



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

TARC POLICY MANUAL – CDDO SECTION

<b>Subject: Targeted Case Management Minimum Qualifications for Affiliation</b> <b>Effective Date: 12-15-97</b>	<b>Reviewed: 08-18-08, 08-26-10, 08-22-11</b>	<b>Policy No: 06-010</b>
<b>Revised:</b> 06-10-99, 11-05-01, 09-10-02, 04-22-03, 10-20-03, 05-15-06, 08-30-07, 08-18-08	<b>Forms:</b>	

**POLICY: Each Targeted Case Manager (TCM) and Targeted Case Management affiliated provider will meet at least the minimum qualifications prior to being an affiliated Targeted Case Management provider and providing services.**

**GUIDELINES:**

1. TCM affiliated providers shall be required to maintain the following:
  - a. Verification each TCM has at least six (6) months experience in the field of developmental disabilities.
  - b. Verification each TCM has a bachelor's degree or six (6) months experience in the field to substitute for each semester of college.
  - c. Current license to provide TCM services.
  - d. Verification TCM's successfully complete the SRS TCM on-line assessment module training by submitting a copy of certificate(s) to the CDDO Quality Management Coordinator.
  - e. Meet standards for required background checks per SRS policy "Background Check Verification"