

## COURSE OVERVIEW

This curriculum is designed to assist new CAP/C Case Managers in understanding the policies and procedures of the CAP/C program. Registered Nurses and Social Workers who are CAP/C Case Managers, and their supervisors, will benefit from completing this curriculum. New Case Managers should complete this curriculum within three months of employment. It is recommended that they periodically review this curriculum and the CAP/C Manual, as once the case manager has gained some experience and understands the basics, he/she can learn new and useful information and get a better understanding of the program than the first time. For that reason, it is recommended that all CAP/C Case Managers complete this training.

You should not try to complete the entire curriculum in one sitting. The training is divided into sections so that you can do portions of it at a time, as time allows, and so you don't feel overwhelmed. Section 9 in particular is quite comprehensive; it is recommended that you devote one day to that section only. Give yourself time to understand and absorb the information a little bit at a time – you will remember much more of it. If you need a 'quick start', begin with sections 2, 6, 8, 9, 10, and 11, and then go back and do the rest. There are learning objectives and review questions for each section, and a final exam and evaluation.

The sections of this training are listed below:

Section 1	Medicaid and Waivers
Section 2	CAP/C Basics and Key Concepts
Section 3	Working with DMA
Section 4	CAP/C Services
Section 5	CAP/C and Other Resources
Section 6	Inquiries and Referrals
Section 7	Eligibility
Section 8	Levels of Care
Section 9	Assessment
Section 10	Developing the Plan of Care
Section 11	Completing the Plan of Care Form
Section 12	Case Management
Section 13	Initials, CNRs, Revisions, Terminations, Absences, and Transfers
Section 14	Due Process
Section 15	EPSDT
Section 16	Documentation
Section 17	Billing
Section 18	Normal Pediatric Growth and Development
Section 19	Understanding Child Protective Services

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