Property/Casualty Insurance Information System (PCIIS) User Training

Fall 2020

Introductions

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Who are we and what do we do?

- The Risk Management and Tort Defense Division provides cost effective and comprehensive insurance coverage and risk management services to protect and defend the State of Montana against losses stemming from property and casualty claims.
 - Where feasible, provide cost effective commercial or self-insurance protection to state participants.
 - Provide cost effective, quality legal assistance to state defendants using either staff counsel; agency legal services counsel, or contracted counsel.
 - Promote the development of risk management principles and techniques through consultation with state participants.
 - Seek timely and cost-effective resolution of all property and casualty claims and lawsuits filed against the state.

What is Risk Exposure Data Reporting?

- The reporting processes participants must use to report insurable items to the Risk Management and Tort Defense Division.
- Participants are required to report insurable items that they possess upon request each year. Participants are not asked to report property that insurance does not cover.
- Risk exposure data is reporting online via the Property/Casualty Insurance Information System (PCIIS).
- PCIIS was developed by the Risk Management & Tort Defense Division to assist state agencies in reporting their insurable assets in accordance with §2-9-201, MCA. Through this web-based reporting tools, agencies may enter new assets, update existing assets, or review historical insurance information.

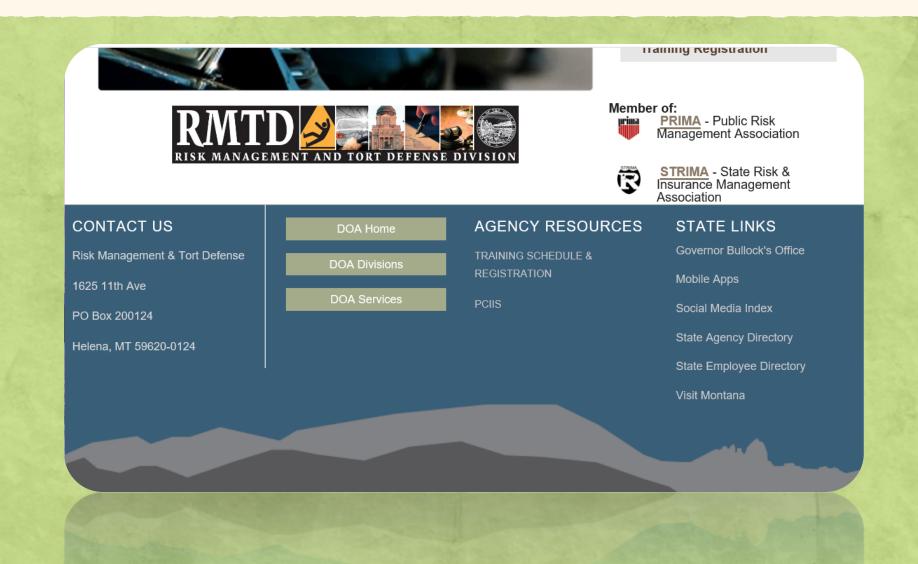
Risk Exposure Data Reporting Process

- Agency risk exposure reporting contacts are responsible to verify the accuracy of the requested asset information with their risk coordinator and appropriate agency management each year.
 - Updates include changes in ownership, changes in values, and new assets.
 - Unreported assets, or assets that exceed insurance policy limits during upcoming fiscal year may not be covered by insurance unless they are submitted to the Risk Management & Tort Defense Division.
 - Assets that will be sold, demolished, abandoned, destroyed, or not replaced during FY 2021 should not be reported.
 - Participation in the state property casualty insurance program is mandatory unless otherwise indicated that insurance coverage is optional.
 - Data must be submitted on-line or in an alternative format provided by RMTD on or before January 15th each year in order to secure coverage.

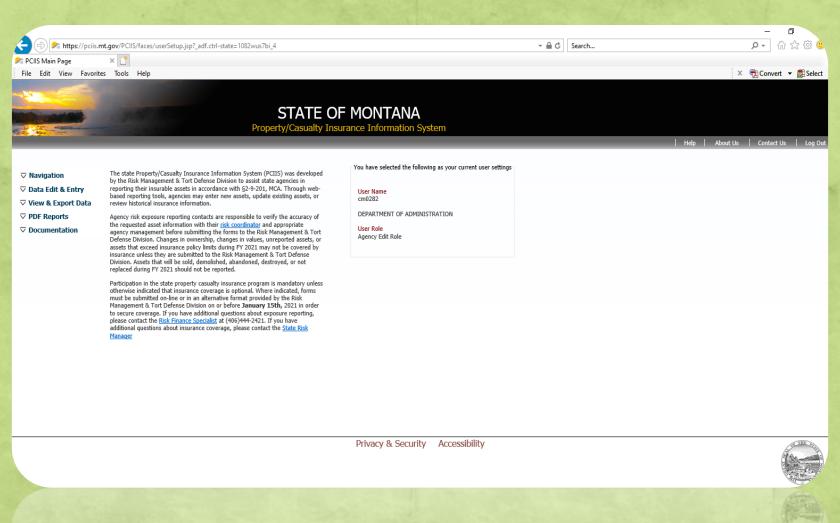
Risk Exposure Data Reporting Process and Annual Insurance Policy Renewal



Log in using your network user id and password from the link to PCIIS from the RMTD website at https://rmtd.mt.gov/



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Data Edit & Entry Menu

- **▽** Navigation
- ▼ Data Edit & Entry

Add New Item

Edit Data

Edit Liability Data

Submit Risk Exposure Data

- ▼ View & Export Data
- ▼ PDF Reports
- ▼ Documentation



Add new assets



Update current assets



Update liability exposures (vehicles & FTES)



Submit data by January 15th

View & Export Data Menu

- ▼ Navigation
- ▼ Data Edit & Entry
- View & Export Data

Aircraft

Airport

Business Income

<u>Boiler</u>

Commercial Property

- Detail
- Special Contents

Comm. Prop. & Spec. Cont.

Crime Burglary & Theft

Crime Additional Spans

Fine Art

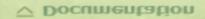
Tort Liability

Vehicle Comp/Coll

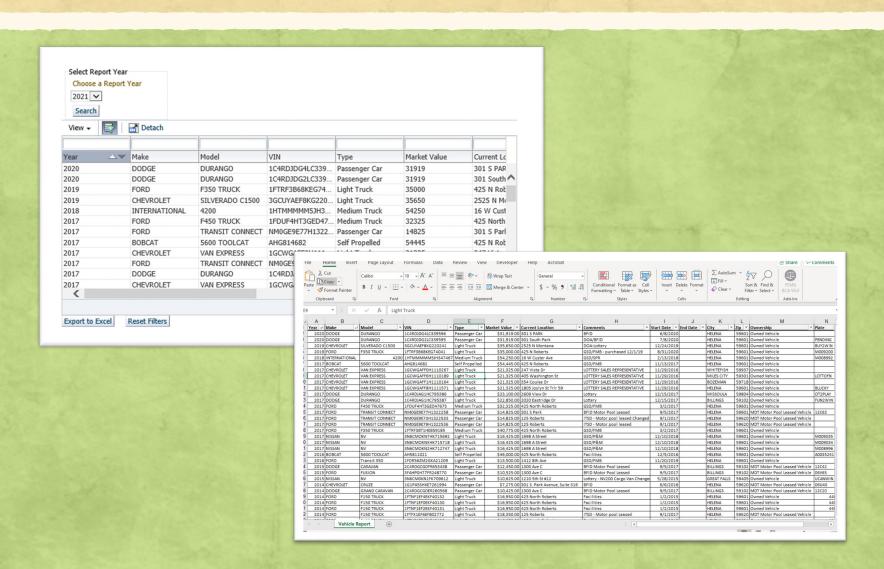
Vehicle Liability

Watercraft

- ▼ PDF Reports
- ▼ Documentation







Property Insurance

- The state's property insurance program provides protection for state properties against a broad array of perils including, but not limited to, earthquake, fire, flood, wind, and property in transit. Coverage may vary by agency.
- Property coverage is subject to the provisions of the state's commercial excess insurance provided that the property is accurately reported to the division through PCIIS after acquisition or construction. Please update ALL property information including year built, number of FTEs, number of stories, etc. in PCIIS.
- Refer to the Property insurance section of the reporting instructions for reporting unique and unordinary assets such as outdoor equipment, landscaping, tunnels, power transmission line, watercraft, vehicles, etc.
 - https://rmtd.mt.gov/insurance/pciis_help

Fine Art Insurance

- The state's fine art insurance covers objects of rare or historic value such as paintings, estatuaries, or collections that state agencies own or are instructed to insure.
- Report the building, location, local inventory, value of exhibited items, value of stored items, 5-year loss history, description of insured objects, and security measures.
- Fine arts are insured to market value (i.e. what a fine arts buyer would pay for the object given its historical value). Because the values of fine arts are constantly changing and sometimes difficult to determine in the event of a loss, each agency should maintain a detailed list of fine art objects it wishes to insure by building, along with fine art documentation such as purchasing agreements, photographs, or video.
- Do not include personal property of state employees
- Refer to the Fine Art insurance section of the reporting instructions for more information.
 - https://rmtd.mt.gov/insurance/pciis_help

Boiler and Machinery Insurance

- The state's boiler & machinery insurance protects the state from sudden and accidental losses arising from the operation of boilers and machinery. Fired vessels, hot boilers, fire tube, and other machinery, including refrigerating units, are covered provided they are appropriately reported.
- Report the MTB #, building name and specific location or room within the building where the boiler is located. Please enter the classification of the boiler, what it is used for, the type of boiler, the value of the boiler, number of British Thermal Units (BTUs) it generates and start date.
- Refrigeration units with more than \$100,000 in perishable inventories (i.e. food product, specimens, experiments, chemicals, evidence, etc.) must be reported as property "special contents" (see below) for coverage from spoilage exposure to apply to inventories. Please report machinery and AC units whose estimated replacement cost value exceeds \$100,000. Agencies are responsible to establish values.
 - To report refrigeration units or machinery choose the appropriate item in the "Class", "Purpose", and "Type" fields. A refrigeration unit (i.e. cooler, freezer, sub-zero freezer, laboratory unit, etc.) with a value more than \$100,000 itself, and/or containing more than \$100,000 in inventory (i.e. food product, specimens, experiments, chemicals, evidence, etc.) must be reported for coverage to apply.
- Refer to the Boiler and Machinery insurance section of the reporting instructions for more information.
 - https://rmtd.mt.gov/insurance/pciis_help

Burglary and Theft Insurance

- The state's Burglary and Theft insurance protects state agencies from burglary and theft, electronic fraud, employee fraud, and forgery.
- Report only those locations with more than \$5,000 in financial instruments and precious metals, precious or semi-precious stones, pearls, furs or articles containing such materials on average at any given time and/or more than \$100,000 in 'peak periods'. Please assign the building, enter the location name, and a brief description of the financial instruments and materials to be insured (i.e. cash, checks, CDs, precious metals, etc.).
- Enter in the exact address of each location where protection is needed. Enter the annual basic amount of coverage desired at the location in the section of the entry form entitled 'Inside Covered Amount' on the form refers to cash that may be stolen inside a building or on a campus. For example, a college may need a certain amount of cash protected in the bookstore operation. The information in this column represents the basic amount of protection needed for usual "cash in the till" type of coverage throughout the year. For instance, protection for \$25,000 of cash in the bookstore throughout the entire year may be needed. Therefore, under 'Inside Covered Amount', you would indicate \$25,000.
- 'Outside Covered Amount' refers to cash that may be stolen while in transit. For example, a theft after a registration day while the money is being transported to its place of deposit would be an outside theft. Under outside you may desire \$5,000 through the year for protection of cash in transit from its source on campus to its destination of deposit. Simply list \$10,000 under the 'Outside Covered Amount' column on the entry form.
- In the section entitled 'Describe Security Measures' please describe the type of security for each location where the cash protection is needed. Describe the type of safes or door and window locks, for example, and if any guards are on shift. It is helpful to explain when the doors are open for business at each location. There is no separate premium charge for burglary and theft coverage since it is included in the property premium.
- Refer to the Burglary and Theft insurance section of the reporting instructions for more information.
 - https://rmtd.mt.gov/insurance/pciis_help

Business Interruption Insurance

- The state's business interruption insurance covers lost income arising from damage to real or personal property of the state such as rental income, tuition, user fees, etc. In the event of such loss or damage, the state's policy provides coverage for the reduction in earnings that result from charges and expenses that do not continue during the period of the interruption of business. Coverage does not apply unless there is an actual interruption in business income from a covered peril and the loss prevents the state from realizing revenue. Tax revenue should not be reported since a covered loss likely will not prevent the state from collecting taxes.
- Report revenue generating operations in PCIIS with the following information:
 - Revenues
 - Name of revenue producing operation
 - Description of operation
 - Building/Property location
 - Total revenue plus interest by source category for fees, grants, miscellaneous, permits/fines, rent, sales of goods, sales of services, taxes, tuition
- Expenditures that Cease after a Loss
 - Contractual adjustments (i.e. bad debts, maintenance contracts)
 - Merchandise sold (cost of goods before re-sale)
 - Services purchased from outsiders for re-sale which do not continue after a loss
 - Consumable supplies directly used in supplying the service (i.e. paper/office products)
 - *Ordinary Payroll (Optional) include all employees except officers, executives, employees under contract, and others whose continued employment would be required during the period of interruption
- PCIIS automatically deducts expenditures from revenues to arrive at Gross Earnings or the insured amount. Click the 'Assign Property' button
 and choose the building where the operation is located.
- Refer to the Business Interruption insurance section of the reporting instructions for more information.
 - https://rmtd.mt.gov/insurance/pciis_help

Tort Liability and Crime Insurance

- The state's tort liability insurance covers legal fees, court costs, and settlements/judgments for state employees who are sued by third parties while acting in the course and scope of employment in accordance with §2-9-101 through §2-9-305, MCA.
- Fidelity bond (crime) insurance applies to cash, checks, and other convertible instruments, and provides coverage for dishonesty, forgery, computer fraud, theft, disappearance, and destruction of property.
- Report the number of Class A employees and volunteers.
 - Class A employees are all executive, administrative, judicial and supervisory officials, agency and division heads, and all officials and employees whose principal duties are to receive, handle, or have custody of money, checks or securities, or account for supplies or other property; certify, sign or countersign checks, drafts, warrants, vouchers, orders or other documents providing for the disbursement or delivery of money, securities, supplies or other property.
 - RMTD will obtain current total FTE counts from OBPP and the Commissioner of Higher Education.
- Refer to the Tort Liability and Crime insurance section of the reporting instructions for more information.
 - https://rmtd.mt.gov/insurance/pciis_help

Auto (Vehicle) Insurance

Liability

- All vehicles that are owned/leased/loaned/rented by the state are covered for liability, except personal vehicles of state employees and vehicles over 15 passengers. Vehicles over 15 passengers are not covered for vehicle liability unless prior written approval has been granted by the State Risk Manager.
- Report the total mileage for all vehicle activity and the number of vehicles by class.
 Do not include vehicles leased from the Montana Department of Transportation Motor Pool in Helena in the number of vehicles by class.
- Agencies are requested to maintain a current list of state owned/leased/loaned/courtesy vehicles; however, they do not need to submit any lists unless specifically requested. The number and type of units will provide the basis for billing insurance premium allocations.
- Refer to the Auto (Vehicle) insurance section of the reporting instructions for more information.
 - https://rmtd.mt.gov/insurance/pciis_help

Auto (Vehicle) Insurance

- Comprehensive/Collision (Optional)
 - Those agencies owning vehicles or drones and wishing to add comp/collision coverage must add the vehicle in PCIIS first for coverage to apply.
 - Year, Make, Model, Type, VIN, Ownership, Address, Market Value (based on NADA values)
 - The NADA used car guide is typically used to determine market values for vehicles not recently acquired and may be accessed by clicking on the link 'Market Value' at the top of the 'Vehicle Comprehensive/Collision' screen in PCIIS.
 - Each vehicle must have an accurate market value or coverage will not be provided.
 - State vehicles parked on state premises have catastrophic insurance coverage for physical damage, however, they must be reported as 'Special Contents, Vehicles' in the Commercial Property section of PCIIS for coverage to apply. Only report vehicles at locations whose cumulative value exceeds \$50,000. Do not report each vehicle separately.
 - Vehicles are not insured for physical damage while they are off state premises or in motion unless vehicle comprehensive/collision coverage is selected and reported for each vehicle.
 - Agencies with current comprehensive/collision vehicles are requested to verify or update data on the form for their vehicles. Be sure to update the current market value as that will be the basis of determining premiums for comprehensive and collision coverage.
- Refer to the Auto (Vehicle) insurance section of the reporting instructions for more information.
 - https://rmtd.mt.gov/insurance/pciis_help

Aviation Insurance

Aircraft Insurance

- Protects state agencies against liability from third parties arising from the operation of aircraft for state purposes.
- Agencies may obtain hull (i.e. physical damage) coverage for their aircraft by contacting the Risk Management & Tort Defense Division.
- Report aircraft type, FAA number, year, make, model, number of seats, ownership, hull coverage, stated value, division/sub-agency, what the aircraft is used for, hours flown, and pilot's name(s).

Airport Insurance

- Protects state agencies against liability from third parties arising from the operation of state airports.
- Report the airport name, city, zip code, elevation, runway type, runway width, runway length, and the start coverage date.
- Refer to the Aviation insurance section of the reporting instructions for more information.
 - https://rmtd.mt.gov/insurance/pciis_help

Miscellaneous Insurance

Foreign Insurance

- Foreign insurance must be obtained for any agency or university whose employees travel abroad. The coverage provided includes auto liability, general liability, and kidnap & ransom coverage.
- To secure coverage, complete the ACE International Advantage Application and the ACE Kidnap & Ransom Application provided by RMTD.
- Accident, Death & Dismemberment and Professional Liability Insurance
 - Applies only to the Montana University System & protects state agencies against liability from third parties arising from the activities of the MUS.
 - To secure coverage, complete the applications provided by RMTD.

Other Lines

- Cyber/Data Security Insurance
- HIPAA (UM only)
- Notary Bonding
- Special Event Liability Insurance
- Surety Bonding (DPHHS only)
- Refer to the applicable section of the reporting instructions for more information.
 - https://rmtd.mt.gov/insurance/pciis_help

Important Reminders

- Please use the buttons in the window for navigation rather than the back button in your browser. Using the back button in your browser can create duplicate records in the database.
- Don't forget to assign a property to new records such as boilers and fine art when they are entered into PCIIS.
- Accidents happen. If you enter a new record in error, please contact Danica Boe at 444-3168 or myself and we will delete the record.
 Please do not start and end coverage on the same day.
- When entering vehicles leased from the Montana Department of Transportation Motor Pool, please choose "MDT Motor Pool Leased Vehicle" for Ownership (see below for more information). Don't forget, SUVs (i.e. Tahoe, Suburban, Blazer) are classified as passenger cars when entering the vehicle for Comprehensive/Collision coverage.
- If you have additional coverage spans for Burglary & Theft insurance which are in the past, please end the coverage, only FY 2021 dates should be listed. Also, report only those locations with more than \$5,000 in financial instruments, etc. and/or more than \$100,000 in 'peak periods'. You must assign the building, enter the location name, and a brief description of the financial instruments and materials to be insured (i.e. cash, checks, CDs, precious metals, etc.).
- Remember to report revenue streams which require Business Interruption Insurance. Revenue streams are reported by building and by operation. Therefore, you may have buildings with multiple revenue generating streams. Also, keep in mind that this is continuity insurance. The revenue streams that are insured by building or property are net of expenses that cease in the event of a loss.
- Remember if you are uncertain, refer to the applicable section of the reporting instructions for more information.
 https://rmtd.mt.gov/insurance/pciis_help

Questions?



Call or email us!

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