



# Certified Case Manager Supervisor (CCMS)

The Certified Case Manager Supervisor (CCMS) program is for people who supervise individuals who provide direct mental health targeted case management services to either the Children's or Adult Mental Health Target Groups under the terms and conditions of the Agency for Health Care Administration (AHCA) *Florida Medicaid Mental Health Targeted Case Management Handbook*. CCMS' are issued an individual Medicaid provider number by AHCA. This number authorizes the services delivered by the individual case manager for payment by Medicaid to the employer.

The CCMS requires a minimum of a Bachelor's degree, specified training, and specified years of experience providing case management services to children or adults. The years of experience are prorated based on the applicant's formal education. Individuals holding the CCMS credential have demonstrated competency through training and experience in the performance domains of:

- Engagement and Assessment
- Service Planning and Development
- Coordination, Linkage and Monitoring
- Documentation
- Professional, Legal and Ethical Responsibilities

## CREDENTIAL STANDARDS & ELIGIBILITY REQUIREMENTS

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Individuals seeking the CCMS credential must meet all FCB administrative requirements and all CCMS specific standards and eligibility requirements.

- Administrative requirements are detailed in the FCB Candidate Guides:
  - Candidate Guide: Application Process
  - Candidate Guide: Examination Process and Credential Award
  - Candidate Guide: Maintenance and Renewal Process
- Credential specific standards and eligibility requirements are listed on this document.

The FCB is accepting CCMS applications under grandparenting standards until March 1, 2018. A grandparenting period is specifically designed to certify individuals who are currently providing the specified services without requiring additional training, experience or testing. All applications received before March 1, 2018 must be complete (i.e., the credential must be earned) by August 1, 2018. Individuals who do not hold the CCMS credential by August 1<sup>st</sup> will be required to earn a passing score on the exam as part of the certification process. **Please carefully read the Grandparenting Standards policy as stated in the *Candidate Guide: Application Process*.**

# CCMS STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<p>Please review the <u><a href="#">Candidate Guide: Application Process</a></u> and the following CCMS requirements.</p>	
<b>Formal Education</b>	Bachelor's degree or higher from an accredited college or university.
<b>Content Specific Training</b>	<p>Completion of an AHCA approved targeted case management training program.</p> <p>All training must have been completed within the last 10 years.</p>
<b>Related Work Experience</b>	<p>Work Experience is pro-rated, based on the applicant's formal education.</p> <ul style="list-style-type: none"> <li>• Case Manager Supervisor applicants with a <u>related Master's degree* or higher must have completed at least two years of full time experience (4,000 hours)</u> providing case management services to the Children's or Adult Mental Health Target Groups.</li> <li>• Case Manager Supervisor applicants with a <u>Bachelor's degree, unrelated Master's degree or higher must have completed at least four years of full time experience (8,000 hours)</u> providing case management services to the Children's or Adult Mental Health Target Groups.</li> </ul> <p>All work experience must be documented and paid. Volunteer work or internship hours are not eligible for certification purposes.</p> <p>All experience must have been gained within the last 10 years.</p> <p>*Related Master's degrees are counseling, social work, psychology, criminal justice, nursing, rehabilitation, special education, health education or a related human services field.</p>
<b>Exam</b>	Suspended during the grandparenting period. Note: if a credential earned during the grandparenting period ever goes inactive, passing the exam will be a requirement of reinstatement.
<p>Please review the <u><a href="#">Candidate Guide: Credential Maintenance and Renewal</a></u> and the following CCMS requirements.</p>	
<b>Continuing Education</b>	10 hours per year. Training content must be related to CCMS core competencies.
<b>Renewal</b>	All credentials issued during the grandparenting period will expire on March 31, 2019, regardless of award date. Thereafter, the credential will renew biennially, on March 31 <sup>st</sup> of the renewal year.

## APPLICATION AND MANDATORY FORM REQUIREMENTS

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Please carefully review the *Candidate Guide: Application Process* for details on how to create an account, how to create an electronic application, and how to submit required forms and supporting documentation.

- All applicants MUST establish an on-line account with the FCB.
- The CCMS application is electronic and can only be accessed from your FCB account.
- Training and Work requirements are documented on FCB forms, which are posted on-line at <http://flcertificationboard.org/certification/case-management-credentials/>
- All FCB forms must be filled out electronically; handwritten forms will be denied. The FCB accepts electronic signatures and attachments through email.
- Applications received under the grandparenting standards must be approved before August 1, 2018. Applicants who have not earned the CCMS credential by this date will be required to pass the exam.

## DOCUMENTATION SUBMISSION PROTOCOL

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REQUIRED DOCUMENTATION	APPLICANT PROVIDED	NON-APPLICANT SOURCE
<b>Formal Education</b>	On electronic application, report degree(s). Upload a copy of the college or university transcript to the application.	The FCB will accept unofficial transcripts for this credential.
<b>Work Experience</b>	On application, report each employer(s) who will submit work verification documentation.  Download the CCM-CCMS Work Verification Form from the FCB website. Complete Part 1 and provide to your employer(s) for completion and submission to FCB.	Employer will complete Part 2, attach the position description, and submit the form and supporting documentation directly to the FCB via mail, fax or email.
<b>Content Specific Training</b>	Download the CCM-CCMS Training Verification Form from the FCB website. Complete Part 1 and provide to your employer to complete Part 2.  Either the applicant or the employer can submit the form and supporting documentation to the FCB.	Employer will complete Part 2.  Either the applicant or the employer can submit the form and supporting documentation to the FCB.

***Supporting documentation can be submitted to FCB at [admin\\_assist@flcertificationboard.org](mailto:admin_assist@flcertificationboard.org) or the assigned Certification Specialist.***

## CCMS FEES

TOPIC	FEE
<i>The FCB's Fee Schedule is posted on-line. If there is any discrepancy between documents, the published Fee Schedule will prevail. These fees are specific to the grandparenting period. Fees will increase on March 1, 2018.</i>	
<b>Certification Application Fee</b>	\$50
<b>Renewal Fee</b>	\$150  All credentials earned during the grandparenting period will expire for the first time on March 31, 2019. The \$150 renewal fee will be due on or before this date. A new credential will be issued for a two-year period, expiring on March 31, 2021. Thereafter, the credential will renew on March 31 <sup>st</sup> of the renewal year.

## CERTIFICATION PROCESS CHECKLIST

By submitting the CCMS application, you are stating/agreeing that you, the applicant, have read all the required policy and procedures covered in the following documents:

- Candidate Guide: Application Process
- CCMS Credential Standards Table
- Code of Ethical and Professional Conduct and Disciplinary Procedures

### FCB System Registration and Application

- Online account created
- Online application submitted
  - A. Identify current or prior licenses/certifications
  - B. Identify college or university granting your degree(s)
  - C. Attach the Training Verification Form and supporting documentation.
  - D. Identify employer(s) who will submit Work Verification forms and supporting documentation.
- Fee payment made