



COMMONWEALTH of VIRGINIA

NELSON SMITH
COMMISSIONER

DEPARTMENT OF
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Post Office Box 1797
Richmond, Virginia 23218-1797

Telephone (804) 786-3921
Fax (804) 371-6638
www.dbhds.virginia.gov

MEMORANDUM

To: DBHDS Licensed Providers
From: Jae Benz, Director, DBHDS Office of Licensing
Date: September 26, 2024
Re: Updated Crosswalk of DBHDS Approved Risk Management Training (September 2024)

Crosswalk of DBHDS Approved Risk Management Training

Based on stakeholder feedback and in an effort to increase provider compliance with 12VAC35-105-520.A, the DBHDS Office of Licensing updated the *Crosswalk of DBHDS Approved Risk Management Training* and the *Risk Management Attestation Form*. Below is a crosswalk of DBHDS approved trainings that, upon completion, will fulfill the requirements of 12VAC35-105-520.A.

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

For current licensed providers, the Office of Licensing will continue to accept the former Risk Management Attestation form until the end of this calendar year (i.e. December 2022). All new providers will be directed to utilize the updated Attestation form as part of the application process.

A provider's designated Risk Manager must complete the "*Risk Management Attestation Form*". The Attestation form shall be signed and dated by the designated Risk Manager and shall also include the signature and date of the Risk Manager's direct supervisor, if applicable.

The Attestation form does not need to be submitted directly to the Office of Licensing upon completion; however, the form must be kept on file and presented upon request by the Office of Licensing during both on-site and remote inspections.

The first column in the Crosswalk outlines the five (5) training topic areas indicated in 12VAC35-105-520.A. The second column specifies the name(s) of the DBHDS approved trainings for each of the aforementioned topic areas. The associated hyperlink(s) to access each training is also enclosed.

Upon completion of a DBHDS approved training(s) per topic area, the designated Risk Manager should complete the corresponding Risk Management Attestation Form.

Training Topic Area	Crosswalk of DBHDS Approved Training and Hyperlink Access
Risk Management	<ol style="list-style-type: none"> <li data-bbox="565 191 1430 279">1. Risk Management and Quality Improvement Strategies Webinar by CDDER http://www.dbhds.virginia.gov/assets/doc/QMD/OL/va-dbhds-risk-management-webinar-final-12-10-2020-handout-with-notes-(1).pdf <li data-bbox="565 310 1409 428">2. Office of Licensing PPT Training on Quality Improvement – Risk Management (Nov 2020) http://www.dbhds.virginia.gov/assets/doc/QMD/OL/quality-improvement-risk-managment-training-(november-2020).pdf <li data-bbox="565 464 1382 552">3. Office of Licensing Quality Improvement – Risk Management Tips and Tools (June 2021) https://dbhds.virginia.gov/assets/doc/QMD/OL/risk-management-quality-improvement-tips-and-tools-june-2021.pdf
Understanding of Individual Risk Screening	<ol style="list-style-type: none"> <li data-bbox="565 590 1430 678">1. Risk Management and Quality Improvement Strategies Webinar by CDDER http://www.dbhds.virginia.gov/assets/doc/QMD/OL/va-dbhds-risk-management-webinar-final-12-10-2020-handout-with-notes-(1).pdf <li data-bbox="565 709 1409 827">2. Office of Licensing PPT Training on Quality Improvement – Risk Management (Nov 2020) http://www.dbhds.virginia.gov/assets/doc/QMD/OL/quality-improvement-risk-managment-training-(november-2020).pdf
Conducting Investigations	<ol style="list-style-type: none"> <li data-bbox="565 867 1339 984">1. Office of Human Rights (OHR) Training: “<i>Investigating Abuse & Neglect: An Overview for Community Providers</i>” https://dbhds.virginia.gov/clinical-and-quality-management/human-rights/provider-resources/ Providers will need to register for this training through OHR’s training calendar. <li data-bbox="565 1068 1149 1100">2. https://www.youtube.com/watch?v=4wB4dx-olyk
Root Cause Analysis	<ol style="list-style-type: none"> <li data-bbox="565 1140 1430 1228">1. Risk Management and Quality Improvement Strategies Webinar by CDDER http://www.dbhds.virginia.gov/assets/doc/QMD/OL/va-dbhds-risk-management-webinar-final-12-10-2020-handout-with-notes-(1).pdf <li data-bbox="565 1260 1393 1348">2. Office of Licensing PPT Training on Root Cause Analysis (Nov 2020) http://www.dbhds.virginia.gov/assets/doc/QMD/OL/root-cause-analysis-training-(november-2020).pdf
Use of Data to Identify Risk Patterns and Trends	<ol style="list-style-type: none"> <li data-bbox="565 1413 1430 1501">1. Risk Management and Quality Improvement Strategies Webinar by CDDER http://www.dbhds.virginia.gov/assets/doc/QMD/OL/va-dbhds-risk-management-webinar-final-12-10-2020-handout-with-notes-(1).pdf <li data-bbox="565 1533 1409 1650">2. Office of Licensing PPT Training on Quality Improvement – Risk Management (Nov 2020) http://www.dbhds.virginia.gov/assets/doc/QMD/OL/quality-improvement-risk-managment-training-(november-2020).pdf