



COMMONWEALTH of VIRGINIA

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COMMISSIONER

DEPARTMENT OF
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Community Services Boards and Community Policy and Management Teams

Dear Partners,

This memo is to provide an update for Community Policy and Management Teams (CPMTs) and Community Services Boards on the Acute and Residential Reporting Forms for children and adolescents. This reporting is required by the Code of Virginia ([§ 37.2-507](#), [§ 37.2-308](#)). The information requested and the submission process for this report has been updated. Please read the entire memo for new reporting directions.

Directions for Acute Care Reporting:

1. A form must be completed whenever a CSB/CPMT member is aware a child or adolescent requires admission to an inpatient acute care facility, but admission is not obtained. A form may be completed immediately after the incident and at minimum shall be reported by the 10th day after the end of the quarter.
 - a. If the local CSB/BHA Emergency Services **was not** involved during the process (likely applies to voluntary youth only) then the CSB/CPMT member, based on local CPMT policy, will submit an Acute Care and Residential Treatment Report Form found here: [Acute and Residential Treatment Report Form](#)
 - i. When prompted enter your email address, your agency, all required information, and select acute care as the type of admission sought.
 - ii. Once all the required domains have been completed, hit submit on the Acute Care and Residential Treatment Report Form.
2. The above form **should not** be completed if the CSB/BHA Emergency Services is involved with the youth/adolescent.
 - a. If the CSB Emergency Services was involved during the process of seeking inpatient acute care, then the CSB Emergency Services staff will follow their CSB protocol and policies for submitting the report via the ES Exceptions Form. **If ES was involved and completed the ES Exceptions Form, there is no need to complete the Acute and Residential Treatment Report Form.**
 - b. Local policies should address how to determine if Emergency Services was involved and who is responsible for reporting on the youth.

Directions for Residential Treatment Reporting:

1. A form must be completed whenever a CSB/CPMT member is aware a child or adolescent requires admission to a residential treatment facility, but admission was not obtained in 30 days

of the request for admission. A form may be completed immediately after the incident and at minimum shall be reported by the 10th day after the end of the quarter.

2. The Acute Care and Residential Treatment Report Form can be found here: [Acute and Residential Treatment Report Form](#)
 - a. When prompted enter your email address, your agency, all required information, and select residential treatment as the type of admission sought.
 - b. Once all the required domains have been completed, hit submit on the Acute Care and Residential Treatment Report Form.

Each locality should consider how the new format for reporting impacts current policy and procedures around completing these reports and update the policies and procedures accordingly to ensure timely submission of incidents and prevent duplication of submissions.

Any questions on the new reporting format can be sent to Karen Grabowski at k.grabowski@dbhds.virginia.gov.

Sincerely,



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Cc: Karen Grabowski, LPC
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