



# COMMONWEALTH of VIRGINIA

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INTERIM COMMISSIONER

DEPARTMENT OF  
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## MEMORANDUM

**To:** All Providers Licensed by DBHDS

**From:** Dr. Cleopatra Booker, Psy.D., Director, Office of Licensing

**Date:** June 26, 2017

**Re:** [HB 1775](#) Effective July 1, 2017

This purpose of this memorandum is to inform licensed providers and applicants that the 2017 Virginia General Assembly passed House Bill 1775/Chapter 458, which affects licenses, applications, policies, procedures, and licensing reviews. HB 1775 amends the Code of Virginia to replace the term "Intellectual Disability" (ID) with the term "Developmental Disability" (DD) in specific sections.

The Office of Licensing will be changing all licenses to reflect the correct terminology as specified in code. Any provider licensed to provide an ID service will automatically be licensed as a DD provider. Licensed providers will not have to submit any additional information to Licensing in order for this license change to occur. As licenses are renewed, modified, or issued, the licensing specialist will make this terminology change in the Licensing database. These changes will occur over the next three years. The expected completion date for all licenses to change from ID to DD terminology is July 1, 2020. Effective July 1, 2017, Licensing will not issue any new ID-specific licenses.

As currently done, providers are allowed to continue to specify the specific populations they serve in their program descriptions, admissions criteria, and policies and procedures.

If serving the broader DD population is a change to a provider's already-licensed program, the provider is expected to have appropriate competent and qualified staff to serve the population. Providers will also need to ensure that all policies and procedures have been updated to reflect such changes. Below is a resource for competency training and a list of initially policies and procedures, which will need to be updated if serving a broader DD population than was previously served.

The Division of Developmental Services should be contacted for training recommendations and tools to increase staff competencies. One suggested resource is the "Orientation Manual for Direct Support Professionals and Supervisors" hosted by VCU, Partnership with People with Disabilities. The training can be found online at

[http://www.partnership.vcu.edu/DSP\\_orientation/](http://www.partnership.vcu.edu/DSP_orientation/) . Providers are also encouraged to sign up to the DDS provider network list serve by contacting their Community Resource Consultant (CRC) with DBHDS and for additional support and information related to DD services.

Initial policies and procedures which may need updates include:

- 12VAC35-105-410. Job descriptions and knowledge, skills, and abilities required to work with population served.
- 12VAC35-105-420. Qualifications of employees or contractors.
- 12VAC35-105-450. Employee Training and development.
- 12VAC35-105-570. Mission statement. (To include DD umbrella of services)
- 12VAC35-105-580. Service description requirements.
- 12VAC35- 105-590. Provider staffing plan. (This will need to be appropriate for the population served and needs of the individuals)
- 12VAC35- 105. 650. Assessment policy. (Specifically 650. C. who is qualified to conduct assessments according to the population served)

Providers are expected to review all policies and procedures to assure that they are updated according to code and population(s) served. Applicants may be contacted by a Licensing Review Specialist for an updated copy of their policies and procedures, if deemed appropriate.

Cc: Jack Barber, MD, Interim Commissioner, DBHDS  
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