



**HOME AND
COMMUNITY-
BASED
SERVICES**

WYOMING MEDICAID
DIVISION OF HEALTHCARE FINANCING

Community Choices Waiver

Topic: Chapter 34– Implementation

Wyoming Department of Health
Division of Healthcare Financing
Home and Community-Based Services Section
May 20, 2024



Wyoming
Department
of Health



*Further guidance
when
implementing
Chapter 34*



Choice



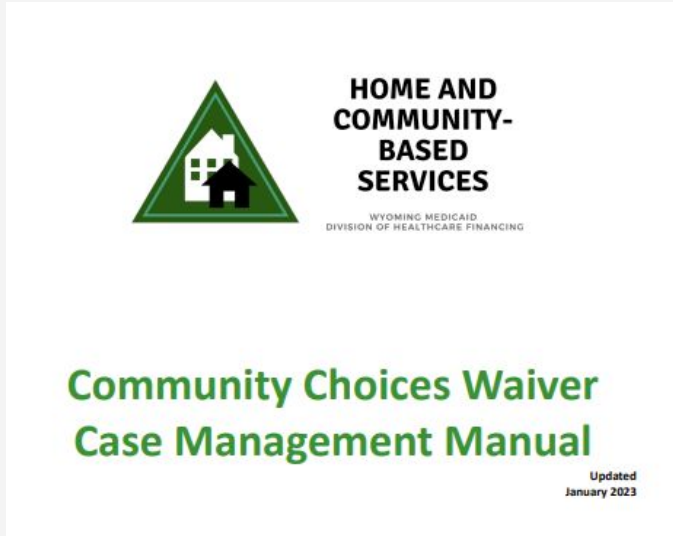
Choice is a basic tenet of home and community-based waiver services.





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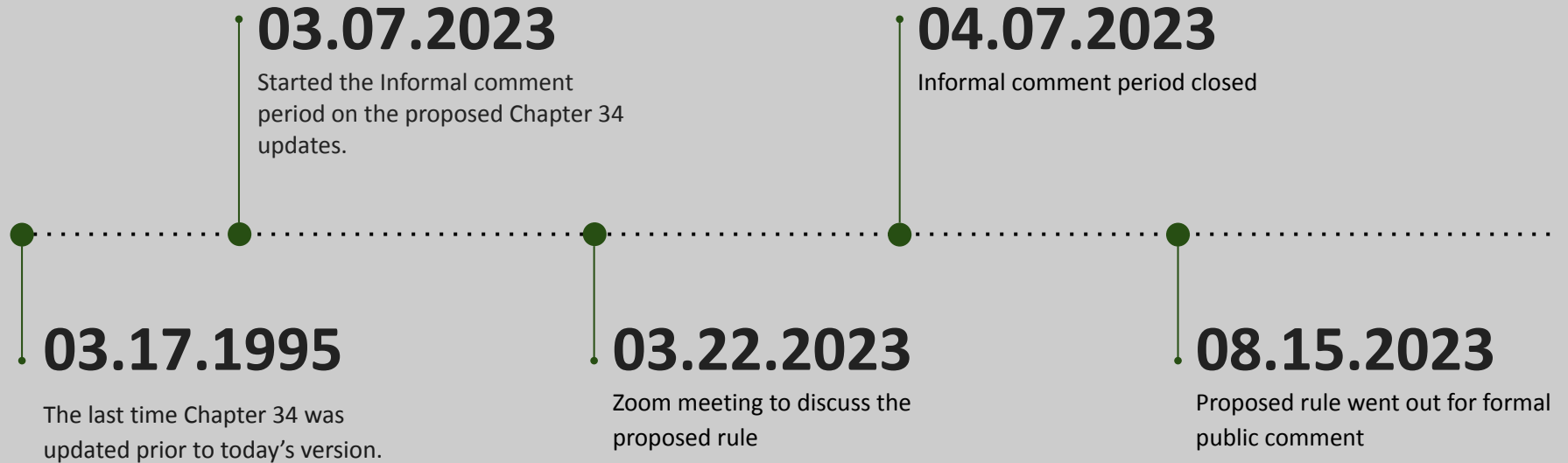
CCW Provider Manual

It is a good idea to be familiar with this manual as we will refer to it throughout this training.

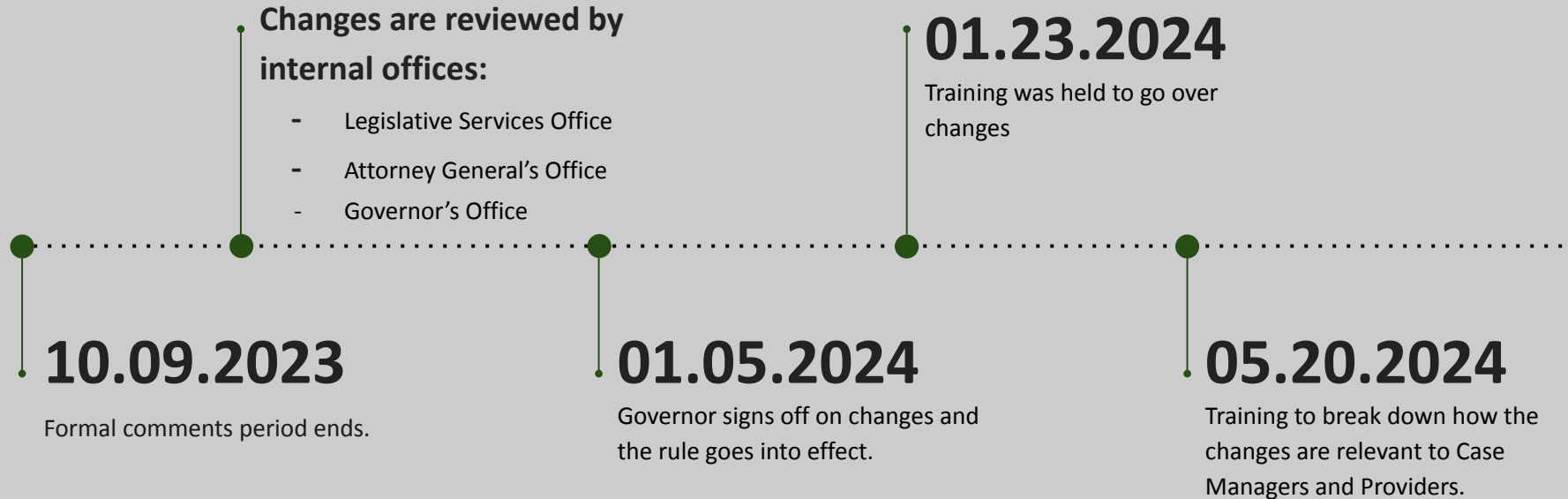
Find the CCW Provider Manual Online:

<https://health.wyo.gov/wp-content/uploads/2023/01/CCW-CM-Manual-Effective-January-2023.pdf>

Chapter 34 Timeline



Chapter 34 Timeline



Section 8



*Provider
Certification and
Recertification*





If your recertification is not completed at least **45 days** prior to your certification expiration date, we will start the decertification process.

Watch your inbox for these emails:

120 Days Before

You will get an email notification your certification will expire in 120 days.

90 Days Before

You will get a reminder email notification your certification will expire in 90 days.



Section 9



Provider Participation Standards and Decertifications



Offering and delivering services;

Managing conflicts;

Developing and implementing policies and procedures;

Administrative and staffing resources and emergency backup systems;

Providing services;

Notifying participants and the HCBS Section about transition;

Ensuring professional licensure or certification are up to date; and

Comply with the Office of Inspector General's regulations and guidance.



Section 10



Background Screening Requirements



Those with unsupervised access to participants must complete and pass:

- A name and social security number based criminal background screening;
- A Wyoming Department of Family Services Central Registry check;
- An Office of Inspector General (OIG), List of Excluded Individuals/Entities Database search;
- A National Sex Offender Public Website search;



Section 11



Provider Training Standards



What is
participant-
specific training?



The type of information needed will depend a great deal on the services the provider is delivering.

Examples:

PERS/Frozen Meal Provider

Would not require additional training


Homemaker

Would need training with participants allergies/ item placement




Providers should
collaborate with
case managers





The provider is responsible for ensuring that the participant-specific training information is disseminated to each staff member who will work directly with the participant *before* they work with the participant.



The provider must document that the training occurred.

Promote:



Respect



Caring



Person
Centeredness

Section 15



Incidents and Complaints





Reporting Timelines



Section 20



Service Documentation Standards



Chapter 34, Section 20(a):

- Location;
- Date;
- Time;
- Signature; and
- Description.



Let's Break it
down....



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Chapter 34 Section 20(g)

Providers must make service documentation available to the case manager by the tenth business day of the month following the date that the services were provided.



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DIVISION OF HEALTHCARE FINANCING

HELP





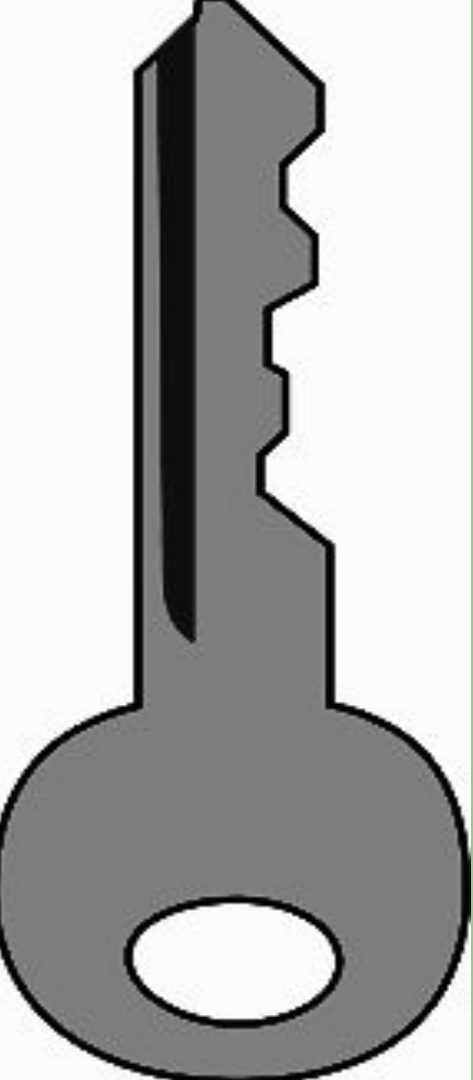
Make sharing easy!

Providers that manage an EMR might consider giving case managers access to the system



Keep Communication Open





Key Takeaways

- Become familiar with the updated CCW Provider Manual.
- Use the WHP Portal Naming Conventions when uploading documents.
- Complete your provider recertification at least 45 days before your current expiration to avoid decertification.
- Ensure your staff are knowledgeable about participant-specific information.
- Make service documentation available to case managers by the 10th business day of the month.

Questions?

**Contact your Incident Management or
Credentialing Specialist**

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

