



Certification Renewal Checklist for Joint Commission 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 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**
- Applicable **letters or documentation supporting ongoing accreditation by level of service/programming** (e.g. site survey report and award letter of accreditation post-survey).
- 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.



**Joint Commission 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 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 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.