

## Certified Case Manager – Certified Case Manager Supervisor **ALL Applicants who DO NOT work for an Accredited Employer**

Grandparenting Period Process: May 11, 2017 – March 1, 2018

### Program Overview

The Florida Certification Board (FCB) is pleased to open the **Certified Case Manager (CCM) and Certified Case Manager Supervisor (CCMS)** application period for individuals who provide Medicaid reimbursable services as a Targeted Case Manager OR Targeted Case Manager Supervisor, serving the adult and/or child population(s).

See the *CCM-CCMS Certification Program Standards and Application Process Overview (5-4-17)* for grandparenting program information, posted at <http://flcertificationboard.org/certification/case-management-credentials/>

### Application Route Information

This application process is for persons who work for an employer who IS NOT accredited by one of the following organizations: Joint Commission; Commission for Accreditation of Rehabilitation Facilities (CARF – specific to the case management function); Council on Accreditation (COA); National Committee for Quality Assurance (NCQA).

**Applicant Responsibilities:** Applicants must create an online account, create an online CCM or CCMS application, and pay the certification application fee (unless the employer is paying fees for employee applicants). The online application will require applicants to provide the following information and supporting documents.

1. **Other Certification or Licensure:** In this section, identify any currently held credential, including AHCA recognized CCM or CCMS certifications. Attach an electronic copy of any supporting documentation.
2. **Formal Education.** In this section, identify your Bachelor's degree or higher that makes you eligible for certification. Attach an electronic copy of your college/university transcript.
3. **Training.** In this section, attach an electronic copy of your certificate of completion of AHCA-approved training.
4. **Employer.** In this section, identify all information for your current employer. ENSURE you enter your Employer/Company Name EXACTLY as it is provided to you by your employer in order to enable FCB to run certification reports for your employer.
5. **Attestation.** In this section, review the attestations and provide your electronic signature.
6. **Verification of Application.** This final section tells you that your application has been revived. If your employer is making fee payments to the FCB on your behalf, you are done. If your employer is requiring you to pay your own certification fee, please follow the directions to access your individual online account and make payment.

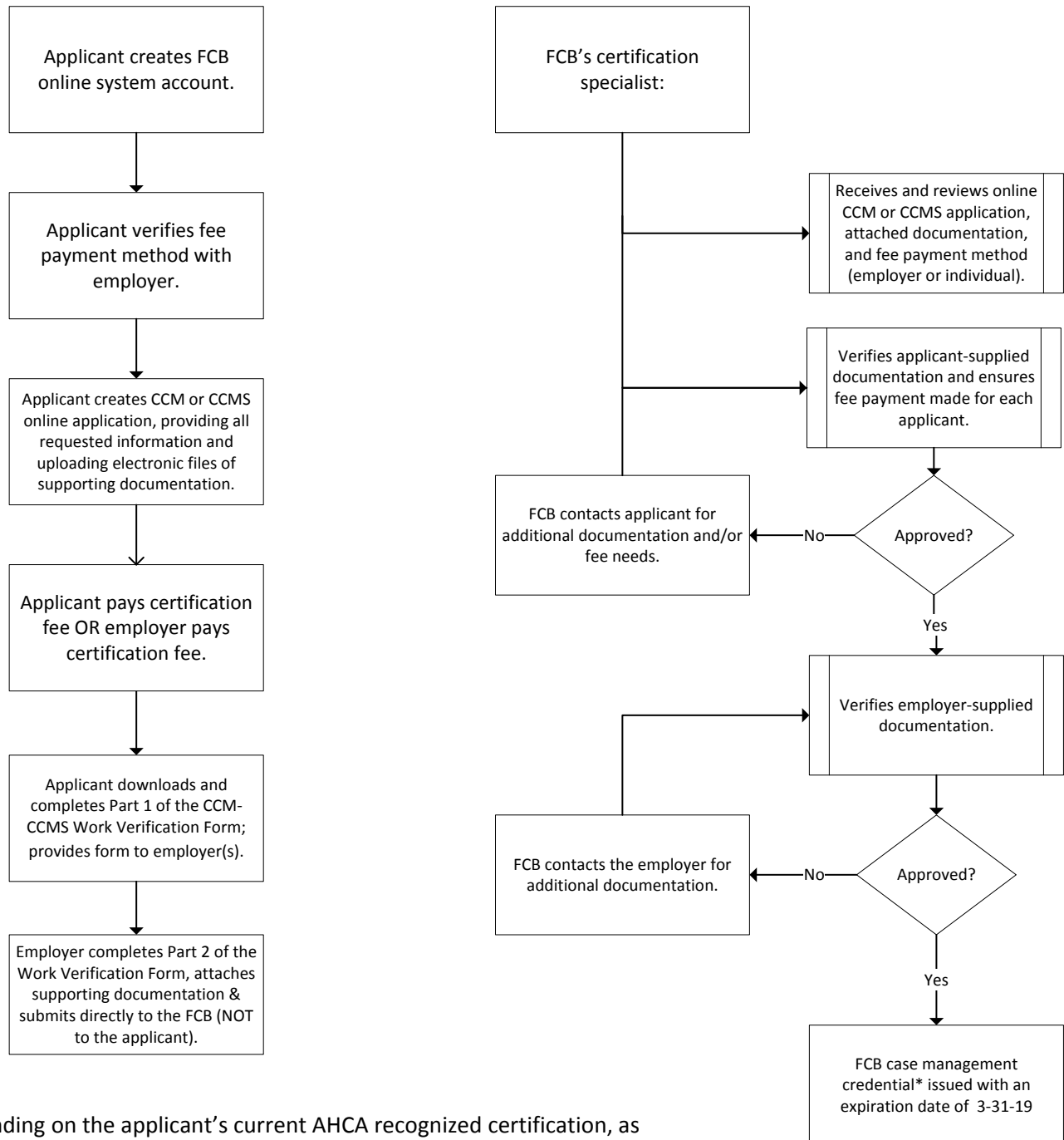
Applicants must also download the CCM/CCMS Work Verification Form, complete Section 1, and provide the partially completed form to the employer who will verify relevant work experience. DO NOT ACCEPT COMPLETED FORMS FROM YOUR EMPLOYER. The complete form and supporting documentation must be submitted to the FCB from the employer. If you must contact multiple employers to meet the work experience requirement, provide a separate form to each one.

### Employer Responsibilities:

1. Employers choosing to make bulk payments on behalf of employee applicants must first apply for and hold FCB approval of CCM/CCMS Bulk Payment status. The application is posted on the FCB website at <http://flcertificationboard.org/certification/case-management-credentials/> Upon award of Bulk Payment status, the FCB will provide employers with the **CCM/CCMS Bulk Payment Form** (an Excel file) for use when assisting applicants earn FCB certification. These forms WILL NOT be posted on the website for general download.
2. Identify a point-of-contact to serve as the single point of communication between the FCB and the employer's applicants.
3. Complete and submit part 2 of the **CCM/CCMS Work Verification Form**, attach supporting documentation and submit to the FCB. DO NOT return completed forms/supporting documentation to the employee. FCB must receive this documentation directly from the employer.
4. If appropriate, complete and submit the **CCM/CCMS Bulk Payment Form**, including a check for payment of fees due, to the FCB and respond to any requests from FCB regarding pending requirements.

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\*Depending on the applicant’s current AHCA recognized certification, as attested to by the employer, one of the following credentials will be issued:

- CCM-A: Certified Case Manager, Adult
- CCM-C: Certified Case Manager, Child
- CCM-AC: Certified Case Manager, Adult & Child
- CCMS-A: Certified Case Manager Supervisor, Adult
- CCMS-C: Certified Case Manager Supervisor, Child
- CCMS-AC: Certified Case Manager Supervisor, Adult & Child