



**Mississippi Department of Mental Health**  
**Provider Bulletin**  
**Number IO0056**

**Subject:** Wraparound Facilitation Agency/Organization registration

**Issue Date:** January 29, 2016

**Effective Date:** January 29, 2016

**Scope**

All DMH Certified Providers of Children and Youth Mental Health Services

**Purpose**

Inform all DMH Certified Providers of Children and Youth Mental Health Services of the new Wraparound Facilitation Agency/Organization registration process with the Mississippi Wraparound Institute.

**Background**

The Department of Mental Health, the Division of Medicaid and the University of Southern Mississippi’s School of Social Work has worked diligently to develop the Mississippi Wraparound Institute (MWI). MWI provides monthly training, technical assistance, coaching, evaluation and outreach to promote and implement Wraparound Facilitation across the State. This includes the required training; “Introduction of Wraparound”, “Engagement”, and “Analyses of Wraparound”.

As Wraparound Facilitation expands across the State, there is a need to streamline certification and monitoring processes. MWI has developed a registration process for DMH Certified Wraparound Facilitation Provider Agencies/Organizations. This process will ensure that your agency and Wraparound Facilitators get the training and individualized technical assistance needed to implement this service with high-fidelity.

**Subject**

Providers that are currently certified by DMH to provide Wraparound Facilitation will have until **February 26, 2016** to register with MWI. Registration should only take 15 minutes of your time if you have the needed information. DMH Certified Providers that are not certified in Wraparound Facilitation, but plan to apply in the future, will need to register with MWI before submitting a New Service application to DMH. Instructions and Guidelines for registering are attached.

*End of Provider Bulletin*



School of Social Work  
Mississippi Wraparound Institute

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Congratulations on your decision to become a Department of Mental Health (DMH) Certified Wraparound Facilitation Provider Organization/Agency! Being a DMH Certified Wraparound Facilitation Provider Organization/Agency means a commitment to ongoing learning and fidelity to the Wraparound Process model. The Mississippi Wraparound Initiative (MWI) at The University of Southern Mississippi will be your partners throughout your initial and ongoing implementation efforts. Once your partnership with MWI begins, your organization will have access to ongoing technical support and coaching from nationally certified Wraparound coaches and trainers. Support will be provided through coaching, meeting observations, reviews of documentation, and other consultation as needed. Staff and supervisors will receive individualized feedback and skill development activities throughout this partnership.

Please note that verification of your agency's status as a DMH Certified Wraparound Facilitation Provider Organization/Agency, which mandates ongoing partnership with MWI, will be required for Medicaid reimbursement of Wraparound services by the Division of Medicaid (DOM). Failure to comply with this special guideline as described below may result in suspension or termination as a DMH Certified Wraparound Facilitation Provider Organization/Agency. Please refer to DMH Operational Standards 2.5.C. and 2.9.B.1-2.

How to get started...

**Step 1:**

A designee at each provider organization must send an email to [wrap@usm.edu](mailto:wrap@usm.edu) identifying your organization and requesting your personalized registration link. Put "**Provider Registration Request**" in the subject line.

**Step 2:**

You will be sent a registration link. Be prepared to provide the following information:

- Name of Provider Organization
- Physical Addresses and phone numbers of all service sites
- Primary Contact Person's Name, Position and contact information (email, phone, mailing address)
- Current number of Wraparound Facilitators
- Name and contact information for all identified supervisors for facilitators. Please note that agencies must identify a minimum of one direct supervisor for every 6 facilitators.
- Current number of youth enrolled in Wraparound programs.

If you have any questions about the registration process, please call Arnecca Byrd at (601) 266-6112 or email at [Arnecca.Byrd@usm.edu](mailto:Arnecca.Byrd@usm.edu).

Once your agency's registration is complete, you will receive an agency/organization ID that will be used to identify your specific agency and technical assistance from the Mississippi Wraparound Initiative can begin. Summaries of technical assistance will be provided to the Department of Mental Health to be used in conjunction with DMH certification reviews. Information shared will include schedule of technical assistance activities, staffing totals and skill levels, meeting observation feedback, identified learning needs and organizational support structure.

Maintaining DMH certification as a Certified Wraparound Facilitation Provider Organization/Agency includes the following activities:

1. Identified agencies, supervisors and facilitators must apply for any applicable certifications from DMH/MWI within 60 days of hire and follow all requirements to maintain certification. Make sure to stay up to date on news about procedures and policies for certifications as more information will be coming soon.
2. Agency agrees to secure informed consents, including Consent to Contact forms, from enrolled families for data collection efforts by MWI, NWIC and NWIC designees for the purpose of ongoing quality assurance, training, and evaluation. Data collection will occur primarily through telephone contact from USM representatives throughout the process for each family engaged in the Wraparound process.
3. Each identified supervisor of Wraparound Facilitators will attend the one day 6CEU training, "Management of the Wraparound Process" provided at no cost by MWI. Supervisors will utilize process-focused supervision and the supervision tools as described in the training as the primary method of staff development for Wraparound Facilitators. Each supervisor will be required to submit examples of CREST forms that they have completed with their facilitators at least 2X year or as needed to ensure high-fidelity Wraparound supervision as determined by MWI staff based on identified Wraparound supervision development needs.
4. On-site coaching from MWI staff or certified designee at least 4X year per DMH Certified Wraparound Facilitation Provider Organization/Agency or as needed to ensure high-fidelity Wraparound as determined by MWI staff. Some coaching contacts may be provided virtually at MWI's discretion. Coaching provided as part of each staff's certification processes may count towards this requirement.
5. MWI Access to observation of Child/Family/Team Meetings up to 2X year or as needed to determine if facilitators' practice adheres to the high-fidelity model adopted by Mississippi as well as if implementation of that agency's policy, practice, and procedures are supportive of high-fidelity Wraparound. Meeting observations provided as part of each staff's certification processes may count towards this requirement.
6. The DMH Certified Wraparound Facilitation Provider Organization/Agency will support each supervisor in recording one or more supervision sessions per month for the purpose of submission to MWI for ongoing training and support. Procedures for submission of recordings and associated CRESTs will be coming soon.

7. Submission of documentation for each facilitator within 90 days of their start date and then 1X year and upon request to ensure high-fidelity Wraparound as determined by MWI staff. (Required documentation includes: 1) Family Story, 2) Crisis Plan, 3) Two consecutive Wraparound Individualized Service Plans, or Initial Plan if family has just begun the process, 4)Child/Family/Team Meeting Sign-In Sheets, 5)Meeting notes as appropriate.) Documentation for each submission must all be from the same family. Documentation submitted as part of each staff's certification processes can count towards this requirement.
8. For all documentation submissions, Identifying family/youth information must be redacted. Please note that initials or alternate names must remain present in order to ensure that persons and relationships are represented in the documentation. For example, if the youth 's name is redacted to "J," youth should be the only individual identified as "J" and each instance of his name in the documentation should be clearly indicated.

Documentation can be submitted in the following ways with the attached cover sheet included:

1. Email to [wrap@usm.edu](mailto:wrap@usm.edu) Include '**Agency Name**' **Documentation Submission in the subject line.**
2. Mail to Mississippi Wraparound Initiative; 118 College Drive, #5114; Hattiesburg, MS 39406-0001, or
3. Fax to MWI at (601) 266-6262.

Specialized learning needs identified at agencies will be addressed through individualized Technical Assistance Plans developed in partnership with MWI and the agency.

If you have any questions about high-fidelity Wraparound or technical assistance activities, please contact MWI at [wrap@usm.edu](mailto:wrap@usm.edu) or 601-266-6112.

\*\*\*These activities may be subject to change. MWI will keep all registered agencies apprised of any planned changes.