

Don Erickson  
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**Number:** APD-AR-15-049  
**Issue date:** 9/7/2016  
Updated

**Topic:** Long Term Care

**Due date:**

**Subject:** Required prerequisite trainings for Case Management Essentials training

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                             | <input type="checkbox"/> County Mental Health Directors                      |
| <input checked="" type="checkbox"/> Area Agencies on Aging             | <input type="checkbox"/> Health Services                                     |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                     | <input type="checkbox"/> ODDS Children’s Intensive In Home Services          |
| <input type="checkbox"/> County DD Program Managers                    | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                |
| <input type="checkbox"/> ODDS Children’s Residential Services          | <input type="checkbox"/> Other ( <i>please specify</i> ):                    |
| <input type="checkbox"/> Child Welfare Programs                        |  |

**Action required:** If you are registered for or are interested in taking the Case Management Essentials (CME) classroom training, the Medicaid APD LTC Systems Policy Unit has created online prerequisite trainings which **must** be completed prior to attending the Case Management Essentials classroom training. All of the trainings listed are available in [iLearn Oregon](#) and are intended to give case managers an overview of each topic. Here is a list of the required trainings with the approximate time it will take to complete each training.

1. DHS – APD - Online CM Roles and Responsibilities – CME – C05074 (15 min.)
2. DHS – APD – Online Interviewing and Assessments – CME – C05053 (30 min.)
3. DHS – APD – Online Waivered Case Management – CME – C05061 (20 min.)
4. DHS – APD – Online Natural Supports – CME – C05066 (10 min.)
5. DHS – APD – Online Preventing Medicaid Fraud – CME – C05049 (35 min.)
6. DHS – APD – Online Writing Good Decision Notices – CME – C05046 (25 min.)
7. DHS – APD - Online Adult Protective Services – CME – C05043 (20 min.)
8. DHS – APD – Online Narration – CME – C05055 (10 min.)
9. DHS – APD - Online Community Based Care Overview – CME – C05044 (25 min.)
10. DHS – APD – Online In-Home Services – CME – C05051 (10 min.)
11. DHS – APD – Online State Plan Personal Care – CME – C05060 (25 min.)
12. DHS – APD - Online Client Employed Provider Program – CME – C05045 (15 min.)

- 13. DHS – APD – Online Independent Choices Program – CME – C05050 (10 min.)
- 14. DHS – APD – Online Exceptions – CME – C05048 (20 min.)
- 15. DHS – APD – Online Spousal Pay Program – CME – C05059 (15 min.)
- 16. DHS – APD – Online Long Term Care Community Nursing Program – CME – C05054 (20 min.)
- 17. DHS – APD – Online Diversion Services – CME – C05047 (10 min.)
- 18. DHS – APD - Online Adult Day Services – CME – C05042 (20 min.)
- 19. DHS – APD – Online Nursing Facility Program – CME – C05057 (10 min.)
- 20. DHS – APD – Online K Ancillary Services and Special Needs – CME – C05064 (25 min.)

These courses are a prerequisite for the Case Management Essentials classroom training and may be used for other local training opportunities.

**Reason for action:** The Case Management Essentials training has been revised and will now offer case managers an opportunity to work through scenarios they may face in their work to better prepare them for the responsibilities case managers face on a daily basis. The online courses provide a standardized orientation for all new case managers.

**Field/stakeholder review:**      Yes      No

**If yes, reviewed by:** Operations

*If you have any questions about this action request, contact:*

<b>Contact(s):</b>	Christine Maciel - Operations and Policy Analyst		
<b>Phone:</b>	(541) 471-3830	<b>Fax:</b>	(541) 471-2858
<b>Email:</b>	Christine.C.Maciel@state.or.us		