

FECA Working Group Meeting Instructions

The Compensation Specialist is responsible for the logistics of the FECA Working Group meetings. The Compensation Specialist 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 include:

Installation Commander

CPAC Chief

Compensation Specialist

Safety Officer

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

Attorney from JAG office

EEO Disability Program Manager

Health and Wellness Representative

3 representatives from management, appointed by the Installation Commander

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

For a full list of mandated participants, see Chapter 10 of the Implementing Guidance.

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

The Compensation Specialist and CPAC Chief jointly send out an e-mail notice of the meeting.

The Compensation Specialist prepares for the meeting by first running a report from DIUCS. The Compensation Specialist 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. The Compensation Specialist will then pull up individual cases in DIUCS to select three that appear to have potential for re-employment.

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.

The Compensation Specialist 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 of an employee who had a work related injury or illness since the previous meeting is on the agenda to discuss causes, lessons learned, and actions to prevent a similar occurrence.

The Compensation Specialist should also bring several long-term cases for the group to “brainstorm.” The FECA Working 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.

The Installation Commander should appoint a group member to take minutes. The Compensation Specialist should distribute the minutes to the Working Group and also send a copy to the Workers’ Compensation Program Manager at CHRA.

SAMPLE AGENDA:

NOTE: Injured workers are always referred to only as “Employee”, number or alphabetical letter - NOT by name.

- Welcome & Introductions
- Metrics from Compensation Specialist: 3minutes

Number of claims currently on the books (total count 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 Compensation Specialist 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

- Every supervisor of an employee who had an illness or injury reports. 5 minutes each:

Type and Cause of injury

Supervisor’s investigation

Lessons learned

- Safety officer comments on abatement procedures and trends

- Compensation Specialist describes 3 long-term cases with opportunities for Return to Work. 10 minutes for each case:

OWCP Claim Number

Medical conditions accepted by Department of Labor

Current medical restrictions

Date of Compensation Specialist's last contact with claimant

Date of last contact with DoD Liaison

Claimant's skills and education

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

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

Compensation Specialist 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.