

# RISK MANAGEMENT PLAN



FY19

# **Risk Management Plan**

## **Background**

Developmental Disability Advocates (f/k/a JCDDR) is committed to long-range planning to ensure services continuity and an annual review of the risk management process. Risk management is designed to:

- 1) Identify any loss exposures.
- 2) Analyze and evaluate any loss exposures.
- 3) Identify strategies to address potential losses or identified exposures.
- 4) Implement the most effective strategy/plan to reduce risk for the organization.
- 5) Provide continuing monitoring of actions taken to reduce risk.
- 6) Report results of actions taken to reduce risks.
- 7) Include the results of risk reduction activities in performance improvement activities.

## **Risk Management Plan**

The Executive Director is responsible for ensuring that an annual risk management assessment is conducted and reporting the findings of that assessment to the organization's leadership annually at a Board of Directors meeting. Reporting will clearly document program planning efforts, performance improvement activities, strategic planning, community advocacy efforts and financial and resource planning efforts.

To ensure that the organization is meeting insurer's guidelines, a risk management professional or the insurance loss control representative will be consulted to assist with customization of a formalized risk management program. This will assist in addressing exposures and controls with the organization.

## **Assessment**

Each year an updated documentation will provide Developmental Disability Advocates' current risk management assessment conducted in accordance with CARF's accreditation standards pertaining to risk management.

The following questions will be addressed each year:

- 1) Does the organization anticipate significant changes in the types of consumers/clientele the organization currently serves? Describe the impact of these anticipated changes and the subsequent needs that are anticipated. Address fiscal, human resources and projected impact on service delivery.

- 2) Does it appear that the organization's inventory and accountability system for office equipment, computers, and other high value items is sufficient to protect against loss, theft, or inappropriate use? Identify a course of corrective action if applicable.
- 3) Does the organization's physical plan at all sites provide reasonable security for consumers/clientele and employees? Identify improvements and/or changes needed to rectify problems if applicable.
- 4) Has the organization conducted an accessibility evaluation at all program locations to identify all barriers to accessibility and develop a plan for elimination of all identified barriers? If no, when?
- 5) Does the organization's health and safety program appear effective in identifying possible risks and hazards? List problem areas and corrective action as applicable.
- 6) Does the organization have an adequate oversight system in place to minimize the risk of misappropriation of funds? If not, how will the situation be addressed?
- 7) Does the organization's corporate compliance program appear to be effective in preventing fraud, waste and abuse? Do changes need to be made?
- 8) Does it appear that the organization will face increased business competition in the next eighteen months? How would that competition affect the organization's revenue generation efforts and consumer/clientele base?
- 9) Does it appear that the organization has sufficient insurance coverage to protect its assets and personnel in the event of a lawsuit? Describe any shortfalls in insurance coverage that need to be addressed.
- 10) Are the organization's emergency plans and procedures adequate to provide for the health and safety of persons served, personnel and visitors in the event of actual emergencies? Describe any changes that may be needed.
- 11) Describe the organization's most significant challenge in the next eighteen months. Include an assessment of how that challenge will impact the organization and how the organization will meet that challenge.
- 12) Are the organization's policies and procedures regarding business associates, business agreements and confidentiality of client information consistent with federal and state laws and the Health Insurance Portability and Accountability Act (HIPAA)? Is corrective action needed?

- 13) Does the organization have sufficient hardware, software, peripherals and other technology to accomplish its mission and provide quality care? Describe any purchases/acquisitions that may be needed and the projected timeline for acquiring the technology necessary to support consumers/clientele.
- 14) Do any of the organization's policies and procedures have the potential to put the organization at risk and/or subject the organization to legal liability? Identify the policies and any changes/revisions that may be needed and the timeline for making changes.
- 15) Describe any immediate action that is needed to ensure long-term viability of the organization.