APPENDIX 7 - REQUEST FOR SAE ASSESSMENT REVIEW

Legend:
SAE = Substance Abuse Expert
HH TCPA = Homewood Health Third Party Case Administrator
HH SAET = Homewood Health Substance Abuse Expert Team
RPsych = Registered Psychologist
NFTW = Not Fit to Work
Dx = Diagnosis

SAE Assessment funded by CEFAP once eligibility is confirmed through eligibility protocols

SAE Assessment completed: report released: union member is aware of outcome of SAE Assessment and required recommendations.

Union member is not in agreement with outcome (Dx or treatment recommendations or both). Union member has 7 CALENDAR DAYS from release of SAE Assessment Report to initiate a Request for SAE Assessment Review. NOTE: There is no Request for Review process for those with NFTW** assessment outcome.

Union member contacts HH-SAET at 1-877-822-0727 and completes a Request for SAE Assessment Review.

HH Clinical Manager (RPsych) conducts Request for SAE Assessment Review. This may take up to 14 business days to complete depending on the complexity of the review. NOTE: Clinical Manager conducting the review was not involved in the initial Quality Assurance review of SAE Assessment. It is the 2nd independent person to review the work of the Assessor and the initial Reviewer.

Union member does not agree with outcome of review and wishes to pursue next steps to challenge the outcome of the SAE Assessment. NOTE: Union member has 7 CALENDAR DAYS to initiate options listed in next step.

Next options are NOT funded by CEFAP

Independent Review by Addiction Physician approved by BTA, CLR and HH:
- Paper Review
- No face-to-face meeting
- Quicker turnaround and less costly than 2nd Assessment
- Addiction Physician issues report for review by HH SAET

HH SAET reviews outcome and informs HH TCPA to proceed with implementation of recommendations as outlined by the independent reviewer.

Union member must follow this outcome to become active. There are no other review of reassessment options.

2nd Assessment by Addiction Physician approved by BTA, CLR and HH:
- Face-to-face meeting (will take longer to set up appt.)
- Edmonton based
- Longer turnaround and costlier than Independent Review
- Addiction Physician issues report to HH SAET

Outcome of 2nd Assessment differs from 1st Assessment?

YES

Union member accepts outcome of review

NO

Union member proceeds with next steps as outlined in Request for SAE Assessment Review outcome.

2 options available to Union member: ONLY ONE option may be chosen, union member cannot move between options.

Union member and their local union submits both the request for SAE Assessment Review Form indicating their option and the fee for the estimated cost to BTA.* This form provides consent and triggers HH SAET and HH TCPA to send all documents to the Reviewer.

Union member accepts outcome of review (not funded by CEFAP)

NO

Union member complies recommendations and regains active status

YES

Union member has access to the Ombudsman to review outcome (not funded by CEFAP)

* The SAE Assessment Review Form and the Fee Guide for these options are available from the BTA.

**NFTW = Persons classified as No Diagnosis – Not Fit to Work are individuals who were not cooperative with the assessment process. This lack of cooperation renders the assessment process unable to rule out a substance problem (most often) or unable to give a definitive diagnosis. It may also be given when the assessment process has identified either medical or mental health problems that seem serious enough to require further assessment and may interfere with the individual’s ability to safely operate in a safety sensitive position.