



COMMONWEALTH of VIRGINIA

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Memorandum

To: Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID)

From: Benita Holland, PhD
Family Resource Consultant, Division of Developmental Services

Date: April 8, 2021

Re: Single Point of Entry

Effective May 1, 2018, The Department of Behavioral Health and Developmental Services (DBHDS) implemented the Single Point of Entry process in collaboration with The Department of Medical Assistance Services (DMAS). This process mandates that all individuals seeking placement in an ICF/IID must be screened by DBHDS utilizing the Virginia Individual Developmental Disabilities Eligibility Survey (VIDES). It is important that this process is followed by all facilities planning to bill Medicaid for services.

Attached are Frequently Asked Questions (FAQ) regarding Single Point of Entry. If there are any questions regarding this process, please feel free to contact Dr. Benita Holland at 804-201-3833 or Benita.Holland@dbhds.virginia.gov.

Frequently Asked Questions

1) What exactly is the VIDES?

The Virginia Individual Developmental Disabilities Eligibility Survey (VIDES) is the tool used by DBHDS to determine eligibility for ICF/IID placement. The VIDES measures the level of dependency an individual has with certain skills. For children and adults, those skills consist of health, communication, task learning, personal and self-care. Additionally, motor skills, behaviors status, community living and self-direction skills are assessed. Children must meet in 2 out of 8 categories and adults must meet in 3 out of 8 categories. Infants are assessed in the following categories: health status, communication, task learning, social and emotional skills. Infants must meet in 2 out of 5 categories.

2) Who needs to be present when completing the VIDES?

When completing the VIDES, it is important to have participants who are familiar with the individual's functioning level. Participants may include family members, staff, case managers or support coordinators, and hospital staff (if the individual is hospitalized).

3) Is there a form that should be completed the ICF/IID when an individual/family has expressed interest in admission to their facility? If so, where is the form located?

Yes, a VIDES Request must be completed by the social worker or designee at the ICF/IID. The form can be located at www.dbhds.virginia.gov/assets/Developmental-Services/training-centers/SPE-VIDES-Request-5.17.18.docx. Completing and submitting the VIDES Request is the first step in the Single Point of Entry process. The rest is handled by DBHDS staff.

4) Once I complete the VIDES Request, where do I send it?

Once the VIDES Request is completed, it should be emailed via encryption to vides.request@dbhds.virginia.gov. If your facility does not have encryption, contact Dr. Holland and she will send you a secured email. She can be reached at 804-201-3833 or email Benita.Holland@dbhds.virginia.gov.

5) Will I receive a copy of the VIDES once completed?

Yes, a copy of the VIDES will be provided to the ICF/IID once completed. Please ensure that an email address is included on the VIDES Request.

6) If an ICF/IID resident is hospitalized, do I need to submit a VIDES Request for the individual to return to the ICF/IID?

If an ICF/IID resident is hospitalized less than 30 days and there has been no break in services, meaning the individual was not discharged from the ICF/IID, the individual does not need to go through the Single Point on Entry process. The ICF/IID, however, must complete an updated VIDES to reflect any changes in medical status. Conversely, if an ICF/IID resident is hospitalized 30 days or more, it is recommended that the individual be discharged from the

ICF/IID. The individual must go through the Single Point of Entry process to be readmitted to the ICF/IID.

7) My ICF/IID has multiple sites. Do I need to submit a VIDES Request to move an individual from one site to another site?

As long as there is no break in services, the ICF/IID is not required to submit a VIDES Request when moving an individual from one site to another site even if the NPI numbers are different. The ICF/IID is required to ensure that informed choice is provided to the individual. The case must be submitted/presented to the Regional Support Team (RST) by the ICF/IID. Additionally, if the move is the result of a change in medical status, the ICF/IID must update the VIDES to reflect the changes. The RST Referral can be downloaded at <https://dbhds.virginia.gov/developmental-services/provider-development>. Scroll down to Regional Support Teams and select the RST Referral-[word file].

8) If an individual is in a state operated ICF/IID and chooses to transition to a private ICF/IID, is a VIDES Request needed?

Yes, a VIDES Request is required. This is also the case if the individual goes from a private ICF/IID to a state operated ICF/IID.

9) If an individual decides to move from one private ICF/IID to a different private ICF/IID, is a VIDES Request needed?

Yes, a VIDES Request is required.

10) Who do I contact if I have questions about Single Point of Entry?

If you have questions regarding Single Point of Entry, contact Dr. Benita Holland at 804-201-3833 or Benita.Holland@dbhds.virginia.gov.