



Pursuant to §37.2-405, DBHDS licenses public and private providers of community services throughout Virginia. DBHDS licenses services that provide treatment, training, support and habilitation to individuals who have mental illness, developmental disabilities or substance abuse disorders, to individuals receiving services under the Medicaid DD Waiver, or to individuals receiving services in residential facilities for individuals with brain injuries.

## **DBHDS Licensing ID/DD Visit Protocol & Post-Move Monitoring Visits**

### **I. Visit Schedule**

- A. Unexpected Deaths and Serious Injuries/Incidents- resulting in significant injuries/risks – Investigations start within two weeks of notification.
- B. Significant Health and Safety CAP's- resulting from several sources (deaths, serious injuries, case management concerns, CRC and CIM concerns, complaints, unannounced visits) – Provider can be placed on an individualized schedule but no less than monthly until issues resolved.
- C. Provisional License – Provider will be placed on an individualized schedule but no less than monthly until issues are resolved.
- D. Conditional License – A group home or community residential service provider shall be limited to providing services in a single location, serving no more than four individuals during the conditional period.
- E. ICF/ID's and All ID Group Home Providers– At least once a year.
- F. Sponsored and Group Home Residential Settings
  - i. Agency– At least once every year
  - ii. All new homes before opening
  - iii. Minimum of 25% of homes each year based on size of provider
- G. Case Management – At least once a year.
- H. ID Day Support – Once every six months while on a conditional license. After the conditional license, the provider(s) are visited at least once a year.
- I. REACH (Formerly “START”) Homes/ Main Office – REACH homes with licensed DBHDS services on a conditional license are visited at least once every six months. After a conditional license, REACH programs with licensed services are visited once a year.

### **II. Collaboration**

- A. In addition to the Office of Licensing reviewing providers, DBHDS Office of Community Integration receives notifications for serious injuries and reviews the information to determine additional follow up actions for the individual person. The Office of Licensing is notified of the information and follow up activities conducted by other offices.
- B. The Office of Human Rights may be contacted to conduct joint investigations when complaints, concerns, injuries, etc. are likely to involve human rights violations.



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### **III. Post Move Monitoring of Individual(s) discharged from the Training Centers:**

- A. Training Center Post Move Monitoring (PMM) is conducted at intervals by day 3, 10, 17, post 30; and as requested or identified as needed. The post 30 day monitor will specifically be dedicated to ensuring that each individual has had an appointment or has scheduled an appointment with all of his or her medical practitioners as planned. The visits will also confirm that planned actions to ensure out of home day activities and/or supported employment opportunities are implemented. The monitoring reports will be shared with Human Rights, Office of Licensing and CSB Support Coordinators with action items identified for follow up as needed.
- B. Human Rights PMM visits are conducted by day 60, 90 and after 1 year post discharge. The monitoring reports will be shared with Community Integration and Office of Licensing with action items identified for follow up as needed.
- C. CSB's will conduct PMM's by days 30, 60 and 90 and share their monitoring documentation with DBHDS.