



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

Subject: Targeted Case Management Training Requirements Effective Date: 12-15-97	Reviewed: 08-24-09, 08-26-10, 08-22-11, 08-27-12, 09.08.14, 07.25.16	Policy No: 06-011
Revised: 06-10-99, 11-05-01, 04-22-03, 10-20-03, 04-01-04, 05-15-06, 08-24-09, 07-25-16	Forms: 06-011.001 Case Manager Training Curriculum	

POLICY: Each Targeted Case Manager and Targeted Case Management affiliated provider must demonstrate to the Shawnee County CDDO they meet annual training requirements in order to continue to provide and bill for case management services.

GUIDELINES:

1. Targeted Case Managers (TCM) will receive all training requirements as identified in the Shawnee County CDDO Targeted Case Management (TCM) training curriculum form (06-011.001). This curriculum was developed by the Shawnee County CDDO in collaboration with affiliated providers and endorsed by the Shawnee County Council of Community Members.
2. TCM affiliated providers choosing to develop an independent training curriculum must submit to the Shawnee County CDDO the following:
 - a. The content of training to include:
 - i. The manner in which and the frequency with which training is delivered.
 - ii. The way in which competency will be determined and demonstrated to the Shawnee County CDDO.
 - iii. Information regarding community resources that enhance a person’s independence, integration & productivity, and consistent with the person’s person-centered support plan.
 - iv. Information regarding health and safety, including behavior management practices; abuse, neglect, and exploitation prevention and response; and individual rights and responsibilities.
 - v. Any information specified by the State of Kansas.
 - vi. Required Shawnee County CDDO developed trainings.
 - b. TCM affiliated providers will present their training curriculum to the Shawnee County Council of Community Members.
3. The Shawnee County CDDO will conduct a review to verify compliance with TCM requirements as necessary. All TCM providers will be notified prior to the TCM review. Review outcomes will be completed within thirty (30) days of the TCM Review process and TCMs will be notified of compliance outcomes.