RISK MANAGEMENT FUND CONTRIBUTION DISCOUNT PROGRAM APPLICATION

STATE OF NORTH DAKOTA

SFN 53424 (4-2009)

SUBMISSION DEADLINE JUNE 30

Report of Activity for Current Fiscal Year
(July 1 - June 30)

Agency/Facility	**% of Discount**
1. Provide a copy of your agency's policy or written directive from the head of the agency establishing a Loss Control Committee and directing the Committee's activities. Loss Control Committees are described in Section 4 of the Risk Management Manual and addressed in N.D.C.C. 32-12.2-12. - Provide a copy of all Loss Control Committee minutes or other documentation of agency review of incidents, accidents, or claims together with recommendations for any corrective actions. - Loss Control Committees must meet at least annually and must comply with the Attorney General's Open Records and Open Meetings Manual.	2
2. Provide a copy of your agency's policy or written directive to staff that all incidents and accidents must be reported on-line to Risk Management within 24 hours. Describe, and provide supporting documentation, how these requirements are communicated to all staff annually. - Approximately 90% of incidents and accidents must be reported within 24 hours.	2
3. Provide a copy of your agency's policy or procedure that all staff at least annually, and new employees at the time of hire, are provided copies/access to and are required to acknowledge they have read and understand policies addressing: sexual, hostile work environment, and other forms of unlawful harassment; acceptable internet/e-mail use in the workplace; substance abuse; workplace threats and violence; and emergencies, including fire, natural disasters/severe weather, and bomb threats. - Describe, and provide supporting documentation, how these requirements are communicated to all staff annually and explain how the agency monitors the procedure for compliance.	3
4. Describe, and provide supporting documentation, of all agency inspections (at least annual) of facilities and functional activities of the agency that could result in incidents, accidents, or claims. - Documentation may include inspection checklists such as the samples available in subsection 4.3 of the Risk Management Manual.	2
5. Provide a copy of your policy or written directive communicated to staff addressing ITD's Records Management requirements. Describe the process your agency uses to retain records, including electronic records, in the event an incident/claim gives rise to a possible claim/lawsuit.	1
6. Provide a copy of your agency's policy or written directive communicated to appropriate staff addressing agency contracts and the requirements contained in N.D.C.C. ch. 54-44.4, N.D.A.C. Article 4-12, and N.D.C.C. 32-12.2-15, 32-12.2-17. Describe how these requirements are communicated to the responsible staff (including required Procurement training/certifications) and how your agency ensures compliance.	3
Discount Plus: Describe in detail any additional training, comprehensive review, or adopted proactive measures that your agency has undertaken in this fiscal year.	2
TOTAL POTENTIAL DISCOUNT	**15%**

NOTE:

- Documentation can be provided to Risk Management either electronically or by paper copy.
- Audits may be performed at the discretion of Risk Management by phone, mail, internet, or on-site visit.

Comments

Signed	Date
Print Name	Telephone Number