

Instructions: Risk Analysis and Mitigation Plan-TBI Waiver

A crucial step in the assessment process is the comprehensive analysis of risks. A risk analysis is not a “one time” exercise, but rather a process by which the analysis of risk and the development of risk mitigation strategies are continually revisited.

Section A of the Risk Analysis and Mitigation Plan allows the TBI Waiver Service Planning Team Members (SP Team) to identify specific risks in the following areas:

- Health, Medical & Nutrition,
- ADLs and Safety,
- Behavioral and Lifestyle,
- Medications,
- Home and Informal Supports, and
- Other Possible Risks.

Much of the information necessary to complete this section will come from the Member’s Person-Centered Assessment, medical records, and the member’s completed program medical eligibility assessments (Pre-Admission Screening (PAS) and Rancho LOC). Discussions with the member, their family, their representatives, and Personal Attendant staff are also essential to identify potential risk factors.

In Section B of the Risk Analysis and Mitigation Plan, the SP Team must evaluate and document the frequency and severity of the potential outcome for each risk factor identified in Section A. To complete the severity of outcome column, indicate the likelihood of the risk to cause harm to the member’s health and welfare using the scale provided. To complete the frequency of risk column, indicate how often this risk may affect the member. Finally, indicate whether the identified risk could jeopardize the member’s TBI Waiver Services by placing a simple yes or no in the appropriate column

In Section C of the Risk Analysis and Mitigation Plan, the SP Team should develop risk mitigation strategies for each identified risk factor using the questions provided in each column as a framework. Be as specific as possible.

In Section D of the Risk Analysis and Mitigation Plan, the TBI Waiver Case Manager must identify individuals who have knowledge of how the member can be contacted in the event the TBI Waiver Provider/PPL are unable to contact the member.

The TBI Waiver Case Manager is responsible to send copies of the completed Risk Analysis and Mitigation Plan to all members on the SP Team.

The completed Risk Analysis and Mitigation Plan becomes part of the Member’s Service Plan and will be reviewed at scheduled Service Plan meetings.

Completed Risk Analysis and Mitigation Plan must be maintained in the Member’s Record with all TBI Waiver Service Providers and/or PPL if member is self-directing.