



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

Subject: Targeted Case Management Requirements Effective Date: 12-15-97		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, 08-27-19, 08-20-21, 09-19-22, 10-02-23		Forms: Basic Consumer Information (BCI) Affiliate Application (06-044.001)
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, 09-09-24		

POLICY: *Each Targeted Case Manager (TCM) and Targeted Case Management provider will meet the minimum qualifications prior to becoming an Affiliated Provider. 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. Targeted Case Management (TCM) providers will adhere to stipulations and limitations set forth in K.A.R. 30-63-32 and as outlined in the Shawnee County CDDO Affiliation Agreement.*

GUIDELINES:

1. TCM Affiliated Providers shall be required to maintain the following qualifications:
 - a. Current license to provide TCM services.
 - b. Verification that each TCM has at least six (6) months experience in the field of developmental disabilities.
 - c. Verification that each TCM has a bachelor's degree or six (6) months experience in the field to substitute for each semester of college.
 - d. Verification that TCM's successfully complete the State of Kansas TCM on-line assessment module training within the first 90 days of employment by submitting a copy of certificate(s) to the CDDO.
 - e. Meet standards for required background checks per Kansas Department for Aging and Disability Services (KDADS) policy "Background Check Verification."
 - f. Verification that each TCM has completed the following CDDO sponsored core training within the first 6 months of employment:
 - i. CDDO Overview
 - ii. Article 63
 - iii. Functional Assessment
 - iv. Status Action Form
 - v. Crisis Funding Requests
 - vi. Service Provider Transitions Checklist
 - vii. Basic Consumer Information (BCI)
 - viii. Critical Incident Reports (CIR)
 - ix. Personal Awareness and Satisfaction Tool (PAS)

For ongoing education and professional development, a minimum of 20 hours of annual training is required. This may include CDDO sponsored core trainings.

2. The Basic Consumer Information (BCI) Affiliate Application [\(06-044.001\)](#) will be completed for each TCM and emailed to the CDDO IT Coordinator.
3. TCM Providers will cooperate with the CDDO with any TCM reviews, audit of records, evaluation of compliance, and monitoring of ethical practices. Targeted Case Management Rules of Conduct, as identified by the State of Kansas, is the guiding principle for all TCM applications and practices.