

**Memorandum of Understanding
Between
The Virginia Department of Health Professions
Board of Long Term Care Administrators
And
The Virginia Department of Social Services
Division of Licensing Programs**

This is a general memorandum of understanding between the Virginia Department of Health Professions, Board of Long Term Care Administrators and The Virginia Department of Social Services, Division of Licensing Programs.

PURPOSE

The purpose of this memorandum is to establish methods for exchange of information that will maximize cooperation between two regulatory authorities in promoting the delivery of quality care and effectively ensuring protection of the health, safety and welfare of residents of assisted living facilities.

PERIOD

This agreement shall become effective upon final execution and will expire in five years from the effective date. We will review the agreement at that time and make any changes necessary. Both agencies reserve the right to cancel the memorandum after giving 60 days written notice to the other agency.

AUTHORITY

The Statutory authority for the Virginia Department of Social Services Division of Licensing Programs is found in Chapters 17 & 18, Title 63.2 of the Code of Virginia.

The Statutory authority for the Virginia Department of Health Professions is found in Chapters 1, 24 & 25 of Title 54.1 of the Code of Virginia.

The Statutory authority for the Virginia Board of Long Term Care Administrators is found in Chapter 31 of title 54.1 of the Code of Virginia.

UNDERSTANDING

The Director of the Department of Social Services, Division of Licensing Programs, agrees to provide the Executive Director of the Board of Long Term Care Administrators with the following information:

- 1) A copy of any Department of Social Services notification to any Assisted Living Facility of their intent to take adverse action that will limit, restrict or prohibit facilities operations, including but not limited to, actions to restrict new admissions or

to suspend or revoke a license. The information transmitted will include documentation that caused action by the Department.

- 2) A copy of any written notifications that an Assisted Living Facility is being operated by an unlicensed administrator.
- 3) A copy of any written notification that a sanction is being imposed for egregious conduct on part of an administrator.
- 4) Upon receipt of a complaint or upon initiation of an investigation by the Department of Social Services, Division of Licensing Programs shall provide, promptly upon request, all available information as to the history of the assisted living facility where the administrator is employed.
- 5) The Director agrees to provide technical assistance and consultation when requested, on matters of mutual interest and concern to both agencies.

The Board of Long Term Care Administrators (Department of Health Professions) will provide the Division of Licensing Programs (Department of Social Services) with the following:

- 1) Written notification of revocation of an individual's Assisted Living Facility Administrators license.
- 2) Report all actions taken by the Board of Long Term Care Administrators involving disciplinary action to the Division of Licensing Programs.
- 3) Documentation of findings of any complaint or other investigations conducted by the Board of Long Term Care Administrators that affects the delivery of resident care in a specific assisted living facility.
- 4) The Director agrees to provide technical assistance and consultation when requested, on matters of mutual interest and concern to both agencies.

Both agencies further agree to periodically review the content of this memorandum and reserve the right to request revisions. The memorandum shall take effect on the latest date it is signed by designated representatives of both agencies. Both agencies reserve the right to cancel the memorandum after giving 60 days written notice to the other agency.

Robert Earley

Robert Earley, Contracts Officer
Department of Social Services

September 14, 2011

Date

D. Reynolds-Cane MD

Dr. Dianne Reynolds-Cane, Director
Department of Health Professions

9-27-11

Date

Lisa R. Hahn

Lisa R. Hahn, Executive Director
Board of Long Term Care Administrators

September 21, 2011

Date