Risk Quick Tips

December 2012

Risk Management Division OMB

Staff

- Tag Anderson: Director
  701.328.7580
- Vicki Ableidinger: Claims Manager
  701.328.7581
- Diane Waliser: Manager, RMWCP
  701.328.7583
- Dawn Moen: Loss Control Analyst
  701.328.7584
- Sheila Hibl: Admin Assistant
  701.328.7582

IN THIS ISSUE

From the Desk of Risk Management's Director Tag Anderson

Risk Management Encourages Adoption of Distracted Driving Policies Through Program Discount

The dangers of distracted driving have received a lot of attention over the past several years. A number of tragic events have received national attention. The United States Transportation Secretary recently released a "Blueprint for Ending Distracted Driving" outlining a comprehensive strategy for addressing distracted driving including the use of cell phones. Consistent with these efforts, Risk Management is encouraging agencies to voluntarily adopt and implement distracted driving policies that restrict the use of handheld cell phones while driving on state business, except as strictly necessary to fulfill approved and designated critical agency functions or in life/safety emergency situations. Agencies that choose to adopt distracted driving policies that restrict the use of handheld cell phones consistent with that agency's operations and critical business needs will be eligible to receive a 2% discount on its 2013 Risk Management contribution. A sample policy statement is available through Risk Management.

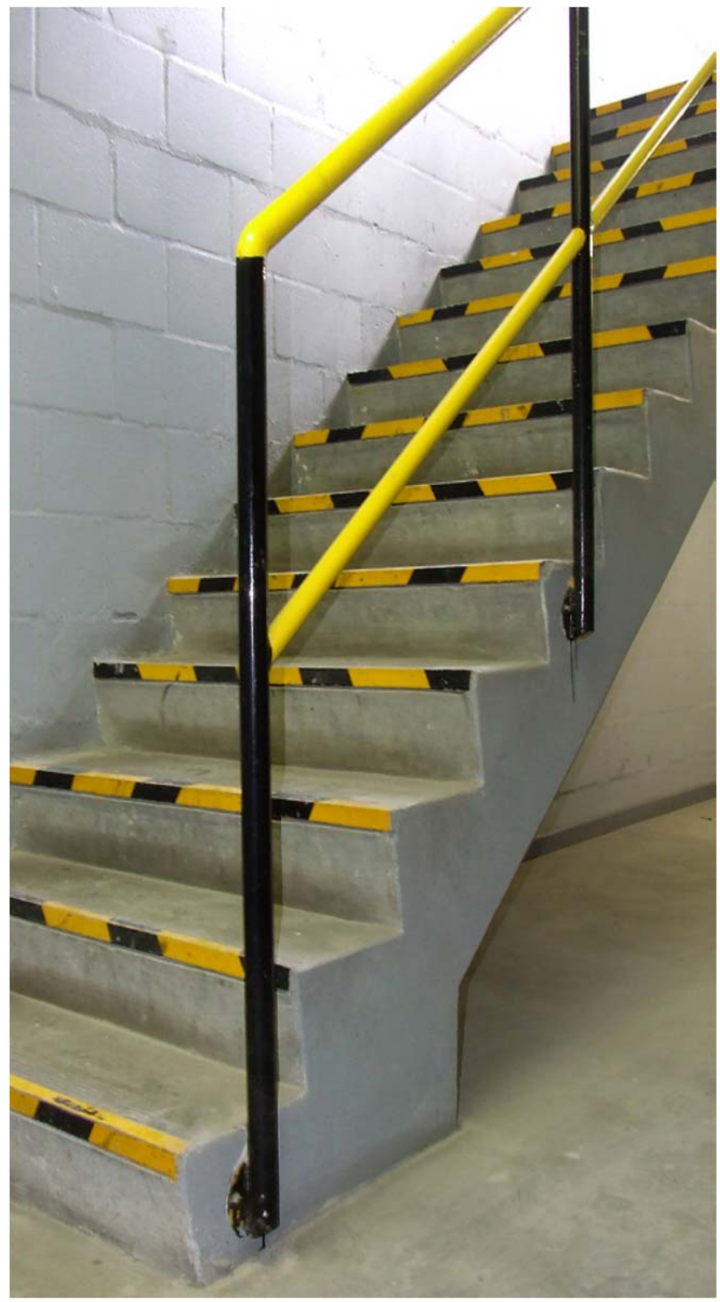
There have been other minor changes to the Risk Management Discount Application. Please visit the Risk Management Website to review these changes.

Welcome, Sheila Hibl

Sheila joined OMB-Risk Management Division on October 15th as an Administrative Assistant. Sheila was hired to fill Dawn Moen's vacant position. Sheila has 9 years of previous service with the Public Service Commission and is pursuing her Bachelor's degree in Accounting & Business Management through Dickinson State University. Sheila enjoys the outdoors, working on projects, cooking, and reading in her spare time. Please join us in welcoming Sheila to OMB.

Safety Pays-State Agencies Save on Workers Compensation Premium

In 2001 the Legislature directed that there be a single workers' compensation account for all state agencies to operate within a retained deductable amount. The Risk Management Workers Compensation Program (RMWCP) collects the premiums assessed by Workforce Safety and Insurance (WSI) and uses the premium dollars it receives from State entities, to establish a fund to pay the first $100,000 of each claim, the premium to WSI for the State entities' single workers compensation account, pay excess workers compensation coverage premiums to WSI, and pay associated costs with the program. In order to encourage agencies to adopt practices that have proven to reduce workers compensation claims, the RMWCP has adopted an internal discount and dividend program. The programs are designed to encourage agencies to adopt proactive loss control practices which reduce workers compensation exposures. Since the inception of the RMWCP in 2001 the program has documented success in reducing workers compensation claims by developing a state wide risk management program with the strongest emphases on early return-to-work and accident prevention. State Agency participation in these programs along with proactive claims management has resulted in a reduction in the amount of indemnity paid as well as a reduction in paid medical costs. These reductions have had a positive impact on individual State Agency experience ratings, ultimately reducing workers compensations costs. Therefore, the RMWCP has awarded State Agencies a total discount and dividend premium credit in the amount of $2,849,403.96. The credit was applied towards the 2012-13 policy renewal reducing the guaranteed premium by over 50% for some agencies actively particapting in the RMWCP. Thank you for your commitment to providing state employees a safe and healthy workplace.



Out-of-State Employee Injury Reporting Info

Agencies must report to Risk Management all employees working out of state more than 30 days.

St. Paul Travelers, our out of state workers compensation insurance provider, has provided a customized claim reporting kit for state employees injured while working in another state more than 30 days. The kit provides all the information you need to quickly and easily report a claim to St. Paul Travelers. The link below gives you instant access to loss reporting instructions, state-specific questions and claim forms. Use these tools and the toll-free claim reporting number provided to promptly report employee work related injuries.

To access the customized claim reporting kit, please copy the link below and paste it into your browser window.
http://www.travelers.com/kit/mykit.aspx?id=A*,,,3MohC'^TEPsj^rNC^heos[`

You may need to provide a Kit ID. The State of North Dakota's Kit ID is:
A*,,,3MohC'^TEPsj^rNC^heos[`

Save the above information in a safe location, and once you have accessed the claim kit, be sure to bookmark it for future reference.

We trust that you will find this information helpful in the event your agency has an employee injured while working in another state greater than 30 days.

Sanford-Medcenter Merger

All previous Medcenter one locations will continue to be listed as State Selected DMP's. Medcenter now operates under the Sanford Health name. Agencies that have selected Medcenter One as their DMP do not have to immediately redo their employee notification forms. However, it is recommended that agencies inform their employees of the name change by email or during training and or staff meetings and update their employee notification form when the next employee DMP notification needs to be updated.

FYI

Discount and Dividend credits are based upon the prior year actual premium, not the current premium estimate. Ultimately, the RMWCP Fund must be able to continue to meet its obligations under the deductible program. The amount of premium that can be billed to individual agencies is set by WSI and other than investment income; the RMWCP has no other revenue source. Therefore, reductions in the guaranteed premium billed must take into account the actuarial status of the Fund and the objectives achieved through our internal discount and dividend program. For further information regarding discount calculations applied to your 2012-2013 Workers Compensation premium billing Click here.

Risk Management Fund Discount Review Summary

Fifty-four (54) accounts received discounts on their FY13 Risk Management Fund contributions. The average discount was 14%. The total amount given back to the agencies was $154,620.56.

Congratulations to those agencies that received a discount on their FY13 Risk Management Fund contributions.

Risk Management has revised the discount application (SFN 53424) for the current discount period (7/1/2012 to 6/30/2013).

In preparation for the next discount application, keep the following points in mind:

- Question #2 on the application is requesting that agencies provide their policy or written directive for reporting incidents and accidents, as it pertains to the Risk Management Fund. A number of agencies submitted their policy as it pertains to workers comp (WSI)/employee injuries. Those policies do not specifically address reporting for the Risk Management Fund. Please refer to Section 3: The Loss Reporting Process in the Risk Management Manual. Although the 2 programs (Risk Management Workers Compensation and the Risk Management Fund) cross over in some areas, it is important to distinguish between the programs.

- The Risk Management Fund allocates contributions to a number of accounts that may be part of a "parent" agency that is primarily responsible for implementing the risk management program for all of the accounts. If the agency is submitting one application for all of the related accounts, please specify the applicable accounts. Further, in order for those specific accounts to receive a discount, it must be clearly documented and explained how the risk management program is implemented through the parent agency to all of the applicable accounts.

- A number of agencies did not "describe the process your agency uses to retain records, including electronic records, in the event an incident/claim gives rise to a potential claim/lawsuit," which is referred to as the Litigation Hold Process or Destruction Hold Process. This requirement goes beyond the ITD Records Management Program. The intent is to ensure that agencies have a process in place to preserve various records related to pending or reasonably foreseeable litigation.

If you have any questions, please feel free to contact Vicki Ableidinger at 328-7581 or Dawn Moen at 328-7584.