



COMMONWEALTH of VIRGINIA

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COMMISSIONER

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

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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 Risk Management Attestation Form (June 2026)-Revised to reflect changes to the OHR training process

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.

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 this updated attestation form.

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 designated 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)	Click or tap to enter a date.

	<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>Risk Management: A Presentation for DBHDS Licensed Providers</i> ” (Nov 2020) Risk Management Training (November 2020) <input type="checkbox"/> 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	<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>Risk Management: A Presentation for DBHDS Licensed Providers</i> ” (Nov 2020) Risk Management Training (November 2020)	Click or tap to enter a date.
Conducting Investigations	<input type="checkbox"/> <i>DBHDS: Office of Human Rights Approved Investigator Training</i> <i>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). *** Please see the Office of Human Rights webpage for instructions on TRAIN account creation and/or accessing the Investigating Abuse and Neglect training. Office of Human Rights Trainings Webpage: https://dbhds.virginia.gov/human-rights-trainings/ 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.	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) Root Cause Analysis Training (October 2020)	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) ,	Click or tap to enter a date.

	<p>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)</p> <p><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</p> <p><input type="checkbox"/> Office of Licensing PPT Training: “<i>Risk Management: A Presentation for DBHDS Licensed Providers</i>” (Nov 2020) Risk Management Training (November 2020)</p>	
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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.