

AGENDA

- **Program Updates & Reminders**
 - Part-Time or Intermittent Services
 - Participant-Direction Service Units
 - Transition Checklist
 - National Provider Identifier (NPI) Mandate
 - Benefits and Eligibility Specialists Caseload Reassignments
 - EVV Compliance
 - Case Manager Contact Information
 - Subscribe to the HCBS Email List
- **Training: Understanding the Case Management Monthly Review (CMMR): Part 1** - Lacey Magnuson, Home and Community Based Services Section Benefits and Eligibility Specialist

TOPICS

Part-Time or Intermittent Services

As a reminder, in accordance with the Service Index, part-time or intermittent services are capped at a combined total of 40 hours per week (8,320 15-minute units) per plan year. This limit applies across the total combination of Personal Support, Companion, Adult Day, and Home Health Aide services, whether delivered through Participant-Directed Services or traditional service providers. If a Person Centered Service Plan (PCSP) includes multiple part-time or intermittent services, it must clearly justify the necessity of each. Please note that a hard system stop in the Electronic Medicaid Waiver System (EMWS) will soon be implemented to enforce this 8,320-unit limit.

Participant-Direction Service Units

Participant-directed units have been added to the main Plan Checklist screen in EMWS. You can view these under the blue heading "Finalize Service Plan," where the plan services are displayed.

Transition Checklist

An updated [Transition Checklist](#) was published to the HCBS Website in July 2026, coinciding with the waiver renewal. This updated form is required for all case transitions and must be uploaded directly to the Document Library of the case in EMWS. To complete a valid transition, both the incoming and outgoing case managers must sign the form, attesting that all steps have been executed to mutual satisfaction. Please note that previous versions of this form are now void and must not be used. To ensure compliance, always download forms directly from the [HCBS Document Library](#) prior to use, as local files may quickly become outdated.

National Provider Identifier (NPI) Mandate

Per a recent CMS mandate, all enrolled HCBS waiver providers must have a National Provider Identifier on file with Wyoming Medicaid. Please note that individual CCW case managers do not need their own NPI if they are operating under an enrolled Case Management Agency. The deadline to add an NPI to your enrollment record via the DyP Provider Portal is October 31st, though we strongly recommend providers add their NPI via a Change of Circumstances request by October 15th to avoid processing delays. Providers who do not have an NPI on file with their Medicaid enrollment will receive a payment suspension on November 1st, and be

disenrolled from Wyoming Medicaid on February 1st, 2027. For additional details on this requirement—including FAQs and a step-by-step guide to submitting a Change of Circumstances request in DyP—please visit the HCBS website. These resources are located under the [CMS Revalidation Mandate](#) tab on the Public Notices, Engagement Groups & Projects page.

Benefits and Eligibility Specialists Caseloads

Please prepare for the reassignment of BES caseloads taking effect at the start of the new year. The Division will share further communication once the updated caseload list is posted to the HCBS website toward the end of 2026.

EVV Compliance

The Division is reminding providers of ongoing enforcement efforts regarding Electronic Visit Verification (EVV) compliance. While the minimum monthly compliance threshold moved to 75% on September 1, 2026, the next tier will take effect on November 1, 2026, raising the minimum requirement to 80% to avoid enforcement action. Throughout the remainder of 2026, this minimum standard will gradually increase toward our final goal of 85%. Resources for EVV can be found on the HCBS [Current Providers](#) page under the EVV tab.

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.

This concludes the program updates and reminders for 2026. Our next CCW Case Manager Support Call will resume in 2027.

[Link to Presentation](#)