



**HOME AND
COMMUNITY-
BASED
SERVICES**

WYOMING MEDICAID
DIVISION OF HEALTHCARE FINANCING

Comprehensive and Supports Waiver

Provider Agreement & Chapter 3

Wyoming Department of Health
Division of Healthcare Financing
Home and Community-Based Services Section
April 29, 2024



Wyoming
Department
of Health

Ensuring providers understand rules & standards they agreed to when they enrolled in Wyoming Medicaid



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DIVISION OF HEALTHCARE FINANCING



Training Agenda

- Provider Agreement
- How the Provider Agreement supports Chapter 3



Participant choice is a fundamental principle within home and community-based waiver services



Provider Agreement

- Enroll with HHS Technologies
- Mandatory enrollment

<https://health.wyo.gov/healthcarefin/medicaid/for-healthcare-providers/>



Section 2

Purpose → Ensures that Wyoming Medicaid providers follow the law

5

Years

- All providers must sign a Provider Agreement
- All providers will re-sign every 5 years as part of re-enrollment



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CONNECTICUT DEPARTMENT OF
SOCIAL SERVICES

Providers have agreed to comply with:

- State and federal laws
- Department rules and policies
- Wyoming Medicaid provider manuals

Section 5

Responsibilities of
the Provider

Providers must maintain documentation and records needed to justify the claims they submit





Wyoming providers must safeguard health information, ensuring HIPAA compliance and confidentiality



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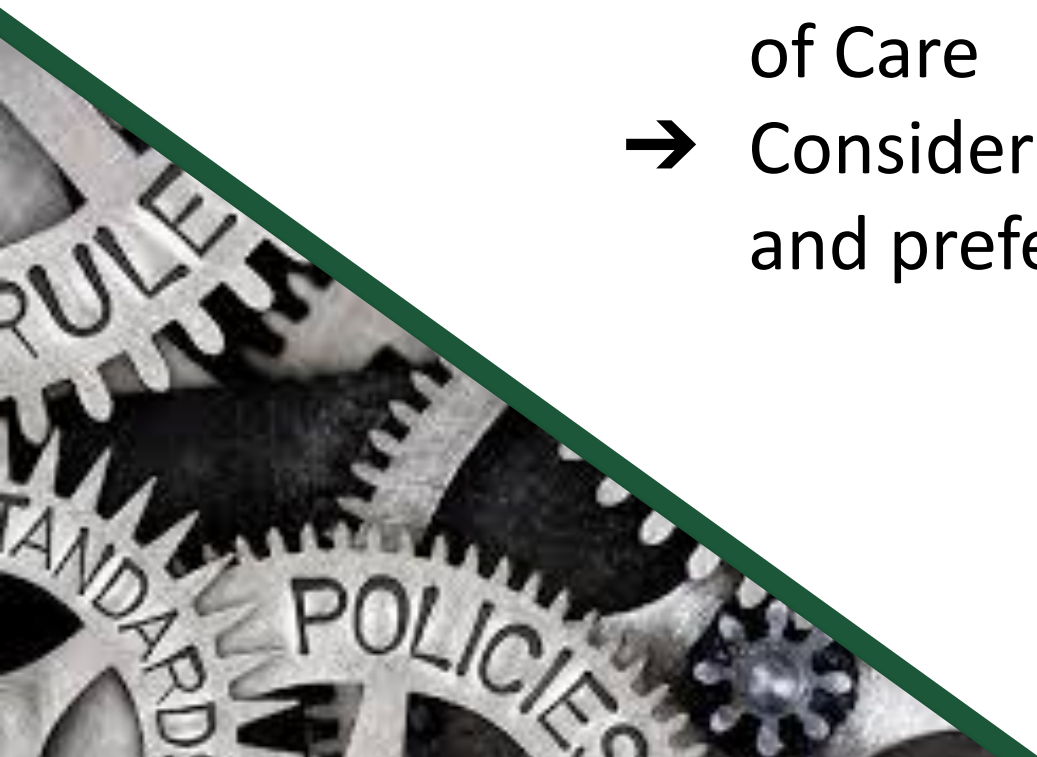
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Change In Ownership

- DD Waiver providers must inform Medicaid of ownership changes
- Non-compliance may lead to adverse actions, including payment recovery

Comply

- Adhere to Individualized Plans of Care
- Consider participants' needs and preferences



Section 6

Special Provisions



- Providers must supply clear, accurate, and up to date information
- Providers must not submit false or fraudulent claims for payment
- Providers are responsible for the actions of their employees
- Providers should have employee policies and procedures that address documenting and billing for services



Individuals who are sanctioned, barred, suspended, or excluded by a Medicare or Medicaid program cannot provide DD Waiver services.





- Providers must use their assigned Wyoming Medicaid number to submit claims.
- Sharing or using another provider's number is **prohibited**
- Overpayment may result in recovery by Medicaid

General Provisions

Section 7

Providers are required to know
and comply with all federal,
state, and local laws and
regulations

**Providers are
independent
contractors**





Every provider is responsible for knowing, understanding, and complying with every provision of the agreement that they have signed



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<https://www.wyomingmedicaid.com/portal>



Provider Agreement

- The provider agreement has been updated, with the changes taking effect in February 2024. Please access your HHS account to review the latest version.
- Here are some highlights of the updates:
 - ◆ Payments (Section 4)
 - ◆ Responsibilities of the Providers (Section 5R)

Chapter 3

- Key focus on Chapter 3 for all providers:
 - ◆ Universal application
 - ◆ Emphasis on addressing key issues
 - ◆ Providers must comply
 - ◆ Alignment with Provider Agreement obligations

A hand holding a black marker is writing the word "Rules" in a cursive script on a chalkboard. The chalkboard has a light-colored, textured background. The word "Rules" is written in black ink. The hand is positioned at the bottom right of the word, with the marker tip touching the end of the word. The hand is wearing a white sleeve.

Rules

- Rules set guidelines and boundaries
- Rules promote consistency
- Chapter 3 aligns with the Provider Agreement
- Rules are published and accessible to everyone

Chapter 3 Section 4

Provider Qualifications



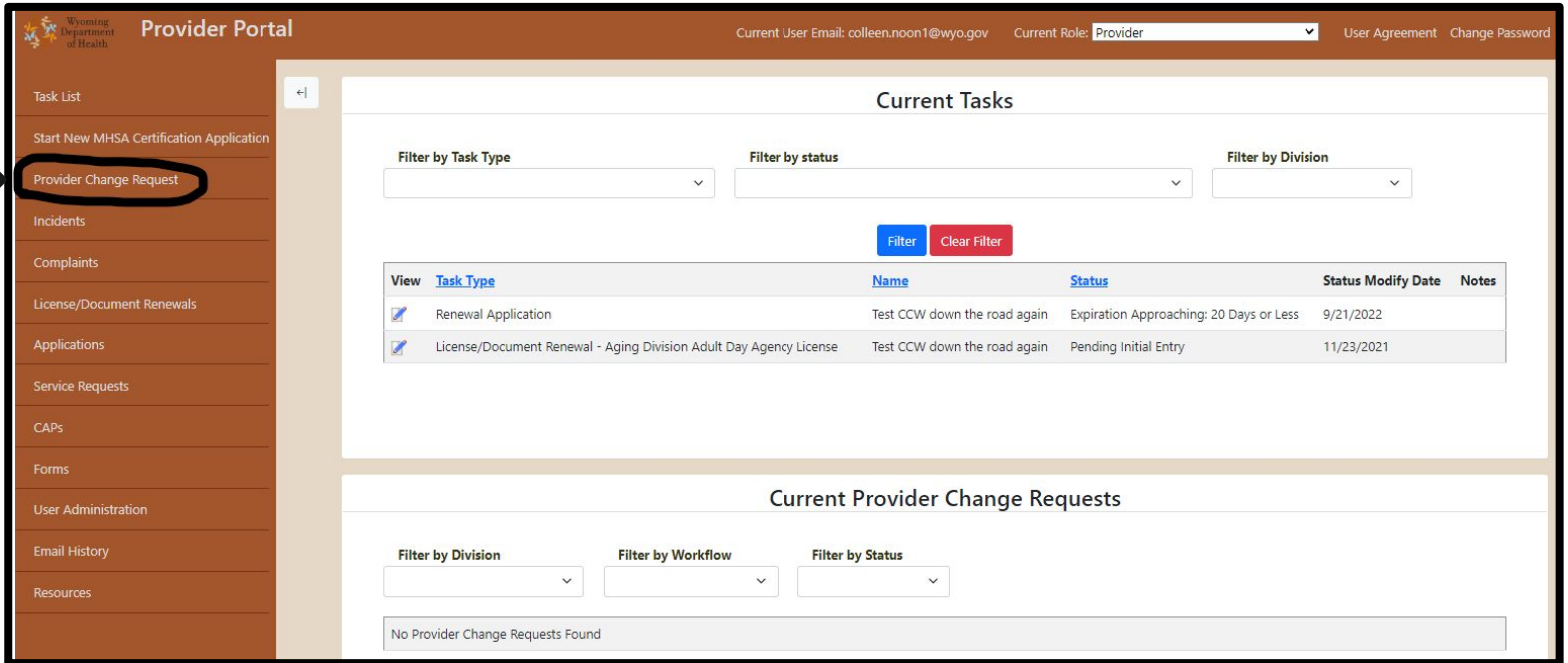
Provider
Enrollment
& Participation

Chapter 3 → Change in Ownership



Notify the Department 60 days before ownership changes...ideally 90-120 days in advance

How providers update demographics



The screenshot displays the Wyoming Department of Health Provider Portal. The left sidebar contains a navigation menu with the following items: Task List, Start New MHSA Certification Application, **Provider Change Request** (highlighted with a green arrow and a black circle), Incidents, Complaints, License/Document Renewals, Applications, Service Requests, CAPs, Forms, User Administration, Email History, and Resources. The main content area is titled 'Current Tasks' and features three filter dropdowns: 'Filter by Task Type', 'Filter by status', and 'Filter by Division'. Below these filters are 'Filter' and 'Clear Filter' buttons. A table lists current tasks with columns for View, Task Type, Name, Status, Status Modify Date, and Notes. The table contains two entries: 'Renewal Application' and 'License/Document Renewal - Aging Division Adult Day Agency License'. Below the 'Current Tasks' section is the 'Current Provider Change Requests' section, which includes filter dropdowns for 'Filter by Division', 'Filter by Workflow', and 'Filter by Status'. A message at the bottom of this section states 'No Provider Change Requests Found'.

Wyoming Department of Health
Provider Portal

Current User Email: colleen.noon1@wyo.gov Current Role: Provider User Agreement Change Password

Current Tasks

Filter by Task Type Filter by status Filter by Division

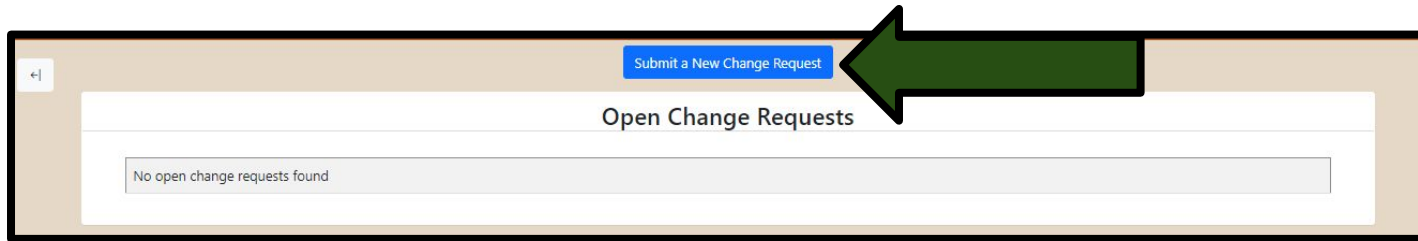
Filter Clear Filter

View	Task Type	Name	Status	Status Modify Date	Notes
	Renewal Application	Test CCW down the road again	Expiration Approaching: 20 Days or Less	9/21/2022	
	License/Document Renewal - Aging Division Adult Day Agency License	Test CCW down the road again	Pending Initial Entry	11/23/2021	

Current Provider Change Requests

Filter by Division Filter by Workflow Filter by Status

No Provider Change Requests Found



Submit a New Change Request

Open Change Requests

No open change requests found

A green arrow points from the top of the page down to the 'Submit a New Change Request' button.

Begin Change Request

Provider:

Test: Endgame

Test: Endgame

Test CCW down the road again

Begin Change Request

Cancel

A green arrow points from the left towards the dropdown menu.


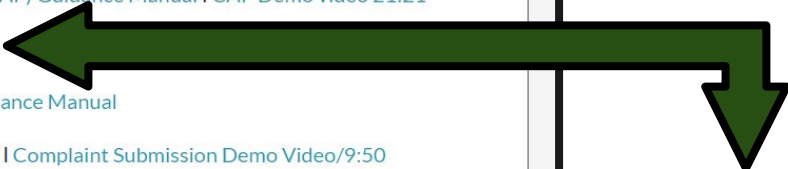
CCW Provider Forms	DD Forms	DD Certification Forms
DD Examples/Templates	DD References/Tools	Technical Guidance

Wyoming Health Provider (WHP) Portal Guidance Documents

- [DD Waiver Provider Application Guidance Manual](#)
- [Electronic Corrective Action Plan \(CAP\) Guidance Manual | CAP Demo video 21:21](#)
- [Provider Change Guidance Manual](#)
- [Provider Portal Administration Guidance Manual](#)
- [Provider Complaint Process Manual | Complaint Submission Demo Video/9:50](#)
- [Tips, Best Practices and FAQs](#)

Electronic Medicaid Waiver System (EMWS) Guidance Documents

- [CCW Leave of Absence Back Up Case Manager Assignments - Updated 4/26/2022](#)
- [CCW Participant-Direction Budget Worksheet - Updated 5/2022](#)
- [On-Hold & Closure Process Guidance Document - Updated 4/19/2022](#)



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**Home and Community Based Services
(HCBS) Waiver Provider Change
Guidance Manual**

Providers are obligated to furnish their financial and participant's medical records upon request

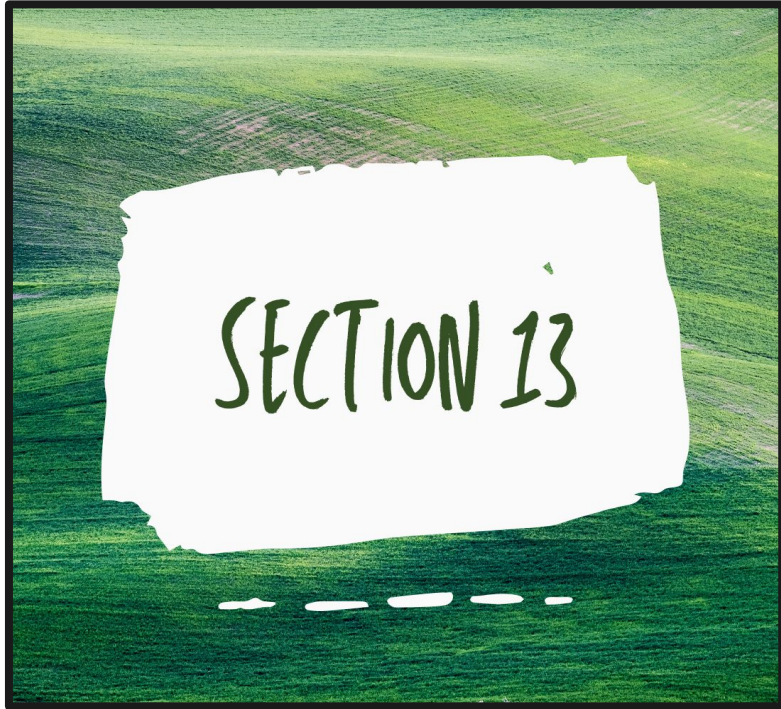


Prior authorization of services

Section 10



Payment of Claims



Submission Of Claims

Key Takeaways



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- 1. Providers must be enrolled as Medicaid Provider, and have an executed Medicaid Provider Agreement.**
- 2. Providers are responsible for reading, understanding, and adhering to the Provider Agreement.**
- 3. Providers must comply with all Wyoming Medicaid Rules, including Chapter 3.**
- 4. Failure to comply with Medicaid rules could result in revocation of the Provider Agreement or other adverse action.**



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Questions???

Contact your Incident Management or Credentialing Specialist

<https://health.wyo.gov/healthcarefin/hcbs/contacts-and-important-links/>