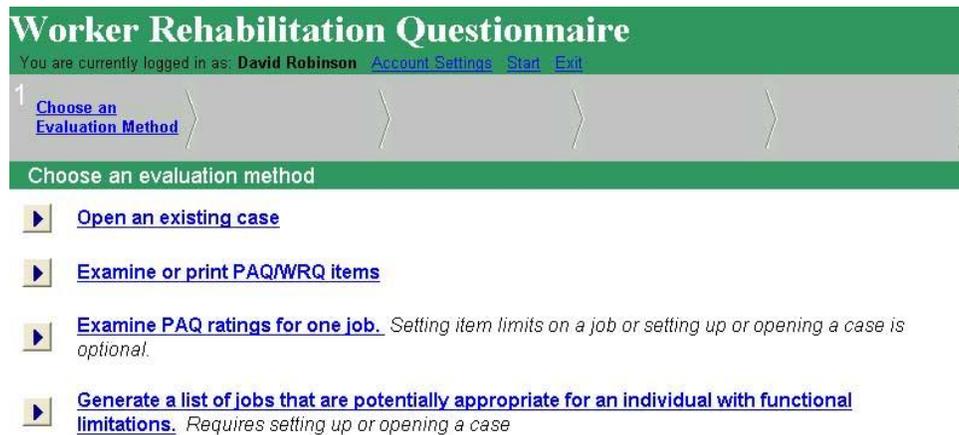


## How to Set up a Case

A case can be set up using either of two methods of data entry (see [programming the WRQ to take disability into account](#)). Our plan is to briefly summarize each method and then to illustrate both methods step by step.

One method calls for rating individual capabilities and tolerances and setting [item limits](#) item-by-item. It starts by clicking **Generate a list of jobs that are potentially appropriate for an individual with functional limitations** in the **Choose an evaluation method** screen below and setting up a case first thing.



The other method begins with a click on **Examine PAQ ratings for one job** to bring up ratings on a reference job (a job the individual may have had or wants to look at or is relevant for some other reason). Item limits can be set on a reference job. The screen in which to set item limits includes an icon to click to save the case, which points to the case setup screen. The WRQ allows an occupational specialist to examine PAQ ratings on various jobs without the necessity of setting up a case, but if item limits are set off a reference job, the information can be saved to a new case or added to an existing case.

In either instance, running the [job-matching algorithm](#) generates a WRQ report like the one below.

### Worker Rehabilitation Questionnaire

You are currently logged in as: David Robinson [Account Settings](#) [Start](#) [Exit](#)

1 [Choose an Evaluation Method](#) > 2 [Setup / Open Case](#) > 3 [Select Database](#) > 4 [Rate Capabilities and Tolerances](#) > 5 [Ratings Summary](#) > 6 [Run Job Matching Analysis and Generate Reports](#)

[View Report](#)

**Personal Information**

Name: John Doe Insurance Carrier: ABC  
Birth Date: August 22, 1961 Claim #: 12345  
Telephone #: (000) 000-0000 Diagnosis: Closed head injury Chronic neck pain and upper extremity pain and weakness

Case Notes: This paint shop supervisor was rear-ended in traffic. He sustained a mild closed head injury and pain and weakness in his upper extremities.

Items	Rating	Limit
1. Reading words	3	
2. Using numbers	1.7	
3. Using graphics	1.5	
4. Using patterns	0.5	
5. Using information displays	1.5	
6. Using measuring devices	1.5	
7. Watching machines in use	1.7	
8. Watching things you are working with	3	
9. Watching features of nature	0.5	
10. Inspecting constructed things	2	
11. Watching people or animals	2.5	
12. Watching events around you	1.7	
13. Viewing artistic work	0	
14. Listening to speech	4	4
15. Listening to other sounds	0.7	
16. Touching	1.2	3

Consider the fields in the **View Report** screen above. The navigation bar near the top of the screen consists of six positions, of which the first two are active: **Choose an Evaluation Method** and **Setup/Open Case**. The **Personal Information** field lies directly under **View Report**. **Personal Information** is entered in the **Setup/Open Case** screen below in using one of the two methods of data entry summarized above. This document demonstrates both methods. For a discussion of any other aspects of the report, e.g., information in **Items**, **Rating** and **Limit** columns and other topics, see [how to read a report](#). This section focuses on the two ways to enter **Personal Information**.

**Worker Rehabilitation Questionnaire**

You are currently logged in as: David Robinson [Account Settings](#) [Start](#) [Exit](#)

1 [Choose an Evaluation Method](#) > 2 [Setup / Open Case](#) > 3 [Select Database](#) > 4 [Rate Capabilities and Tolerances](#) > 5 [Ratings Summary](#) > 6 [Run Job Matching Analysis and Generate Reports](#)

**Setup / Open Case**

**Personal Information**

Name:  Insurance Carrier:

Birth Date:  Claim #:

Telephone #:  Diagnosis:

Current Evaluator:

**Case Reports**

Report	Date	Status	Data Source	Evaluator	Action
Click on two boxes to compare two reports <a href="#">Compare two reports</a>					

**Case Notes**

Enter case notes here.

[Continue \(Select Database\)](#)

Clicking on **Generate a list of jobs that are potentially appropriate for an individual with functional limitations** in the **Choose an evaluation method** points to the **Setup/Open Case** screen above on which to enter **Personal Information** and **Case Notes**. When the information has been entered, click the **Save Information** button. That is all there is to say about entering material under **Personal Information** using this method

The second method for entering **Personal Information** beings by clicking **Examine PAQ ratings for one job** in the **Choose an evaluation method** screen, which points to the **Examine ratings for one job** screen below:

**Worker Rehabilitation Questionnaire**  
You are currently logged in as: David Robinson [Account Settings](#) [Start](#) [Exit](#)

1 [Choose an Evaluation Method](#) > 2 [View Ratings for One Job](#) > > >

**Examine ratings for one job**

**List all jobs starting with letter:**

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

**Search for a job:**

Enter all or part of a job title or DOT code. After you press the "Find Jobs" button you will be shown a list of all jobs in the database that match your search.

You can narrow your search by being more specific (e.g. search for "Sales Engineer, Aeronautical Products"). Or, you can broaden your search by being less specific (e.g. search for "sales").

This screen offers to list hotlinks to jobs that start with any letter of the alphabet. It offers a data blank in which the initial letters of a job title or a word in the job title can be entered and the **Find Jobs** button clicked. Clicking "S" to find Supervisor, Paint Department produces a list of jobs like the one below that includes the one we are looking for..

- [542.130-010](#) [Supervisor, Natural-Gas Plant](#)
- [249.137-026](#) [Supervisor, Order Takers](#)
- [749.131-014](#) [Supervisor, Paint Department](#)
- [840.131-010](#) [Supervisor, Painting](#)
- [539.132-010](#) [Supervisor, Paper Machine](#)
- [649.130-010](#) [Supervisor, Paper Products](#)

Clicking that job title lists PAQ ratings for it, only a few of which are illustrated below. For our purposes now, to set up a case, the most important element in the screen below is the third choice in the navigation bar, which will be blinking **Set Item Limits for This Job?**

**Worker Rehabilitation Questionnaire**  
You are currently logged in as: David Robinson [Account Settings](#) [Start](#) [Exit](#)

1 [Choose an Evaluation Method](#) > 2 [View Ratings for One Job](#) > 3 [Set Item Limits for This Job?](#) > >

**Examine ratings for Supervisor, Paint Department (749.131-014)**

**Job Title:** Supervisor, Paint Department  
**DOT Number:** 749.131-014  
**PAQ Number:** 004057

Item Number	Item	Rating
1	Reading words	3
2	Using numbers	1.7
3	Using graphics	1.5
4	Using patterns	0.5
5	Using information disclavs	1.5

Clicking **Set Item Limits for This Job?** in the points to a **Summary of Ratings and Item Limits** screen like the one below. This is the screen on which [item limits](#) can be set with respect to this job. After Clicking **Set Item Limits for**

### Worker Rehabilitation Questionnaire

You are currently logged in as: David Robinson [Account Settings](#) [Sign Out](#)

1 [Choose an Evaluation Method](#) > 2 [Setup / Open Case](#) > 3 [Select Database](#) > 4 [Rate Capabilities and Tolerances](#) > 5 [Ratings Summary](#) > 6 [Run Job Matching Analysis and Generate Reports](#)

#### Summary of Ratings and Item Limits

Setting Ratings and Limits from job:

**Job Title:** Supervisor, Paint Department  
**DOT Number:** 749.131-014  
**PAQ Number:** 004057

(number)

Item #	Description	Rating	Limit
1	<a href="#">Reading words</a>	3	<input type="text"/>
2	<a href="#">Using numbers</a>	1.7	<input type="text"/>
3	<a href="#">Using graphics</a>	1.5	<input type="text"/>
4	<a href="#">Using patterns</a>	0.5	<input type="text"/>
5	<a href="#">Using information displays</a>	1.5	<input type="text"/>
6	<a href="#">Using measuring devices</a>	1.5	<input type="text"/>
7	<a href="#">Watching machines in use</a>	1.7	<input type="text"/>
8	<a href="#">Watching things you are working with</a>	3	<input type="text"/>
9	<a href="#">Watching features of nature</a>	0.5	<input type="text"/>
10	<a href="#">Inspecting constructed things</a>	2	<input type="text"/>
11	<a href="#">Watching people or animals</a>	2.5	<input type="text"/>
12	<a href="#">Watching events around you</a>	1.7	<input type="text"/>
13	<a href="#">Viewing artistic work</a>	0	<input type="text"/>
14	<a href="#">Listening to speech</a>	4	<input type="text"/>
15	<a href="#">Listening to other sounds</a>	0.7	<input type="text"/>
16	<a href="#">Touching</a>	1.2	<input type="text"/>
17	<a href="#">Smelling</a>	0.5	<input type="text"/>
18	<a href="#">Tasting</a>	0	<input type="text"/>

[Definition of Item Limits](#)  
[Item Limits Decision Rule](#)

  
[Review the Last Selected Item](#)

  
[Save All Changes](#)

  
[Print Ratings and Item Limits](#)

  
 [Show tip about setting item limits and tolerances](#)

**This Job?**, click the **Save All Changes** button on the right side of the screen, and a **Setup/Open Case** screen appears like the one below:

**Worker Rehabilitation Questionnaire**  
You are currently logged in as: David Robinson [Account Settings](#) [Start](#) [Exit](#)

1 [Choose an Evaluation Method](#) > 2 [Setup / Open Case](#) > 3 [Select Database](#) > 4 [Rate Capabilities and Tolerances](#) > 5 [Ratings Summary](#) > 6 [Run Job Matching Analysis and Generate Reports](#)

**Setup / Open Case**

**Personal Information**

Name:  Insurance Carrier:

Birth Date:  Claim #:

Telephone #:  Diagnosis:

Current Evaluator:

**Case Reports**

Report	Date	Status	Data Source	Evaluator	Action
Click on two boxes to compare two reports <a href="#">Compare two reports</a>					

**Case Notes**

Enter case notes here.

Notice that the field under **Case Reports** includes labels for **Report, Date, Status, Data Source**, etc. and a note that advises to **Click on two boxes to compare two reports** and a hotlink **Compare two reports**. This hotlink becomes active after at least two reports have been saved to a case.

After populating as many of the case data blanks as needed, and generating and saving two or more WRQ reports, clicking **Open an existing case** in the **Choose an evaluation method** screen below points to the

**Worker Rehabilitation Questionnaire**  
You are currently logged in as: David Robinson [Account Settings](#) [Start](#) [Exit](#)

1 [Choose an Evaluation Method](#) >

**Choose an evaluation method**

- [Open an existing case](#)
- [Examine or print PAQ/WRQ items](#)
- [Examine PAQ ratings for one job.](#) *Setting item limits on a job or setting up or opening a case is optional.*
- [Generate a list of jobs that are potentially appropriate for an individual with functional limitations.](#) *Requires setting up or opening a case*

**Setup/Open Case** screen like the one blow on this page that contains two **Case Reports: Evaluation of individual** and **Supervisor, Paint Department**. (Note the check boxes to the left of the two reports and see [checking for convergence](#) and [checking reliability](#) for their uses.) In the **Setup/Open Case** screen below, **Personal Information** and **Case Notes** can be edited at any time. After editing **Personal Information** or **Case Notes**, click the **Save Information** button at the bottom of the screen. Either report can be edited, i.e., ratings or item limits changed, by clicking an **Edit** button to the right of both reports. A report can be added by clicking the **Select Database** hotlink in the navigation bar or the **Continue (Select Database)** hotlink at the bottom of the screen and rating a person item-by-item, as described in the first method above or by clicking **Choose an Evaluation Method** in the navigation

**Worker Rehabilitation Questionnaire**  
You are currently logged in as: David Robinson [Account Settings](#) [Start](#) [Exit](#)

1 [Choose an Evaluation Method](#) > 2 [Setup / Open Case](#) > 3 [Select Database](#) > 4 [Rate Capabilities and Tolerances](#) > 5 [Ratings Summary](#) > 6 [Run Job Matching Analysis and Generate Reports](#)

**Setup / Open Case**

**Personal Information**

Name:  Insurance Carrier:   
Birth Date:  Claim #:   
Telephone #:  Diagnosis:   
Current Evaluator:

**Case Reports**

Report	Date	Status	Data Source	Evaluator	Action
<input type="checkbox"/> <a href="#">Evaluation of individual</a>	06/14/2004	Complete	On Individual	David Robinson	<input type="button" value="Rename"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
<input type="checkbox"/> <a href="#">Supervisor, Paint Department</a>	06/15/2004	Complete	From Database	David Robinson	<input type="button" value="Rename"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>

Click on two boxes to compare two reports  
[Compare two reports](#)

**Case Notes**

[Continue \(Select Database\)](#)

bar, and clicking **Examine PAQ ratings for one job** to add another case using the reference job method described above and following either routine described in [programming the WRQ to take disability into account](#).