



Certified Behavioral Health Case Manager Supervisor Training Verification Form

DIRECTIONS

This form allows for documenting training hours as required for the CBHCMS credential. The applicant completes all required fields of data on the *Training Verification Form* and uploads the completed form and copies of supporting documentation to their online application prior to submitting.

All information must be TYPED. Handwritten forms will be denied.

If submitting by hard copy, please attach copies of the supporting documentation to the completed *Training Verification Form* and send as instructed below. Supporting documentation must be attached in the same order listed on the form.

Mail: Florida Certification Board
Attn: Certification Operations
1715 South Gadsden Street
Tallahassee FL 32301

Email: Certification Specialist's email or
admin_assist@flcertificationboard.org
Fax: 850-222-6247
Subject Line: Training Verification (applicant name)

REQUIREMENT

CBHCMS Content Specific Training Requirement	50 hours of content specific training, allocated as follows: <ol style="list-style-type: none"> 1. Engagement and Assessment (initial and ongoing): 9 hours 2. Service Planning and Development (initial and ongoing): 8 hours 3. Coordination, Linkage and Monitoring: 13 hours 4. Documentation: 10 hours 5. Professional, Legal and Ethical Responsibilities: 10 hours
Supporting Documentation	<p>Training documentation must provide the following information: Applicant Name; Title of Course/Training/Educational Event; Event Sponsor/Provider; Delivery Date(s); and Number of Contact Hours.</p> <p>If training certificates do not include all required information, contact the training provider and request additional information on their official letterhead to submit as documentation.</p> <p>If using college coursework for training credit, you must provide a copy of your transcript as well as a copy of the course description.</p> <p>Eligible training must be taken from an FCB Approved Education Provider within the last 10 years (no time limit on college coursework taken as part of a degree program). FCB Eligible Training Guidelines and Providers are listed online at http://flcertificationboard.org/resources/approved-education-providers/</p>

TRAINING TOPICS BY DOMAIN

DOMAIN	TOPICS
Engagement and Assessment (initial and ongoing) (9 hours)	<ul style="list-style-type: none"> • Assessment Instruments, Procedures and Techniques • Screening Instruments, Procedures and Techniques • Behavioral Health Conditions – Mental Health/Substance Use • Risk Factors/Risk Assessment/Risk Management • Client Engagement • Client Matching to Service Array • Motivational Interviewing • Functional Assessment • Abuse and Neglect
Service Planning and Development (initial and ongoing) (8 hours)	<ul style="list-style-type: none"> • Client Placement Criteria • Strengths-based or Client-centered Service Planning • Developing Goals and Objectives • Measuring Success • Stages of Change • Evidence-based Practices • Human Development • Principles of Recovery • Development of Service Plans • Health Literacy
Coordination, Linkage and Monitoring (13 hours)	<ul style="list-style-type: none"> • Active Care Coordination • Community Resources/Services • Case Management • Special Population Needs • Benefits and Entitlement Programs • Insurance and Health Maintenance Options • Linkage to Formal and Informal Supports • Advocacy and Communication Skills • Multidisciplinary Teamwork • Confidentiality Laws and Regulations • Strategies to Build Partnerships and Alliances
Documentation (10 hours)	<ul style="list-style-type: none"> • Assessment, Treatment, Progress, Discharge or Transfer Summaries • Clinical Documentation • Electronic Health Records/Technology • Privacy & Confidentiality • Progress Notes • Psychosocial Summaries • Reports/Record Keeping/Records Management

DOMAIN	TOPICS
Professional, Legal and Ethical Responsibilities (10 hours)	<ul style="list-style-type: none">• Boundaries / Transference• Computer Ethics• Cultural Competence• Ethical Decision Making / Code of Ethics• Laws / Rules & Regulations• Organizational Ethics• Policy in Human Services• Privacy / Confidentiality / HIPPA• Relationships / Dual Relationships• Sexual Misconduct



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TRAINING TOPIC: ENGAGEMENT & ASSESSMENT (INITIAL AND ONGOING) (1 OF 5)

Training Requirement: Minimum 9 hours of training in topics directly related to Engagement and Assessment (initial and ongoing)

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
<i>Example: Stages of Recovery</i>	<i>Florida Peer Network</i>	<i>7/19/2017</i>	<i>4</i>	<i>Certificate of Completion</i>	



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TRAINING TOPIC: SERVICE PLANNING & DEVELOPMENT (INITIAL AND ONGOING) (2 OF 5)

Training Requirement: Minimum 8 hours of training in topics directly related to Service Planning & Development (initial and ongoing)

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
<i>Example: Stages of Recovery</i>	<i>Florida Peer Network</i>	<i>7/19/2017</i>	<i>4</i>	<i>Certificate of Completion</i>	



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TRAINING TOPIC: COORDINATION, LINKAGE AND MONITORING (3 OF 5)

Training Requirement: Minimum 13 hours of training in topics directly related to Coordination, Linkage and Monitoring

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
<i>Example: Stages of Recovery</i>	<i>Florida Peer Network</i>	<i>7/19/2017</i>	<i>4</i>	<i>Certificate of Completion</i>	



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TRAINING TOPIC: DOCUMENTATION (4 OF 5)

Training Requirement: Minimum 10 hours of training in topics directly related to Documentation

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
<i>Example: Stages of Recovery</i>	<i>Florida Peer Network</i>	<i>7/19/2017</i>	<i>4</i>	<i>Certificate of Completion</i>	



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TRAINING TOPIC: PROFESSIONAL, LEGAL & ETHICAL RESPONSIBILITIES (5 OF 5)

Training Requirement: Minimum 10 hours of training in topics directly related to Professional, Legal & Ethical Responsibilities.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
<i>Example: Stages of Recovery</i>	<i>Florida Peer Network</i>	<i>7/19/2017</i>	<i>4</i>	<i>Certificate of Completion</i>	