

April 2009

Risk Quick Tips

Risk Management Division OMB

2009 Seminar

Still Time to Register

Wednesday, May 6, 2009 1:00 pm - 5:00 pm

Thursday, May 7, 2009 8:00 am- 12:00 pm

Topics of Interest:

- Legislation Effecting Risk Management
- Discount Programs
- Leased Vehicles
- Contract Management in the Procurement Process
- Potential Homeland Security Threats and Assessments
- The Vocational Rehabilitation Process
- Litigation Hold/Electronic Records
- ADA and Employment Liability Review.
- COG/COOP Forum

There will be no live webcast of the Seminar.

Presented by: Office of the Attorney General, Risk Management Division, CorVel Corporation, Procurement Office, Information Technology Department, Workforce Safety & Insurance and North Dakota Homeland Security Fusion Center

Register now by contacting Dawn Moen at 701-328-7584 or by email at dmmoen@nd.gov

Staff

- Tag Anderson: Director
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- Vicki Ableidinger: Claims Manager
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- Terry Milas: Loss Control Analyst
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- Dawn Moen: Admin Staff Officer
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Special points of interest:

- 2009 Seminar
- Ergonomic Training Session Webcasting
- Discount Application Deadline
- Flooding Problems
- Designated Medical Provider Update
- COG/COOP Forum

Discount Application Deadline June 30th

Risk Management Workers Compensation Premium Discount Application

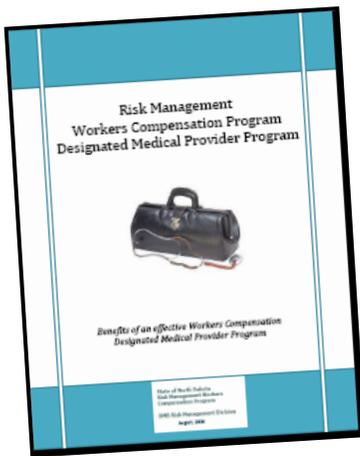
Risk Management Fund Contribution Discount Program Application



Risk Management would like to remind all state employees that with the recent and ongoing flooding problems in North Dakota, individuals should be on the lookout for an annoying and sometimes dangerous consequence of flooding. Mold problems are very common following a flooding event. Homes and other buildings often take several days or weeks to fully dry out, giving mold an opportunity to set in. Mold often develops in locations that are not normally in plain view making it more difficult to detect. Unpleasant musty odors are often the only sign of a mold problem. But homeowners should not rely upon the absence of odors as an indication that they do not have a mold problem. Homeowners should visually inspect walls, crawlspaces, and behind furniture and appliances. Discoloration on walls, cracked paint, and warped wood may all be signs of a problem. Home mold and moisture test kits are also readily available and can be used as tools to assess the likelihood of mold damage. For extensively flood damaged property, professional environmental abatement contractors may be needed to assess and remediate mold damage. Mold is not just unsightly and likely to cause unpleasant odors. Mold may cause serious health consequences particularly to those most vulnerable. For more information or further assistance, contact your local public health unit or the North Dakota Department of Health, or visit the Indoor Air Quality Program website at: www.ndhealth.gov/AQ. The NDSU Extension service also provides helpful information at: www.ag.ndsu.edu/disaster/flood.html.

Designated Medical Provider Update

Seeking medical treatment following a work related injury



Injured workers are required to be treated by the entity's designated medical provider UNLESS they have previously informed their employer of a different provider BEFORE an injury occurred. If the employee does not seek treatment from the designated medical provider, or the one chosen before being injured, it may result in nonpayment of benefits. The state entity must notify WSI if an employee did not seek treatment with the DMP or selected a different provider. DMP information can be indicated on the First Report of Injury Form (FROI). If the employee was not treated by the DMP, it is recommended that the claim be questioned and reason stated in Section 4 of the FROI as, "the employee did not seek medical treatment with the DMP or opt to see a different medical provider". A copy of the employee's DMP notification form needs to be faxed or mailed to WSI as soon as possible.

SECTION 4 Employer Completion	Employer Account Number	Worker's Rate Class	Causation Code (See reverse)	OSHA Log Number (See reverse)	Has the incident caused worker to miss five or more days from work or is currently off work greater than five days? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Is worker a corp. officer, owner, partner, spouse or child under age 22? <input type="checkbox"/> Yes <input type="checkbox"/> No	Worker Status: <input type="checkbox"/> Full Time; <input type="checkbox"/> Part Time; <input type="checkbox"/> Seasonal; <input type="checkbox"/> Temporary	First day worker lost wages due to work injury: <input type="checkbox"/> N/A		
	Hourly Rate \$	Hours Worked Per Week	Gross Earnings YTD \$ From to	Job description submitted or attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Has the worker had any prior problems or injuries to that part of the body <input type="checkbox"/> Yes <input type="checkbox"/> No				Date employer notified and person notified
	Do you have a Designated Medical Provider (DMP)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, did the worker opt out? <input type="checkbox"/> Yes <input type="checkbox"/> No			Date of Death (if applicable)
	If you question this claim, state reason (continue on back) or attach additional information.				Reason Here
	Employer's Signature	Title	Date Signed		



COG/COOP NotiFind Seminar Addition as Requested

David Klein, VCSU's Safety Officer & NDUS NotiFind Administrator, and Dawn Moen, Risk Management, will facilitate a discussion at the seminar about continuity of operations plans and emergency communications. Learn more about how NotiFind is being used in the university system and state agencies, and tips on how to use the system more effectively. In addition, agencies will learn where to start in developing COG/COOP plans.

Pre-seminar Ergonomic Training Session Webcast

Due to the outstanding number of individuals interested in attending the Ergonomic Training session, and the limited space available, Risk Management *will be Webcasting* the Session and later editing it for use on the Online Training Management System. Please be advised that participation in the Webcast will not provide that same quality of training you would receive if you attend the training on May 6th in Bismarck.

[More information.....](#)

Discount Application Guidelines

Strong support for the more objective approach to reviewing discount applications is a consistent theme of feedback we have received from agencies. In providing objective documentation of implemented loss control practices and activities, some have asked whether all possible documents relating to a particular discount inquiry must be submitted. For example, must an agency submit every inspection form or checklist for every facility and building within an agency? The answer is no. An agency need only submit documentation that together with the agency's explanation of how the loss control practice is implemented reasonably demonstrates that recurring or ongoing obligations are not being overlooked or missed. If, however, an agency feels that simply submitting copies of the forms or checklists is the most simple and straightforward means of demonstrating that a particular loss control activity has been consistently followed, we will also accept that documentation. While striving for an objective review process we must also recognize the diverse nature and unique circumstances of the various agencies involved within state government and remain flexible in approach. For agencies that have adopted and consistently implemented the loss control activities identified in the discount program, the application process should remain a simple and straightforward process of simply demonstrating that the agency consistently implements that identified loss control practice. The discount application process will be discussed at this year's Risk Management seminar. Bring your questions and share your agency's approach with others within state government.