

Department of Mental Health
Division of Developmental Disabilities

The Department of Mental Health, Division of Developmental Disabilities (DDD) is seeking agencies to provide Targeted Case Management (TCM) services in St. Louis County. Interested agencies must submit a written proposal to DDD by November 15, 2016. One or more applicants may be chosen and each will be required to sign the standard TCM contract with the DDD and enroll as a Medicaid provider.

The information below describes the necessary elements to be considered when submitting a proposal.

- a. Eligible candidates must enroll as a MOHealth Net (Medicaid) provider with the Missouri Medicaid Audit and Compliance Division.

Eligible candidates must sign the standard TCM contract with the Department of Mental Health to provide targeted case management services. Link to contract:

<http://dmh.mo.gov/dd/docs/tcmcontract.pdf>

- b. The caseload of individuals served will be a mix of Medicaid eligible and non-eligible consumers enrolled through DDD. DDD guarantees at least 70% of the caseload will be Medicaid eligible. Caseload assignments will be coordinated by the Division based on a predetermined methodology.
- c. The Medicaid reimbursement rate for TCM services is \$8.64 per 5 minutes for Medicaid eligible individuals only and is subject to adjustment each July 1.
- d. The total caseload of St Louis County is approximately 6,900 individuals. Of these, 860 are enrolled in residential services through DDD with the rest receiving in-home services or case management. Proposals should state the anticipated capacity of the provider agency and a projected timeframe for reaching that capacity. The standard caseload for TCM is 40 consumers per full time service coordinator.
- e. Agencies will have the option of using the DMH CIMOR system to provide Medicaid billing and reporting functions otherwise billing Medicaid directly is the responsibility of the provider. Qualified agencies will need, at a minimum, a system for creating and managing individual service plans and a system to provide service documentation, including case notes, if the agency is not using CIMOR for this function.
- f. Service Coordinator/Case Management staff must meet at least the minimum qualifications for the State of Missouri Merit Position of Case Manager I with DDD. These qualifications are attached or can be found on the Office of Administration website <http://oa.mo.gov/personnel/classification-specifications/4445>.

See TCM Contract for service coordinator training requirements. Link to contract:
<http://dmh.mo.gov/dd/docs/tcmcontract.pdf>

- g. Additional information about TCM services including definitions, documentation requirements and other information can be found on the web at <http://dmh.mo.gov/dd/staff.html>.

Additional questions may be submitted to the DDD by emailing them to ddmail@dmh.mo.gov.

Qualified agencies interested in providing Targeted Case Management services in St. Louis County are requested to submit a proposal to the Division of Developmental Disabilities at the address listed below by no later than November 15, 2016. Proposals will be reviewed and follow-up with individual agencies for clarification or additional information may occur. Contracts may be offered to one or more agencies.

Valerie Huhn, Director
Division of Developmental Disabilities
1706 E. Elm Street
P.O. Box 687
Jefferson City, MO 65102

Attn: St. Louis County TCM

**Office of Administration – Division of Personnel
Case Manager I Qualifications**

Case Manager I (Developmental Disabilities)

Experience and Education

A Bachelor's degree from an accredited college or university with a minimum of 24 earned semester hours or 36 earned quarter hours in one or a combination of the following: Elementary or Secondary Education, Special Education, Early Childhood Education, Psychology, Social Work, Sociology, Counseling, Recreation (including specialty areas such as Art, Dance, Music, or Physical Education), Speech-Language Pathology or Audiology, Occupational Therapy, Physical Therapy, Nursing, or other specialties in the field of human services; and,

One or more years of professional experience as a Registered Nurse, or in social work, special education, psychology, counseling, vocational rehabilitation, physical therapy, occupational therapy, speech therapy, or a closely related area.

(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for the required experience.)

(Additional experience as a Registered Nurse may substitute on a year-for-year basis for a maximum of two years of the required education.)

OR

A Bachelor's degree from an accredited college or university with a minimum of 24 earned semester hours or 36 earned quarter hours in one or a combination of the following: Elementary or Secondary Education, Special Education, Early Childhood Education, Psychology, Social Work, Sociology, Counseling, Recreation (including specialty areas such as Art, Dance, Music, or Physical Education), Speech-Language Pathology or Audiology, Occupational Therapy, Physical Therapy, Nursing, or other specialties in the field of human services; and,

One or more years of experience in providing direct care to persons with mental retardation and/or developmental disabilities.

(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for the required experience.)

(Additional experience as a Registered Nurse may substitute on a year-for-year basis for a maximum of two years of the required education.)