

# Community Mental Health Program – Frequently Asked Questions

## How does a psychologist communicate RTW recommendations when an injured/ill person is RTW ready?

The psychologist ensures the timely submission of the assessment and treatment progress forms which identifies RTW details. The psychologist can request telephone discussion(s) with the WSIB case management team by documenting it in the forms, or at the end of the treatment block, as necessary. In addition, the psychologist ensures their availability to communicate with the WSIB case management team (e.g. this can be part of a treatment session with the Return to Work Specialist (RTWS)).

In addition to the above, completing the [RTW Recommendations Form](#) and submitting it to WSIB with a copy to the worker is another communication tool that facilitates RTW planning and information sharing with employers. The injured/ill person is required to provide the employer with a copy to plan for RTW. Additional RTW Recommendations forms may be submitted if the worker's condition changes.

## What is the purpose of the RTW Recommendations Form?

The form is a communication tool that facilitates the sharing of information with employers. It is initiated by the psychologist when readiness for RTW has been established. It ensures a common understanding between all workplace parties of the worker's functional abilities and helps them identify accommodations needed to achieve a successful RTW that is safe and sustainable.

The [RTW Recommendations Form](#) cannot be requested by the employer, unlike the [Functional Abilities Form \(FAF\)](#).

## What information is captured in the RTW recommendations form?

Details concerning the injured/ill person's occupational functional abilities and recommendations for accommodation are reported in this form. It includes the injured/ill person's limitations, restrictions and accommodations with respect to occupational activities and specifies their duration.

## How is this information used by the WSIB Case Management Team?

This information is used in return to work case planning and goal setting. It is utilized to engage appropriate resources such as the Return to Work Specialist (RTWS). If the injured/ill person is not ready to RTW, the information captured in the form can help to plan for the future. This information is also used by the Case Management Team when contacting the employer to explore RTW options. The form includes a signature line to confirm that the injured/ill person has provided consent for the disclosure of this non-medical information.

## Does a completed RTW Recommendations Form imply that an injured/ill person can RTW immediately?

Not necessarily. It depends at what point the injured/ill person is at on their recovery pathway. The form is a signal that the injured/ill person is RTW ready and that discussions can start to explore work within the stated limitations, restrictions and abilities.

## How is the RTW recommendations form shared with the employer?

The injured/ill person provides the form directly to their employer. In addition, the WSIB case management team can share the form and information directly with the employer, as consent has been provided.

**Note: Psychologists are not required to provide the RTW information directly to the employer.** Employers are encouraged to reach out to the WSIB Case Management Team to obtain up-to-date functional ability information for RTW planning purposes. If the [RTW Recommendations Form](#) is not on file, the WSIB case management team may contact the psychologist to obtain further clarification or review assessment/progress forms to assess worker's readiness for RTW.