

Certification Renewal Checklist for Private Providers

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

The renewal website for IMPROV is: http://health.wyo.gov/mhsa/certs/renewal_certifications.html

You will need a new Provider Validation Number (PVN) to enter the renewal process. At approximately two months prior to your 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), 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.

- Demographic Update:**
Update any demographic changes in the online renewal application. Should any changes occur during the year, please contact Pat Bacon at 307-777-5253 or patricia.bacon@wyo.gov.
- Certification Renewal Application Reporting Requirements:**
Review and check each box for accuracy within the reporting requirements section online to affirm ongoing compliance.
- Policy and Procedure:**
Upload an electronic copy of the agency's most current, up-to-date policy and procedure manual. Please **highlight** any changes that have been made to the policy, procedure, and program descriptions since the previous policy submission.
- Insurance:**
Upload a copy of your agency's current general liability certificate of insurance, which covers physical, civil, and professional liability.
- Clinical License:**
Upload copies of licenses for all current and licensed staff listed within the renewal demographics section.
- Clinical Supervision Documentation:**
Upload a completed, signed copy of "Supervision-PeerConsult_Docu_BHD". For single-owned businesses, this applies to peer consultation.
- Quality of Care Review Clinical Records (QOC) Reporting Requirements:**
Upload a completed, signed copy of "EvalPlan-CQI-ReviewRecords_Form_BHD".
- Clinical Assessment Tool:**
Upload a mock clinical assessment demonstrating utilization of the most current ASI assessment tool, ASAM criteria, and DSM diagnostic criteria.
- Human Resource Management:**
Upload a completed, signed copy of "HR-PersonnelAffirmation_Form_BHD".
- Fiscal Reporting Requirements:**
Upload a copy of your agency's sliding fee schedule or other applicable documentation demonstrating that a reasonable payment plan is offered to clients. Policy and procedure document must indicate that all fiscal operations are in accordance with Generally Accepted Accounting Principles.