



DOC NCCHC Provider State Certification Procedures

Behavioral Health Division
Mental Health and Substance Abuse Section
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Certification Renewal Checklist for Department of Corrections (DOC) National Commission on Correctional Health Care (NCCHC) Accredited Providers

Renewals are completed online within the Information Management for Providers (IMPROV) system. The website for renewal certification is www.wyoproviderportal.com

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 800-535-4006. Recommendation is to please check 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 NCCHC accreditation, the following supporting documentation will be required to be submitted either in IMPROV or to the Certification Program Manager. Required documentation for State certification of NCCHC-accredited providers include:

- Copies of your current **NCCHC Survey Report/Accreditation Notification**. **After the initial on-site survey, accreditation notification documentation is sent to the provider.** Additional on-site visits occur about every three years. Per Wyoming Standards, Chapter 2, Section 3 (d) (i), *“Applicable portions of the national accredited report by level of service that are congruent with these rules will be accepted in lieu of reviewing documentation for compliance with these rules.”*
- Required to be submitted to the Division in non-survey years: Copy of documentation (i.e. receipt acknowledgment and acceptance letter or email from NCCHC or similar) evidencing your program’s submission of the **Annual Maintenance Report**. Per the NCCHC, once accredited, each year the provider submits a written report (Annual Maintenance Report) with updates on relevant information.
- Copies of **any required plans of action**, as applicable, as required by NCCHC.
- Communication of **administrative issues and significant events**, as applicable.

Please contact your NCCHC Representative with any questions regarding application to NCCHC for survey or other NCCHC concerns. **Division recommendation is to please ensure your program applies to be surveyed for national accreditation for all behavioral health program/levels of service provided and populations served that you wish to apply toward State certification.** 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.

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.