

Policy Title:	Targeted Case Management – OAR			
Policy Number:	I-C.8 413-050-0600 thru 0670		Effective Date:	02-22-00

Approved By: *on file*

Date Approved:

Policy

Forms, etc.

Definitions

References

Contact

History

Reference(s):

- Targeted Case Management Procedure Manual

Form(s) that apply:

- CF 1020, Service Activity Report
<http://dhsforms.hr.state.or.us/Forms/Served/CE1020.pdf>

Rules:

Purpose

413-100-0600

Renumbered to 413-050-0600 These rules provide guidelines on the Targeted Case Management Program and information about how individuals and organizations can become qualified targeted case management service providers for children receiving services from the State Office for Services to Children and Families or Oregon Youth Authority (OYA).

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.005

Definitions

413-100-0610

Renumbered to 413-050-0610

(1) "Case Manager": An employee of a provider organization who has completed the Office of Medical Assistance Program (OMAP) approved case manager training.

(2) "Client": for purposes of this policy, a child receiving target case management services.

(3) "In-Home Setting": the home of the child's parent or legal guardian.

(4) "MMIS": The Office of Medical Assistance Program's (OMAP) Medical Management Information System.

(5) "OMAP - Approved Case Manager Training": Training provided to an employee of a provider organization by SOSCF TCM program coordinators or their designees.

(6) "Target Population": Children under 21 who are currently residing in an in-home setting, a shelter home, foster home, group home, residential care facility, independent living situation financially supported through State Office for Services to Children and Families or the Oregon Youth Authority (OYA).

Exception: Children placed outside the geographical boundaries of the State of Oregon or children in non-SOSCF-paid relative placements are not eligible to receive Title XIX reimbursement for targeted case management services under the current state plan.

(7) "Targeted Case Management (also referred to as TCM)": Activities performed by the case manager to assist children in the Target Population to obtain necessary medical, social, educational, counseling, or other services.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.005

Targeted Case Management Services 413-100-0620

Renumbered to 413-050-0620 Targeted Case management services include:

(1) Assessment. After a client is determined to be in need of targeted case management services, the case manager assesses the specific areas of concern, family strengths, and resources, community resources, and extended family resources available to resolve those identified issues. At assessment, the case manager makes preliminary decisions about needed medical, social, educational or other services and the level of agency intervention.

(2) Case Planning. The case manager develops a case plan, in conjunction with the client and family, to identify the goals and objectives which are designed to resolve the issues of concern identified through the assessment process. Case planning includes setting of activities to be completed by the case manager, the family, and the clients. This activity will include accessing medical, social, educational, and other services to meet the client's needs.

(3) Case Plan Implementation. The case manager will link the client and the family with appropriate agencies and medical, social, educational, and other services through calling or visiting these resources. The case manager will facilitate implementation of services through assisting the client and family to access them and through assuring that clients and providers fully understand how these services support the case plan.

(4) Case Plan Coordination. After these linkages have been completed, the case manager will ascertain, on an ongoing basis, whether or not the medical, social, educational, or other services have been accessed as planned, and the level of involvement of the client and family. Coordination activities include, but are not limited to personal, mail and telephone contacts with providers, as well as meetings with the client and family to assure that the services are being provided and used as planned.

(5) Case Plan Reassessment. The case manager will determine whether or not medical, social, educational, or other services continue to be adequate to meet the goals and objectives identified in the case plan. Reassessment decisions include those to continue, change, or terminate services. This may include assisting clients to access different medical, social, educational, or other services beyond those already provided. Reassessment activities include, but are not limited to, staffings and mail, personal and telephone contacts with involved parties.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.005

Targeted Case Management Providers 413-100-0630

Renumbered to 413-050-0630 Targeted case management providers are organizations or individuals who are certified as meeting the following criteria:

(1) A minimum of three years experience of successful work with children and families, involving a demonstrated capacity to provide all core elements of case management including assessment, case planning, case plan implementation, case plan coordination and case plan reassessment.

(2) A minimum of three years case management experience in coordinating and linking community medical, social, educational and other resources as required by the target population.

(3) A minimum of three years experience working with the target population.

(4) Administrative capacity to ensure quality of services in accordance with state and federal requirements.

(5) Financial management system which provides documentation of services and costs.

(6) Capacity to document and maintain individual case records in accordance with state and federal requirements.

(7) Demonstrated commitment to assure referral consistent with section 1902a(23) of the Social Security Act, Freedom of Choice of Providers; and

(8) A minimum of three years experience demonstrating capacity to meet the case management service needs of the target population.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.005

Case Manager Qualifications 431-100-0640

Renumbered to 413-050-0640

(1) Completion of training in case management curriculum approved by the Oregon Medical Assistance Program (OMAP).

(2) Basic knowledge of behavior management techniques, family dynamics, child

development, family counseling techniques, emotional and behavioral disorders.

(3) Skill in interviewing to gather data and complete needs assessments in preparation of narratives/reports, development of service plans, and in individual and group communications; and

(4) Ability to work in court systems, to learn state and federal rules, laws and guidelines relation to child welfare, and to gain knowledge about community resources.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.005

Targeted Case Management Provider Designation 413-100-0650

Renumbered to 413-050-0650 all potential targeted case management providers must comply with applicable licensing and/or regulatory requirements set forth by federal and state statutes and regulations. Additionally, potential providers must comply with the requirements set forth in the OMAP publication General Rules and General Information, "Conditions of Provider Participation" referencing OAR 410-120-0020, Provider Enrollment; OAR 410-120-0040, The Provider Agreement; and OAR 410-120-0060, Enrollment of Billing Providers.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.005

TCM Case Manager 413-100-0660

Renumbered to 413-050-0660 The TCM case manager:

(1) Is a private individual or works for a provider organization.

(2) Possesses case manager qualifications identified in 413-050-0640.

(3) Maintains case records which document the following information:

(a) Name of the recipient of the service (client);

(b) Date of service;

(c) Name of the provider agency and/or the person providing the service;

(d) Nature, extent or units of service; and

(e) Place of service delivery.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.005

Targeted Case Management Billing 413-100-0670

Renumbered to 413-050-0670 The targeted case management provider will:

(1) Verify that the client receiving the TCM service is in the target population.

(2) Bill third-party resources, including the child's trust account.

(3) Establish a rate (fee) in conjunction with the State Office for Services to Children and Families for Health Insurance Program (CHIP; Title XXI).

(4) Comply with all OMAP billing requirements, using either a Medicaid form 1500 or an electronic billing process through the MMIS system.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.005

Refer to the Targeted Case Management Manual for detailed information on program implementation.

Contact(s):

- **Name:** CAF Reception; **Phone:** 503-945-5600

Policy History

- 12/29/95