

## Frequently Asked Questions (Single Point of Entry)

### **1) What exactly is the VIDES?**

Functional eligibility is determined by an assessment called the VIDES (Virginia Individual Developmental Disabilities Eligibility Survey) which is completed by DBHDS staff. There are three versions of the VIDES: [Infant](#), [Child](#) and [Adult](#). This eligibility tool determines whether the person meets Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF-IID) level of care. Categories assessed include Health Status, Communication, Task Learning, Personal Care, Behavior, Mobility, Community Living Skills and Self Direction.

### **2) Is there a form that should be completed by the ICF/IID when an individual/family has expressed interest in admission to their facility? If so, where is the form located?**

Yes, a VIDES Request must be completed by the social worker or designee at the ICF/IID. The form can be accessed at <https://dbhds.virginia.gov/developmental-services/icf-iid/>. Submitting the VIDES Request is the first step in the Single Point of Entry process. The rest is handled by DBHDS staff.

### **3) Once I complete the VIDES Request, where do I send it?**

Once the VIDES Request is completed, it should be emailed via encryption to [vides.request@dbhds.virginia.gov](mailto:vides.request@dbhds.virginia.gov). If your facility does not have encryption, contact either Dr. Holland or Josephine Harris and they will send you a secured email. They can be reached by email: [Benita.Holland@dbhds.virginia.gov](mailto:Benita.Holland@dbhds.virginia.gov) or [Josephine.Harris@dbhds.virginia.gov](mailto:Josephine.Harris@dbhds.virginia.gov).

### **4) Who will schedule the VIDES assessment?**

Once the VIDES Request is received, a DBHDS staff member will contact the responsible party to schedule the screening. If the individual is connected to a Community Services Board (CSB) and a VIDES was completed within the past 90 days of the referral, DBHDS staff may request a copy of the VIDES. Once the CSB completed VIDES is reviewed, it may be accepted in lieu of completing a new VIDES. This determination is at the discretion of the DBHDS staff.

### **5) Who needs to be present when completing the VIDES?**

When completing the VIDES, it is important to have participants who are familiar with the individual's functioning level. Participants may include family members, staff, case managers or support coordinators, and hospital staff (if the individual is hospitalized).

**6) Will I receive a copy of the VIDES once completed?**

Yes, a copy of the VIDES will be provided to the ICF/IID once completed. Please ensure that an email address is included on the VIDES Request. Additionally, a copy of the VIDES will be provided to the appropriate CSB.

**7) When does a hospitalized ICF/IID resident need to go through the Single Point of Entry process after hospitalization?**

If an individual is receiving services in a **skilled unit**, the individual must be discharged from the ICF/IID so that the Level of Care can be updated for billing purposes. If the stay is less than 60 days, Single Point of Entry is not required. Conversely, if the stay is 60 days or more, the individual must be screened through Single Point of Entry. On the other hand, if an ICF/IID resident is hospitalized in an acute setting for 30 days or more, the ICF/IID **must** discharge the individual because there is no active treatment being provided. A VIDES is required. Additionally, a VIDES is required for individuals discharging from **hospice** level of care (while residing in the ICF/IID) and returning to ICF/IID level of care.

**8) My ICF/IID has multiple sites. Do I need to submit a VIDES Request to move an individual from one site to another site?**

If there is no break in services, meaning the individual went from one site directly to another site, the ICF/IID is not required to submit a VIDES Request when moving an individual from one site to another site under the same provider even if the NPI/PRSS numbers are different. The ICF/IID is required to ensure that informed choice is provided to the individual prior to moving them between sites including a referral to the Regional Support Team (RST) by the ICF/IID. Additionally, if the move is the result of a change in medical status, the ICF/IID must update the VIDES to reflect the changes. The RST Referral and Virginia Informed Choice (VIC) Form can be downloaded at <https://dbhds.virginia.gov/developmental-services/provider-network-supports>. These forms should be submitted to [rst.referrals@dbhds.virginia.gov](mailto:rst.referrals@dbhds.virginia.gov). All recommendations from the RST must be completed by the ICF/IID prior to the individual being moved.

**9) If an individual is in a state operated ICF/IID and chooses to transition to a private ICF/IID, is a VIDES Request needed?**

Yes, a VIDES Request is required. This is also the case if the individual goes from a private ICF/IID to a state operated ICF/IID.

**10) If an individual decides to move from one private ICF/IID to a different private ICF/IID, is a VIDES Request needed?**

Yes, a VIDES Request is required.

**11) Who do I contact if I have questions about Single Point of Entry?**

If you have questions regarding Single Point of Entry, contact Dr. Benita Holland at 804-201-3833 or [Benita.Holland@dbhds.virginia.gov](mailto:Benita.Holland@dbhds.virginia.gov).

## Frequently Asked Questions (ICF/IID Admission Packets)

### **1) Which forms do I need to submit when there is an admission to my ICF/IID?**

The DMAS 225, DMAS 121, MAP 119, AND MAP 121A must be submitted when there is an admission to an ICF/IID.

### **2) Where should these forms be sent?**

The forms should be encrypted and emailed to [vides.request@dbhds.virginia.gov](mailto:vides.request@dbhds.virginia.gov) for processing.

### **3) What role does the VIDES play in the admission process?**

The VIDES is used to determine functional eligibility for placement in an ICF/IID. It should be completed prior to admission. The facility is unable to bill Medicaid until this process is completed. If an individual is admitted prior to completion of the VIDES, the facility's effective date for billing will be the date of the VIDES, not the actual date of admission.

### **4) What is the significance of the physician's signature on the DMAS 121 and MAP 121A? Can this signature impact my billing?**

The physician's signature is a vital part of the process. When the physician signs the DMAS 121 and MAP 121A, he/she is certifying that the individual meets ICF/IID level of care. The date of the physician's signature should align with the admission date. The physician can sign before admission (no more than 30 days) and at the time of admission. However, if the physician signs after admission, the effective billing date is the date that the physician signed.

### **5) If a section of the admission packet does not apply to the individual, can I leave the questions blank?**

No, if a question or section of the required forms do not apply to the individual, please write N/A.

### **6) What is the process if an individual decides that he/she would like to switch homes under the same provider?**

This is treated as a new admission. A new physician signature is required and the DMAS 225, DMAS 121, MAP 119, and MAP 121A must be submitted.

### **7) If an individual is hospitalized, what paperwork is needed for them to return to the facility?**

An admission packet is required for individuals who have been hospitalized (acute care) for 30 days or longer. Additionally, when individuals are returning from a skilled unit, a full admission packet is required for stays that are 60 days or more. The DMAS 225 is required for stays less than 60 days.

**8) If an individual is in hospice, what process should I follow?**

When an individual enters hospice while residing at an ICF/IID, the individual is discharged from the ICF/IID so that the Level of Care can be updated in the system to reflect hospice services. While receiving hospice services, the ICF/IID must bill the hospice provider, not DMAS, for reimbursement that would normally be paid to the ICF/IID by DMAS. The ICF/IID must deduct the patient pay from the bill that it submits to the hospice provider. When the individual is discharged from hospice, the ICF/IID must submit an admission packet to DBHDS.

**9) What is the procedure when an individual is leaving a Developmental Disabilities (DD) waiver service for an ICF/IID?**

When an individual is leaving a DD waiver service, the ICF/IID staff must verify with the Support Coordinator at the Community Services Board (CSB) that the waiver slot is in “pending appeal status” prior to submitting the admission paperwork. Do not submit the admission packet until the slot is in “pending appeal status.” The Department of Medical Assistance Services (DMAS) is not able to update the Level of Care (LOC) in the Medicaid Enterprise System (MES) for billing until the slot is in “pending appeal status.”

**10) Where do I submit the DMAS 225 when there is a discharge or death?**

The DMAS 225 should be submitted to DMAS when an individual is deceased or discharged from a private ICF/IIDs. The forms should be sent to [DDwaiver@DMAS.Virginia.gov](mailto:DDwaiver@DMAS.Virginia.gov).

**11) Who do I contact regarding this process if I have any questions?**

If you have questions regarding ICF/IID Admission Packets, contact Dr. Benita Holland at 804-201-3833 or [Benita.Holland@dbhds.virginia.gov](mailto:Benita.Holland@dbhds.virginia.gov).

Scenario	Single Point of Entry (VIDES)	Admission Packet	Nothing Required
Admission to an ICF/IID	X	X	
Returning from a Skilled Unit- less than 60 days		DMAS 225	
Returning from a Skilled Unit- 60 days or more	X	X	
Admission to Hospital (Acute Care) Less Than 30 Days & No Break in Services			X
Admission to Hospital (Acute Care) 30 Days or Longer	X	X	
Move From One Site to a Different Site Under the Same Provider & No Break in Services		X	
Move From One Site to a Different Site Under the Same Provider & Break in Services	X	X	
Moving from One Provider to a New Provider	X	X	
Moving from a State ICF/IID to a Private ICF/IID	X	X	
Moving from a Private ICF/IID to a State ICF/IID	X	X	
Hospice (While Residing in the ICF/IID)	X	X	