



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	Forms: <a href="#">06-011.001 Case Manager Training Requirements Form</a>	
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:** *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 Quality Management Coordinator and KDADS IDD Surveyor.
  - e. Meet standards for required background checks per Kansas Department for Aging and Disability Services (KDADS) policy "Background Check Verification."
  - f. Targeted Case Managers (TCM) will receive all training requirements as identified in the CDDO Targeted Case Management (TCM) Training Requirements form ([06-011.001](#)). Verification that TCM's complete the CDDO sponsored quarterly training within the first 6 months of employment.
  
2. 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.