

LOG IN TO RIS

1. Go to http://lis.virginia.gov.

2. In the left-hand column of the page, click RIS Users (account required)



point, using the refresh button or **F5**.)

9. Regulation Information System will now show, along with a list of the agencies to which you have access, listed below it.



10. Click on agency name to bring up the projects listed at that agency.

If your agency name does not appear below **Regulation Information System**, refresh the screen (press the F5 key or click on the refresh icon in Internet Explorer address bar):

11. Click on the file folder icon to open an individual project.

R		S					3	S-	P
REGU	LATION INF	ORMATION SYSTEM							
Το	wnHall Sign I	n Projects	Tools (Cumulative Table	Time Frame	Calculator	Style Manual	RIS	Resources
Creat	Agency of All	40 - DEPARTMEN	es Here Or Creat	SERVICES	Reset ?				~
Open	Projects	Chapter-Description		Last Update	d Stage	Eff. Date		Comments	Action
2	833	CH 0705 Amend CPS r Abraham's Law	egulation to comply	with 2/26/2008	Emergency		Re-Sync	1	2436
\geq	2272	CH 0121 Information for Systems	r Licensure-Family I	Day 4/15/2013	Final		Re-Sync	1	3953
	2541	CH 0411 Repeal Gener Components	al Relief Program A	dult 7/2/2012	Emergency	2012-07-02	Re-Sync	<u>0</u>	3518
	2776	CH 0661 Revise regulat changes and implement automation	tion for programmat tation of statewide	ic 3/31/2014	Final		Re-Sync	8	3442
\geq	2893	CH 601 Revise Guidelin Toward SNAP Eligibility	es for Counting Inc	ome 3/12/2014	Final		Re-Sync	<u>0</u>	3498
\geq	3227	CH 0073 Licensed Assi Regulation Comprehense	sted Living Facilities	11/6/2012	Proposed		Re-Sync	2	3671
\geq	3368	CH 0675 Amend Person	nnel Policies Regula	ation 7/21/2014			Post	1	Del!
\geq	3376	CH 0185 Adopt New St Day Centers	andards for License	d Child 2/25/2013	Proposed		Re-Sync	<u>0</u>	3778
	3458	CH 0211 Amend Resou	rce. Enster and Add	ntive 3/11/2013	Proposed			0	3822

12. Click on the VAC number to open a section in the project.

Create E	ntry	Search This Project Uploa	ds Create Report Documents within Stage V Within Stage: V Go All:				
Sections							
Delete	Cha	apter Section	Description				
X	72	22VAC40-72	STANDARDS FOR LICENSED ASSISTED LIVING FACILITIES				
X	72	22VAC40-72-10	Definitions				
x	72	22VAC40-72-20	Legal base and applicability				
x	72	22VAC40-72-40	Program of care				
X	72	22VAC40-72-50	Licensee				
X	72	22VAC40-72-55	Registration				
X	72	22VAC40-72-60	Disclosure				
X	72	22VAC40-72-70	[Reserved]				
x	72	22VAC40-72-90	Infection control program				
X	72	22VAC40-72-100	Incident reports				
X	72	22VAC40-72-110	[Reserved]				
X	72	22VAC40-72-120	Conservator or guardian				
X	72	22VAC40-72-130	Management and control of resident funds				
x	72	22VAC40-72-140	Resident accounts				
X	72	22VAC40-72-150	Safeguarding residents' funds				
x	72	22VAC40-72-160	Personnel policies and procedures				
X	72	22VAC40-72-170	Staff general qualifications				
X	72	22VAC40-72-180	Staff orientation				
X	72	22VAC40-72-191	Administrator qualifications				
X	72	22VAC40-72-201	Administrator provisions and responsibilities				

13. Click "[edit]" to open an MS Word version (editable) of the section.



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Part II Administration and Administrative Services

22VAC40-72-50. Licensee. (Repealed.)

A. The licensee shall ensure compliance with all regulations for licensed assisted living facilities and terms of the license issued by the department; with relevant federal, state or local laws and other relevant regulations; and with the facility's own policies and procedures.

B. The licensee shall meet the following requirements:

1. The licensee shall give evidence of financial responsibility.

14. Choose Open.



15. A new window with the MS Word version of the section, including strikes and underlined text (if there is any), will open. You should see an additional tab on your MS Word ribbon labeled "Add-Ins" containing the RIS group of commands as shown here. If not, <u>click here for instructions</u> to download the RIS toolbar.

W	And in case of the local division of the loc	0	Document1 - Microsoft Word
File Home Insert Page La	yout References Mailings Review Click Add-Ins to see your RIS Update b	View Add-Ins	

16. When you make changes to the text of the MS Word version of the section, click RIS Update to save those changes to the RIS project. If the changes don't appear in the html version of the section, first refresh the screen. If the changes still don't appear, use these <u>RIS Frequently Asked Questions</u> to troubleshoot the problem.

If complications, problems, or questions persist, contact Anne Bloomsburg via email <u>abloomsburg@dls.virginia.gov</u> or telephone 804-786-3591 X259 or Karen Perrine via email <u>kperrine@dls.virginia.gov</u> or telephone 804-786-3591 X261. Also available are <u>login troubleshooting suggestions</u> on the Register website.