Ill Health Toolkit – IHCERTA1 Decision Making Flowchart

Receive IHCERTA1 from IRMP

Has IRMP ticked B1?
- No →
- Yes ↓

Does report indicate treatment not yet exhausted?
- Yes → **Discuss with Pensions and decide which letter to send**
- No → **Make provisional decision and inform member**

Has IRMP ticked B4?
- Yes → (Is Member being redeployed in gainful employment?)
- No → (up to Has IRMP ticked B1?)

Is Member being redeployed in gainful employment?
- Yes → **Inform member redeployment means not eligible**
- No → **Collect information needed to make tier decision**

Collect information needed to make tier decision ↓

Make provisional Decision and inform member →

Complete ill health management process ↓

Has the member been dismissed?
- (right) → **End process**
- Yes ↓

Make final tier decision and complete Part E of IHCERTA1 ↓

Is this tier 3?
- Yes → **Issue tier 3 entitlement award letter and diary for 18 month review**
- No → **Issue tier 1 or 2 entitlement award letter with RETIRE1/2/3**

Discuss with Pensions and decide which letter to send ↓

Treat as Potential hindsight case?
- No → **Make provisional decision and inform member**
- Yes ↓

Inform member of hindsight consideration ↓

Complete ill health management process BUT if dismissal more than 3 months after IHCERTA1 signed, consider whether should refer back to IRMP. Consult Pensions if in doubt ↓

Is this a hindsight case?
- Yes → **Is the member age 55 or over?**
  - Yes → **Issue hindsight pension payable entitlement award letter with RETIRE1/2/3**
  - No → **Issue hindsight entitlement award**
- No → **Is the member age 55 or over?**
  - No → **Issue deferred entitlement award letter**
  - Yes → **Issue pension payable entitlement award letter with RETIRE1/2/3**

Send copy of IHCERTA1, entitlement award letter and LEAVECERT to Pensions