



Renewal Provider Certification Procedures

Behavioral Health Division
Mental Health and Substance Abuse Section
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Thank you for your interest regarding Behavioral Health Division (Division), Mental Health and Substance Abuse (MHSA) Section State Certification, required of programs, providers, or facilities in Wyoming that provide substance use disorder services, including substance use disorder assessment, for court-ordered or referred clients. Certification is also required for agencies that receive State funds to provide substance use disorder services and/or community mental health center services per Wyoming Statute and Wyoming Rules and Regulations:

- "Beginning July 1, 2004, no state funds provided for substance abuse treatment shall be allocated to programs, providers, or facilities which are not certified by the department of health. Beginning July 1, 2004, courts shall not refer individuals for substance abuse or related treatment to programs, providers, or facilities which are not certified to provide those services for which the individual is referred." Wyo. Stat. Ann. 9-2-2701(c).
- "All programs receiving funds from the Division shall request regular certification and recertification in accordance with these rules in order to continue to receive funding from the Division." Rules and Regulations of the Division of Behavioral Health Personnel & Program Quality, amended February 1992, Chapter XIII, Section 1(b).

Provider programs are reviewed, upon successful submission of a completed 'Renewal' application inclusive of required documentation, for up to a two (2) year re-certification, per current Wyoming Standards for Substance Abuse Chapter 2, Section (3) (h) found at <https://health.wyo.gov/behavioralhealth/mhsa/rules-and-regulations/>.

The Division will grant a one (1) year or a two (2) year renewal. Criteria for reviewing a renewal application and granting a one (1) year, rather than a two (2) year period of renewal include:

- Program or provider utilizing national accreditation as supportive documentation for State certification was granted a one (1) year national accreditation rather than a typical three (3) year national accreditation award.
- Program or provider's national accreditation expires within the calendar year from date of State certification renewal.
- Program or provider is currently, or was at any time during their previous certification period, under a Division corrective action plan.

Renewal Applicant Guidance:

The link for State certification guidance and application portals is provided below. Please review all of the information online at <http://health.wyo.gov/behavioralhealth/mhsa/certification/> for the most up-to-date renewal guidance and forms.

Please select "Renewal Provider Certification" and click the + sign on the brown box on this web page. Online applications are completed through the Information Management for Providers (IMPROV) system accessed through the above link.

- *The Behavioral Health Division (Division) has 60 days to review submitted, completed applications and documentation.*

- *Incomplete or non-submitted applications remaining inactive in IMPROV over 90 days will be denied.*

'Renewal' provider applicants:

- *Renewal provider guidance is provided via email to your program's executive director ninety (90) days ahead of the certification expiration date. Please keep your program's contact information (i.e. email address, phone) current with the Division, to ensure timely notification. Renewal applications may be initiated up to ninety (90) days ahead of your current certification expiration date.*
- *Please find current guidance and checklists by clicking on the appropriate brown box on the + sign on the far right-hand side found at <https://health.wyo.gov/behavioralhealth/mhsa/certification/renewal-certification/>.*
- *Please review the Wyoming Rules and Regulations for Substance Abuse Standards Chapters 1-8, and required requested documents information on the web site prior to starting the online renewal application at <https://health.wyo.gov/behavioralhealth/mhsa/certification/renewal-certification/>.*
- *Applicants will have the opportunity to exit and re-enter the renewal application. The application will not need to be completed in one sitting.*

Please note: The "accredited" box within the online application indicates that your program is nationally accredited (e.g. CARF, the Joint Commission, etc.). If your program is not nationally accredited, please leave this box unchecked to allow for the application to offer you the opportunity to upload all Division-required documentation.

- *If your program is not nationally accredited through a national accrediting organization such as the Commission on Accreditation of Rehabilitation Facilities (CARF) or The Joint Commission (TJC), there are three BHD required renewal forms, in addition to the required documentation requested within the renewal application, to be completed by hand, scanned, and pdf versions uploaded into the online application. These forms may be found under the "Private Non-Nationally Accredited Renewal Provider Guidance" brown box at <https://health.wyo.gov/behavioralhealth/mhsa/certification/renewal-certification/>. Division recommendation: It will save you time if these required renewal forms are completed, signed and dated, and scanned into electronic PDF format prior to starting the online application.*

Please note: Please select the drop down "funded" option within the online application if your program is contracted with the Behavioral Health Division; otherwise, please select the "non-funded" option.

DUI/MIP Education Requirements:

If your program will be applying to renew State certification for American Society of Addiction Medicine (ASAM) Level 0.5 early intervention DUI/MIP education services, when you complete the online application, please submit:

- A copy of your program's policy and procedure document specifically naming the State-approved DUI/MIP curriculum utilized by your program; and,
- Copies of staff members' curriculum training certificates earned from one of the two evidence-based, State-approved DUI/MIP education curricula ("Prime For Life" through Prevention Research Institute or "Interactive Journaling Facilitation" through The Change Companies).

Copies of your staff members' curriculum training certificates - and a copy of your program's DUI/MIP policy and procedure document - are required for state certification of Level 0.5 DUI/MIP education.

Levels of Service Information:

Please refer to the levels of service form found in the renewal provider guidance by clicking on the brown “Renewal Provider Certification” box found at <https://health.wyo.gov/behavioralhealth/mhsa/certification/renewal-certification/>. These are the services providers may apply to be State certified for within the online application. This form may be retained for reference and for possible future use as needed.

Nationally Accredited Provider Guidance:

Nationally accredited (e.g. Commission on Accreditation of Rehabilitation Facilities (CARF) or The Joint Commission, etc.) providers please check the appropriate box within the online application.

- *If your program holds and maintains national accreditation (e.g. CARF, the Joint Commission, etc.) - and submits documentation to support State certification - survey reports showing levels of behavioral health services accredited for, annual reports, and relevant national accreditation certificates or letters, are required. In planning ahead: **Please ensure your program applies for national accreditation for all behavioral health program/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.

Resources for Frequently Asked Questions:

Regarding professional licensing questions, please contact the State licensing board applicable for your profession. The Wyoming Mental Health Professional Licensing Board may be contacted via information found on their website at <http://mentalhealth.wyo.gov> , by email wymhplb@wyo.gov, or by phone 307-777-3628.

Regarding business licensing or permitting questions, please contact the Wyoming Business Council's Business Permit Program Manager at 307-777-2843. Please find the Wyoming Business Council's website at <http://www.wyomingbusiness.org/content/licensing-and-permitting>.

Regarding possible facility licensing requirements, please contact Healthcare Licensing and Surveys at 307-777-7123. The website is <https://health.wyo.gov/aging/hls/>.

Regarding questions about Medicaid, please contact the Office of Healthcare Financing at 855-294-2127.

Contact Us At:

The Division is happy to assist you throughout your online certification application process. Please feel free to reach out with any questions or concerns by emailing wdh-certification@wyo.gov or by phone toll free 1-800-535-4006.