



To: Current and Perspective Applicants

From: Les Saltzberg, Director, Office of Licensing

**Re: Revised Licensing Application Process**

Date: July 1, 2014

---

We are pleased that you have considered providing services to individuals potentially served through the Department of Behavioral Health and Developmental Services (DBHDS). As you are aware, we have had a rather lengthy process in the past which consisted of five phases. In an effort to streamline the process, we are revising Phases One and Two - the application submission and the policy and procedure review portions of the process will be combined. This will expedite service delivery to individuals requiring services in Virginia.

Effective immediately, all current applicants that have policies and procedures already submitted will have a **more focused review completed only on specific policies**. The licensing specialist will determine the final approval of the licensing policies and procedures as part of the onsite inspection.

Effective August 15, 2014, new applicants will submit for review, a completed **Licensing Application** with the required attachments *and* the **Policies and Procedures (P & Ps)**, as **one packet**. The focus of the P & P review will be on specific policies, but the applicant is still required to complete and submit **ALL** policies. Again, the licensing specialist will determine the final approval of the licensing policies and procedures as part of the onsite inspection.

Phases Three, Four & Five will be unchanged! It is imperative that you follow the revised application process and instruction to prevent delay in the review of submitted application to DBHDS.

Our anticipation is that together we can be more expeditious in submitting and reviewing applications for future service providers.

Look forward to assisting you through our newly revised process.

Respectfully,  
Office of Licensing