Provider Incentive Program for Participant Achievement:
Case Manager Checklist & Instructions

HOME & COMMUNITY-BASED SERVICES
WYOMING DEPARTMENT OF HEALTH
DIVISION OF HEALTHCARE FINANCING

Instructions for Applicants:

1. Review the Complete Program Summary document to get an overview of the purpose of the Provider Incentive Program for Participant Achievement, and an understanding of the Program's requirements.
2. Reference the Checklist for Pre-Screening Requirements (below) to ensure that you meet the requirements before submitting an application. Applicants that don't meet the pre-screening requirements will not be considered for the Program.
3. Download a copy of the Provider Incentive Program for Participant Achievement for Case Managers and ensure that you provide your contact information on the application document.
4. To answer the questions on the application, create a separate Word document. The naming convention for this document is:
   Case Manager/AgencyName.PIPPAapplication
5. Ensure that you respond to all sections on the application.
   - ☐ Contact Information recorded on the application document.
   - ☐ Provider Statement
   - ☐ Training and Certification requirements
     - Proof of the Mandt System or Crisis Prevention Institute (CPI) certification, or plan to fulfill requirements if chosen to participate in the project.
     - Proof of certification in the Home and Community Based Services Section's Medications Assistance Training (MAT)
     - Positive Behavior Support Planning Process for Case Managers training plus demonstration of understanding in the form of a past Positive Behavior Support Plan you developed.
6. Reference the Checklist for Application Submission (below) to ensure that your submission is complete. Application submissions that are incomplete will not be considered for the Program.
7. Submit your application and the required documentation to Wendy Hoover at wendy.hoover@wyo.gov.

Checklist for Pre-Screening Requirements:

When considering whether to apply to participate in the Provider Incentive Program for Participant Achievement, please consider the following prescreening requirements. These requirements must be met for your application to be considered and reviewed.

- ☐ The case manager/agency has successfully completed over 1 year of service provision in Wyoming and has completed a full certification renewal.
- ☐ The case manager/agency's most recent certification renewal resulted in a three-year recertification period.
- ☐ The case manager/agency is in good standing with the Division (no open corrective action or adverse action)
- ☐ The case manager/agency has appropriately addressed past corrective action in a timely manner.
- ☐ The case manager/agency has not received corrective or adverse action in the past 24 months.
- ☐ The case manager/agency has consistently reported critical and non-critical incidents as defined by the Division. Upon investigation, the case manager/agency has demonstrated appropriate response to incidents or has acted promptly to comply with Division technical assistance.
- ☐ The case manager/agency has responded to and successfully resolved Quality Improvement Review (QIR) findings.
- ☐ The case manager/agency consistently demonstrated the ability to write robust and supportive Positive Behavior Support Plan (PBSP)
- ☐ The case manager/agency has completed the UW Case Management Training during UW evaluation and support period

Checklist for Application Submission:
When submitting your application to be considered for the Provider Incentive Program for Participant Achievement, please ensure that you submit the following to Wendy Hoover at wendy.hoover@wyo.gov:

- ☐ Provider Incentive Project for Participant Achievement Application for Case Managers plus Word document with recorded answers.
- ☐ An attestation regarding you or your agency's capacity to continue to serve current participants during the Program.
- ☐ A list of your current caseload including participant names and what services each participant is receiving. The list should also include any participants receiving targeted case management (TCM) and participants who may be receiving other waiver services besides case management from you.
- ☐ A Positive Behavior Support Plan (PBSP), including the Functional Behavior Assessment (FBA) that demonstrates your understanding of the Positive Behavior Support Planning Process for Case Managers training.
- ☐ Proof of Certification in Wyoming's Medication Assistance Training (MAT)
- ☐ Either proof of current certification in the Mandt System (Mandt) or the Crisis Prevention Institute(CPI) or ensure that your application outlines your plan for fulfilling this requirement if you are chosen for the Provider Incentive Pilot Project.

Case Manager Readiness Assessment Instructions:
If you are chosen to participate in the Provider Incentive Program for Participant Achievement, you will complete the Case Manager Readiness Assessment if and when a participant transitioning from the Wyoming State Hospital chooses you as a case manager for HCBS waiver services. The Case Management Readiness Assessment is part of the initial Milestone requirements.