The TCM Core Knowledge Certificate is designed to provide Targeted Case Managers with an opportunity for professional training and job skill enhancement. It includes a combination of reading content and online courses through Relias. Procedures for obtaining access to Relias will be completed by your supervisor upon hire. All required classes will be automatic enrollments once a user profile has been activated. To receive the TCM Core Knowledge Certificate, all required courses and a minimum of 4 elective courses must be completed.

This form will be used to indicate course completion dates. When all of the required and the minimum number of elective courses have been completed, please submit this application form to your supervisor. Upon verification of completed courses and all applicable work, this form will be sent to the TCM Coordinator at Sedgwick County Developmental Disability Organization and a certificate will be awarded.

**Employee Information**

Name: Click here to enter name. TCM Agency: Click here to enter name.

E-Mail: Click here to enter email.

Hire Date: Click here to enter a date. Supervisor Name Click here to enter name.

|  |  |
| --- | --- |
| **Date Completed**  | **Course Title** |
| **Courses to be completed within 30 days** |
| Click here to enter a date.  | TCM Certification Training (KDADS) [Home - KS-TRAIN](https://www.train.org/ks/welcome)  (Course 1026917) |
| Click here to enter a date.  | SCDDO TCM Rules of Conduct (1hr) |
| Click here to enter a date.  | SCDDO Kansas Medical Assistance Program (KMAP) Manual Attestation (1hr) |
| Click here to enter a date.  | SCDDO Conflict Free Case Management Attestation (.25hr) |
| Click here to enter a date.  | SCDDO Fraud, Waste, and Abuse (.5hr) |
| **Date Completed**  | **Course Title** |
| **SCDDO Courses – to be completed within 60 days** |
| Click here to enter a date. | Data Collection Forms Training (.5hr) |
| Click here to enter a date. | Local Funding Committee (2.5hr) |
| Click here to enter a date. | Guardianship Training (2hr) |
| Click here to enter a date. | Kansas Employment First (.5hr) |
| Click here to enter a date. | Options Counseling (1hr) |
| Click here to enter a date. | BASICS to BASIS (1hr) |
| **Date Completed**  | **Course Title** |
| **Additional Courses to be completed after 30 days but within 6 months** |
| Click here to enter a date. | An Overview of Different Types of Disabilities (1hr) |
| Click here to enter a date. | Introduction to HIPAA (.5hr) |
| Click here to enter a date. | Ethical Decision Making; the Basics (.5hr) |
| Click here to enter a date. | Ethical Decision Making (1.25hr) |
|  |  |
| Click here to enter a date. | Rights of Individuals with IDD (.75hr) |
| Click here to enter a date. | Abuse and Neglect of Individuals with IDD (2.5hr) |
| Click here to enter a date. | Customer Service (.5hr) |
| Click here to enter a date. | Basic Communication and Conflict Management Skills (1.75hr) |
| Click here to enter a date. | Person Centered Planning for Individuals with IDD (3.25hr) |
| Click here to enter a date. | Maintaining Professional Boundaries (.5hr) |

**Elective Courses (complete a minimum of 4 classes to be completed after 6 months but within 12 months, at least one course from each section below is required. Supervisor approval required for any exceptions)**

|  |  |
| --- | --- |
| **Date Completed** | **Course Title** |
| **Lunch and Learn session provided by SCDDO (1hr per session)** |
| Click here to enter a date. | Click here to enter title. |
| Click here to enter a date. | Click here to enter title. |
| Click here to enter a date. | Click here to enter title. |
| **Date Completed** | **Course Title** |
| **Trauma Informed Systems of Care** |
| Click here to enter a date. | Trauma-Informed Systems of Care- Direct Care Focus (4hr) \* will count as two trainings |
| Click here to enter a date. | Trauma-Informed Care 101: Basics of Trauma and the TIC Framework (1.5hr) |
| **Date Completed** | **Course Title** |
| **Other electives** |
| Click here to enter a date. | Safety in the Field (2.5hr) |
| Click here to enter a date. | Supporting Quality of Life for Individuals with IDD (1hr)  |
| Click here to enter a date. | Choice Making for People with IDD (1hr) |
| Click here to enter a date. | Positive Behavior Support Planning: Part 1 (2hr) |
| Click here to enter a date. | Positive Behavior Support Planning: Part 2 (2.25hr) |
| Click here to enter a date. | Motivational Interviewing (1.75hr) |
| Click here to enter a date. | Other Relias Course (at least 1 hour) Click here to enter title. |
| Click here to enter a date. | Other Relias Course (at least 1 hour) Click here to enter title. |
| Click here to enter a date. | Other Relias Course (at least 1 hour) Click here to enter title. |

|  |
| --- |
| **For SCDDO Use Only** |
|  |
| **Certificate Approved** [ ]  **Yes** [ ]  **No** |
| **Date Received:** Click here to enter a date. |
| **Date Approved:** Click here to enter a date. |
| **Completed By:** Click here to enter name. |