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!