



CARF Accredited Provider State Certification Procedures

Behavioral Health Division
Mental Health and Substance Abuse Section
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Certification Renewal Checklist for Commission on Accreditation of Rehabilitation Facilities (CARF) Accredited Providers

Renewals are completed online within the Information Management for Providers (IMPROV) system.

The website for renewal certification is <https://health.wyo.gov/behavioralhealth/mhsa/certification/renewal-certification/>. Please watch for a Behavioral Health Division (Division) guidance email approximately three months prior to your time of renewal. If you do not receive the renewal guidance email, please contact the Certification Program Manager at wdh-certification@wyo.gov or 800-535-4006. Recommendation is to please check your spam folder periodically for Division email communications. Please notify us at any time you have demographics changes and we will update your IMPROV profile.

If your program is State certified and renewed based on successful CARF accreditation, the following supporting documentation will be required to be submitted either in IMPROV or to the Certification Program Manager, with exception for Division-contracted programs. Division-contracted **Community Mental Health/Substance Use Centers**: *Your CARF documentation will be retrieved from the Wyoming Client Information System (WCIS) when contract deliverables are uploaded.*

Required documentation for State certification of CARF-accredited providers include:

- Copy of the **CARF Survey Report and award letter supporting ongoing accreditation by level of service/programming** received by the provider post survey. Please submit upon receipt.
- Copy of the **Quality Improvement Plan (QIP)**, completed within 90 days of notification of the accreditation decision, post survey, and a **copy of CARF's acceptance letter**. Please submit upon submission to and receipt from CARF between renewal applications as appropriate.
- Copy of the **Annual Conformance to Quality Report (ACQR)**, prepared by the provider and submitted to CARF, in each of the two years following the three-year accreditation award, and a **copy of CARF's acceptance letter**. Please submit upon submission to and receipt from CARF between renewal applications as appropriate.
- Communication of **administrative issues and significant events**, as applicable.

Please contact your CARF Representative with any questions regarding application to CARF for survey or other CARF concerns. *Please ensure your program applies for national accreditation for all behavioral health programs/levels of service provided and populations served that you wish to apply toward State certification. Division-contracted Community Mental Health Centers: Please ensure your program applies, at a minimum, to be surveyed for all behavioral health program/levels of service and populations served that are funded through the State contract in your next national accreditation survey. Services applied for that national accreditation has not been awarded for will require submission of additional Division-required documentation.* Please contact the Certification Program Manager at wdh-certification@wyo.gov or 800-535-4006 for guidance. 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.