

DD Case Management Agency Case Manager Update Form



HOME AND
COMMUNITY-
BASED
SERVICES

WYOMING MEDICAID
DIVISION OF HEALTHCARE FINANCING

The case management agency must use this form to add and remove case managers within the agency. Please complete the form as needed and submit to wdh-hcbs-credentialing@wyo.gov

Agency Name: _____ WY# _____
Date: _____

Please select:

Adding New Case Manager

Removing Existing Case Manager*

Name:	
NPI#:	
WY#:	
Email:	
Phone Number:	
Address:	

For New Case Managers, please include:

- ☐ Resume** - Demonstrating experience requirements are met as outlined in Chapter 45, Section 5(b)(ii)
- ☐ Transcripts** - Demonstrating education requirements are met as outlined in Chapter 45, Section 5(b)(ii)
- ☐ Background Screening - Including results from FBI/DCI and DFS Central Registry
- ☐ OIG - Proof (Screenshot) of absence on the exclusions list <https://exclusions.oig.hhs.gov>
- ☐ Proof of completion of the [Initial DD CM Training](#)

Prior to providing DD Waiver Services, all of the following [Initial Provider Trainings](#) must be completed***.

Training Title	Date:	Training Title	Date:
Abuse, Neglect, and Exploitation		Module 8 - IPC	
Module 1 - Rules and Resources		Module 9 - CAPs, Complaints, and adverse actions	

Module 2- Rights of participants		Module 10 - Documentation Standards	
Module 3 - Incident Process		Module 11 - Participant funds/cost to participant	
Module 4 - Standards of HCBS		Module 12 - Participant Transitions	
Module 5 - Background Check requirements		Module 13 - Initial and Renewal Certification	
Module 6 - Provider qualifications		Module 14 - PBSP and Restraints	
Module 7 - Case Management Services			

Once added to the Information Management for Providers (IMPROV) system, new case managers may need to request access to the [Electronic Medicaid Waiver System \(EMWS\)](#) and the [Wyoming Health Provider \(WHP\) Portal](#).

* If removing a case manager from an agency, the agency must contact the EMWS Helpdesk at emws-helpdesk@wyo.gov to terminate access to EMWS. Access to the WHP portal can be removed by contacting the helpdesk at providerportal@gannettpeaktech.com

** In accordance with Wyoming Medicaid Rule, case managers must meet the following 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.

*** Employers must keep the Provider Training Summary for each training completed on file.