

# Certified Disability Management Specialist (CDMS) Practice Exam (Sample)

## Study Guide



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## **Questions**

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- 1. What should not be a consideration in a disability management program?**
  - A. Characteristics of the organization**
  - B. Community resources availability**
  - C. Types of psychometric tests available**
  - D. Individual preferences for work hours**
- 2. What is the anticipated increased need due to the projected rise in disability rates?**
  - A. Employment opportunities**
  - B. Health insurance options**
  - C. Personal care assistance**
  - D. Long-term rehabilitation**
- 3. What can an employee typically expect from long-term disability (LTD) insurance if they become totally disabled?**
  - A. A one-time payout**
  - B. Monthly payments to partially replace lost income**
  - C. Job placement services**
  - D. Training for new skills**
- 4. What is the purpose of a transitional work program?**
  - A. To terminate disability benefits**
  - B. To facilitate rapid employee turnover**
  - C. To aid the gradual return of an injured worker to modified work**
  - D. To provide immediate full-time employment to all injured workers**
- 5. What does a functional capacity evaluation measure?**
  - A. General health and wellbeing**
  - B. Functional or work-related tasks**
  - C. Job-specific skills**
  - D. Psychological readiness for work**

- 6. What can enhance employees' quality of work life?**
- A. Increased hours**
  - B. Work from home options**
  - C. Participative programs**
  - D. Job security**
- 7. What is often a neglected aspect in absence management efforts?**
- A. Employee training programs**
  - B. Organizational barriers**
  - C. Leadership development**
  - D. Employee recognition systems**
- 8. What resource does a CDMS utilize to create relevant work samples for local employment?**
- A. Job postings**
  - B. Job analysis**
  - C. Market trends**
  - D. Employee surveys**
- 9. What factors determine the types of data needed for disability management program monitoring and evaluation?**
- A. Budget constraints and resources**
  - B. Policy goals and procedures**
  - C. Technical capabilities of the staff**
  - D. Client satisfaction and outcomes**
- 10. Which of the following is NOT a typical planning tool used in project management?**
- A. Gantt chart**
  - B. Work Breakdown Structure**
  - C. Contingency Plan**
  - D. Goal**

## **Answers**

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1. D
2. C
3. B
4. C
5. B
6. C
7. B
8. B
9. B
10. D

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## **Explanations**

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**1. What should not be a consideration in a disability management program?**

- A. Characteristics of the organization**
- B. Community resources availability**
- C. Types of psychometric tests available**
- D. Individual preferences for work hours**

In a disability management program, individual preferences for work hours should not typically be a primary consideration because the focus of such programs is generally on creating an environment that accommodates the needs of employees who are experiencing disabilities rather than catering to individual scheduling desires. While it's important to promote a supportive work environment that may take into account employee preferences, the overall structure and resources of the disability management program must prioritize the organization's capability to implement necessary accommodations, the availability of community resources, and the types of assessments available to evaluate an individual's functional capabilities. The characteristics of the organization are crucial since they influence how policies and accommodations can be realistically applied within the workforce. Understanding what resources are available in the community can help ensure that employees are provided with comprehensive support outside of the workplace. Additionally, the availability of different psychometric tests can aid in assessing the employee's needs and ability to return to work effectively, which is a central tenet of effective disability management. Therefore, while individual preferences might be important in some HR contexts, they do not hold the same weight in the strategic planning and implementation of a disability management program.

**2. What is the anticipated increased need due to the projected rise in disability rates?**

- A. Employment opportunities**
- B. Health insurance options**
- C. Personal care assistance**
- D. Long-term rehabilitation**

The anticipated increased need due to the projected rise in disability rates centers on personal care assistance. As disability rates increase, a higher number of individuals may require support with daily living activities, which personal care assistance provides. This includes help with tasks such as bathing, dressing, eating, and mobility, which are crucial for maintaining independence and quality of life. The growth in the population of individuals with disabilities often translates to a greater demand for person-centered services that cater to their specific needs. Personal care assistants play a pivotal role in ensuring that individuals with disabilities can navigate their daily lives with the support they need. This demand could increase in various settings, including in-home care, assisted living facilities, and community support services. While the options of employment opportunities, health insurance options, and long-term rehabilitation also have relevance in discussions of disability management, they do not address the immediate, personal, day-to-day assistance that is likely to be most significantly impacted by rising disability rates. Personal care assistance directly relates to the fundamental needs of individuals with disabilities, thereby making it the correct choice in this context.

**3. What can an employee typically expect from long-term disability (LTD) insurance if they become totally disabled?**

- A. A one-time payout**
- B. Monthly payments to partially replace lost income**
- C. Job placement services**
- D. Training for new skills**

When an employee becomes totally disabled and qualifies for long-term disability (LTD) insurance, they can typically expect monthly payments designed to partially replace their lost income. This is a standard feature of LTD policies, which aim to provide financial support to individuals who are unable to work due to illness or injury over an extended period. The monthly payments help manage ongoing living expenses, ensuring that the individual can maintain a certain level of financial stability while they recover or adjust to their condition. These payments are usually calculated as a percentage of the employee's pre-disability income and can help cover essential costs such as housing, medical bills, and other necessary expenses. Other options like a one-time payout do not reflect the nature of LTD benefits, which are intended for longer-term support rather than a single immediate disbursement. Job placement services and training for new skills may be offered by some employers or through vocational rehabilitation but are not intrinsic features of long-term disability insurance. Therefore, the expectation of monthly income replacement aligns closely with the primary function of LTD insurance.

**4. What is the purpose of a transitional work program?**

- A. To terminate disability benefits**
- B. To facilitate rapid employee turnover**
- C. To aid the gradual return of an injured worker to modified work**
- D. To provide immediate full-time employment to all injured workers**

The purpose of a transitional work program is to aid the gradual return of an injured worker to modified work. Such programs are specifically designed to support employees who are recovering from injuries or illnesses by allowing them to engage in tasks that accommodate their current physical capabilities. The goal is to facilitate a smooth reintegration into the workplace, enabling the employee to regain their full productivity over time. By offering adjusted responsibilities and hours, these programs help reduce the risk of re-injury while fostering a supportive environment that recognizes the employee's recovery needs. The other options do not align with the objectives of transitional work programs. Terminating disability benefits, promoting rapid employee turnover, or providing immediate full-time employment do not consider the necessary adaptations required for an employee who is recovering and may not be ready for the demands of full-time duties. Transitional work programs instead focus on gradual progression, ensuring a safer and more sustainable return to work.

## 5. What does a functional capacity evaluation measure?

- A. General health and wellbeing
- B. Functional or work-related tasks**
- C. Job-specific skills
- D. Psychological readiness for work

A functional capacity evaluation (FCE) primarily focuses on an individual's capability to perform functional or work-related tasks. This assessment measures an individual's physical abilities and limitations in relation to the demands of specific job tasks or broader functional activities necessary for daily living. The evaluation typically includes exercises and tests that assess strength, endurance, flexibility, and other physical attributes essential for performing specific tasks safely and effectively. By determining how well an individual can execute these tasks, the FCE plays a crucial role in rehabilitation, return-to-work programs, and disability assessments. The other options, while relevant in the context of overall health and employment readiness, do not specifically capture the primary aim of an FCE. For instance, general health and well-being encompass a broader scope that includes mental, emotional, and physical health rather than focusing solely on work-related physical tasks. Similarly, job-specific skills refer to particular competencies tied to specific job roles but do not encompass the evaluation of functional capacity in a general sense. Psychological readiness for work addresses mental health aspects and may influence employability but is not the focus of a functional capacity evaluation, which is fundamentally rooted in physical capabilities.

## 6. What can enhance employees' quality of work life?

- A. Increased hours
- B. Work from home options
- C. Participative programs**
- D. Job security

Enhancing employees' quality of work life is crucial for overall job satisfaction and productivity. Participative programs play a significant role in achieving this by involving employees in decision-making processes, fostering a sense of ownership and engagement. When employees feel their voices are heard and that they have input into the organization's operations, they are more likely to feel valued and motivated. This empowerment can lead to improved morale, stronger team dynamics, and a more positive work environment. Engaging employees through participative programs can also contribute to higher levels of creativity and problem-solving, as diverse perspectives are brought to the table. Additionally, such engagement tends to reduce stress and enhance overall job satisfaction, making it a critical component in improving work-life quality. Other choices, while potentially beneficial in certain contexts, do not universally enhance the quality of work life as effectively as participative programs. Increased hours may lead to burnout rather than improved quality. Work from home options can enhance flexibility but may not address engagement levels. Job security is important but does not directly impact day-to-day work experiences as participative programs do.

**7. What is often a neglected aspect in absence management efforts?**

- A. Employee training programs**
- B. Organizational barriers**
- C. Leadership development**
- D. Employee recognition systems**

Organizational barriers are frequently overlooked in absence management efforts because these barriers can significantly impede the implementation of effective strategies for managing employee absenteeism. These barriers may include outdated policies, lack of resources, ineffective communication channels, or a culture that does not support employee well-being. When organizations fail to identify and address these obstacles, they may struggle to create an environment that encourages attendance and supports employees in their return to work. Focusing on organizational barriers allows for an assessment of structural and systemic issues that could lead to increased absenteeism. Addressing these aspects can result in more meaningful interventions and improvements in overall employee wellness, creating a healthier workplace culture that encourages attendance and reduces absences. By recognizing and overcoming these barriers, organizations can develop strategies that foster a supportive environment, making it a crucial component of effective absence management.

**8. What resource does a CDMS utilize to create relevant work samples for local employment?**

- A. Job postings**
- B. Job analysis**
- C. Market trends**
- D. Employee surveys**

Utilizing job analysis as a resource is essential for a Certified Disability Management Specialist (CDMS) when creating relevant work samples for local employment. Job analysis involves systematically studying and detailing the tasks, responsibilities, and requirements of a specific job. This analysis provides valuable insights into what skills and competencies are necessary for performing job functions effectively. By conducting a job analysis, a CDMS can create work samples that closely mimic the actual tasks and expectations of the job, ensuring that they are relevant and applicable. This tailored approach not only helps in assessing a candidate's abilities in real-world scenarios but also supports the identification of potential accommodations or modifications that might be required for individuals with disabilities. While job postings, market trends, and employee surveys can offer useful information, they do not provide the same level of detail regarding the specific tasks and requirements of the jobs themselves. Job postings may highlight general responsibilities without going into the depth needed for creating work samples, market trends focus on broader employment patterns, and employee surveys can give insight into worker satisfaction but lack the detail on job elements that job analysis offers.

**9. What factors determine the types of data needed for disability management program monitoring and evaluation?**

- A. Budget constraints and resources**
- B. Policy goals and procedures**
- C. Technical capabilities of the staff**
- D. Client satisfaction and outcomes**

The types of data needed for monitoring and evaluating a disability management program are fundamentally guided by the policy goals and procedures established within that program. This is because these goals and procedures create a framework that outlines what the program aims to achieve and how it intends to operate. When the objectives are clear, it becomes easier to identify specific indicators and data types that will effectively measure progress towards those objectives. For instance, if a policy goal focuses on improving return-to-work outcomes, the program will require data related to employment status, recovery rates, and barriers to work, among other aspects. Similarly, established procedures dictate the methodologies for data collection, analysis, and reporting, emphasizing the need for data that aligns with these processes. While factors like budget constraints, technical capabilities, and client satisfaction are significant components within a disability management program, they serve more as conditions or contexts in which the program operates rather than foundational determinants of the type of data needed for evaluation and monitoring.

**10. Which of the following is NOT a typical planning tool used in project management?**

- A. Gantt chart**
- B. Work Breakdown Structure**
- C. Contingency Plan**
- D. Goal**

In the context of project management, a goal serves as an overarching aim or desired outcome that guides the project but does not function as a detailed tool for planning the execution of the project. Unlike a Gantt chart, which visually represents the schedule and duration of project tasks, or a Work Breakdown Structure, which breaks down the project into smaller, manageable components, a goal is more abstract and doesn't provide actionable steps or a structured framework for managing tasks. A contingency plan, although it outlines strategies for addressing unforeseen issues, still contributes to the planning process by providing pathways for risk management. In contrast, goals serve primarily as benchmarks for success rather than as tools that facilitate the detailed planning process involved in managing a project. Therefore, while goals are essential for guiding a project's direction, they do not fall under the category of typical planning tools that help with the structured execution and management of project tasks and timelines.