

April 2, 2020

Part 2: CSB Operational Report Reporting

Reporting requirements for CSB Operational Report are detailed below. We are striving to move to a web-based system where all of this is consolidated because we know it needs to be as easy as possible on you. We aren't there yet. We appreciate your patience and are grateful for your help in helping us understand the system impacts. Please let us know if you have any questions/concerns/recommendations.

Thank you,

Report Title: CSB Operational Report

Frequency: Monday through Friday. If you have no changes, simply email "No Changes."

Time Due: 11 am

Direct Questions to eoc_csb@dbhds.virginia.gov

Description: Please report on your CSB's operational status using the attached excel spreadsheet.

Email Responses to eoc_csb@dbhds.virginia.gov

Description: The Excel spreadsheet requests the following information:

1. Overall Operating Status Since 3/12/2020, State of Emergency Issuance
 - a. Before March 12
CSB/BHA is operating at the same level prior to the State of Emergency Issued on March 12, 2020
 - b. Minimal Disruption
CSB/BHA is experiencing minimal disruptions at this time and have not had to make many changes to our operations
 - c. Significant Disruption
CSB/BHA is experiencing significant disruptions related to the State of Emergency but is managing through means such as service modifications, modified staffing patterns, etc.
 - d. Maximum Disruption
CSB/BHA is experiencing maximum disruptions (major staffing changes, service/program closures, major financial challenges, major loss of access to services) related to the State of Emergency and are not able to address them adequately at this time.
 - e. CSB Closed
The CSB/BHA has closed

2. Optional: Operating Staff Narrative
3. Are you currently accepting new consumers?
 - a. Yes
 - b. No
4. Overall Staffing Levels:
 - a. How many positions did you have on March 12, 2020?
 - b. How many staff have been furloughed since March 12, 2020?
 - c. How many staff have been laid off since March 12, 2020?
 - d. How many staff remain employed?
 - e. Percent of Positions Filled (This will calculate automatically.)
5. Can you meet your code mandate to provide? Please respond Yes, No, Having Difficulty.
 - a. Emergency Services
 - b. Discharge Planning
 - c. STEP-VA
 - d. Case Management