**[State Agency Name/Logo]**

**LOSS PREVENTION REVIEW TEAM**

REPORT TO THE DIRECTOR OF THE DEPARTMENT OF ENTERPRISE SERVICES AND HEAD OF THE STATE AGENCY

[*Program Name*]

Incident of [*Month & Year*]

**LPRT MEMBERS**

**[*Team Member Coordinator Name]***

***[Team Member Name]***

***[Team Member Name]***

***[Team Member Name*]**

**[Etc]**

**[Month & Year of Review]**



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# Executive Summary

## Context

RCW 43.41.782 requires a state agency to appoint a Loss Prevention Review Team (LPRT) when an incident results in the death of a person, serious injury to a person, or other substantial loss is alleged or suspected to be caused at least in part by a state agency.

## Incident Summary

*[This section should include a summary description of incident]*

## Review Process

An LPRT uses root cause analysis when conducting a review. Root cause analysis is a rigorous analytical tool frequently used to identify and analyze complex situations that may have multiple causes. It is a tool used by analysts in many disciplines.

Root cause analysis can reveal more than one cause for an incident under review. It is fact-based and addresses known facts only. Root cause analysis is not based upon speculation and represents a determination of what actually occurred in a particular circumstance.

In this case, the LPRT’s task was to review *[name of the incident]* circumstances, evaluate the root cause(s) of the [name of the incident], and, if appropriate, make recommendations regarding [title/program name] procedures that might prevent or mitigate future incidents resulting from *[final root cause determination*].

*[Include items such as but not limited to:*

 *- Date of first LPRT meeting*

 *- Duration, with dates, of the review*

 *- Were agencies/programs/experts interviewed and what was the method used?*

 *- What agency/program policies and procedures reviewed?*

 *- Date that the final draft report was provided to head of agency]*

## Summary of Findings

*[This section should be an explanation of the root cause]*

## Recommendations

*[This section should be a summary of the Recommendations section of the report]*

# Review Process

##

## Team Members

Pursuant to RCW 43.19.782, a loss prevention review team shall consist of at least three (3) members and may include independent consultants, contractors, or state employees, but it shall not include any person directly involved in the loss or risk of loss giving rise to review, not any person with testimonial knowledge of the incident. At least one member of the review team shall have expertise relevant to the matter under review, but no more than half of the review team members may be employees of the affected agency.

On *[month, day, year], [head of agency]* appointed the following LPRT members to review the [name of incident] incident:

* + *[Name of team member with narrative of their qualifications as they pertain to the incident].* Repeat for each team member.

## Acknowledgements

The LPRT acknowledges the useful and effective assistance provided by

*[person(s) outside of the team that were particularly helpful]*in obtaining documents, data, and information for the LPRT during the course of the review.

##

## Review Team Procedure

*[This section should be a narrative of the procedure(s) used during the review and table of people interviewed]*

|  |  |  |
| --- | --- | --- |
| **Name** | **Title/Agency** | **Interview Date(s)** |
|  |  |  |
|  |  |  |
|  |  |  |

# Factual Findings

*[This section should include all facts discovered during the investigation]*

# Root Cause Analysis

After completing incident-related interviews and research, Loss Prevention Review Teams use the root cause analysis process to find out why and how an incident happened and to document the root causes of an injury. Sharing the results of this analysis helps agencies to design and implement changes that can better prevent such harm in the future. The purpose of the review is to improve the delivery of services that agencies provide to the citizens of Washington.

This LPRT report addresses the root cause(s) of *[name of incident].*

## Root Cause(s)

*[This section should include the root cause analysis tool(s) used, the process followed throughout the review and the root cause(s) derived from the analysis]*

## Possible Measures to Reduce the Likelihood or Impact of Future Occurrences

*[List all possible measures]*

# Recommendations

*[Provide in-depth information to include data, charts, etc., if necessary, for each recommendation]*

**Recommendation 1:**

**Recommendation 2:**

**Recommendation 3:**

**Recommendation 4:**

# Measuring Effectiveness

*[This section should include all methods and measurements to monitor the effectiveness of each mitigation strategy.]*

# Appendix A

*[Include any Appendices that will further explain the facts, analysis, measures or recommendations. If not needed, delete this page.]*