Certification Renewal Checklist for Council on Accreditation (COA) Providers

Renewals are done online on the Information Management for Providers (IMPROV) system.

The website for IMPROV is: http://health.wyo.gov/mhsa/certs/certifications.html
Please see the bottom portion of the screen to ***select the "renewal" application option****.*

You will need a new Provider Validation Number (PVN) to enter the renewal process. At approximately two months prior to current expiration date, if you have not received a "noreply.wdh" email containing your new PVN, please contact Pat Bacon, Certification Program Manager, Behavioral Health Division (Division), at patricia.bacon@wyo.gov or 307-777-5253.
Please add the email "noreply.wdh@wyo.gov" to your safe contacts list. Please notify us at any time you have demographics changes and we will update your IMPROV profile.

Your agency is certified based on successful Council on Accreditation (COA) accreditation. The following supporting documentation is required to be uploaded in IMPROV for renewal:

- ☐ Copy of the **Final Accreditation Report (FAR)**, received from the COA post-survey, or every four years.

- ☐ Copy of the annual **Maintenance of Accreditation Report (MOR)**, which is completed by the provider and submitted to the COA utilizing the COA Assessment Matrix.

- ☐ Communication of administrative issues and significant events, or a copy of the **COA Self-Report Form**, when applicable.

Should you encounter any difficulty in uploading COA documents in to IMPROV, please feel free to attach them in an email to Pat Bacon at *patricia.bacon@wyo.gov.*

We are happy to work with you should you need coordination due to national accreditation timeframes. Accreditation survey dates and subsequent reporting timeframes may require collaborative efforts. If coordination is required please notify the Division as soon as possible prior to certification expiration. Documentation to support extension of expiration dates will be required.