



# Renewal Provider Certification Procedures

Behavioral Health Division  
Mental Health and Substance Abuse Section  
Phone: (307) 777-5817  
Toll-Free 1-800-535-4006  
Fax: (307) 777-5549

Thank you for your interest regarding Behavioral Health Division (Division), Mental Health and Substance Abuse (MHSA) Section State Certification, required of providers in Wyoming that provide substance use disorder services, including substance use disorder assessment services, for court-ordered or referred clients. Certification is also required for agencies that receive State funds to provide substance use disorder services and/or community mental health center services.

Provider programs are reviewed, upon successful submission of a completed **'Renewal'** application inclusive of required documentation, for up to a two (2) year re-certification, per current Wyoming Standards for Substance Abuse Chapter 2, Section (3) (h) found at <https://health.wyo.gov/behavioralhealth/mhsa/rules-and-regulations/>.

The Division will grant a one (1) year or a two (2) year renewal. Criteria for reviewing a renewal application and granting a one (1) year, rather than a two (2) year period of renewal include:

- Program or provider utilizing national accreditation as supportive documentation for State certification was granted a one (1) year national accreditation rather than a typical three (3) year national accreditation award.
- Program or provider's national accreditation expires within the calendar year from date of State certification renewal.
- Program or provider is currently, or was at any time during their previous certification period, under a Division corrective action plan.

## Renewal Applicant Guidance:

The link for State certification guidance and application web page is provided below. Please review all of the information online at <https://health.wyo.gov/behavioralhealth/mhsa/certification/>. The most up-to-date renewal guidance and forms are found at this site. *Please select "Renewal Provider Certification" by clicking on the + sign on the appropriate brown box on this web page.*

Online applications are completed through the Information Management for Providers (IMPROV) Provider Portal system accessed at <https://health.wyo.gov/behavioralhealth/mhsa/certification/renewal-certification/>. *Please select "Renewal Provider Certification Application" by clicking on the + sign on the appropriate brown box on this web page.*

- *The Behavioral Health Division (Division) has 60 days to review submitted, completed applications and documentation.*
- *Incomplete or non-submitted applications remaining inactive in IMPROV over 90 days will be denied.*

## 'Renewal' provider applicants:

- *Renewal provider guidance is provided via email to your program's executive director ninety (90) days ahead of the certification expiration date. Please keep your program's contact information (i.e. email address, phone) current with the Division, to ensure timely notification. Renewal applications may be initiated up to ninety (90) days ahead of your current certification expiration date.*

- Please find current guidance and checklists by clicking on the appropriate brown box on the + sign on the far right-hand side found at <https://health.wyo.gov/behavioralhealth/mhsa/certification/renewal-certification/>.
- Please review the Wyoming Rules and Regulations for Substance Abuse Standards Chapters 1-8, and required requested documents information on the web site prior to starting the online renewal application at <https://health.wyo.gov/behavioralhealth/mhsa/certification/renewal-certification/>.
- Applicants will have the opportunity to exit and re-enter the renewal application. The application will not need to be completed in one sitting.
- If your program is not nationally accredited through a national accrediting organization such as the Commission on Accreditation of Rehabilitation Facilities (CARF) or The Joint Commission (TJC), there are three BHD required renewal forms, in addition to the required documentation requested within the renewal application, to be completed by hand, scanned, and pdf versions uploaded into the online application. These forms may be found under the “Private Non-Nationally Accredited Renewal Provider Guidance” brown box at <https://health.wyo.gov/behavioralhealth/mhsa/certification/renewal-certification/>. Division recommendation: It will save you time if these required renewal forms are completed, signed and dated, and scanned into electronic PDF format prior to starting the online application.

### **DUI/MIP Education Requirements:**

If your program will be applying to renew State certification for American Society of Addiction Medicine (ASAM) Level 0.5 early intervention Driving Under the Influence/Minor in Possession (DUI/MIP) education services, when you complete the online application, please submit:

- A copy of your program's policy and procedure document specifically naming the State-approved DUI/MIP curriculum utilized by your program; and,
- Copies of staff members' curriculum training certificates earned from one of the two evidence-based, State-approved DUI/MIP education curricula (“Prime For Life” through Prevention Research Institute or “Interactive Journaling Facilitation” through The Change Companies).

Copies of your staff members' curriculum training certificates - and a copy of your program's DUI/MIP policy and procedure document - are required for state certification of Level 0.5 DUI/MIP education.

### **Levels of Service Information:**

Please refer to the levels of service form found in the renewal provider guidance by clicking on the appropriate brown renewal provider certification guidance box found at <https://health.wyo.gov/behavioralhealth/mhsa/certification/renewal-certification/>. This form shows the services providers may apply to be State certified for within the online application. This form may be retained for reference and for possible future use as needed.

### **Nationally Accredited Provider Guidance:**

Nationally accredited (e.g. Commission on Accreditation of Rehabilitation Facilities (CARF) or The Joint Commission, etc.) providers please check the appropriate box within the online application.

- *If your program holds and maintains national accreditation (e.g. CARF, the Joint Commission, etc.) - and submits documentation to support State certification - survey reports showing levels of behavioral health services accredited for, annual reports, and relevant national accreditation certificates or letters, are required. In planning ahead: **Please ensure your program applies for national accreditation for all behavioral health program/levels of service provided and populations served that you wish to apply toward State certification.** Division-contracted Community Mental Health Centers: **Please 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](mailto:wdh-certification@wyo.gov) or 1-800-535-4006 for guidance.

**Resources for Frequently Asked Questions:**

Regarding professional licensing questions, please contact the State licensing board applicable for your profession. The Wyoming Mental Health Professional Licensing Board may be contacted via information found on their website at <http://mentalhealth.wyo.gov>, by email [wjomhplb@wyo.gov](mailto:wjomhplb@wyo.gov), or by phone 307-777-3628.

Regarding business licensing or permitting questions, please contact the Wyoming Business Council's Business Permit Program Manager at 307-777-2843. Please find the Wyoming Business Council's website at <http://www.wyomingbusiness.org/content/licensing-and-permitting>.

Regarding possible facility licensing requirements, please contact Healthcare Licensing and Surveys at 307-777-7123. The website is <https://health.wyo.gov/aging/hls/>.

Regarding questions about Medicaid, please contact the Office of Healthcare Financing at 855-294-2127.

**Contact Us At:**

The Division is happy to assist you throughout your online certification application process. Please feel free to reach out with any questions or concerns by emailing [wdh-certification@wyo.gov](mailto:wdh-certification@wyo.gov) or by phone toll free 1-800-535-4006.