

PROCEDURE

Series: Risk Mgmt/Quality Assurance COA: RPM 2.02- 2.04, PQI 4.02
CFOP: NA

Procedure Name: Risk Management Review Process (Level 1 Review)
Procedure Number: RQ-502
Reviewed Date: 03/02/2016, 08/26/2016, 12/13/19
Revision #/Date: 08/11/2014, 08/26/2016
Effective Date: 1/9/09

Applicable to: All BFP FOA Staff and Contract Providers

SUBJECT: Risk Management Committee Review Process (Level 1 Review)

PURPOSE: To ensure the health and well-being of the children and families served by BFP and its subcontractors and partner agencies by reviewing and identifying trends, risks and training needs to ensure continuous quality improvement of services.

PROCEDURE:

References

BFP Policies/Procedures: GOV-202, GOV-203, RQ-505

Procedure and Documentation Requirements:

1. The Risk Management Committee consists of representatives from the Programs Division, Quality Assurance and Performance, and representation from Case Management Organizations and will include but not be limited to Director, Manager and or Supervisory representatives or their designee from Intake and Placement, Licensing, Quality Assurance, Contracts and Compliance, and Client Relations staff. In addition, based on the nature of the discussion, the appropriate Executive team member may attend.
2. The Risk Management Committee meets monthly and at a minimum quarterly to review and identify trends, training needs and critical issues to ensure quality and effective service delivery and resources are provided to our network and within the BFP FOA. The following logs and/or documents are reviewed during these meetings:
 - a. Exit Interviews
 - b. Critical Incident Reports
 - c. Placement Disruptions
 - d. Institutional Abuse/Neglect Reports
 - e. Client Grievances
 - f. Missing Children Reports
 - g. Request for Action (RFA) for Licensed Out of Home Care Placements
 - h. Any other essential log/report that reflect child safety issues

Each quarter, the Risk Management Committee reviews quarterly data regarding each of the aforementioned areas in order to identify trends, make recommendations and provide a plan for resolution of issues identified. These reports are provided to the Executive Team for review.

Response and Follow-Up:

1. The Risk Management Committee can request that an issue be reviewed for follow-up due to safety and/or quality concerns; and a designated date (time frame) will be established by the committee for follow-up to occur.
2. All high probability risks and/or high impact risks will be referred to the Executive Team as part of their Compliance Review process within 24 hours of the Risk Management Committee meeting.
 - a. The Risk Management Committee will determine based on information received whether to refer other issues for the review of the Executive Team.
 - b. The Compliance Review by the Executive Team is deemed 2nd Level of Review for issues related to strategic planning and network and/or internal maintenance.
 - c. The Executive Team will decide which issues are referred to the Board Risk Committee for review and decision.
3. Any recommendations not followed up within the time frames established by the Risk Management Committee will be immediately referred to the Executive Team or designee for discretionary action.
4. The Chair of the Risk Management Committee will maintain written minutes of all items reviewed during the Risk Management Committee meetings. These minutes will document vital information such as identified risks, follow up actions and plan for resolution. The Chair will also be responsible for ensuring all quarterly reports are completed in a timely manner.

Management Review:

The Risk Management Review Committee will cumulate data for each Quarter. This information will be analyzed for the purpose of improving service delivery and diminishing risk and shared as part of the PQI process and as part of the Compliance Review process with Senior Management on a quarterly basis.

1. Any recommendations that are provided by the Executive Team through the review process will be incorporated into the quarterly report and this report will be provided to the Risk Management Board Committee who will review the information and provide a report to the BFP's full Board at their next board meeting as part of the Board's annual review of risk.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 1/29/2020