



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

TARC POLICY MANUAL – CDDO SECTION

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| Subject: Targeted Case Management Training Requirements Effective Date: 12-15-97 | Reviewed: 08-24-09, 08-26-10, 08-22-11 | 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 | 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 Secretary of SRS.
 - 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. Annually the Shawnee County CDDO will conduct a review on all affiliated TCM providers to verify compliance with training requirements. All TCM providers will be notified of the TCM review outcomes within thirty (30) days of the completed TCM Review process.
4. The Shawnee County CDDO will notify the provider they are in compliance or not in compliance with the minimum TCM training requirements.