



Virginia Department of Behavioral Health and Developmental Disabilities (DBHDS)
Quality Service Reviews

CSB and Provider Quality Service Review — Information Form

Introduction Packet

The information form will be used by Health Services Advisory Group, Inc. (HSAG) to identify the correct people and contact information for the Quality Service Reviews. Quality Service Reviews will be completed for licensed providers serving individuals receiving Developmental Disability Home and Community Based Waiver Services. HSAG will use the information to establish a CSB/provider SharePoint account, communicate information, schedule reviews and interviews, and contact the provider as needed. **Please complete the information below and submit to VAQSR@hsag.com by July 20, 2020.**



Virginia Department of Behavioral Health and Developmental Disabilities (DBHDS)
Quality Service Reviews – Provider Quality Reviews
Group 1 and Group 2

CSB/Provider Name: _____

CSB/Provider Owner/CEO/Executive Director name: _____

CSB/Provider Owner/CEO/Executive Director contact email: _____

CSB/Provider Owner/CEO/Executive Director telephone number: _____

CSB/Provider Tax Identification Number (TIN): _____

CSB/Provider Name Associated with TIN: _____

Best Contact Hours : _____

Contact Name and Title: _____

Telephone Number: _____

Email Address: _____

CSB/Provider Website Address, if applicable: _____

HSAG will conduct some elements of the PQR virtually through web-based technology. Please respond to the following questions to determine the CSB/BHA’s/Provider’s capability to participate in virtual reviews and interviews.

1. Does the CSB/ BHA/provider maintain care and service records in an electronic medical record or manual/hard copy record?

Electronic medical record: Yes No
Manual/hard copy record: Yes No



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- 2. Is the CSB /BHA/provider able to scan documents, if needed?
 Yes No

- 3. If provided direction, is the CSB/ BHA/provider able to electronically upload specific documents to a secure file transfer protocol (FTP) site?
 Yes No

- 4. If provided direction, is the CSB/BHA /provider able to electronically upload specific documents to a secure file transfer protocol (FTP) site?
 Yes No

- 5. Does the CSB/ /provider, or if working from home, have a private and confidential space to participate in virtual interviews?
 Yes No

HSAG maintains a dedicated SharePoint site for the QSRs, which will allow CSB/ BHAs/providers to upload documentation, and HSAG to share communications and other information with providers and CSBs. Please provide the names and email addresses of staff members who should be provided access to the SharePoint site (add additional staff as needed):

Name: _____ Email address: _____
Name: _____ Email address: _____
Name: _____ Email address: _____
Name: _____ Email address: _____
Name: _____ Email address: _____