

# ORGANIZATIONAL RISK – Policy and Procedures

## All ERC Programs

### Scope

This Policy applies to all programs and departments at ERC.

### Policy

ERC provides supports and services that involve risk. To minimize risk exposure, a plan will be developed, updated, implemented and reviewed annually. The Safety Committee will review, revise, and update the plan as needed. Senior management is responsible for implementing the plan.

### Risk Assessment

This Risk Assessment will include the following:

- Area of Risk Exposure
- Level of Risk for the Previous Year
- Number of Reported Incidents for the Previous Year
- Risk Probability Based on Previous Year's Metrics
- Severity of Risk
- Level of Risk for the Upcoming Year
- A Risk Assessment Definitions and Rating Scale

In addition, ERC will conduct a HIPAA Security Assessment utilizing the Security Risk Assessment Tool (SRAT) from the HealthIT.gov website. Any remediation needs based on this assessment will be added to the Risk Management Plan.

### Plan

The Risk Management Plan will include the following:

- Area of Risk Exposure
- Assessed Level of Risk
- Areas of Impact
- Board Committee that Reviews the Risk
- Actions and Sources used to Monitor and Reduce Risks
- Action Plan to Reduce the Risk and/or Loss
- Type of Insurance to Cover the Risk

A committee of the ERC Board will review the plan annually.

### Review/Revision/Approval Information

- List all review/revision dates made by P&P Review Committee: 3/2017

- Approved by:

  
Lynne Keller, Director of Administration

  
Date

- Reviewed/Approved by Board of Directors Committee (if required): 10/2010, 4/2014, 5/2017

- CARF standard(s) (Commission for the Accreditation of Rehabilitation Facilities) \_\_\_\_\_
- DDS regulation(s) (Dept. of Disability Services – State) \_\_\_\_\_
- OLTC regulation(s) (Office of Long Term care – State) \_\_\_\_\_
- DOE regulation(s) (Dept. of Education – State) \_\_\_\_\_
- ARS (Ark. Rehabilitation Services – State) \_\_\_\_\_
- AHTD regulation(s) (AR Highway & Transportation Dept - State) \_\_\_\_\_
- OSHA regulation(s) (Occupational Safety & Health Administration – Federal) \_\_\_\_\_
- Medicaid regulations (Federal/state) \_\_\_\_\_
- HIPAA Regulations (Federal) \_\_\_\_\_

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