

# Wyoming Substance Use Disorder Certification Program

Wyoming Department of Health

7/6/2018

Newsletter: Edition 3,

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

Volume 3

## ASAM Integration: Six Dimensional Assessment through the Continuum

### FREE Training offered by the Mountain Plains ATTC

Thank you to the Mountain Plains Addiction Technology Transfer Center (MPATTC) for providing a Workwise training opportunity of the ASAM Integration (ASAM-I). This training will be a virtual learning series offering a unique interactive experience, providing real-time practice opportunities through consultation, skill-based learning and practice, group and self-study activities, and discussion essential to the development and/or refinement of applying ASAM Criteria in a clinical setting. The course is being offered every Thursday, July 26 – September 6, 2018, 12:00 Noon – 1:30 p.m. Mountain Time. There is no cost and space is limited to the first 35 registrants. Register online at <http://www.nfartec.org/courses/asam-integration-r8-2-wy>. Participants must have access to a tablet/computer, webcam, microphone, and the internet. Continuing Education Units (CEUs) for this series will be awarded. Please contact Trisha Dudkowski at the MPATTC directly with questions at [tdudkowski@casat.org](mailto:tdudkowski@casat.org) or 775.784.6265.

## Prime For Life DUI/MIP Curriculum Training

### Prevention Research Institute FREE Training

Prevention Research Institute (PRI) is offering a free Prime For Life DUI/MIP education curriculum training for Wyoming August 13 and 14, 2018, which will be held in Cheyenne at Little America. To register, and for information, please go online to <https://www.primeforlife.org/Event/Details/O6UJ9A0001O9>. Please direct registration and training questions to the PRI office during business hours (8:30 a.m. – 5:00 p.m. EST) toll free 1-800-922-9489, or after PRI business hours, please contact Michelle Stephen, Director of Training and Development at 213-222-5784 or email her at [michelle.stephen@primeforlife.org](mailto:michelle.stephen@primeforlife.org).



## Rules and Regulations Corner

This newsletter spotlights on substance use disorder providers who **utilize national accreditation to support State certification**. Wyoming Rules and Regulations for Substance Abuse Standards, Chapter 2, Section 3(d)(i), *Applicable portions of the national accreditation report by level of service that are congruent with these rules will be accepted in lieu of reviewing documentation for compliance with these rules.* Services applied for that national accreditation has not been awarded for will require submission of additional Behavioral Health Division-required documentation.

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

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

# Commission on Accreditation of Rehabilitation Facilities (CARF) Certification Renewal Checklist and Guidance for CARF-accredited Programs/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](mailto:wdh-certification@wyo.gov) or 1-800-535-4006. The Division recommends checking 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 copies of these two documents to the Division upon receipt from CARF following the on-site survey.
- ❑ 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 copies of these two documents to the Division after completion of the QIP, and once CARF accepts the QIP, following the on-site survey.
- ❑ 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 copies of these two documents annually, between survey years, to the Division after the completion of the ACQR, and once CARF accepts the ACQR.
- ❑ Communication of **administrative issues and significant events**, as applicable.

Please contact your CARF Representative with any questions regarding an 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 and Substance Use Disorder 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](mailto:wdh-certification@wyo.gov) or 1-800-535-4006 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.

## *Information Management for Providers (IMPROV) Update*

### IMPROV and an in-progress Provider Portal

Progress with the Division's Knowledge, Management, Analysis and Technology (KMAT) Unit, and web developers with Gannett Peak Technical Services, continues for substance use disorder State certification. When the new provider portal is opened for public access, it will look similar, and yet some different. The electronic required fields within the application are being updated to be clearer for the user, including removal of non-applicable fields and features.

The new online provider certification system for certification will be referred to as the 'Provider Portal'. Access to the new provider portal, through the "Gateway", may come as early as this summer. The Division will let providers know when this will take place. Each user will create a unique username and password for access to the Provider Portal to conduct certification business. Guidance will be disseminated to providers when it is time for a username and password to be created. The Provider Validation Numbers (PVNs), currently issued for use to access providers' renewal applications, will no longer be used once the new Provider Portal is open for business. Providers will retain their created username and password to use for multiple renewal applications without the need to obtain a newly generated PVN for each renewal.

Upon entry to the new Provider Portal, users will encounter a 'dashboard' and a 'task list'. The renewal application itself will not be completely new. Much will appear the same; however selections for the applicant are being updated to allow navigation through the application to ensure greater clarification of what is being applied for. Commission on Accreditation of Rehabilitation Facilities (CARF) accredited providers will be able to select the field categories, core program standards, and specific population designation standards that their programs have been nationally accredited for within the application. Larger providers with different site locations, and varying services offered by location, are currently required to complete multiple online renewal applications. The new Provider Portal will combine the multiple online certification files for different site locations into one electronic file for renewal applicants. The varying services offered by location will show on the public listing for each of the different provider's site locations. The applicant will be able to enter information for each location, including differing services offered at each location, within one online renewal application.

If you are interested in 'testing' a sample application during one of KMAT's test phases, please contact Colleen Noon, Data Analyst/Epidemiologist at [colleen.noon1@wyo.gov](mailto:colleen.noon1@wyo.gov).

**Electronic communication is necessary** to conduct the business of certification, including creating a new username and password for the Provider Portal. Please ensure you are able to receive the Division's emails. Certification emails may come from [no-reply.wdh@wyo.gov](mailto:no-reply.wdh@wyo.gov), [wdh-certification@wyo.gov](mailto:wdh-certification@wyo.gov), or [patricia.bacon@wyo.gov](mailto:patricia.bacon@wyo.gov). Division recommendation is to regularly check your spam email folder(s) and/or add the email addresses to your 'safe contacts' listings. Please watch for upcoming "new user in the Gateway" instructions, and access to the "Provider Portal" information, coming to you via your email inbox soon!

## *Primary Certification Contacts for State Certification Application*

### Staff listing requirements within Renewal Applications streamlined

The staff listing section within the online renewal applications for certification has been streamlined for providers. Providers will only need to add primary certification contacts – the persons within the program who will be conducting certification business and/or be the Division’s contact to receive professional development and training email opportunities. Drop down selections for this section include: Executive Director, Clinical Director/Coordinator/Manager, Business/Fiscal/Office Manager, Private Business Owner, and Executive/Administrative Assistant.

## *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. 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 as it is a public listing.

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

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

*Tel: 1-800-535-4006 or email: [wdh-certification@wyo.gov](mailto:wdh-certification@wyo.gov)*

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To: Wyoming Certified Substance Use Disorder Services Programs/Providers