Virginia Department of Behavioral Health & Developmental Services

Office of Licensing (OL)

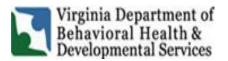**Crosswalk of DBHDS Approved Risk Management Training**

Licensing Regulation 12VAC35-105-520.A. states that the provider shall designate a person responsible for the risk management function who has completed department approved training, which shall include training related to risk management, understanding of individual risk screening, conducting investigations, root cause analysis, and the use of data to identify risk patterns and trends.

Below is a crosswalk of DBHDS approved trainings that once taken will fulfill the requirements of 12 VAC35-105-520.A. Please note the person responsible for risk management must also complete the Risk Management Attestation. The attestation shall also be signed and dated by the person's direct supervisor. The attestation does not need to be submitted directly to the Office of Licensing when completed but must be kept on file and presented when requested by the Office of Licensing, including when requested during onsite and remote inspections.

The first column in the crosswalk below lists individual DBHDS approved trainings. The second column lists the components of 12VAC35-105-520.A. that will be considered met upon completion of the individual training/course. The third column includes the hyperlink to the approved training for ease of access. Once the person responsible for the risk management function completes or reviews each individual training, they should complete the Risk Management Attestation discussed above.

In lieu of completing each of the trainings listed in the crosswalk below, DBHDS has also approved the courses offered by the Center for Developmental Disabilities Evaluation and Research (CDDER) to meet the regulatory requirements for 12VAC35-105-520.A. A provider's designated person responsible for the risk management function will be considered to have met the training requirements of 520.A. (except training in conducting investigations) by participating in the CDDER webinar (live or recorded as posted on the Office of Licensing website). The hyperlink to the complete CDDER training can be found in crosswalk below. If the person responsible for the risk management function completes the CDDER training, they will need to document their participation or review of the training as well as their participation in the investigation training on the Risk Management Attestation.

DBHDS Approved Training:	Meets the training requirement for the following component(s):	Hyperlink
"Risk Management and Quality Improvement Strategies" Webinar – presented by Center for Developmental Disabilities Evaluation and Research (live or recorded webinar)	Risk Management Understanding of Individual Risk Screening Root Cause Analysis Use of Data to Identify Risk Patterns and Trends	http://www.dbhds.virginia.gov/assets/doc/QMD/OL/va-dbhds-risk-management-webinar-final-12-10-2020-handout-with-notes-(1).pdf https://youtu.be/NiFyfOjXaIl
Office of Human Rights "Investigating Abuse & Neglect: An Overview for Community Providers"	Conducting Investigations	The Office of Human Rights will notify providers when this presentation has been scheduled/posted on the Office of Human Rights webpage.

Office of Licensing Power Point Training on Root Cause Analysis (November 2020)	Root Cause Analysis	http://www.dbhds.virginia.gov/assets/doc/QMD/OL/root-cause-analysis-training-(november-2020).pdf
Office of Licensing Power Point Training on Quality Improvement – Risk Management (November 2020)	Use of Data to Identify Risk Patterns and Trends Risk Management Understanding of Individual Risk Screening	http://www.dbhds.virginia.gov/assets/doc/QMD/OL/quality-improvement-risk-managment-training-(november-2020).pdf

Additional Training Opportunities for Providers

For additional, free, training opportunities available for developmental service providers, please refer to the information below. The training is also available to mental health and substance use service providers at cost through this link.

 Through CDDER/ University of Massachusetts Medical School, DBHDS offers courses on the development and implementation of risk management processes that meet Virginia's requirements to identify and mitigate risk, while establishing a culture of continuous quality improvement. The courses provide practical knowledge for monitoring and oversight and include access to tools, interactive forms, checklists and resources to guide risk management efforts.

One individual license per course will be available free of cost to each DBHDS Developmental services provider. Each DBHDS Developmental services provider will be given a license for one person to take each of the four courses listed below free of cost. Agencies can have different staff use the individual license across courses. Information and Registration for no-cost course licenses can be found here.

The University of Massachusetts Medical School provides certificates of completion to users who complete these courses and pass the knowledge check at the end of the course. Agencies may also purchase more licenses for course access, and access low-cost workbooks with the course content here.

Risk Management and System Design in Developmental Disabilities:

1. **Risk Screening in Developmental Disabilities**

   Learn how to recognize and plan for the mitigation of health and safety risks for people with disabilities.

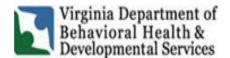2. **Incident Management in Developmental Disabilities**

   Learn how to build a system to identify, notify, trigger, analyze, inform and document incidents. A good system will promote and direct safety and quality improvement.

3. **Root Cause Analysis in Developmental Disabilities**

   A structured approach and process guide to analyze significant adverse events to understand why the events occurred and how to prevent events going forward.

4. **Data Analysis for Quality Improvement**

   Objective measurement and analysis is a powerful management tool; learn how to use data effectively, understanding the benefits and limitations of incident data.

Virginia Department of Behavioral Health & Developmental Services

DBHDS Risk Management (RM) Attestation

Licensing Regulation 12VAC35-105-520.A. states that the provider shall designate a person responsible for the risk management function who has completed department approved training, which shall include training related to risk management, understanding of individual risk screening, conducting investigations, root cause analysis, and the use of data to identify risk patterns and trends.

The person responsible for risk management shall attest to completion of required training by signing and dating this DBHDS Risk Management Attestation. The attestation shall also be signed and dated by the person's direct supervisor. The attestation does not need to be submitted directly to the Office of Licensing when completed but must be kept on file and presented when requested by the Office of Licensing, including when requested during onsite and remote inspections.

Instructions - For **ALL** topic areas listed in the chart, please list the name of the completed DBHDS approved training (live or recorded webinar or review of presentation) and the date of completion. *See example below*. Additional information related to the DBHDS approved trainings and the requirements of 520.A. can be found within the "Crosswalk of DBHDS Approved Risk Management Training" which lists approved trainings that once taken will fulfill the requirements of 12 VAC35-105-520.A.

Dates of live webinar trainings provided by OL:

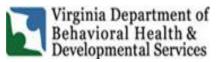November 5, 2020 – "Quality Improvement/Risk Management" and "Root Cause Analysis"

November 12, 2020 – "Quality Improvement/Risk Management" and "Root Cause Analysis"

Dates of live webinar trainings provided by Center for Developmental Disabilities Evaluation and Research (CDDER)

December 7, 2020 – "Risk Management and Quality Improvement Strategies"

December 10, 2020 – "Risk Management and Quality Improvement Strategies"

Topic Area	Name of Training Completed Write the name of the specific training or trainings completed. Refer to <u>Crosswalk of DBHDS Approved Risk Management Training</u> for list of approved trainings.	Training Completion Date
EXAMPLE: Risk Management	*EXAMPLE: CDDER Live Webinar "Risk Management and Quality Improvement Strategies"*	*EXAMPLE: December 10, 2020*
Risk Management		
Understanding of Individual Risk Screening		
Conducting Investigations		

Root Cause Analysis		
Use of Data to Identify Risk Patterns and Trends		

This certificate is to be read, signed and dated by the person designated as responsible for the risk management function for the provider as well as that person's direct supervisor.

By completing the above chart, I am indicating that I have participated in live/recorded trainings and/or reviewed the training power point presentations posted on the Office of Licensing webpage.

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION CONTAINED HEREIN IS CORRECT AND COMPLETE.

Name of Person Responsible for RM function   Signature of person   Date

Name of Supervisor   Signature of person   Date