

# Wyoming Substance Use Disorder Certification Program

Wyoming Department of Health

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## Rules and Regulations

Which rules? Status regarding promulgation?

Wyoming's Certification Program remains under the July 2009 State of Wyoming Department of Health Rules and Regulations for Substance Abuse Standards Chapters 1 through 8. They can be found at: <http://health.wyo.gov/mhsa/about/Standards.html>. Due to legislative and budget changes, promulgation of the new Mental Health and Substance Abuse

(MHSA) Section rules has been delayed. Although draft rules were previously under promulgation, new rules will need to be drafted. Please be assured that MHSA will provide information regarding promulgation of new rules as when they are defined. Please use the current Rules 1-8 until further notice.

## Visit the Information Management for Providers (IMPROV) Early and Often Website for New & Renewal Certification Applicants

Please visit IMPROV at: <http://health.wyo.gov/mhsa/certs/certifications.html> regularly for the most up-to-date new and renewal applicant certification guidance information. Per current rule, the Division has 60 days to review fully submitted (all documents submitted) applications. Although it often does not take this long, please plan ahead accordingly to **have the online application completed two months ahead** of the expiration date and or the time a provider plans to provide treatment services. *Please use*

*Google Chrome or Mozilla Firefox and current required renewal forms.*

### Business Licenses

New counselors who want to be certified providers are required to register with the Secretary of State's Office to obtain a business license. Helpful business permitting information is available through the Wyoming Business Council. The website can be found at: <http://www.wyomingbusiness.org>.



<http://health.wyo.gov/mhsa/certs/Certification2.html>

*Do you know of new counselors in your communities who need information about certification? Please feel free to share this newsletter if so!*



As required by the current Wyoming Rules and Regulations for Substance Abuse Standards, Chapter 2, Section 3 (a), "No program, provider, or facility may receive state funds for substance abuse prevention, early intervention recovery support services, or treatment services unless certified under these rules. Additionally, no substance abuse treatment program may receive court referred or ordered clients unless it is certified under these rules." Private providers accepting only non-court ordered or referred clients are not required to be certified.

## National Accreditation

National accreditation means the program/provider is recognized through a national accreditation organization such as: Commission on Accreditation of Rehabilitation Facilities (CARF), The Joint Commission (TJC), American Correctional Association/Commission on Accreditation for Corrections (ACA/CAC), or Council on Accreditation (COA).

## Levels of Service

ASAM Levels of Service, Special Population Designations, and Recovery Support Services

Efforts are underway to update applicant selection of levels of service within IMPROV. It may be a while yet, however, the Division strives to ensure all of the levels of care provided are accurately recognized both

within a provider's state certification documentation as well as listed on the public map at:

<http://health.wyo.gov/mhsa/certs/TProviderMap.html>.

When a provider renews, in addition to the online required renewal forms, a Levels of Service (LOS) form is emailed to a provider to complete, sign, scan, and return simply via email attachment. The intent is to ensure the certification review encompasses all LOS for which a provider applies.

## Sliding Fee Schedule Required?

Contracted vs. Private Providers' Requirements

**Contracted** providers are required to post the availability of a sliding fee scale in the program facilities in a manner conspicuous to persons seeking services, per Chapter 2, Section 5 Financial Management Funded

Programs and Services of the Rules and Regulations for Substance Abuse Standards.

**Private** providers (all certified programs) are required to "offer a reasonable payment plan, which takes into account the client's income, resources, and dependents" per Chapter 2, Section 6 Financial Protocols, All Certified Programs. Upon renewal of certification, private providers are asked to either upload into IMPROV a copy of the agency's sliding fee schedule, if utilized, or a copy of documentation demonstrating that a reasonable payment plan is offered.

## Policy & Procedure Manual Guidance

Private, non-nationally accredited providers will find a new guidance document on: [http://health.wyo.gov/mhsa/certs/renewal\\_certifications.html](http://health.wyo.gov/mhsa/certs/renewal_certifications.html). It is a pdf entitled: "BHD Policy and Procedure Guidance".

*Please feel free to contact the Certification Program Manager with any concerns or questions and visit:*

<http://health.wyo.gov/mhsa/certs/Certification2.html>

Tel: 307.777.5253 or E-mail: [wdh-certification@wyo.gov](mailto:wdh-certification@wyo.gov)

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