

GOLDEN STATE RISK MANAGEMENT AUTHORITY (GSRMA)
Risk Management Accreditation Program (RMAP) 2017-2018
Formerly known as the Loss Prevention Incentive Program (LPIP)

GSRMA member agencies can earn an award of up to 10% of the current year's contribution, subject to a \$50,000 maximum per member agency, per year.

Members must apply each year to qualify. This application covers the time period from March 1, 2017 – February 28, 2018.

TO APPLY:

Members wishing to apply for the RMAP must submit a Letter of Intent to GSRMA's Loss Prevention Staff no later than the first Monday in December each year. (See sample letter attached.) **Letters of Intent will not be accepted after the first Monday in December.** After receipt of the Letter of Intent, GSRMA staff will conduct an evaluation of the member's loss history and/or exposures. This information will be sent to the member to use in the submission of an application. The attached application must be completed and submitted to GSRMA's Loss Prevention Staff by the first Monday in March each year. **Applications will not be accepted after the close of business the first Monday in March.** During the review of the applications, GSRMA Loss Prevention Staff will request supplemental documentation from applicants to validate the applications. **Failure to provide this documentation by the date requested will disqualify the member from consideration of an award under the RMAP for that year.**

Loss Prevention staff shall present all qualified applications to GSRMA Board of Directors no later than their May board meeting for approval. For budgeting purposes, those agencies receiving awards will be notified prior to July 1st. To receive distributions, the agency must be a member in good standing as of July 1 of the 2018/2019 coverage year.

The credit earned is based on a points system. 100 points are needed to be awarded the maximum credit. The following formula shall be used in determining the total credit awarded. **(NOTE: Member agency must score a minimum of 60 points to qualify for an award.)**

60 to 69	1%
70 to 79	4%
80 to 89	5%
90 to 99	7%
100	10%

GSRMA encourages members to use the awarded funds to maintain and/or enhance their loss prevention efforts.

Special Note: Agencies are encouraged to submit the self-evaluation regardless of accumulated points.

Risk Management Accreditation Program (RMAP) Self-Evaluation / Application

Member Agency: _____

Contact Person: _____

Contact Phone / E-Mail: _____

Contact Mailing Address: _____

District Physical Address: _____

POINTS EARNED	GSRMA Use	
Administrative Points Earned		
Claims Points Earned		
Safety/Loss Prevention Points Earned		
TOTAL POINTS		

ADMINISTRATIVE SECTION

<i>REQUIREMENTS</i>	<i>POINTS CLAIMED / POINTS POSSIBLE</i>	<i>GSRMA USE ONLY POINTS VERIFIED / AREAS FOR IMPROVEMENT</i>
Personnel Policy:		
Develop, adopt, implement and maintain a District personnel policy manual that complies with all Federal, State and local regulations, and must include an AB 1825 compliant Harassment Policy. Maintains compliance with federal and state labor law posters.	/ 5	
Board Policies		
Develop, adopt, implement and maintain the District's Board Policy Manual, to include the following: District Bylaws, Conflict of Interest Policy, and meeting schedule.	/ 5	
District has adopted policies and procedures for purchasing, contracts, competitive bidding process, compliance with the California Public Records Act and Ethics training as required by AB 1234.	/ 5	
Board Operations		
District is in compliance with Ralph M. Brown Act.	/ 4	
District prepares, approves and submits an annual budget and submits to an audit, at least as often as every two years.	/ 4	

District has a fraud prevention system in place regarding financial matters that is reviewed and approved by an independent auditor.	/ 4	
Appointments and re-appointments are tracked, scheduled and acted upon in accordance with appointing authority or election process.	/ 2	
Board has adopted rules for their proceedings consistent with Robert's Rules of Order and/or Rosenberg's Rules of Order.	/ 3	
All Board members or trustees are registered to vote in the district.	/ 2	
Training		
All Board Members are compliant with mandated training and attend at least one training that may include, but is not limited to Brown Act, AB 1234, AB 1825	/ 4	
All management and supervisor level staff participate in leadership development or management training.	/ 4	
Contracting		
District has board adopted an Insurance Requirements in Contracts policy for contracts and agreements.	/ 4	
District has a written policy regarding the duties and responsibilities of outside non-contracted parties that operate or provide services on agency grounds.	/ 3	
Administrative Points Earned	/ 49	

CLAIMS SECTION

REQUIREMENTS	POINTS CLAIMED / POINTS POSSIBLE	GSRMA Use Only Points Verified / Areas for Improvement
General Liability:		
Have a written process regarding third party claims against the district that is in compliance with the CA Tort Claims Act.	/ 4	
Return to Work:		
Implement a Return to Work Program including a provision for enacting the Interactive Process.	/ 5	
Claims Reporting:		
District adheres to rules and regulations regarding claims reporting (timely notification) and reports changes in exposures per GSRMA JPA Agreement.	/ 3	
Claims Points Earned	/ 12	

SAFETY / LOSS PREVENTION SECTION

REQUIREMENTS	POINTS CLAIMED / POINTS POSSIBLE	GSRMA Use Only Points Verified / Areas for Improvement
Injury and Illness Prevention Program (IIPP):		
IIPP meets all Cal-OSHA requirements and contains the following: Management commitment and assignment of responsibilities; safety communication system with employees, system for assuring compliance with safe work practices, scheduled inspections and/or evaluations, accident investigations, procedure to correct unsafe or unhealthy conditions, safety and health training, and recordkeeping / documentation of all of the above.	/ 10	
Include safety compliance as a part of employees' annual performance evaluations.	/ 2	
Safety Meetings		
Regular safety meetings as required by Cal- OSHA to communicate safety expectations in a manner understandable to all employees. Provide a minimum of six hours training and instruction on job specific safety and health practices. This should include online training such as Target Solutions. Proper documentation of meetings and trainings must be maintained.	/ 8	
Accidents/Incidents		
Have a written policy regarding the requirement to conduct accident investigations, including near misses, and maintain documentation of same.	/ 4	
Develop, utilize and maintain a board-adopted incident report form.	/ 2	
Safety Committee		
Establish a Safety Committee and have regular meetings.	/ 5	

Motor Vehicles		
District has written policies and procedures regarding the use of motor vehicles that must address: valid/unrestricted driver's license, driver qualifications, orientation process, drivers safety training, personal/business use including personal policy insurance requirements, maintenance schedules, inspection procedures and accident / incident reporting procedures.	/ 5	
Loss Exposure Experience Plan (LEEP)		
In consultation with GSRMA Staff, annually develop a comprehensive written plan to address and mitigate substantial factors contributing to loss experience or exposures and to reduce potential hazards. See attached examples for further explanation.	/ 5	
Evaluation of previous year's LEEP implementation. Describe the implementation of your previous year's LEEP. (Include this description with your application.)	/ 5	
Participation in GSRMA-Sponsored Training		
Member attendance at GSRMA regional or on-site training or host or co-host a GSRMA regional training.	/ 3	
Safety/Loss Prevention Points Earned	/ 49	

(District Letterhead)

Sample Letter of Intent

Date

Golden State Risk Management Authority
P.O. Box 706
Willows, CA 95988

Re: Risk Management Accreditation Program (RMAP)

Dear Loss Prevention Staff,

Our agency intends to apply for Golden State Risk Management Authority's Risk Management Accreditation Program (RMAP) this year. Please supply our agency with the necessary loss history and/or loss exposure information for the completion of our application.

Should you have any questions please contact [Insert contact Person's Name] at [Insert phone number and/or e-mail address].

Sincerely,

[Contact Person's Name]

[Title]

LOSS EXPOSURE EXPERIENCE PLAN DESCRIPTION

The goal of the Loss Exposure Experience Plan (LEEP) is to help members identify risks and reduce claims. Each year a new plan must be developed that identifies a specific problem area or hazard and proposes a solution to resolve the problem area or hazard over the next year. The plan **MUST** incorporate the following components:

- Identification of potential problem areas (hazards, claims, experience, etc.)
- Proposal to resolve the identified problem areas.
- Education – to promote understanding and training to lessen the impact of the problem area.
- Funding – identifying funding resources available to accomplish the plan.
- Evaluation – track the success of implementation of the plan and be able to produce the results to GSRMA with your application for the following year's plan.

Although your plan should incorporate the above mentioned criteria, it should be brief and clear enough that staff is not discouraged from reading and implementing it. Please see the sample format which is attached.

The LEEP must be submitted with your completed RMAP Application. The completed RMAP application is due to our office no later than the close of business on the first Monday in March.

If you have questions in the development of the plan please feel free to contact Loss Prevention staff at (530) 934-5633 or via e-mail at lossprevention@gsrma.org.

SAMPLE FORMAT LOSS EXPOSURE EXPERIENCE PLAN (LEEP)

IDENTIFICATION OF POTENTIAL PROBLEM AREA:

(Provide a description of the potential hazard/problem area you have identified.)

PROPOSAL TO RESOLVE POTENTIAL PROBLEM AREA:

(Provide a description of the steps your district will implement over the next year to mitigate the potential hazard/problem area identified above.)

EDUCATION:

(What training will you provide to your employees to lessen the impact of the potential problem area, or to educate employees on new processes, etc.)

FUNDING:

(Identify the source of funds you will use to implement you plan.)

EVALUATION:

(Describe the criteria you will use to track the success of you plan implementation.)