

Reporting an Injury:

When a work related injury occurs the DSS will follow the guidance of the State of Connecticut Department of Administrative Services (DAS). The paperwork used is that required by the DAS.

The following link is to approved physicians and pharmacies. When seeking medical assistance, an approved physician must be used.

<https://portal.ct.gov/DAS/Workers-Comp/DAS-Workers-Compensation/Locate-a-doctor-hospital-or-pharmacy-in-the-Workers-Compensation-network/How-To>

In the event the injury is significant the employee should be directed to the nearest emergency medical facility.

This information below is for the reporting of injuries and assumes the employee is obtaining or has obtained the needed assistance based on the injury

Overview:

State of Connecticut, Department of Administrative Services, Human Resources forms WC-207 'First Report of Injury' and the 207-1 'Supervisor's Accident Investigation' forms are used in the initial documentation of injuries. When possible the Supervisor will complete these with the injured person as soon as possible following the incident.

General Flow for reporting injuries:

1. Injury is reported as soon as possible to the injured person's Supervisor.
2. When possible the employee's Supervisor will complete the WC-207 (see link to form below) with the injured employee. If the injured person cannot assist, the Supervisor will complete the form. The Supervisor can reach out to the Section Manager or the Safety Officer to obtain information such as employee number or date of hire.
 - a. The Supervisor calls the injury into the Injury Report Hotline as listed on the bottom of the WC-207.
 - b. The reporter will be asked for information on the injured person and the injury. The following information is required to initiate a report is:
 - i. Employee name
 - ii. Employee Social Security Number
 - iii. Date of Hire
 - iv. Employees address
 - c. Once the report is completed, the person taking the report will supply the reporter with a reference number. This is to be entered on the WC-207 under TPA Reference No.
 - d. The WC-207 should be completed and called in to receive a reference number as early as possible to the incident and no later than 24 hours after the incident.

GL 2.5 Guide to Reporting an Injury

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3. After reporting the injury, the Supervisor must complete a 207-1 'Supervisor's Accident Investigation Report' form (see link below). This form captures, what occurred, and if there were factors contributing to the injury. This also has a portion to determine if an action plan is needed to prevent re-occurrences.
4. When this paperwork is completed, it is to be forwarded to the Safety Officer.
 - a. The Safety Officer will review the forms with the Director.
 - b. The Safety Officer will then forward the forms, via email, to the State of Connecticut DAS Human Resources liaison. This is to be done within 24 hours of the injury. In the event the Safety Officers is not available the Deputy Director of the Section will forward the paperwork as appropriate.
 - i. The email should be to DAS_RfaxWCPS@ct.gov and should copy the injured person and their Supervisor. Type the injured parties name in the subject line of the email.
 - c. The original document WC-201 and 201A will be maintained with the Safety Officer in the OSHA Log report file.
5. Human Resources will require further forms to be completed regardless of the reason for the report (report only, medical only or lost time). The employee will work directly with Human Resources for this paperwork. The DSS will not maintain copies of any of the additional forms.
 - a. The following forms are required to be completed and forwarded to DAS_RfaxWCPS@ct.gov regardless of injury type. The DSS does not maintain copies of these documents.
 - i. WC-715 link: http://dot.si.ct.gov/dotsi/lib/dotsi/documentsandforms/personnel/wc_715.pdf
 - ii. WC-211 link: http://www.biznet.ct.gov/Images/4957/PER_WC_211writable.pdf
 - iii. WC-A1 link: <https://portal.ct.gov/-/media/WCC/forms/voluntary-agreement-forms/1a.pdf>
 - b. The DAS contact will work with the injured party to verify all needed paperwork is completed.
 - c. Refer to the DAS Guidance memo, Appendix A.
6. The Director may require follow up based on the injury and the potential for improvement to prevent a re-occurrence of the injury.

Links to CT DAS Human Resources Forms and References:

1. Form: WC-207 <https://portal.ct.gov/-/media/DAS/Workers-Comp/Claim-Reporting/DAS-WC207-2017-revision-w-boxes-writable.pdf>
2. Form: 207-1 <https://biznet.ct.gov/Images/4957/Supervisor207-writable.pdf>
3. Reference: Supervisor's Guide to Workers' Compensation Claim Reporting: <https://portal.ct.gov/-/media/DAS/Workers-Comp/Communications/GG-Supervisor-rev-1011.pdf?la=en>

4. Reference: Employee Information Brochure: <https://portal.ct.gov/-/media/DAS/Workers-Comp/Communications/NEW-General-WC-Brochure.pdf>
5. Reference: Current DESPP Worker's Compensation Liaison Contacts: <https://portal.ct.gov/DAS/Workers-Comp/DAS-Workers-Compensation/Find-Agency-Workers-Compensation-liaisons-contacts/How-To>

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Appendix A:

DAS Guidance Memo:

Workers Compensation Guideline for Supervisor

Below is a guideline on the process for reportable injuries. Please review the following:

Once an injury is reported it is imperative the forms are completed and sent regardless of the type of injury reported (report only, medical, lost time). Supervisors, please make sure you sign all the required documents.

1. **First Injury Report (WC-207)** - should be completed and signed by the supervisor.
2. **Supervisor's Accident Investigation Report (207-1)** – For civilian employees only. Should be completed by the supervisor and signed by the supervisor.
3. When completed, the claim must be called into the injury Hotline at 800-828-2717 and you must obtain a reference number for the claim. **The claim must be called in by a supervisor, injured employee is not allowed to call in the claim.**
4. **Forms WC-715, WC-211 & 1A** provided by supervisor and must be completed, signed and submitted by the employee.
5. When completed: type injured employee name on "Subject Line" **email to: DAS_RfaxWCPS@ct.gov**
6. If the employee seeks outside medical attention, the employee must have medical documentation sent IMMEDIATELY, regardless of work status. **DAS_RfaxWCPS@ct.gov**
 - Any medical documentation is acceptable as long as all the information is correct. **You must seek medical attention needed within 24 hours of the injury if needed. Employee may seek medical attention to any urgent care for the initial visit.** Any other medical facility must be approved by your adjuster at Gallagher Bassett. The medical office will provide a medical note stating if you are able to return to work or stay out of work. **The employee is responsible for obtaining this medical note.**
 - Please make sure the medical note is sent to **email: DAS_RfaxWCPS@ct.gov**
7. Provide a copy of the completed package to include the reference number to the injured employee.
 - If the employee returns to work with any restrictions; the employee is to be sent home until receiving clearance from the assigned Workers' Compensation Liaison for any work restrictions (i.e.-light duty, work modification).
 - If the employee is returning to work with a Workers Compensation issue, the matter is addressed through **Denise Shelton**, or any Workers Comp Liaison. If it is an FMLA issue they are addressed through the FMLA Pod, contact information is das.benefitsandleavespod3@ct.gov.
Denise.Shelton@ct.gov
WC Liaison for **DESPP/CT State Police/Brooklyn CI/Osborne CI/Hartford CI/UCONN**
Phone: 860-807-6932
Fax Email: DAS_RFaxWCPS@ct.gov.
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