



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR MEDICAL SERVICES

Alex J. Mayer
Cabinet Secretary

Cynthia Beane, MSW, LCSW
Commissioner

Date: July 9, 2025

To: Aged and Disabled Waiver (ADW) Agencies
Personal Care (PC) Agencies

From: LuAnn Summers, ADW Program Manager
Teresa McDonough, TBIW and Personal Care Services Program Manager

Re: Continuing Certification System

At the conclusion of the current reporting year, July 31, 2025, providers will no longer be required to use the state's Continuing Certification system to either record employee training and/or certifications or to print and submit the Affidavit as evidence of continued compliance.

Providers are responsible for maintaining their own system to ensure that employees are trained and are current with the appropriate certifications according to program policy.

Going forward, certification reviews will be completed using the Personal Attendants / Direct Care Workers who provided services to the representative sample of members chosen for the Quality reviews.

