

STAFF QUALIFICATIONS

MTCM TARGETED CASE MANAGER SUPERVISOR

The Medicaid Targeted Case Manager Supervisor must, at a minimum:

- Possess a bachelor's degree from an accredited college or university, or licensure from the South Carolina Department of Labor, Licensing and Regulation Board as a Registered Nurse, and have two years of case management experience. The degree must be from an institution that is accredited by a nationally recognized educational accrediting body.
- Be employed by the MTCM provider and not be on any state or the Office of the Inspector General's Medicaid Exclusion List
- Be familiar with the resources for the service community

MTCM CASE MANAGER

The Medicaid Targeted Case Manager must, at a minimum:

- Be employed by the MTCM-enrolled provider and not be on any state or the Office of the Inspector General's Medicaid Exclusion List
- Possess a bachelor's degree from an accredited college or university, or licensure from the South Carolina Department of Labor, Licensing and Regulation Board as a Registered Nurse, and documentation of at least one year of experience working with the target population. The degree must be from an institution that is accredited by a nationally recognized educational accrediting body.
- Have access to multi-disciplinary staff when needed
- Have documented experience, skills, or training in crisis intervention, effective communication, and cultural diversity and competency
- Possess knowledge of community resources
- Possess a working knowledge of families and/or systems theory

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MTCM TRAINING

All MTCM staff must successfully complete SCDHHS approved curricula for case management services. Approved curriculums must include, but are not limited to, the following subject areas:

- Characteristics of the target population(s) to be served
- Non-billable activities
- Billable activities
- Basic case management skills
- Service planning
- Documentation of case management activities
- The system of care available for the target population

MAINTENANCE OF STAFF CREDENTIALS

All MTCM providers must maintain a file substantiating all MTCM staff qualifications and training, which includes the following:

- Completed application form and resume, if applicable
- Official transcripts and/or copies of diplomas from an accredited university or college
- Signature Sheet
- Training files, which include documentation of participation in the required MTCM training program
- Documentation of required experience Effective on July 1, 2014, existing staff must have the following minimal background checks and screenings:
 - Criminal checks • Child Abuse and Neglect Central Registry Checks
 - Medicaid Exclusion list

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MAINTENANCE OF STAFF CREDENTIALS (CONT'D.)

- Nurse Registry
- Sex Offender Registry
- Proof of current licensure as a SC Registered Nurse
- TB test results

Proof of these screenings must be maintained and made available for audits