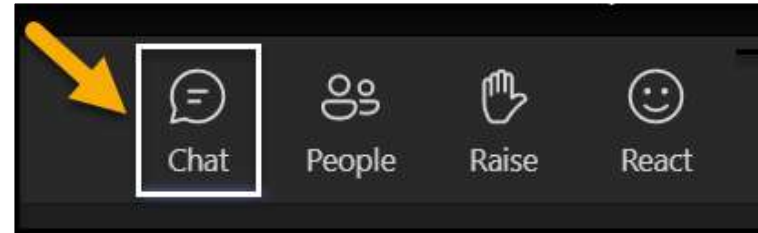


CONNECT Adding Services June 2024

Dan Jenkins
CONNECT System Manager
Office of Licensing



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.

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

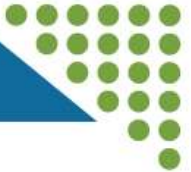
Please enter your questions below. Answers will be posted along with today's presentation on the Office of Licensing Website.

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

Today's demonstration will include

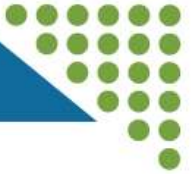
1. Log-in Process
2. Selecting your Provider Dashboard
3. Adding a Service
4. Choosing the appropriate service
5. Service Requirements
 - Service Program Information
 - Document Uploads
6. Location Requirements
 - Street Address
 - Location Information
7. Editing Documents
8. Signing and Submitting Service Modification
9. Tips & Reminders
10. Additional Resources





Live Demonstration

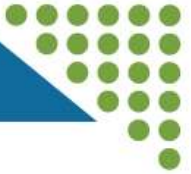




Tips & Reminders

1. An Application for services under the Rules and Regulations for Licensing Providers by the Department of Behavioral Health and Developmental Services (General Regulations) has different requirements than an Application that falls under the Regulations for Childrens Residential Facilities.
2. Priority Services will be processed faster than Non-Priority Services.
3. If the service you want to apply for is not listed, reach out to your Licensing Specialist for support.
4. Collect your documents for upload in advance and maintain them in a place where you can access them in the future. Once your application is submitted, you will not be able to access these documents from the Provider Portal.
5. Uploading Staff Resumes and Location Property Owners is Optional
6. You must meet the requirements listed for each Application/Modification. You will not be able to submit the application until these requirements are met and show a status of Pending Review or Complete.
7. If your modification is in "Pending Submission" status, it has not been submitted and will not be reviewed.
8. If you must come back to your application later, check your last entry to be sure it is accurate before proceeding.

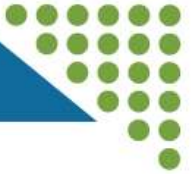




Additional Resources

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.

