

CCW Case Management Agency Case Manager Requirements Checklist



HOME AND
COMMUNITY-
BASED
SERVICES
WYOMING MEDICAID
DIVISION OF HEALTHCARE FINANCING

This checklist is intended to be used when adding a case manager (CM) to an agency. It is designed to ensure that all required documentation is submitted. Please complete the checklist and submit the checklist items to wdh-hcbs-credentialing@wyo.gov

- ☐ CCW Provider Update Form, located in the [HCBS Document Library](#)
 - ☐ Includes the new CM name, email, phone number, and address.
- ☐ All required training is located on the [HCBS Training page](#): Evidence of Initial Case Management training for the following topics. *Employers must also maintain this evidence in their employment records.*
 - ☐ HCBS Settings Rule and Community Membership
 - ☐ Participant Assessments
 - ☐ Service Plan Development
 - ☐ Ageism, Disability, and Cultural Awareness
 - ☐ Effective Communication
 - ☐ Identifying and Reporting Abuse, Neglect, and Exploitation
 - ☐ Person-Centered Planning – Basic Concepts
 - ☐ Person-Centered Planning – Process Overview
 - ☐ Person-Centered Planning – Supported Decision Making

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

CCW case management agencies are also required to maintain employment records that demonstrate compliance with additional requirements, such as:

- 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.
- Successful criminal history and background investigation screening, including;
 - Evidence (Screenshot) of absence on the exclusions list of the United States Department of Health and Human Services, Office of Inspector General <https://exclusions.oig.hhs.gov>
 - Evidence (Screenshot) of absence from the United States Department of Justice, National Sex Offender Public Website www.nsopw.gov
 - Wyoming Attorney General's Office, Division of Criminal Investigation (DCI) Western Identification Network
 - Federal Bureau of Investigation (FBI), Identity History Summary Check
- Successful Central Registry of Abuse and Neglect check, as maintained by the Department of Family Services