

AGENDA

- **Program Updates & Reminders**
 - Employer of Record Participant Direction
 - Case Management Monthly Reviews (CMMR) Submission
 - Case Manager Contact Information
 - Subscribe to the HCBS Email List
- **Training: Veterans Care Coordination** - *Michelle Smith, Account Manager with Veterans Care Coordination*

TOPICS

Employer of Record Participant Direction

When adding Self-Direction to a Plan of Care (POC) or Individual Plan of Care (IPC), it is essential that an employee is officially hired before the service is integrated into the plan. If an employer passes away, Self-Direction services must be promptly removed from the IPC and can only be reinstated once a new employer is formally approved by ACES\$. Furthermore, employers bear the responsibility of ensuring that all employees utilize the Electronic Visit Verification (EVV) system in strict accordance with established rules, and they must verify that all provided services strictly comply with the guidelines outlined in the [CCW Service Index](#). Ultimately, the Case Manager must review and verify all of these components to ensure full compliance and plan integrity.

Case Management Monthly Reviews (CMMR) Submission

Please remember that the Case Management Monthly Review (CMMR) is designed to capture all activities, incidents, and services provided across the entire month, meaning it should never be submitted prior to the last day of the month of services. All supporting documentation must be entered within five business days of the service date, and the completed CMMR itself must be submitted by the tenth business day of the following month. Adhering to these deadlines is essential, as the CMMR must be fully submitted before Medicaid can be billed.

Case Manager Contact Information

The HCBS Section would like to remind case managers to verify that their organization's contact person, phone number, and email address are current in the Wyoming Health Provider (WHP) Portal. Invitations for upcoming WYSERVES training sessions will be sent using this information, and case managers are strongly encouraged to participate. Instructions on updating contact information can be found in the [Provider Change Guidance Manual](#) in the [HCBS Document Library](#) under the Web Portal Guides tab.

Subscribe to the HCBS Email List

To receive regular updates and the latest information from the HCBS Section, case managers are reminded to subscribe to the HCBS email list. The subscription link is available on the [Contact Staff, Subscribe or Suggest](#) page. If you haven't received communications recently, please check your spam folder.

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[Link to Presentation](#)