


Therapeutic Behavioral Consultation: Provider Enrollment Task Analysis

1. Enroll with DMAS: <https://virginia.hppcloud.com/>

- a. *If already enrolled in DMAS complete the provider participation agreement and proceed to step 'g'*
- b. Click "Menu" 
- c. Select "Provider Enrollment"
- d. Select "New Enrollment"
- e. Fill out the Pre-Checklist Information if you would like to see what documentation will be needed (this is not required to continue)
- f. Click "Start" and fill out the information on the next page (This is when you will be prompted to create a login).
- g. Wait for your Provider Number

****You cannot register for a WaMS account until you have enrolled with DMAS and DMAS sends WaMS your provider information.****

2. Register for a WaMS account:

- a. After provider number is provided and you are approved, locate the Toolkit for Prospective DD Waiver Providers <http://dbhds.virginia.gov/>
- b. Hover over "For Providers" and then click on "Provider Network Supports"
- c. Click "Toolkit for Prospective DD Waiver Providers." (Save and read this document)
- d. Open the Toolkit and scroll down to "Access to WAMS and WAMS Training Materials"
- e. Click the link to instructions to register for WAMS

3. Let the community know you are a TC provider:

- a. Introduce yourself to CSBs
 - i. CSB map: <https://dbhds.virginia.gov/community-services-boards-csbs/>
 - ii. CSB directory: <https://vacsb.org/csb-bha-directory/>
- b. DBHDS assistance: Reach out to the Community Resource Consultant (CRC) for your region.
 - i. Community Resource Consultants: [Office of Provider Network Supports - Virginia Department of Behavioral Health and Developmental Services \(DBHDS\)](#)

Service Authorization Task Analysis

1. You receive contact about a potential new client from a support coordinator/case manager (SC/CM).
2. Determine if you are able to serve the individual and their needs and respond to the SC/CM.
 - a. You will need to be attached to an outcome on the current ISP.
3. If you accept the individual for admission to your services, the SC/CM will open up the individual to you in WaMS
 - a. If TC is added at the start of the plan year, the SC will add you to outcomes during the annual ISP planning process.
 - b. If TC is added mid-year, you should review the current shared plan to identify outcomes you will address with the person. Simply click on the Part III heading to expand and view outcomes added by the SC. Additional outcomes may be added as necessary.
4. Complete the Part V:
 - a. The Part V for an initial 180 day authorization indicating plans to complete the FBA and BSP and plan for data collection during this period.
 - b. Include how many hours it will take to complete the service
5. Submit for Authorization in WaMS:
 - a. Use the job aids on the WaMS home screen for assistance
 - i. Log into WaMS
 - ii. Click “training Manuals, Webinars, and FAQs
 - iii. Scroll to the Provider section and locate the job aid you need
6. Once approved, you will receive notification through WaMS (or you can log in and check the status).
7. Develop a system for billing.
8. Begin Services

Acronyms

DMAS	Department of Medical Assistance Services
WaMS	Virginia Waiver Management System
TC	Therapeutic Consultation
FBA	Functional Behavior Assessment
BSP	Behavior Support Plan
SC/CM	Support Coordinator/Case Manager

LINKS

The following links are provided in the Navigating Therapeutic Behavioral Consultation trainings. Please refer to the training for more information.

DMAS/Medicaid	
VA Medicaid/D MAS enrollment	https://vamedicaid.dmas.virginia.gov/
MES Provider Training Resources	https://vamedicaid.dmas.virginia.gov/training/providers
MES Video Tutorial	https://www.youtube.com/watch?v=kWcV8b5jPpg
Billing tutorials	https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/ProviderTrainingLibrary
Provider Manual	https://vamedicaid.dmas.virginia.gov/pdf_chapter/developmental-disabilities-waivers-bi-fis-cl-services#gsc.tab=0
DD Waiver Manual Chapter 5 Billing Instructions	https://vamedicaid.dmas.virginia.gov/sites/default/files/2024-08/DD%20Waiver%20App.%20D%20%28updated%208.28.24%29_Final.pdf
Link to Rates	https://www.dmas.virginia.gov/for-providers/rates-and-rate-setting/

Billing Code Errors and Resolutions	https://dmas.virginia.gov/media/2141/top-50-error-reason-codes-with-resolutions.pdf
DBHDS	
DBHDS Website	http://dbhds.virginia.gov/
Office of Provider Network Supports	https://dbhds.virginia.gov/developmental-services/provider-network-supports/
Community Resource Consultants	https://dbhds.virginia.gov/developmental-services/provider-network-supports/
Register for Constant Contact	https://lp.constantcontactpages.com/su/Z8Uy2i7/providernetwork
DBHDS -Office of Behavior Network Supports	
DBHDS Behavior Network Supports website	https://dbhds.virginia.gov/developmental-services/behavioral-services/
TC Provider Search Engine:	https://dbhds.virginia.gov/developmental-services/behavioral-services/

<p>The regulations that govern therapeutic consultation services, specific to behavioral services</p>	<p>https://law.lis.virginia.gov/admincode/title12/agency30/chapter122/section550/</p>
<p>DBHDS/DMA S Practice Guidelines for Behavior Support Plans</p>	<p>https://www.townhall.virginia.gov/L/GetFile.cfm?File=C:/TownHall/docroot/GuidanceDocs/602/GDoc_DMAS_7024_v1.pdf</p>
<p>Tips for Therapeutic Consultation Services addressing Risks in Part V</p>	<p>https://dbhds.virginia.gov/wp-content/uploads/2025/01/ISP-PartV-Therapeutic-Risk-Tips-Final011425.pdf</p>
<p>DBHDS -Office of Human Rights</p>	

DBHDS office of Human Rights	https://dbhds.virginia.gov/clinical-and-quality-management/human-rights/
Use of seclusion, restraint & time out	https://law.lis.virginia.gov/admincode/title12/agency35/chapter115/section110/
Restrictions on freedoms of everyday life	https://law.lis.virginia.gov/admincode/title12/agency35/chapter115/section100/
Restrictions, Behavioral Treatment Plans, & Restraints	https://dbhds.virginia.gov/wp-content/uploads/2024/11/Restrictions-BTPs-Restraints.pdf
Human Rights Regulations	https://law.lis.virginia.gov/admincode/title12/agency35/chapter115/
Behavioral treatment plans	https://law.lis.virginia.gov/admincode/title12/agency35/chapter115/section105/
Other Helpful Links	
Commonwealth of Virginia	https://covlc.virginia.gov/

Learning Center	
CSB directory	https://vacsb.org/csb-bha-directory/
Overview of Community Services Delivery in Virginia	https://vacsb.org/wp-content/uploads/2021/02/CSB-Overview-2020-02-16-2020-ver-13-08-06-2020-.pdf
VABA Provider update form	https://form.jotform.com/virginiaaba/provider-form
PBSF Roster	https://vapbs.vcu.edu/find-endorsed-pbsfs/