



SOARing Together
Series 2: Letter 3 2021
SSA-3373, Function Report

Function of the Function Report:

For me as a SOAR Specialist, the best description of the “function of the function report” was to think as if I was painting a picture for the Social Security staff and Disability Determination Adjudicator who would be reviewing and evaluating the claim. The picture I was aiming to paint, was of an average day in my client’s life, using as much color(details of my clients ADL’s) as possible knowing that the SSA and DDS claims reviewers would never meet my client.

Maybe you have a different thought on completing this form and that is perfectly okay! The main goal is that we understand that as specialists, we have the task of writing a detailed description of the applicant’s functioning to clearly explain how the illness impairs their ability to work. We must also remember that although some Social Security field offices may say a function report is not required for all claims, as part of SOAR methodology, it is required with all SOAR assisted applications.

The SOARWorks description of the function report (ssa-3373) is to help DDS (Department of Disability Services) to obtain information about how the applicant’s illness(es) and condition(s) affect their ability to function and preform everyday tasks. <https://soarworks.prainc.com/article/about-function-report-ssa-3373>

We learned from the online course training, class 5, how to complete a Medical Summary Report (MRS) and we also learned in the SOAR Ohio certification training, that in Ohio the MRS is replaced with the SSA-3373 Function Report. The basic concept is the same, just in a different format. The function report is a question-and-answer type worksheet; we are still addressing the four areas of the MRS:

- Understand, remember, and apply information
- Interactions with others
- Concentration, persistence, maintain pace
- Adapt or managing oneself

While we need have full and complete answers, we must also remember that these questions may feel very intrusive to the applicant. One of the best ways to get the most information from a guarded or an unwilling client is by helping to make them feel comfortable, letting them lead the conversation, and asking open ended questions, even on yes/no questions. Offering respect, gaining their trust, making them feel they are in a safe space really helps the client to open up. In the years I worked with clients, I found that once I got them talking, they were quite eager to share their life stories with me!

All this information is to hopefully spark interest and questions for an upcoming learning series Webinar covering the SSA-3373 Function Report in more detail. The webinar will be on April 20th from 2:00 p.m. to 3:30 p.m. The SOAR provider team from a Cincinnati area agency will speak on best practices from a direct service community agency; Paul Spencer, Disability Claims Supervisor with Unit 5H: Homeless/Special Projects/Prerelease Unit will speak on best practices from the DDS perspective, and I will be presenting on the SOAR Model Best Practices.

“Don’t just fly...SOAR high!” Walt Disney

SOARing Together,
Candace

