MEMORANDUM

To:	DBHDS Licensed Providers
From:	Jae Benz, Director, DBHDS Office of Licensing
Date:	November 22, 2024
Re:	Updated Crosswalk of DBHDS Approved Risk Management Training (November 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 useof data to identify risk patterns and trends.

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	1. *"Minimizing Risk: Helping Providers Meet Licensing Requirements Related to Risk"* (April 2023) located on the OL website <u>Minimizing Risk Session 1 Webinar (April 2023)</u>, <u>Minimizing Risk Session 1 PowerPoint (April 2023)</u> AND <u>Minimizing Risk Session 2 Webinar (April 2023)</u>, <u>Minimizing Risk Session 2 PowerPoint (April 2023)</u> AND <u>Minimizing Risk Session 3 Webinar (April 2023)</u>, <u>Minimizing Risk Session 3 PowerPoint (April 2023)</u> 2. "*Risk Management & Quality Improvement*" Training by the Center for Developmental Disabilities Evaluation and Research (CDDER) - Handout (Dec 2020) <u>http://www.dbhds.virginia.gov/assets/doc/QMD/OL/va-dbhds- risk-management-webinar-final-12-10-2020-handout-with- notes-(1).pdf</u> 3. Office of Licensing PPT Training: "*Quality Improvement – Risk Management*" (Oct 2020) <u>http://www.dbhds.virginia.gov/assets/doc/QMD/OL/quality-improvement-risk-managment-training-(november-2020).pdf</u> 4. Office of Licensing PPT Training: "*Quality Improvement – Risk Management Tips and Tools*" (June 2021) <u>https://dbhds.virginia.gov/assets/doc/QMD/OL/risk-management-quality-improvement-tips-and-tools-june-2021.pdf</u>
Understanding of Individual Risk Screening	1. "*Minimizing Risk: Helping Providers Meet Licensing Requirements Related to Risk*" (April 2023) located on the OL website <u>Minimizing Risk Session 1 Webinar (April 2023)</u>, <u>Minimizing Risk Session 1 PowerPoint (April 2023)</u> AND <u>Minimizing Risk Session 2 Webinar (April 2023)</u>, <u>Minimizing Risk Session 2 PowerPoint (April 2023)</u> AND <u>Minimizing Risk Session 3 Webinar (April 2023)</u>, <u>Minimizing Risk Session 3 PowerPoint (April 2023)</u> 2. "*Risk Management & Quality Improvement*" Training by the Center for Developmental Disabilities Evaluation and Research (CDDER) - Handout (Dec 2020) <u>http://www.dbhds.virginia.gov/assets/doc/QMD/OL/va-dbhds- risk-management-webinar-final-12-10-2020-handout-with- notes-(1).pdf</u> 3. Office of Licensing PPT Training: "*Quality Improvement – Risk Management*" (Oct 2020) <u>http://www.dbhds.virginia.gov/assets/doc/QMD/OL/quality-improvement-risk-managment-training-(november-2020).pdf</u>

Conducting Investigations	**1.** Office of Human Rights (OHR) Training: "*Investigating Abuse & Neglect: An Overview for Community Providers*" https://dbhds.virginia.gov/clinical-and-quality-management/human-rights/provider-resources/ ***Please note**: Providers will need to register for this training through OHR's training calendar. **2.** https://www.youtube.com/watch?v=4wB4dx-olyk
Root Cause Analysis	1. "*Minimizing Risk: Helping Providers Meet Licensing Requirements Related to Risk*" (April 2023) located on the OL website Minimizing Risk Session 1 Webinar (April 2023), Minimizing Risk Session 1 PowerPoint (April 2023) AND Minimizing Risk Session 2 Webinar (April 2023), Minimizing Risk Session 2 PowerPoint (April 2023) AND Minimizing Risk Session 3 Webinar (April 2023), Minimizing Risk Session 3 PowerPoint (April 2023) 2. "*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 3. Office of Licensing PPT Training: "*Root Cause Analysis (RCA)*" (Oct 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	1. "*Minimizing Risk: Helping Providers Meet Licensing Requirements Related to Risk*" (April 2023) located on the OL website Minimizing Risk Session 1 Webinar (April 2023), Minimizing Risk Session 1 PowerPoint (April 2023) AND Minimizing Risk Session 2 Webinar (April 2023), Minimizing Risk Session 2 PowerPoint (April 2023) AND Minimizing Risk Session 3 Webinar (April 2023), Minimizing Risk Session 3 PowerPoint (April 2023) 2. "*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 3. 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