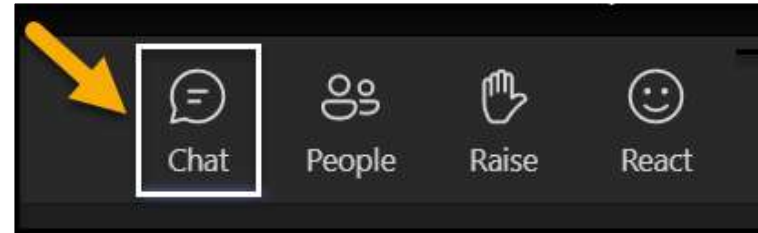# CONNECT Adding Locations
July 2024

Dan Jenkins
CONNECT System Manager
Office of Licensing

DBHDS >>>

Use the Chat feature to access the link for the 'Q&A' session.

Training video and PowerPoint presentation will be posted on the Office of Licensing website.

Chat · People · Raise · React

## Thank you for participating in the Q&A portion of today's CONNECT Training!

Please enter your questions below. Answers will be posted along with today's presentation on the Office of Licensing Website.

1. What questions do you have about today's CONNECT Training?

Enter your answer

DBHDS >>>

Today's demonstration will include:

1. Log-in Process
2. Selecting your Provider Dashboard
3. View/Add New Location
4. Sponsored Residential Certification Form
5. Add Location Modification Instructions
6. Location Requirements for all other services
    1. Location Information
    2. Document Uploads
7. Tips & Reminders
8. Additional Information

CONNECT

VA Department of Behavioral Health
and Developmental Services
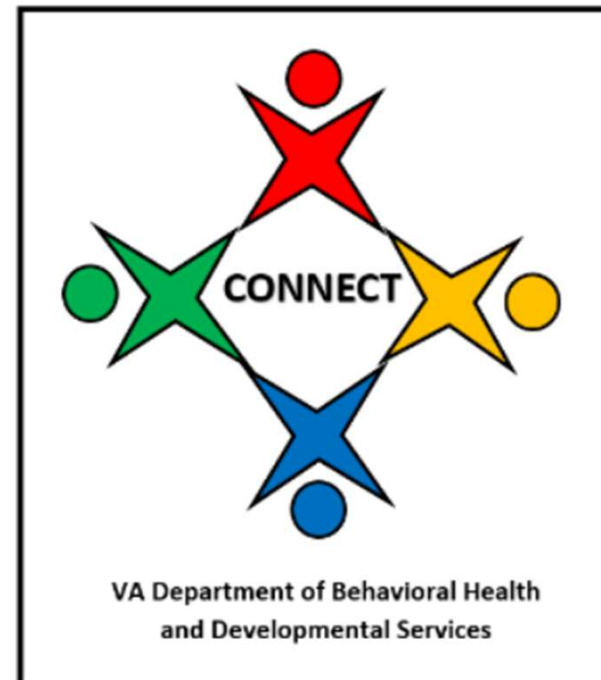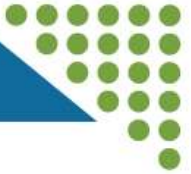
Live Demonstration
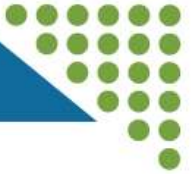
Tips & Reminders

1. Be sure to spell your Location Information correctly to mitigate possible duplicate locations in the system.
2. To relocate a service, you will need to submit an Information Modification to Close a Location as well as a Location Modification to Add a Location.
3. Location Property Owners and Staff Resumes are optional.
4. Remember to Sign and Submit all modifications in CONNECT. If the status is "Pending Submission," then it has not been submitted to DBHDS and will not be processed.
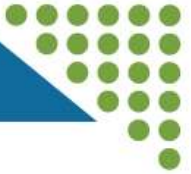
Tips & Reminders continued

1. <u>All</u> Location Modifications must include:
   1. Notification of Address and Proposed Opening Date
   2. Staffing Pattern, Staff Credentials
   3. Working Budget and Proof of 90-Day Financial Capacity
2. <u>Residential</u> and <u>Center-Based Services</u> must include:
   1. Certificate of Occupancy
   2. Current Health Inspection (*if not applicable you can upload a **Word Doc**. Stating as much*)
   3. A Floor Plan with Dimensions
3. <u>Residential Only</u> must include:
   1. Name and Number of Community Liaison
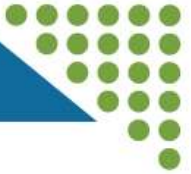   2. Current Fire Inspection (*if not applicable, you can upload a **Word Doc**. stating as much*)
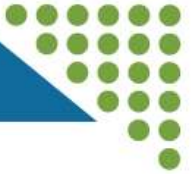
Additional Resources

1. For a review of the Provider Portal Dashboard:
   https://www.youtube.com/watch?v=Wftcu9J3OLo

2. For all other CONNECT User Resources:
   https://dbhds.virginia.gov/clinical-and-quality-management/office-of-licensing/

Thank you for attending!

Remember to enter questions into the Form available in the Webinar Chat.