Virginia Department of Behavioral Health & Developmental Services

**Note: Office of Licensing has not created "new" or additional licenses to correspond with the reimbursable options. These are already existing licenses. The matrix is to assist providers with their reimbursable options under the DD Waiver. The Office of Licensing does not conduct payer utilization reviews for reimbursements. In accordance with 12VAC35-105-60, the Office of Licensing shall conduct reviews to verify DBHDS license application information, assure compliance with 12VAC35-105, and investigate complaints.*

My Life My Community Waiver Reimbursable Options	Qualified DBHDS License with Codes: (For Agency Directed Services)
Assistive Technology	Not Licensed by DBHDS
Benefits Planning Services	Not Licensed by DBHDS
Center Based Crisis Support	ID Crisis Stabilization Residential (01-022) AND ID Group Home Srv (01-001) (*Intended to be utilized by REACH Programs)
Community Based Crisis Supports	ID-Crisis Stabilization Non Residential (07-009); (*Intended to be utilized by REACH Programs)
Community Coaching (1:1)	ID- Non Center Based Day Support (02-008 & 02-009);
Community Engagement (1:3)	ID- Non Center Based Day Support (02-008 & 02-009);
Community Guide	Not Licensed by DBHDS

Companion (1:1)	ID Supportive In-Home Srv (03-011); ID-Group Home Srv (01-001); ID- Non Center Based Day Support (02-008 & 02-009); VDH Licensed Home Health Agency
Consumer Directed Services- Facilitation	Not Licensed by DBHDS
Crisis Support Services	ID Crisis Stabilization Residential (01-022); ID-Crisis Stabilization Non Residential (07-009)
Electronic Home-Based Services	Not Licensed by DBHDS
Environmental Modifications	Not Licensed by DBHDS
Group Day Services (1:7)	ID- Non Center Based Day Support (02-008 & 02-009); ID- Center Based Day Support (02-006 & 02-007)
Group Home	ID Group Home Srv (01-001)
Independent Living Supports	ID Supportive In-Home Srv (03-011);
In-home Support Services	ID Supportive In-Home Srv (03-011);
Non-Medical Transport	Not Licensed by DBHDS

Personal Assistance (1:1)	ID Group Home Srv (01-001) ID Supportive In-Home Srv (03-011); Or Personal Care Agencies licensed by VDH or CMS accredited agencies
Personal Emergency Response System	Not Licensed by DBHDS
Private Duty Nursing	Not Licensed by DBHDS
Respite Care (1:1)	ID Residential Respite (01-036 & 01-037); In-Home Residential Respite (10-001 & 10-002 & 10-003); Out-of-Home Residential Respite (09-001 & 09-002 & 09-003); ID Center Based Respite (02-004 & 02-005); ID Supportive In-Home Srv (03-011);
Shared Living	Any DBHDS ID/DD Licensed Provider can function as an *Administrator* – this is not a service licensed by DBHDS
Skilled Nursing	Not Licensed by DBHDS
Sponsored Residential	Sponsored Residential Home Srv (08-011 & 08-013)
Supported Employment	Not Licensed by DBHDS
Supported Living	ID Supervised Living (01-011); ID Group Home Srv (01-001)
Therapeutic Consultation	Not Licensed by DBHDS

Transition Services	Not Licensed by DBHDS
Workplace Assistance (1:1)	ID- Non Center Based Day Support (02-008 & 02-009); *(*Employment related services under "Day Support Service" needs to be adjusted in the DBHDS Licensing Emergency Regulations*) DARS vendor License*
Updated: May 27, 2016	

Licensing Procedures and Guidance

This Guidance is to assist providers with transitioning to the Waiver Re-design. Providers will continue to transition until June 30, 2017. Therefore, this plan will stay *effective until June 30, 2017.*

1. Providers *with current DBHDS Center Based-Day Support Licenses* should start submitting service modification forms to the Office of Licensing as soon as possible, if they plan to access one of the new waiver reimbursable options requiring a Non-Center Based Day Support License.
    a. The service modification are accessible at: http://www.dbhds.virginia.gov/professionals-and-service-providers/licensing/licensing-application (Under the Service Modification Tab)
2. Providers with *current DBHDS Center Based-Day Support Licenses* wanting to obtain a Non-Center Based Day Support License will have to submit the following with their service modification request:
    a. A service description
    b. Staffing patterns
3. With each service modification request to add a license/service the licensing specialist will conduct an onsite visit to review the added service/license.
4. The remaining information will be reviewed by the licensing specialist during their initial site visit and during their 6-month conditional license status.

   a. Providers with current DBHDS Licenses adding additional services will be issued a conditional license for the "new service." This does not trigger enhanced case management because the provider's organizational license remains intact. This is not a change in current processes.
5. Providers not licensed by DBHDS previously providing pre-vocational services through DARs, but prefer to start offering Day Support Services will have to submit an application to be licensed by DBHDS. These applications are treated as priority reviews. We encourage these vendors to note if they were previously associated with DARs. The application can be accessed online at: http://www.dbhds.virginia.gov/professionals-and-service-providers/licensing/licensing-application
6. Providers licensed by DBHDS previously providing pre-vocational services through DARs and did not hold a Day Support License, but want to start offering Day Support Services will have to submit *all necessary documents* with the service modification form accessed online at: http://www.dbhds.virginia.gov/professionals-and-service-providers/licensing/licensing-application (Under the Service Modification Tab)
7. Above is a matrix of which licenses are needed for the waiver options.

DD case management participation in the amended waivers

Private DD case management providers will be able to contract with a CSB/BHA (Community Services Boards/Behavioral Health Authority). Virginia CSBs/BHAs are currently prepared to engage private DD providers.

CSBs/BHAs should notify their assigned licensing specialist/Office of Licensing if these partnerships result in a change in the organization or staffing arrangements. The notification should be made using a service modification application.