

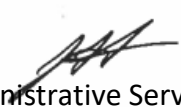


Brian P. Kemp
Governor

J. Alexander Atwood
Commissioner

February 17, 2020

To: Agency Heads
Fiscal Officers

From: Alex Atwood, Commissioner 
Georgia Department of Administrative Services

CC: Lorri Smith, Chief Operating Officer
Caylee Noggle, Chief Management Officer

Re: Comprehensive Loss Control Program Enhancement

Dear Colleagues,

First, thank you for your service to the State of Georgia.

As you are aware, the Georgia Department of Administrative Services (DOAS) is charged with administering risk management services for the State of Georgia, which includes Workers' Compensation, Liability, Property, and Auto Physical Damage insurance coverage for state entities and the assessment of associated premiums that are necessary to fund these programs. In an effort to reduce risk, loss exposure, and program costs that ultimately affect your agency's budget, the State is enhancing its Comprehensive Loss Control Program (CLCP). This program is intended to reduce and/or eliminate situations that may be harmful to the health and safety of the public and our employees or that are detrimental to state property. Your leadership in supporting this effort is crucial to the success of this initiative that will ultimately benefit our employees and the citizens we serve.

The program is a four-year initiative that if successful should also serve to benefit your agency's budget. It includes the following elements:

- I. Entity Risk Self-Assessments:
 - i. Completion of an electronic, very user-friendly Entity Risk Self-Assessment tool by April 30, 2020 (see attached process summary)
 - ii. Designation of a Risk Management contact for each entity to coordinate completion of the assessment tool
 - iii. Entity Chief Financial Officer sign off on completed assessments

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- II. Improvement in agency risk management practices over time including:
 - i. Coordination with the DOAS Workers' Compensation program to return injured employees to work as quickly and safely as possible post-accident;
 - ii. Identification of opportunities to collaborate with other state entities to increase return to work opportunities.

Note that agency progress will be monitored, and individual entity premiums may be adjusted in future budget cycles based on performance metrics.

Information and instructions regarding these elements will be distributed to entity Chief Financial Officers and Risk Management Coordinators currently on record with DOAS. To update your Agency Risk Management Coordinator, contact information, please email Pam Terrell at pam.terrell@doas.ga.gov.

To learn more about the DOAS CLCP Program, please visit the website at <http://doas.ga.gov/risk-management/comprehensive-loss-control-program>. We understand you may have questions. For those involving training, please contact DOAS Loss Control Officer C.G. Lawrence at Charles.lawrence@doas.ga.gov.

As always, all of us here at DOAS stand ready to assist you and look forward to partnering with you as we work to improve state government.