

Communication #3 from the Office of Licensing  
Subject: Intensive in-home, Supportive In-home, Community Mental Health Support Services, and School Based Day Treatment Services

Date: April 9, 2009

#### Expansion of Services

Intensive In-home Services, Supportive In-Home Services, and Community Mental Health Support Services

There has been a tremendous growth in children's community-based services and mental health supportive in-home and community support services. This is to provide information to those of you who are licensed for one of these services or may be thinking about being licensed as one. Due to the time and energy it takes to become licensed, applicants and providers should evaluate how many services are already available in the area where they want to provide services. Some parts of the state may be underserved, while others have large numbers of services. For instance, there is a large number of intensive in-home services located in the Richmond area. You can sort for services by locality on the Department's Licensed Provider Search System on the Department's website.

In addition, when we initially license a provider of intensive in-home services, supportive in-home or community mental health support services, **the provider will now be licensed in the region where the office is located or the provider designates and can serve people in that region. This will be stipulated on your license. These regions correspond with the human right's regions.** I am attaching a map of those regions. To provide services in another region, you will need to submit a service modification to the Office of Licensing, whether you open an office in another region or not. You may also need to obtain local human rights committee affiliation and should contact your human rights advocate. If you add offices anywhere, even within the same region, you must submit a service modification to notify the Office of Licensing of the address of the office **prior to opening.**

**Please send all modification applications to the Office of Licensing at least 30 days in advance of when they are to become effective and preferably 60 days in advance. We will attempt to honor your projected start date. The Office of Licensing will no longer be able to respond to modifications submitted at the last minute, unless they are related to emergencies. Although we are not now doing initial site inspections on most of the above discussed services when added to an existing provider's license, we have to review your application materials and will not back date licenses should you open before we have approved the application.**

To summarize:

When do you need to submit service modifications in terms of geographical expansion?

1. When you provide services outside the region you are approved for.
2. When you open a new business office regardless of where it is.

### **3. Preferably, 60 days before providing services.**

School Based Day Treatment Services

We are now asking when providers open or add locations, they provide us a letter from the school or school division indicating they are approved to provide the service in that school division or school. This is in lieu of the certificate of occupancy. We have had concerned school divisions contact us after seeing providers listed as offering services in their schools who had not gotten approval from the school.

Should you have any questions, please contact your licensing specialist.