

# Risk Assessment Comment Box Guide

Updated: March 24, 2026

## Instructions

This table describes the requirements for what must be included in the Risk Assessment Comment box based on the individual's risk level. Note: Most consumers will have an assessed risk in one or more areas.

| Risk level                       | Risk concern                                                                                                         | Risk mitigation plan                                                                                                                                                                                                                                                                                                                             | Back-up plan                                                                                                                                                                                                                                                                                                                       |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>High risk and medium risk</b> | <ul style="list-style-type: none"><li>• Provide detailed information on all high and medium risk concerns.</li></ul> | <ul style="list-style-type: none"><li>• Describe strategies and additional supports, or resources used to lower risk and increase consumer safety.</li><li>• Update the plan as needed and document plan details and mitigation strategies.</li><li>• Note the consumer or representative's understanding and agreement with the plan.</li></ul> | <ul style="list-style-type: none"><li>• Identify a person who lives near the consumer and will provide care if the provider is suddenly unavailable. Include the backup provider or natural support's name, phone number and specific ways support will be given based on the individual's essential ADL and IADL needs.</li></ul> |

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| Risk level                  | Risk concern                                                                                                                                         | Risk mitigation plan                                                                                         | Back-up plan                                                                                                                                                                                                                                                                                                              |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             |                                                                                                                                                      | <ul style="list-style-type: none"> <li>If no plan is identified, document the reason.</li> </ul>             | <ul style="list-style-type: none"> <li>Information that addresses the individual's risk environment (power outages, weather-related incidents, isolated home setting, etc.) should be narrated in the Backup-Plan.</li> </ul>                                                                                             |
| <b>Low risk and No risk</b> | <ul style="list-style-type: none"> <li>Provide detailed information and document any low-risk concerns to monitor for potential increase.</li> </ul> | <ul style="list-style-type: none"> <li>Risk mitigation plans are not required for low or no risk.</li> </ul> | <ul style="list-style-type: none"> <li>Identify a person who lives near the consumer and will provide care if the provider is suddenly unavailable. Include the backup provider or natural support's name, phone number and ways support will be given based on the individual's essential ADL and IADL needs.</li> </ul> |

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