# Example – QRC intern plan of supervision

Feb. 3, 2025

To: Minnesota Department of Labor and Industry

Re: Plan of supervision for Ms./Mr. \_\_\_\_\_\_\_\_\_, QRC intern

Ms./Mr. \_\_\_\_\_\_\_ has applied for a qualified rehabilitation consultant (QRC) internship, which will last for a period of no less than 52 weeks of full-time employment nor longer than 36 months. It is understood disability case management (DCM) services do not count toward the intern’s completion of hours.

The following methods will be used to provide supervision during the internship of Ms./Mr. \_\_\_\_\_\_ to ensure internship compliance with Minnesota Rules 5220.1400.

Frequency of QRC supervision reviews and communication:

* A minimum of monthly file review of all cases reviewing the status, rehabilitation plan, services provided, etc. Frequent telephone and email contacts, as indicated, will be provided during the internship. Use of face-to-face meetings and Teams will also be a training or teaching method.

Procedures for dealing with administrative conferences or hearings and file reviews:

* The QRC supervisor will attend all administrative conferences and hearings with the intern, in which the intern is required to participate.
* The QRC supervisor will provide guidance about the need for preparation for proceedings, about how to properly prepare and about of the role of a QRC or QRC intern as a neutral party.

Procedures for review of the rules of practice include ongoing training and educational information and sessions to occur addressing services provided, including job shadowing and facilitating the understanding of the:

* purpose and completion of rehabilitation forms;
* use of the Work Comp Campus database;
* reporting and coordination of medical management services;
* rehabilitation consultation process, including forms used with this activity and information needed to complete the determination;
* on-site job analysis;
* work evaluation;
* use of skills enhancement;
* functional capacity evaluation or functional capacity assessment;
* work hardening or work conditioning;
* coordination of return-to-work services with the date-of-injury employer or new employer;
* job modification and employer accommodation(s);
* transferable skills analysis;
* vocational assessment and testing;
* job-seeking skills training;
* job placement and job development;
* retraining;
* on-the-job training;
* labor market survey;
* post-placement activity and follow-up; and
* rules of practice (discussed when completing monthly file reviews).

Review of progress toward obtaining certification and plan:

* It is anticipated the intern will be eligible to sit for the [specify one] *CRCC or CDMS* examination in *September 2026* [identify the date].
* Monthly meetings will include review of the intern’s progress toward achieving the minimum of 1,924 hours during a 52-week period providing rehabilitation services to injured workers in statutory rehabilitation.
* Monthly meetings will ensure the intern’s understanding and review of Minnesota Statutes section 176.102, Minn. R. 5220 and applicable case law.

The intern supervisor confirms the following will occur:

* The intern is the “assigned QRC” on the R-forms and work examples used as evidence for completion of the internship.\*
* All of the intern’s written work is co-signed by the supervisor, except for the Rehabilitation Consultation Report (RCR), R-2 Rehabilitation Plan, Plan Progress Report (PPR), R-3 Rehabilitation Plan Amendment and R-8 Notice of Rehabilitation Plan Closure forms.
* The job title of “QRC intern” and QRC registration number will be listed on all documents, including reports, letters, email messages, business cards, etc.
* [Specify which one] The supervisor is working with and periodically confirming the intern is actively studying to obtain their *CRCC or CDMS* certification by the above projected date.
* The QRC intern renewal registration application(s) will be completed and filed through Campus on a timely basis.
* The intern supervisor and intern will appear at administrative conferences or hearings if requested or subpoenaed.
* The intern will attend the mandatory Department of Labor and Industry (DLI) orientation training session within 12 months of the date of registration as an intern.
* The intern will also attend the mandatory DLI update training sessions for all registered rehabilitation providers, as scheduled by the department.
* The intern will submit all required work samples for the completion of their internship as identified in the QRC internship completion checklist.
* Attest they have more than 52 weeks of full-time experience as a QRC to work as the intern’s supervisor.
* Provide direct supervision and be responsible for the intern’s rehabilitation work on any case.
* Have the intern shadow their work activities, such as: attending medical appointments; attending employer meetings; having communications with insurers, attorneys and employers; and processing on-site job analyses, vocational testing, etc.
* Review all written work and co-sign all documents (except internal Campus R-Forms and email messages they will be copied on and review), including correspondence, reports and disclosures of affiliation, prior to the intern forwarding them to the parties or filing or submittal to DLI, etc.
* Attest the intern lives in Minnesota or resides no more than 100 miles by road from the Minnesota border. And, if there is any change in residency, shall notify the department immediately.
* Submit a written report attesting to the intern’s competence to practice independently as a QRC, which the intern will attach to their QRC application.
* Review and approve all examples of the intern’s work prior to it being attached to the QRC application to become a full QRC.
* Will notify the department immediately if the intern changes employment or ceases to work as a QRC intern.

**\***Note: If the intern does not have injured worker files assigned to them that require a labor market survey or vocational testing and evaluation conducted, the intern may provide that service for another assigned QRC at this same firm. The intern supervisor will contact the department’s registration specialist for prior approval.

Contact me at 320-000-0000 or [janedoe@abcderehab.com](mailto:janedoe@abcderehab.com) with questions or concerns about this plan of supervision.

Sincerely,

Jane Doe, MS  
Qualified rehabilitation consultant supervisor 3130

CC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, QRC intern 1010

September 2023