



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bob Wise  
Governor

Bureau for Children and Families  
Commissioner's Office  
350 Capitol Street, Room 730  
Charleston, West Virginia 25301-3711  
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Paul L. Nusbaum  
Secretary

Dear Provider,

This letter is the official announcement of the opening enrollment period for those licensed behavioral health agencies who are interested in considering whether or not they want to become certified providers of Socially Necessary Services. One of the categories of Socially Necessary Services includes services provided under the Comprehensive Assessment and Planning Systems (CAPS) initiative. Accompanying this letter is a fact sheet about Socially Necessary Services and a fact sheet about the CAPS initiative and enrollment materials.

As a licensed behavioral health provider you have the following options:

1. You can decide not to enroll now as a provider of Socially Necessary Services.
2. You can enroll to provide one or more of the Socially Necessary Services, except for CAPS services, listed in the Utilization Management Guidelines for Socially Necessary Services. The UM Guidelines are posted on the Internet at [www.wvdhhr.org/bcf/](http://www.wvdhhr.org/bcf/).
3. You can enroll to provide one or more of the Socially Necessary Services **including** CAPS services listed in the Utilization Management Guidelines for Socially Necessary Services. The UM Guidelines are posted on the Internet at [www.wvdhhr.org/bcf/](http://www.wvdhhr.org/bcf/). The enrollment form has been designed to allow interested providers to enroll for both Socially Necessary Services and CAPS on the same document.

Note: The Comprehensive Assessment and Planning System (CAPS ) includes the use of the Child and Adolescent Needs and Strengths (CANS) tools. In order to be certified as a CAPS provider, staff from interested agencies must participate in training on the CANS tools. Training sessions on CANS have been scheduled as follows:

Location: Charleston House Holiday Inn - Charleston  
Date: April 13, 2004 9:00am-4:00pm  
Capacity 75  
Phone 304-344-4092

Location: Stonewall Resort  
Date: April 14, 2004, 9:00am - 4:00 p.m.  
Capacity: 50  
Phone: 304-269-7400

Location: Lakeview Resort- Morgantown  
Date April 15,2004, 9:00am -4:00pm  
Capacity 75  
Phone: 800-624-8300

Registration: To register, please contact April Angell at

WVDHHR/Bureau for Children and Families  
Division of Training  
350 Capitol street, Room B18  
Charleston, West Virginia 25301  
(304) 558-3187  
[aprilangell@wvdhhr.org](mailto:aprilangell@wvdhhr.org)

The initial enrollment period closes May 1, 2004. If, after reading the materials, you decide not to enroll now you may do so after July 1,2004. It is the goal of the Department to secure the largest possible pool of providers in order to insure that all appropriate services are available to the families and children we serve.

I realize that a change of this magnitude may result in many questions. A web site has been developed which will provide additional information about this initiative. You may also submit questions via the web site. The answers to all questions will be posted periodically. The address of the web site is [www.wvdhhr.org/bcf/](http://www.wvdhhr.org/bcf/).

As with any change of this magnitude there may be uncertainties and there certainly will be challenges. While you are reviewing the enrollment materials, I encourage you to think creatively about the opportunities this change presents. For example: if you are the director of an agency you may want to consider expanding the scope of the locations your agency will serve. Historically, some rural counties have been chronically under served and the Department is committed to making sure that necessary services are available statewide. Or, you may want to consider providing new services in addition to the ones your agency traditionally offers.

It is clear from the federal review of our Child Welfare programs that improvements in casework practice and service delivery must be made if we are to meet the national goals for safety, permanency and well being. The development of Socially Necessary Services is one of the keys to achieving these goals. Through the enrollment process I am extending an invitation to you and your staff to join with me and my staff as we work to better serve families and children.

Sincerely,

Fred Boothe  
Commissioner