

Table of Contents

Accessing the Waitlist Forms Portal	1
Login Requirements	1
Completing the Forms	1
Completing the Forms-Continued.....	2
Getting Help	3

DBHDS Waitlist Portal Quick Reference Guide

The Department of Behavioral Health and Developmental Services (DBHDS) WaMS Waitlist Portal (the Waitlist Portal) is a website that can be used by a person (or their caregiver(s)) currently on the Virginia DD Waiver Waiting List (the Waitlist) who want to remain on the Waitlist.

Accessing the Waitlist Forms Portal

Please click or enter any of the following links in your internet browser to access the Waitlist Forms Portal.

1. <https://dbhds.virginia.gov/waitlistforms> : You will be redirected
<https://www.wamsvirginia.org/WAMS/Ltss.Web/WaitlistPortal/Login>
2. Visit Tools and Resources on My Life/My Community Website: www.mylifemycommunityvirginia.org after **1/25/2021**.
 - a. If entering into your internet browser Click **Waiver Information** on the **Left Side** of the page.
 - i. **Scroll Down** to  **Tools and Resources** on the **Left Side** of the page.

Login Requirements

You must be able to **correctly provide** the following.

1. The **last 6 digits** of the person on the Waitlist's **Social Security Number**. (Do Not Use Dashes)
2. The person on the Waitlist's **Date of Birth**
3. The person on the Waitlist's **Current 12-digit Medicaid ID Number**
 - a. If the person on the Waitlist does **NOT** have a **Current Medicaid ID Number** please check the box "I do not have Current Medicaid ID"

Completing the Forms

1. Select a form for completion.
 - a. **Individual Choice Form**—this form is required annually to remain on the Waitlist.
 - i. Complete all sections highlighted in yellow.
 1. **For Signature of Individual:** Select **Written** when the person is a minor or unable to sign, and then type their name in the **Name** Section.
 2. **Signature of Parent, Legal Guardian, Authorized Rep:** Complete if you are completing the form.
 3. **Current Email Address:** Add your Current Email Address
 - a. If you **Do Not have a Current Email Address**, enter **NoCurrentEmailNow@gmail.com**
 - i. If you change your mind and would like to **change or update the Email Address provided** to a different Email Address later, simply **login again and complete the form as many times as you need**.
 - ii. **Submit the form.**
 1. You will have a chance to **save or print** the form.

2. If you **forget to save or print** the form, you can **login again and complete the form**.

Completing the Forms-Continued

- b. **Needed Services Form**—if you or the individual on the Waitlist **does not need any services within the next 90 days** you may skip this form.
 - i. If you or the person on the Waitlist **needs services in the next 90days**.
 1. Complete all sections highlighted in yellow.
 - a. **Check** any of the **services or supports listed**. You must **select at least one service or support** to submit the form.

Check this Service/Support (Check all that apply)	If you or the individual on the Waitlist Need any of the following Services or Supports
Help with activities of daily living	Personal Assistance
Help to learn new things in the home and community	In-home Supports
Respite for the primary caregiver	Respite (a break)
Supports for the individual in his/her own apartment or home	In-home Supports/ Independent Living Supports/ Shared Living/ Supported Living
Residential services outside the family home in a licensed group home or family home	Group Home Residential/ Sponsored Residential
Services to help the individual obtain and/or keep a job	Individual Supported Employment/ Group Supported Employment/ Workplace Assistance
Services to help the individual to explore his/her community and have meaningful activities during the day	Community Coaching/ Community Engagement/ Group Day Support
Nursing services to support the individual's medical needs	Private Duty Nursing/ Skilled Nursing
Training for the family or individual about the individual's disability(ies) and the best ways to handle related challenges	Individual and Family/Caregiver Training
Technology, devices, and modifications to the home to make it more accessible or safe	Assistive Technology/ Electronic Home-based Supports/ Environmental Modifications
Services to help support the individual through mental health or behavioral crises	Center-based Crisis Supports/ Community-based Crisis Supports/ Crisis Supports/ Therapeutic Consultation

- ii. **Submit the form.**

1. You will have a chance to **save or print** the form.
 - a. If you **forget to save or print** the form, you can **login again and complete the form**.

- i. If you would like to **Update or Change** the **Services** you **Selected**, simply **login again** and **complete the form as many times as you need**.

Getting Help

1. If you are having trouble with logging in to the portal or completing the forms:
 - a. Contact DBHDS at:
 - i. Waitlist Telephone Number: (804) 840-5951 or
 - ii. Waitlist Email: **WaiverWaitlist@DBHDS.VIRGINIA.GOV**
2. If you are having technical problem or errors with the Waitlist Portal:
 - a. Contact WaMS Help Desk at:
 - i. Telephone Number: 844-4-VA-WaMS / (844-482-9267)
 - ii. WaMS Help Desk Email: **helpdesk@wamsvirginia.org**
 - iii. Hours of Operation: 7:00 AM – 7:00 PM EST
3. To review the **Complete DBHDS Waitlist Portal User Guide**:
 - a. Login: <https://dbhds.virginia.gov/waitlistforms> : You will be redirected <https://www.wamsvirginia.org/WAMS/Ltss.Web/WaitlistPortal/Login>
 - i. **On the left side select: Training Manuals, Webinars, and FAQs**
 - b. Visit Tools and Resources on My Life/My Community Website: www.mylifemycommunityvirginia.org after **1/25/2021**.
 - i. If entering into your internet browser Click **Waiver Information** on the **Left Side** of the page.
 1. **Scroll Down** to  **Tools and Resources** on the **Left Side** of the page.