

RISK & INSURANCE ALERT

Important Reminders

- Next Risk Managers Meeting: January 28, 2016 from 9 AM – 12 PM at the Department of Enterprise Services (DES).
- Have you had a change of Risk Manager or insurance contact? If so, please send your updates to [Kim Haggard](mailto:Kim.Haggard@des.wa.gov).

Enterprise Wide Transportation Policy

Due to the changes in Engrossed Second Substitute Senate Bill 5315 (E2SSB 5315), the Office of Financial Management (OFM) eliminated Chapter 12 of the State Administrative & Accounting Manual (SAAM), as of October 2015. The requirements in former Chapter 12 are now found in the DES [Enterprise Wide Transportation Policy \(Enterprise Services Policy No. BR.01.P1\)](#). OFM communicated the elimination of this SAAM chapter to agency directors by [OFM Directive 15A-07](#) on September 22, 2015.

How will this impact your agency?

- Your agency might have links to the SAAM transportation policy in documents or on your website. These links will need to be changed to the DES link above.
- DES will update the policy to correct links to websites and forms, but does not anticipate making changes that will substantively impact your agency's safety or transportation programs.
- If your agency owns cars, please print out the updated [Proof of Liability Insurance form](#) and place it in the glove compartment of each car.

If you have questions, please contact [George Carter III](#), DES Fleet or [Jean Jelinek](#), DES Risk.

Reporting Mobile Computing Device Loss

When an agency computing device is lost or stolen, it is important to consider the potential for that device to have protected electronic information on it at the time of loss.

At the time a loss is known, agencies should make sure that their IT Security Officer conducts an investigation to determine:

- 1) Did the user of the device save data to the device?
- 2) Was the device encrypted using a solution compliant with applicable state and federal IT Security Policy and Standards? If yes, can you prove it?
- 3) Did the user of the device routinely use the device to access protected data in the normal course of their job?

The answers to these questions are key to determining if a data security breach has occurred as a result of the theft.

If you suspect a data breach has occurred, be sure you follow instructions in the [OCIO IT Security Incident Communication Policy](#) and inform the Office of Risk Management (ORM) as soon as practical.

When reporting theft of computing devices to [DES-ORM](#) please tell us about data on the device and the status of encryption of the device.

If you have questions, contact [Doug Selix](#), DES Risk.

Risk Management Paperless Initiatives

In an effort to reduce paper and make vehicle accident reporting and tort claim filing as easy as possible, the DES-ORM is launching two online filing initiatives:

- 1) [Online vehicle accident reporting for state drivers](#) - Launched in November, the new [online vehicle accident reporting form](#) is available to all agencies and allows state drivers to report motor vehicle accidents online to ORM, as well as print out a copy of the finished report for themselves, their supervisor and their agency's risk manager.
- 2) [Online tort claim filing for public](#) - The new online tort claim will allow the public to complete the tort claim electronically, attach supporting documents to the completed form, and electronically file the completed form and supporting documents with ORM. This electronic filing of the Standard Tort Claim Form became available to the public starting on January 4, 2016. Paper versions will remain available for those without computer access.

If you have questions, contact [Tuan Hoang](#), DES Risk.

Mark Your Calendars – 2016 PRIMA Webinars

DES-ORM is pleased to announce that we are once again sponsor the PRIMA webinars. The following webinars have been announced for the first half of 2016:

- February 17 - Checking In With Your ERM Program
- March 16 – Mastering the Art of Communication
- April 13 – ERM: A Project Plan for Implementation
- May 18 – Recreational Risks: It's All Fun and Games Until...
- June 15 – ERM: Risk Maps and Registers

An announcement will be sent approximately one month prior to each upcoming webinar as a reminder, and will include instructions on how to register for that session. Unfortunately, we are only able to offer the webinar to those who are able to attend in person, but can send handouts if requested.