

### DEFINITIONS:

Date: The day, month and year of the training

Title: Name of the in-service/training

Hours: The length in time of the in-service/training lasted

0 - 15 minutes	=	0.25
16 - 30 minutes	=	0.50
31 - 45 minutes	=	0.75
46 - 60 minutes	=	1.00

### SIGNATURE: Required

A signature is required from the person giving/teaching the in-service/training. If a video was shown, the signature of the Project Director or an authorized designee will be accepted.

### VERIFICATION

This is to certify that \_\_\_\_\_, Access

Care Coordinator for the \_\_\_\_\_, has

(Project's Name)

obtained the required training hours needed to maintain his/her certification as an Access Care Coordinator per Chapter 1, Section 11 (a) A., of the Wyoming Home Services Rules and Regulations.

Project Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Project Directors must have a Board Member's signature or Supervisor.

### OFFICE USE ONLY:

Date received: \_\_\_\_\_ Returned: \_\_\_\_\_

Approved by: \_\_\_\_\_ Reasons: \_\_\_\_\_

Certification Expiration: \_\_\_\_\_

WYOMING DEPARTMENT OF HEALTH  
AGING DIVISION  
COMMUNITY LIVING SECTION

## Wyoming Home Services & National Family Caregiver Support Program Contact Hours



**BOOKLET IS DUE BY: June 30, 2026**

FISCAL YEAR:  
JULY 1, **2025**—JUNE 30, **2026**



Wyoming  
Department  
of Health

NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_

DATE: \_\_\_\_\_

RULES  
Chapter 1  
Wyoming Home Services

## Section 11. Care Coordination.

All grantees shall employ a case manager.

### Case Manager Qualifications:

- Be at least 21 years of age;
- Meet at least one of the following criteria:
  - Have completed at least forty-eight (48) semester hours or seventy-two (72) quarter hours of post-secondary education in health care, elderly care, health management, facility management, or other related fields from a college or institution.
  - Have at least two (2) years of experience in social services working with the elderly or people with disabilities.

Access Care Coordinator responsibilities include, but are not limited to:

- Complete contact hours of job related continuing education, each State fiscal year starting July 1 through June 30, as specified by the Division;
- Perform Client assessments as specified in Section 13 of the Rules; and,
- Monitor all service provisions.

Contact Hours  
Continuing Education Units

Requirements:  
Date, Title of the Program, Number of Hours, and Trainer

[illegible]

TOTAL HOURS: