



**Mississippi Department of Mental Health**  
**Provider Bulletin**  
**Number PR0039**

**Subject:** Targeted Case Management Services as a Component of the 1915 (i) State Plan Amendment

**Issue Date:** January 26, 2015

**Effective Date:** January 26, 2015

**Scope**

DMH Regional IDD Programs

**Purpose:**

To provide clarification of requirements for IDD Targeted Case Management

**Background:**

IDD Targeted Case Management is a Medicaid State Plan benefit to provide coordination of services to persons deemed eligible for the Intellectual/Developmental Disabilities Community Support Program (IDD CSP) aka 1915 (i) State Plan Amendment. This is a required service for anyone receiving IDD CSP services. To meet Conflict of Interest requirements, IDD Targeted Case Management may only be provided by one (1) of the five (5) Department of Mental Health Regional IDD Programs.

***IDD Targeted Case Management***

***Qualifications of Targeted Case Manager***

Targeted Case Managers are required to:

- Be a Licensed Social Worker (LSW) or have a Bachelor degree in an IDD related field
- Be credentialed by DMH as a Community Support Specialist (CSS), at least on a provisional basis, and have two (2) years of experience in said field or be a Qualified Developmental Disabilities Professional (QDDP). (QDDPs must also have at least two (2) years of experience)
- Must complete required Person-Centered Planning training as set by the Department of Mental Health prior to providing services

***Development of Person-Centered Plan of Services and Supports***

Targeted Case Managers are responsible for the development of a person-centered Plan of Services and Supports (PSS) for each person eligible to receive IDD CSP services. The active involvement of the person enrolled in IDD CSP and their family and/or legal representative(s) are essential to the development and implementation of a person-centered Plan of Services and

Supports that addresses outcomes desired by the person. The Targeted Case Manager will educate the person and family and/or legal representative(s) of the person-centered planning process and encourage them to identify persons they would like involved in their planning process. The Targeted Case Manager will assist each person to make an informed choice of service provider(s) by informing the person and their family and/or legal representative(s) of all DMH certified providers. The Targeted Case Manager will revise/update each person's Plan of Services and Supports at least annually or when changes in the person's circumstances occur or when requests are made by the person/legal representative.

### ***Coordination and Monitoring of Services***

Targeted Case Managers are responsible for coordinating and monitoring all services the person receives through the IDD CSP to ensure services are adequate, appropriate, and meet the person's needs. Monitoring and follow-up include activities and contacts that are necessary to ensure the Plan of Services and Supports is effectively implemented and adequately addresses the person's support needs. The Targeted Case Manager ensures the changing needs of the person are addressed on an ongoing basis. Duties include providing resource information and referral to help link the person with medical, social, educational providers or other programs and services to meet the person's needs or achieve outcomes identified in the Plan of Services and Supports. The Targeted Case Manager will reassess the person, at least annually, to determine he/she continues to meet the needs-based criteria. If the Targeted Case Manager determines the person does not continue to meet the needs-based criteria, the person will be referred to the Diagnostic and Evaluation Team at the IDD Regional Program for a secondary review.

Contacts include face-to-face or phone contact with the person, family or legal representative(s), service providers, or other entities. At least monthly, the Targeted Case Manager must contact the person receiving services and/or his/her legal representative. The Targeted Case Manager must have face-to-face contact with the person at least quarterly, in the service setting. Targeted Case Managers must adhere to requirements in the IDD Community Support Program Targeted Case Management Manual.

### ***Certification Process***

Each regional program must submit an application and accompanying documentation to the Division of Certification for review/approval prior to providing Targeted Case Management Services.