

## Workers' Compensation Guide

### What happens if a staff member (full-time, part-time, or temporary) is injured at my school?

1. **Principal/Supervisor** notifies the DCPS Office of Risk Management of incidents and injuries – within 24 hours of incident/injury, by emailing [dcps.orm@dc.gov](mailto:dcps.orm@dc.gov).
  - **NOTE:** This reporting **does not** negate the OSS Incident Report form that school security completes
2. **Principal/Supervisor** leaves a report of the incident with the **Executive Office of the Mayor, Office of Risk Management (EOM, ORM)** at 1-888-832-2524.
  - **NOTE:** You will need to leave your account in a voice message. This allows EOM to track incidents and is an important records-keeping step.
3. **The employee** is also responsible for contacting the **Executive Office of the Mayor, Office of Risk Management (EOM, ORM)** at 1-888-832-2524.
4. **EOM, ORM** assigns claim number and notifies the 3rd party administrator, **CorVel**.
5. **CorVel** provides required forms to the employee, who gives them to their Principal/Supervisor
  - **Principal/Supervisor** fills out Claim Form 2: Supervisor's Report
  - **Principal/Supervisor** fills out Claim Form CA7, Part B: Statement of Official Employers
  - **Principal/Supervisor** fills out Claim Form CA3: Report of Return to Work
  - **Principal/Supervisor** can contact DCPS' Compensation Team at [dcps.compensation@dc.gov](mailto:dcps.compensation@dc.gov) for more information regarding the workers' compensation process and procedures

### What if I cannot meet an employee's accommodations?

If you ultimately decide that your school is unable to accommodate an employee, then ORM will place that employee at another DC Government agency until they are able to return to work at your school. Your school will still pay for that employee's salary while they located at their temporary position.

### Contacts

**DCPS Compensation Team** – Will help coordinate your cases and will answer your questions  
[dcps.compensation@dc.gov](mailto:dcps.compensation@dc.gov)

**DCPS Office of Risk Management** – Will receive and coordinate the incident report for your school  
[Dcps.orm@dc.gov](mailto:Dcps.orm@dc.gov)

**Executive Office of the Mayor, Office of Risk Management (ORM)** – Will receive the initial claim from the employee and will communicate the necessary documents to the employee  
[orm@dc.gov](mailto:orm@dc.gov) / 1-888-832-2524

**Jocelia Rancy, Return to Work Officer (Executive Office of the Mayor)** – Will return the employee to work  
[Jocelia.rancy@dc.gov](mailto:Jocelia.rancy@dc.gov) / 202-727-7723

**DCPS LMER** – Will help work through next steps if you have questions about not meeting accommodations  
[dcps.lmer@dc.gov](mailto:dcps.lmer@dc.gov)

