

**INSTRUCTIONS TO SIGN UP TO RECEIVE NOTICE
OF REGULATORY AND GUIDANCE DOCUMENT CHANGES**

In order **to receive automatic email notification** directly from the Town Hall website that DBHDS has given notice (through a 'General Notice') regarding a proposed change to a guidance document, or that a public comment period has opened for a newly proposed regulation or a regulation that is moving through the final stages of adoption, providers must enroll as a public user on the Town Hall website.

To Register as a Public User:

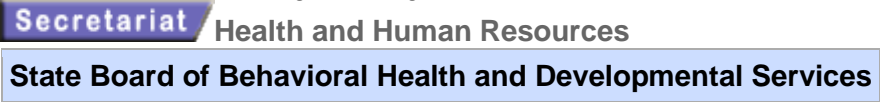
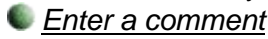
- Go to <http://townhall.virginia.gov/>
 - Click on the button entitled "Sign Up" located at the bottom the left side of the screen.
 - In the screen that opens, enter your email address, name, and a password of your choice.
- Then, you will be brought to a screen that says:
An email has been sent to your email address with a link that will allow you to modify your email preferences. You should receive the email in a few seconds or a few minutes if everything is working normally.
- The email you receive will state:
You are signed up on Virginia's Regulatory Town Hall to receive certain emails. The following link lets you review and modify your preferences. If your email disables links, you may need to copy and paste this link into your browser.
[\[and a link will be included taking you back to your record in Town Hall to finish signing up\]](#)
- When you click on the link in that email, it will take you to a screen that states:
I would like to receive e-mail about:
 - Meetings related to the subject areas I will indicate below
 - Regulatory actions related to the subject areas I will indicate below**-NOTE: Make sure both of these boxes are checked (✓).**
- Then, in the next section, find "Health and Human Resources" on the list.
- Click on the plus sign "(+)" to the left of "Health and Human Resources" to display a list of agencies under "Health and Human Resources."
- Click on and enter a check mark (✓) for the "Department of Behavioral Health and Developmental Services" and any other agencies of your choosing if you wish to receive notice relating to **any** of the regulations of an agency.
- Click on the "(+)" to the left of "Department of Behavioral Health and Developmental Services" to display the name of the State Board of Behavioral Health and Developmental Services.
- Then, click on the "(+)" to the left of "State Board" to display a list of **all** regulations for DBHDS. Click on and enter a check mark (✓) for the specific DBHDS regulations of your choosing. (You can go through this process for any agency's list of regulations.)
- When you are finished placing check marks (✓) by the agencies you wish to receive notices from or regulations you wish to receive notices about, click the blue "Save" button at the bottom of the page.

You will now be registered as a public user, and will receive automatic email notices about DBHDS guidance document and regulatory changes (and any other agencies and regulations chosen).

INSTRUCTIONS FOR SUBMITTING ONLINE COMMENTS*
ON REGULATORY AND GUIDANCE DOCUMENT CHANGES

After you have registered as a public user on Town Hall using the instructions above, when you receive an email notifying you about a change to a guidance document or regulation with notice that there is **an opportunity to comment** and you wish to make a comment online, follow these instructions.

To Make a Public Comment Online as a Public User:

- Go to <http://townhall.virginia.gov/>
 - There you will see the following text at the top of the screen:
Public comment forums
[number of] open comment forums, [number] of which have some comments
- Click "open comment forums" and a page will open showing all open comment forums for each agency in the Commonwealth.
- Scroll down to the following heading:

- Find the item that you wish to comment on.
 - Click on "View and Enter Comments" to the left of the item description.
- Then, click on the text that says:

- Type your comment into the text box.
- When you are finished typing your comment, click on the "Submit" button.

Your comment will be added to those in the forum.
Public comment forums are open only during the official comment period for a stage.
After the comment period has closed, it is possible to view all of comments made,
but not to enter new comments. Once a public comment is submitted to a forum,
it becomes part of the official record of a regulatory action and cannot be changed.

***_NOTE: Comments may be submitted in hard copy mail, fax, or email rather than online. The information on options to submit comments other than through Town Hall will be included in any notice when comment is being received.**