

Behavioral Health Case Management

Administrative Rules Title 450 Chapter 50

Standards and Criteria for
Certified Behavioral Health
Case Managers

Changes effective July 1,
2014 (**will post to the
ODMHSAS website by
9/15/14**)

Level	Education	Certification Process
CM I	60 college credit hours or high school diploma (or equivalent) + 36 months of experience working mental illness and/or substance abuse	2 days of face-to-face training, pass the exam, & certificate
CM II	<ul style="list-style-type: none"> • A Bachelor's or Master's degree in a behavioral health related field) or an • education degree earned from a with at least nine (9) hours of college credit in a behavioral health related field; or a • current license as a registered nurse in the State of Oklahoma with experience in behavioral health care; or a • Bachelor's or Master's degree in any field <u>and</u> a current certification as a Certified Psychiatric Rehabilitation Practitioner (CPRP). (information on this certification can be found at www.usPRA.org) 	<p>New Applicants</p> <p>on-line CM & rehab training, 3 days F2F training, exam & certificate</p> <p>Upgrade Applicants</p> <p>on-line rehab training; 2 days of F2F rehab training, exam & certificate</p>

Exam

- http://www.ok.gov/odmhsas/Mental_Health_/Certifications,_Billing_Designations_and_Training/Behavioral_Health_Case_Management/index.html

CM I Exam- CM only

Study Materials

1. Tip 27
2. Behavioral Health Case Management Power Point
 - Module 1– Serious Mental Illness
 - Module 2- Understanding the Effects of Stigma
 - Module 3- Recovery is a Reality
 - Module 4- CM Theory of Strengths
 - Module 5- Purpose & Principles of the Strengths Module
 - Module 6- Ethics part 1
 - Module 7- Ethics part 2
 - Module 8- Wellness & Self- Care
 - Module 9- Functions of CM

CM II new Exam-

CM & Rehabilitation

Study Materials

1. Tip 27
2. Behavioral Health Case Management
Power Point



Modules 1- 14

Personal, Educational & Employment Information

- Certified at level in accordance with information provided with initial application.
- Update information in your credentialing file at work
- Complete update form on web page so that we may update your information
- Certificate will not change until recertification period. (UNLESS YOU CONTACT US)
- The new system will not allow ODMHSAS to make changes.

OHCA Provider Information

- CBHCM must renew or have a new individual contract with OHCA in order to bill for compensable services

<https://www.ohcaprovider.com/hcp/Default.aspx?alias=www.ohcaprovider.com/hcp/provider>

450:50-3-3 Duration of Certification

- **The date that we change your status** (after we receive your **COACHING REPORT & VERIFICATION OF EMPLOYMENT**)- **Until 06/30/2016**

Example: 08/25/2014- 06/30/2016

- Unless revoked, certification issued pursuant to this Chapter **must be renewed by June 30 of the calendar year** following twelve (12) months of **continuous certification and annually thereafter.**

450:50-3-3 Duration of Certification

- A certification may be renewed by ODMHSAS
 - upon application and payment of fees.
 - Renewal shall be accomplished by submitting the following:
 - renewal application (**should be available on the website by 04/01/14**)
 - annual report of continuing education with accompanying Documentation (***IF SELECTED- 1/30 will be randomly selected***),
 - and the renewal fee (\$15). Late fee- (\$25)
- * THE EARLIEST WE WILL ACCEPT RENEWAL APPLICATIONS IS APRIL of your renewal year...**
- ** If you wait until June, this will probably impact your ability to provide your employer your renewal certificate by 07/01.**

Behavioral Health Case Management

Useful Links:

- [Changes to Administrative Rules Chapter 50 Behavioral Health Case Management](#)
- [ODMHSAS Provider Letter CM BHRS Changes 06212013](#)
- [Chapter 50 Standards and Criteria for Certified Behavioral Health Case Managers Effective July 1, 2013](#)
- [Frequently Asked Questions](#)
- [Steps to Certification](#)
- [Chart of Steps to Certification by CM Level-Status](#)
- [Training Information](#)
- [Verification of Employment Form](#)
- [Contact Information](#)

Behavioral Health Case Management is a process that includes planned linkage, advocacy and referral assistance provided in partnership with a consumer, family members, law enforcement personnel, community agencies and other supports as defined by the consumer. This collaboration of services are to provide a continuum of care for persons that utilize services inclusive of, but are not limited to mental health, substance abuse, prevention or other services to support the consumer in self-sufficiency and community tenure. Case management actions may take place in the individual's home, in the community, or in a facility. An ODMHSAS Certified Behavioral Health Case Manager works with the consumer and their identified supports, in accordance with a treatment plan developed with and approved by the recipient and qualified staff to reach the consumer's goals to remain successful in their recovery.

This following information only applies to:

- **CM II- NEW APPS certified after 07/01/13;**

450:50-3-3 Duration of Certification

Ability to provide and BILL FOR SERVICES, is **suspended** until corrections are made and the certification date WILL NOT BE BACK DATE AND WILL REFLECT DATE OF ACTUAL CERTIFICATION after the JUNE 30, 20XX due date of renewal year

- **EXAMPLE:** If your certification is due by 06/30/2016 and you do not submit your renewal information until 08/16/2016, your certificate will read: 08/16/2016- 06/30/2017
- **AND ANY SERVICES BILLED FROM 07/01/2016- 08/15/2016 ARE NOT VALID.**

450:50-3-3 Duration of Certification

- A certification not renewed by **June 30** deadline will be suspended. A suspended certification may be renewed by submitting required fees and documentation of continuing education **within 6 months of the expiration date (12/31/XXXX)**.

450:50-3-3 Duration of Certification

- Certifications **not renewed within the 6 months will not be reinstated** and
- **must wait a period of sixty (60) days before reapplying** and shall submit a new application.

Continuing Education Requirements

- Twelve (12) CEUs must be completed by 6/30/16 **(07/01/15- 6/30/16)**
- Three (3) CEUs per year must be in **Ethics**
- Three (3) CEUs per year must be in **Strengths-Based** training
- Applicants can select the remaining six (6) **General** CEU's in areas of their choice.

Continuing Education

Strengths-Based/Recovery Principles

Meets this requirement if it:

Provides new perceptions in relation to those factors that affect a person's life and the methods by which these can be altered and resources can be accessed.

Does not have to state Strengths-Based in the title

Continuing Education

- Can be done online with licensure approved sites
- Face to Face workshops that are licensure approved

***SEPARATE DOCUMENTATION/CERTIFICATE IS NEEDED FOR ETHICS UNLESS THE PROGRAM INDICATES ETHICS IN TITLE ON CERTIFICATE**

ODMHSAS DOES NOT ENDORSE ONLINE SITES OR TRAININGS OUTSIDE ODMHSAS

Continuing Education

Continuing education is acceptable when it:

1. Provides information to enhance delivery of case management services.
2. Meets the requirements for **LPC, LMFT, LBP, LCSW, CADC, LADC, or CME** continuing education.
3. Is a required undergraduate or graduate course in a behavioral health related field and pertains to direct interaction with consumers.

(3 hours of course work can meet your 12 CEU requirements if there is an ethical component)

Continuing Education

- College or University credit of course work in behavioral health field with official transcript

Even if you're not randomly selected,
the syllabus and an official grade transcript verifying completion of the undergraduate or graduate course related to behavioral health

Continuing Education

CBH case managers **shall retain documents verifying attendance for all continuing education hours claimed for the reporting period.**

(1 APPLICANT OF EVERY 30 WILL BE RANDOMLY SELECTED)

- Acceptable verification documents include:
- An official continuing education validation form furnished by the presenter
- A letter of certificate from the sponsoring agency verifying name of program, presenter, and number of hours attended and participant's name

Continuing Education

If you are randomly selected to submit documentation of your continuing education, the copy of certificate should include:

- Your name
- Date of workshop mm/dd/yyyy
- Name and credentials of presenter
- Approval of Licensure board

Continuing Education

- The ODMHSAS Director of Community Based Services or designee **shall approve all in-house/agency** trainings that are provided for the intent of submitting towards case management CEUs (unless they meet the requirement in 450:50-5-4(b)(2)).
- Certified case managers **shall not submit more than three (3) hours of these approved CEUs annually** towards their required minimum.

Documentation of Certificates must indicate:

1. Hours of attendance
2. Title of course and brief description of materials covers
3. Presenter name with credentials
4. Date of training mm/dd/yyyy

RULES OF PROFESSIONAL CONDUCT

Updated July 2011

The following information is addressed in these sections of Chapter 50:

- 450:50-7-1 Responsibility & Scope of Practice & Ethics
- 450:50-7-2 Consumer Welfare
- 450:50-7-4. Professional Standards
- 450:50-9-1. Enforcement
- 450:50-11-1. Complaints of Professional Conduct

Exam: BHCM WEB PAGE

Oklahoma Department of Mental Health and Substance Abuse Services

Register Today
26th Annual National Prevention Network (NPN)
Prevention Research Conference
August 27-29, 2013 | Oklahoma City

OKLAHOMA CITY
Get Your Kicks on
RESEARCH
DRIVING PREVENTION
AUG 27-29 2013

1 2 3 4

Home Mental Health Prevention Substance Abuse Additional Information

EMPLOYEE ACCESS SECURE ACCESS

Quick Links

- Administrative Rule
- Application Links
- Board Meeting Agenda
- Career Opportunities
- CDC Data Entry System

Services

- Behavioral Health Case Management
- Behavioral Health Rehabilitation Specialist
- Peer Recovery Support Specialist
- Provider Certification

Children, Youth, and Family Services

Aging/Older Adults

Community Mental Health Centers

Crisis Services

Specialized Programs and Services

Certifications, Billing Designations and Training

Upcoming

Past Events

ZORRO

Grant Training Registration

ODMHSAS E-Learning Module

360 NEW

43A Mental Health Law

Behavioral Health Case

Peer Recovery Support Specialist

ODMHSAS Calendar of Events

Find it at ODMHSAS

Administration Team

www.ok.gov/odmhsas/Mental_Health_/Certifications_Billing_Designations_and_Training/index.html

2:27 PM 8/12/2013

450:50-7-1 Responsibility & Scope of Practice

CBHCM shall be dedicated to advancing the welfare of individuals, children & their families.

CBHCM shall not participate in, condone, or be associated with dishonesty, fraud, deceit or misrepresentation, and shall not exploit their relationships with the consumers for personal advantage, profit, satisfaction, or interest.

CBHCM shall practice only within the boundaries of their competence based on their education, training, supervised experience, state & national accreditations and licenses

450:50-7-1 Responsibility & Scope of Practice

- (3) CBHCM shall be aware of and respect cultural, individual, and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status and consider these factors when working with members of such groups. They shall also eliminate the effect on their work of biases based on those factors, and they do not knowingly participate in or condone activities of others based upon such prejudices or influence.
- (4) CBHCM shall be obligated to report witnessed, involved, or reported ethical violations without violation of any confidentiality rights that may be involved. Certified Behavioral Health Case Managers shall be obligated to follow steps of reporting professional misconduct as set forth by the Department and in this chapter.
- (5) CBHCM shall give precedence to his or her professional responsibility over personal interests.

450:50-7-1 Responsibility & Scope of Practice ETHICS

- (1) CBHCM shall be committed to each individual's rights of their own life choices and recovery journey by letting them direct their own healing process.
- (2) CBHCM shall keep confidential all information entrusted except when to do so puts the consumer at grave risk. Case Managers will be obligated to explain the limits of confidentiality initially in the professional working relationship.
- (3) If the demands of an affiliated organization for whom the CBHCM is working, is in conflict with these ethics, the issues must be clarified and resolved to allow adherence to the Rules of professional Conduct code set forth in this chapter.

450:50-7-2 Consumer Welfare

CBHCM shall not, in the rendering of their professional services, participate in, condone, promote discrimination on the basis of race, color, age, gender, religion or national origin.

CBHCM must be **aware of their influential positions** with respect to consumers and **not exploit the trust and dependency of consumers.**

If CBHCM determine that they are **unable to be of Professional assistance to a consumer**, the CBH Case Manager shall **refer the consumer to appropriate sources when indicated.** If the consumer declines the referral the CBH Case Manager shall terminate the relationship.

450:50-7-4. Professional standards

- a) It shall be unprofessional conduct for a **CBHCM** or applicant to violate a state or federal statute if the violation is directly related to the duties and responsibilities of the counselor or if the violation involves moral turpitude.
- b) **CBHCM** shall not render professional services while under the influence of alcohol or other mind or mood altering drugs.
- c) **CBHCM** shall notify the Department of any change in name, address, telephone number, E MAIL address and employment if the case manager will continue to provide case management services as defined by 450:50-1-2 in the new employment setting.

450:50-7-5. Failure to comply

A Certified Behavioral Health Case Manager who does not comply with the Rules of Professional Conduct (450:50-7-1) or consumer welfare (450:50-7-2) shall be guilty of unprofessional conduct and subject to disciplinary action.

450:50-9-1. Enforcement

- ODMHSAS may impose administrative sanctions, including revocation, suspension, non-renewal of certification and reprimand, against CBHCM
- All proceedings, hearing and appeals shall be conducted in accordance with Chapter 1 of the Rules of ODMHSAS, Title 450 Oklahoma Administrative Code and the Administrative Procedures Act.