Basic Requirements of the Colorado Cost Containment Program

Step 1: Safety Policy Statement

☐ The policy must be dated at least 12 months prior to the date of application. Revisions within the last 12 months are acceptable, but the implementation date should also be listed. Example:
  o Date Implemented: 1-1-20XX
  o Date Revised: 10-25-20XX
☐ The policy must be signed by executive management.
☐ The policy must be posted in a location where it can be easily seen by employees.

Step 2: Safety Coordinator and/or Committee Responsibilities

☐ Responsibilities must be dated at least 12 months prior to the date of application. Revisions within the last 12 months are acceptable, but the implementation date should also be listed.
☐ If a safety committee is in place, then you need to include copies of the meeting documentation. Documentation should include the date of the meeting, topics discussed, and attendee signatures. The State prefers signatures versus a printed list of attendees.
☐ One of the responsibilities for the coordinator and/or committee should be the review of all accident investigations. Copies of completed investigation forms must be included in this section. This is critical...The State will want to see examples of completed investigation reports. A First Report of Injury form is not an investigation form.
☐ If safety inspections are listed in the coordinator/committee responsibilities, then copies of completed checklists should be included in this section.

Step 3: Safety Rules

☐ Rules need to be dated at least 12 months prior to the date of application. Revisions within the last 12 months are acceptable, but the implementation date should also be listed.
☐ All employees should be required to sign and date the rules, to acknowledge receipt and understanding.
☐ Copies of signed rules must be included in the application. It is a good idea to show a progression of employee-signed rules over the course of the previous 12 months. For example: Include two or three signed rules pages from one year ago, two or three from six months ago, and two or three rules pages signed by your most recent new hires.
Step 4: Safety Training

☐ Safety training needs to include all employees, not just specific departments. Training topics can vary by department, depending upon the operations that are performed, but all employees must receive some type of safety training.

☐ Training must be conducted at least quarterly (on average, every three months). More frequent is fine, but less frequent may be unacceptable to the State.

☐ Safety meeting rosters are the most effective means of documenting safety training. The roster should include the training date, the specific topics, the name of the presenter, and the signatures of all employees attending the training session. It is a good idea to include an outline or overview of the material presented in the safety meeting.

☐ Copies of completed rosters must be included in the application. Again, you must show evidence of at least four safety training sessions for all employees throughout the course of the last 12 months.

Step 5: Designated Medical Providers

☐ The document that specifies the names and addresses of your designated medical providers needs to be dated at least 12 months prior to the date of your application. Revisions within the last 12 months are acceptable, but the implementation date should also be listed.

☐ All employees must be required to sign and date the form, to acknowledge receipt and understanding.

☐ Copies of signed forms must be included in the application. As with the Safety Rules, it is a good idea to show a progression of employee-signed forms over the course of the past twelve (12) months. For example: Include two or three signed forms from one year ago, two or three from six months ago, and two or three forms signed by your most recent new hires.

Step 6: Claims Management Procedures

☐ Your procedures need to be dated at least 12 months prior to the date of your application. Revisions within the last 12 months are acceptable, but the implementation date should also be listed.

☐ Procedures must include information on modified duty. The wording should indicate that you will attempt to offer modified duty whenever feasible. Please refer to the sample Pinnacol Claims Management Procedure as it is excellently worded.

☐ You must provide proof that you have offered modified duty (when applicable), and accommodated injured workers (job-related injuries only) who have medical restrictions. Rule 6 documentation is the most effective, but if you did not use this process, then a simple narrative explaining the injury, the medical restrictions, and the modified duties that you offered, should be sufficient. Supporting documentation (physician evaluations, release forms, payroll records, etc.) would also be helpful, and may be requested by the Cost Containment Advisor.
It is suggested that you provide modified duty documentation for all indemnity claims (lost time claims) that have occurred since your Cost Containment Program was implemented. The documentation should be located in this section (section 6) of the application.

**General Comments**

- All documents sent to the State (except for the application itself) should be copies of the originals. Keep your original documents on file, as you will not get your application packet back from the State.
- It is suggested that your application packet be submitted in a three-ring binder, which has separate tabs for each of the six requirements, plus an additional tab for the application form and the loss runs.
- The application form must be completely filled out. Do not leave any blank fields in the chart on page 2 of the application.
- Remember that the loss runs you supply with the application packet must be “valued” no more than 30 days prior to the date of application. A “valued as of” date will be listed on the loss run. If this is more than 30 days old, then the State will ask you for a more current copy, which could delay your certification.
- The Cost Containment Board meets the first Wednesday of each month. In order for your application to be reviewed at a specific meeting, it must be received by the 20th of the month prior to the meeting. For example, if you want your application to be reviewed during the June Cost Containment Board meeting, you must have it to the Board no later than May 20th. Please keep in mind that the 20th is the absolute last day that an application can be received in order for it to be on the agenda for the next month’s meeting. If it is determined that additional information is needed to evaluate your application, the Cost Containment Advisor assigned to your account may need to “table” your request until that information is received, which will delay the review of your application.
- The workers’ compensation discount (when applicable) that insurance carriers provide for Cost Containment certification can only be given if the certification is valid at the time of your work comp policy renewal. The discount cannot be granted mid-term. For example, if your policy renews on January 1, 20XX, your certification must be dated on or prior to January 1, 20XX, in order for the discount to be applied for the current policy year. If your policy renews on January 1, 20XX, and you obtain your certification on March 3, 20XX, you must wait until the following January 1st for the premium discount (when applicable) to be applied.
- **Exception**: The State allows a 30-day grace period, so if your policy renews within 30 days prior to the certification date, you can still get the discount (when applicable). Example: Your policy renews on January 1st, but the Board doesn’t meet until January 6th (Remember, the board meets the first Wednesday of each month. This is seldom the first day of the month.). If you are granted certification, your premium discount (when applicable) can be applied for the current policy period, since your renewal date of January 1st falls within 30 days of the certification date of January 7th.
Based on the previous three bullet points, it is suggested that you try to get your application in to the State at least one to two months ahead of your workers' compensation policy renewal date (as long as your program has been in place for at least 12 full months at the time of your application). This gives you a "cushion" in case you are asked to provide additional information.