**Colorado Cost Containment Program Checklist**

***Step 1: Safety Policy Statement***

* The policy must be signed and dated by executive management at least 12 months prior to the date of application. Revisions within the last 12 months are acceptable, but the original implementation date should also be listed.
* The policy should 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.
* 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. Topics can vary by department, 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 for the previous 12 months must be included in the application.

***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 keep the original document.
* Copies of signed and dated forms should be included in the application.
	1. Signed and dated new employee Designated Provider Notification letter
	2. Signed and dated, post-injury, Designated Provider Notification letter

***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 keep the original document.
* Procedures must include information on modified duty. The wording should indicate that you will attempt to offer modified duty whenever feasible.
* You may be asked to provide proof that you have offered modified duty (when applicable). Rule 6 documentation is the most effective, but if you did not use this process, then other supporting documentation (physician evaluations, release forms, payroll records, etc.) would suffice, and may be requested by the State.
* 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 in this section (section 6) of the application.

***General Comments***

* The State prefers to receive application packets electronically. It is no longer necessary to submit a hard-copy application.
* It is suggested that your application packet be organized by each of the six requirements, plus an additional section for the application form and the loss runs.
* 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. For your application to be reviewed at a specific meeting, it must be received by the 20th of the month prior to the meeting.
* 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, or pro-rated. For example, if your policy renews on January 1, 20XX, your certification must be dated on or prior to January 1, 20XX, for the discount to be applied for the current policy year. If your policy renews on January 1, 20XX, and you obtain your certification in June of the same year, you must wait until the following January 1st for the premium discount (when applicable) to be applied.
* ***Exception***: The State allows a 60-day grace period, so if your policy renews within 60 days prior to the certification date, you can still get the discount (when applicable).
* 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.