COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

DATE: April 15, 2026

TO: Assisted Living Facilities

FROM: Tara Ragland, Director, Division of Licensing Programs

SUBJECT: Assisted Living Facilities (ALFs) Medication Management Plan Template

The Virginia Department of Social Services (VDSS) Division of Licensing Programs (DOLP) has developed a model Medication Management Plan template for licensed ALFs in Virginia as an **optional** tool for provider use.

This template allows ALF providers to develop facility-specific practices and procedures for medication management, while addressing regulatory requirements of the *Standards for Licensed Assisted Living Facilities*. The template is intended to be customized to account for specifics of the facility's physical plant, operations, staffing patterns and resident needs. The template is available here on the VDSS ALF website, under the Forms and Documents heading.

Questions regarding the medication management plan template may be directed to the DOLP Clinical and Training team at Clinical.Training@dss.virginia.gov.

As a reminder, 22VAC40-73-640.B requires that written medication management plans be approved by the department. If the plan has changed since prior approval by the department, providers may submit updated plans to their assigned inspector.