

FECA Working Group Meeting Instructions

The ICPA is responsible for the logistics of the FECA Working Group meetings. The ICPA should check the calendar of all the mandated participants to find a date that is clear for the largest number. Most critical is the availability of the installation commander, who chairs the group.

Mandated participants are:

Installation commander

CPAC chief and ICPA

Safety Officer

Physician from the MTF or Occupational Health representative if physician is not available

Attorney from JAG office

3 representatives from management, appointed by the installation commander

Any first-line supervisor who had an injury or illness since the previous working Group meeting will be included on a one-time basis

Once a date and time is established, the ICPA reserves a suitable location.

The ICPA and CPAC chief jointly send out an e-mail notice of the meeting.

ICPA prepares for the meeting by first running a report from DIUCS. The ICPA will use this report to select long-term cases that may have Return-to-Work possibilities, looking at date of injury, and small \$ medical cost. ICPA will then pull up individual cases in DIUCS to select three that are of employable age.

The CPAC chief prepares for the meeting by bringing a list of active recruitments, recruitments being prepared, and planned LWOP actions, such as maternity leave, where the vacated position could be a light duty position filled by a recovering injured employee.

ICPA prepares the agenda, which includes updates on number of illness and injury claims, number of long-term claims, job offers made to claimants since the previous meeting, and number of cases where the employee returned on his own without an official job offer.

Any supervisor who had an injury or illness since the previous meeting is on the agenda to discuss causes, lessons learned, and actions to prevent a similar occurrence.

ICPA should also bring several long-term cases for the group to “brainstorm.” Group should consider possible RTW locations, cross-training, or OJT training, with the goal of making a job offer to every employee out on long-term compensation. All discussions of injured employees should use a pseudonym or alphabetical letter rather than the entire name to protect the employee’s privacy.

Installation commander should appoint a group member to take minutes. **The ICPA should distribute the minutes to the Group and also send a copy to the Workers Compensation Program Manager (Daisy Crowley) at G-1.**

SAMPLE AGENDA:

Welcome & Introductions

3 minutes: Metrics

ICPA reports on:

Number of claims currently on the books (total headcount of all types of claims showing in report)

Number of new claims since last meeting

Number of claims on COP

Number of claims receiving long-term Compensation

Number of job offers ICPA made since last meeting

Number of employees who returned to work since last meeting as result of formal offer

Number of employees who returned to work since last meeting on their own without formal offer

New Injuries/Illnesses

5 minutes for each:

Every supervisor who had an illness or injury reports on:

Type and Cause of injury

Supervisor's investigation

Lessons learned

Injured worker is referred to only as "Employee" NOT by name

Safety officer comments on abatement procedures and trends

Opportunities for Return to Work:

10 minutes for each case:

ICPA describes three long-term cases with RTW potential:

Current age of claimant

Age at time of injury

Medical conditions accepted by Department of Labor

Date of ICPA's last contact with claimant

Date of last contact with DoD Liaison

Date of last contact with treating physician & summary of his comments

Date of evaluation conference with MTF physician & summary

Amount of compensation claimant has already received

Amount of compensation claimant will receive if not brought back to work

(ICPA pulls this information from the bottom of the case management screen.)

ICPA opens each case for "brainstorming" by Group for possible RTW placement

Goal is to have a placement for EACH of the three cases by the end of the meeting.

NOTE: claimant is referred to by number or alphabetical letter, NOT by name