

FORMAL MANAGEMENT REFERRAL GUIDE

FOR HR AND MANAGEMENT USE ONLY

	Standard/Urgent Formal Management Referral (FMR)	Substance Abuse Professional (SAP)	Fitness for Duty Evaluation (FFDE)
Description	<p>A Standard/Urgent FMR is designed to aid the employee in navigating issues in the workplace and improving job performance.</p> <p>Formal sessions are administered by a master's level clinician. The number of sessions is determined according to the client's EAP session model. The FMR process provides feedback on performance standards such as attendance, participation, and compliance. A formal diagnosis or evaluation is not provided, and it is up to HR/the employee's company to determine if the employee is able to work during the FMR process.</p>	<p>A SAP assesses and addresses drug and alcohol related issues for employees in non-DOT and DOT regulated positions.</p> <p>A Substance Abuse Professional will conduct an assessment and provide recommendations for treatment. Recommendations differ from case to case based on the need. Recommendations often consist of a set number of hours of substance use education, additional sessions with a SAP, an intensive outpatient program, inpatient treatment, etc. Compliance with the recommendations is tracked and a second assessment is conducted by the SAP after recommendations have been completed by the employee.</p>	<p>A FFDE is a psychological evaluation that determines whether an employee can safely and effectively perform the functions of their position.</p> <p>A FFDE is requested when there is objective evidence that the employee may be unable to perform a defined job safely and effectively due to a psychological condition or impairment. An evaluative report is provided.</p>
Provider	Licensed Mid-level EAP Clinician	Substance Abuse Professional	Psychologist
Reporting	<p>ACI clinician will provide updates via email regarding:</p> <ul style="list-style-type: none"> • Scheduling • Participation • Compliance 	<p>The SAP will provide two reports:</p> <ul style="list-style-type: none"> • An initial report with treatment recommendations • A final report after recommendations have been completed with any follow-up testing recommendations 	<p>The psychologist will provide a report that includes recommendations on the following:</p> <ul style="list-style-type: none"> • If the employee is safely able to return to work • If the employee is psychologically able to perform the essential functions of their position with or without reasonable accommodations • If there is an increased risk of harm to self or others in the workplace • Follow-up care
Fee	<p>Covered Under the EAP Program</p> <p>*Exceptions: In-person sessions requested for a client with a Telephonic Session Model, or a FMR requested for a previously non-compliant employee. Both exceptions are a flat fee of \$450</p>	<p>\$950 Flat Rate</p> <p>This fee includes the assessment, tracking of recommendation completion, and reports from the SAP. Any additional costs associated with recommendations for treatment are not included in this fee.</p> <p>*Admin fee may apply for a cancellation/no show</p>	<p>Starts at a Fee of \$2,250 and May Range up to \$5,000 Depending on the Fee from the Psychologist</p> <p>This fee includes the evaluation and the report.</p> <p>*Admin fee may apply for a cancellation/no show</p>
Documents and Info Needed to Initiate Referral	<ul style="list-style-type: none"> • Formal Management Referral Form • Copy of LCA or PIP, if applicable 	<ul style="list-style-type: none"> • Formal Management Referral Form • Copy of LCA or PIP, if applicable • Copy of drug/alcohol screening results, if applicable 	<ul style="list-style-type: none"> • Formal Management Referral Form • Copy of LCA or PIP, if applicable • Copy of employee's job description