

# Risk Quick Tips

Risk Management Division OMB



## From the Desk of Risk Management's Director

With the H1N1 (Swine Flu) outbreak on many people's minds, now is a good time for agencies to review and update their continuity of operations plan. The potential consequences associated with pandemic influenza are significant and require agencies to prepare for the possibility of significant reductions in available staff as well as diminished ability of contractors and vendors to provide services to the agency.

As with all continuity plans, the identification of critical, vital, necessary and desired processes, and the staff and resources necessary to provide those services is critical. With a primary impact on human resources, agencies should develop and implement plans for cross training staff to support essential services, evaluate telecommuting options, and address the delegation of authority in the absence of key supervisory personnel. Questions that should be evaluated include: Does the agency have the technological capacity to support telecommuting? Can the agency effectively supervise and monitor employees working from home? Are essential job tasks and the manner and means of accomplishing those tasks clearly documented in a readily available and understandable format? Has the agency addressed a process for securing additional temporary staff?

In addition to high levels of absenteeism internally, agencies must recognize that vendors and contractors may also experience significant disruption in their ability to provide goods and services to agencies. Where agency essential services rely upon underlying services provided by vendors or contractors, the agency's continuity of operation plan must address the potential diminished capacity of the vendor or contractor.

With effective planning, agencies will be able to continue meeting the needs of North Dakota citizens even in the event of a large or severe pandemic event.

*Tag Anderson, Director  
Risk Management Division*

### Mission

*The mission of the Risk Management Division of the Office of Management and Budget is to protect the assets of the state of North Dakota – its people, property and financial resources – so that the state can continue to meet its obligations to its citizens.*

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**This newsletter may be forwarded or printed and shared in its entirety within your institution.**

## Out of Country Injuries

*Do your employees have workers compensation coverage?*



Effective April 1, 2008, Workforce Safety and Insurance (WSI) has extended workers compensation coverage to employees of North Dakota employers hired in North Dakota and working outside the United States for a time period of less than one year. In order to secure this coverage, State entities must provide documentation to WSI regarding their foreign exposure and inability to obtain workers compensation coverage in the private insurance market for their employees working out of the country. State entities that will have employees working out of the country for more than thirty days but less than one year **must notify WSI** in advance and provide the following information in addition to the above documentation: **Name of employee, country in which employee will be working, length of time working outside the United States, annual gross wages, and employee's current rate class.**

If the above information is not forwarded to WSI, employees injured while working outside the United States for **more than 30 days but less than a year** may not have workers compensation coverage. There is no additional premium for this coverage.

[92-01-02-22.1. Out of Country Injuries](#)

## Online Training Management System Update

*Pursuant to our License Agreement for Intranet use the following training programs will no longer be available on the Online Training Management System beginning October 28<sup>th</sup>.*

1. *"On the Road: The Lighter Side of Lifting"*
2. *"Stretching out At Work"*
3. *"Take 5 for Health & Safety"*
4. *"Back in Step: The Road to Recovery from Back Pain"*
5. *"A Bit About Backs"*
6. *"Bloodborne Pathogens Training for Employees."*



**HAPPY HALLOWEEN**

# Enterprise Learning Management 9.0 (ELM)

## What is it?

### Project Description:

This project is an upgrade to PeopleSoft Training Administration which is currently in use. **ELM will provide an online, self service, and administrative employee training system.** It has the potential for employees to enroll for classes three ways, by themselves through employee self service which will automatically route to supervisors for approval if required (most classes will not need approval), managers will be able to enroll employees, or by someone else the manager has identified to enroll learners. Go live is planned for late January 2010. **Current Training opportunities offered through the Risk Management Online Training Management System will be made available for access through ELM.**

**Where is training at? The same place you go to check your leave balance and paystub!**

**Check out how it will look!**

The screenshot displays the North Dakota State Government HR/ELM portal. The header includes the date 2009.10.09, the user NDRD, and navigation links for Home, Add to My Links, Help, and Sign out. The main content area is divided into several sections:

- Self Service Applications:** Includes links for My Benefits, My Paycheck, My Leave Balance, My SSN/Bank Info, My Personalizations, Email Addresses, Modify Personal Info, and Absence Request.
- Managers Self Service:** Includes links for Absence/Time Management and ELM Manager Self Service.
- Welcome to the PS Portal:** Features a News Flash with important information for all users, maintaining email addresses, and a service desk contact.
- ELM Self Service Applications:** Includes My Learning Information, Search Catalog, Browse Catalog, All Learning, Certification Status, Learning Objectives, and Supplemental Learning.
- Other News:** Features an article titled "Having Problems Opening Documents in PeopleSoft".
- Absence Management Self Service:** Includes a link to view all articles and sections.

The footer contains links for OMB home, Disclaimer, Security, Privacy, and Contact Us. A black arrow points from the text "Check out how it will look!" to the "My Leave Balance" link in the Self Service Applications section.

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