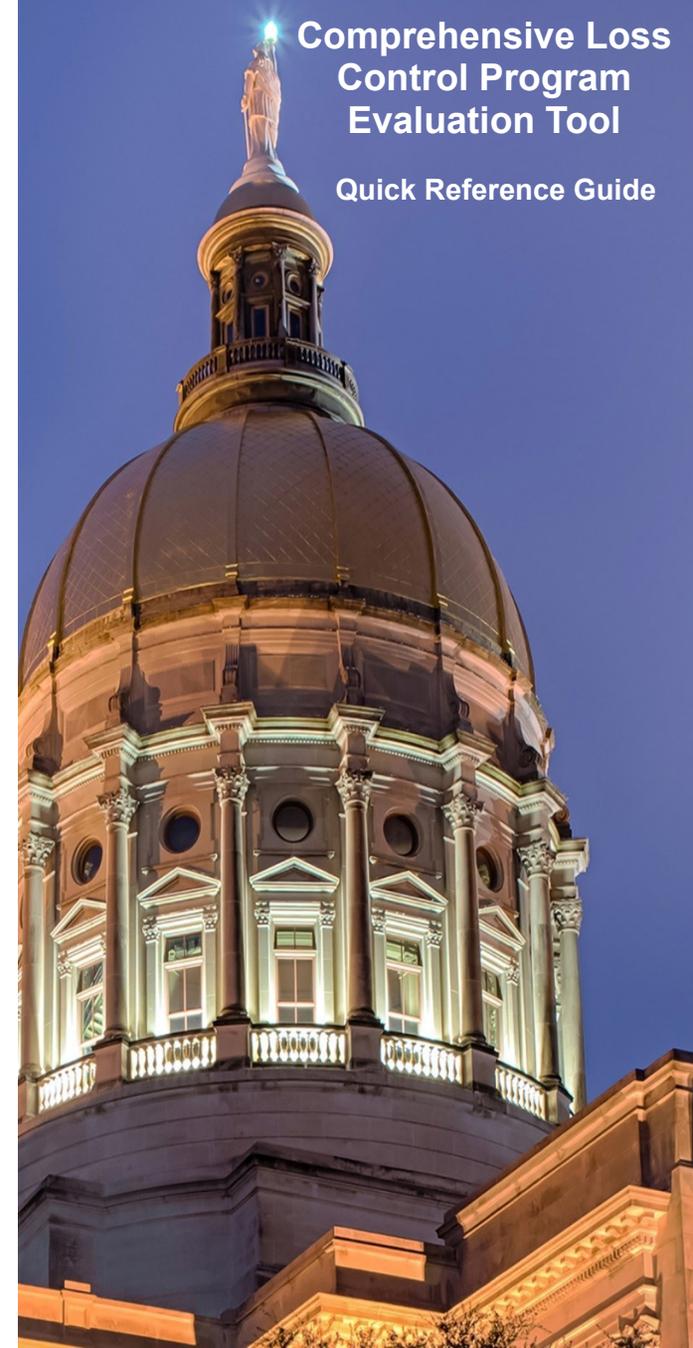


Risk Management Services

Comprehensive Loss Control Program Evaluation Tool

Quick Reference Guide



Submitting the Evaluation

Complete all questions in each of the eight components. There are 24 total questions. Questions that receive a lower score than the benchmark will be highlighted in yellow and red. For questions highlighted in yellow or red, click on **Resources** to see the list of supporting resources available to assist you.

Once you have answered all 24 questions, click the **Summary Tab** and have the CFO or highest ranking financial officer for your entity review the information and print his/her name to acknowledge the Self Evaluation Tool's content. A copy of the Evaluation Tool will be sent to your CFO or highest ranking financial officer and agency head. Self Evaluation Tools without the printed name of the entity's CFO or highest ranking financial officer will be returned.

Enter the name of your entity's Risk Management Coordinator and the date of submission. Then, click the **Submit Your Agency's Evaluation Tool to DOAS** button to send your evaluation, along with all the requested documents, for review.

Documents should be attached to the assessment when submitting the evaluation to DOAS. Additionally, the following signatures must be included to certify that the data provided is accurate and complete:

- Risk Management Coordinator
- CFO/Highest Ranking Financial Officer

Collaborative Effort

The Risk Management Coordinator for each entity is responsible for coordinating efforts to gather requested information. This may require the coordinator to distribute the Evaluation Tool to other representatives in his/her entity who are responsible for each area or work closely with them to obtain answers to some of the CLCP components .

Resources

Supporting materials are available for all eight components under the **Training** tab. Links to the materials are embedded in the tool and available for download.

Questions

For any questions or concerns about the Comprehensive Loss Control Program Evaluation Tool, contact:

losscontrol@doas.ga.gov



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1208 West Tower
Atlanta, GA 30334
Phone: 404-651-7263
FAX: 678-913-0537
Email: losscontrol@doas.ga.gov
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The Department of Administrative Services (DOAS) Risk Management Services (RMS) Division strives to protect Georgia’s state government, public entities, and qualified individuals from financial loss caused by legal liability, loss of property and other hazards. RMS fulfills this mission by recognizing, evaluating, anticipating and controlling risks and hazards that lead to losses. Through these efforts, RMS assures responsive stewardship of state funds and protection of state assets.

Comprehensive Loss Control Evaluation Tool

RMS works with entities covered by various state insurance programs to identify unique loss exposures and develop strategies to reduce the cost of associated risks within their business operations. To help with this process, RMS has developed a Comprehensive Loss Control Program (CLCP) Evaluation Tool.

The purpose of the CLCP Evaluation Tool is to assist entities in evaluating the current status of their CLCP. The self-evaluation process will further assist and strengthen entities’ efforts in program improvements for the eight CLCP components:

Components
Employee Education and Training
Employee Accident Prevention Programs
Theft
General Liability
State Workers' Compensation Coverage
Property
Auto Liability and Physical Damage
Fleet Management

Sections of the Evaluation

There are three sections in the CLCP Evaluation Tool:

Section A

This section is comprised of Agency, Reviewer and Date information. This section also displays information about the number of documents to attach to the CLCP Evaluation Tool once it is complete, as well as the total score for the evaluation.

Section B

This is the CLCP Evaluation Tool summary. The scores reflected in this section are collected from the answers provided in Section C. It’s important to note that the values cannot be changed in this section.

Evaluated Agency	Enter Agency Name	Total Score	0.0	Fiscal Year	2020	Number of Documents to Attach to Assessment	0
Reviewer		Date	2/10/2020				

Components	Summary Scores		
	Applicable	Score	Benchmark
Employee Education and Training	0	0	0
Employee Accident Prevention Programs	0	0	0
Theft	0	0	0
General Liability	0	0	0
State Workers' Compensation Coverage	0	0	0
Property	0	0	0
Auto Liability and Physical Damage	0	0	0
Fleet Management	0	0	0
Totals	0	0	0

Section C

This section is where most of the work occurs for the evaluation. All 24 questions must be answered either by indicating that the question is not applicable to the entity’s objectives or by entering the status of the documentation, procedures or policies related to that question. As responses are provided to each question, scores display highlighted in red, yellow or green to indicate the status of the entity’s program in relationship to an established benchmark.

How to Answer Question in Section C

Start answering the questions for each component, which begins on Row 23. There are three questions per component. Click on the **Answer** list and enter the appropriate answer to the question by indicating the status:

Not Applicable - The question is not applicable to your entity based on your entity’s objectives. Explain in the *Comments* section why it is not applicable.

If the question is applicable to your entity's objectives, answer the question based on the status of the documentation, policies or procedures:

- No** - Your entity does not have documentation, policies or procedures to support this question.
- Draft Version** - Your entity has a draft version of documentation, policies or procedures to support this question.
- In Review** - Your entity has documentation, policies or procedures that are being reviewed by the entity's leadership.
- Approved Version** - Your entity has documentation, policies or procedures that have been approved by the entity's leadership, but have not been distributed or implemented yet.
- In Use** - Your entity has documentation, policies and procedures that are in place and in use.
- Enter any comments applicable to your answers.