



CARF Accredited Provider State Certification Procedures

Behavioral Health Division
Mental Health and Substance Abuse Section
Phone: (307) 777-5817
Toll-Free 1-800-535-4006
Fax: (307) 777-5580

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 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 of the QIP letter or email**. 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 of the ACQR letter or email**. 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.

Key Action Items:

- ✓ Contact your CARF Representative with any questions regarding an application to CARF for survey or other CARF concerns.

- ✓ **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.**
- ✓ **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 1-800-535-4006 for additional guidance. Accreditation survey dates and subsequent reporting timeframes may require collaborative efforts. Please notify the Division as soon as possible prior to certification expiration. Documentation to support extension of expiration dates will be required.