



Shawnee County  
Community Developmental Disabilities Organization  
"Your resource for connecting our community"

## TARC POLICY MANUAL – CDDO SECTION

<b>Subject: Targeted Case Management Service Requirements</b> <b>Effective Date: 12-15-97</b>	<b>Reviewed: 08-24-09</b>	<b>Policy No: 06-009</b>
<b>Revised:</b> 11-05-01, 09-16-02, 04-17-03, 10-20-03, 04-01-04, 05-15-06, 08-30-07, 08-24-09	<b>Forms:</b> 06-009.001 Service Provider Transition Meeting	

**POLICY:** *As requested by the person or persons guardian, the affiliated Targeted Case Manager (TCM) will assist the individual and their support network to identify, select, obtain and coordinate both paid and unpaid or natural supports to enhance the person's independence, integration, and productivity consistent with the person's capabilities and preferences as outlined in their Person Centered Support Plan (PCSP).*

### GUIDELINES:

1. Each affiliated Targeted Case Management Provider will accept full responsibility to provide all the components of TCM in any and all environments needed as outlined by SRS and written in the Kansas Medical Assistance Program (KMAP) HCBS MR/DD Targeted Case Management provider manual. This shall include, but not limited to:
  - a. **Assessment:** Targeted Case Managers will assist the individual and their support network to develop and implement an ongoing process for determining the individual preferred lifestyle, current strengths and weaknesses, as well as any resources which may be available to that person.
  - b. **Support Planning:** Targeted Case Managers will assist the individual and their support network to develop a person-centered support plan which is responsive to the person's preferred lifestyle as well as mechanisms for updating the plan as needed; build upon assessment information to assist the person in meeting his or her needs and achieving the person's preferred lifestyle; provide assistance to the person to become knowledgeable about the types and availability of community services, provide information regarding the rights of persons served pursuant to the developmental disabilities reform act; obtain the community services of the person's choice.
  - c. **Support Coordination:** Targeted Case Managers will arrange for and secure the supports outlined in the person-centered support plan; develop and access natural supports and generic community support systems, gain access to needed services and entitlements, seek modification of service systems when necessary.
  - d. **Monitor & Follow Up:** Targeted Case Managers will monitor ongoing activities that are necessary to ensure that the person-centered support plan and related supports and services are effectively implemented and adequately address the person's needs.
  - e. **Transition Assistance & Portability:** Targeted Case Managers will assist the person and the person's support network to plan and arrange for services to follow the person when the person moves from:
    - i. School to the adult world
    - ii. An institution to the community setting
    - iii. One provider to another
    - iv. One service area to another service area

- v. From one service to another service setting
2. TCMs are responsible for facilitating a transition meeting between the current service provider support network and new service provider support network prior to the transition to new services occurring. Any and all relevant information will be shared in a timely and collaborative manner. Transition meeting minutes are to be completed on form 06-009.001 which is located in the web based system (BCI). The Funding Coordinator and Quality Management Coordinator will receive an email notification when the transition meeting minutes are submitted.
  3. Transition meetings will be monitored by the CDDO.