

**APPENDIX B
CERTIFICATION FOR CHILDREN'S SERVICES COUNCIL
AS A CONTRACTOR FOR
TARGETED CASE MANAGEMENT
FOR CHILDREN AT RISK OF ABUSE AND NEGLECT**

Agency Name _____

Agency Address _____

Phone Number (____) _____ Medicaid Provider # _____

Is hereby approved and certified as a Children's Services Council or Local Government Entity to contract for Targeted Case Management for Children at Risk of Abuse and Neglect services and meets all of the following requirements, which include:

- a. Is a Children's Services Council or Local Government Entity with authority to raise and contract public dollars that are eligible for use as matching funds under the Medicaid program.
- b. Is knowledgeable of and complies with state and Federal statutes, rules and policies that pertain to use of public funds as match under the Medicaid program and have the financial management capacity and system to provide documentation of costs.
- c. Has the ability to contract with local agencies to provide case management services to the target population as evidenced by sufficient administrative capacity to monitor agencies and ensure compliance with regulations, policy and standards in this handbook.
- d. Agrees to enroll in Medicaid as a case management group provider, with contracted agencies' case manager supervisors comprising the group membership.
- e. Certification that contracted agencies have demonstrated experience and capacity to serve this target population.
- f. Certification that contracted agencies have established linkages with the local network of human services providers, schools and other resources in the service area.

**APPENDIX B - CERTIFICATION FOR CHILDREN'S SERVICES COUNCIL
AS A CONTRACTOR FORM (continued)**

g. Certification that contracted agencies have a Quality Improvement Program with written policies and procedures, which include an active case management peer review process and ongoing recipient and family satisfaction surveys.

h. Certification that contracted agencies have established pre-service and in-service training programs that promote the knowledge, skills, and competency of all case managers.

i. Certification that contracted agencies have an established credentialing process which will assess and validate the qualifications of all case managers and supervisors or case managers.

j. Certification that contracted agencies have the capacity to provide supervision by a person who has a bachelor's degree in a human services field and two years of professional case management experience or three years of other professional experience serving this target population.

k. Certification that contracted agencies maintain documentation and programmatic records that include clearly identified targeted case management certifications for eligibility, assessments, service plans and service documentation.

l. Cooperation and participation in monitoring conducted by the Agency for Health Care Administration.

m. Agreement to reimburse contracted agencies 100 percent of the fee for Targeted Case Management Services for Children at Risk of Abuse and Neglect.

n. Certification of eligible expenditures to Medicaid and submission of claims through the Medicaid fiscal agent for reimbursement of the Federal Financial Participation share.

Children's Services Council Authorized Representative

Date

District or Region # _____