

# Property/Casualty Insurance Information System (PCIIS) User Training

Fall 2020

# Introductions

- Kristie Rhodes, Risk Finance Specialist
  - Risk Management & Tort Defense Division, Department of Administration
  - [krhodes@mt.gov](mailto:krhodes@mt.gov)
  - 406.444.4509
- Danica Boe, Financial Specialist
  - Risk Management & Tort Defense Division, Department of Administration
  - [Danica.Boe@mt.gov](mailto:Danica.Boe@mt.gov)
  - 406.444.3168
- Risk Management & Tort Defense Division Main Line
  - 406.444.2421

# Who are we and what do we do?

- The Risk Management and Tort Defense Division provides cost effective and comprehensive insurance coverage and risk management services to protect and defend the State of Montana against losses stemming from property and casualty claims.
  - Where feasible, provide cost effective commercial or self-insurance protection to state participants.
  - Provide cost effective, quality legal assistance to state defendants using either staff counsel; agency legal services counsel, or contracted counsel.
  - Promote the development of risk management principles and techniques through consultation with state participants.
  - Seek timely and cost-effective resolution of all property and casualty claims and lawsuits filed against the state.

# What is Risk Exposure Data Reporting?

- The reporting processes participants must use to report insurable items to the Risk Management and Tort Defense Division.
- Participants are required to report insurable items that they possess upon request each year. Participants are not asked to report property that insurance does not cover.
- Risk exposure data is reporting online via the Property/Casualty Insurance Information System (PCIIS).
- PCIIS was developed by the Risk Management & Tort Defense Division to assist state agencies in reporting their insurable assets in accordance with §2-9-201, MCA. Through this web-based reporting tools, agencies may enter new assets, update existing assets, or review historical insurance information.

# Risk Exposure Data Reporting Process

- Agency risk exposure reporting contacts are responsible to verify the accuracy of the requested asset information with their risk coordinator and appropriate agency management each year.
  - Updates include changes in ownership, changes in values, and new assets.
  - Unreported assets, or assets that exceed insurance policy limits during upcoming fiscal year may not be covered by insurance unless they are submitted to the Risk Management & Tort Defense Division.
  - Assets that will be sold, demolished, abandoned, destroyed, or not replaced during FY 2021 should not be reported.
  - Participation in the state property casualty insurance program is mandatory unless otherwise indicated that insurance coverage is optional.
  - Data must be submitted on-line or in an alternative format provided by RMTD on or before January 15<sup>th</sup> each year in order to secure coverage.

# Risk Exposure Data Reporting Process and Annual Insurance Policy Renewal

PCIIS users review/add/update risk exposure data by January 15th

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graph TD; A[PCIIS users review/add/update risk exposure data by January 15th] --> B[RMTD staff review data and submit to insurance broker]; B --> C[Insurance broker reviews data and submits to carrier]; C --> D[Underwriter reviews data and determine coverage and premium]; D --> E[Broker negotiations coverage and premium prior to July 1st renewal];
```


RMTD staff review data and submit to insurance broker

Insurance broker reviews data and submits to carrier

Underwriter reviews data and determine coverage and premium

Broker negotiations coverage and premium prior to July 1st renewal

Log in using your network user id and password from the link to PCIIS from the RMTD website at <https://rmtd.mt.gov/>





**CONTACT US**  
Risk Management & Tort Defense  
1625 11th Ave  
PO Box 200124  
Helena, MT 59620-0124

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**Member of:**  
 **PRIMA** - Public Risk Management Association  
 **STRIMA** - State Risk & Insurance Management Association

Log in using your network user id and password from the link to PCIIS from the RMTD website at <https://rmtd.mt.gov/>

The screenshot shows a web browser window with the URL [https://pciis.mt.gov/PCIIS/faces/userSetup.jsp?\\_adf.ctrl-state=1082wus7bi\\_4](https://pciis.mt.gov/PCIIS/faces/userSetup.jsp?_adf.ctrl-state=1082wus7bi_4). The page header features a sunset image and the text "STATE OF MONTANA Property/Casualty Insurance Information System". Navigation links include "Help", "About Us", "Contact Us", and "Log Out".

**Navigation**

- Data Edit & Entry**
- View & Export Data**
- PDF Reports**
- Documentation**

The state Property/Casualty Insurance Information System (PCIIS) was developed by the Risk Management & Tort Defense Division to assist state agencies in reporting their insurable assets in accordance with §2-9-201, MCA. Through web-based reporting tools, agencies may enter new assets, update existing assets, or review historical insurance information.


Agency risk exposure reporting contacts are responsible to verify the accuracy of the requested asset information with their [risk coordinator](#) and appropriate agency management before submitting the forms to the Risk Management & Tort Defense Division. Changes in ownership, changes in values, unreported assets, or assets that exceed insurance policy limits during FY 2021 may not be covered by insurance unless they are submitted to the Risk Management & Tort Defense Division. Assets that will be sold, demolished, abandoned, destroyed, or not replaced during FY 2021 should not be reported.

Participation in the state property casualty insurance program is mandatory unless otherwise indicated that insurance coverage is optional. Where indicated, forms must be submitted on-line or in an alternative format provided by the Risk Management & Tort Defense Division on or before **January 15th, 2021** in order to secure coverage. If you have additional questions about exposure reporting, please contact the [Risk Finance Specialist](#) at (406)444-2421. If you have additional questions about insurance coverage, please contact the [State Risk Manager](#).

You have selected the following as your current user settings

<b>User Name</b>	cm0282
<b>DEPARTMENT OF ADMINISTRATION</b>	
<b>User Role</b>	Agency Edit Role

Privacy & Security    Accessibility





# Data Edit & Entry Menu

▾ **Navigation**

▾ **Data Edit & Entry**

Add New Item

Edit Data

Edit Liability Data

Submit Risk Exposure Data

▾ **View & Export Data**

▾ **PDF Reports**

▾ **Documentation**



Add new assets



Update current assets



Update liability exposures (vehicles & FTES)



Submit data by January 15<sup>th</sup>

# View & Export Data Menu

## Navigation

## Data Edit & Entry

## View & Export Data

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## PDF Reports

## Documentation

Select Report Year  
Choose a Report Year  
2021  
Search

View Detach

Year	Make	Model	VIN	Type	Market Value	Current Location
2020	DODGE	DURANGO	1C4RDJDG4LC339...	Passenger Car	31919	301 S PAR
2020	DODGE	DURANGO	1C4RDJDG2LC339...	Passenger Car	31919	301 South
2019	FORD	F350 TRUCK	1FTRF3B68KEG74...	Light Truck	35000	425 N Rot
2019	CHEVROLET	SILVERADO C1500	3GCUYAF8K6G220...	Light Truck	35650	2525 N M
2018	INTERNATIONAL	4200	1HTMMMM5JH3...	Medium Truck	54250	16 W Cust
2017	FORD	F450 TRUCK	1FDUF4HT3GED47...	Medium Truck	32325	425 North
2017	FORD	TRANSIT CONNECT	NM0GE9E77H1322...	Passenger Car	14825	301 S Parl
2017	BOBCAT	5600 TOOLCAT	AHG814682	Self Propelled	54445	425 N Rot
2017	CHEVROLET	VAN EXPRESS	1GCWG...			
2017	FORD	TRANSIT CONNECT	NM0GE...			
2017	DODGE	DURANGO	1C4RDJ...			
2017	CHEVROLET	VAN EXPRESS	1GCWG...			

Export to Excel    Reset Filters

File Home Insert Page Layout Formulas Data Review View Developer Help Acrobat

Calibri 10 - A A

Clipboard Font Alignment Number Editing

Light Truck

Year	Make	Model	VIN	Type	Market Value	Current Location	Comments	Start Date	End Date	City	Zip	Ownership	Plate
2020	DODGE	DURANGO	1C4RDJDG4LC339596	Passenger Car	\$31,919.00	301 S PARK	BFID		6/8/2020	HELENA	59601	Owned Vehicle	
2020	DODGE	DURANGO	1C4RDJDG2LC339595	Passenger Car	\$31,919.00	301 South Park	DOA/BFID		7/8/2020	HELENA	59601	Owned Vehicle	PENDING
2019	CHEVROLET	SILVERADO C1500	3GCUYAF8K6G22041	Light Truck	\$35,650.00	425 N Montana	DOA-Lottery		12/24/2019	HELENA	59601	Owned Vehicle	BO72WIN
2019	FORD	F350 TRUCK	1FTRF3B68KEG74041	Light Truck	\$35,000.00	425 N Roberts	GSD/FMB - purchased 12/1/19		8/31/2020	HELENA	59601	Owned Vehicle	MO09020
2018	INTERNATIONAL	4200	1HTMMMM5JH347467	Medium Truck	\$54,250.00	16 W Custer Ave	GSD/SPR		2/13/2018	HELENA	59601	Owned Vehicle	MO08992
2017	BOBCAT	5600 TOOLCAT	AHG814682	Self Propelled	\$54,445.00	425 N Roberts	GSD/FMB		11/13/2017	HELENA	59601	Owned Vehicle	
2017	CHEVROLET	VAN EXPRESS	1GCWGAFPH1110287	Light Truck	\$21,325.00	247 Vista Dr	LOTTERY SALES REPRESENTATIVE		11/29/2016	WHITEFSH	59937	Owned Vehicle	
2017	CHEVROLET	VAN EXPRESS	1GCWGAFPH1110189	Light Truck	\$21,325.00	405 Washington St	LOTTERY SALES REPRESENTATIVE		11/29/2016	MILES CITY	59001	Owned Vehicle	
2017	CHEVROLET	VAN EXPRESS	1GCWGAFPH11110164	Light Truck	\$21,325.00	354 Coulee Dr	LOTTERY SALES REPRESENTATIVE		11/29/2016	BOZEMAN	59718	Owned Vehicle	LOTTOFN
2017	CHEVROLET	VAN EXPRESS	1GCWGAFPH11115171	Light Truck	\$21,325.00	1805 Joslyn St Trlr 59	LOTTERY SALES REPRESENTATIVE		11/29/2016	HELENA	59601	Owned Vehicle	BLUCKY
2017	DODGE	DURANGO	1C4RDJAG1HC795386	Light Truck	\$23,100.00	809 View Dr	Lottery		12/15/2017	MISOULA	59804	Owned Vehicle	OT2PJA
2017	DODGE	DURANGO	1C4RDJAG1HC795387	Light Truck	\$22,850.00	1020 Extridge Dr	Lottery		12/15/2017	BILLINGS	59102	Owned Vehicle	PUNKWIN
2017	FORD	F450 TRUCK	1FDUF4HT3GED47675	Medium Truck	\$32,325.00	425 North Roberts	GSD/FMB		3/2/2017	HELENA	59601	Owned Vehicle	
2017	FORD	TRANSIT CONNECT	NM0GE9E77H1322158	Passenger Car	\$14,825.00	301 S Park	BFID Motor Pool Leased		9/5/2017	HELENA	59601	MDT Motor Pool Leased Vehicle	12C63
2017	FORD	TRANSIT CONNECT	NM0GE9E77H1322153	Passenger Car	\$14,825.00	125 Roberts	ITSD - Motor pool leased	Changed	9/1/2017	HELENA	59620	MDT Motor Pool Leased Vehicle	
2017	FORD	TRANSIT CONNECT	NM0GE9E77H1322156	Passenger Car	\$14,825.00	125 Roberts	ITSD - Motor pool leased		9/1/2017	HELENA	59620	MDT Motor Pool Leased Vehicle	
2017	FORD	F350 TRUCK	1FTRF3B71HE859185	Medium Truck	\$40,775.00	425 North Roberts	GSD/FMB		3/2/2017	HELENA	59601	Owned Vehicle	
2017	NISSAN	NV	3N6CM0KN7H715692	Light Truck	\$16,425.00	1698 A Street	GSD/P&M		12/10/2018	HELENA	59601	Owned Vehicle	MO09035
2017	NISSAN	NV	3N6CM0KNXW715718	Light Truck	\$16,425.00	1698 A Street	GSD/P&M		12/10/2018	HELENA	59601	Owned Vehicle	MO09034
2017	NISSAN	NV	3N6CM0KNXW712747	Light Truck	\$16,425.00	1698 A Street	GSD/P&M		12/10/2018	HELENA	59601	Owned Vehicle	MO08996
2016	BOBCAT	5600 TOOLCAT	AHS811021	Self Propelled	\$46,000.00	425 North Roberts	Facilities		12/5/2016	HELENA	59601	Owned Vehicle	AD035241
2016	FORD	Transit 350	1FDRS62M2GKA21209	Light Truck	\$13,500.00	1412 8th Ave	GSD/FMB		11/20/2019	HELENA	59601	Owned Vehicle	
2015	DODGE	CARAVAN	2C4RDCCGPR65438	Passenger Car	\$12,450.00	1300 Ave C	BFID Motor Pool Leased		9/5/2017	BILLINGS	59102	MDT Motor Pool Leased Vehicle	12C42
2015	FORD	FUSION	3FA6P0H71R824870	Passenger Car	\$10,325.00	1300 Ave C	BFID Motor Pool Leased		9/5/2017	BILLINGS	59102	MDT Motor Pool Leased Vehicle	0065
2015	NISSAN	NV	3N6CM0KN1FK709612	Light Truck	\$10,625.00	1210 5th St #12	Lottery - NV200 Cargo Van Change		5/28/2015	GREAT FALLS	59405	Owned Vehicle	UCANWIN
2014	CHEVROLET	CRUZE	1G1PASHXK7261994	Passenger Car	\$7,275.00	301 S. Park Avenue, Suite 316	BFID		6/6/2016	HELENA	59620	MDT Motor Pool Leased Vehicle	00440
2014	DODGE	GRAND CARAVAN	2C4RDCCGPR260568	Passenger Car	\$10,425.00	1300 Ave C	BFID Motor Pool Leased		9/5/2017	BILLINGS	59102	MDT Motor Pool Leased Vehicle	12C20
2014	FORD	F150 TRUCK	1FTFW1E4K01212	Light Truck	\$16,950.00	425 North Roberts	Facilities		1/2/2015	HELENA	59601	Owned Vehicle	44
2014	FORD	F150 TRUCK	1FTNF1E4K040130	Light Truck	\$16,950.00	425 North Roberts	Facilities		1/2/2015	HELENA	59601	Owned Vehicle	44
2014	FORD	F150 TRUCK	1FTNF1E2K040131	Light Truck	\$16,950.00	425 North Roberts	Facilities		1/2/2015	HELENA	59601	Owned Vehicle	44
2014	FORD	F150 TRUCK	1FTFX1E4K02772	Light Truck	\$18,350.00	125 Roberts	ITSD - Motor pool Leased		9/1/2017	HELENA	59620	MDT Motor Pool Leased Vehicle	

Vehicle Report

Documentation

Documentation

# Property Insurance

- The state's property insurance program provides protection for state properties against a broad array of perils including, but not limited to, earthquake, fire, flood, wind, and property in transit. Coverage may vary by agency.
- Property coverage is subject to the provisions of the state's commercial excess insurance provided that the property is accurately reported to the division through PCIIS after acquisition or construction. Please update ALL property information including year built, number of FTEs, number of stories, etc. in PCIIS.
- Refer to the Property insurance section of the reporting instructions for reporting unique and unordinary assets such as outdoor equipment, landscaping, tunnels, power transmission line, watercraft, vehicles, etc.
  - [https://rmt.d.mt.gov/insurance/pciis\\_help](https://rmt.d.mt.gov/insurance/pciis_help)

# Fine Art Insurance

- The state's fine art insurance covers objects of rare or historic value such as paintings, estatuaries, or collections that state agencies own or are instructed to insure.
- Report the building, location, local inventory, value of exhibited items, value of stored items, 5-year loss history, description of insured objects, and security measures.
- Fine arts are insured to market value (i.e. what a fine arts buyer would pay for the object given its historical value). Because the values of fine arts are constantly changing and sometimes difficult to determine in the event of a loss, each agency should maintain a detailed list of fine art objects it wishes to insure by building, along with fine art documentation such as purchasing agreements, photographs, or video.
- Do not include personal property of state employees
- Refer to the Fine Art insurance section of the reporting instructions for more information.
  - [https://rmtd.mt.gov/insurance/pciis\\_help](https://rmtd.mt.gov/insurance/pciis_help)

# Boiler and Machinery Insurance

- The state's boiler & machinery insurance protects the state from sudden and accidental losses arising from the operation of boilers and machinery. Fired vessels, hot boilers, fire tube, and other machinery, including refrigerating units, are covered provided they are appropriately reported.
- Report the MTB #, building name and specific location or room within the building where the boiler is located. Please enter the classification of the boiler, what it is used for, the type of boiler, the value of the boiler, number of British Thermal Units (BTUs) it generates and start date.
- Refrigeration units with more than \$100,000 in perishable inventories (i.e. food product, specimens, experiments, chemicals, evidence, etc.) must be reported as property "special contents" (see below) for coverage from spoilage exposure to apply to inventories. Please report machinery and AC units whose estimated replacement cost value exceeds \$100,000. Agencies are responsible to establish values.
  - To report refrigeration units or machinery choose the appropriate item in the "Class", "Purpose", and "Type" fields. A refrigeration unit (i.e. cooler, freezer, sub-zero freezer, laboratory unit, etc.) with a value more than \$100,000 itself, and/or containing more than \$100,000 in inventory (i.e. food product, specimens, experiments, chemicals, evidence, etc.) must be reported for coverage to apply.
- Refer to the Boiler and Machinery insurance section of the reporting instructions for more information.
  - [https://rmtd.mt.gov/insurance/pciis\\_help](https://rmtd.mt.gov/insurance/pciis_help)

# Burglary and Theft Insurance

- The state's Burglary and Theft insurance protects state agencies from burglary and theft, electronic fraud, employee fraud, and forgery.
- Report only those locations with more than \$5,000 in financial instruments and precious metals, precious or semi-precious stones, pearls, furs or articles containing such materials on average at any given time and/or more than \$100,000 in 'peak periods'. Please assign the building, enter the location name, and a brief description of the financial instruments and materials to be insured (i.e. cash, checks, CDs, precious metals, etc.).
- Enter in the exact address of each location where protection is needed. Enter the annual basic amount of coverage desired at the location in the section of the entry form entitled 'Inside Covered Amount' on the form refers to cash that may be stolen inside a building or on a campus. For example, a college may need a certain amount of cash protected in the bookstore operation. The information in this column represents the basic amount of protection needed for usual "cash in the till" type of coverage throughout the year. For instance, protection for \$25,000 of cash in the bookstore throughout the entire year may be needed. Therefore, under 'Inside Covered Amount', you would indicate \$25,000.
- 'Outside Covered Amount' refers to cash that may be stolen while in transit. For example, a theft after a registration day while the money is being transported to its place of deposit would be an outside theft. Under outside you may desire \$5,000 through the year for protection of cash in transit from its source on campus to its destination of deposit. Simply list \$10,000 under the 'Outside Covered Amount' column on the entry form.
- In the section entitled 'Describe Security Measures' please describe the type of security for each location where the cash protection is needed. Describe the type of safes or door and window locks, for example, and if any guards are on shift. It is helpful to explain when the doors are open for business at each location. There is no separate premium charge for burglary and theft coverage since it is included in the property premium.
- Refer to the Burglary and Theft insurance section of the reporting instructions for more information.
  - [https://rmt.d.mt.gov/insurance/pciis\\_help](https://rmt.d.mt.gov/insurance/pciis_help)

# Business Interruption Insurance

- The state's business interruption insurance covers lost income arising from damage to real or personal property of the state such as rental income, tuition, user fees, etc. In the event of such loss or damage, the state's policy provides coverage for the reduction in earnings that result from charges and expenses that do not continue during the period of the interruption of business. Coverage does not apply unless there is an actual interruption in business income from a covered peril and the loss prevents the state from realizing revenue. Tax revenue should not be reported since a covered loss likely will not prevent the state from collecting taxes.
- Report revenue generating operations in PCIIS with the following information:
  - Revenues
  - Name of revenue producing operation
  - Description of operation
  - Building/Property location
  - Total revenue plus interest by source category for fees, grants, miscellaneous, permits/fines, rent, sales of goods, sales of services, taxes, tuition
- Expenditures that Cease after a Loss
  - Contractual adjustments (i.e. bad debts, maintenance contracts)
  - Merchandise sold (cost of goods before re-sale)
  - Services purchased from outsiders for re-sale which do not continue after a loss
  - Consumable supplies directly used in supplying the service (i.e. paper/office products)
  - \*Ordinary Payroll (Optional) include all employees except officers, executives, employees under contract, and others whose continued employment would be required during the period of interruption
- PCIIS automatically deducts expenditures from revenues to arrive at Gross Earnings or the insured amount. Click the 'Assign Property' button and choose the building where the operation is located.
- Refer to the Business Interruption insurance section of the reporting instructions for more information.
  - [https://rmtd.mt.gov/insurance/pciis\\_help](https://rmtd.mt.gov/insurance/pciis_help)

# Tort Liability and Crime Insurance

- The state's tort liability insurance covers legal fees, court costs, and settlements/judgments for state employees who are sued by third parties while acting in the course and scope of employment in accordance with §2-9-101 through §2-9-305, MCA.
- Fidelity bond (crime) insurance applies to cash, checks, and other convertible instruments, and provides coverage for dishonesty, forgery, computer fraud, theft, disappearance, and destruction of property.
- Report the number of Class A employees and volunteers.
  - Class A employees are all executive, administrative, judicial and supervisory officials, agency and division heads, and all officials and employees whose principal duties are to receive, handle, or have custody of money, checks or securities, or account for supplies or other property; certify, sign or countersign checks, drafts, warrants, vouchers, orders or other documents providing for the disbursement or delivery of money, securities, supplies or other property.
  - RMTD will obtain current total FTE counts from OBPP and the Commissioner of Higher Education.
- Refer to the Tort Liability and Crime insurance section of the reporting instructions for more information.
  - [https://rmtd.mt.gov/insurance/pciis\\_help](https://rmtd.mt.gov/insurance/pciis_help)



# Auto (Vehicle) Insurance

- Liability
  - All vehicles that are owned/leased/loaned/rented by the state are covered for liability, except personal vehicles of state employees and vehicles over 15 passengers. Vehicles over 15 passengers are not covered for vehicle liability unless prior written approval has been granted by the State Risk Manager.
  - Report the total mileage for all vehicle activity and the number of vehicles by class. Do not include vehicles leased from the Montana Department of Transportation Motor Pool in Helena in the number of vehicles by class.
  - Agencies are requested to maintain a current list of state owned/leased/loaned/courtesy vehicles; however, they do not need to submit any lists unless specifically requested. The number and type of units will provide the basis for billing insurance premium allocations.
- Refer to the Auto (Vehicle) insurance section of the reporting instructions for more information.
  - [https://rmtd.mt.gov/insurance/pciis\\_help](https://rmtd.mt.gov/insurance/pciis_help)

# Auto (Vehicle) Insurance

- Comprehensive/Collision (Optional)
  - Those agencies owning vehicles or drones and wishing to add comp/collision coverage must add the vehicle in PCIIS first for coverage to apply.
  - Year, Make, Model, Type, VIN, Ownership, Address, Market Value (based on NADA values)
    - The NADA used car guide is typically used to determine market values for vehicles not recently acquired and may be accessed by clicking on the link 'Market Value' at the top of the 'Vehicle Comprehensive/Collision' screen in PCIIS.
  - Each vehicle must have an accurate market value or coverage will not be provided.
  - State vehicles parked on state premises have catastrophic insurance coverage for physical damage, however, they must be reported as 'Special Contents, Vehicles' in the Commercial Property section of PCIIS for coverage to apply. Only report vehicles at locations whose cumulative value exceeds \$50,000. Do not report each vehicle separately.
  - Vehicles are not insured for physical damage while they are off state premises or in motion unless vehicle comprehensive/collision coverage is selected and reported for each vehicle.
  - Agencies with current comprehensive/collision vehicles are requested to verify or update data on the form for their vehicles. Be sure to update the current market value as that will be the basis of determining premiums for comprehensive and collision coverage.
- Refer to the Auto (Vehicle) insurance section of the reporting instructions for more information.
  - [https://rmt.d.mt.gov/insurance/pciis\\_help](https://rmt.d.mt.gov/insurance/pciis_help)

# Aviation Insurance

- Aircraft Insurance
  - Protects state agencies against liability from third parties arising from the operation of aircraft for state purposes.
  - Agencies may obtain hull (i.e. physical damage) coverage for their aircraft by contacting the Risk Management & Tort Defense Division.
  - Report aircraft type, FAA number, year, make, model, number of seats, ownership, hull coverage, stated value, division/sub-agency, what the aircraft is used for, hours flown, and pilot's name(s).
- Airport Insurance
  - Protects state agencies against liability from third parties arising from the operation of state airports.
  - Report the airport name, city, zip code, elevation, runway type, runway width, runway length, and the start coverage date.
- Refer to the Aviation insurance section of the reporting instructions for more information.
  - [https://rmttd.mt.gov/insurance/pciis\\_help](https://rmttd.mt.gov/insurance/pciis_help)

# Miscellaneous Insurance

- Foreign Insurance
  - Foreign insurance must be obtained for any agency or university whose employees travel abroad. The coverage provided includes auto liability, general liability, and kidnap & ransom coverage.
  - To secure coverage, complete the ACE International Advantage Application and the ACE Kidnap & Ransom Application provided by RMTD.
- Accident, Death & Dismemberment and Professional Liability Insurance
  - Applies only to the Montana University System & protects state agencies against liability from third parties arising from the activities of the MUS.
  - To secure coverage, complete the applications provided by RMTD.
- Other Lines
  - Cyber/Data Security Insurance
  - HIPAA (UM only)
  - Notary Bonding
  - Special Event Liability Insurance
  - Surety Bonding (DPHHS only)
- Refer to the applicable section of the reporting instructions for more information.
  - [https://rmtd.mt.gov/insurance/pciis\\_help](https://rmtd.mt.gov/insurance/pciis_help)

# Important Reminders

- Please use the buttons in the window for navigation rather than the back button in your browser. Using the back button in your browser can create duplicate records in the database.
- Don't forget to assign a property to new records such as boilers and fine art when they are entered into PCIIS.
- Accidents happen. If you enter a new record in error, please contact Danica Boe at 444-3168 or myself and we will delete the record. Please do not start and end coverage on the same day.
- When entering vehicles leased from the Montana Department of Transportation Motor Pool, please choose "MDT Motor Pool Leased Vehicle" for Ownership (see below for more information). Don't forget, SUVs (i.e. Tahoe, Suburban, Blazer) are classified as passenger cars when entering the vehicle for Comprehensive/Collision coverage.
- If you have additional coverage spans for Burglary & Theft insurance which are in the past, please end the coverage, only FY 2021 dates should be listed. Also, report only those locations with more than \$5,000 in financial instruments, etc. and/or more than \$100,000 in 'peak periods'. You must assign the building, enter the location name, and a brief description of the financial instruments and materials to be insured (i.e. cash, checks, CDs, precious metals, etc.).
- Remember to report revenue streams which require Business Interruption Insurance. Revenue streams are reported by building and by operation. Therefore, you may have buildings with multiple revenue generating streams. Also, keep in mind that this is continuity insurance. The revenue streams that are insured by building or property are net of expenses that cease in the event of a loss.
- Remember if you are uncertain, refer to the applicable section of the reporting instructions for more information.  
[https://rmtd.mt.gov/insurance/pciis\\_help](https://rmtd.mt.gov/insurance/pciis_help)

# Questions?



Call or email us!

Kristie Rhodes

444-4509

[krhodes@mt.gov](mailto:krhodes@mt.gov)

Danica Boe

444-3168

[Danica.Boe@mt.gov](mailto:Danica.Boe@mt.gov)