

Behavioral Health Case Management Core Competencies and Exam Blueprint

The following table lists the core competencies/job tasks by performance domain. The number of items that will be on the exam are provided for each performance domain, and are further allocated by competency statement/job task. An allocation has been developed for a 100, 125 and 150 item exam. The FCB has not yet determined the final exam length for the BHCM exam.

Applicants should use this document to ensure that their related work experience reflects the expected on-the-job performance of core competencies/job tasks; their training program(s) reflect the necessary content; and they are studying the appropriate material to perform well on the exam.

Training providers should use this document to ensure that training curriculum meets competency expectations and that the training is reflective of the weighing of competencies across performance domains.

Domain / Tasks		Items per Domain/Task		
		100- item test	125- item test	150-item test
Domain 1: Engagement and Assessment - Initial & Ongoing		19	24	28
Task				
1.1	Facilitate the client's understanding of the rationale, purpose and procedures associated with case management services.	3	4	5
1.2	Obtain relevant information from the client and meaningful collateral sources in order to assess the client's current situation and identify any immediate needs, including but not limited to the safety and well-being of the client in his or her natural environment.	4	5	6
1.3	Administer the appropriate assessment instruments to gather information and initiate a process of shared decision making and goal setting focused on the client's strengths, needs, abilities and preferences.	4	5	6

Domain / Tasks		Items per Domain/Task		
		100-item test	125-item test	150-item test
1.4	Analyze and synthesize assessment data in order to identify problems/opportunities that would benefit from case management intervention.	4	5	5
1.5	Conduct ongoing assessment throughout the life of the case to identify emerging needs and maintain case relevance.	4	5	6
Domain 2: Service Planning and Development - Initial & Ongoing		15	19	22
Task				
2.1	With the client, translate assessment outcomes into functional domains, prioritize needs under each domain into immediate, short-term, and long-term categories, and identify appropriate case management (vs. clinical) interventions.	4	5	5
2.2	Involve meaningful collateral sources/others in initial and on-going case management service planning as appropriate and required.	3	4	5
2.3	Develop a written case management plan that reflects assessment outcomes; prioritized and mutually agreed upon needs, measurable goals and objectives, including timeframes; and case management strategies.	4	5	6
2.4	Use ongoing assessment and collaboration with the client and meaningful collateral sources/others to review and update the case management plan to reflect emerging needs and maintain relevance.	4	5	6
Domain 3: Coordination, Linkage and Monitoring		26	33	40
Task				
3.1	Identify and maintain information about available community resources and develop a professional networks in order to meet needs and maximize client outcomes.	4	5	6

Domain / Tasks		Items per Domain/Task		
		100- item test	125- item test	150-item test
3.2	Make formal and informal referrals to service providers identified in the case management plan.	3	4	5
3.3	Conduct ongoing monitoring activities, including contact with the client, concerned others and service providers, to assess the effectiveness of the case plan strategies and measure progress on achieving case plan outcomes.	4	5	6
3.4	Use effective facilitation and problem solving techniques to improve communication and relationships between all stakeholders and to reconcile potentially differing points of view.	3	4	5
3.5	Advocate for the client to promote individual choice and self-determination.	4	5	6
3.6	Assist the client to develop self-advocacy skills.	4	5	6
3.7	Appropriately terminate case management services, to include providing reasonable notice; securing client and/or significant other's acknowledgement of and agreement to the case termination; and, if appropriate, effectively and efficiently transitioning the client to the next level of care.	4	5	6
Domain 4: Documentation		20	24	30
Task				
4.1	Use best practices for written documentation in order to record all relevant case management services activity and information in a clear, concise, observable/objective, professional and timely manner.	4	5	6
4.2	Protect the client's right to privacy and confidentiality according to best practices in preparation and handling of records, especially regarding the communication of client information with third-parties.	4	5	6

Domain / Tasks		Items per Domain/Task		
		100- item test	125- item test	150-item test
4.3	Obtain written consent to release information from the client and/or legal guardian according to agency protocols and administrative rules.	4	4	6
4.4	Document process, progress and outcome measurements in accord with the client's service plan, assuring a clear linkage between case documentation and the service plan.	4	5	6
4.5	Comply with legal, funder and agency documentation requirements and timelines.	4	5	6
Domain 5: Professional, Legal, and Ethical Responsibilities		20	25	30
Task				
5.1	Follow established professional codes of ethics and standards of practice in order to promote the best interests of the client and the profession.	4	5	6
5.2	Perform all job tasks according to professional, ethical and legal standards.	4	5	6
5.3	Follow federal, state and other governing rules and regulations in order to promote and protect client rights.	4	5	6
5.4	Recognize individual differences of the counselor and client by gaining knowledge about personality, culture, lifestyles, gender, sexual orientation, special needs and other factors that influence client behavior in order to provide case management services that are sensitive to the uniqueness of the individual.	4	5	6
5.5	Seek supervision, training and technical assistance as necessary to maintain competence and enhance professional effectiveness.	4	5	6