



### AGENDA

- **Program Updates & Reminders**
  - Employment First State
  - Accepting Participants into Provider Programs
  - Recertification and Changes to the Provider Record
  - EVV Information & Provider Resources
  - Document Library
  - Provider Certification Renewal Reminder
  - DFS Background Screening
  - Criteria for Neuropsychological Evaluations
- **Training with Jane Carlson, Social Services Consultant from Adult Protective Services**

### TOPICS

#### **Employment First State**

It is important to remember that Wyoming is an employment first state. Employment services encompass things like self-employment, entrepreneurial activities, career planning and exploration, job discovery, shadowing and follow-along. Case managers need to have regular, documented conversations about employment services. It is important to assist anyone who wants to work with achieving their employment goals – even if it may take longer to get there. It is never acceptable to tell a participant that they cannot work or are not ready to work. Planning can be done in small, incremental steps if needed, and employment should always be promoted if a participant desires to work.

#### **Accepting Participants into Provider Programs**

In accordance with Chapter 45 rules, providers should review each participant's referral information to make the determination as to whether or not they are able to meet the participant's needs based upon the current circumstances and level of service. Providers should not accept participants into their programs contingent on a future Extraordinary Care Committee (or ECC) decision as no ECC is guaranteed. ECC will not grant funding at any requested level, but rather if an ECC is approved, will provide funding based upon the participant's assessed *level of service*. If a provider cannot meet the needs of the participant at their current level of service based upon the referral information, they should **not** accept the participant into their program expecting an ECC to grant additional funding.

#### **Recertification and Changes to the Provider Record**

Please be advised that providers are not able to make changes to addresses, services or add new case managers during a certification renewal. These changes must be made by submitting a change request either before the renewal is initiated or after the renewal is completed. Change requests submitted during a renewal will not be approved.

#### **EVV Information & Provider Resources**

The Division would like to remind providers of the resources available on the [Current Providers](#) page of the Home and Community-Based Services website. When the website was refreshed last fall, we added additional

information on Electronic Visit Verification tab including links to CareBridges' training resources, registration and more. As a reminder, Electronic Visit Verification (EVV) is a federal requirement of the 21st Century Cures Act and is used to confirm service delivery information in real-time. It provides protection against fraud and improper spending by validating service hours billed and using technology to electronically capture when and where HCBS services begin and end. While providers may choose any company to fulfill the EVV requirement, the Wyoming Department of Health has partnered with CareBridge to support this federal EVV requirement - free of charge to Wyoming providers. Please take a look at the tabs in the center of our Current Providers page for this and other helpful resources including a link to the NASDDDS podcast designed specifically for Direct Support Professionals.

## Document Library

Providers must be sure to use and upload the most current version of all forms and documents - especially for Certification Renewals. Forms are often updated with nuanced changes being made to better align with, or meet, program requirements. Submitting outdated, discontinued, or incomplete forms will cause delays.

Additionally, it is not acceptable to use whiteout on forms or scribble out mistakes. It is also never acceptable to change dates or submit previously used forms. A new form with updated information must be used each renewal period. Please check the [HCBS Document Library](#) for the most recent version of our forms and documents.

## Provider Certification Renewal Reminder

When you begin completing the application to renew your DD provider certification, please be sure to review **ALL information on the demographics tab** of the application to ensure it has the correct information. This means reviewing the entire page, not just the address and contact information section. Many providers are failing to check the correct box for the questions in the HCBS Section on this page.

## DFS Background Screening

Please do not confuse confirmation emails with screening results. When providers request a Department of Family Services (DFS) screening per the DFS Background Screening Instructions, they receive an email confirming receipt of their request. This is **NOT** the form to keep on file and submit for certification renewals. This email only confirms the request was made and received. The requirement is to keep screening **results** which are typically sent to the provider within a week after the request was made.

True screening **results** are two pages. The first is on DFS letterhead with a question at the bottom which reads: "Person being screened listed on the DFS Abuse/Neglect Central Registry?" Following this question, a "Yes" or "No" is indicated along with the initials of the Central Registry Specialist. The second page is the provider information that was originally submitted.

If you do not receive Central Registry Screening **results** within 5 days of the confirmation email, please contact [centralregistry@wyo.gov](mailto:centralregistry@wyo.gov). The instructions for submitting a Central Registry Screening request can be found [here](#) or on the [DD Waivers Background Screening](#) page.

## Criteria for Neuropsychological Evaluations

Please note that the [Criteria for Neuropsychological Evaluations](#) (Tool 40), and the relevant section of the Supports Waiver Guide and Application, (Tool 19) were recently updated to clarify evaluation assessment requirements. The waiver eligibility evaluation must include scores from **each** of the three assessment instruments: The Mayo Portland Adaptability Inventory (MPAI), the California Verbal Learning Test Trials 1-5 T, *and* the Supervision Rating Scale. The updated document has been posted on the *DD* tab of the HCBS Document Library under the *Assessments* heading. Please be sure when sharing this document with clinicians,

that you are providing them with the most recent version of the document. Should you have any questions, please contact the assigned [Benefits and Eligibility Specialist](#).

## **WRAP UP**

The next DD Provider Support Call is scheduled for

***June 30, 2025***