



# COMMONWEALTH of VIRGINIA

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Executive Director

OFFICE OF COMPREHENSIVE SERVICES  
*Administering the Comprehensive Services Act for At-Risk Youth and Families*

## **ADMINISTRATIVE MEMO #12-01**

TO: CPMT CHAIRS  
CSA COORDINATORS

FROM: SUSAN CUMBIA CLARE

DATE: JANUARY 5, 2012

SUBJECT: USE AND REPORTING OF SPONSORED RESIDENTIAL AND  
INDEPENDENT LIVING PROGRAMS

The Office of Comprehensive Services has recently received questions and become aware of circumstances surrounding unique services and placements. Please be aware of the following issues surrounding licensure/approval of programs, placement of youth, and CSA reporting.

### **Sponsored Residential Programs**

*Programs include: Kindred Homes provided by the Central Virginia CSB, HART Program provided by the New River Valley CSB, Therapeutic Family Care provided by the Highland CSB, Sponsored Residential Homes provided by Chesterfield CSB, DePaul Community Resources, New Directions, Inc. and Wall Residences, Inc.*

Sponsored Residential Programs are licensed through the Department of Behavioral Health and Developmental Services (DBHDS) for youth with significant mental health needs and are licensed as residential programs. Determinations regarding the placement of youth, and the corresponding data and financial reporting to the Office of Comprehensive Services, must be consistent with the licensure of the programs. Thus, youth placed into Sponsored Residential Programs are considered to be in residential placements. Utilization review schedules, data reporting, and expenditure claims must reflect residential placement.

Sponsored Residential Programs cannot be considered foster homes. All foster homes require approval by the local DSS or by a private Licensed Child Placing Agency (licensed by the Virginia Department of Social Services).

**Independent Living Arrangements/Placements/Programs**

All independent living arrangements/placements/programs – regardless of the age of the population served - require one of the following:

- a) licensure by VDSS,
- b) licensure by DBHDS, or
- c) approval by the local DSS in accordance with policies established by VDSS.

For licensed child placing agencies, authorization to provide independent living arrangements appears in the stipulation box on the face of the license. It will also appear as a qualification (independent living placements) in the facility description on the VDSS website ([www.dss.virginia.gov](http://www.dss.virginia.gov)).

Independent living arrangements, placements, and programs must be reported in accordance with the “CSA Service Categories and Data Set Definitions.”

CPMTs are responsible to assure provider compliance with licensing and approval requirements specific to the appropriate governing state agency and to verify the license/approval status of providers with whom they contract. Please be reminded that, per Virginia Code §2.2-2648, CSA funds may not be used for services that do not comply with any state law or policy, or federal law, pertaining to the provision of services.

Questions about VDSS licensing may be directed to Robin Ely, VDSS, at (804) 662-7367 and questions about DBHDS licensing may be directed to Les Saltzberg, DBHDS, at (804) 371-6885. All other questions about CSA reporting or use of CSA funds may be directed to the Office of Comprehensive Services at (804) 662-9816.