Provider Incentive Program for Participant Achievement:
Provider 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: Provider Application 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: **ProviderName.PIPPAapplication**
5. Ensure that you respond to all sections on the application.
    - ☐ Contact Information
    - ☐ 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.
        - Provider chosen training on additional topic(s) that enhances your organization's ability to support individuals with dual diagnoses.
        - List additional resources you may provide your direct support staff and supervisors.
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.

Please Note: The Provider Readiness Assessment will be required of providers who are accepted to participate in the Pilot Program, and should not be submitted as part of the application.

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 provider has successfully completed over 1 year of service provision in Wyoming and has completed a full certification renewal.
- ☐ The provider's most recent certification renewal resulted in a three-year recertification period.
- ☐ The provider is in good standing with the Division (no open corrective action or adverse action)
- ☐ The provider has appropriately addressed past corrective action in a timely manner.
- ☐ The provider has not received corrective or adverse action in the past 24 months.
- ☐ The provider has consistently reported critical and non-critical incidents as defined by the Division. Upon investigation, the provider has demonstrated appropriate response to incidents or has acted promptly to comply with Division technical assistance.

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 Program for Participant Achievement Application for Providers plus Word document with recorded answers.
- ☐ An attestation regarding you or your organization's capacity to continue to serve current participants during the program
- ☐ Proof of the Mandt System or the Crisis Prevention Institute (CPI) training for your staff. or ensure that your application outlines your plan for fulfilling this requirement if you are chosen for the Provider Incentive Program for Participant Achievement.

Provider Readiness Assessment Instructions:
If you are chosen to participate in the program, you will need to complete the Provider Readiness Assessment as part of the initial Milestone requirements. Once accepted, you will be directed to complete Part 1: Staff Development and Support of the Readiness Assessment. If and when a participant transitioning from the Wyoming State Hospital chooses your organization to provide them community based services, you will be required to complete Part 2: Home and Community Environment.