



Case Management Field Training/Coaching for Supervisors and Case Managers

Name: _____

Supervisor/Field Trainer/Coach: _____

Agency: _____

Supervisor: _____

Core Elements of Case Management (Medicaid)	Functions of Case Management (Children's Board Case Management)	Case Management Activities (List provider activities that support cm core elements or functions)	Field Training and Coaching Case 1	Field Training and Coaching Case 2	Supervisor Field Training
1. Assessment	1. Engagement 2. Assessing strengths, needs and goals	Initial Home Visit Completion of Informative Summary			
2. Service Plan Development	3. Development of Family Support Plan	Family Team Conference Follow-up home visit meeting with family			
3. Linking and Coordination of Services	4. Information, Referral and Linking to services and resources 5. Coordinating Services	Referrals to resources			
4. Service Plan Review and follow-up	6. Advocacy	Family Team Conference Review			
5. Monitoring of Services	7. Monitoring, Documentation or Evaluation of Services	Progress Notes Referral Tracking Log Summary of Services by provider			
6. Service Plan Documentation	8. Transition from case management	Final Home visit Advocacy for continued participation in Family Fun Nights and/or Family Leadership Council 6 and 12 month follow-up contacts			

This certifies that _____ has completed the following (Check the applicable box):
 _____ **Field Training/Coaching for Supervisors completion of at least one live field training/coaching experience of at least five hours.**

_____ **Field Training/Coaching for Case Managers completion of at least two live field training experiences of at least fourteen hours.**

Summary/Additional Comments (use back if necessary):

**QUICK GUIDE TO CBHC CASE MANAGEMENT TRAINING FOR CASE MANAGERS AND SUPERVISORS
providing
TARGETED CASE MANAGEMENT (TCM) FOR CHILDREN AT RISK OF ABUSE AND NEGLECT**

CASE MANAGERS: TCM At Risk specialization

Within 45 days of hire or upon becoming an organization that is a TCM approved Provider

Individual TCM Case Managers are required to take 24 hours of training

Case Management Training Series: TCM specialization

- Family Engagement (2 hours)
- Family Team Conferencing (7 hours)
- Targeted Case Management (TCM) for Children At Risk of Abuse and Neglect (1 hour)
- Field training (14 hours)
 - provided and documented by the organization's certified supervisor using the Case Management Field Training/Coaching for Supervisors and Case Managers form.

OR

- Completed CBHC three day classroom training (ICA/IFSP/TCM) offered prior to April 2009

AND

- Additionally, case managers are required to take 20 hours of training each year to remain certified as individual TCM case managers

TCM Supervisors are required to take

- Family Engagement (2 hours)
- Family Team Conferencing (7 hours)
- Targeted Case Management (TCM) for Children At Risk of Abuse and Neglect (1 hour)
- Field training (14 hours)
 - provided and documented by the organization's certified supervisor using the attached Case Management Field Training/Coaching for Supervisors and Case Managers form.
- Supervisor's Field Training provided and documented by Pam Aeppel using the Case Management Field Training/Coaching for Supervisors and Case Managers form.

OR

- Completed CBHC three day classroom training (ICA/IFSP/TCM) offered prior to April 2009
- Supervisor's Field Training provided and documented by Pam Aeppel using the Case Management Field Training/Coaching for Supervisors and Case Managers form.