

AOE/COE Investigation Planner

A structured planning worksheet for developing compensability facts, interviews, records, and corroboration without assuming the outcome.

Start with the disputed facts. Build the investigation around what must be established, corroborated, or ruled out.

1. Define the compensability questions

☐	Mechanism / event What exactly is alleged to have occurred, where, when, and while performing what work activity?
☐	Employment connection What facts connect - or fail to connect - the alleged event or exposure to the employment?
☐	Notice / reporting Who was told, when, how, and what was reportedly said at the time?
☐	Timeline What happened before, during, and after the alleged event? Identify gaps, sequence issues, and independent anchors.
☐	Prior or concurrent factors What lawful, relevant information may help distinguish work-related facts from other causes or exposures?

2. Identify the information sources

Employee / claimant statement Develop the event, duties, timeline, witnesses, symptoms, notice, prior knowledge, and follow-up actions.	Supervisor / employer statement Develop work assignment, schedule, reporting, observations, procedures, records, and known witnesses.
Witness interviews Separate what each person personally observed from what they later heard from others.	Employment / operational records Consider schedules, time records, job assignments, incident logs, training, safety documents, communications, or other relevant records.
Scene / location information Identify physical conditions, photographs, diagrams, access, equipment, or other evidence that may corroborate or contradict accounts.	

3. Plan interview sequencing

When practical, interview independent witnesses before their recollections are influenced by repeated discussion. Preserve differences between accounts rather than trying to force a single narrative.

Interview / Source	Purpose	Priority
		High / Med / Low
		High / Med / Low
		High / Med / Low
		High / Med / Low
		High / Med / Low
		High / Med / Low

4. Corroboration matrix

Key Fact	Source 1	Source 2	Status
			Confirmed / Open / Conflict
			Confirmed / Open / Conflict
			Confirmed / Open / Conflict
			Confirmed / Open / Conflict
			Confirmed / Open / Conflict

Decision-support questions

- What fact remains most important and unresolved?
- Which source can independently corroborate it?
- What additional investigation would materially improve the decision?
- What investigation would add cost without answering a meaningful question?

Professional-use note. This planner is educational decision support, not legal advice, a compensability determination, or a substitute for carrier procedures, jurisdictional requirements, or professional judgment. Avoid unnecessary PII in working copies.