



SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS

5% DISCOUNT
2023-24 PACE SELF-ASSESSMENT TOOL
(BEST PRACTICES SURVEY)

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 loss control endeavors, 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 PACE Self-Assessment Tool to help focus risk management efforts where help is most needed. After PACE members complete the self-assessment (best practices survey), we will follow up with members that need assistance. *Questions? Email riskmanagement@sdao.com.*

All you need to do is answer the following best practices survey questions in the insurance portal to receive a 5% general liability discount:

1. Education:

- a. Did at least one person from your entity attend a PACE regional training or quarterly [webinar on risk or legal issues](#)?

2. Sex Abuse Prevention:

- a. Have all staff watched the [PACE PSA video](#) about preventing sex abuse?
- b. Schools: Are all schools in compliance with [Erin’s Law](#) and reminder trainings throughout the year?
- c. Is the [“We Got This” poster](#) displayed in every school building?
- d. Community colleges: Are the Save Act and Clery Act compliance and prevention materials posted on your website?

3. Cybersecurity:

- a. Have you implemented multi-factor authentication and end point detection on all devices?
- b. Are you utilizing the [cybersecurity resources](#) listed in the [PACE Quick Reference Guide](#)?

4. Property:

- c. Have you reviewed your property schedule and updated photos in the insurance portal?
- d. Are you utilizing [PACE Quick Reference Guides and checklists](#) to learn how to inspect your buildings?

5. Key Contact Update:

- a. Please update the key contact information for your organization with your agent of record or memberservices@sdao.com.

To receive credit, a district representative must complete the best practices survey. Please note, each member is responsible for completing their own survey online. Instructions to complete the survey are below:

How to access the insurance portal

- Go to <http://pace.osba.org>
- Click on Insur. Site Portal in the menu.
- Click on Insurance Portal, then PACE Insurance Portal.
- Enter your username and password.
 - If you don't know if you have an account, click on Forgot Username/Password and enter your email address.
 - If you do not have an account, contact our member services department at memberservices@sdao.com or by calling 800-285-5461.
- Click Insurance on the right side of the page, which directs you to your "Home" or landing page on the insurance portal.
- Scroll to the bottom of the page and click on **Take the Best Practices Survey**.

How to access PACE Resources

- Go to <http://pace.osba.org>
- Click on **PACE Resource Library** (under What's New).
- Enter your username and password
 - If you don't know if you have an account, click on Forgotten Password and enter your email address.
- If you do not have an account, email pace@osba.org.
- Choose a category and then filter by tag and/or keywords in the name or document description.