



COMMONWEALTH of VIRGINIA

DEPARTMENT OF

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JAMES W. STEWART, III
COMMISSIONER

MEMORANDUM

To: DBHDS Licensed Providers
Office of Human Rights
Office of Licensing
Local Human Rights Committees

From: Les Saltzberg, Director Office of Licensing
Margaret Walsh, Director Office of Human Rights

Date: August 12, 2011

Re: Process for providers seeking DBHDS approval for the addition of a new location of a licensed service in the same region.

This memorandum is being issued to ensure statewide consistency and to clarify the process when a provider plans to add a new location of a licensed service in the same region. The process for adding a new location of a licensed service in the same region follows:

1. Provider submits a service modification to the assigned Licensing Specialist;
2. Provider submits notification of the new location via mail or email to the assigned Human Rights Advocate and the Local Human Rights Committee with a copy to the Licensing Specialist. The notification should include/address the following:
 - Request to have the new location added to the existing affiliation for the service.
 - Request to be placed on the LHRC agenda for the next meeting.
 - Type of service and address of the new location
 - Name of Licensing Specialist
 - Any paperwork required by the LHRC
 - Date location will be in operation
3. Licensing Specialist approves the new location and the provider then can begin service.
4. Provider attends LHRC meeting if requested to discuss new location.
5. LHRC minutes reflect the addition of the new location to the existing affiliation for the service.

Please contact Margaret Walsh at margaret.walsh@dbhds.virginia.gov or Les Saltzberg at les.saltzberg@dbhds.virginia.gov