



## **Disaster Recovery Plan**

The purpose of this Disaster Recovery Plan is to ensure Inspire Case Management Inc has a process and plan for minimizing and/or limiting any disruptions in normal business operations. By implementing a process, Inspire will establish alternative means of operation in advance and train all personnel with emergency procedures. Our goal is to provide for a smooth and rapid restoration of services for the individuals served through the Family Supports Waiver and the Community Integration and Habilitation Waivers.

In the event, Inspire would need to activate its Disaster Recovery Plan, the following elements will be addressed:

- Emergency Response Procedure: Quality Compliance Officer, Kara Judson will document the appropriate emergency response to a fire, natural disaster, or any other activity in order to protect lives and limit damage.
- Backup Operations Procedure: Quality Compliance Officer, Kara Judson will ensure that essential data processing operational tasks can be conducted after the disruption.
- Recovery Actions Procedure: Quality Compliance Officer, Kara Judson will facilitate the rapid restoration of a data processing system following a disaster. This will be completed through the use of our Disaster Action Checklist and recovery start up procedures available for use after the actual disaster.

Rebuild the process: After the completion of the Disaster Action Checklist and once the recovery start up procedures have been implemented after the actual disaster, Inspire will conduct the following;

- Inspire management team will assess the damage and begin the reconstruction of conducting business as usual.
- In successful contingency planning, it is important to test and continue to evaluate the effectiveness of the plan.
- Inspire will make any necessary changes to policies and procedures in order to keep records of changes to our configuration, our applications, and our backup schedules and procedures.