

Audrain Developmental Disability Services Risk Management Plan- Fiscal Year 2026

A. PURPOSE

The Risk Management Plan minimizes risk to Audrain Developmental Disability Services (ADDS), individuals served, employees and all other stakeholders. The goals of this plan are:

- 1) Protection of the individuals we serve and our employees through a reduction of critical incidents;
- 2) Maintenance and reinforcement of ADDS' reputation and public image and;
- 3) Long-term sustainability of all services offered by ADDS.

B. APPROACH

Audrain Developmental Disability Services is an organization funded primarily through tax authority and contracts with other government agencies. A majority of our funds are generated through the billing of services through a Medicaid Waiver system. The match for these services is generated through county property tax. We are regulated by external organizations including our primary funders as a SB40 agency. ADDS participates in the following reviews and audits as accredited:

- Department of Mental Health- Division of Developmental Disabilities; Hannibal Satellite Office (RN audits, TCM audits, Columbus Reviews for TCM and Providers)
- Oversight and review from the Missouri Medicaid Audit Compliance (MMAC) Unit
- External audit of our financial records is completed annually by a contracted CPA
- CARF

The results of ADDS reviews and audits are shared with the Department of Mental Health and the State Auditor's office. In addition, we have external inspections to assess other areas of risk which include fire safety inspections annually from the City of Mexico Fire Department, consultation with information technology professionals (MOREnet) and IP Pathways, and periodic reviews from our worker's compensation carrier.

The agency follows CARF accreditation standards and undergoes a peer review from this organization at least every three years. Internally, we have a Safety Committee which performs reviews of our facilities and incidents, and a management team headed by the Executive Director, who reports directly to our Board of Directors. Most importantly, the Executive Director and all staff are encouraged to evaluate each day for the potential risks which might be present and take the actions necessary to prevent or minimize those risks. The ADDS Board of Directors approves the Risk Management Plan as part of the annual review of ADDS Policies

and Procedures, and the management team reviews the plan throughout the year, including the quarterly meetings of the Safety Committee.

The Board of Directors reviews the plan and its responsibilities and delegates the operational authority and responsibility to the Executive Director.

C. RESPONSIBILITY

The Executive Director has delegated the responsibility to develop, manage and report on the plan to the Director of Quality Assurance. The Executive Director may involve additional individuals such as the Management Team and Safety Committee, as well as any other resources used to access and manage the organization's risk. The Executive Director or Director of Quality Assurance shall report at least annually to the Board on the Risk Management Plan.

D. OVERVIEW OF METHODS AND STRATEGIES TO ADDRESS RISK

Audrain Developmental Disability Services follows an identified Risk Management Process. The Risk Management Process is a five-step process that encompasses identification, assessment, mitigation, monitoring, and reporting. ADDS will:

1. Identify: Threats and risks to the agency, individuals served, employees, and all other involved parties.
2. Assessment: Each risk is assessed to determine the likelihood and severity of each risk.
3. Mitigation: Implement procedures to reduce the severity of each risk and a response plan for when a risk occurs.
4. Monitoring: Review the progress of the plan and evaluate risk occurrence or missed risk occurrence.
5. Reporting: Communicate the effectiveness of the risk plan to stakeholders.

While risk cannot be avoided, the level of severity or loss can be minimized by addressing potential risks on a routine basis. Other strategies include an acceptance of risk which results in loss to the agency. The costs should then be identified, and a decision be made to reduce exposure if those costs outweigh the benefit of assuming the risk.

E. COMMUNICATION AND REPORTS

The Risk Management Plan is communicated to all ADDS employees, individuals served and other stakeholders of ADDS so that they can participate in the identification, removal, and modification of risks. The results of the Risk Management Plan shall be reported to the Board of

Directors at least annually. Any identified emerging or immediate risk should be shared with management and the Board of Directors at the first available opportunity.

F. OUTCOME PROCESS

The Board of Directors, in consultation with the Executive Director and Director of Quality Assurance , Safety Committee and Management Team, shall adjust the Risk Management Plan as necessary. These changes may involve policy changes and changes to the organization's short- and long-term goals.