

Department of Corrections (DOC) – Certification Renewal Checklist National Commission on Correctional Health Care (NCCHC) 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 NCCHC accreditation, requires submission of the following documentation in BHMS:

- A copy of your current **NCCHC Survey Report/Accreditation Notification**.
 - After the initial on-site survey, accreditation notification documentation is sent to the provider. Additional on-site visits occur about every three years.
- Copies of any required plans of action, as applicable, as required by NCCHC.
- Communication of **administrative issues and significant events**, as applicable.
- Required in non-survey years:**
 - Copy of documentation evidencing your program's submission of the **Annual Maintenance Report**.
 - Documentation may include: a receipt acknowledgement **and** acceptance letter, an email from NCCHC, or similar
 - Per the NCCHC, once provider is accredited, each year the provider submits a written report (Annual Maintenance Report) with updates on relevant information

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.

Key Action Items:

- ✓ Contact your NCCHC Representative with any questions or concerns regarding your NCCHC 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 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