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Sent: Thursday, July 11, 2024 3:06 PM
To: DSS_LICENSING@LISTSERV.COV.VIRGINIA.GOV <DSS_LICENSING@LISTSERV.COV.VIRGINIA.GOV>
Subject: ALF ISP Training Update

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COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

DATE: July 10, 2024

TO: Individualized Service Plan (ISP) Curriculum approved trainers and train-the-trainers
Assisted Living Facilities

FROM: Tara Ragland, Director, Division of Licensing Programs

RE: Individualized Service Plan (ISP) training

This email serves to update trainers and providers on changes that have been made to the ISP training program that was previously under contract with the Virginia Commonwealth University (VCU) Department of Gerontology.

Effective July 1, 2024, the Virginia Department of Social Services (VDSS) Division of Licensing Programs (DOLP) will manage the ISP training.

The following changes are effective July 1, 2024, for ISP trainers:

- A train-the-trainer program is no longer needed for new trainers.
- Trainers of the ISP curriculum do not need to register or obtain approval from VDSS DOLP to teach the curriculum. However, trainers are expected to meet the requirements of regulation 22VAC40-73-450 Individualized service plans from the *Standards for Licensed Assisted Living Facilities*.
- The previous ISP trainer list is available upon request to Marina Sinyard at Marina.Sinyard@dss.virginia.gov. No new trainers will be added to this list. Assisted living facilities are not required to use a trainer from the list as long as the requirements of 22VAC40-73-450.B Individualized service plans are met.
- Trainers who offer the ISP training are expected to issue their own certificates or provide documentation of completed training. DOLP will not issue certificates.
- The ISP curriculum is available by request to Marina Sinyard at Marina.Sinyard@dss.virginia.gov

Please direct any questions to Marina Sinyard, nurse consultant,
Marina.Sinyard@dss.virginia.gov.

Your collaboration and commitment to this important training is greatly valued.