FECA Working Group Meeting

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Agenda

- Welcome
- BLUF
- Overview
- FECA Working Group (FWG) Charter
- Participants
- Responsibilities
- FECA Working Group Process
- FECA Working Group Agenda
- FECA Working Group Minutes
- Formulation of FECA Working Groups
- FECA Working Group Outreach
- Q & A
To provide the Injury Compensation Program Advisor/Manager with information to establish and implement a Federal Employee Compensation Act (FECA) Working Group within their component in order to effectively return injured workers (IW) back to duty.

The FECA Working Group will analyze Costs, Trends, and Plans, and Develop Cost Containment Initiatives. It will also assist in the return to work efforts for civilians affected by job-related injuries and illnesses.
Overview

• TO ACHIEVE HIGH RETURNS ON RETURN TO WORK INITIATIVES THROUGH A THREE TIER PROCESS WHICH INCLUDE THE FOLLOWING:

• PROGRAM ADMINISTRATORS/MANAGERS OUTREACH
  • Department of Labor District Offices
  • Department of Defense
  • Labor and Employee Relations
  • Reasonable Accommodations
  • Classification
  • Staffing
  • Union Representative

• UNIFYING BEST PRACTICES
  • Concerns
  • Ideas
  • Solutions

• REINFORCING ATTITUDES AND CULTURE
  • Integration of support personnel
  • Plan
  • Accountability
FEDERAL EMPLOYEES’ COMPENSATION ACT WORKING GROUP

1. AUTHORITY: DOD 1400.25M, SUBCHAPTER 810

2. RESPONSIBLE OFFICE: (YOUR AGENCY)

3. FUNCTIONS:

• Communicate that the accidents are an unacceptable impediment to your agency and employee’s well being and morale.

• Ensure that all injuries are immediately reported to the ICPA using the ECOMP system.

• Ensure the supervisor of the employee involved in the incident will make sure the hazards contributing to the abatement is handled appropriately and is analyzed and resolution has been taken.
4. **MEMBERSHIP**

- District Commander (Chair)
- CPAC Chief
- Injury Compensation Program Administrator
- Safety Manager
- An Attorney from Office of Counsel
- Three management representatives appointed by the Commander
- Other members as may be deemed necessary by the Commander
- Any first-line supervisor who had an accident or illness since the previous FWG meeting, will attend on a one-time basis to discuss the incident.

5. **MEETINGS**

- Meetings shall be held at a minimum on a quarterly basis.
Participants

MANDATORY PARTICIPANTS

• Installation/Garrison Commander (or District Commander)
• ICPA
• HRO/CPAC Chief
• Safety Chief
• Attorney
• Command Appointments (3 Managers/Supervisors)
• First Line Supervisor of employee who filed a claim since last FWG meeting

ADDITIONAL PARTICIPANTS (NOT REQUIRED BUT MAY BE INVITED)

• Union Representative
• LER/EEO Personnel
• Investigative Service Representative
• Physician from MTF or OCC Health Representative (IF ANY)
Responsibilities

ICPA:

• Facilitate the FECA Working Group (FWG)
• Establish date, place and time of the FWG
• Determine which of the IW will be discussed
• Provide follow up communication (minutes)
• Follow up on suitable job offer with DOL
• Keep communication open between IW supervisor and agency/component
• Determine and maintain cost savings and disseminate to appropriate participants

Commander:

• Establish Mandated Participants (Determined by Organizational Structure)
• Assign/appoint three managers/supervisors to participate in the FWG
• Assign a FWG attendee to record minutes for the meeting (this must not be the ICPA)
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 appointments, who chairs the group.

ICPA makes selection of IW claims for the meetings

Dissemination of meeting should be sent out by command level and ICPA simultaneously
FECA Working Group Process (Con’t)

• The FWG should be held in two parts.

  ➢ First, the overall briefing. The ICPA will discuss the agency’s Costs, Trends, and Submission of Claims from the last quarter to the present quarter. This portion of the FWG meeting will include all mandatory participants and those invited by the commander.

  ➢ Second, the discussion of return to work cases. This part of the FWG meeting should consist only of the Commander, ICPA, CPAC Chief, and the Safety Officer who will brief the group on the recordable injuries since the last FWG and the steps taken to reduce or minimize those accidents in the work place. For this portion of the meeting, the other members and invited guests will not be present.
AGENDA

1. Introduction of team members.

FWG Part 1

2. Review of FECA Claims Submitted for a specific Quarter and FY Stats-
   Claims Submitted
   District Totals
   Individual/Project Totals
   Injury Trends - Typical Injuries

3. Review all Chargeback Costs for Quarter - FY Stats-
   District Total Chargeback Costs
   Individual Offices/Project Total Chargeback Cost
4. Review Long Term Rolls List:

- (PR) ~ Periodic Rolls – requires medical every year
- (PW) ~ Permanent Wage Loss Employees – requires medical every 2 yrs.
- (PN) ~ No Wage Earning Capacity Employees – requires medical every 3 yrs.

Discuss possibilities to lower number of employees on the Long Term Rolls by returning injured employees to work as soon as they are medically released.

5. Closing Comments.......  
Next FECA Working Group Meeting – MM/YYYY (tentatively).
**Descriptions:**

**CA-1** - Notice of Traumatic Injury - Injuries that occur within one work day or one work shift. Identifiable by place and time.

**CA-2** – Notice of Occupational Disease or Illness - Injuries or Illness that occur over a period of time, i.e., Hearing Loss, Carpal Tunnel, Asbestos, etc.

**EMF** - Employee Medical File. Injuries are noted, CA-1 or CA-2 are completed but has not lost time and were not filed/forwarded to DOL.

**COP** - Continuation of Pay - Agency continues to pay (regular pay check without interruption) the initial 45 days of a claimant’s injury where he/she has lost time from work due to the on-the-job injury. *Note: only CA-1’s are eligible for COP*
Injury Claims Submitted By Division/Section

2nd Qtr FY19

1st Qtr - FY19 Totals

25 Total Claims Filed: (Inner Circle)
- Total CA-1 Filed 18
- Total CA-2 Filed 3
- Total EMF Filed 4
- Average Age of employee’s who file claims 45
- Average Number of days to Submit claims 3.9.

2nd Qtr - FY19 Totals

20 Total Claims Filed: (Outer Circle)
- Total CA-1 Filed 11
- Total CA-2 Filed 4
- Total EMF Filed 5
- Average Age of employee’s who file claims 52
- Average Number of days to Submit claims 14.4. (One claim was -200+ days Late)
Injury Claims Submitted By Division/Section
2nd Qtr FY19

- Human Resources
- Benefits & Work Life
- Resource Management

<table>
<thead>
<tr>
<th>Division/Section</th>
<th>CA-1</th>
<th>CA-2</th>
<th>EMF</th>
<th>Total</th>
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<td>1</td>
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<td>11</td>
</tr>
<tr>
<td>Benefits &amp; Work Life</td>
<td>7</td>
<td>1</td>
<td>2</td>
<td>10</td>
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<tr>
<td>Resource Management</td>
<td>7</td>
<td>0</td>
<td>1</td>
<td>8</td>
</tr>
</tbody>
</table>
FY19-Types of Injuries 2\textsuperscript{nd} Qtr

- Wrist/Arm/Shoulder Injuries = 5
- Hand Injuries = 4
- Knee Injuries = 3
- Tick Bites = 2
- Ankle/Foot = 2
- Lower Back = 2
- Eye Injury = 1
- Hearing Loss = 1

Time Loss Accidents = 24
COP Days = 84

(19 from 1\textsuperscript{st} Qtr – 5 from 2\textsuperscript{nd} Qtr)  
(58 from 1\textsuperscript{st} Qtr – 26 from 2\textsuperscript{nd} Qtr)

(Both Lost Time and COP Days are counted accumulatively)
FY19 – Chargeback Amounts
(Cost 1<sup>st</sup> & 2<sup>nd</sup> Qtr Comparison)

1<sup>st</sup> Qtr-FY19 Totals
- Medical: $169,402.86
- Compensation: $419,391.48
- Total: $588,794.34

2<sup>nd</sup> Qtr-FY19 Totals
- Medical: $295,870.76
- Compensation: $589,968.31
- Total: $885,839.07

Increase in Cost from 1<sup>st</sup> Qtr to 2<sup>nd</sup> Qtr is as follows:

MED: $126,467.90  COMP: $170,576.83  TOTAL: $297,044.73
Increase in Cost from 1st Qtr to 2nd Qtr is as follows:

MED-$126,467.90  COMP-$170,576.83  TOTAL-$297,044.73
Summary of Cases with RTW Potential

FWG Part 2

Members present for this portion of the FWG are; Commander, ICPA, CPAC Chief, and the Safety Officer. All other members and invited guests should be excused.

• Review of Long Term Roll cases identified

• Discuss possible return to work efforts of cases selected by ICPA
FECA Working Group Meeting (Template)

Minutes – FY19
Date, Day, & Time

Members Present
Name- Commander
Name– Injury Compensation Program Administrator (ICPA)
Name– Director, Civilian Personnel Advisory Center
Name– Chief, Safety & Occupational Health Office
Name– Branch Managers (3)
Name– Attorney, Office of Counsel
Name– Safety Officer

Members Not Present
Name– (If Any)

Purpose: The purpose of the (your agency) FECA Working Group is to reduce total case rates for on the job injuries and illnesses, identify and analyze trends and costs; assist in the return-to-work effort; increase timely filing of CA-1’s & CA-2’s; reduce the rate of lost production days due to injuries and illnesses; identify problem areas; devise and recommend interventions, ergonomics, changes, training and policies or procedures.
Summary of ICPA Statistics Report:

FWG Part 1

1. Reviewed Injury Claims Submitted for 2ndQtr. FY19. The slide showed the claims submitted so far for FY19. The average number of days to submit claims was reported and discussed. When we have claims that are submitted after the 10 day mark it negatively affects our stats. In order to keep submission days down, management must continue to be educated on their roll in timely submission of CA-1’s and CA-2’s. I will continue to give training to managers and employees.

2. Reviewed Injury Trends/Types of Typical Injuries for 2nd Qtr. FY19. This slide showed what the most typical types of accidents were, in hopes that thru safety precautions, prevention of those types of injuries/illness could be avoided or at least cut down dramatically. Commander wants focus on safety put on the supervisors so that the employees’ are held accountable for their accidents that could have/should have been avoided. Safety Officer’s will address these issues at their safety meeting with managers.
3. **Reviewed Loss Time Accidents for 2nd Qtr. FY19.** Handout showed the number of loss time accidents that were counted as lost time through OWCP. It also showed the number of COP days used for that quarter. If employees file claims on the day of the injury even if it is for the EMF this will reduced the number of loss time accidents counted as well. OSHA’s lost time numbers will always be different from OWCP’s count.

4. **Review Costs for 2nd Qtr. FY19.** Slides show our total cost for compensation injuries for the 2\textsuperscript{nd} Qtr. Discussion focus was on continuing the educating of managers and employees on injury filing, to help prevent the filing of fraudulent claims, and continue our effort to return employees back to work as soon as they are released, with or without restrictions. Via phone conference I was able to have two of our FECA Fraud Investigators brief the group on our active/current cases. The investigators gave the update, and the group was very interested in what the investigators are able to do. A member asked if we could have employees investigated prior to filing of an actual claim, based on a hunch......Answer- No...Only if/when a claim has been filed and there is information that could potentially lead to the agency not having ownership of the claimed injury can an investigation be considered. The investigators will provide the agency with a list of “Red Flags” to look for.
Summary of Cases with RTW Potential:

*FWG Part 2*

Reviewed Periodic Rolls List. This handout identified the individuals currently receiving compensation payments through OWCP. We discussed the current status of these individuals, what has been done with respect to their claims, and how their payments are projected out. The FECA fraud investigators briefed on the following 2 cases currently under investigation;

1. Claim #14XXXXXXX (56 yrs).... ECAB has had this claimant's case twice now, and has not made a final determination on how far back in the employee’s file they must go to determine how much the claimant is to forfeit for providing false statements by not claiming monies earned from income property.

2. Claim #14XXXXXXX (70 yrs)...... Referee needed to clarify some information on the report rendered by him to OWCP. He indicated some personal dealings with the treating physician/SECOP physician that made his report unclear.
The following claimants were discussed as possible return to work candidates:

1. Claim #14XXXXXXX (63)....SECOP/last medical states claimant can work 2 hrs per day. D. S. (Safety Officer), stated that if OWCP verifies the claimant can work he can put him to work filing and/or making copies. Awaiting CE response....

2. Claim #14XXXXXXX (59)....Claimant was released to his date of injury job. MMI has been reached. The CE has sent a letter to the claimant proposing termination of benefits based on his doctor release. Awaiting response....

3. Claim #11XXXXXXX (56)....Requested a SECOP....it was completed and I am currently waiting for the results. This claimant has been traveling and doing quite a bit of volunteer work, so depending on restrictions, she should be able to do some light/sedentary work. If medical reveals claimant can work, a job offer will be generated.

5. The FECA Working Group Meeting adjourned.

The next meeting was scheduled for June 2019 (tentatively).
Formulation of the FECA Working Group (FWG)

ACCOUNTABILITY
ATTITUDE
CULTURE

FWG
ACCOUNTABILITY
IW recognize proactive engagement when faced with an injury or disease. As the ICPA you will be responsible for setting the standard on how your agency handles the event.

ATTITUDE
Keep in mind the IW is the victim and should be treated with the respect. Be concerned and engaged with the IW while working toward their recovery and return to their pre date of injury position.

CULTURE
Set precedents on what your agency’s expectation will be PRIOR to the IW being out of work!
FECA Working Group Outreach

OUTREACH

- Partnership through Relationship
- Reinforce Attitude and Culture
- Unifying Best Practices

- Communication
- Association
- Integrate Support Groups
- Organize Plan
- Ideas and Solutions
- Lessons Learned
References

DODI 1400.25M, SUBCHAPTER 810
Questions?
What does FWG stand for?

What is the ultimate purpose of the FECA Working Group?

Who is responsible for the logistics of the FECA Working Group?

Who gives the briefing to the group?

Lost Time Accidents and COP Days are counted __________________.  

(FILL IN THE BLANK)
Can anyone from the agency participate in the FECA Working Group?

If so, who?

If not why?

What information can be provided when discussing injured workers?

Who takes the minutes?

Who disseminates the information for meeting and the minutes?