

## PROCEDURE

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<b>Series:</b>	<b>Operating Procedures</b>	<b>COA: CM 7.03 CFOP:</b>
<b>Procedure Name:</b>	<b>Targeted Case Management- Case Load-Limitations</b>	
<b>Procedure Number:</b>	<b>OP BC 1035</b>	
<b>Reviewed Date:</b>	<b>04/23/2021, 02/15/2023</b>	
<b>Revision #/Date:</b>	<b>N/A</b>	
<b>Effective Date:</b>	<b>08/27/2013</b>	
<b>Applicable to:</b>	<b>Brevard C.A.R.E.S. Staff</b>	

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**SUBJECT:** The purpose of this operating procedure is to provide parameters on the client to staff ratio for Targeted Case Managers.

**PURPOSE:** To establish a procedure that complies with the Florida Medicaid standards of caseload sizes for Targeted Case Managers.

### References

Florida Medicaid Mental Health Targeted Case Management Handbook, Agency for Health Care Administration

### Scope

This procedure applies to all Brevard C.A.R.E.S. Targeted Case Manager positions.

### PROCEDURE:

Per the Florida Medicaid Mental Health Targeted Case Management Handbook, Agency for Health Care Administration, the maximum caseloads for Targeted Case Managers are as follows:

1. For Children's Mental Health Targeted Case Management, the maximum caseload is 20 recipients per Targeted Case Manager.
2. For Adult Mental Health Targeted Case Management, the maximum caseload is 40 recipients per Targeted Case Manager.
3. If a Mental Health Targeted Case Manager has a combined caseload, child counts as two. The Mental Health Targeted Case Manager must be certified to serve both target groups.
3. For Intensive Case Management Team Services, the maximum average caseload for a team is 15 recipients per each Team Case Manager.



BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. Scarpelli".

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PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Brevard Family Partnership / Family of Agencies

APPROVAL DATE: 9/28/2023