MEMORANDUM

To: Affected Stakeholders

From: John Cimino, Legal and Regulatory Manager
       Office of Licensing

Cc: Jae Benz, Director
    Office of Licensing
    
    Emily Bowles, Associate Director
    Office of Licensing

Date: April 27, 2020

Re: PUBLIC NOTICE: Request for Comment on Draft Guidance Document
    Relating to 12VAC35-105

Pursuant to Chapter 599 of the 2017 Acts of Assembly and Code of Virginia § 2.2-4002.1, notice is given that the public comment period has opened for the following DRAFT guidance document:


Individuals interested in making comments on this draft guidance document may do so on the Town Hall website from Monday, April 27, 2020 through 11:59 p.m. on Monday, May 25, 2020. Comments may also be made by email john.cimino@dbhds.virginia.gov, fax (804) 692-0066, or hard copy mail (Attn: John Cimino, DBHDS, Office of Licensing, Post Office Box 1797, Richmond, Virginia 23218-1797.) All comments must be received by 11:59 p.m. on Monday, May 25, 2020.

<table>
<thead>
<tr>
<th>Guidance is related to the following regulations:</th>
<th>DBHDS, 12VAC23-105 Rules and Regulations for Licensing Providers by the Department of Behavioral Health and Developmental Services, and specifically:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[/]</td>
<td>12VAC35-105-450 Employee Training and Development;</td>
</tr>
<tr>
<td>[/]</td>
<td>12VAC35-105-520 Risk Management;</td>
</tr>
<tr>
<td>[/]</td>
<td>12VAC35-105-580 Service Description Requirements;</td>
</tr>
<tr>
<td>[/]</td>
<td>12VAC35-105-590 Provider Staffing Plan;</td>
</tr>
<tr>
<td>12VAC35-105-600 Nutrition;</td>
<td>12VAC35-105-660 Individualized Services Plan (ISP);</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>12VAC35-105-620 Monitoring and Evaluating Service Quality;</td>
<td>12VAC35-105-665 ISP Requirements;</td>
</tr>
<tr>
<td>12VAC35-105-650 Assessment Policy;</td>
<td>12VAC35-105-675 Reassessment and ISP Reviews;</td>
</tr>
<tr>
<td>12VAC35-105-670 Health Care Policy;</td>
<td>12VAC35-105-680 Progress Notes or Other Documentation;</td>
</tr>
<tr>
<td>12VAC35-105-720</td>
<td>12VAC35-105-750 Emergency Medical Information;</td>
</tr>
<tr>
<td>12VAC35-105-770 Medication Management</td>
<td></td>
</tr>
</tbody>
</table>

**Goals of the Guidance:**
This document provides guidance to DBHDS licensed providers on supporting individuals with developmental disabilities who have high-risk health conditions, including, but not limited to, decubitus ulcers (“pressure injuries”), aspiration pneumonia, and falls that result in serious injuries.

**Public Comment**
Comments may be made:
- **By going to this link on Town Hall.** You do not have to register as a public user to make a public comment.
- Comments may also be submitted by email, mail, or fax using the contact information below during the 30 day public comment period.

The forum opened on April 27, 2020 and will close on May 25, 2020. If you are a registered user on Town Hall, you should have received notice of this directly. By going to this link [http://townhall.virginia.gov/L/Register.cfm](http://townhall.virginia.gov/L/Register.cfm) and registering as a public user, you can receive automatic notices of regulatory actions.

**Contact name:** John Cimino  
**Position title:** Legal and Regulatory Manager  
**Division/office:** Office of Licensing  
**Telephone number:** (804) 298-3279  
**Fax number:** (804) 692-0066  
**TDD:** (804) 371-8977  
**E-mail address:** john.cimino@dbhds.virginia.gov  
**Mailing address:** Department of Behavioral Health and Developmental Services  
Office of Licensing  
Post Office Box 1797  
Richmond, Virginia 23218-1797