



Certification Renewal Checklist for Joint Commission 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 Joint Commission 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 Joint Commission-accredited providers include:

- ❑ Copies of your current **Joint Commission Accreditation Quality Report and any applicable letters or documentation supporting ongoing accreditation by level of service/programming (e.g. site survey report and award letter of accreditation post-survey)**. 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 in non-survey years: Copy of documentation (i.e. receipt acknowledgment and acceptance letter or email from The Joint Commission or similar) evidencing recent annual **Intracycle Monitoring (ICM) Focused Standards Assessment (FSA) tool** having been submitted to The Joint Commission, to the Division, evidencing continued national accreditation compliance.
- ❑ Copies of any **Plan of Action (POA)**, as applicable as required by The Joint Commission.
- ❑ Communication of **administrative issues and significant events**, as applicable.

Please contact your Joint Commission Representative with any questions regarding application to The Joint Commission for survey or other Joint Commission 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.