



Healthcare Financing Division  
Wyoming Medicaid  
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Cheyenne, WY 82002  
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Stefan Johansson  
Director

Mark Gordon  
Governor

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Dear Parent or Guardian,

We at Wyoming Medicaid would like to provide you with information regarding the treatment that your dependent is receiving at a Psychiatric Residential Treatment Center (PRTF). As the parent or guardian it is important for you to understand the type of treatment that is being provided and what the facility will need from you to help your dependent be successful both while the member is at the facility and when the member returns home. We also want to be sure you understand what information the PRTF must provide to you and to the member. Your participation in this treatment is one of the most important things that will lead to improvement and long-term success. These treatment services are being provided at no cost to the member or to you.

The PRTF will provide you with an active treatment plan within 14 days of admission to the facility. The treatment plan must:

- Be based on a doctor's evaluation that includes both the medical and mental health treatment needs of the member and supports the need for inpatient mental health care; and
- Be created by a team of medical professionals specifically for and with the member and yourself indicating how the treatment needs will be met during the stay at the PRTF; and
- Include the plans for continued medical and mental health care in your community after the member is ready to leave the facility. This planning will begin soon and must include you, the school personnel, therapists, doctors, and others as appropriate.

When treatment starts, the facility will be in contact with you to make arrangements for you to attend family therapy. These therapy sessions may be weekly, or will be scheduled at times that are best for the member. You are required to participate unless the doctor determines it would be harmful, or if your participation is not allowed due to a court order. As the member improves, the facility will suggest more family visit. While the member is receiving services, the facility is required to let you know if the member has to be restrained or separated from others in the facility. The PRTF must also let you know of any major changes in the member's condition.

The facility will submit medical records directly to Wyoming Medicaid. A review of the medical records will indicate the progress the member is making and will eventually result in a discharge from the facility. If this review shows that no improvement is being made, or that the member's condition is getting worse, a full medical review and a review by a psychiatrist will be completed. At that time, the review team might recommend that the facility change the treatment plan, that the member be moved to a different facility, or that the member is ready to be discharged.

Outpatient treatment, which is the treatment a person will receive after discharge from the facility, is important to support the member's ongoing mental health needs for long-term success. Discharge planning will begin when the member arrives at the facility. It is ongoing and includes both you and the member. If you don't know what the discharge plan is, please ask the facility for that information.

Wyoming Medicaid also has a contract with Magellan of Wyoming to provide supportive services to you and your family while your child is receiving services at the facility. These services include case management and care coordination, and peer support. Magellan can assist with ongoing care coordination to incorporate recommendations from the facility and create a team of support for the member at home. Please contact Magellan at 307-459-6162 and they will assist you and you dependent in enrolling.

Thank you for helping us to help this member. If you have any questions regarding this information, please contact me at [amy.buxton@wyo.gov](mailto:amy.buxton@wyo.gov) or contact the PRTF to discuss.

Sincerely,

A handwritten signature in cursive script that reads "Amy Buxton". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Amy Buxton