

# Community Choices Waiver Provider Training

## Certification, Enrollments, and Renewals



Wyoming Department of Health  
Division of Healthcare Financing  
Home and Community-Based Services Section



**HOME AND  
COMMUNITY-  
BASED  
SERVICES**

WYOMING MEDICAID  
DIVISION OF HEALTHCARE FINANCING

# Purpose of This Training

To introduce and clarify  
the processes  
associated with  
becoming and  
continuing to be a  
CCW service provider

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# Training Agenda

- Define Certification, Enrollment, and Renewal
- Explore the purpose of the processes
- Discuss requirements and their reviews
- Provide clarification on the expectations of the Division during these processes

# The Reason and Reference

- Federally authorized under Section 1915(c) of the Social Security Act
  - Under Medicaid “umbrella”
  - Funded with state and federal dollars
- Federally approved Waiver agreement that outlines federal and state requirements



# The Agreement to the Rules

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- Provider Agreement requires the providers follow Medicaid Rules
  - Chapter 1: Definitions
  - Chapter 3: Provider Participation
  - Chapter 4: Medicaid Administrative Hearings
  - Chapter 16: Medicaid Program Integrity
  - Chapter 34: Home & Community Based Waiver Services (*Under review*)

# What do we mean?

## Enrollment:

### *Status with Medicaid*

- Enrolled Provider
  - Active WY#
- Active Enrollment
  - Within the provider agreement
- Terminated enrollment
  - Terminated WY# and agreement

## Certification:

### *Status with the CCW*

- Certified Provider
  - Active on waiver
- Initial Certification
  - 1st certification
- Certification Renewal

## Renewal:

### *Process of verification*

- Certification
  - Recert
  - Annual
- Enroll
  - Re-Enroll
  - Every 5 years

# Licensure Requirements

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- Some Waiver services require Licenses
- Medicaid and Medicaid Waiver does not issue License
- Wyoming Department of Health, Division of Aging
- Wyoming Board of Nursing
- Licenses may be reviewed at anytime



A stack of light blue sticky notes is shown, with the word "choice" written in a black, cursive script on the top-most note. The notes are layered, creating a sense of depth, and the word "choice" is also visible on several other notes in the background, though they are partially obscured or out of focus. The overall composition is centered and visually appealing, emphasizing the concept of choice.

choice



# Initial Enrollment

- Conducted by HHS Technologies
- CCW Taxonomy Number is 251B00000X
- Issuance of Wyoming Provider Number (WY#)
- For assistance with Enrollment (Re-Enrollment):

Website: <https://wyoming.dyp.cloud/>

Email address: [WYEnrollmentSvcs@HHSTechGroup.com](mailto:WYEnrollmentSvcs@HHSTechGroup.com)

Phone number: 1-877-399-0121

# Initial Certification



- Initial Certification applications are submitted at [wyoproviderportal.com](http://wyoproviderportal.com)
- Must include proof of qualifications
  - Federal and State Background screening requirements
  - Licensure
  - Evidence of Education and Experience
  - HCBS Policies and Procedures
- Once application is approved and enrollment complete, Provider is considered Certified

# Certified. Now what?

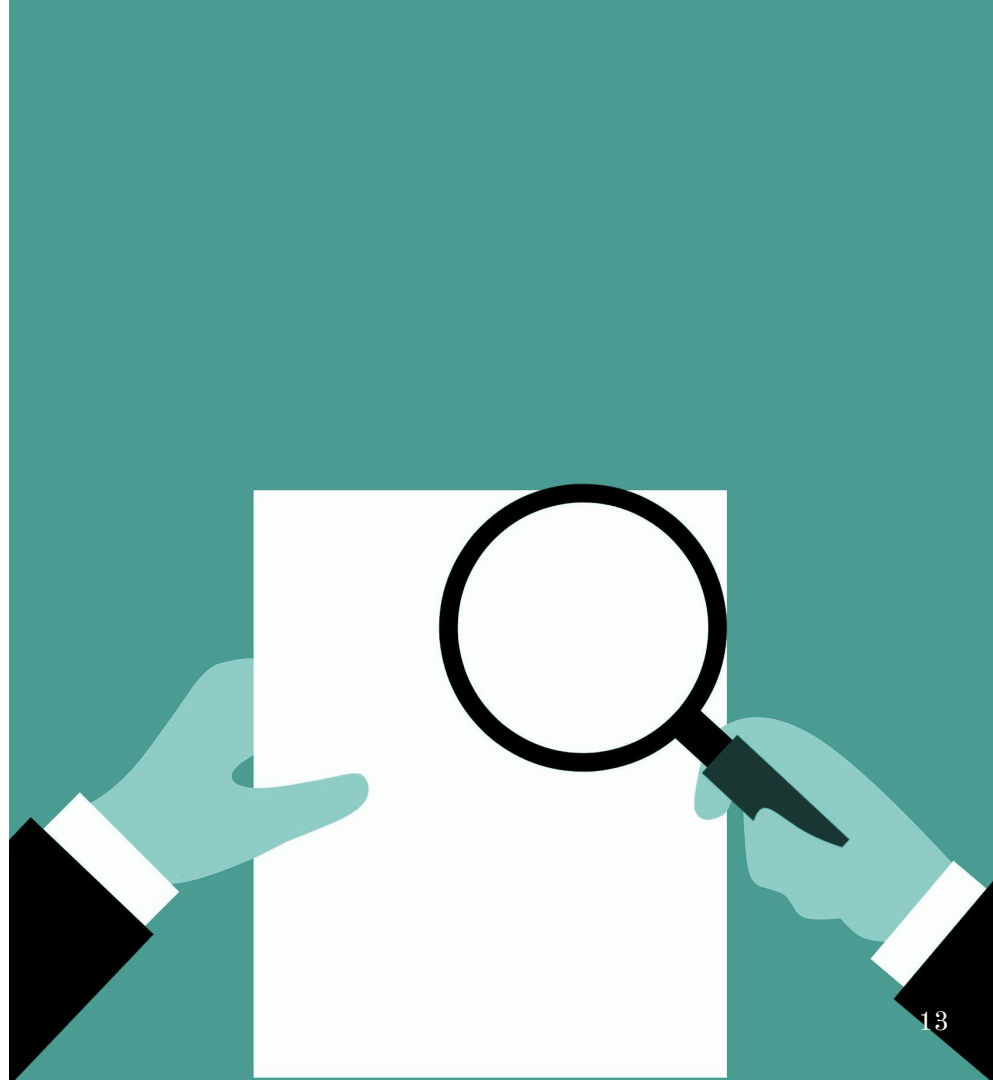
- Documentation is required by Medicaid Rule Chapter 3, Section 7:
  - (a) Retention.
  - (b) Documentation requirements.
  - (c) Availability of records.
- Will be requested during review of reported incidents and complaints, as well as at certification renewal

# Certified Provider Engagement

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- Listed publicly for CCW participants to choose
  - <https://wyoimprov.com/agingPublicProviderSearch.aspx>
- Ongoing portal tasks to maintain current information
  - [wyoproviderportal.com](http://wyoproviderportal.com)
- Division Hosted Support Calls
  - Call in information available on the CCW Providers and Case Managers page <https://health.wyo.gov/healthcarefin/hcbs/ccw-providers-and-case-managers/>

# Certification Renewal



# Recert Process

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- Notification sent 60 days prior to Certification expiration date
  - Certification expires on the expiration date
- Review organizational information on file with the Division, make updates if necessary
- Submit evidence of qualifications and alignment with HCBS requirements

# Recert Results



- Successful!
- Action necessary
  - Additional Evidence may be required
- Certification Revoked, Decertification
  - May be able to request reconsideration

# Adverse Actions

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## Chapter 1, Section 3(xiv):

*an adverse action is the termination, suspension or other sanction of a provider, the denial or withdrawal of admission certification or the denial or reduction of a Medicaid payment to a provider.*

## Not Adverse Actions:

- Loss of licensure or required certifications
- OIG Exclusion or Termination by Medicare
- Fraud, Waste, Abuse, or other prohibited activities



# Medicaid Re-Enrollment

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- Required every 5 years
- HHS Technologies process
- Notification sent 60 days prior to Enrollment Expiration
- WY# may be terminated if provider does not re-enroll



# Key Takeaways



1. Asking questions and staying informed is the very best thing providers can do to be successful.
2. Certification, Enrollment, and renewals are a necessary and required part of being a Medicaid Waiver provider.
3. Providers must be able and willing to provide demonstration and evidence of qualified service delivery, refusal to produce records could result in additional unwanted or Adverse actions.
4. The renewal processes are important for the state to demonstrate ongoing compliance with Federal and State requirements.

# Questions?

**Contact the Provider Certification and  
Credentialing team:**

**[wdh-hcbs-credentialing@wyo.gov](mailto:wdh-hcbs-credentialing@wyo.gov)**



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