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5220.0100 DEFINITIONS.

- 1 2 Subp. 23. Qualified rehabilitation consultant. "Qualified rehabilitation consultant" means a person 3 who is professionally trained and experienced and who is registered by the commissioner according to 4 part 5220.1510 to provide a rehabilitation consultation and to develop and implement an appropriate 5 plan of rehabilitation services for an employee entitled to rehabilitation benefits under Minnesota 6 Statutes, section 176.102. 7 8 Subp. 23a. Qualified rehabilitation consultant intern. "Qualified rehabilitation consultant intern" 9 means a person who is in training and registered by the commissioner according to part 5220.1410 to 10 provide a rehabilitation consultation and to develop and implement an appropriate plan of rehabilitation services for an employee entitled to rehabilitation services under Minnesota Statutes, section 176.102, 11 under the direct supervision of a qualified rehabilitation consultant intern supervisor. 12 13 Subp. 23b. Qualified rehabilitation consultant intern supervisor. "Qualified rehabilitation consultant 14 intern supervisor" means a person who provides direct supervision, guidance, and work experience to a 15 qualified rehabilitation consultant intern for the successful completion of the internship according to part 16 17 5220.1410. 18 19 Subp. 24. Qualified rehabilitation consultant firm. "Qualified rehabilitation consultant firm" means a 20 public or private business, whether organized as a sole proprietorship, partnership, association, 21 corporation, or other form, which is registered by the commissioner according to part 5220.1610 and 22 held out to the public as a business entity engaged in rehabilitation consultation and services. 23 Subp. 25. Registered rehabilitation Rehabilitation vendor. "Registered rehabilitation Rehabilitation 24 vendor" means a public or private entity registered by the commissioner according to part 5220.1710 25 26 and existing wholly or in part for the provision of rehabilitation services in accord with an approved 27 rehabilitation plan. 28 29 Subp. 28. Rehabilitation provider. "Rehabilitation provider" means the following four categories of 30 rehabilitation professionals: qualified rehabilitation consultants; 31 A. 32 B. qualified rehabilitation consultant interns; qualified rehabilitation consultant firms; and 33 C. 34 D. registered rehabilitation vendors. 35 36 **5220.0107 SERVICE AND FILING OF REHABILITATION DOCUMENTS; COUNTING** 37 DAYS. 38 39 Subp. 2. Filing with state. A document is filed upon its receipt by the division by 4:30 p.m.
- 40 on an open state business day. Documents received after 4:30 p.m. are considered filed on the next open
- state business day. A party is authorized to file a document with the division by facsimile if the 41
- document is 15 pages or less in length. A party may file a document by electronic transmission only as 42
- 43 authorized by the division. The filed facsimile or authorized electronically transmitted information has 44 the same force and effect as the original. Where the quality or authenticity of a document filed by
- 45 facsimile or electronic transmission is at issue, the division may require the original document to be

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filed. When the quality or authenticity of a document filed by facsimile or electronic transmission is not
 at issue, the party shall not also file the original document.

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50 **5220.0410 REHABILITATION PLAN.**

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Subp. 9. Administration of plan. All rehabilitation services shall be provided to an employee pursuant to Minnesota Statutes, section 176.102, as stated in the rehabilitation plan and any subsequent amendments, and shall be administered exclusively by a person or business entity registered and approved by the commissioner as a qualified rehabilitation consultant or a qualified rehabilitation consultant firm.

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58 The assigned qualified rehabilitation consultant shall monitor registered rehabilitation vendor

- 59 compliance with the rehabilitation plan.
- 60 Job development and job placement services shall be provided either by rehabilitation providers

61 registered by the commissioner or by a facility accredited by the National Commission on Accreditation

62 of Rehabilitation Facilities (CARF), Tucson, Arizona. The CARF Directory of Accredited Organizations

63 Serving People with Disabilities and its Standards Manual for Organizations Serving People with

- Disabilities are incorporated by reference in part 5220.0105. The insurer may select the vendor of job development or job placement services.
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- 67 **5220.0450 PLAN PROGRESS REPORT.**
- Subp. 4. Commissioner's actions. Based on the information contained in the current plan progress
 report and in other reports available to the commissioner, the commissioner may perform a more
 thorough review of the rehabilitation effort. The purpose of the commissioner's review is to determine if

the plan is adequate to carry out the objectives of rehabilitation under Minnesota Statutes,

section 176.102, subdivision 1, paragraph (b). The commissioner's review may include, but is notlimited to the following:

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A. requesting additional information from the assigned qualified rehabilitation consultant, the
 qualified rehabilitation consultant firm, and the registered rehabilitation vendor;

B. conducting an on-site inspection during normal business hours of the assigned qualified
 rehabilitation consultant's records for documentation of service provision according to the rehabilitation
 plan; and

81 C. other actions pursuant to Minnesota Statutes, section 176.102, subdivision 6, paragraph (b), and 82 parts 5220.1800 to 5220.1806.

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84 **5220.0510 PLAN AMENDMENT AND CLOSURE.**

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86 Subp. 3. Requirements. The rehabilitation plan amendment shall be filed on the form prescribed by the
 87 commissioner. The prescribed form shall contain substantially the following:

- A. identifying information on the employee, employer, insurer, the assigned qualified rehabilitation consultant, and any change of qualified rehabilitation consultant;
 - B. the proposed amendment;

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91 C. a rationale for the amendment: 92 D. if the amendment adds rehabilitation services, an itemization of each additional rehabilitation 93 service to be provided including any registered rehabilitation vendor names, dates of initiation 94 and completion, and estimated costs of each service; 95 E. if the amendment will result in a change in the projected plan completion date, the new 96 completion date: 97 F. if the amendment will result in a change in the projected plan cost, the new estimated cost; 98 G. employee comments, if any; and 99 H. the dated signatures of the employee, insurer, and assigned qualified rehabilitation consultant. 100 101 5220.1250 ROLES OF REGISTERED REHABILITATION PROVIDERS. An entity may be approved to provide rehabilitation services either as a registered rehabilitation vendor 102 103 or as a qualified rehabilitation consultant firm. An individual may be approved to provide rehabilitation 104 services as a qualified rehabilitation consultant intern or, in cases of completion of internship and 105 registration renewal, as a qualified rehabilitation consultant. 106 107 A qualified rehabilitation consultant and a qualified rehabilitation consultant intern are approved for the purpose of developing, administering, and implementing a rehabilitation plan, including the 108 109 provision of rehabilitation services, in accordance with Minnesota Statutes, chapter 176 and the rules 110 adopted to administer it. 111 112 A qualified rehabilitation consultant firm is approved for the purpose of employing qualified 113 rehabilitation consultants, qualified rehabilitation consultant interns, and other professional staff as 114 provided in part 5220.1600 5220.1610. 115 A registered rehabilitation vendor is approved for the purpose of providing the workers' 116 117 compensation rehabilitation services of job development and job placement, vocational testing, job seeking skills, labor market survey, post-placement follow-up, and transferrable skills analysis under an 118 119 approved rehabilitation plan. 120 121 The roles of vendor and consultant are distinct and, therefore, a registered rehabilitation vendor 122 or its employee may not be, or function as, a qualified rehabilitation consultant firm, a qualified rehabilitation consultant, or a qualified rehabilitation consultant intern. Nor may a qualified 123 124 rehabilitation consultant firm, qualified rehabilitation consultant, or qualified rehabilitation consultant 125 intern be or function as a registered rehabilitation vendor or as the agent of a vendor. 126 127 The distinction of roles between registered rehabilitation vendor and qualified rehabilitation 128 consultant means the following: A registered rehabilitation vendor and its employees may provide job 129 development and job placement services under an approved rehabilitation plan for any qualified 130 employee; a qualified rehabilitation consultant firm and its employees may provide job development and 131 job placement services only in cases for which a qualified rehabilitation consultant or qualified 132 rehabilitation consultant intern employed by that firm is the assigned qualified rehabilitation consultant. 133

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134 There shall be no ownership or financial relationships of any kind between any registered 135 rehabilitation vendor and qualified rehabilitation consultant firm, qualified rehabilitation consultant, or 136 qualified rehabilitation consultant intern.

138 The commissioner shall review the professional activities and services of rehabilitation providers 139 to determine if they are reasonable and comply with the standards of performance and professional 140 conduct contained in parts 5220.1800 and 5220.1801, the provisions of Minnesota Statutes, chapter 176, 141 parts 5220.0100 to 5220.1900, and orders issued under the statutes or rules.

143 5220.1410 QUALIFIED REHABILITATION CONSULTANT INTERNS AND SUPERVISORS: 144 REQUIREMENTS AND PROCEDURES FOR REGISTRATION.

146 Subpart 1. Requirements and application to become a qualified rehabilitation consultant intern.

For registration as a qualified rehabilitation consultant intern, the applicant must meet the followingrequirements:

- A. A qualified rehabilitation consultant intern must be employed by a qualified rehabilitation consultant firm.
- B. The applicant must file with the commissioner in the format prescribed by the commissioner a complete application for qualified rehabilitation consultant intern registration that includes:
 - 1. The applicant's name, phone number, home address, designated mailing address (if different from the home address), and email address;
 - 2. The applicant's social security number or individual taxpayer identification number and Minnesota business identification number, as applicable, as required by Minnesota Statutes, section 270C.72, subdivision 4;
 - 3. The name of the qualified rehabilitation consultant firm that will employ the applicant and the name phone number, and email address of the applicant's qualified rehabilitation consultant intern supervisor;
 - 4. The projected date by which the applicant will obtain one of the certifications listed in subpart 3, item M, or a master's degree under subpart 3, item N;
 - 5. A list of languages other than English that the applicant wants to be identified as proficient in for providing rehabilitation services;
 - 6. Agreement to immediately notify the department within two weeks of any change in rehabilitation firm employment status;
 - 7. Affirmation that the applicant has Minnesota residency or residency within 100 miles by road from the Minnesota border; and
 - 8. The **\$140** application fee.

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- C. The application must include a plan of supervision that contains a declaration signed by the
 supervisor that the supervisor will comply with all of the requirements in subpart 4.
- D. The applicant must attest that all information in the application is true.
- E. Qualified rehabilitation consultant intern registration expires 36 consecutive months from the
 date that it is approved. If a person's qualified rehabilitation consultant intern registration expires
 before the person completes all of the requirements in subpart 3 and files an application for
 initial registration as a qualified rehabilitation consultant, the person must reapply for qualified
 rehabilitation consultant intern registration and restart the internship from the beginning. The
 person must complete the requirements in subpart 3, items A to K, after the date the subsequent

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application for qualified rehabilitation consultant intern registration is approved, and must also 179 180 comply with subpart 3, items L and M.

Subp. 2. Approval or denial of qualified rehabilitation consultant intern registration. 181

- 182 A. Within 60 days after receiving a complete application for qualified rehabilitation consultant intern registration, the commissioner must approve or deny the application and notify the 183 184 applicant whether the application is approved or denied.
- 185 B. If the application is approved, the commissioner shall assign a registration number to the 186 qualified rehabilitation consultant intern.
 - C. The following constitute grounds for denial of the application:
 - 1. The applicant failed to comply with the requirements in subpart 1;
- 189 2. The applicant failed to comply with the provisions of Minnesota Statutes, chapter 176, Minnesota Rules, parts 5220.0100 to 5220.1900, including the requirement regarding 190 191 standards of performance and professional conduct for professional activities and services of 192 rehabilitation providers in part 5220.1250, or any orders issued under those statutes or rules; 193 or 194
 - 3. The applicant has outstanding fines or penalties with the department.
- 195 D. An applicant may appeal the commissioner's order denying an application for qualified 196 rehabilitation consultant intern registration.
- 197 E. To appeal the commissioner's order, the applicant must file a written request for hearing with 198 the commissioner within 30 days of service of the order denying the application.
- The request for hearing will be referred to the rehabilitation review panel according to 199 F. 200 Minnesota Statutes, section 176.102, subdivision 3.
- 201 G. Qualified rehabilitation consultant intern registration expires $\frac{36}{24}$ consecutive months from the date that it is approved. If a person's qualified rehabilitation consultant intern registration 202 203 expires before the person completes all of the requirements in subpart 3 and files an application 204 for initial registration as a qualified rehabilitation consultant, the person must reapply for 205 qualified rehabilitation consultant intern registration and restart the internship from the beginning. The person must not provide rehabilitation services to injured workers if the 206 207 registration expires before submission of a complete renewal application or before the 208 commissioner has approved or denied the application. The person must complete the 209 requirements in subpart 3, items A to K-I, after the date the subsequent application for qualified 210 rehabilitation consultant intern registration is approved, and must also comply with subpart 3, 211 items L and M J.

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Subp. 3. Requirements during the internship. 213

During the internship, a qualified rehabilitation consultant intern must: 214

- A. Comply with the provisions of Minnesota Statutes, chapter 176; Minnesota Rules, parts 215 216 5220.0100 to 5220.1900; and any orders issued under these statutes or rules; 217
 - B. Complete an introductory orientation training session sponsored by the department within 12 months of approval of qualified rehabilitation consultant intern registration;
 - C. Complete all of the department's rehabilitation provider update sessions;
- 220 D. Notify the commissioner within two weeks of a change in home address, designated mailing 221 address (if different from the home address), or employment with their registered rehabilitation 222 firm:

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223 E. Notify the department when their supervisor changes, and ensure that the new supervisor provides an updated plan of supervision as required under subpart 1, paragraph C; 224 F. Work as the assigned qualified rehabilitation consultant intern on 12 or more rehabilitation plans 225 226 under Minnesota Statutes, section 176.102; G. Work providing rehabilitation services for at least 1000 billable hours: 227 1. At least 100 billable hours must be in the areas of job seeking skills training, job 228 229 development, and job placement; and 2. At least 900 billable hours must be the provision of other rehabilitation services including 230 vocational counseling, medical management, transferable skills analysis, vocational testing, 231 labor market analysis, and coordination of return to work with the same employer; 232 233 H. Ensure that all documents bearing the name of the intern designate the intern as a "qualified rehabilitation consultant intern" and include the intern's registration number; 234 I. Be the rehabilitation consultant of record for at least one of each of the following complete 235 236 reports: 1. Rehabilitation Consultation Report that explains the basis for the eligibility determination; 237 2. Rehabilitation Plan with an initial evaluation narrative report that includes medical status, 238 239 vocational history, educational history, social history, relevant economic factors, transferable 240 skills, employment barriers, and recommendations; 3. Plan Progress Report or Rehabilitation Plan Amendment with a narrative report that 241 242 identifies barriers to the employee's successful completion of the rehabilitation plan and the 243 measures the intern planned to overcome each of the identified barriers; and 4. Notice of Rehabilitation Plan Closure with a narrative summary report that includes all 244 245 rehabilitation plan services provided: 246 J. Prepare at least one of each of the following complete reports, or, if necessary due to inability to complete a required report under an assigned rehabilitation plan, contact the department to 247 248 confirm that the intern can complete the report outside of their assigned files: 249 1. A narrative report that shows the intern's understanding of vocational testing; 250 2. A narrative report that shows the intern's understanding of a transferable skills analysis; and 251 3. A labor market survey that shows the intern's understanding of the injured employee's 252 qualifications, work restrictions, and labor market conditions; K. Obtain one of the following certifications by the completion of the internship, except as provided 253 254 in item L: 1. Certified Rehabilitation Counselor (CRC) from the Commission on Rehabilitation Counselor 255 256 Certification; or 2. Certified Disability Management Specialist (CDMS) from the Certification of Disability 257 258 Management Specialist; 259 L. Instead of obtaining one of the certifications in item L, obtain or hold a master's degree in vocational rehabilitation or rehabilitation counseling through a program accredited by the 260 Council for Accreditation of Counseling and Related Educational Programs (CACREP). 261 262 263 Subp. 4. Requirements for supervisors of qualified rehabilitation consultant interns. 264 A qualified rehabilitation consultant intern supervisor agrees to be responsible for all of the intern's 265 rehabilitation work. During the internship, the supervisor must:

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- 266 A. Review the rehabilitation statutes and rules with the intern before the intern meets with an injured employee for the first time and throughout the internship as needed to ensure the intern's 267 compliance with the statutes and rules: 268
 - B. Not bill for supervisory duties;

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- C. Monitor the intern's progress towards completing the internship;
- D. Attend all administrative conferences and hearings with the intern and ensure that the intern 271 272 reviews the rehabilitation file and is prepared to respond to questions relevant to the subject of 273 the conference, including questions about the rehabilitation plan, payment for rehabilitation 274 services, and the reasonableness and necessity of rehabilitation services; and
 - E. Review all written work that substantively applies to the scope of a rehabilitation plan for any file assigned to the ORC intern.
 - F. If the intern leaves employment with the firm and is not continuing to provide rehabilitation services, coordinate the transfer of the intern's files so that injured employees continue to receive rehabilitation services in accordance with part 5220.0710.
 - G. The supervisor must currently be a registered ORC with at least three years of ORC work experience, excluding time as an intern have been registered as a qualified rehabilitation consultant for at least three years.

284 5220.1510 QUALIFIED REHABILITATION CONSULTANTS: REQUIREMENTS AND 285 **PROCEDURES FOR REGISTRATION.** 286

Subpart 1. Completion of qualified rehabilitation consultant internship and requirements to 287 288 become a qualified rehabilitation consultant.

- For initial registration as a qualified rehabilitation consultant, the applicant must meet the following 289 290 requirements:
- A. A qualified rehabilitation consultant (QRC) must be employed by a qualified rehabilitation 292 consultant firm or their own ORC firm which must be registered as a ORC firm with the department. 293
 - B. At the time the applicant files the initial application for qualified rehabilitation consultant registration:
 - 1. The applicant must be registered as a qualified rehabilitation consultant intern;
 - 2. The applicant must have been registered as a qualified rehabilitation consultant intern for at least $\frac{12}{12}$ 6 months; and
 - 3. Within $\frac{36}{24}$ months after the date the applicant most recently became registered as a qualified rehabilitation consultant intern, the applicant must have completed the requirements specified in part 5220.1410, subpart 3.
 - C. The applicant must file a complete initial application for qualified rehabilitation consultant registration with the commissioner in the format prescribed that includes:
 - 1. The applicant's name, phone number, home address, designated mailing address (if different from the home address), and email address;
 - 2. The applicant's social security number or individual taxpayer identification number and Minnesota business identification number, as applicable, as required by Minnesota Statutes, section 270C.72, subdivision 4;
 - 3. The name of the qualified rehabilitation consultant firm where the applicant is employed;
 - 4. The date the applicant completed the department's orientation session;

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311	5. Each date the applicant com	pleted one of the department's rehabilitation provider update
312	sessions;	
313	6. A list of languages other tha	n English that the applicant wants to be identified as being
314	proficient in for providing re-	habilitation services;
315	7. Documentation from the app	licant's qualified rehabilitation consultant intern supervisor
316	certifying that the applicant	complied with each of the requirements in 5220.1410, subpart 3,
317	items H through M;	
318	8. Proof that the applicant has	obtained one of the certifications listed in 5220.1410, subpart 3,
319	item M , or a master's degree	as provided in 5220.1410, subpart 3, item N;
320	9. Affirmation that the applicat	at has Minnesota residency or residency within 100 miles by road
321	from the Minnesota border;	and
322	10. The registration fee of \$140.	
323	D. The applicant must attest that all	information in the application is true.
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325	Subp. 2. Approval or denial of initial	application.
326	A. Within 60 days after receiving a	complete initial application for qualified rehabilitation
327	consultant registration, the com	nissioner must approve or deny the application and notify the
328	applicant whether the applicatio	
329	B. If the application is approved, the	e commissioner shall assign a registration number to the
330	qualified rehabilitation consultation	ıt.
331	C. The following constitute ground	s for denial of the application:
332	1. The applicant failed to comp	ly with the requirements in subpart 1;
333	2. The applicant failed to comp	ly with the provisions of Minnesota Statutes, chapter 176,
334		.0100 to 5220.1900, including the requirement regarding
335	standards of performance an	d professional conduct for professional activities and services of
336	rehabilitation providers in pa	rt 5220.1250, or any orders issued under those statutes or rules;
337	or	
338	3. The applicant has outstanding	g fines or penalties with the department.
339	D. The qualified rehabilitation cons	ultant registration expires one year from the date the application
340	is approved.	
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342	Subp. 3. Renewal of qualified rehabil	itation consultant registration.
343	To annually renew registration as a qua	ified rehabilitation consultant, the applicant must meet the
344	following requirements:	
345	A. A qualified rehabilitation consul	tant must be employed by a qualified rehabilitation consultant
346	firm.	
347	B. The applicant must file with the	commissioner in the format prescribed by the commissioner a
348	complete renewal application fo	r qualified rehabilitation consultant registration that includes:
349	1. The applicant's name, phone	e number, home address, designated mailing address (if different
350	from the home address), and	email address;
351		ty number or individual taxpayer identification number and
352		ation number as applicable, as required by Minnesota Statutes,
353	section 270C.72, subdivision	
354	3. The name of the qualified re	habilitation consultant firm where the applicant is employed;

For discussion purposes as presented at 1/5/23 RRP Meeting; draft subject to change.

- 355 4. The most recent date when the applicant completed one of the department's rehabilitation 356 provider update sessions; 5. Affirmation that the applicant has Minnesota residency or residency within 100 miles by road 357 358 from the Minnesota border; 359 6. One of the following, except as provided in paragraph C: i. A copy of the applicant's certification as a Certified Rehabilitation Counselor (CRC) or a 360 361 Certified Disability Management Specialist (CDMS); or 362 ii. If the applicant has a master's degree as provided in 5220.1410, subpart 3, item M, copies of certificates showing that the applicant completed 20 continuing education credits 363 approved by the Commission on Rehabilitation Counselor Certification or the 364 Certification of Disability Management Specialist in the year preceding the filing of the 365 renewal application; the certificates cannot have been submitted in the previous year's 366 renewal application; and 367
 - 7. The registration fee of \$140.
- C. A gualified rehabilitation consultant registered with the commissioner before July 1, 2005, and 369 370 continuously registered since that date, may either continue to meet the certification 371 requirements in effect at the time of initial registration or meet one of the requirements in 372 paragraph B, subitem 6.
- 373 D. The applicant must have completed the department's most recent rehabilitation provider update session. The applicant may complete satisfy this requirement by attending an in-person session 374 375 or, if they could not attend the most recent session, attesting that they have viewed the recordings 376 of the most recent session. The applicant must have submitted documentation showing that they 377 completed the department's most recent rehabilitation provider update session.
- 378 E. The applicant must not provide rehabilitation services to injured workers if the applicant's 379 registration expires before submission of a complete renewal application or before the 380 commissioner has approved or denied the application pursuant to subpart 5. 381
 - F. The applicant must attest that all information in the application is true.
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383 Subp. 4. Gap in qualified rehabilitation consultant registration.

To ensure there is not a gap in qualified rehabilitation consultant registration, the applicant must submit 384 the renewal application for qualified rehabilitation consultant registration at least 60 days before 385 expiration of the applicant's current registration. If an applicant's qualified rehabilitation consultant 386 387 registration expired more than 12 months before the applicant files a renewal application for qualified 388 rehabilitation consultant registration, the applicant must complete the department's orientation session 389 within 12 months before or after the applicant files the renewal application.

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391 Subp. 5. Approval or denial of renewal application. 392

- A. Within 60 days after receiving a complete renewal application for qualified rehabilitation consultant registration, the commissioner must approve or deny the application and notify the applicant whether the application is approved or denied.
- 395 B. The following constitute grounds for denial of the application: 396
 - 1. The applicant failed to comply with the requirements in subpart 3:
- 397 2. The applicant failed to comply with the provisions of Minnesota Statutes, chapter 176, 398 Minnesota Rules, parts 5220.0100 to 5220.1900, including the requirement regarding

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- standards of performance and professional conduct for professional activities and services of
 rehabilitation providers in part 5220.1250, or any orders issued under those statutes or rules;
 or
 - 3. The applicant has outstanding fines or penalties with the department.
- C. If the commissioner denies a renewal application under item B, subitem 2, and the denial is final
 because the qualified rehabilitation consultant did not file a timely request for hearing or a
 hearing was timely requested and all appeals have been exhausted, another renewal application
 may be filed only if the requirements of subitem 1 or subitem 2 are met.
- The former qualified rehabilitation consultant may file another renewal application if the applicant has entered into a stipulated agreement with the commissioner regarding the violations of statute, rule, or order that were cited as the basis for denial of the renewal application and the stipulation allows the former qualified rehabilitation consultant to reapply after a specified period of time; or
- The former qualified rehabilitation consultant may file another renewal application if six
 months have passed since the denial of the previous renewal application became final, and
 the subsequent application is accompanied by a statement and documentation that shows
 what the applicant has done and will do to ensure that the applicant complies with Minnesota
 Statutes, chapter 176, Minnesota Rules, parts 5220.0100 to 5220.1900, and any orders issued
 under those statutes or rules.
- The commissioner must approve or deny the new renewal application according to items A and B of this subpart and, if applicable, after determining whether the applicant's statement and documentation in subitem 2 demonstrates that the applicant is not likely to violate Minnesota Statutes, chapter 176, Minnesota Rules, parts 5220.0100 to 5220.1900, or any orders issued under those statutes or rules.
- D. If the applicant was registered as a qualified rehabilitation consultant on the date that the
 commissioner received the application, the qualified rehabilitation consultant registration expires
 one year after the applicant's current registration was set to expire. The registration expires one
 year from the date the applicant's current registration was set to expire, unless the applicant was
 not registered as a qualified rehabilitation consultant on the date that the commissioner received
 the application, in which case the registration expires one year after the application is approved.
- E. If the applicant was not registered as a qualified rehabilitation consultant on the date that the
 commissioner received the application, the qualified rehabilitation consultant registration expires
 one year from the date the application is approved.
- 433 Subp. 6. Appeal process for denials.
- A. An applicant may appeal the commissioner's order denying an initial application for qualified
 rehabilitation consultant registration or a renewal application for qualified rehabilitation
 consultant registration.
 - B. To appeal the commissioner's order, the applicant must file a written request for hearing with the commissioner within 30 days of service of the order denying the application.
- C. The request for hearing will be referred to the rehabilitation review panel according to Minnesota
 Statutes, section 176.102, subdivision 3.
- D. The filing of a timely request for hearing on an order denying a renewal application will stay the
 effect of the denial until final disposition of the appeal.
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444 5220.1610 QUALIFIED REHABILITATION CONSULTANT FIRMS: REQUIREMENTS AND 445 PROCEDURES FOR REGISTRATION. 446

- Subpart 1. Requirements for qualified rehabilitation consultant firms. At all times while registered
 with the commissioner, a qualified rehabilitation consultant firm must meet the requirement in items A
 through I.
- 450 A. The firm must be owned by:
- 451 1. An individual who is a qualified rehabilitation consultant; or
 - 2. An entity registered with and in good standing with the Minnesota Secretary of State.
- B. If the firm is owned by an entity other than an individual, the management staff must include at least one full-time employee who is a qualified rehabilitation consultant. An employer or insurer must be registered as a qualified rehabilitation consultant firm in order to provide rehabilitation services. A qualified rehabilitation consultant or qualified rehabilitation consultant intern employed by an employer

457 or insurer must only provide rehabilitation services for the claims being handled by the entity by whom

- 458 the qualified rehabilitation consultant or qualified rehabilitation consultant intern is employed.
- C. The firm must maintain workers' compensation insurance if required by Minnesota Statutes,chapter 176.
- D. The firm must maintain at least one office in Minnesota or within 100 miles by road from the
 Minnesota border. If a firm does not maintain at least one office in Minnesota or within 100 miles by
 road from the Minnesota border on the effective date of these rules, the firm must comply with this part
 within 90 days of receiving written notice of the requirement from the department.
- E. The firm must not provide rehabilitation services unless the qualified rehabilitation consultant or
 qualified rehabilitation consultant intern assigned to the injured employee's case file is an employee of
 the firm.
- F. The firm must ensure that each employee who provides rehabilitation services to injuredemployees attends all department rehabilitation provider update sessions.
- G. If the firm hires a new, non-registered employee who will provide rehabilitation services to
 injured employees, that employee must, within 12 months of employment, complete the department's
 orientation session.
- H. The firm must retain each of the firm's injured worker case files for at least five years after the
 date of file closure.
- I. If there is a change to the information previously provided to the department on the firm's
 registration application, including any change in employees who provide rehabilitation services to
 injured workers, the firm must report the change to the department.
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- 479 Subp. 2. Staffing Requirements. At all times while registered with the commissioner, a qualified
 480 rehabilitation consultant firm must meet the following staffing requirements:
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- A. At least 60 percent of qualified rehabilitation consultant firm employees providing rehabilitation services to qualified employees shall be qualified rehabilitation consultants or qualified
 rehabilitation consultant interns. Employees who are not qualified rehabilitation consultants or qualified rehabilitation consultant interns, under the direct supervision of the assigned qualified
 rehabilitation consultant or qualified rehabilitation consultant intern, may provide the services of

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- 487 job seeking skills training, job development, job placement, vocational testing, labor market 488 survey, post-placement follow-up, and transferrable skills analysis.
- B. Any firm employing four or fewer full-time qualified rehabilitation consultants or qualified 489 rehabilitation consultant interns may employ up to two employees who are not qualified 490 491 rehabilitation consultants or qualified rehabilitation interns who may, under the direct 492 supervision of the assigned qualified rehabilitation consultant or qualified rehabilitation 493 consultant intern, provide the services of job analysis, job seeking skills training, job development, and job placement, vocational testing, transferrable skills analysis, post-placement 494 follow-up, and labor market survey. However, as restricted by part 5220.1250, employees who 495 are not qualified rehabilitation consultants or qualified rehabilitation consultant interns may 496 provide these prescribed services only in cases for which a qualified rehabilitation consultant or 497 498 qualified rehabilitation consultant intern employed by the same firm is the assigned qualified 499 rehabilitation consultant.
- 501 Subp. 3. Qualified rehabilitation consultant firm registration. For registration as a qualified 502 rehabilitation consultant firm, the applicant must meet the following requirements: 503
 - A. The applicant must file a complete application for qualified rehabilitation consultant firm registration in the format prescribed by the commissioner that includes:
 - 1. The applicant's name and Minnesota business identification number, as required by Minnesota Statutes, section 270C.72, subdivision 4;
 - 2. Every business address where the applicant will provide rehabilitation services;
 - 3. If the firm is owned by an individual, that individual's phone number, email address, home address, social security number, and any state and federal employer identification numbers;
 - 4. If the firm is not owned by an individual:

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- The name and address of the firm's agent registered with the Secretary of State; i.
- ii. A different name and address for legal service on the firm, if the firm chooses to accept legal service from the department at an address different from the registered address; and
- iii. The name, address, email, and telephone number of the full-time member of the management staff who is a qualified rehabilitation consultant;
- 5. The name and job title of each employee, an indication whether the employee will provide rehabilitation services to injured employees, and their job title;
- 6. For each employee who has provided or will provide rehabilitation services to injured 518 employees, the most recent date the employee completed the department's rehabilitation 519 provider update session; 520
- 7. Proof of workers' compensation insurance or an explanation of why no workers' 521 compensation insurance is required; 522
- 8. Affirmation that one of the offices where the applicant will provide rehabilitation services is 523 located in Minnesota or within 100 miles by road from the Minnesota border; and 524 525
 - 9. The registration fee of \$280.
- 526 B. If the application is for renewal of qualified rehabilitation consultant firm registration and the 527 applicant does not want a gap in registration, the applicant must submit the renewal application 528 at least 60 days before expiration of the applicant's current registration.

For discussion purposes as presented at 1/5/23 RRP Meeting; draft subject to change.

- C. The applicant must not provide rehabilitation services to injured workers if the applicant's
 registration expires before submission of a complete renewal application or before the
 commissioner has approved or denied the application.
- 532 D. The applicant must attest that all information in the application is true and that the applicant 533 meets or will meet all the requirements of subpart 1.
- 534 E. The qualified rehabilitation consultant firm registration must be renewed annually, in accordance 535 with Section 5220.1610, subpart 3, Item C.

536 Subp. 4. Approval or denial of application.

- A. Within 60 days after receiving a complete application for qualified rehabilitation consultant firm
 registration, the commissioner must approve or deny the application and notify the applicant
 whether the application is approved or denied. The following constitute grounds for denial of the
 application:
 - 1. The applicant failed to comply with the requirements of subpart 2;
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 2. The applicant failed to comply with the provisions of Minnesota Statutes, chapter 176, Minnesota Rules, parts 5220.0100 to 5220.1900, including the requirement regarding standards of performance and professional conduct for professional activities and services of rehabilitation providers in part 5220.1250, or any orders issued under those statutes or rules; or
 - 3. The applicant has outstanding fines or penalties with the department.
 - B. If the commissioner approves the application, the commissioner shall assign a registration number to the qualified rehabilitation consultant firm.
- C. If the applicant was registered as a qualified rehabilitation consultant firm on the date that the commissioner received the application, the qualified rehabilitation consultant firm registration expires one year after the applicant's current registration was set to expire. The registration expires one year from the date the applicant's current registration was set to expire, unless the applicant was not registered as a qualified rehabilitation consultant firm on the date that the commissioner received the application, in which case the registration expires one year after the application, in which case the registration expires one year after the application is approved.
 - D.
- E. If the applicant was not registered as a qualified rehabilitation consultant firm on the date that the
 commissioner received the application, the qualified rehabilitation consultant firm registration
 expires one year from the date the application is approved.

562 Subp. 5. Appeal process for denials.

- A. An applicant may appeal the commissioner's order denying an application for qualified
 rehabilitation consultant firm registration.
 - B. To appeal the commissioner's order, the applicant must file a written request for hearing with the commissioner within 30 days of service of the order denying the application.
 - C. The request for hearing will be referred to the rehabilitation review panel according to Minnesota Statutes, section 176.102, subdivision 3.
- 569 D. The filing of a timely request for hearing on an order denying an application will stay the effect 570 of the denial until final disposition of the appeal.
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572 Subp. 6. Retention and transfer of rehabilitation plans.

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- 573 If the registration of a qualified rehabilitation consultant firm expires, then the qualified rehabilitation
- 574 consultant who owns the firm or is a member of the firm's management staff must ensure that the firm's
- active rehabilitation plans are transferred to a qualified rehabilitation consultant or a qualified 575 576 rehabilitation consultant firm as required by part 5220.1802, subpart 4a.

578 **5220.1710 REHABILITATION VENDORS: REQUIREMENTS AND PROCEDURES FOR** 579 **REGISTRATION.**

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- Subpart 1. Requirements for rehabilitation vendors. At all times while registered with the 581 commissioner, a rehabilitation vendor must meet the requirements in items A through K. 582 583
 - A. The rehabilitation vendor must be owned by:
 - 1. An individual; or
 - 2. An entity registered with and in good standing with the Minnesota Secretary of State.
- B. The rehabilitation vendor must maintain workers' compensation insurance if required by 586 Minnesota Statutes, chapter 176. 587
- C. The rehabilitation vendor must maintain at least one office where services to injured employees 588 589 are provided in Minnesota or within 100 miles by road from the Minnesota border. If a vendor 590 does not maintain at least one office in Minnesota or within 100 miles by road from the 591 Minnesota border on the effective date of these rules, the vendor must comply with this part 592 within 90 days of receiving written notice of the requirement from the department.
 - D. The rehabilitation vendor must cooperate in any request for information or investigation by the department.
- 595 E. The rehabilitation vendor may only provide rehabilitation services to injured employees under an 596 approved rehabilitation plan.
- 597 F. The rehabilitation vendor must promptly communicate with the assigned qualified rehabilitation 598 consultant or qualified rehabilitation consultant intern regarding all rehabilitation services that the rehabilitation vendor provides to injured employees. 599
- 600 G. Each employee of the rehabilitation vendor who provides rehabilitation services to injured 601 employees must attend all department rehabilitation provider update sessions.
- H. If the rehabilitation vendor hires a new employee who will provide rehabilitation services to 602 603 injured employees, that employee must, within 12 months of employment, complete the 604 department's orientation session.
- I. Within two weeks after closing a case file, the rehabilitation vendor must provide the case file to 605 606 the qualified rehabilitation consultant firm that employed the qualified rehabilitation consultant 607 or qualified rehabilitation consultant intern assigned to the file. If the rehabilitation vendor is no 608 longer providing services to injured employees, the rehabilitation vendor must provide any active 609 or closed case file to the qualified rehabilitation consultant firm that last employed the qualified 610 rehabilitation consultant or qualified rehabilitation consultant intern assigned to the file.
- 611 J. Within two weeks of the change, the rehabilitation vendor must report to the department any 612 change in any of the information provided to the department on the rehabilitation vendor's 613 registration application, including any change in employees who provide rehabilitation services to injured employees. 614

For discussion purposes as presented at 1/5/23 RRP Meeting; draft subject to change.

- 615 K. The rehabilitation vendor must not employ or otherwise engage the services of a qualified 616 rehabilitation consultant.
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 618 Subp. 2. Rehabilitation vendor registration. For registration as a rehabilitation vendor, the applicant
 619 must meet the following requirements:
- A. The applicant must file a complete application for rehabilitation vendor registration in the format
 prescribed by the commissioner that includes:
- 622 1. The applicant's name and every business address where the applicant will provide
 623 rehabilitation services to injured employees;
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 2. The applicant's taxpayer identification number and Minnesota business identification number, as required by Minnesota Statutes, section 270C.72, subdivision 4;
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 3. If the rehabilitation vendor is owned by an individual, that individual's phone number, email address, home address, social security number, and any state and federal employer identification numbers;
 - 4. If the rehabilitation vendor is not owned by an individual:
 - i. The name, address, phone number, and email address of the rehabilitation vendor's agent registered with the Secretary of State;
- 632 ii. A different name and address for legal service on the rehabilitation vendor, if the
 633 rehabilitation vendor chooses to accept legal service from the department at an address
 634 different from the registered address;
- 6355. The name and job title of each current employee of the rehabilitation vendor and an636indication of whether each employee will provide rehabilitation services to injured637employees;
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 6. For each employee who has provided or will provide rehabilitation services to injured
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 - 7. The name of each manager of the rehabilitation vendor;
 - 8. Proof of workers' compensation insurance or an explanation of why no workers' compensation insurance is required;
 - 9. Affirmation that one of the offices where the applicant will provide rehabilitation services to injured employees is located in Minnesota or within 100 miles by road from the Minnesota border; and
 - 10. The registration fee of \$280.

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- B. If the application is for renewal of rehabilitation vendor registration and the applicant wants there
 to be no gap in registration, the applicant must submit the renewal application at least 60 days
 before expiration of the applicant's current registration.
- C. The applicant must not provide rehabilitation services to injured workers if the applicant's registration expires before submission of a complete renewal application or before the commissioner has approved or denied the application.
- D. The applicant must attest that all information in the application is true and that the applicant meets or will meet all the requirements of subpart 1.
- E. The rehabilitation vendor registration must be renewed annually, in accordance with Section
 5220.1710, subpart 3, Item C.

For discussion purposes as presented at 1/5/23 RRP Meeting; draft subject to change.

658 Subp. 3. Approval or denial of application.

- A. Within 60 days after receiving a complete application for rehabilitation vendor registration, the 659 commissioner must approve or deny the application and notify the applicant whether the 660 661
- application is approved or denied. The following constitute grounds for denial of the application: 662
 - 1. The applicant failed to comply with the requirements of subpart 2;
- 2. The applicant failed to comply with the provisions of Minnesota Statutes, chapter 176, 663 Minnesota Rules, parts 5220.0100 to 5220.1900, or any orders issued under those statutes or 664 665 rules; or
 - 3. The applicant has outstanding fines or penalties with the department.
- B. If the commissioner approves the application, the commissioner shall assign a registration 667 668 number to the rehabilitation vendor.
- C. If the applicant was registered as a rehabilitation vendor on the date that the commissioner 669 670 received the application, the rehabilitation vendor registration expires one year after the applicant's current registration was set to expire. The registration expires one year from the date 671 the applicant's current registration was set to expire, unless the applicant was not registered as a 672 rehabilitation vendor on the date that the commissioner received the application, in which case 673 674 the registration expires one year after the application is approved
- 675 D. If the applicant was not registered as a rehabilitation vendor on the date that the commissioner received the application, the rehabilitation vendor registration expires one year from the date the 676 application is approved. 677

679 Subp. 4. Appeal process for denials.

- 680 A. An applicant may appeal the commissioner's order denying an application for rehabilitation 681 vendor registration.
 - B. To appeal the commissioner's order, the applicant must file a written request for hearing with the commissioner within 30 days of service of the order denying the application.
 - C. The request for hearing will be referred to the rehabilitation review panel according to Minnesota Statutes, section 176.102, subdivision 3.
 - D. The filing of a timely request for hearing on an order denying an application will stay the effect of the denial until final disposition of the appeal.

689 **5220.1750 VOCATIONAL REHABILITATION UNIT.**

690 The vocational rehabilitation unit of the Department and its employees are exempt from payment of the 691 fees in parts 5220.1410, 5220.1510, and 5220.1610.

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5220.1801 PROFESSIONAL CONDUCT. 693 694

695 Subpart 1. Prompt provision of service and assessment of progress.

The assigned qualified rehabilitation consultant and any registered rehabilitation vendor providing 696

- 697 rehabilitation services under a plan shall provide prompt and necessary rehabilitation services to assist a
- 698 qualified employee to return to suitable gainful employment. The qualified rehabilitation consultant
- 699 shall periodically assess progress toward plan objectives.
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[See MR for subparts 2--7]

For discussion purposes as presented at 1/5/23 RRP Meeting; draft subject to change.

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703 Subp. 8. Separate roles and functions.

A. The roles and functions of a claims agent and a rehabilitation provider are separate. A qualified rehabilitation consultant, qualified rehabilitation consultant intern, registered rehabilitation vendor, or an agent of a rehabilitation provider, shall engage only in those activities designated in Minnesota Statutes, section 176.102, and rules adopted thereunder.

B. A qualified rehabilitation consultant, qualified rehabilitation consultant intern, or registered
rehabilitation vendor shall not act as an advocate for or advise any party about a claims or entitlement
issue. Except as permitted by item C, qualified rehabilitation consultants, qualified rehabilitation

consultant interns, and registered rehabilitation vendors shall at no time in any capacity engage in any of
the following activities regarding any claim for workers' compensation benefits pursuant to Minnesota
Statutes, chapter 176:

714 (1) claims adjustment; 715 (2) claims investigation; (3) determining liability or setting reserves for a claim; 716 717 (4) authorizing or denying provision of future medical or rehabilitation services; 718 (5) recommending, authorizing, or denying payment of medical or rehabilitation bills; 719 (6) making recommendations about the determination of workers' compensation monetary benefits; 720 721 (7) arranging for medical examinations not recommended by the treating doctor; or 722 (8) arranging for or participating in surveillance or investigative services. C. This subpart shall not prohibit a registered rehabilitation provider from engaging in the activities 723 724 in item B, subitems (4) and (5), while providing medical case management services for a certified 725 managed care plan to the extent permitted by part 5218.0760. However, a medical case manager for an employee covered by a certified managed care plan may not be the assigned qualified 726 727 rehabilitation consultant for that same employee. 728 This subpart shall not prohibit a qualified rehabilitation consultant acting on behalf of the

reinsurance association from consulting with the assigned qualified rehabilitation consultant

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731732 **5220.1802 COMMUNICATIONS.**

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734 Subp. 4. Registered-rehabilitation vendor reporting.

regarding the rehabilitation plan.

At least each 30 days, the registered rehabilitation vendor shall submit all required progress records, required rehabilitation reports and cost information on an employee's case directly to the assigned qualified rehabilitation consultant with copies to the employee, the insurer, and their attorneys, and also to the employer upon the employer's request.

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740 **5220.1900 REHABILITATION SERVICE FEES AND COSTS.**

Subp. 1e. Job development and placement services. Whether provided by registered rehabilitation
vendors or qualified rehabilitation consultant firms, job development and job placement services, when
billed on an hourly basis, shall be billed at an hourly rate not to exceed \$82.58 per hour as adjusted
under subpart 1b.

For discussion purposes as presented at 1/5/23 RRP Meeting; draft subject to change.

747	[See MR for subparts 1g—6b]
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749	Subp. 7. Case activities that require approval or are not billable. The services and activities
750	described in items A and B either require approval or are not billable by the rehabilitation provider.
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752	A. The following services and activities are not compensable unless the rehabilitation plan specifies
753	them, the insurer approves them, or the commissioner or a compensation judge determines that they
754	were reasonable and necessary under subpart 2:
755	(1) phone calls or visits to health care providers and accompanying the employee to
756	appointments or examinations; or
757	(2) time spent by a supervisor or another qualified rehabilitation consultant consulting with or
758	advising the assigned qualified rehabilitation consultant.
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760	B. Rehabilitation providers shall not bill for the following services, activities, or charges:
761	(1) phone calls to the department regarding general procedures or questions about rehabilitation
762	not related to a specific rehabilitation plan;
763	(2) unanswered attempted phone calls where the rehabilitation provider does not leave a
764	message;
765	(3) time for attendance at an administrative conference by the supervisor of the qualified
766	rehabilitation consultant intern who is providing services to the employee;
767	(4) time spent reviewing the file by an assigned qualified rehabilitation consultant or registered
768	rehabilitation vendor when a case has been transferred from another qualified rehabilitation consultant
769	or registered rehabilitation vendor within the same rehabilitation firm;
770	(5) wait time exceeding 15 minutes for early arrival for a prearranged meeting or appointment; or
771	(6) charges beyond the hourly fee for testimony at a hearing or administrative conference when
772	the qualified rehabilitation consultant or registered rehabilitation vendor has provided rehabilitation
773	services under the plan.
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775	Repealer. Minnesota Rules, parts 5220.1400, 5220.1500, 5220.1600, and 5220.1700 are repealed.