



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, 10-06-17, 10-15-18	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, 10-6-17	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 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 CDDO Targeted Case Management (TCM) training curriculum form ([06-011.001](#)). This curriculum was developed by the 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 CDDO the following:
 - a. The content of training to include:
 - i. The way 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 is 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 and trainings.
 - vi. Required CDDO developed/sponsored trainings.
 - b. TCM affiliated providers will present their training curriculum to the Council of Community Members.
3. TCM Providers will cooperate with the CDDO with any TCM reviews, audit of records, evaluation of compliance, and monitoring of ethical practices.