WellSky Aging & Disability (A&D) - Report Requirements FFY20

1. Request import at beginning of month (only for providers who use MySeniorCenter)
   - Import request for MSC

2. Monthly A&D reports to accompany monthly invoices for the following programs
   - III-C1
   - III-C2
   - III-E
   - WyHS

3. Quarterly A&D reports to accompany quarterly reports for the following programs
   - III-B
   - III-C1
   - III-C2
   - III-E
   - WyHS

4. Rules of Behavior documentation
   - Send Rules of Behavior (ROB) agreement to Heather Welch (heather.welch1@wyo.gov) and Jeanne Scheneman (jeanne.scheneman@wyo.gov) upon completion of SAMS training for new SAMS users

5. License transfer
   - When an A&D user leaves employment or you would like to change the A&D license from one user to another, you must contact Heather Welch and Jeanne Scheneman as soon as possible to have the license transferred and to schedule A&D training, if applicable