



Virginia Department of Behavioral Health  
and Developmental Services

## CONSTANT CONTACT COMMUNICATION

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Virginia Department of Behavioral Health  
and Developmental Services

### Office of Licensing

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Dear Providers:

This communication is to notify providers that documents have been updated on the OL website.

The [Individual Risk Tracking Tool \(November 2024\)](#) and [Monthly Risk Tracking Tool \(November 2024\)](#) have been updated to include the annual Systemic Risk Assessment (SRA) which is the last tab within the workbook. The Instructions tab within the workbook and the [Instructional Video-Risk Tracking Tool \(November 2024\)](#) have also been updated to reflect this change. These tools, if utilized correctly, can help providers achieve compliance with meeting the regulatory requirements outlined in 12VAC35-105-160.C, 12VAC35-105-520.C.1-5 and 12VAC35-105-520.D. Providers are highly encouraged to use these tools.

The [Updated Crosswalk of DBHDS Approved Attestation Trainings and Updated Risk Management Attestation Form](#) were both updated in November 2024. The person responsible for the risk management function may take



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the *"Minimizing Risk Training: Helping Providers Meet Licensing Requirements Related to Risk"* to meet the training requirements for the following four topic areas: *Risk Management, Understanding of Individual Risk Screening, Root Cause Analysis; and Use of Data to Identify Risk Patterns and Trends.*

Thank you,  
Office of Licensing