## APPENDIX 7 - REQUEST FOR SAE ASSESSMENT REVIEW

## \*\*NFTW = Persons classified as No SAE Assessment funded by CEFAP once eligibility is confirmed through eligibility protocols Legend: Diagnosis - Not Fit to Work are SAE = Substance Abuse Expert individuals who were not cooperative HH TCPA = Homewood Health with the assessment process. This lack SAE Assessment completed: report released: union member is aware of outcome of SAE Assessment of cooperation renders the assessment Third Party Case Administrator and required recommendations. process unable to rule out a substance HH SAET = Homewood Health Substance Abuse Expert Team problem (most often) or unable to give a definitive diagnosis. It may also be RPsych = Registered Psychologist Union member is not in agreement with outcome (Dx or treatment recommendations or both). Union NFTW = Not Fit to Work given when the assessment process has member has 7 CALENDAR DAYS from release of SAE Assessment Report to initiate a Request for SAE identified either medical or mental Dx = Diagnosis Assessment Review. NOTE: There is no Request for Review process for those with NFTW\*\* health problems that seem serious assessment outcome. enough to require further assessment and may interfere with the individual's ability to safely operate in a safety Union member contacts HH-SAET at 1-877-822-0727 and completes a Request for SAE Assessment sensitive position. Review HH Clinical Manager (RPsych) conducts Request for SAE Assessment Review. This may take up to 14 business days to complete depending on the complexity of the review. NOTE: Clinical Manager conducting the review was not involved in the initial Quality Assurance review of SAE Assessment. It is the 2<sup>nd</sup> independent person to review the work of the Assessor and the initial Reviewer. Union member does not agree with outcome of review and wishes to pursue Union member next steps to challenge the outcome of accepts YES NO the SAE Assessment. NOTE: Union outcome of member has 7 CALENDAR DAYS to review initiate options listed in next step. Union member proceeds with next steps as outlined in Request for SAE Assessment Review outcome. **Next options are NOT** funded by CEFAP 2<sup>nd</sup> Assessment by Addiction Physician approved by BTA, CLR and Independent Review by Addiction HH: Physician approved by BTA, CLR and 2 options available to Union member: Face-to-face meeting (will take HH: ONLY ONE option may be chosen, union longer to set up appt.) Paper Review member cannot move between options. Edmonton based No face-to-face meeting Union member and their local union Longer turnaround and costlier Quicker turnaround and less submits both the request for SAE than Independent Review costly than 2<sup>nd</sup> Assessment Assessment Review Form indicating their Addiction Physician issues Addiction Physician issues option and the fee for the estimated cost report to HH SAET report for review by HH SAET to BTA.\* This form provides consent and triggers HH SAET and HH TCPA to send all documents to the Reviewer. HH SAET reviews outcome and informs HH TPCA to proceed with implementation of recommendations Outcome of 2<sup>nd</sup> as outlined by the independent Assessment reviewer. differs from 1st YES Assessment? NO **HH Addiction Physician** Union member must follow this Consultant and 2<sup>nd</sup> Union member must follow this outcome to become active. There Assessor discuss file to are no other review of reassessment outcome to become active. There reconcile discrepancy options. are no other review of reassessment and come to agreement options. on how to proceed. Union member NO accepts outcome?

Union member has access to

the Ombudsman to review

outcome (not funded by CEFAP)

The SAE Assessment Review Form and

the Fee Guide for these options are

available from the BTA.

Union member

completes

recommendations and

regains active status