 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:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_