



A CATALOGUE OF

Vocational Rehabilitation, Functional, and Specialized Programs and Services



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- CASE MANAGEMENT /
RETURN TO WORK COORDINATION

• Most services provided across Canada and in both official languages

INITIAL ASSESSMENT

Service Description

The goal of an Initial Assessment is to determine an individual's current medical and/or vocational status and potential for rehabilitation and develop an individual rehabilitation plan with focus on return to work where appropriate. The initial interview is generally conducted in the individual's home; however, it may be conducted at an Agilec local office or alternative space; or conducted virtually (as approved or directed by the referral source).

Depending on individual needs and employment status, additional contacts and interviews may be warranted with their physician, employer, and/or other treatment providers or community supports being accessed. The number and/or applicable contacts to be made is determined by the Referring Agent.

Service Protocols

- Interview with the individual
 - Medical/Physical findings
 - Socio-Economic status
 - Educational/Vocational history
 - Past and present treatment regime
 - Identification of rehabilitation strengths and/or potential rehabilitation challenges
- Physician interview (optional)
- Employer interview (optional)
- Community Supports interview (optional)

Measurable Outcomes

- Comprehensive Initial Assessment Report that includes:
 - Statement of vocational rehabilitation potential
 - Summary of the initial assessment findings
 - Recommendations for next steps with rehabilitation and/or return to work
- Individualized Rehabilitation Plan that includes activities, timelines, and projected costs

Service Cost

\$124.00 per hour

Plus HST (13%) and Travel, if applicable

CASE MANAGEMENT / RETURN TO WORK COORDINATION

Service Description

Case Management / Return to Work Coordination services focus on coordinating medical and vocational activities in preparation for return-to-work. This may include contacting treating professionals for feedback and setting up medical-vocational assessments and treatment. It may also involve contacting employers and assisting with return-to-work planning. Generally, this is the next step after an Initial Assessment and involves implementing the recommendations made in the Initial Assessment report, with the approval of the referral source. In some cases, referrals may be made for case management/return to work coordination without an Initial Assessment. Such referrals would be discussed on a case-by-case basis with our Intake Coordinator.

Service Protocols

- Work with referral source to implement and coordinate medical and vocational steps
- Monthly progress report

Measurable Outcomes

- Complete monthly progress reports (every 20 business days) or on an alternate schedule determined by the Referring Agent
- Carry out actions as outlined in monthly progress reports, as approved by Referring Agent
- Detailed Final Report upon return to work or completion of file activities

Service Cost

\$124.00 per hour

Plus HST (13%) and Travel, if applicable





TRANSFERABLE SKILLS ANALYSIS (TSA)

Service Description

The TSA considers an individual's education, training, and employment experience, as well as precautions and target wage, as a means of determining suitable vocational options that are within the individual's functional capacities. The TSA is an objective analysis that follows a methodology using the National Occupational Classification (NOC) System. Agilec also refers to the Occupational and Skills Information System (OaSIS) for more detailed screening when appropriate, since the OaSIS provides a comprehensive framework of the skills, abilities, personal attributes, knowledge, and interests that are usually required to work in over 900 different Canadian occupations, as well as the context for the work environment in which these occupations are performed. TSAs are completed and/or supervised by Vocational Specialist who have the credentials, experience, and expertise to conduct an assessment of this nature.

Objectives include

- To identify suitable direct entry employment options consistent with the individual's vocational profile, including his/her work history, training and education, aptitude profile based on work experience, and documented post- accident/ impairment functional capacities
- To identify employment options commensurate with the documented earnings target, as provided by the Referring Agent
- In some cases, and where appropriate based on an individual's past academic success, suggest short-term training options to enhance the individual's employment and/or earnings potential, if requested by the Referring Agent; however, this assessment **will not** assess academic achievement or aptitude performance

Agilec's TSA report includes the following:

- An analysis of the results to better understand how/why certain options were ruled out and/or selected
- An identification of transferable skills
- A summary chart identifying a range of potentially suitable direct-entry employment options (Occupational Group, Median Wage for the local region, Employment Outlook for the local region)
- A suitability analysis of up to three of the more suitable options including employment prospects, as well as wage data at both the regional and provincial level

Methodology

The Transferable Skills Analysis outcomes are based on the following methodology:

- Interview with the individual to determine work history, educational and training background, interests, avocational skills, and abilities. Interviews can be conducted by phone, virtually, or in-person. If an in-person meeting is requested, a travel and/or mileage fee will be applied to the base assessment fee
- If an interview with the individual is not required, a paper analysis can be requested by the insurer
- Review of documentation provided by the referrer
- An objective analysis of occupational data utilizing the 2016 National Occupational Classification System (NOC) to detail and analyze the individual's employment history for transferable skills content
- Reference work activities, skills, abilities, and personal attributes using the OaSIS
- Wage data using Service Canada Job Bank labour market information (i.e., Labour Force Survey) at the regional and provincial level

Measurable Outcomes

- Identify suitable alternative occupations
- Determine an aptitude profile based on past employment history
- Determine an interest profile based on past employment history
- Identify transferable skills
- Highlight suitable occupations

Service Cost

Base Fee – \$1,280

Document Review – \$124.00/hour after the first 30 minutes for TSAs which incorporate an in-person, virtual or telephone interview; \$124.00/hour after the first 60 minutes for a Paper Assessment

Travel/Mileage – Fees will be determined based on location for any in-person interview

Plus HST (13%) and Travel, if applicable

| Included Features | |
|---|---|
| Summary chart citing median wage and employment prospects for the local labour market for suitable direct-entry employment options | ☑ |
| Paper file review option available (i.e., no interview required) | ☑ |
| Options are presented that meet the target wage | ☑ |
| Telephone / Virtual interview option available | ☑ |
| In-person interview option available (travel fee may apply) | ☑ |
| Functional capacities and restrictions documented and considered | ☑ |
| Educational Profile is summarized | ☑ |
| Self-reported computer skills | ☑ |
| Work History Profile over the last 10-15 years | ☑ |
| Avocational Profile (i.e., language fluency, allergies, volunteer work, criminal record) | ☑ |
| Composite Employment Aptitude Profile developed based on employment profile over the last 10-15 years | ☑ |
| Transferable Skills – Main Characteristics of Occupational Groups in work history | ☑ |
| Transferable Skills – sampling of skills based on employment profile | ☑ |
| Interest profile based on employment profile | ☑ |
| Vocational interests as identified by the client | ☑ |
| TSA analyses completed using the NOC Career Handbook | ☑ |
| Summary and recommendations | ☑ |
| Identification of three of the more appropriate options | ☑ |
| Suitability analysis for each of the three options identified, including: <ul style="list-style-type: none"> • Employment requirements (i.e., education and experience) • Physical activities required for the occupation • Aptitude profile for each of the occupations identified • A one-day search of the Canada Job Bank to identify jobposts for the occupational group at the regional and provincial level • Employment outlook for the region • Regional wages – low, median, high • Provincial wages – low, median, high | ☑ |
| Detailed labour market analysis <ul style="list-style-type: none"> • If a detailed labour market analysis is required, we recommend complementing the TSA with a Labour Market Analysis for specific occupations | ☒ |



LABOUR MARKET ANALYSIS (LMA)

Service Description

The LMA includes research and analysis of regional wage data based on several sources including Service Canada Job Bank labour market information and the Labour Force Survey for the region and the province. Research of the local labour market to identify current job leads and openings in a specific job target area; includes employer contacts to verify wages, functional demands, and training requirements, and availability in a specific geographic area. A report with all findings and resources is provided.

Service Protocols

- NOC and Career Handbook
- Service Canada Job Bank and Labour Force Survey
- Local employer contacts and interviews

Measurable Outcomes

- Specific verifiable data on job target
- Job availability
- Detailed Final Report

Service Cost

\$330.00 per job analysis or hourly at \$124.00 per hour
Plus HST (13%) and Travel, if applicable

VOCATIONAL EVALUATION OPTIONS

Service Description

The purpose of a vocational evaluation is to evaluate vocational skills and abilities; assess transferable skills; and identify occupations for which an evaluatee would be suited based on his or her aptitude and/or cognitive profile, workplace experiences, education and training, and functional abilities. More specific requests can also be accommodated, such as identifying potential vocational goals for the purpose of career exploration or health re-assignment.

The report will include a table summarizing suitable vocational options identified for an evaluatee based on the objective findings of the assessment and in consideration of the referral documentation provided for review, including any physical precautions and/or functional limitations. Where requested, consideration will also be given to the target wage, as defined by the referral source.

It is important to keep in mind the differences between an 'occupation' as a theoretical concept, which includes specific skills and responsibilities held in common by those working in the occupation, and a 'job' within the group. A job is a specific position with specific tasks with a particular employer.

There are different levels of a vocational evaluation, each incorporating a series of standardized tests and inventories used to assess employment aptitudes, academic achievement, work history factors, transferable skills, interests, and temperaments. A thorough report with results, analysis, and recommendations is provided. Suitable occupations presented will take into account the level of testing that has been done. We offer three levels of vocational evaluation:

- Vocational Assessment
- Psycho-Vocational Assessment
- Neuro-Psycho-Vocational Assessment

Vocational Assessment

A Vocational Assessment will take into consideration transferable skills, education, and work history. It includes standardized interest inventories, aptitude, and academic testing. The assessor will consolidate information collected through interview and assessment regarding skills and aptitudes to identify a selection of suitable occupations.

This assessment will confirm if the individual currently has or has the capacity to obtain the requisite level of education, aptitude, skills, abilities, and function to perform the options presented. The assessor will offer recommendations regarding potential barriers and suggest strategies to overcome said barriers.

Psycho-Vocational Assessment

A Psycho-Vocational Assessment evaluates and identifies suitable and realistic occupations through an initial interview and standardized testing process including all aspects of the Vocational Assessment, and evaluates an individual's learning potential, general personality characteristics, psychological adjustment, general intelligence quotient, and psycho-social skills. This assessment is intended to identify realistic occupations an individual could perform with training up to and including post-secondary education level training, and the best pathway to skills acquisition such as formal training or training-on-the-job.

This assessment will identify an individual's learning potential, with consideration to his or her ability to manage the cognitive and psychological demands of a potential retraining program. This assessment will confirm if the individual currently has or has the capacity to obtain the requisite level of education, aptitude, skills, abilities, and function to perform the options presented. The assessor will offer recommendations regarding potential barriers and suggest strategies to overcome said barriers. Additionally, through this assessment it may be possible to determine if a learning disability is suspected.

Neuro-Psycho-Vocational Assessment

A Neuro-Psycho-Vocational Assessment evaluates and identifies suitable and realistic occupations through an initial interview and standardized testing process which addresses all aspects of the Psycho-Vocational Assessment, and in addition, includes neuro-psychological testing sensitive to the effects of a brain injury or significant cognitive impairment affecting an individual's ability to learn and/or perform job functions. It identifies the best training approach to meet the individual's needs, and the vocational supports that may be required to help the individual succeed.

This assessment will confirm specific cognitive or behavioural impairment and identify the nature and extent to which the domains have been affected and the vocational implications thereof for training and work. This assessment will confirm if the individual currently has the capacity to obtain the requisite level of education, aptitude, skills, abilities, and function to perform the options presented. The assessor will offer recommendations regarding potential barriers and suggest strategies to overcome said barriers. This assessment will identify the best method(s) of learning new skills and evaluate an individual's ability to manage the cognitive and psychological demands of a potential retraining program. Additionally, through this assessment it may be possible to determine if a learning disability is suspected.

Please refer to the chart below to select the option that best meets the reason for referral. Our Intake Coordinator is available to answer any questions to ensure an appropriate selection.

| Vocational Assessment Options | Vocational Interests | Personality | Academic Achievement | Vocational Aptitudes | Cognitive Testing | Social / Emotional Functioning | Executive Functioning | Attention / Concentration | Memory / Learning | Supervised by a Psychologist | Direct Entry Options | Short-term Training Options | Long-term Training Options |
|--------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Transferable Skills Analysis | X | X | X | X | X | X | X | X | X | X | <input checked="" type="checkbox"/> | X | X |
| Vocational | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | X | X | X | X | X | X | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | X |
| Psycho-Vocational | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | X | X | X | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Neuro-Psycho-Vocational | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Service Cost

Vocational Assessment: \$2,000
 Psycho-Vocational Assessment: \$2,900
 Neuro-Psycho-Vocational Assessment: \$4,700
 Documentation Review: \$124.00/hour after the first 30 minutes
 Plus HST (13%) and Travel, if applicable

Additional Comments

A debrief meeting is recommended. During this time, the assessor will review the results of the assessment with the evaluatee and anyone else the evaluatee wishes to include. Telephone or Virtual Debrief Meeting, which includes a summary report cost of \$236 plus HST (13%).

PSYCHO-EDUCATIONAL ASSESSMENT



Service Cost

Psycho-Educational Assessment: \$3,900
Documentation Reviews: \$124.00/hour after
the first 30 minutes
Plus HST (13%) and Travel, if applicable

Additional Comments

A debrief meeting is recommended. During this time, the assessor will review the results of the assessment with the evaluatee and anyone else the evaluatee wishes to include. Telephone or Virtual Debrief Meeting, which includes a summary report cost of \$236 plus HST (13%).

Service Description

This assessment is designed to confirm the presence of a specific learning disability (and provide a DSM-V diagnosis) and assess the nature and severity of the learning disability, including identifying all academic domains and subskills that are impaired, and the degree of severity of each.

This assessment evaluates and confirms if an individual has a specific learning disability through an initial interview and standardized testing process. If a learning disability is identified, the nature and severity of the learning disability will be confirmed, specifying the academic domains and subskills impaired. This assessment is intended to identify realistic and practical recommendations that can be implemented to facilitate successful learning and performance, including studies at a post-secondary level.

This assessment may be conducted concurrently or after a Vocational Assessment, Psycho-Vocational Assessment, or in the rare case, a Neuro-Psycho-Vocational Assessment.

The assessor will include recommendations which identify ways to address a diagnosed learning disability or learning challenge; identify best teaching/training methods for the individual; identify and highlight strengths that can be used to compensate for the areas of weakness; and identify instructional strategies and accommodations to promote success in a learning environment. If requested, screening can be done for ADHD.

UNPAID WORK PLACEMENT / WORK HARDENING / JOB TRIAL

Service Description

Agilec Vocational Specialist secures an appropriate employer-based placement where the individual can confirm suitability of the job goal, identify training needs, and/or address disability related barriers. During the initial four weeks of the program, placement preparation activities occur including updating a resume, preparing for placement interviews, identifying/contacting potential employers, and securing a placement. A four-, six-, or eight-week placement can be established. Evaluations are completed by both the employer and individual to verify skills, work tolerances, and work behaviours.

Service Protocols

Weeks 1 – 4

- Interview and job goal review
- Employer contacts to secure suitable work placement
- Pre-placement activities: resume development and interview preparation
- Attend initial employer interview with the individual

Weeks 5 – 8, 5 – 10, or 5 – 12

- Supervision of work placement; on-site weekly; phone follow-up weekly
- Calendar – tracking of hours and activities
- Agilec Work Behaviours Checklist@
- Employer and Individual work experience evaluations

Measurable Outcomes

- Development of a suitable work placement
- Monthly progress reports and a detailed final report
- Statement of employability and work tolerance levels
- Detailed Final Report

Service Cost

Weeks 1 – 4 – \$420 per week

Weeks 5+ – \$310 per week

Plus HST (13%) and Travel, if applicable

JOB SEARCH TRAINING PROGRAM

Service Description

The Job Search Training Program (JSTP) includes one-on-one job search skill development sessions with the Vocational Specialist, Agilec's 105-page Job Search and Transition Guide, a professional resume and cover letter, and as value-added options, access to several job search and personal improvement documents, links to essential services, and e-learning opportunities through Agilec's online Resource and Information Centre.

Homework assignments are given and tracked on a Job Search Action Plan. The individual will complete a 'Pre' and 'Post' program checklist to identify and measure areas of skill, need, and knowledge development. In person training and instruction combined with e-learning and resources are customized to ensure individuals receive the most necessary skills.

The JSTP typically runs over a six-week timeframe, however the time can flex based on the needs of the individual. The Enhanced JSTP offers three additional program hours so that the individual can benefit from either computer training for an effective job search or receive/apply to vetted job leads.

Service Protocols

Agilec Job Search Modules

- Job Search Strategies and Exploring the Labour Market
- What do I have to Offer? Identifying Your Values and Skill
- Resumes and Application
- Cover Letters
- Interviews
- LinkedIn, Social Media, and Online Networking
- Supplemental Resources and Information

Agilec e-learning Training Modules

- Resumes, Cover Letters, Interviews
- Career Clarification, Planning, and Informed Decision Making
- Managing Conflict at Work
- Handling Stress
- Job Search Tips for Introverts
- Job Search for Older Workers
- Effective Customer Service
- Disclosing Disability and Requesting Accommodation at Work
- Basic Digital Literacy for Job Seekers
- And many more ...



Measurable Outcomes

- Professional Resume and Cover Letter
- Weekly Job Search Action Plan Tracker
- Effective job tools, strategies, and techniques established
- Detailed Final Report

Service Cost

Basic – 12 hours - \$1,480

Enhanced – 15 hours - \$1,840

Plus HST (13%) and Travel, if applicable

Note

The JSTP can be customized hourly at \$124.00/hour if a full program is not required or if additional support is required/requested.



SUPPORTED JOB SEARCH / JOB DEVELOPMENT

Service Description

Our Supported Job Search program provides customized coaching with an individual to action job search and maximize the outcome for appropriate employment. The program includes weekly action planning, job search review, refining of job search resources, and identification of job leads. The focus is on active job search rather than job search training. The individual will be supported to direct their own job search efforts, while identifying all possible resources and techniques for a successful outcome.

Service Protocols

- Agilec Job Search Action Plan
- Supervised/Supported Job Search
- Job Development
- Access to individualized job search tools, strategies, and techniques training and resources as required i.e., resume, cover letter, recruiters, interview techniques, and more

Measurable Outcomes

- Weekly Job Search Action Plan Tracker
- Identification of resumes submitted and interviews attended
- Detailed Final Report

Service Cost

\$285.00 per week (can also be customized hourly at \$124.00/hour)
Plus HST (13%) and Travel, if applicable

SPECIALIZED GUIDED COMPUTER TRAINING PROGRAM

Service Description

Understanding that many roles have a component involving technology and the use of computers, Agilec has created a guided computer training program that provides an orientation and introduction to Microsoft 365 software including Word, Excel, PowerPoint, and Outlook in addition to additional digital skills building for the workplace components focusing on browsers, safe internet use, and mobile devices.

The Specialized Guided Computer Training Program is designed to incorporate information and practice documents that are relevant to the individual's job/occupational goal. The program is made up of the following which are adapted to the skills, abilities, and capacity of the individual.

- Virtual guided computer training and instruction
- eLearning courses including Introduction to Microsoft Word (Documents), Introduction to Excel (Spreadsheets), Introduction to PowerPoint (Presentations), Introduction to Outlook (Email), Introduction to Browsers and Internet Safety
- Supplementary links to tutorials and online learning

To maximize opportunity for skills retention and practice, a 12-hour, 6-week training program is recommended.

Service Cost

\$1,632

Plus HST (13%)

PRE-PROGRAM DIGITAL SKILLS ASSESSMENT

It is recommended that a Pre-program Digital Skills Assessment is completed to determine the starting point for the training as well as availability of required technology to deliver the Specialized Guided Computer Training Program.

The assessment surveys the individual's regarding current access to technology, access to support, experience with technology/software, comfort level with digital tools and devices, and current applications of technology in their everyday life.

The Pre-program Digital Skills Assessment includes a 1-hour virtual meeting with the individual, Pre-program Digital Skills Assessment Report for the referring agent with recommendations, and follow-up communication.

Service Cost

\$250.00

Plus HST (13%)

JOB COACHING

FUNCTIONAL, COGNITIVE, SUPPORTIVE

Service Description

Skilled Job Coaches provide on-site training/support with an employee to develop independent employability skills and promote job retention. The Job Coach will meet regularly with the employee/employer to address concerns and make recommendations at the worksite to ensure a smooth transition in the employee's return to work plan.

Functional Job Coaching is designed to address physical challenges an employee may be facing in meeting essential job demands. Sessions may focus on body mechanics training, proper ergonomics, pacing/compensatory strategies, energy conservation techniques and/or safe work practices. Ultimately, employees will gain skills, strategies, techniques, and knowledge in these areas which can be used post job coaching to assist with safe and sustainable job retention.

Cognitive Job Coaching is designed to address cognitive challenges (e.g., TBI, PTSD etc.) an employee may be facing in meeting essential job demands. In cases where these individuals also experience a range of physical and/or emotional symptoms, a combination of Functional and Cognitive Job Coaching can be introduced. On-site Cognitive Job Coaching addresses areas of deficit and assists the employee in gaining the skills, knowledge, and behaviours required to perform their job accurately, efficiently, and safely with the goal of sustainable job retention.

Supportive Job Coaching provides customized and flexible support to the employee in learning new tasks and responsibilities of the job. Coaches help clients to best learn and integrate with the social, cultural, and behavioural aspects of the workplace. The aim is to support the employee to be effective and independent in their role.

Measurable Outcomes

- Improved knowledge of safe work practices
- Improved strategies for on-the-job problem solving
- Improved ability to increase work hours
- Increased job performance - improved outcomes for job retention
- Detailed Final Report (if required)

Service Cost

- Functional Job Coaching - \$160.00 per hour Plus HST (13%) and Travel, if applicable
- Cognitive Job Coaching - \$175.00 per hour Plus HST (13%) and Travel, if applicable
- Supportive Job Coaching - \$124.00 per hour Plus HST (13%) and Travel, if applicable

COGNITIVE / FUNCTIONAL ABILITIES EVALUATION (C/FAE)

Service Description

Cognitive/Functional Abilities Evaluations (C/FAE) are a detailed assessment of an individual's physical and behavioural functioning to determine ability to meet target job demands. Results outline the individual's physical strength, mobility, cognitive strengths, and limitations and productive work tolerances. Upon completion of the assessment, customized recommendations to support employee success are provided.

Measures an individual's ability to perform tasks in the following categories:

- Strength
- Mobility
- Dexterities
- Sensory
- Positional Tolerance
- Aerobic Capacity
- Endurance
- Coordination
- Degree of Effort

Service Protocols

- Review medical documentation
- Claimant/employee interview
- A variety of testing tools, following the Matheson Work Capacity Evaluation approach will be utilized

Measurable Outcomes

- Objective professional determination of the claimant's/employee's ability to meet the demands of the job
- Recommendations
- Detailed Final Report

Service Cost

One-day

\$1,500 (FAE)

\$1,600 (CAE)

\$1,975 (FAE + CAE)

Two-day

\$1,950 (FAE)

\$2,100 (CAE)

\$2,600 (FAE + CAE)

Documentation Review: \$160.00-\$175.00 per hour after the first 30 minutes Plus HST (13%) and Travel, if applicable



JOB SITE ANALYSIS (JSA) / JOB DEMANDS ANALYSIS (JDA)

Service Description

Job Site / Demands Analysis (JSA / JDA) is a detailed assessment of the physical, cognitive, behavioural (or psychosocial), and environmental requirements of a job(s). It evaluates the job, not the individual performing the job.

A Physical Demands Analysis (PDA)

Physical Demands Analysis (PDA) details the essential and non-essential physical demands associated with a specific job. It will include a review of requirements related to strength, mobility, sensory, work environment, job conditions, and job specifications. The PDA can be utilized to assist with identifying suitable work accommodations for employees with work restrictions. The PDA facilitates matching employees to specific jobs with respect to their physical function.

A Cognitive Demands Analysis (CDA)

Cognitive Demands Analysis (CDA) details the essential and non-essential cognitive, emotional, and psychological demands associated with a specific job. Cognitive demands such as concentration, memory, social interactions, communication, listening, critical thinking, problem solving, and learning requirements are determined. The CDA can be utilized to assist with identifying suitable work accommodations for employees with cognitive work restrictions. The CDA facilitates matching employees to specific jobs with respect to their cognitive function.

Behavioural (psychosocial) job demands include but are not limited to the degree of supervision required, the ability to meet deadline pressures, ability to work with others, and ability to manage emotional situations.

Environmental job demands include but are not limited to lights, noise, temperature, exposure to irritants and, overtime.

Note: the request could be for:

- **Full** - Job Demands Analysis (JDA)/Job Site Analysis (JSA)
- **Only** - Physical Demands Analysis (PDA), or
- **Only** - Cognitive Demands Analysis (CDA)

Service Protocols

- Identify primary job objective
- Analyze job(s)
- Designate essential and non-essential duties
- Describe workstation, tools, and protective equipment
- Describe activity demands
- Summarize activity demands

Measurable Outcomes

- Obtains a better understanding of the physical and/or cognitive demands associated with a job
- Identifies areas for modified return to work
- Able to develop a safe and effective return to work program/provide accurate return to work recommendations
- Assists in reducing risk of future injuries/missed time
- Ensures placing the right individual in the right job
- Detailed Final Report

Service Cost

Full JDA / JSA or PDA, CDA - \$170.00 per hour

Plus HST (13%) and Travel, if applicable



ERGONOMIC ASSESSMENT

Service Description

An Ergonomic Assessment will identify ergonomic barriers in the individual's work environment that may exacerbate symptoms and make recommendations on how to overcome those barriers using education and assistive devices.

Service Protocols

- Review medical documentation
- Ergonomic Assessment
 - Individual interview/medical history
 - Individual's dimensions/workstation parameters
 - Identify physical demands and environmental conditions
 - Assess equipment and compare to ergonomic norms
 - Adjust equipment
 - Provide ergonomic education
 - Identify remaining barriers
- Ergonomic Assessment report identifies work-related risk factors/ergonomic barriers and recommended equipment to overcome barriers
- Photographs highlighting barriers

Note: If required and approved, equipment can be installed to ensure an ergonomically correct position.

Measurable Outcomes

- Injury prevention
- Reducing absenteeism
- Returning injured employees to work
- Increasing comfort and work productivity
- Detailed Final Report

Service Cost

\$990.00

Plus HST (13%) and Travel

FUNCTIONAL / COGNITIVE WORK CAPACITY ASSESSMENT

Service Description

A Functional/Cognitive Work Capacity Assessment (FWCA/CWCA) matches the physical, cognitive, behavioural, and psychosocial demands of the work to the abilities of the individual. It breaks the job down into specific duties (of concern) and identifies the suitability of each individual job duty and the job as a whole. The report also provides recommended modifications if required.

An FWC Assessment usually involves an assessment at the workplace with the individual and employer participating. An FWC Assessment is considered when there is a specific job available with the injury employer and it is unknown or uncertain if there exists a suitable match for the individual from a functional (physical, cognitive, psychosocial) perspective.

The Assessor for the FWC Assessment may recommend bringing in an Ergonomist as applicable to modify the workstation if the job is considered suitable but significant adjustments are required.

Measurable Outcomes

- Confirm suitability of work offered with injury employer
- Identify modifications/accommodations required for the job
- Identify if additional training required to acquire new skills for an alternate job if required
- Detailed Final Report

Service Cost

Functional \$1,800

Cognitive \$2,000

Plus HST (13%) and Travel, if applicable



PROGRESSIVE GOAL ATTAINMENT PROGRAM (PGAP™)

Service Description

PGAP™ is a 10-week activity mobilization program developed by the University Centre for Research on Pain and Disability to assist individuals with a variety of health conditions return to active and productive lives.

PGAP™ is shown to be effective with individuals experiencing a high level of disability associated with a pain related condition, chronic health, or mental health condition and is most effective as an early intervention tool. Referral is appropriate when the individual's symptoms have stabilized or begun to plateau but remains occupationally disabled (usually after the first 6 weeks).

Service Protocols

- 10-week structured intervention based on effective evidence-based practices, by trained PGAP™ Rehabilitation Consultant
- Tailored to meet the individual's needs and facilitated in the individual's community
- Pre-program screening assessment to determine appropriateness for enrolment in PGAP™ intervention and initial letter
- Education and information
- Activity planning, goal setting, coaching, and collaborative problem-solving
- Mid-program assessment and report to identify progress and individual's readiness to resume employment
- Final assessment and report at program closure

Measurable Outcomes

- Identifies and reduces debilitating psychosocial barriers to rehabilitation
- Facilitates the resumption of activities and engagement in meaningful life roles and return-to-work
- Promotes a faster recovery by maximizing activity involvement
- Detailed Final Report

Service Cost

\$170.00 per hour, includes material
Plus HST (13%) and Travel, if applicable

OCCUPATIONAL THERAPY ASSESSMENT / ACTIVATION

Service Description

An In-Home Occupational Therapy Assessment/OT Activation will identify pre-injury activities of daily living, including personal care, housekeeping, home maintenance, caregiving, transportation, and community management. It also evaluates the individual's level of safety. This assessment allows an Occupational Therapist (OT) to evaluate the individual's ability to meet functional requirements and make recommendations related to safety concerns, home layout modifications, assistive devices, or external assistance, to assist the individual to maximize their current function.

Service Protocols

- Review medical documentation
- In-Home Assessment
 - Individual interview/medical history
 - Observation of individual during functional activities
 - Musculoskeletal Screen (i.e., AROM, strength)
 - Assess physical and mobility tolerances (i.e., sit, stand, low level mobility)
 - Assess physical environment and safety issues
- In-home assessment report identifying clinical observations, opinions, and suggestions/recommendations to facilitate individual's independence with pre-injury activities of normal living

Measurable Outcomes

- Injury prevention
- Increased participation in functional activities (i.e., personal care, housekeeping, caregiving)
- Increased overall functional abilities (i.e., AROM, strength, tolerances) and psychosocial concerns (i.e., emotional and behavioural)

Service Cost

\$170.00 per hour

Plus HST (13%) and Travel, if applicable



PSYCHOTHERAPY

Service Description

Psychotherapy is primarily a talk-based therapy and is intended to help people improve and maintain their mental health and well-being. Psychotherapy occurs when the Registered Psychotherapist (RP) and client enter into a psychotherapeutic relationship where both work together to bring about positive change in the client's thinking, feeling, behaviour, and social functioning. Individuals usually seek psychotherapy when they have thoughts, feelings, moods, and behaviours that are adversely affecting their day-to-day lives, relationships, and the ability to enjoy life. It can be used to treat a variety of conditions, including depression, anxiety, stress, phobias, behavioural or relationship problems, and psychosomatic disorders. Psychotherapy incorporates the use of tools and strategies to prepare an individual to respond to challenging situations with healthy coping skills. It may involve Cognitive Behavioural Therapy (CBT) which can help individuals adapt and change their mindset and behaviours by reassessing distorted thought patterns. It promotes constructive and adaptive ways of coping and helps manage troubling symptoms so a person can realize improved function, well-being, and healing. Psychotherapy/mental health support can also lead to increased work performance, productivity, and job retention.

Virtual Service

In cases where in-person sessions are cost-prohibitive, virtual service through a secure online portal may be available where appropriate.

Measurable Outcomes

- Replaces unhelpful thinking with helpful thinking
- Better relationship skills
- Improved understanding of mental wellness and ability to achieve personal goals
- Ability to overcome mental health challenges/prevent relapse
- Increased self-confidence and overall quality of life
- Improved work performance, productivity, and job retention

Service Cost

\$250.00 per hour (Registered Psychotherapists)
Plus HST (13%) and Travel, if applicable

PRICE LIST FOR SPECIALIZED PROGRAMS AND SERVICES

| Service | Cost |
|---|--|
| Initial Assessment | \$124/hour |
| Case Management Return to Work Coordination | \$124/hour |
| Transferable Skills Analysis | \$1,280 |
| Labour Market Analysis | \$330/job analysis |
| Vocational Evaluation <ul style="list-style-type: none"> o Vocational Assessment o Psycho-Vocational Assessment o Neuro-Psycho-Vocational Assessment o Psycho-Educational Assessment | \$2,000 \$2,900 \$4,700 \$3,900 |
| Unpaid Work Placement / Work Hardening / Work Trial | Weeks 1 – 4 - \$420/week Weeks 5+ – \$310/week |
| Job Search Training Program <ul style="list-style-type: none"> o Basic – 12-hours o Enhanced – 15 hours | \$1,480 \$1,840 |
| Supported Job Search Program Job Development | \$285/week |
| Specialized Guided Computer Training Program <ul style="list-style-type: none"> o Pre-program Digital Skills Assessment | \$1,632 \$250 |
| Job Coaching <ul style="list-style-type: none"> o Functional o Cognitive o Supportive | \$160/hour \$175/hour \$124/hour |
| Cognitive/Functional Abilities Evaluation (COGFAE) <ul style="list-style-type: none"> o One-day o Two-day | \$1,500 (FAE) \$1,600 (CAE) \$1,975 (FAE + CAE) \$1,950 (FAE) \$2,100 (CAE) \$2,600 (FAE + CAE) |
| Job Site Analysis (JSA) Job Demands Analysis (JDA) Physical Demands Analysis (PDA) Cognitive Demands Analysis (CDA) | \$170/hour |
| Ergonomic Assessment | \$990 |
| Functional Work Capacity Assessment Cognitive Work Capacity Assessment | \$1,800 \$2,000 |
| Progressive Goal Attainment Program™ | \$170/hour includes material |
| Occupational Therapy Assessment Activation | \$170/hour |
| Psychotherapy | \$250/hour |
| Please note - if cancellation to program/service made with less than 24 hours' notice, a fee may apply. Plus HST (13%) • Travel costs will apply. All services provided in French will be billed at an 8% increase rate. Legal Files are billed at an increased rate of 25%. | \$95.00/hour + 0.58/km |

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