



# New Provider Certification Procedures

Behavioral Health Division  
Mental Health and Substance Abuse Section  
Phone: (307) 777-5817  
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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.

If your program wishes to accept court-ordered or referred clients and provide substance use disorder services, and/or your program is a Division-contracted Community Mental Health Center, please apply online to become State certified. Initial, or 'New' provider program applications, if approved, are certified for a provisional six (6) month period. Thereafter, provider programs are reviewed, per successful submission of a completed 'Renewal' application inclusive of required documentation, for up to a three (3) year re-certification period, in accordance with the current rules (Behavioral Health Service Provider Certification, Chapter 2, Section (4)(b)).

After the initial six (6) month provisional period, the Division will grant a one (1) year, two (2) year or three (3) year renewal. Criteria for reviewing a renewal application and granting a one (1) year 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.

## New Applicant Guidance:

To be certified, a provider must submit a complete application to the Division, using the online application process. Online applications are completed through the Information Management for Providers (IMPROV) Provider Portal system at <https://www.wyoproviderportal.com/>.

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

## 'New' provider applicants:

- *Please study the current guidance checklists and documents on the website, found in the brown "New Provider Certification" box at <https://health.wyo.gov/behavioralhealth/mhsa/certification/new-provider-certification/>.*
- *Applications do not have to be completed in one sitting. Applicants will have the opportunity to exit and re-enter the application. The application will not need to be completed in one sitting.*

### **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.

- *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.*

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

Please refer to the American Society of Addiction Medicine (ASAM) levels of service document found in the new provider guidance. These are the services providers may apply to be State certified for within the online application.

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

If your program will be applying for ASAM Level 0.5 Early Intervention 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 DUI/MIP curriculum utilized by your program; and,
- Copies of curriculum training certificates for the staff who will deliver the training.

### **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 [wyo mhplb@wyo.gov](mailto:wyo mhplb@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 [w dh-certification@wyo.gov](mailto:w dh-certification@wyo.gov) or by phone toll free 1-800-535-4006.