



COMMONWEALTH of VIRGINIA

DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

Post Office Box 1797
Richmond, Virginia 23218-1797

Telephone (804) 786-3921
Voice/TDD (804) 371-8977
www.dmhmrzas.virginia.gov

JAMES S. REINHARD, M.D.
COMMISSIONER

Memorandum

TO: Children's Residential Services Providers
FROM: Leslie Anderson, Director Office of Licensing LA
DATE: June 19, 2008
SUBJECT: Changes effective July 1, 2008 in the licensing process

Legislation passed in the 2008 General Assembly abolished the Office of Interdepartmental Regulations. As a result of this legislation, the Department of Mental Health Mental Retardation and Substance Abuse Services Office of Licensing (OL) will become the sole agency responsible for licensing residential programs for children and adolescents where the individuals served have serious emotional disturbance, intellectual disabilities (MR), substance abuse disorders, and/or brain injuries and treatment/services take place on site. The effective date of this legislation is July 1, 2008.

Changes in the Licensing Process

The DMHMRSAS Office of Licensing has modified its protocols, procedures, practices and forms to reflect this change. These modifications will change how both providers and the Office of License do business.

It is expected that conforming to new legislation directives will be relatively easy, as the standards will remain the same. Also, your current license will remain in effect through its expiration date. At the time of your renewal, the process will change. First, the OL will send you the renewal application and it will look significantly different than the one you are accustomed to seeing; however, it continues to be extremely simple to complete. It has been consolidated with the renewal application for other DMHMRSAS services. You will return the renewal application directly to the Office of Licensing at: Department of Mental Health Mental Retardation and Substance Abuse Services, P. O. Box 1797, Richmond, VA. 23218-1797. A \$100.00 renewal fee payable to the Treasurer of Virginia must accompany the renewal application. The payment must be in the form of a business check, cashiers check or money order. License will not be finalized until the fee is received. Finally, the license you receive will be similar to what you have received in the past with minor changes.

If you apply for a new residential service, you will need to submit an application for licensing. This will now be obtained from the Office of Licensing. You will submit the application along with your application fee of \$500.00 to the Office of Licensing. If you are moving an existing group home to a new location, no application fee is needed.

If you were formerly licensed by the Department of Education (DOE), as the lead licensing agency or the DOE as the secondary licensing agency, there will be additional changes. The DOE will no longer license residential facilities or group homes or serve as secondary licensing agencies. They will however continue to license the school affiliated with a residential facility or group home. You will receive a separate license from DOE for your educational program. If you operate an educational program as part of your facility please ensure that you contact the DOE for guidance at (804) 225-2725 or Michele.Hopkins@doe.virginia.gov

What Does Not Change

The regulations governing your practices, “The Standards of Interdepartmental Regulation of Children’s Residential Facilities” dated December 28, 2007 HAVE NOT CHANGED, nor has the requirement for you to comply with “Regulations for Providers of Mental Health, Mental Retardation Substance Abuse, and Residential Services for Children.” New regulations to reflect the 2008 Code change must be promulgated by October 31, 2009. The process of reporting, site visits, being notified about citations, and responding to citations will remain the same.

You will continue submitting Criminal Background Checks and Child Protective Services Checks for staff to the Department of Social Services as you have in the past.

Information about the OL’s practices, protocol, procedures and forms can be found on the OL’s website at www.dmhmrzas.virginia.gov. Additionally, the OL’s staff will be more than happy to address any concern you might have about proposed changes, please contact the Office of Licensing, at (804) 786-1747 or by e-mail.

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