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Subject: DSS Provider Memo Inspection Report Documents
To: <DSS_LICENSING@listserv.cov.virginia.gov>

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COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

DATE: May 23, 2022

TO: Adult Programs and Child Welfare Programs

FROM: Tara Ragland, Director, Division of Licensing Programs

SUBJECT: Inspection Report Documents

EFFECTIVE: Immediately

Due to security concerns, the Division of Licensing Programs (DOLP) has stopped using its VERSA Mobile application that inspectors use to enter inspection information to create inspection reports. The DOLP is using an alternate method to document inspection findings that meets state security requirements. There are no changes to DOLP's inspection process.

Updates:

- The inspection report components (Inspection Summary, Violation Notice, and Supplemental Information pages) will have minor formatting changes.
- Prior to the exit meeting, the licensing inspector will provide the licensee/provider the inspection report.
- During the exit meeting, the licensing inspector will review the findings from the inspection report and will provide updated instructions to the licensee/provider to submit a Plan of Correction (POC) for any violations.
- Following the exit meeting, the licensee/ provider will receive a copy of the inspection report, to include the inserted POC, and will be asked to sign and return the documents.

Please contact your licensing inspector if you have any questions.