



## **Certification Renewal Checklist for Commission on Accreditation of Rehabilitation Facilities (CARF) Accredited Providers**

Renewals are completed and submitted online on the Information Management for Providers (IMPROV) system.

Approximately three months prior to your current expiration date, if you have not received a Division email containing renewal application guidance, please contact the Certification Program Manager, Behavioral Health Division (Division) at: 307-777-5253.

Please add email address [noreply.wdh@wyo.gov](mailto:noreply.wdh@wyo.gov) to your safe contacts list. Please notify us at any time your program has email changes by contacting us at 307-777-5253 or [wdh-certification@wyo.gov](mailto:wdh-certification@wyo.gov) and we will update your IMPROV profile.

If your program is State certified and renewed based on successful CARF 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 CARF-accredited providers include:

- Copy of the **CARF Survey Report**
- Copy of the **award letter supporting ongoing accreditation by level of service/programming** received by the provider post survey. Please submit copies of these two documents to the Division upon receipt from CARF following the on-site survey.
- Copy of the **Quality Improvement Plan (QIP)**, completed within 90 days of notification of the accreditation decision, post survey.
- A copy of **CARF's acceptance of the QIP letter or email**. Please submit copies of these two documents to the Division after completion of the QIP, and once CARF accepts the QIP, following the on-site survey.



**CARF Accredited Provider State  
Certification Checklist**  
Provider Certification for  
Substance Use Disorder Services and  
Community Mental Health Centers

Behavioral Health Division  
Mental Health and Substance Abuse Section  
Phone: (307) 777-5253  
Toll-Free 1-800-535-4006  
Fax: (307) 777-5580

- A copy of the **Annual Conformance to Quality Report (ACQR)**, prepared by the provider and submitted to CARF, in each of the two years following the three-year accreditation award.
- A copy of **CARF's acceptance of the ACQR letter or email**. Please submit copies of these two documents annually, between survey years, to the Division after the completion of the ACQR, and once CARF accepts the ACQR.
- Communication of administrative issues and significant events, as applicable.

**Key Action Items:**

- ✓ Contact your CARF Representative with any questions regarding an application to CARF for survey or other CARF concerns.
- ✓ Ensure your program applies for national accreditation for all behavioral health programs/levels of service provided and populations served that you wish to apply toward State certification.
- ✓ 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 additional guidance. Accreditation survey dates and subsequent reporting timeframes may require collaborative efforts. Please notify the Division as soon as possible prior to certification expiration. Documentation to support extension of expiration dates will be required.