

You are required to stay in touch with the CSSEIP service provider and the employer during your illness.

HOW DOES MY UNION ASSIST ME?

Your Community Social Services Bargaining Association (CSSBA) representative on the CSSEIP team advocates on your behalf as part of the CSSEIP Working Group.

Your CSSBA representative reviews progress reports on your early intervention plan and maintains a dialogue with other team members throughout the process.

WHAT ABOUT THE PRIVACY OF MY INFORMATION?

The CSSEIP service provider is subject to all relevant privacy legislation and as such all information provided to the CSSEIP service provider is considered strictly confidential.

In addition, under the BC Personal Information Protection Act (PIPA), your employer is required to advise you that your basic personal information (home telephone number, home address, etc.) may be shared with the CSSEIP service provider for the purposes of implementing CSSEIP.

For Further Information

Please contact your:

- Union representative
- Employer, or the
- CSSEIP team at:
604.630.1456 ext. 1458
1.888.630.1456 ext. 1458

www.csseip.ca

**COMMUNITY
SOCIAL SERVICES**

CSSEIP

EARLY INTERVENTION PROGRAM

*Helping Employees
Return to Work*

This brochure summarizes how CSSEIP facilitates the successful return to work of employees with an illness or injury.

What is CSSEIP?

CSSEIP, the Community Social Services Early Intervention Program, is a collaborative program that assists workers who are ill or injured return to work.

THE CSSEIP TEAM

- You
- Your physician and other health care providers
- The CSSEIP Early Intervention Team at the CSSEIP Service Provider
- Your employer
- The union

The CSSEIP team works together to design a customized return-to-work plan for you based on your medical condition, your requirements for returning to work, your skills and your employer's ability to accommodate your requirements.

Who is the EIC?

The EIC (Early Intervention Coordinator) is part of a team of disability management professionals at the CSSEIP Service Provider.

The EIC is responsible for coordinating your return-to-work plan by:

- Contacting you, explaining the program, and assessing your need for CSSEIP
- Working with your employer to accommodate your return to work
- Following up with you to ensure your return to work is successful

Who is the MCM?

The Medical Case Manager (MCM) is an Occupational Health Nurse/RN. As a member of the CSSEIP team, the MCM provides a planned approach to managing cases by:

- Coordinating and reviewing the medical care plan and the response to treatment
- Referring you to appropriate medical providers and/or rehabilitation service providers for treatment as required
- Developing a customized plan that will accommodate your limitations and capabilities

How does the Program Work?

GETTING STARTED

If you are a regular full-time employee and have been ill or injured for 5 consecutive scheduled working days, or a regular part-time employee and have been ill or injured for 8 calendar days, your employer will refer your name to the EIC.

The EIC will contact you to discuss the CSSEIP process and send you a package.

You are responsible for returning the consent and medical assessment forms immediately to the CSSEIP service provider but no later than 7 days from the date the package was sent.

DATA COLLECTION

Once you are in the program, you and your doctor will be required to complete a confidential Occupational Fitness Assessment (OFA) form that provides information relating to your illness or injury and an assessment of your anticipated return to work.

PLAN DEVELOPMENT

The MCM, in consultation with you and other representatives from your CSSEIP team, will assess your situation and recommend a plan tailored to your individual circumstances.

The MCM will advocate for and provide coordination of your health care.

Your individual plan may include ensuring that you receive prompt medical care, such as referrals to medical specialists when appropriate.

When your medical provider approves your return to work, the MCM will work with your union and employer representative to develop an appropriate return to work plan based on your medical recommendations.

Your plan may include integrating you back into your workplace with graduated or modified duties in accordance with the collective agreement.

Your plan may include the provision of job accommodation at your workplace.

IMPLEMENTATION AND FOLLOW UP

The MCM will monitor your individual plan to ensure a safe and timely return to work.

WHAT AM I REQUIRED TO DO?

This program is included in your collective agreement and it is mandatory.

You are required to work with the CSSEIP team, including the EIC and MCM, your employer, your union, and your health care provider to facilitate your return to work.