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Sent: Friday, May 30, 2025 3:42 PM
To: DSS_LICENSING@LISTSERV.COV.VIRGINIA.GOV <DSS_LICENSING@LISTSERV.COV.VIRGINIA.GOV>
Subject: Licensing Process and Provider Inspection Tools Memo

The attached file is being sent to assisted living facilities, adult day centers, children's residential facilities and child placing agencies from the Virginia Department of Social Services Email Distribution Service.

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VIRGINIA DEPARTMENT OF SOCIAL SERVICES
People Helping People

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COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

DATE: May 30, 2025

TO: Assisted Living Facilities, Adult Day Centers, Children's Residential Facilities, Licensed Child Placing Agencies

FROM: Tara Davis-Ragland, Director
Division of Licensing Programs

SUBJECT: Licensing Process and Provider Inspection Tools

The Division of Licensing Programs (DOLP) has revised the Protocols for Inspections document and developed program-specific licensing inspection tools to increase understanding of what occurs as part of the licensing process.

The licensing inspection tools contain a comprehensive, although not all inclusive, list of documentation that will be reviewed during mandated inspections. These tools can be used by providers to prepare for a licensing inspection throughout the licensure period. The Inspection Process and Licensing Inspection Tools can be found in the *Documents & Procedures* sections on the VDSS website for each program. These documents are also accessible using the links below:

The Licensing Process

ALF: ALF Licensing Inspection Tool
ADC: ADC Licensing Inspection Tool
CRF: CRF Licensing Inspection Tool
LCPA: LCPA Licensing Inspection Tool

We hope these tools will be helpful to you as you serve the individuals in your care. Please direct any questions to your licensing inspector.