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Date: Mon, Apr 26, 2021 at 12:33 PM  
Subject: Importance of Reporting PPE Inventory/Burn Rate & Urgent PPE Requests for ALFs  
To: <DSS\_LICENSING@listserv.cov.virginia.gov>

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# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**DATE:** April 26, 2021

**TO:** Assisted Living Facilities

**FROM:** Tara Ragland, Director  
Division of Licensing Programs

**SUBJECT:** **Reminder: Importance of Reporting PPE Inventory/Burn Rate and Urgent PPE Requests for ALFs**

### **Weekly Reporting Reminder – PPE Inventory & Burn Rate:**

The Virginia Department of Social Services (VDSS) would like to remind you of the importance of reporting your personal protective equipment (PPE) inventory and burn rate on a weekly basis. Reporting can be completed by visiting the [COVID-19 Virginia PPE Survey](#). This survey should be completed **each Tuesday by 5:00 p.m.**

VDSS strongly encourages ALL assisted living facilities to report their total PPE inventory and burn rate on a weekly basis. Weekly reporting allows the Virginia Department of Emergency Management (VDEM) and VDSS to monitor your PPE inventory to ensure your supply does not reach a critical shortage. If your inventory reveals that you are nearing a critical shortage level, replenishment will be arranged and shipped or delivered to you the following week.

### **Urgent Requests:**

An urgent request for PPE can be made if a facility experiences an unexpected crisis and requires additional PPE outside of reported inventory amounts. Urgent requests can be submitted directly to the [VDSS regional licensing office](#). VDSS works with VDEM to coordinate distribution of urgent requests, and PPE will be shipped or delivered directly to your facility. The PPE amounts provided will be enough to aid the facility during the crisis. Weekly reporting of inventory and burn rate should be continued during this time.