



**SAFETY • SERVICE • SAVINGS**  
A TRUST BUILT FOR STUDENTS

# PACE SELF-ASSESSMENT RATE CREDIT 2025-26

## COMMUNITY COLLEGES

PACE members control insurance costs by pooling resources to protect members from property and liability claims. PACE Risk Management's primary mission is to support your risk management efforts, reducing your costs and costs to the risk pool while helping promote the safety and well-being of all stakeholders. The early detection and mitigation of potential risks are crucial to these efforts.

PACE Risk Management has developed the Self-Assessment Tool to help focus risk management efforts where help is most needed. If PACE

members need assistance in completing any of the items in this year's self-assessment, please reach out to [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com).

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**To qualify for the rate credit, you need to complete all items within the five self-assessment categories. Then you need to capture that you are complete by logging into the insurance portal and completing the "best practices survey" questions.**

### SEX ABUSE PREVENTION

- Update Title IX policies to reflect 2025 changes at the state and federal level.
- Have all staff watched PACE's 2025 [PSA on grooming](#)?

### EDUCATION

- Did at least one person from your entity attend a PACE regional training, PACE Day, a [quarterly webinar](#), watch a [previously recorded webinar](#) on risk or legal issues, or have PACE conduct an [onsite training](#)?

### PROPERTY

- Have you had PACE risk management conduct a walk-through risk assessment of your facilities in the last two school years?
- If not, contact [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com) to

schedule a walk-through this year.

### CYBERSECURITY

- Include cybersecurity considerations in the procurement process for contracts and contract renewals for vendors that maintain, use or otherwise have access to member data and digital infrastructure.
- Develop a process for addressing vulnerabilities identified in your external vulnerability scan reports with your leadership team.

### EMPLOYMENT PRACTICES

- Conduct regular performance evaluations of all staff and keep written documentation of the evaluations.
- Consult with your general counsel and/or PACE legal team before taking any adverse employment action. View [Best Employment Practices](#) resource (login required).

(CONTINUED ON REVERSE)

**To receive the rate credit, you must complete each item in the self-assessment and a representative for each member must complete the “best practices survey” in the insurance portal. Instructions to complete the survey are below:**

#### **How to access the insurance portal**

1. Go to <http://pace.osba.org>
2. Click on “Insurance Portal” in the upper right corner.
3. Enter your username and password.
  - o If you don’t know if you have an account, click on Forgot Username / Password and enter your email address.
  - o If you do not have an account, contact our member services department at [memberservices@sdao.com](mailto:memberservices@sdao.com) or call 800-285-5461.
4. Click “Insurance” on the left side of the page.
5. Scroll to the bottom of the page and click on “Take the Best Practices Survey” button, then on “Take Survey” button.
6. Check off each item you have completed and then click “Submit.”

#### **Do you want to work directly with your assigned Risk Management Consultant?**

1. To contact your assigned Risk Management Consultant, log in to the insurance portal as mentioned at left.
2. Click “Insurance” on the left side of the page.
3. Find the contacts section on this page and you will see your assigned consultant and their contact information.

#### **PACE Resources**

[Risk Management](#)

[Sex Abuse Prevention](#)

[PACE Onsite Risk Management Trainings](#)

[PACE Recorded Webinar](#)

07/08/2025