

*SOARing Together*  
Series 2: Letter 11 2021  
SSA-3373 Function Report

The basics of the SSA-3373 Function Report:

While the seasoned SOAR Ohio Specialists are familiar with the process of completing a quality function report (form SSA-3373), newer specialist may need some direction. The purpose of this newsletter is to touch base on the fundamentals of the function report and to be an open invitation to an upcoming SOAR Ohio Training Webinar to take a deeper dive into what makes a solid report. Please join this webinar on November 17, 2021 from 10:00am-11:30am.

The purpose of the SSA-3373 Function Report is to explain to the Disability Determination Adjudicator who will be processing the claim for either approval or denial, how the applicant's medical illness effects their functioning in everyday activities. This report is one of the main keys to a successful SOAR assisted application. The function report (form SSA-3373) should include precise and thorough narratives of the applicant's limited capabilities and why the individual cannot work at SGA (substantial gainful activity) limits.

For SOAR Ohio assisted claims, the function report replaces the Medical Summary Report (MSR). However, the knowledge gained from completing the MSR training in class 5 in the adult or child course can be used as the foundation for answering every question with detail on the SSA-3373. As with the MSR, it is still vital to address the four areas of function which include:

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

It is also important that the function report:

- Provides a clear link between the medical condition and the functioning limitations
- Connects all information for a concise picture of the applicant for the adjudicator to review
- Includes quotes or examples
- To be included in all SOAR assisted application packets.

The basic use of the SSA-3373 function report is to provide a very detailed description of the how the illness impairs the applicant's ability to work and maintain substantial employment. The webinar on November 17 will take a deeper look into the process of completing this report. A full invitation and webinar link instructions will be sent soon.

For additional information on the function report from the SOARWorks website please visit:

<https://soarworks.samhsa.gov/article/about-function-report-ssa-3373>

For review of the MSR online course please visit:

<https://soarworks.samhsa.gov/class/link-functioningto>

*Wishing all of you a wonderful Thanksgiving Holiday*

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