* The *Virginia Informed Choice (VIC) is required* for individuals who are newly enrolled or currently have a DD Waiver
* Retain a copy of the signed document in the individual’s file
* Review and complete the VIC with the individual and/or substitute decision-maker (SDM) at the following times:
  + ***Annually***
* *At Enrollment into the Developmental Disability (DD) Waivers:*
  + *Building Independence (BI)*
  + *Family and Individual Supports (FIS)*
  + *Community Living (CL)*
* *When there is a request for a change in waiver provider(s)*
* *When new services are requested*
* *When the individual wants to move to a new location and/or is dissatisfied with the current provider*
* *When making a Regional Support Team (RST) referral for individuals with a DD Waiver* 
  + *Submit the VIC with the RST Referral to the secure RST mailbox:* [*RST.Referrals@DBHDS.virginia.gov*](mailto:RST.Referrals@DBHDS.virginia.gov)

|  |  |  |  |
| --- | --- | --- | --- |
| Date Completed: Enter date | Individual’s Name: Enter name | Substitute Decision Maker: Enter name | **Choose Waiver:** Select one |

1. *Discuss each applicable HCBS service* ***prior to*** *assisting the individual with identifying Waiver service options*
2. *Confirm discussion of all applicable waiver service options by checking the options listed below*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Residential Options N/A*** | ***Employment and Day Options N/A*** | ***Additional Options N/A*** | |
| Independent Living Supports *(BI Waiver Only)* | Individual Supported Employment | Peer Mentoring | Community Guide |
| Shared Living | Group Supported Employment | Assistive Technology | Benefits Planning |
| Supported Living | Workplace Assistance Services | Transition Services | Support Coordination |
| In-home Support Services | Community Engagement | Environmental Modifications | |
| Sponsored Residential | Electronic Home-Based Services | |
| Group Home Residential 4 beds or less | Community Coaching | Employment and Community Transportation | |
| Group Home Residential 5 beds or more (RST req’d) | Group Day Services | Individual and Family/Caregiver Training *(FIS Waiver Only)* | |
| ***Medical and Behavioral Support Options N/A*** | ***Crisis Support Options N/A*** | ***Agency-Directed  Consumer-Directed  N/A*** | |
| Skilled Nursing *(FIS & CL Waivers Only)* | Community-Based Crisis Supports | Consumer-Directed Services Facilitation *(FIS & CL Only)* | |
| Private Duty Nursing *(FIS & CL Waivers Only)* | Center-Based Crisis Supports | Personal Assistance Services *(FIS & CL Waivers Only)* | |
| Therapeutic Consultation *(FIS & CL Waivers Only)* | Crisis Support Services | Respite *(FIS & CL Waivers Only)* | |
| Personal Emergency Response System (PERS) |  | Companion *(FIS & CL Waivers Only)* | |
| SC has provided the opportunity to talk with other individuals receiving BI/FIS/CL Waiver services who live and work successfully in the community or with their family members Yes  No | *You may contact VCU’s Center for Family Involvement at (877) 567-1122 or visit* [*https://centerforfamilyinvolvement.vcu.edu/family-to-family-network/*](https://centerforfamilyinvolvement.vcu.edu/family-to-family-network/) *to connect with individuals and families who have waiver services* | *Provider options are available on the DBHDS Licensing and the My Life My Community website*  [*http://www.dbhds.virginia.gov/quality-management/Licensed-Provider-Location-Search*](http://www.dbhds.virginia.gov/quality-management/Licensed-Provider-Location-Search)[*http://www.mylifemycommunityvirginia.org/taxonomy/mlmc-menu-zone/find-provider*](http://www.mylifemycommunityvirginia.org/taxonomy/mlmc-menu-zone/find-provider) | |

3. List multiple providers in each section if applicable and indicate option selected

In making a decision, I/we considered the following Options:

| Options | Provider Agency, Location (City) and Bed Capacity | Option Selected | Reason(s) Selected/Denied (Be specific) |
| --- | --- | --- | --- |
| **Support Coordination** | Enter agency | SC Name/Agency | Enter reason |
| Select service | Enter provider information | Provider | Enter reason |
| Select service | Enter provider information | Provider | Enter reason |
| Select service | Enter provider information | Provider | Enter reason |
| Other | Enter provider information | Provider | Enter reason |
| Other | Enter provider information | Provider | Enter reason |
| Other | Enter provider information | Provider | Enter reason |

I may contact my Support Coordinator/Case Manager (SC/CM) to seek assistance with resolving provider-related issues. I have the option of changing providers, including my SC/CM. I have the right to a fair hearing and appeal process. I may be responsible for some service cost (patient pay), based on my income. If I chose Consumer-Directed Services, I am responsible for employing my own personal assistants and know there are services in the BI/FIS/CL Waivers that require a backup plan if there is a lapse in services. I will actively participate in the development of my Person-Centered Individual Support Plan.

**My SC/CM discussed the above information with me.**

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Individual Signature/Date SDM Signature (if applicable)/Date SC/CM Signature/Date

Regional Support Team referral is REQUIRED if any of the following criteria apply: Community: Select one Training Center: Select one