



COMMONWEALTH of VIRGINIA

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COMMISSIONER

DEPARTMENT OF
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MEMORANDUM

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

Risk Management Attestation Form

Licensing Regulation 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 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 the completion of required training by signing and dating this DBHDS Risk Management Attestation Form. The Attestation shall also be signed and dated by the person'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.

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). Beginning January 1, 2023, whenever a new Risk Manager is hired, providers will be required to use this updated Attestation form as part of the application process.

Instructions - For ALL topic areas listed in the chart, please select the name(s) of the completed DBHDS approved training(s) for each training topic area and document the date of completion for each training. Additional information related to the DBHDS approved trainings and the requirements of 12VAC35-105-520.A. can be found within the "Crosswalk of DBHDS Approved Risk Management Training" which catalogues approved trainings that, upon completion, will fulfill the requirements of 12VAC35-105-520.A. [https://dbhds.virginia.gov/wp-content/uploads/2022/08/Updated-Crosswalk-of-DBHDS-Approved-Attestation-Trainings_August-2022.pdf]

Topic Area	Name of DBHDS Approved Training Completed	Training Completion Date
	*** Note: Check at least one (1) associated DBHDS approved training(s) completed by the designed Risk Manager	
Risk Management	<input type="checkbox"/> "Risk Management & Quality Improvement" Training by the Center for Developmental Disabilities Evaluation and Research (CDDER) -Handout (Dec 2020) http://www.dbhds.virginia.gov/assets/doc/QMD/OL/va-dbhds-risk-management-webinar-final-12-10-2020-handout-with-notes-(1).pdf <input type="checkbox"/> Office of Licensing PPT Training: "Quality Improvement – Risk Management" (Oct 2020) http://www.dbhds.virginia.gov/assets/doc/QMD/OL/quality-improvement-risk-managment-training-(november-2020).pdf	Click or tap to enter a date.

	<input type="checkbox"/> Office of Licensing PPT Training: “ <i>Quality Improvement – Risk Management Tips and Tools</i> ” (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	<input type="checkbox"/> “ <i>Risk Management & Quality Improvement</i> ” Training by the Center for Developmental Disabilities Evaluation and Research (CDDER) -Handout (Dec 2020) http://www.dbhds.virginia.gov/assets/doc/QMD/OL/va-dbhds-risk-management-webinar-final-12-10-2020-handout-with-notes-(1).pdf <input type="checkbox"/> Office of Licensing PPT Training: “ <i>Quality Improvement – Risk Management</i> ” (Oct 2020) http://www.dbhds.virginia.gov/assets/doc/QMD/OL/quality-improvement-risk-managment-training-(november-2020).pdf	Click or tap to enter a date.
Conducting Investigations	<input type="checkbox"/> 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. <input type="checkbox"/> https://www.youtube.com/watch?v=4wB4dx-olyk	Click or tap to enter a date.
Root Cause Analysis	<input type="checkbox"/> “ <i>Risk Management & Quality Improvement</i> ” Training by the Center for Developmental Disabilities Evaluation and Research (CDDER) -Handout (Dec 2020) http://www.dbhds.virginia.gov/assets/doc/QMD/OL/va-dbhds-risk-management-webinar-final-12-10-2020-handout-with-notes-(1).pdf <input type="checkbox"/> Office of Licensing PPT Training: “ <i>Root Cause Analysis (RCA)</i> ” (Oct 2020) http://www.dbhds.virginia.gov/assets/doc/QMD/OL/root-cause-analysis-training-(november-2020).pdf	Click or tap to enter a date.
Use of Data to Identify Risk Patterns and Trends	<input type="checkbox"/> “ <i>Risk Management & Quality Improvement</i> ” Training by the Center for Developmental Disabilities Evaluation and Research (CDDER) -Handout (Dec 2020) http://www.dbhds.virginia.gov/assets/doc/QMD/OL/va-dbhds-risk-management-webinar-final-12-10-2020-handout-with-notes-(1).pdf <input type="checkbox"/> Office of Licensing PPT Training: “ <i>Quality Improvement – Risk Management</i> ” (Oct 2020) http://www.dbhds.virginia.gov/assets/doc/QMD/OL/quality-improvement-risk-managment-training-(november-2020).pdf	Click or tap to enter a date.

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 this Risk Management Attestation Form, I am indicating that I have participated in live/recorded trainings and/or reviewed the training PowerPoint presentations posted on the DBHDS Office of Licensing webpage.

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

_____	_____	_____
Name of Designated Risk Manager	Signature of Risk Manager	Date
_____	_____	_____
Supervisor	Signature of Supervisor	Date

The designated Risk Manager does not have a direct supervisor.