



**Paradise Oaks Youth
Services
Policy and Procedure**

Policy Issuer	Executive Team
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Title:
Risk Management

Review Date: **01/07/2025**

Department:
Executive

Approved by:
Chief Executive Officer

Paradise Oaks utilizes the following procedures and plans to analyze and minimize risk to the organization:

1. **Tech/Data protection** - ION

- a. Protecting data against file corruption, data loss, and malicious intent is an integral part of the Office 365 service. Resiliency and recoverability are built into the service.
- b. Office 365 provides comprehensive solutions to help keep data safe from both human error as well as malicious attacks:
- c. Data Loss Prevention
- d. Exchange Online
- e. Advanced Threat Protection
- f. Threat Intelligence
- g. Auditing
- h. Advanced Data Governance

2. **Employee Wellness**

- a. IIPP plan, see attached
- b. EAP Plan established
- c. Workplace Violence Plan – See attached

3. **WellComp** – see attached brochure; provides immediate access to nurse via telephone in event of employment injury; Workers Comp claims have significantly been reduced since program began

4. **Financial**

- a. External financial audit conducted by independent CPA
- b. Recommendations are reviewed and implemented annually
- c. Annual management letter with recommendations (attached)
- d. Fiscal Strategic Planning

5. Organizational

- a. Strategic Plan
 - i. Shared with management team and Board quarterly
 - ii. Posted on Website
 - iii. Contains Weaknesses and Threats, which are reviewed and updated quarterly
- b. California Alliance of Child and Family Services Membership
 - i. Updated on industry on ongoing basis
 - ii. Periodic electronic newsletter posted on SharePoint for management team
- c. CEO and Executive Director attend Executive Conference twice per year
 - i. Updates, seminars and meetings on best practices, industry trends, etc.
- d. Safety Incentive Plan
 - i. Management Team inspects facilities on monthly basis
 - 1. Inspect 12 specific components of facility operations over course of year
 - 2. Inspect vehicles, wearing of badges and safety slogan on monthly basis
- e. Maintenance Inspections
 - i. Maintenance Supervisor responsible for completion of safety inspection on semiannual basis
- f. Insurance
 - i. Review of overall protection on annual basis in August
 - ii. Quarterly risk-management review with York risk management services (HR Director and CEO)
 - iii. Liability insurance through NIAC provides legal consultation for business matters as part of insurance plan. Used by HR and Executive Team to review legal ramifications for actions in employee matters and other sensitive areas prior to making decisions. Also provide document review services, such as review of Employee Manual.
- g. Training
 - i. Pro-Act
 - 1. All child care staff trained in de-escalation and proper restraint techniques in emergency situations
 - ii. First Aid/CPR