THE ELDERBERRY GROUP
BEHAVIORAL HEALTH COMPLIANCE & OPERATIONS CONSULTING

FREE CHECKLIST

VIRGINIA • COLLABORATIVE BEHAVIORAL HEALTH SERVICES

CPST Readiness Checklist for July 1, 2027

Virginia is replacing legacy Community Mental Health Rehabilitative Services with a new service model. Use this checklist to track every step — licensing, enrollment, accreditation, policies, forms, staffing, and billing — so your agency is ready to serve and bill on day one.

What is changing: Legacy CMHRS ends **June 30, 2027**. New Collaborative Behavioral Health Services begin **July 1, 2027**. There is no overlap — an agency that is not licensed, enrolled, and credentialed for the new services cannot simply keep billing the old ones.

ENDING JUNE 30, 2027 — LEGACY CMHRS

- Mental Health Skill-Building (H0046)
- Psychosocial Rehabilitation (H2017)
- Intensive In-Home (H2012)
- Therapeutic Day Treatment (H2016)

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STARTING JULY 1, 2027 — NEW SERVICES

- **CPST** — Community Psychiatric Support and Treatment: adult community, youth community, and youth school settings
- **CSC** — Coordinated Specialty Care for first episode psychosis
- **REC** — Recovery Empowerment Centers (Virginia's Clubhouse-model services)

1 Choose your service lines & map the transition

- [ ] List every legacy service you provide today, by site and by population (adult / youth / school).
- [ ] Decide for each one: transition to **CPST, CSC, or REC** — or plan an orderly wind-down.
- [ ] Map current clients to the new model and flag anyone who needs a transition plan before June 30, 2027.
- [ ] Confirm leadership and board approval for the service lines you will carry forward.
- [ ] Assign one owner for the transition and a weekly check-in until launch.

2 DBHDS licensing — CONNECT

OPENED SEP 10, 2026

- [ ] Confirm your CONNECT account and authorized users are current for every location.
- [ ] Submit DBHDS licensing applications for each new service you plan to provide.
- [ ] Check each application against DBHDS licensing regulations, **12VAC35-105**.
- [ ] Track application status, site visits, and any corrective action requests to closure.
- [ ] File the issued license(s) where enrollment and credentialing teams can access them.

3 DMAS enrollment — PRSS

APPLY BY JAN 29, 2027

- [ ] Confirm your PRSS enrollment, contacts, taxonomy, and license information are current for every service location.
- [ ] Submit PRSS enrollment for each new provider specialty — enrollment opened **October 1, 2026**.
- [ ] Submit by **January 29, 2027** — the date DMAS encourages, to allow time for specialty activation, managed care credentialing, and authorization transitions.
- [ ] Confirm enrollment for the CPST clinical director, where required, and affiliations for rendering staff.
- [ ] Verify activation in PRSS and with each Cardinal Care managed care plan you bill.

> Applications are accepted after January 29, 2027 — but DMAS cannot guarantee enrollment, credentialing, and authorization transitions will finish before July 1.

4 Accreditation — CPST & REC

- [ ] Choose your accrediting body: **COA, CARF, or The Joint Commission**.
- [ ] Prepare **proof of accreditation or proof of intent** to submit at enrollment — required for CPST and REC (Clubhouse).
- [ ] Sign the accreditation agreement / application so intent can be documented.
- [ ] Build a workplan to complete accreditation within **18 months from July 1, 2027**.
- [ ] Assign an accreditation lead and schedule internal mock reviews.

Ready on paper, ready in practice

5 Policies & procedures updates

- ☐ Inventory every policy touched by the new services — admission, assessment, treatment planning, supervision, discharge, and quality improvement.
- ☐ Rewrite policies to align with **DBHDS 12VAC35-105** and DMAS requirements for CPST / CSC / REC.
- ☐ Add or update policies for the **CANS Lifetime assessment and Level of Need** model.
- ☐ Route drafts for leadership approval, date every revision, and retire superseded versions.
- ☐ Train managers on what changed — do not file new policies unread.

6 Forms & documentation — incl. CANS Lifetime

- ☐ Build new forms for intake, assessment, individualized service planning, progress notes, and discharge under the new model.
- ☐ Implement the **CANS Lifetime** assessment workflow — who completes it, who signs it, and when it is due before authorization.
- ☐ Document how CANS results drive the **Level of Need** determination and service intensity.
- ☐ Audit a sample of current charts against the new documentation standard and fix gaps now.
- ☐ Confirm consent, release, and transition forms cover the June 30 — July 1 service change.

7 Staffing, credentials & training

- ☐ Map every role to the new service definitions — clinical director, LMHP, QMHP, and direct-care staff.
- ☐ Verify licenses, registrations, and credentials are current and on file for each staff member.
- ☐ Identify hiring or reassignment gaps for CPST, CSC, or REC and start recruitment early.
- ☐ Complete required training in the new model, CANS Lifetime, documentation, and evidence-based, trauma-informed practice.
- ☐ Update supervision schedules, job descriptions, and competency checks to match the new services.

8 Billing & EHR readiness

- ☐ Update your EHR: new service codes, templates, assessment forms, and authorization workflows.
- ☐ Confirm how service authorizations transition for clients moving from legacy services on July 1, 2027.
- ☐ Test claims setup with each managed care plan before go-live — do not wait for the first denial.
- ☐ Train billing and clinical staff together on what documentation supports each new service.
- ☐ Set a go / no-go review in June 2027: licenses, enrollment, accreditation proof, EHR, and authorizations all confirmed.

9 Key dates — put these on your calendar today

Sep 10, 2026	DBHDS licensing applications for the new services opened through **CONNECT**	**Oct 1, 2026**	DMAS provider enrollment for new specialties opened through **PRSS**
Jan 29, 2027	**DMAS-encouraged PRSS deadline** — submit by this date to protect credentialing time	**Jun 30, 2027**	Legacy CMHRS ends: H0046, H2017, H2012, H2016
Jul 1, 2027 — NEW SERVICES LAUNCH		CPST, CSC, and REC begin • CANS Lifetime and Level of Need model begin • 18-month accreditation clock starts	

NEED HELP WORKING THROUGH THIS LIST?

Schedule an Introductory Call — $50

Virtual consulting for Virginia providers, delivered remotely statewide. Bring this checklist — we will review where you stand, name your gaps, and map your next steps for licensing, enrollment, accreditation, policies, and forms.

Book at **elderberrygroup.com/contact** — schedule through the contact form after payment (PayPal or Zelle).

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Sources: Virginia DMAS Behavioral Health Services Redesign bulletins (implementation dates, last updated August 20, 2026; provider enrollment information, September 18, 2026) and DBHDS licensing guidance under 12VAC35-105. Dates and requirements are set by DMAS and DBHDS and may be updated by those agencies — confirm current guidance in PRSS and CONNECT before filing. This checklist is planning guidance from The Elderberry Group, not legal advice.