



**Labor-Management Advisory Council on Workers' Compensation
Communications Plan**

A. General Information

<i>Project Name:</i>	Labor-Management Advisory Council on Workers' Compensation	<i>Date:</i>	April 6, 2016
<i>Controlling Agency:</i>	Employment Relations Division		
<i>Updated by:</i>	Bill Wheeler	<i>Authorized by:</i>	Eric Strauss, Administrator

B. Stakeholder Identification

Stakeholders will be organized into four categories: (A) LMAC members; (B) project core team; (C) key stakeholders (not represented on LMAC); (D) other stakeholders

(A)	(B)	(C)	(D)
LMAC members	Project core team:	DLI Commissioner's Office	ERD staff
LMAC subcommittee members	Eric Straus Bill Wheeler Peter Van Nice Bryan Page Mark Cadwallader Other ERD staff as needed	Economic Affairs Interim Committee NCCI Insurance Commissioner's office	Plan I employers Plan II employers Plan III employers Insurers Adjusters Medical providers Interested parties list Legislators General public Media

C. Timeliness

(A) LMAC members: Meetings scheduled by LMAC according to workplan; will be sent meeting materials no later than 48 hours prior to meetings; meeting minutes/additional meeting materials posted on web within two weeks of meeting; will receive responses to requests for information within 24 hours.

(B) Project core team: Regularly scheduled meetings with agendas listing action items

(C) Key stakeholders: LMAC meeting agendas posted/sent out one week prior to meeting; meeting materials/handouts posted on website 24 hours prior to meeting; meeting minutes/additional meeting materials posted on website within two weeks of meeting

(D) Other stakeholders: LMAC meeting agendas posted/sent out one week prior to meeting; meeting materials/handouts posted on website 24 hours prior to meeting; meeting minutes/additional meeting materials posted on website within two weeks of meeting

D. Information Matrix

	Project Sponsor	Project Manager	Core Team	LMAC Members	Key Stakeholders	Other Stakeholders
Communications plan	A	E	C			
Core team meetings	E	P,E	E			
LMAC meetings	P,E	P,E	P,E	E	I	I
LMAC minutes	I	D	I	I	I	I
LMAC meeting materials	E,I,A	P,D	E	I	I	I
Reports	E,I,A	P,D	E	I	I	I
Media contact	E,A	P,E	I	I		
Requests for information	E,A	E,I	I			

Legend:

A = approve

C = must be consulted

D = distribute/disseminate

E = execute (may be shared)

I = must be informed

P = plan

E. Existing Systems

- LMAC has an existing presence on the ERD web site at www.mtlmac.com.
- The DLI Commissioner's Office has a communications officer with established lines of communication with the media.
- ERD staff meets quarterly with the Montana State Fund management.
- Professional associations for stakeholders have their own communications systems (websites, e-mail, newsletters, etc.). The project manager will coordinate with association staff persons in charge of communications.
- Regular communication between ERD and insurers, providers and other stakeholders includes:
 - ✓ Annually: Notice of workers' compensation disability rate changes; Governor's Conference on Workers' Compensation; notification of assessment and surcharge rates; notification of travel reimbursements; fee schedule updates; review of utilization and treatment guidelines; adjuster meetings.
 - ✓ Periodically: Trainings on workers' compensation and safety related issue areas including annual training at the Assistance to Business Clinics and SafetyFestMT.

F. Environmental Considerations

Workers' compensation is a high profile issue. Core team members should be aware of the sensitivity of the work of the LMAC. Clear, prompt, straightforward, uniform communication to LMAC members and to all stakeholders is critical for building strong working relationships.

G. Signatures

Name/Title	Signature	Date
Eric Strauss, Administrator Employment Relations Division		