

SUBJECT: Risk Management Plan

PURPOSE: Woodhaven has developed this risk management plan to manage and limit risk to individuals supported, staff, other individuals and assets, be they physical or financial.

Woodhaven Risk Management Plan

Woodhaven
1405 Hathman Place
Columbia, Missouri 65201
Phone: 573-876-7301
Fax: 573-876-7303

SUBJECT: Risk Management Plan

PURPOSE: Woodhaven has developed this risk management plan to manage and limit risk to individuals supported, staff, other individuals and assets, be they physical or financial.

Areas our risk management plan covers are:

1. Program Services/Health and Safety for individuals supported
2. Human Resources/Training for the safety and competency of staff
3. Safety of other individuals that might have contact with Woodhaven's services
4. Physical assets
5. Financial assets

We recognize that everything anyone, organizations included, has risk. We wish to minimize this risk without hampering Woodhaven's mission.

An annual general risk assessment will be performed and results reported to the administrative team. Additionally, the attached risk assessment plan will be utilized. The risk management system includes plans to identify risks, how to minimize these risks, how to proceed through a loss, and the analysis of losses and it's impact and how to prevent their re-occurrence.

A part of this plan is the attachment of insurance coverage and other mechanisms within the organizations use to assess. See Policy No. 10 (Organizational Risk Management) for specifics regarding the overall risk assessment process of the organization.

Approved by: _____
Chief Executive Officer

Date: _____

SUBJECT: Risk Management Plan

PURPOSE: Woodhaven has developed this risk management plan to manage and limit risk to individuals supported, staff, other individuals and assets, be they physical or financial.

Program Services/Health and Safety

- Annual Quality Assurance Reviews by Quality Assurance Team at each site.
- External Quality Assurance reviews conducted by Department of Mental Health (funders) annually.
- Quarterly self-inspection at each site
- Annual External self-inspections at each site
- Monthly Progress Reviews conducted by CMRO/Woodhaven Staff
- Monthly Emergency drills at each site
- Annual Risk Assessment of each person supported
- Annual Accessibility evaluation at each site

Human Resources/Training

- Employee Assistance Program
- Employee Relations/Staff Development Committee
- Pre-screening process-references, drug test, National criminal background, Academic credential check
- Drug test after accidents requiring medical attention
- 2 week orientation – CPI Behavior Management, CMA, CPR, Abuse/Neglect, First Aid.
- Continuing Education – Annual CPI, College of Direct Support, Continuing Education Specialty Tier System
- Prevention of Medication errors protocol

Physical Assets

- Maintain insurance to cover loss & damage for property & vehicles
- Maintain insurance for commercial general liability, umbrella, worker's compensation, directors & officers and cyber liability
- Annual review of all insurance packages to make sure coverage is adequate

Financial Assets

- Annual audit by independent CPA
- Monthly financial statement preparation
- Annual filing of IRS Form 990
- Annual Operating & Capital budgets
- Regular monitoring of cash flow needs

Administrative

- Annual Organizational Risk Management Assessment conducted on each Department
- Annual review of the written procedures that address social media and media relations
 - Procedure No. 4-10-50 Social Media
 - Procedure No. 1-9-16 Media Relations