



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: November 22, 2024
Re: Updated Risk Management Attestation Form (November 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.

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.

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"/> “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) <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	Click or tap to enter a date.

	<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 <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>Minimizing Risk: Helping Providers Meet Licensing Requirements Related to Risk</i> ” (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) <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/ <p>*Please note: Providers will need to register for this training through OHR’s training calendar.</p> <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>Minimizing Risk: Helping Providers Meet Licensing Requirements Related to Risk</i> ” (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) <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>Minimizing Risk: Helping Providers Meet Licensing Requirements Related to Risk</i> ” (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) <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	Click or tap to enter a date.

	<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	
--	---	--

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.