



**Series:** Operations      **COA:** CM 7.03  
**Policy Name:** Targeted Case Management- Adult and Children Case Manager Certification and Supervisor Certification  
**Policy Number:** OP BC 1046  
**Revision #/Date:** N/A  
**Reviewed Date:** (1) 04/30/2021  
**Effective Date:** 08/27/2013  
**Applicable to:** Brevard C.A.R.E.S. Staff

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**SUBJECT:** The purpose of this operating procedure is to outline the necessary credentials and steps involved for Adult and Children Case Manager Certification and for Supervisor Certification.

**PURPOSE:** To establish a procedure that outlines the necessary credentials and requirements for Adult and Children Case Manager Certification and for Supervisor Certification.

**References**

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

**Scope**

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

**Procedure**

*For Adult and Children Targeted Case Manager Certification the following criteria must be met:*

Has a Bachelor’s Degree from an accredited university or college with a major in counseling, social work, psychology, criminal justice, nursing, rehabilitation, special education, health education or a related human services field and has a minimum of one year of full time or equivalent working with Adult and Children with serious emotional disturbance; or has a Bachelor’s Degree from an accredited university or college and three years of full time or equivalent experience working with Adult and Children with serious emotional disturbance.

Has completed AHCA approved case management training or will complete AHCA approved case management training within three months.

Has knowledge of available community resources in the service area for Adult and Children with serious emotional disturbance.

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Is knowledgeable of and will comply with state and federal statutes, rule and polices that effect the target population.

*For Adult and Children Targeted Case Manager Supervisor Certification the following criteria must be met:*

Has a Master's Degree from an accredited university or college with a major in counseling, social work, psychology, criminal justice, nursing, rehabilitation, special education, health education, or a related human services field and three years of full time or equivalent professional experience serving the target population; or

Has a Bachelor's Degree from an accredited university or college and five years of full time or equivalent case management experience serving the target population; and

Has completed or agreed to complete AHCA approved Mental Health Targeted Case Management Training within three months of initially supervising Medicaid services. If the training is not completed within three months, Brevard C.A.R.E.S. will request the Medicaid fiscal agent to dis enroll the supervisor. Under no circumstances will Brevard C.A.R.E.S. continue to bill Medicaid for services rendered by the Targeted Case Management Supervisor.

## **Targeted Case Manager and Targeted Case Manager Supervisor Certification**

Brevard C.A.R.E.S. requires that all Targeted Case Managers and Targeted Case Manager Supervisors are certified within three months from their date of hire. Targeted Case Managers and Targeted Case Manager Supervisors are trained either by Brevard C.A.R.E.S. by another source (agency or individual) that has a Certified Medicaid Training Manual. These Certifications are placed into the personnel file of the Targeted Case Manager and the Targeted Case Manager Supervisor. Targeted Case Managers and Targeted Case Manager Supervisors are trained and certified to provide Children's Targeted Case Management, Adult Targeted Case Management or both.

BY DIRECTION OF THE EXECUTIVE DIRECTOR:



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KATHRYN PARKER  
Brevard C.A.R.E.S.

DATE: \_\_\_\_\_