

REQUEST FOR CLARIFICATION/INTERPRETATION

TO:	Name and Title: Jannis Conselyea	FROM:	Name and Title:
	Organizational Unit: DDP Program Support Bureau Chief		Organizational Unit:
	Address: 111 Sanders, Helena, Mt		Address:

1. TYPE OF REQUEST: Follow-up to Verbal Request - Date of Verbal Request: _____ Written Request

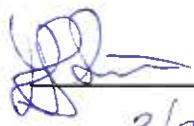
2. STATEMENT OF QUESTION OR ISSUE: Case Managers are required to complete 20 hours of advanced training annually. They are also required as a newly hired employee to complete basic training requirements. Please clarify what is considered basic training as a newly hired employee and what is considered advanced training.

References:

Answer: New Adult Services Case Managers must review the Centers for Medicare and Medicaid (CMS) training for Case Managers on Home and Community-based Services and Waiver assurances. In addition they must complete Personal Support Planning (PSP), Montana Resource Allocation Protocol training (MONA), recertified annually. Individual Cost Plan training (ICP). Abuse Prevention, annually thereafter. Health Insurance Protection Accountability Act (HIPAA). These training requirements are considered to be basic requirements in order to fulfill Case Management duties. For new hires, participation and completion of these basic requirements will fulfill the 20 hours of Advanced training for the first year of employment with the Developmental Disabilities Program. After the first year of employment the Contracted Case Manager Supervisor will determine what training will fulfill the Advanced 20 hours of training requirement for all Contracted Case Managers set forth by the Developmental Disabilities Program in contract and rule. For all State staff, the Case Manager training will need to be approved by Central Office Management. Advanced training is not any training that is listed above and is considered by the Developmental Disabilities Program to be basic training requirements. Advanced training is to be recorded and approved by written signature for each Case Manager and filed in the Case Manager's personnel file.

Children's Services Case Managers who provide Waiver Services are required to have basic training from State Staff on the Individual Family Service Plan (IFSP), Mini-MONA, Montana Resource Allocation Protocol (MONA) (for children over the age of 16) Individual Cost Plan training (ICP), and the Health Insurance Protection Accountability Act (HIPAA). Children's Waiver Services Case Managers must review the Centers for Medicare and Medicaid (CMS) training for Case Managers on Home and Community-based Services and Waiver Assurances. All training documentation must be approved by the Case Manager's supervisor, recorded and filed for reference. Additional training required for Family Support Specialist Certification is not covered in this clarification.

References

 Approved and Issued by:
 Date: 3/22/10

STATE USE ONLY	4: DISTRIBUTION: One Copy: _____ One Copy: _____ One Copy: _____ Additional Copies: <input type="checkbox"/> _____	Requestor Manual Coordinator Division Files	5: FOLLOW-UP: <input type="checkbox"/> To be issued as Bulletin to: _____ (Division Administrator) Manual. Expected Date of Issuance: _____ <input type="checkbox"/> A.R.M. Change <input type="checkbox"/> State Plan Change
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