

INSURANCE MATTERS

COUNTY COMMISSIONERS ASSOCIATION OF PENNSYLVANIA
THE **VOICE** OF PENNSYLVANIA COUNTIES



Important Update: Guidance on Centers for Medicare & Medicaid Services NEW Revalidation Notices

CMS began off-cycle SNF revalidations on October 1, 2024.

With these revalidations, Centers for Medicare and Medicaid Services (CMS) has issued a new CMS-855A form to collect the current and new Skilled Nursing Facility (SNF) data in their guidance, which includes new ownership, financial and organizational data requirements.

The guidance states that, as of October 1, 2024, all SNFs, **including county-owned facilities**, that are enrolling, revalidating, reactivating, or undergoing change of ownership must submit the new CMS-855A form. The changes to the new form include disclosures of property ownership, trustees of established trusts, and additional disclosable parties such as any management, financial, or clinical parties, among other changes.

It is expected that approximately one third of all SNFs in the U.S. will receive revalidation notices starting September 30th.

For more information, contact Chase Cannon, PELICAN SAC President and Executive Director of Pennsylvania Coalition of Affiliated Healthcare & Living Communities, at ccannon@pacounties.org.

GUIDANCE FOR SNF ATTACHMENT ON FORM CMS-

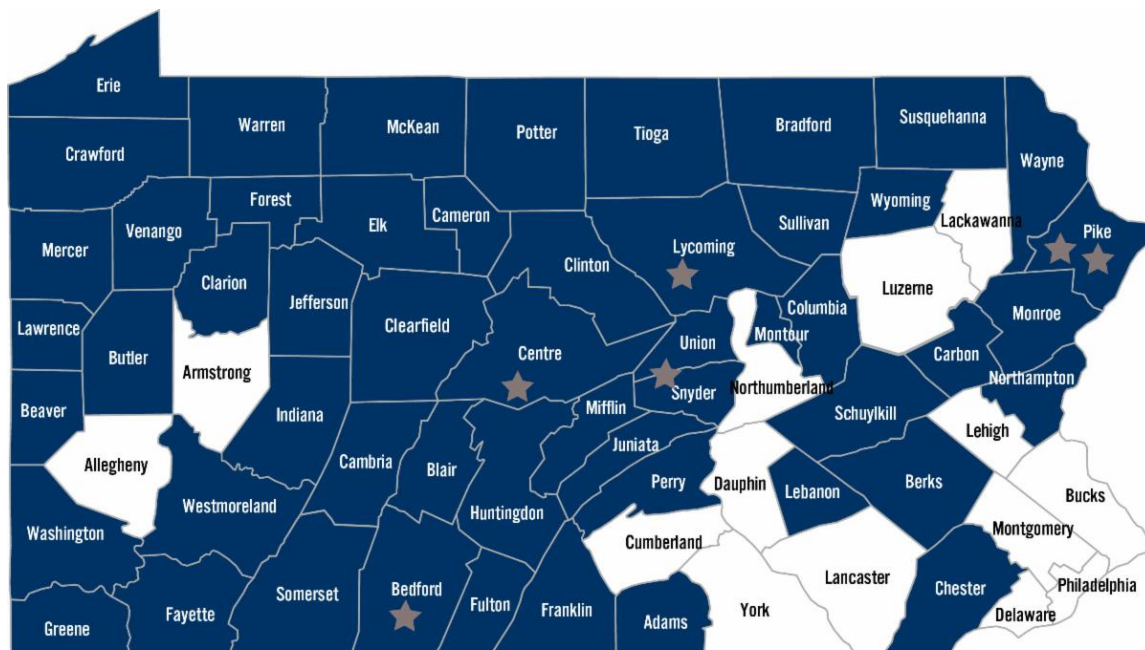
Attention PCoRP Members: You're Invited!



You are cordially invited to attend the PCoRP Annual Membership Meeting, being held on **Monday, November 25 at 6 p.m. at The Hotel Hershey.**

The Annual Membership Meeting is conveniently scheduled during the CCAP Fall Conference and affords PCoRP members the opportunity to hear important updates about the program.

Be sure your county/county related entity is represented at this event and **register using the link below by November 12th.**
We hope to see you there!



★ Locations of County Related Entity Members

[Register](#)



Attention PComp Members: Wellness Improvement Program Grants Available

Wellness Improvement Program (WIP) Grants are available for PComp Members!

With the assistance of wellness programs, the workplace can serve an important role by offering incentives for employees to complete early detection examinations, offer in-house weight loss programs and nutrition education and encouraging programs that increase employee physical activity.

A sad truth is that obesity is on the rise in the United States and a leading driver of healthcare costs. Studies have shown that obese employees file twice as many workers' compensation claims as non-obese workers, their injuries are more severe because extra weight generates increased force during an accident and indemnity wages are at least five times greater due to extended recovery times.

PComp recognizes that chronic, co-morbid conditions, such as obesity and degenerative disease, affect workers' compensation claim expenses. PComp offers specific grant funding to help offset the expenses of member wellness programs. Examples of effective WIP grants include, but are not limited to:

- On-site biometric screenings
- Purchase and installation of water bottle filling stations to an existing water fountain
- Purchase of exercise equipment
- Nutrition education
- Purchase air purifiers
- Workplace wellness fairs and supplies
- In-house weight loss programs

- Exercise and stretching programs
- Smoking cessation programs
- Purchase of wellness and/or health related applications to encourage exercise
- Purchase standing desks
- Purchase breakroom cooking equipment such as air fryers, toaster and/or microwave ovens so employees can prepare healthy lunches at work
- Purchase water bottles, lunch coolers, personal step and exercise monitors such as a Fitbit, for all employees

Funds can also be used to create and/or update a wellness room, create walking paths, install bike racks, offer cardiopulmonary resuscitation (CPR) and first aid training and so much more.

All wellness grants and supporting documentation must be submitted to Keith Wentz at kwentz@pacounties.org no later than **December 1, 2024**.

For assistance with wellness programming or grant submissions, please contact your PComp Risk Control Specialist or Risk Control Wellness Nurse.



What Is Burnout and Can Employers Help Prevent It?

While stress at work is regular and tensions may run high, what is not normal is when employees feel overworked and struggle to find balance in their lives. When burnout occurs, not only does the employee suffer, but the entire company can also feel the effects.

According to Calm.com, "Job burnout is a state of physical or emotional exhaustion caused by chronic stress at work. It can reduce our sense of accomplishment and our identity. Unlike stress, which can be positive in short bursts, job burnout doesn't go away, even after a break."

Signs of employee burnout are numerous and may begin manifesting in

physical, behavioral and emotional ways.

Physical signs of burnout include:

- Unexplainable muscle aches and pains
- Fatigue and exhaustion, even after getting proper amounts of sleep
- Tension headaches/migraines that come on more frequently than usual
- More frequent illnesses as a result of lowered immunity as your body works to handle the effects of stress
- Changes in appetite or eating habits, including decreased appetite
- Trouble falling or staying asleep, which can lead to feeling sleep-deprived all the time
- GI issues and stomach problems

Emotional indicators that an employee may be burning out include:

- Feeling a lack of control
- Feeling a loss of interest in previously enjoyed hobbies and activities
- Experiencing anxiety about work or daily life
- Getting easily irritated or angered over seemingly small things
- Experiencing apathy or hopelessness towards the situation, as in concluding that nothing matters or nothing will get better
- Feeling disconnected from your surroundings and the people around you
- Feeling overall skeptical and pessimistic about your situation and experiences
- Lacking energy
- You are feeling depressed and unmotivated to do the things you need to do, regardless of whether or not they are related to work

Behavioral signs an employer may notice include:

- Lack of focus or concentration on work
- A decline in work output or quality of work
- Withdrawal and isolation
- Indicators that an employee feels hatred toward their job
- A sense that the employee doesn't believe their contributions make a difference

While employers can't prevent burnout entirely (some prevention strategies need to come from the employees themselves), they can encourage self-care and proper work/life balance to promote better mental health in the company overall. Prevention for burnout includes:

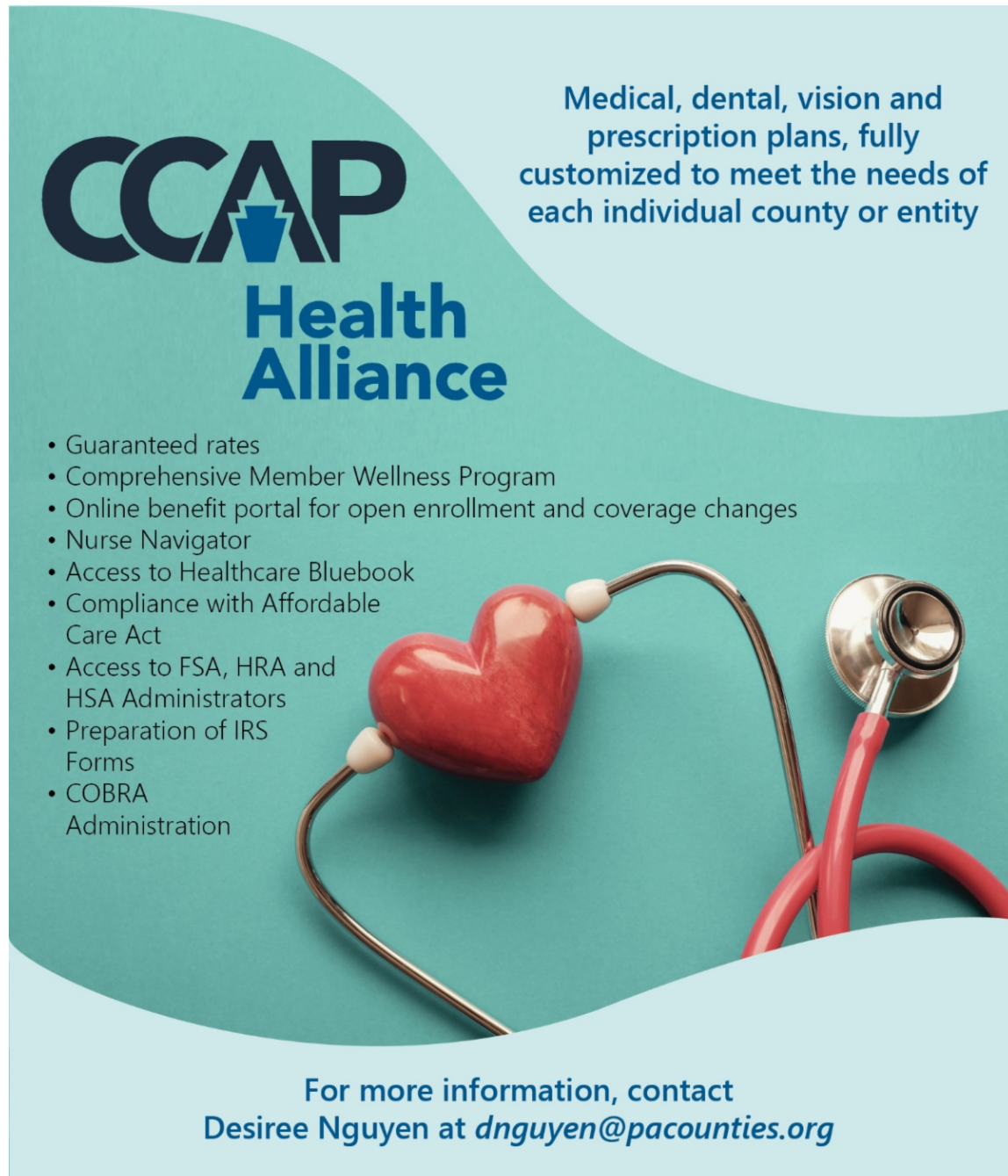
- **Encouraging breaks** – Let your staff take the breaks they need to keep themselves refreshed and motivated during the day.
- **Managing workload** – If an employee comes to you feeling overworked and overwhelmed, work with them to determine what is a priority during their days and what can wait.
- **Encourage communication** – This might mean talking with coworkers, family or a counselor who can help show support and offer encouragement to get through these difficult times.
- **Promote detachment from work** – At the end of the workday, your employees should have in place practices that help them detach from work and be present at home; this includes setting boundaries around

checking work texts and emails after the end of the workday.

- **Relax with suitable activities** – Encourage your staff to spend their evenings pursuing activities they enjoy so they feel better rested and relaxed when they wake up the following morning.

Burnout is challenging to recover from, but your staff can be well protected from it by working preventatively and encouraging the right self-care and boundaries.

Read more articles like this in [M&S EAP's blog](#)! M&S EAP services are available to UC Trust members at no cost.



CCAP
Health Alliance

Medical, dental, vision and prescription plans, fully customized to meet the needs of each individual county or entity

- Guaranteed rates
- Comprehensive Member Wellness Program
- Online benefit portal for open enrollment and coverage changes
- Nurse Navigator
- Access to Healthcare Bluebook
- Compliance with Affordable Care Act
- Access to FSA, HRA and HSA Administrators
- Preparation of IRS Forms
- COBRA Administration

For more information, contact
Desiree Nguyen at dnguyen@pacounties.org



WORKSHOP OPPORTUNITIES

Still Time to Register for Fall Risk Management Workshops!

Although November is the end of CCAP Insurance Programs fall workshop season, we still have great educational opportunities remaining. Please refer to the [GLIMPSE Online](#) section of the CCAP website for information on topic descriptions, dates, times and locations.

As a reminder, most of the workshops are **FREE** to attend if your county is a member of the sponsoring Insurance Programs. To check membership status, please refer to [CCAP Insurance Programs Member Listings](#).

[Register Now](#)

DATE	TOPIC	LOCATION
November 13	Prison Personnel Workshop	The Penn Stater Hotel and Conference Center, State College
November 14	Excellent Supervisor Seminar: Workplace Ethics	CCAP Office, Harrisburg

CCAP Insurance Programs continues to collaborate with the [Academy for Excellence in County Government](#). Please refer to our website for additional information on co-sponsored events. These workshops are **FREE** to current Academy participants.

For more information, contact Linda Rosito at lrosito@pacounties.org.



LocalGovU Course Spotlight

Sexual Harassment in the Workplace

Improper behavior in the workplace may have significant consequences both for yourself and your employer. If you are a victim of sexual harassment, this may create a hostile work environment which takes a toll on your career, your personal life and your health. Recognizing what sexual harassment is, both the subtle cues as well as the overt advances, will help you to identify potential warning signs and take the necessary steps to report sexual harassment.

CCAP Insurance Programs partners with LocalGovU providing online training and resources to UC Trust, PCoRP, PComp and PIMCC Members. Members can access/attend these courses at **no cost**.

For more information, contact Andrew Smith at asmith@pacounties.org.

[Take Course](#)

TOP 10 TIPS TO KEEP YOUR EMAIL SAFE



*Don't let email hackers be your Moriarty.
Be the Sherlock Holmes of your email security!*

1. AVOID CHECKING YOUR EMAIL ON PUBLIC WI-FI

Public wi-fi may be great for keeping us all connected, but threat actors rely on these networks to hack into your unprotected email.

2. WHATEVER YOU DO, DON'T CLICK THE LINK

Suspicious links are the #1 way hackers infiltrate your information. If you see a URL in an unfamiliar email, it's best to leave it alone.

3. KEEP YOUR SOFTWARE UPDATED

You wouldn't want to use weak locks on your front door, and same goes for your computer or phone. Keep your devices updated to reduce your vulnerability.

4. LOOK FOR THE CLUES. KNOW HOW TO SPOT SUSPICIOUS EMAILS

These clues can be found in the sender's email address, URLs, the footer of the email, grammatical errors, or requests for personal information.

5. USE PASSWORD BEST PRACTICES

Keep them unique, private, and updated regularly for the best security. Don't reuse passwords either.

6. ENABLE MULTI-FACTOR AUTHENTICATION

Layers of security make it increasingly more difficult for hackers to infiltrate your email and sensitive information.

7. KEEP YOUR PROFESSIONAL EMAIL AND YOUR PERSONAL EMAIL SEPARATE

This ensures your work-related information remains safe and secure.

8. INSTALL ANTI-VIRUS SOFTWARE

Have antivirus software running in the background 24/7 to protect your email against malware and other security threats.

9. NEVER POST YOUR EMAIL ADDRESS PUBLICLY

Threat actors are constantly scanning the internet looking for email addresses. Don't be the one they catch.

10. LIMIT EMAIL FORWARDING

If you think you have a suspicious email in your inbox, report it and then delete it.

PHISHME
COFENSE
EMAIL SECURITY



Insurance Team Member Spotlight Featuring Laura Trimble

I started out my career in social work. One of my first jobs was working for a small law firm through AmeriCorps recruiting Spanish speaking volunteers. After this experience, I decided to go back to school to become a paralegal. Over the years, I worked in workers' compensation, employment law and just before coming to CCAP I worked at a personal injury law firm. I joined CCAP two years ago and every day I am challenged with new opportunities and am constantly learning new things. I really enjoy getting to know our members and what they do for their communities. It has been such a change from my prior life as a paralegal,



but I couldn't imagine doing anything else!

What's your favorite part of working at CCAP?

The PEOPLE! I work with the most supportive, intelligent and caring co-workers. I have a second family with the PCoRP team. In addition to working with my co-workers, I enjoy working with the members. I have a deep respect for the services and good work the members provide to their communities.

What's the most exciting thing you're working on right now?

I am privileged to be on the DEIA committee (Diversity, Equity, Inclusion, and Accessibility). We are always looking for ways to educate ourselves and others. Most recently our media club read and discussed "The Inclusive Language Handbook" by Jacke Ferguson and Roxanne Bellamy. The book demonstrates how to consistently use respectful language that promotes inclusive language, productivity and teamwork. It was interesting to learn the original meaning of a word or phrase we use every day and how they can negatively impact others.

What skill do you think everyone should learn?

I think everyone should learn self-care. Most of us work in very busy jobs and multi-task daily. Additionally, we care for and support family and friends. Even the smallest acts of self-care can have a big impact. My favorite form of self-care is spending time with friends and walking in the wilderness.

The graphic features the CCAP logo (with an orange arrow pointing down) and PIMCC (Prison Inmate Medical Cost Containment) in orange and blue text. The background is a blurred image of a person's hands. The text is set against an orange and grey background with wavy borders.

CCAP
PIMCC
Prison Inmate Medical
Cost Containment

Provides medical cost management and education to assist county prisons with the containment of costs related to inmate medical expenses

- Auditing of inmate medical bills
- Drug formulary for physician use
- Subrogation to insurance when applicable
- Group prescription drug purchasing program
- Monthly pharmacy invoice review and trending report
- Preliminary notification program for outside treatment
- Periodic on-site visits to discuss trends and program status
- PIMCC Manual with recommended procedures and forms
- Complete review of existing medical program and service providers
- Ongoing communication with prison medical personnel
- Discount fee negotiations with medical service provider
- Assistance in obtaining statewide provider services
- Concurrent review of all hospitalizations
- Electronic newsletter (three per year)
- Overall case management

For more information, contact
Desiree Nguyen at dnguyen@pacounties.org

Quote of the Month

"Quality is doing it right when no one is looking."

– Henry Ford

Other Training Opportunities

[GLIMPSE Risk Management Trainings](#)

Each workshop season, there are a number of training opportunities designed for and open to Pennsylvania counties, county-related entities (CREs) and PELICAN program members. The Fall Workshop Season is just around the corner!

[LocalGovU](#)

LocalGovU's Online Training Center comes equipped with a library of high-quality risk control courses covering a variety of topics including Risk Management, Safety and Environment, Law Enforcement, Corrections, Human Resources and Management. In partnership with the UC Trust, PComp and PCoRP, this online training is available to members at no cost. If you have questions regarding the trainings, please contact Andrew Smith at asmith@pacounties.org.

[M&S EAP](#)

Take personal assessments, build skills for personal or professional growth, work on your health, and more at M&S's Employee Assistance Program dashboard. In partnership with the UC Trust, M&S EAP services are available to members at no cost.

CCAP INSURANCE PROGRAMS

ASK US FIRST...WE COVER IT ALL!

[Other CCAP Publications](#)

County Commissioners Association of Pennsylvania (CCAP) | 2789 Old Post Road | Harrisburg, PA 17110 US

[Unsubscribe](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!