

# Wyoming Substance Use Disorder Certification Program

Wyoming Department of Health

<http://health.wyo.gov/behavioralhealth/mhsa/certification/>

4/6/2018

Newsletter: Edition 3,

Volume 2

## DUI/MIP Education Curricula

### Two (2) Evidence-based, State-approved Curricula

Thank you to the executive directors and/or owners who submitted input via a recent Behavioral Health Division (Division) survey regarding Driving Under the Influence/Minor In Possession (DUI/MIP) education curricula utilized within state certified substance use disorder services programs. The Division was notified of impending curriculum changes occurring with Hazelden Publishing. Per information and provider feedback attained, the Division has updated guidance for provider training for evidence-based, state-approved ASAM Level 0.5 Early Intervention DUI/MIP Education staff training requirements. As Hazelden Publishing will no longer be offering a unique DUI/MIP education curriculum projected available beyond the current calendar year, Hazelden's "A New Direction" has been removed as a state-approved curriculum. Prevention Research Institute's 'Prime For Life' and The Change Companies' 'Interactive Journaling Facilitation' curriculum products remain available for the foreseeable future and remain as state-approved curricula. The Change Companies continue to offer a combination online/phone 'Interactive Journaling Facilitation' training, available at any time, for a nominal fee. Please see The Change Companies' curriculum registration at:

<https://www.changecompanies.net/etraining/>. Prevention Research Institute offers annual free educator in-person 'Prime For Life' trainings for Wyoming. This year's training will occur in August 2018. Please register with Prevention Research Institute at:

<https://www.primeforlife.org/Event/Details/O6UJ9A0001O9>. Information may also be found on the Wyoming Department of Health's website at: <https://health.wyo.gov/behavioralhealth/training-and-education/>.

Providers are free to choose one of the state-approved curricula to be trained in and utilized. If not already obtained, providers are asked to please ensure training in and utilization of chosen curriculum prior to the program's next online certification renewal. Submission of staff members' completed training certificates, and a copy of an updated policy and procedure manual, is required at time of renewal.



## Rules and Regulations Corner



This newsletter spotlights on substance use disorder provider **human resource management, specifically staff training needs**. Outlined within current Wyoming Rules and Regulations for Substance Abuse Standards, Chapter 2, Section 7(d), *At a minimum, training shall include trauma assessment and management, cultural competency, rights of persons served, family centered services, prevention of workplace violence, confidentiality requirements, professional conduct, ethics, and special populations served specific to services being provided.*

**Electronic versions of the rules and regulations may be found at:**

<https://health.wyo.gov/behavioralhealth/mhsa/rules-and-regulations/>.

## Assessment and Diagnostic Tools and Forms

### Program Documents Reflecting Updated Information

Providers are asked to please ensure program documents, forms, tools, etc., including policy and procedure documentation or manual, be updated to reflect language evidencing utilization of current appropriate assessment tools, The ASAM Criteria (2013, which replaced the ASAM PPC-2R), and the new DSM-5.

## Assessment for Adolescents

### Assessment/Evaluation/Screening and the Adolescent Population

According to the Wyoming Rules and Regulations for Substance Abuse Standards, Chapter 4, Section 6(c) Screening and Assessment, *A program serving adolescents shall utilize an assessment tool at a Minimum, which includes the following domains: medical, criminal, substance use, family, psychiatric, developmental, academic, and intellectual capacity; physical and sexual abuse; and peer, environmental cultural history, including assessment and suicidal and homicidal ideation.* Rules and regulations do not state specific assessment tools must be utilized within programs serving adolescents, however; the standards outline what a program's chosen assessment tool for adolescents must include. Additionally, completion of a nationally recognized withdrawal assessment tool such as the Clinical Institute Withdrawal Assessment (CIWA-R), for alcohol, for screening clients at risk of experiencing withdrawal symptoms, must be utilized, if indicated.

## Assessment for Adults

### Assessment/Evaluation/Screening and the Adult Population

The current assessment tools as outlined per rules and regulations and per Division approval for use with adults include: The Addiction Severity Index (ASI), found at: <http://tresearch.org/products/assessment-and-evaluation>, the Behavioral Health Index-Multimedia Version (BHI-MV), found at: <http://www.bhimv.com/> and the Texas Christian University Criminal Justice Comprehensive Intake (TCU CJ CI), found at: <https://ibr.tcu.edu/forms/criminal-justice-cj-treatment-forms/cj-comprehensive-intake-tcu-cj-ci/>. Additionally, completion of a nationally recognized withdrawal assessment tool such as the Clinical Institute Withdrawal Assessment (CIWA-R), for alcohol, for screening clients at risk of experiencing withdrawal symptoms, must be utilized, if indicated.

## State Certification – Professional Licenses – National Accreditation

### Certification? National Accreditation? Professional Licenses?

A friendly refresher of what state certification is in relation to national accreditation and individual professional credentialing or licensing, is outlined in this section for seasoned providers, and is provided as possibly newer information for lesser-experienced providers in the field. Please feel free to contact the Division with questions at any time.

**State Certification** is based on the Wyoming Rules and Regulations for Substance Abuse Standards, which hinge on state statute. State certification is required of providers, programs, or facilities who receive state funds; and, is required of providers, programs, or facilities to whom courts refer clients for substance use disorder services.

**National Accreditation** is required for state-funded, or Division-contracted, providers. Privately-funded providers may elect to obtain and maintain national accreditation for their program(s) and may elect to submit required

national accreditation documentation, evidencing successful accreditation by level of service congruent with the rules and regulations, to support application for state certification, in lieu of Division-required documentation, as allowed per state standards. Please contact your national accreditation organization representative directly (i.e. Commission on Accreditation of Rehabilitation Facilities (CARF), The Joint Commission (TJC), etc.) with questions regarding national accreditation for programming.

**Professional Credentialing** (i.e. professional licensing or certification) of applicable program staff is a requirement of state certification for programs. Professional licensing, as outlined in the definition of “Counseling” in Chapter 1, Section 4(r) of the Wyoming Rules and Regulations for Substance Abuse Standards, *means a person who is credentialed through the Wyoming Mental Health Professions Licensing Board* (i.e. licensed professionals: LPC, LCSW, LMFT, LAT; or, certified professionals practicing under the supervision of a qualified clinical supervisor licensed in the state of Wyoming: CAP, CSW, CMHW), *the Wyoming Board of Psychology* (i.e. Psychologist), *or the Wyoming State Board of Nursing* (i.e. Wyoming Advanced Psychiatric Nurse). Please contact the Wyoming Mental Health Professions Licensing Board, the Wyoming Board of Psychology, or the Wyoming State Board of Nursing directly with individual professional credentialing questions.

## Fingerprinting Services for Staff

### Processes for Obtaining Fingerprinting Services

Substance use disorder providers are to contact the Wyoming Division of Criminal Investigation (DCI) for fingerprinting procedures. The website for the Wyoming DCI is: <http://wyomingdci.wyo.gov/>. The phone number listed is: 307-777-7181. Providers do not send background check information to the Division. Providers are to retain personnel records in appropriate files. Per Wyoming Rules and Regulations for Substance Abuse Standards, Chapter 2, Section 7(h)(i) Human Resource Management:

*(h) All programs shall conduct such background information checks, which include the Wyoming Abuse and Neglect Central Registry, as maintained by the Division of Family Services, the sex offender registry maintained pursuant to W.S. § 7-19-303, and fingerprinting by the Division of Criminal Investigation (DCI) on all successful applicants for employment and persons with whom the program contracts, and others, including volunteers, who have direct, regular contact with clients. Each program may determine the type and scope of any background inquiry based on its needs and the duties of the person being employed. Applicants may, at the discretion of the program administrator, be provisionally employed pending the outcome of a background check.*

*(i) Personnel records must contain the following documentation: annual performance appraisal, background check results, current professional license, job description, resume and/or application and letters of reference or documented verbal reference checks completed by the program. I-9 Forms must be kept in a separate file in a secured location to assure confidentiality.*

## IMPROV Update

### Information Management for Providers (IMPROV) Update on System

The IMPROV system provider application portal and online certification management system continues to be in development with the Division’s Knowledge, Management, Analysis and Technology (KMAT) Unit and Gannett Peak Technology Services of Cheyenne. The entrance portal for providers will appear different and is planned to provide helpful task lists and clear options for provider assistance and information. The Division continues to

anticipate improvements with the makeover of provider access in IMPROV. Please continue to stay tuned for more information.

## *Provider Certification Web Page*

### Certification Guidance and Access to Online Application

Please visit: <http://health.wyo.gov/behavioralhealth/mhsa/certification/> 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 completed (all documents submitted) applications. Although it often does not take this long, please plan ahead accordingly to **have the online application and required documentation completed and submitted two months prior** to the expiration date. The Division strives to review applications and submitted documentation in a timely manner.

## *Provider Search Listing for Certified Programs*

### Information Management for Providers (IMPROV) Listing of Providers

The current listing of Wyoming certified substance use disorder and funded community mental health treatment program providers, kept in real time with the Information Management for Providers (IMPROV) system, may be accessed at any time at: <https://improv.health.wyo.gov/MHSAPublicProviderSearch.aspx?Map=T>. Please feel free to share this website address. This is a public listing.

**Please keep the Certification Program Manager informed of demographic or staff changes between provider renewals to ensure continued receipt of email communication.** Please contact the Certification Program Manager at [patricia.bacon@wyo.gov](mailto:patricia.bacon@wyo.gov) or 307-777-5253. Important information regarding state certification, as well as professional training opportunities, are emailed to certified provider contacts regularly. Please add [noreply.wdh@wyo.gov](mailto:noreply.wdh@wyo.gov) and [patricia.bacon@wyo.gov](mailto:patricia.bacon@wyo.gov) and to your safe contacts listings.

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

<http://health.wyo.gov/behavioralhealth/mhsa/certification/>

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

Certification Program Manager  
Wyoming Department of Health  
Behavioral Health Division  
6101 Yellowstone Road, Suite 220  
Cheyenne, Wyoming 82002

To: Wyoming Certified Substance Use Disorder Services Programs/Providers