



COMMONWEALTH of VIRGINIA

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To: DBHDS Licensed Providers

From: Jae Benz, Director, DBHDS Office of Licensing

Date: Originally issued: November 22, 2024, Revised: June 16, 2026

Re: Updated Crosswalk of DBHDS Approved Risk Management Training (June 2026)-Revised to reflect changes to the OHR training process

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

Beginning July 1, 2026, when an employee or contractor is hired as the Risk Manager, or assumes the role of the risk management function, the provider will be required to use the June 2026 Updated Risk Management Attestation Form.

A provider's designated Risk Manager must complete the "*Risk Management Attestation Form*". The Attestation form shall be completed, 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"> 1. “<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) 2. “<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 3. Office of Licensing PPT Training: “<i>Risk Management: A Presentation for DBHDS Licensed Providers</i>” (Nov 2020) Risk Management Training (November 2020) 4. Office of Licensing PPT Training: “<i>Risk Management Regulations: Tips and Tools</i>” (June 2021) Risk Management Tips and Tools Training (June 2021)
Understanding of Individual Risk Screening	<ol style="list-style-type: none"> 1. “<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) 2. “<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 3. Office of Licensing PPT Training: “<i>Risk Management: A Presentation for DBHDS Licensed Providers</i>” (Nov 2020) Risk Management Training (November 2020)
Conducting Investigations	<p><i>DBHDS: Office of Human Rights - Investigating Abuse and Neglect Course Series</i> is a self-paced/self-study recorded course consisting of three (3) modules and concluding with a comprehensive assessment. All components MUST be completed in the TRAIN Learning Management System for any person seeking certification as a "trained investigator" per 12VAC35-115-175(F)(4).</p>

	<p>*** Please see the Office of Human Rights webpage for instructions on TRAIN account creation and/or accessing the Investigating Abuse and Neglect training.</p> <p>Office of Human Rights Training Webpage: https://dbhds.virginia.gov/human-rights-trainings/</p> <p>As evidence of compliance, the Office of Human Rights will accept a copy of an approved trained investigator’s certificate. For example, an OHR facilitated training in the past, or the current TRAIN Certification of Completion.</p>
<p>Root Cause Analysis</p>	<ol style="list-style-type: none"> 1. <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) 2. <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 3. Office of Licensing PPT Training: <i>“Root Cause Analysis (RCA)”</i> (Oct 2020) Root Cause Analysis Training (October 2020)
<p>Use of Data to Identify Risk Patterns and Trends</p>	<ol style="list-style-type: none"> 1. <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) 2. <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 3. Office of Licensing PPT Training: <i>“Risk Management: A Presentation for DBHDS Licensed Providers”</i> (Nov 2020) Risk Management Training (November 2020)