**Agency Loss Data Analysis Report**

**Fiscal Year 20--/20—**

Data as of --/--/20--

**Purpose:** This data analysis is performed to identify the most relevant trailing indicators and measure performance over time. A historical comparison of the data allows an agency to determine if goals/objectives and safety efforts are effective at impacting losses. Due to the ongoing development costs associated with workers’ compensation claims, [five] fiscal years were included for this analysis.

[The recommended comparison is five fiscal years of data. If preferred, this could be reduced to the current and two previous complete fiscal years. It is important to note that the amount of detail or analysis that goes into the report should not be limited to the example below.]

**Summary:** This report reviews five categories. Each category shows five year’s worth of metrics.

* Number of Employees - the agency’s total employees in a fiscal year
* Workers’ Compensation Total Cost - the costs of all claims for a fiscal year
* Total Claims - the agency’s total claims in a fiscal year
* Claims Rate - a measure that equalizes all organizations by determining the Total Claims per 1,000 employees
* Cost Rate - a measure that equalizes all organizations by determining the cost of claims per 1,000 employees

[Summarize and expand upon the agency’s loss data by giving a brief overview of each of the sections contained within the report. The summary section should list the main findings and how the agency’s loss data is trending over time.]

**Number of Employees:** [Customize this section to reflect the agency’s staffing levels over the indicated time period, noting any fluctuation in complement and possibly the cause of the change. If your complement fluctuates throughout the year, consider using the complement at the end of each quarter and averaging it. In order to enter data into the cells below, the chart must be double clicked. Once the data has been entered, click again anywhere on the main document to exit the chart.]

****The dotted line in the above graph is a trend line. It indicates whether the metrics are trending up or down.

**Workers’ Compensation Total Cost:** [Summarize this section to give an overview of the total workers’ compensation costs over the last five years, including any trends or positive/negative contributing factors. In order to enter data into the cells below, the chart must be double clicked. Once the data has been entered, click again anywhere on the main document to exit the chart.]

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**Number of Claims:** The commonwealth does not report "incident only" claims to the third party administrator. Only reported and accepted claims are included in numbers below.

[Summarize any trends in the number of claims over the indicated time period. Include details as to why claims have trended up or down. A claim is defined as an incident where an employee seeks medical assistance. In order to enter data into the cells below, the chart must be double clicked. Once the data has been entered, click again anywhere on the main document to exit the chart.

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**Claims Rate per 1000 Employees:** The claims rate is a reliable indicator of effectiveness in regards to preventing injuries. The claims rate per 1,000 employees is calculated by taking the total number of workers’ compensation claims in a year and dividing it by the number of employees, then multiplying by 1,000.

[Discuss increases or decreases in claims rates, including any contributing factors for identifiable trends. The Claims Rate should be compared to the current commonwealth benchmarks, which can be obtained from the Annual Effectiveness Measures report. In order to enter data into the cells below, the chart must be double clicked. Once the data has been entered, click again anywhere on the main document to exit the chart.]

****The line with diamonds represents the actual Claims Rate for the agency. The line with triangles represents the commonwealth benchmark for each year of the analysis. The dotted line is a trend line and indicates whether the Claims Rate is trending up or down.

**Average Cost per Claim:** The average cost per claim is calculated by taking the total cost and dividing it by the total number of claims incurred during that fiscal year. The average cost per claim can be used as a gauge to evaluate injury severity over time. The individual claim data has been reviewed to determine if there are a small number of high cost claims that are skewing the overall average, or if average cost is truly representative of the agency’s claim history.

[Summarize any trends for the agency’s average cost per claim over the past five years, including any reasons for why the cost per claims has increased or decreased. In order to enter data into the cells below, the chart must be double clicked. Once the data has been entered, click again anywhere on the main document to exit the chart.]

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