

## 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](mailto:heather.welch1@wyo.gov)) and Jeanne Scheneman

([jeanne.scheneman@wyo.gov](mailto: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