

DisabilitySolutions Checklists

Share these checklists with your counselor and use them to keep track of your progress.

Checklist #1: Getting Started

- Get appointment information for your Disability Assessment from the DisabilitySolutions Team Assistants.
- Meet with the Disability Specialist at the scheduled time. Be frank and thorough so that the specialist can correctly diagnose the problem and suggest a realistic return to work and treatment plan.
- Speak to the DisabilitySolutions Care Advocate by phone to find out the results of your assessment. This phone appointment will be made for you by the DisabilitySolutions Team Assistant.
- If disability is recommended, write down the Expected Return to Work Date. The expectation is that by participating in intensive treatment, you would be able to return to work on or before this date.
- Based on your conversation with the Disability Care Advocate, set up treatment appointments and begin your treatment immediately.
- Follow up with your employer to make sure you have filed all the necessary paperwork.
- Write down the name and contact information for your Disability Care Advocate and call this person if you have any questions or problems.

Checklist #2: While on Disability

- Meet with your counselor at least once a week.
- Review this Checklist with your counselor.
- Be honest and frank. Let your counselor know what is on your mind and what you think is keeping you from working.

- With your counselor, set small, time-limited goals to deal with each of your concerns. Keep the expected return to work date in mind as you plan your goals.
- Review your goals with your counselor at each session. Identify problems that are getting in the way of meeting your goals and deal with them together. Revise and write new goals.
- Share your return to work goals with all of your providers. Ask them to communicate with each other to help you stay on track.
- Educate yourself. Read articles and use the resources available on liveandworkwell.com. Be sure to get your “pin” from your Disability Care Advocate.
- Take your medications as prescribed.

Checklist #3: Returning to Work

- As you prepare to return to work, talk about your concerns and fears with your counselor. It is common for people to feel nervous as the return to work date gets closer.
- Work with your counselor to create a plan for taking care of yourself on your first day back to work and beyond. This can include strategies for handling stressful situations at work (for example, taking walks, breathing exercises, assertiveness skills) and building a support system outside of work.
- See your counselor for at least 6 weeks after you go back to work. The support will help you be successful with your transition.
- Continue to take your medications as prescribed.
- Talk openly with your counselor about how you are doing. If you notice a return of symptoms, speak to your counselor immediately and create a plan to address the problem before it becomes too great.
- Use your supports and find ways to relax in and outside of the workplace. Be well!