



Risk Management, Assessment and Planning Committee



Committee Composition

Section 54327.2 (a) requires:

- *Each regional center shall establish a Risk Management, Assessment and Planning Committee that, at a minimum, includes a representative from the regional center's clinical, quality assurance and training staff.*



Committee Responsibilities: Risk Management & Mitigation Plan

Section 54327.2 (b) requires:

- ***The Risk Management, Assessment and Planning Committee shall develop the regional center's Risk Management and Mitigation Plan which shall address, at a minimum:***

Special Incident Reporting

Section 54327.2 (b) (1) requires:

- ***The process and procedures for ensuring accurate and timely handling and reporting of special incidents by regional center staff, vendors, and long-term health care facilities;***

Training & Technical Assistance

Section 54327.2 (b) (2) requires:

- *The provision of training and technical assistance to regional center staff, vendors and long-term health care facility staff and others on the legal obligations of abuse reporting, special incident reporting, risk assessment, developing and implementing an incident prevention plan, and proactive accident/safety planning through the individualized program planning process;*



Coordination & Communication with Outside Investigative Agencies

Section 54327.2 (b) (3) requires:

- ***Coordination and communication with local licensing, protective service and law enforcement agencies relative to investigative actions and findings;***



Review of Special Incident Data

Section 54327.2 (b) (4) requires:

- ***A process for reviewing individual and aggregate special incident report data to identify trends and unusual patterns which may require regional center action;***

Medical Records & Coroner Reports

Section 54327.2 (b) (5) requires:

- ***A process for reviewing medical records and coroner reports, as appropriate, associated with special incidents to ensure that appropriate medical attention was sought and/or given.***

Additional Committee Responsibilities

Section 54327.2 (c) requires:

- ***The Risk Management, Assessment and Planning Committee shall:***

(1) Monitor the regional center's Risk Management and Mitigation Plan to ensure it is being implemented;

(2) Annually review the regional center's internal special incident reporting and risk management systems; and

(3) Update the Risk Management and Mitigation Plan as necessary.

Frequency of Meetings

Section 54327.2 (d) requires:

- ***The Risk Management, Assessment and Planning Committee shall meet at least semi-annually.***



Suggestions for Documentation

- *Agenda*
- *Minutes or Committee report*



Benefits of Risk Management Committee

- *Provides opportunities for problem solving & implementing proactive strategies*
- *Facilitates a preventative model*
- *Provides a central point for improvement in consumer health and safety*