



COMMONWEALTH of VIRGINIA

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Memorandum

TO: Providers of DD Waiver Services

FROM: Eric Williams, Interim Director of Provider Development

DATE: December 7, 2016

SUBJECT: Online Access to the Orientation Training for Supervisors

The Department of Behavioral Health and Developmental Services' new online learning system, the Virginia Learning Center (VLC), is experiencing a delay in availability. This delay has impacted the ability of Direct Support Professional Supervisors to complete online training as required by the emergency DD waivers' regulations.

This delay should not prevent any DSP Supervisor from proceeding in his or her job given the support they receive from their agency, their supervisor, and their coworkers. The training and associated online test continue to be required, but must be completed within 30 days of the system coming back online. The current interruption began November 1, 2016. Notice will be provided when the system becomes active again.

In the interim, DSP Supervisors may complete the paper copy of the test, which must be scored (with at least 80% success) and maintained on file until the test is completed in the VLC. Once the test is completed in the VLC, supervisors must sign the Supervisor's Assurance and file with their VLC certificate. Please include this communication and any potential forthcoming Medicaid Memo regarding availability (and deadline extensions) in the personnel records of each DSP Supervisor needing to complete the required training after the interruption.

Thank you for your patience as we implement the new Virginia Learning Center.