



**Private Provider
Renewal 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

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.

Please use the checklist below, to guide you through the recertification process:

- **Demographic Update:** Update any demographic changes in the online renewal application. Should any changes occur during the year, please email: wdh-certification@wyo.gov.
- **Certification Renewal Application Reporting Requirements:** Review and check each box for accuracy within the reporting requirements section online to affirm ongoing compliance.
- **Business License Documentation ONLY if changes:** If your business has made changes or updates, upload documentation evidencing the authority to do business. Examples of documentation may include: a local business license from the city or county, if required, and or a copy of a state document (e.g. LLC Certificate of Organization).
- [Affirmation of Rule Compliance](#)
- [Human Resources Management Affirmation Form](#)
- **Clinical License(s):** Upload copies of professional licenses for all current and licensed staff.
- **Policy and Procedure Manual:** Upload an electronic copy of your program's most current, up-to-date policy and procedure manual, evidencing most recent revision date. Please highlight any changes that have been made to the policy, procedure, and program descriptions since the previous policy submission.



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- **Insurance Documentation:** Upload a copy of your business's current general liability certificate of insurance, which covers physical, civil, and professional liability.

- **Fiscal Reporting Requirements:** Upload a copy of your program's applicable documentation demonstrating that a reasonable payment plan is offered to clients or ensure this information is included in your policy and procedure manual. Policy and procedure manual must indicate that all fiscal operations are in accordance with Generally Accepted Accounting Principles.

- **Clinical Assessment Tool:** Upload a mock clinical assessment demonstrating utilization of current assessment tool(s) (e.g. ASI or BHI-MV), The ASAM Criteria (2013), and DSM-5 diagnostic criteria.

- **DUI/MIP Education Requirements:** Upload copies of staff curriculum training certificates. Ensure your program's policy and procedure manual specifically names the state-approved curricula utilized for ASAM Level 0.5 Early Intervention DUI/MIP Education.