

SORM 200 Instructional Video

Overview of Part 1 – Risk Management Expenditures

Welcome to SORM's instructional videos about the SORM 200. This video is an overview of Part I –Risk Management Expenditures

Part I of the SORM 200 is for reporting risk management expenditures. This includes all of the risk management-associated employees in your agency tasked with decreasing the likelihood of a loss. The money spent to prevent, maintain, or avoid an increase in your agency's loss ratio is also recorded here.

The first step is to identify the risk management employees in your agency.

Risk managers should be implementing risk management strategies that protect their employees, the general public, and the state's physical and financial assets by reducing and controlling risk in the most efficient and cost-effective manner. However, your agency's designated risk manager may not be the only employee who does this job. Speak to your director to determine all of the employees in your agency who conduct risk management activities.

SORM has been tasked with tracking the expenditures of risk management to see if the costs of risk are proportionate with the savings received for the implementation of preventative measures.

Try to determine the employees who, with the support and direction from the management team, implement preventative measures in the workplace. These people may include those in control of the planning, organizing, leading, staffing, and controlling of the agency's resources.

A risk manager needs to have a team that helps implement risk management strategies. The Texas Labor Code mandates that SORM capture costs associated with agency risk management programs and compile the administrative costs of risk management. The expenses need to be tracked and reported to SORM every year.

To begin the SORM 200 online reporting process, log-in to SORM's Risk Management Information System. Click on the "Individual State Agency Information" link. If you are authorized to enter SORM 200 information for more than one agency, you will see a list of multiple agencies to choose from. If you are responsible for only one agency, you will not see this list. For training purposes, I am accessing the SORM 200 information from a test agency account.

You now may see several links for reporting information to SORM. Click on the "SORM 200 Reporting" link, which brings up access to the three parts of the SORM 200.

For this instructional video, click on the link for Part I “Report Risk Management Expenditures”. This is where you will enter salary and wage figures.

Part I is divided into 13 categories, Categories F through R. If you need help with a category, you can click on a category’s name to have a pop-up window appear explaining what that category wants you to collect and the appropriate object codes associated with that section. Use these object codes to gather figures from your accounting department for each category.

To assist in understanding and gathering the information for Part I, this series of videos will focus on each of the categories and provide detailed explanations and examples of what each category is targeting and how to obtain it.

In each section there are suggested Comptroller’s object codes. When you speak to your accounting department, take these object codes so they can match them up with their records and pull reports for specific categories.

For assistance with each category, watch SORM’s other instructional videos.

SORM recommends, as a good risk management practice, each agency updates its risk management information located in the SORM Risk Evaluation and Planning System or REPS, which can be found inside the RMIS online system along with the SORM 200.