

SUBJECT: Risk Assessment

Purpose: The goal of the Risk Assessment is to proactively identify potential risks facing the individuals supported in the setting they live, the community, day placements they attend and to carry out the mandate of Habilitation Services Policy #2.

---

The attached Risk Assessment form is completed by the Home Coordinator with Program Manager Review at the following times:

1. Annually prior to the Individual Plan Meeting
2. 30-Day review of a new placement
3. When new risks are discovered or significant changes in individuals lives occur that require updating the risk assessment. The risk assessment needs to be updated within one week of a new risk being discovered.

Risk Assessments are completed on the Therap System. Risk assessments need to be completed one week prior to a review of placement or special staff meeting. They need to be completed two weeks prior to the annual Individual Planning Meeting. A copy of the Risk Assessment is shared at the annual IP.

The Home Coordinator is responsible for obtaining input from all individuals involved in supporting the individual. This can include individual, family members, Day Program Providers, Employers, home staff, Health Services, Case Manager etc.

Staff will utilize the following steps when completing the Risk Assessment

1. Staff will determine whether or not the person is at risk by checking the appropriate box. Check only one box for each item.
2. Consider only the individual's skills and abilities independent of staffing patterns, supervision plans, the environment or other situational elements.
3. For each area that poses a risk to the individual, document why the individual is vulnerable and the plan to minimize the risk.
4. Use the "other" category in each section to address those issues that relate to the person's risk but are not addressed in any of the listed risk areas.
5. Document that all support staff have reviewed and been trained on the Risk Management Plan.
6. Staff will complete a seizure protocol any time an individual has seizures identified on the risk assessment. The seizure protocol should be part of

Procedure Number 2-6-25

Revised: 03-01-23  
New Issue: 08-07-07

SUBJECT: Risk Assessment

Purpose: The goal of the Risk Assessment is to proactively identify potential risks facing the individuals supported in the setting they live, the community, day placements they attend and to carry out the mandate of Habilitation Services Policy #2.

---

the Individual Plan and is developed by the team to give direction to direct support staff on what steps they need to take in the event that a consumer has a seizure. The risk assessment needs to note where this information is located.

7. Staff need to note on Risk Assessment where any dietary plan information is located if this is an area that is identified as a risk. Detailed descriptions of diet orders are located in Program record.
8. Staff need to note on the Risk Assessment where a choking protocol is located if the individual is at risk for choking. The choking protocol should be part of the Individual Plan and is developed by the team to give direction to direct support staff on what steps they need to take in the event that a consumer has is choking. The risk assessment needs to note where this information is located.

Approved: \_\_\_\_\_  
Director of Residential & Community Services

Date: \_\_\_\_\_