



New Provider Certification Procedures

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

Thank you for your interest in the Behavioral Health Division (Division), Mental Health and Substance Abuse (MHSA) Section State Certification. State certification is 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 recertification period, per (Behavioral Health Service Provider Certification, Chapter 2, Section (4)(b)).

Criteria for Certification Period

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 the 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

A provider must submit a complete application to the Division using the online application process to be certified. 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.



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- Incomplete or non-submitted applications remaining inactive over 90 days will be rejected.
- The application will not need to be completed in one sitting. Applicants will have the opportunity to exit and re-enter the application.

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 programs/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 programs/levels of service and populations served that are funded through the State contract in your following national accreditation survey.

Levels of Service

Please refer to the American Society of Addiction Medicine (ASAM) website to learn more on the services providers may apply for to become State certified.

<https://www.asamcontinuum.org/knowledgebase/what-are-the-asam-levels-of-care/>

DUI/MIP 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 on their website at <http://mentalhealth.wyo.gov>, by email wyoehplb@wyo.gov, or by phone 307-777-3628.



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- 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 wdh-certification@wyo.gov or by phone toll-free 1-800-535-4006.