

## **CARF Accredited - Certification Renewal Checklist**

### **Commission on Accreditation of Rehabilitation Facilities (CARF) Accredited Providers**

All Wyoming providers, who are actively State certified, will receive email correspondence from the Behavioral Health Division (Division) ninety (90) days prior to their State certification expiration date. It is imperative that a complete renewal application and all supporting documentation be submitted to the Division no less than thirty (30) calendar days prior to the expiration date of the provider's certification (Chapter 2, Section 5).

If you have not received an email from the Division containing your renewal application guidance, please contact the Certification Program Manager at (307) 777-5253.

Renewing State certification, based on successful CARF accreditation, requires submission of the following documentation in BHMS:

- Copy of the **current CARF Survey Report**
- Copy of the post survey **award letter supporting ongoing accreditation by level of service/programming.**
- Copy of the post survey **Quality Improvement Plan (QIP)**, completed within 90 days of notification of the accreditation decision.
- Any communication of administrative issues and significant events, if applicable.

Renewal applications with supporting documentation will be completed and submitted online on the Behavioral Health Management System (BHMS).

You can access BHMS here: <https://bhms.health.wyo.gov>

Accreditation survey dates and subsequent reporting timeframes may require collaborative efforts. Please notify the Division as soon as possible prior to certification expiration. Documentation to support extension of expiration dates will be required.



**CARF Accredited Provider State  
Certification Checklist**  
**Provider Certification for  
Substance Use Disorder Services and  
Community Mental Health Centers**

Behavioral Health Division  
Mental Health and Substance Abuse Section  
Phone: (307) 777-5253  
Toll-Free 1-800-535-4006  
Fax: (307) 777-5580

**Key Action Items:**

- ✓ Contact your CARF Representative with any questions or concerns regarding your CARF accreditation.
- ✓ Ensure your program applies for national accreditation for all behavioral health programs/level of care services provided and populations served that you wish to apply towards State certification.
- ✓ For your national accreditation survey, ensure your program applies, at a minimum, to be surveyed for all behavioral health program/level of care service(s) and populations served that are funded through the State contract.
- ✓ Behavioral health programs/level of care service(s) that are not included in your national accreditation award will require the submission of additional supporting documentation to the Division to complete your renewal application.
- ✓ Please notify the Division Certification Program Manager if there are any changes or updates, including, but not limited to: email, phone number, address, services provided, etc.
- ✓ To guarantee you receive our correspondence, please add [noreply.wdh@wyo.gov](mailto:noreply.wdh@wyo.gov) to your safe email contact list.

If you need additional guidance or have any questions, please contact:

Behavioral Health Division  
Certification Program Manager  
Phone: (307) 777-5253  
Toll-Free: (800) 535-4006  
Email: [wdh-certification@wyo.gov](mailto:wdh-certification@wyo.gov)