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**Subject:** Revised Process for Issuing Inspection Documents Memo

The attached file is being sent to adult day centers, assisted living facilities, child placing agencies, children’s residential facilities and child caring institutions 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:** January 28, 2026

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

**FROM:** Tara Ragland, Director, Division of Licensing Program

**SUBJECT:** Revised Process for the Issuance of Inspection Documents

This memo is to inform providers that the process for issuing inspection documents has been updated. Previously, providers were given a Word version of the inspection documents prior to the exit meeting, followed by a PDF that included the plan of correction, if submitted, for signature. This will increase efficiency for all parties.

Effective February 1, 2026, the Division of Licensing Programs (DOLP) will provide the inspection documents as a PDF document on the day of the scheduled exit meeting for provider review and signature. This PDF will serve as the sole copy issued to providers.

Requests for a problem-solving conference must be requested within 15 days of the exit meeting.

Please contact your licensing inspector if you have any questions.