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Subject: Revised ALF Model Forms  
To: DSS\_LICENSING@listserv.cov.virginia.gov

This file is being sent to assisted living facilities from the Virginia Department of Social Services Email Distribution Service.

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The model forms have been revised, as needed, to be in conformance with the Standards for Licensed Assisted Facilities, 22 VAC 40-73, effective February 1, 2018. The forms for assisted living facilities are available on the Department of Social Services public website at <http://www.dss.virginia.gov/facility/alf.cgi>. Click on Current ALF Providers and scroll down to Forms.

The following forms were revised:

- Approval for Placement in Special Care Unit
- Assessment of Serious Cognitive Impairment
- Authorization for Release of Confidential Information
- Auxiliary Grant Program Provider/DSS Communication Form
- Department Approved Educational Program for Geriatric Assistant or Home Health Aide or for Nurse Aide (Not Covered Under 22 VAC 40-73-200 C 2)
- Discharge Notification and Statement
- Documentation of Physician's or Other Prescriber's Oral Order for PRN (as needed) Medication
- Individualized Service Plan
- Medication Administration Record
- Mental Health Screening Determination Form
- Non-Availability of Recommended Mental Health Services Form
- Record of Initial ALF Staff Training

- Record of On-Site Health Care Oversight
- Record of On-Site Health Care Oversight Additional Requirements for Restrained Residents
- Record of Required Fire and Emergency Evacuation Drills
- Record of Restraint Usage
- Record of Staff Training and Education Following Employment
- Report of Resident Physical Examination
- Resident Personal/Social Data
- Resident Agreement
- Review of Appropriateness of Continued Residence in Special Care Unit
- Rights and Responsibilities of Residents of ALFs
- Staff Record
- Sworn Statement or Affirmation for Adult Facility Employees (note: this form relates to Regulation for Background Checks)

We hope that you find the model forms helpful, but you are not required to use them. The forms in the Forms section that are required are the Disclosure Statement and the Liability Insurance Disclosure Notification Form. You were previously provided information on these two forms.

Two forms were removed from the website as they are no longer needed. These are the Agreement for Mental Health Services and the License Modification Request for Facility Change of Location.

Please contact your Licensing Inspector if you have any questions about the forms. Thank you.