



Eligibility FAQ

Certified Case Manager (CCM) & Certified Case Manager Supervisor (CCMS)

The FCB is currently operating the Certified Case Manager and the Certified Case Manager Supervisor program under grandparenting standards. Florida Statutes requires that **all persons providing MENTAL HEALTH TARGETED CASE MANAGEMENT services that are billable to Medicaid under the terms and conditions of the Agency for Health Care Administration (AHCA) Florida Medicaid Mental Health Targeted Case Management Handbook must** become certified under FCB.

The following questions should help applicants determine general eligibility for certification; the application route to follow (full or provisional); the credential to apply for (CCM, CCMS, or CCM-P); and the endorsement(s) to apply for (adult, child or both).

General Eligibility

1. Do you work for an employer who is an AHCA enrolled Medicaid <u>mental health</u> targeted case management provider?
<p>Yes: Go to question 2.</p> <p>No: You are not required by law to hold FCB certification.</p> <p>I don't know: Please ask your employer. Employers enroll the agency with the local Area Medicaid Office. Approved employers receive official confirmation from Medicaid, a Medicaid provider number and effective date of the enrollment. The enrollment will also specify the target population(s) the agency is certified to serve (adult, children or both).</p>
2. Are you now or have you ever been an AHCA enrolled mental health targeted case management supervisor?
<p>Yes: You should apply for the Certified Case Manager Supervisor (CCMS) credential. The credential shows your level of qualification, not necessarily your current position. Always apply for the highest level credential you are qualified to hold. To determine the appropriate endorsement(s) to apply for, go to question 7.</p> <p>No: Go to question 3.</p> <p>I don't know: AHCA enrolled Mental Health Targeted Case Management supervisors have met the <i>Targeted Case Management Supervisor Qualifications and Certification</i> requirements in the AHCA <i>Florida Medicaid Mental Health Targeted Case Management Handbook</i> <u>and</u> have been issued an individual Medicaid provider number. This number is different than the Medicaid provider number issued to an enrolled employer.</p>
3. Are you now or have you ever provided mental health targeted case management services that are billed under an AHCA enrolled mental health targeted case management supervisor?
<p>Yes: Go to question 5.</p> <p>No: Go to question 6.</p> <p>I don't know: Please ask your employer. Eligible mental health targeted case managers work for an employer who bills Medicaid for mental health targeted case management services under the agency's Medicaid provider number (as the payee provider) <u>and</u> the name and Medicaid provider number of the mental health case management supervisor who authorizes the services delivered by the case manager.</p>



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Application Route Eligibility

4. Are you seeking the Certified Case Manager Supervisor credential?
Yes: Complete the CCMS application. There is not a provisional credential for supervisors. To determine the appropriate endorsement(s) to apply for, go to question 7 .
No: Go to question 5 .
5. Do you have at least one year of full-time experience providing mental health targeted case management services to the adult and/or child target population?
Yes: Complete the CCM application process. To determine the appropriate endorsement(s) to apply for, go to question 7 .
No: Go to question 6 .
6. Are you a new hire who has completed training requirements but have less than one year of full-time experience providing mental health targeted case management services to the adult and/or child target population?
Yes: Complete the CCM-P application process. Provisional applicants do not select an endorsement until they apply for an upgrade to full certification.
No: You are not currently eligible for FCB certification.

Endorsement Eligibility

In addition to determining the level of certification (case manager or case manager supervisor), each person providing services must be certified to provide services to one or both of the following target populations:

- a. Children’s Mental Health Target Group: The person served has met the *Certification Criteria for Children’s Mental Health Targeted Case Management* requirements in the *AHCA Florida Medicaid Mental Health Targeted Case Management Handbook*.
- b. Adult Mental Health Target Group: The person served has met the *Certification Criteria for Adult Mental Health Targeted Case Management* requirements in the *AHCA Florida Medicaid Mental Health Targeted Case Management Handbook*.

7. Do you have at least one year of experience (2,080 hours) providing case management services to one or both target groups?
Yes: Go to question 8 .
No: You are not eligible for full certification at this time. Go to question 6 to determine if you are eligible for provisional certification.
8. Which target group(s) have you served for at least one year (2,080 hours)?
Children, only: Apply for the child endorsement, only.
Adult, only: Apply for the adult endorsement, only.
Children and Adults: Apply for the child and adult endorsement at the same time. <i>Note: you must be able to document one year of experience with adults and one year of experience with children.</i>



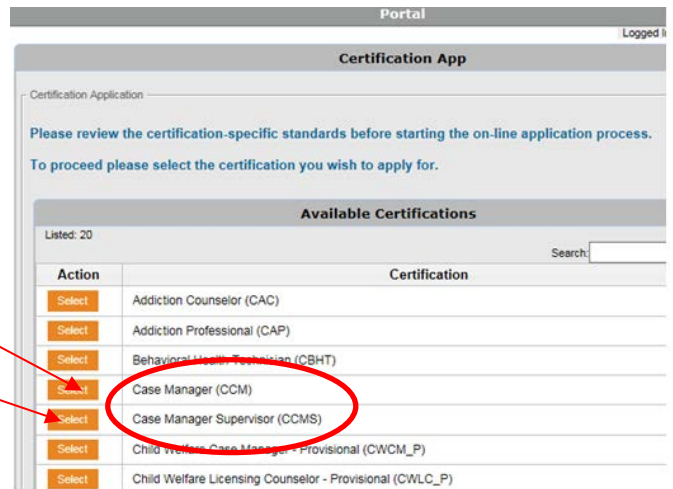
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Selecting the Correct Application

If you are applying for provisional certification, you must complete a hard copy application, posted on the FCB website.

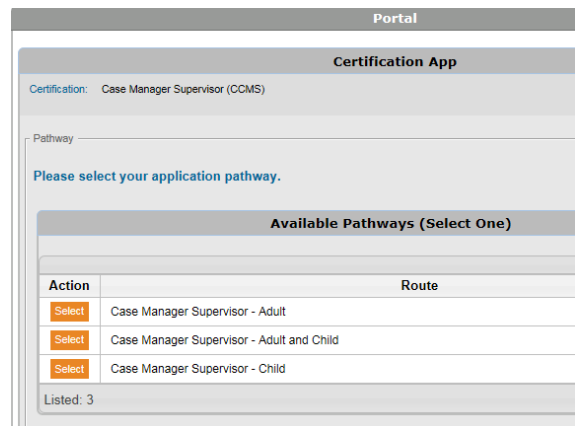
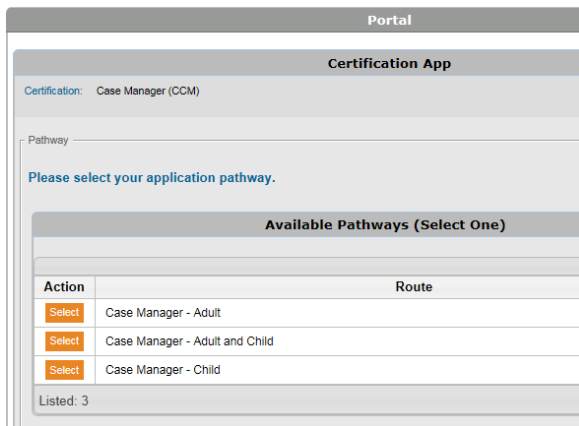
All other applicants must complete an online application. Select either the **Case Manager (CCM)** or **Case Manager Supervisor (CCMS)** application.



Take care that you select the correct application – DO NOT apply for any of the child welfare case manager credentials.

Selecting the Correct Endorsement(s)

When you select the correct application, the next screen will allow you to select the correct endorsement(s).



When your application has been approved, you will be issued one of the following credentials:

Certified Case Manager – Adult (CCM-A)

Certified Case Manager – Child (CCM-C)

Certified Case Manager – Adult and Child (CCM-AC)

Certified Case Manager Supervisor – Adult (CCMS-A)

Certified Case Manager Supervisor – Child (CCMS-C)

Certified Case Manager Supervisor – Adult and Child (CCMS-AC)

All credentials earned during the grandparenting period will expire on March 31, 2019, regardless of the credential award date. When you renew your credential in 2019, it will not expire again until March 31, 2021.