

## Using the Incapacity Reference Guide (IRG)

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1. The IRG is designed to tell you:
  - the code number to record the incapacity on JSAPS
  - when the Work Capability Assessment may be due
  - whether the incapacity is infectious/contagious
  - whether the incapacity indicates a pregnancy complication
  - whether the incapacity is, or may be, pregnancy related
2. If any incapacity is not recorded on the list:
  - record the incapacity on JSAPS as code 0700 (this should only be used as a last resort);
  - If code 700 is used, the details fo the specified incapacity must be recorded by inputting a note in D110; and
  - seek advice from Medical Services on the most appropriate code to use. The preferred method is by phone, via the Medical Services Helpdesk. If a referral is required, the reference type is CN. If you don't check, there is no way of knowing if you are taking the right action.
3. Remember that things like 'bereavement', 'looking after relatives', 'incontinence' and 'broken spectacles' are not illnesses. In these cases:
  - record the incapacity on JSAPS as code 0700;
  - If code 700 is used, the details fo the specified incapacity must be recorded by inputting a note in D110; and
  - seek advice from Medical Services as stated in paragraph 2 above.

### Understanding the IRG Column Headings

#### ***Number***

4. If the code number shown is 0700, JSAPS will not recognise the incapacity and will decode to 'other specified incapacity'.
5. A full description of the incapacity needs to be shown in notepad. This detail will need to be shown on MSRS when a referral is made.

### ***Action to Apply the WCA***

6. This column tells you what to do when you are prompted to apply the Work Capability Assessment.
7. In all cases ensure that the Work Capability Assessment is applied
  - Refer immediately if Terminally ill
  - Always consider if “treat as LCW” applies

### ***Infectious or contagious***

8. A customer is treated as incapable of work on any day they are excluded from working on the basis of a certificate supplied by a Medical Officer for Environmental Health showing they are under medical observation because they are a carrier, or have been in contact with, a case of an infectious or contagious disease.
9. They are not treated as incapable just because they are suffering from the disease. See Customer with an Infectious or Contagious Disease.

### ***For MA/SMP purposes is the incapacity pregnancy related?***

10. This gives an indication of whether incapacity is likely to be pregnancy related. It is used to help the DM decide if LCWRA applies or should be put into payment six weeks before the EWC.

### ***Missing mental Health Incapacities***

11. Mental health conditions are identified in the IRG by an asterisk (\*). Following a review of the IRG it would appear some Mental Health incapacities do not have an asterisk (\*) after them. You must make sure they are treated as flagged mental health incapacities see (hyperlink to relevant part of WCA refs)
12. The list is not exhaustive but some of the identified conditions are:-

- 220 Down's syndrome
- 254 Educationally Subnormal (ESN)
- 254 ESN (Educationally Subnormal)
- 703 Alzheimer's disease
- 906 Anoxia

907 Anoxia brain injury  
704 Brain damage  
193 Dementia  
332 Huntington's chorea  
970 Impaired memory  
809 Learning difficulties  
985 Memory impairment or problem  
408 Mental defective or deficient  
988 Mental retardation  
815 Mentally handicapped  
988 Mentally retarded  
856 Severe learning difficulties  
660 Trisomy 21