

**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

State Risk Management and
Insurance Administration

**Property Form Training (Non
FEMA)**

2015

PROPERTY CLAIMS

Property Claims

- Property Schedule
 - Insurance Renewal
 - Coverage for locations
 - Values
 - Replacement Cost
 - \$17.4 Billion
 - \$14.5 billion - buildings and structures
 - \$ 7.7 billion - contents & equipment
 - \$.2 billion - business interruption

PROPERTY CLAIMS

Claims

- Property
- RMP-001
 - Coverage
 - Buildings
 - Contents
 - Equipment
 - Claim process
 - Fortuitous and accidental losses covered
 - Reimbursement basis



PROPERTY CLAIMS

PROPERTY LOSS CLAIMS

What is covered?

- Buildings
- Contents
- Equipment

For a loss to be paid from the fund, the following criteria need to be met:

- Loss is Fortuitous and Accidental
- Item is listed on the State Inventory System, or supported by accounting documents;
- Item not surplus aged, broken or junked;
- Item not more than 7 years old or scheduled for replacement (large equipment may be exceptions);
- Item not missing or unaccounted for;
- Item is not covered by first dollar insurance; and
- Item is not a gift or donation

PROPERTY CLAIMS

Property Loss Claims

- What is Not Covered?
 - Infrastructure
 - Light Poles
 - Equipment left in field
 - Landscape (trees, etc.)
 - Wear & Tear
 - Items not on inventory
 - \$5,000 deductible for preventable losses
 - Comptrollers' Memorandum 2007-10

HOW TO FILE & PROCESS A PROPERTY LOSS CLAIM

- RMP-001 Report of Loss or Damage to State Property
 - (See Forms & Instructions)
 - Use to report all property losses except auto losses
 - State owned property & property in the care & custody of the State (leased items)
 - Complete as soon as possible
 - Large losses to be reported within 5 working days

HOW TO FILE & PROCESS A PROPERTY LOSS CLAIM

RMP-001

- Part 1
 - Prepared by employee discovering loss
- Part 2 & 3
 - Prepared by immediate supervisor of employee who discovered loss
 - Form to be reviewed and signed by the departmental Risk Management Coordinator

Report of Loss or Damage of State Property (RMP-001)

The Report of Loss or Damage of State Property (RMP-001) form is to be completed for loss or damage to property owned or leased or in the care, custody, or control of the State of Hawaii only. The State of Hawaii does not insure employee's personal property while being used or kept at the workplace. Nor is the State liable for damages or theft of employee's property.

Automobile accidents are not reported on this form; use RMAA-001.

RMP-001 is completed as follows:

- Part 1 -prepared by the employee discovering loss or damage
- Parts 2 & 3 - prepared by the immediate supervisor having control or authority over the lost or damaged property.

The form is reviewed and signed by the departmental Risk Management Coordinator before submitting to the Risk Management Office. RMP-001 is to be completed and submitted within 5 days of any loss. If additional time is required, please notify the R.M.O.

The property loss must meet the following criteria to be considered for reimbursement:

- * must be fortuitous or accidental,
- * item must be listed in State Inventory System, or supported by accounting records,
- * item is not surplus aged, broken, or junked
- * item is not more than 7 yrs. old or scheduled for replacement
- * item is not misplaced or unaccounted for (missing upon taking of inventory
- * item is not covered by first dollar insurance, and
- * item is not a gift or donation.

Once the loss is reported, the departmental Risk Management Coordinator will receive either an acknowledgement of the loss and instructions on how to receive reimbursement (SRMRF -P), or an explanation for the denial of the claim. If neither is received within 15 days, contact the Risk Management Office. Refer to the Report No. on future correspondence or inquiries.

Reimbursement for the loss must be completed within the fiscal year the claim is reported. If this is not possible, contact the Claims Management Specialist for further instructions.

Report of Loss or Damage of State Property (RMP-001) (cont)

A police report must be submitted for any claims involving thefts or burglaries. The reports to the police must be made immediately after discovery of the theft or burglary. Secure the police report number and a verification letter regarding the report.

Always identify whether or not recovery of the damage can be made against another individual or entity.

Examples of losses: a computer is stolen from a room, water leaks onto equipment, windstorm damage, a car hits a building, etc.

Examples of losses not covered: petty cash, employees' personal property, equipment left in the field, missing inventory, etc.

Note:

In addition to the RMP-001 form, please utilize the applicable “FEMA Forms” for losses that may require FEMA funding. If you have any questions regarding the utilization of these forms, please contact the Risk Management Office at 586-0547.

STATE OF HAWAII
REPORT OF LOSS OR DAMAGE OF STATE PROPERTY
(Risk Management)

DEPARTMENT : _____
UNIT/SCHOOL : _____

- 1. TYPE OF LOSS (X): Theft _____ Fire/Arson _____ Vandalism _____
Storm _____ Other _____
(Specify)
- 2. DATE INCIDENT DISCOVERED _____ TIME _____ A.M./P.M.
- 3. DATE INCIDENT OCCURRED _____ TIME _____ A.M./P.M.
- 4. HOW WAS LOSS DISCOVERED?
- 5. WHO DISCOVERED LOSS? _____ TITLE _____
- 6. WHO IS RESPONSIBLE FOR PROPERTY? _____ TITLE _____
- 7. AMOUNT OF LOSS \$ _____

ATTACH A COPY OF THE DETAIL INVENTORY OF PROPERTY REPORT OR OTHER DOCUMENTS AND INDICATE THE ITEMS THAT ARE INVOLVED IN THE LOSS. IN ADDITION, INDICATE NEXT TO EACH ITEM THE BUILDING AND ROOM NUMBER WHERE THE PROPERTY WAS LOCATED, IF APPLICABLE. NOTE: THIS ITEM MUST BE COMPLIED WITH IN ORDER TO VERIFY EXISTENCE OF THE PROPERTY.

- 8. IF CRIME SUSPECTED:
 - a. WHERE ENTRY MADE _____ MANNER _____
(Building & room number) (window/door/louvre/etc.)
 - b. SECURITY _____ TYPE OF SYSTEM _____
(Fire/burglar/patrol/etc.) (window/gate/alarm/tights/etc.)
- c. INCIDENT REPORTED TO LOCAL POLICE: NAME _____
BADGE NUMBER _____ STATION _____
DATE _____ TIME _____
- 9. OTHER PERTINENT INFORMATION

I CERTIFY THAT THE ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature _____ /Phone No. _____ Date _____

Report No. _____
(RM use)

STATE OF HAWAII
SUPERVISOR'S REPORT OF LOSS OR DAMAGE OF STATE PROPERTY
(Risk Management)

GENERAL DESCRIPTION OF PROPERTY LOST OR DAMAGED: _____

BUILDING & ROOM NO. _____ \$ _____ TOTAL

ANALYSIS
 WHAT ACTS, FAILURE TO ACT AND/OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THE LOSS?
 WHAT ARE THE BASIC OR FUNDAMENTAL REASONS FOR THE EXISTENCE OF THESE ACTS AND/OR CONDITIONS?

EVALUATION

LOSS SEVERITY POTENTIAL: PROBABLE RECURRENCE RATE:
 MAJOR SERIOUS MINOR FREQUENT OCCASIONAL RARE

PRIENT
 1. WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT RECURRENCE? LIST ALL ACTIONS IN ORDER.
 2.
 3.
 4.

GIVE DATE OF IMMEDIATE ACTION TAKEN. GIVE DATE WHEN ACTION COMPLETED.
 IMMEDIATE ACTION 1. _____ 2. _____ 3. _____ 4. _____
 ACTION COMPLETED 1. _____ 2. _____ 3. _____ 4. _____

INVESTIGATED BY: SUPERVISOR _____ DATE _____ PHONE # _____	REVIEWED BY: RISK MGMT. COORDINATOR _____ DATE _____ PHONE # _____
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NOTE: IN ORDER TO RECEIVE REIMBURSEMENT, PARTS 1, 2 AND 3 MUST BE COMPLETED.

HOW TO FILE & PROCESS A PROPERTY LOSS CLAIM

- Photograph all damage
- In the event of a fire – keep item suspected of causing fire
- Do not disturb scene until investigation is completed
- Insurance company may need to inspect for large losses
- Other forms and instructions
 - Act 173 Forms and Instructions

HOW TO FILE & PROCESS A PROPERTY LOSS CLAIM



- Large Losses
 - Collect as much information as possible as to cause of loss
 - May need fire investigator
 - Protect property from further damage
 - Segregate damage from non-damaged property
 - Act 173 Procedures and Guidelines
 - Set up one point of contact
 - Set up accounting records
 - NOTE: Good record keeping BEFORE a loss is PRICELESS!

HOW TO FILE & PROCESS A PROPERTY LOSS CLAIM

- Payments
 - Deductibles are covered by the Risk Management Office
 - Reimbursement basis
 - Need Purchase Order(s) for the repairs or purchase of replacement item(s)
 - Need Invoice(s) for repairs or the purchase of replacement item(s)
 - Need Accounting codes for reimbursement
 - Journal vouchers are issued whenever possible
 - General Funds
 - Expenditure and reimbursement to be within the same fiscal year
 - May be exceptions
 - Otherwise G 00 reimbursed
 - Special Funds



HOW TO FILE & PROCESS A PROPERTY LOSS CLAIM

- Insurance Claims
 - See Act 173 Procedures & Guidelines
 - \$1 million deductible
 - Funded by Risk Management Office
 - Memorandum of Agreement (MOA)
 - Insurance proceeds may be paid direct to department/agency after MOA is completed