



Certification Renewal Checklist for Department of Corrections (DOC) National Commission on Correctional Health Care (NCCHC) 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 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 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.
- 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.



**DOC NCCHC 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

Please contact your NCCHC Representative with any questions regarding application to NCCHC for survey or other NCCHC concerns.

Please contact the Certification Program Manager at 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. Services applied for that national accreditation has not been awarded for will require submission of additional Division-required documentation.