

# CCW Case Management Agency Case Manager Requirements Checklist



HOME AND  
COMMUNITY-  
BASED  
SERVICES  
WYOMING MEDICAID  
DIVISION OF HEALTHCARE FINANCING

This checklist is intended to be used when adding a case manager to an agency. It is designed to ensure that all required documentation is submitted. Please complete the checklist and submit all items to [wdh-hcbs-credentialing@wyo.gov](mailto:wdh-hcbs-credentialing@wyo.gov)

- All required training is located on the [HCBS website](#), [CCW Initial Certification page](#). Evidence of Initial Case Management training is required for the following topics. *Employers must maintain this evidence in their employment records.*
  - HCBS Settings Rule and Community Membership
  - Participant Assessments
  - Service Plan Development
  - Ageism, Disability, and Cultural Awareness
  - Effective Communication
  - Identifying and Reporting Abuse, Neglect, and Exploitation
  - Person-Centered Planning – Basic Concepts
  - Person-Centered Planning – Process Overview
  - Person-Centered Planning – Supported Decision Making
- Once added to the Information Management for Providers (IMPROV) system, new case managers will need to request access to the [Electronic Medicaid Waiver System \(EMWS\)](#) and the [Wyoming Health Provider \(WHP\) Portal](#).

CCW case management agencies are also required to maintain employment records that demonstrate compliance with additional requirements, such as:

- Education and experience requirements:
  - Master's Degree in one of the following related human services fields:
    - Counseling;
    - Education;
    - Gerontology;
    - Human Services;
    - Nursing;
    - Psychology;
    - Rehabilitation;
    - Social Work;
    - Sociology; or
    - A related degree, as approved by the Division.
  - Bachelor's Degree in an above named human services field **and** one (1) year work experience as a case manager or in a related human services field.
  - Associates Degree in an above named human services field **and** four (4) years work experience as a case manager or in a related human services field.
- Successful criminal history and background screenings, including;
  - Evidence (screenshot) of absence on the exclusions list of the United States Department of Health and Human Services, Office of Inspector General (OIG). <https://exclusions.oig.hhs.gov> (annually)
  - Successful Central Registry of Abuse and Neglect check, as maintained by the Wyoming Department of Family Services (DFS) <https://dfsgovcloud.my.site.com/wydfs/s/>.
  - Evidence (screenshot) of absence from the United States Department of Justice, National Sex Offender Public Website [www.nsopw.gov](http://www.nsopw.gov).
  - National Criminal Background Screening based on Name & Social Security Number confirming that the individual has not been convicted of, or plead no contest to, any barrier crimes listed in Wyoming Statute Title 6, Chapters 2 and 4.