

Employer Checklist for Module 3: Advanced Care Planning, Survivorship & Back to Work

The following areas below are highlighted for *Module 3: Advanced Care Planning Survivorship & Back to Work*. Please use this as a list of action items to encourage discussion with your health plan/carrier/TPA, Employer Benefits Consultants (EBC's), EAP, employee services and other oncology vendor partners.

Advanced Care Planning, Palliative Care & Hospice

- Review your approach for communicating Advance Care Planning to all employees and dependents:
 - Assign primary responsibility for Advance Care Planning to one entity: health plan, EAP, or another vendor
 - Make sure current information is accessible and explain how employees and dependents can get their questions answered
 - Address population segments with different cultural expectations and attitudes
 - Make sure to include any state specific requirements
 - Ask health plans whether they include Advanced Care Planning as part of case management
 - As part of your overall strategy, be sure to include outreach to caregivers so they know patient's wishes, like DNR orders.
- Identify all resources that are available to employees and dependents to support advance care planning: providers, health plan, EAP, specialty vendors, community organizations, as well as the American Cancer Society, National Hospice & Palliative Care Organization
- Confirm that health plans offer a complete set of in-network palliative care and hospice benefits
- Consider educating plan members and dependents on palliative care coverage/services and the difference with hospice coverage/services (e.g. grief counseling)
- Require health plans to monitor and report use of palliative and hospice care over time; identify strategies to improve quality of life and health care value by offering and encouraging early palliative care, lengthening patient stays in hospice and reducing inappropriate use of emergency rooms and hospital stays near the end of life
- Ask plans to report plan member days in hospice rate and the availability of in network hospice and potentially active hospice programs in contracted network
- Consider addressing other areas in your overall planning including access to a social worker, financial planning, ensuring appropriate transportation, caregiver support, coverage for addressing mental health issues and coordination of nutrition and exercise plan with overall treatment plan

Survivorship, Surveillance, and Return to Work

- Anticipate and plan for increases in the number of cancer survivors that come back to work (also called "[survivorship](#)")
 - Ensure that you support survivorship in your offerings, policies, and procedures with the understanding that survivorship starts at the time of diagnosis, continues through treatment and remission.
 - Coordinate support for workplace accommodations, job modifications, and ensuring ongoing confidentiality.

- Support employees and dependents who are caregivers for cancer patients with accommodations at work and periodic respite benefits
- Determine if your organization's EAP or other local or national organizations can provide support to employees and dependents who are cancer survivors or are caregivers; be sure to include an appropriate referral strategy
- Review your "returning to work" strategy; determine and implement best practice strategies that support individuals through the process. This includes educating and supporting managers at all levels. Be sure to look at those who may be working remotely.
- Determine what your plan is to address survivorship; how will planning impact employees or dependents diagnosed with cancer; monitor and evaluate engagement and effectiveness over time
- Continue to ensure easy-access for cancer screening and educate employees, family members and cancer survivors on the signs and symptoms of cancer and the importance of early detection. Patient may need more frequent screenings than standard age-based protocols and this shouldn't be blocked by authorizations. etc.
- Coordinate services across different benefits; health plan, disability, EAP, others. Identify resources to assist employees in addressing financial burden

Impact of COVID-19

- Identify how COVID-19 has affected your employees or their dependents access to care and create an action plan with health plan to engage population so that screenings, tests, and regular care are up to date and any gaps in care are closed. . Be sure to ask plans for comparative data of cancer care use over the last 3 years to show improvement over time.
- Determine if providers in your community offer virtual sessions vs. in-person care; be sure to confirm your health plan's coverage policies for virtual sessions and its strategy to engage population, including low-wage workers; resolve challenges and monitor engagement over time
- When reviewing data with health plan, discuss reasons for change in volume or cost of claims. For example, people have put off preventive care and elective procedures during COVID-19. They will "catch up" post COVID-19 with increased demand for the missed preventive and other care.
- Remind patients with cancer and other diseases to check with their providers about obtaining vaccinations - check CDC for any guidance
- Review your preventive care strategy to make sure that primary care and behavioral health care are provided; Confirm appropriate access measures are in place. When reviewing your overall cancer care strategy be sure to address total cost of care and that includes medications, long-term/short-term disability. . Ask plans for comparative data about preventive care for the last 3 years to evaluate trends.