

# **Social Services Case Manager Training and Certification Manual**

**Division of Family and Children Services  
Education and Training Services Section**

# Case Manager Training Manual

**Roger G. Kathol, Rachel L.  
Andrew, Michelle Squire, Peter J.  
Dehnel**



## **Case Manager Training Manual:**

The Case Manager's Training Manual David W. Plocher, Patricia L. Metzger, 2001 Stem Cell and Bone Marrow Transplantation **DDD Case Manager's Training Manual** Washington (State). Division of Developmental Disabilities, 1992\* **Core Skills for Hospital Case Managers** Tony Cesta, Beverly Cunningham, 2009-06 Core Skills for Hospital Case Managers A Training Toolkit for Effective Outcomes Toni Cesta PhD RN FAAN Beverly Cunningham MS RN As of June 20 2014 contact hours for nurses are no longer available with this product Finally an affordable effective and consistent training program for your hospital case managers This one of a kind guide to fundamental case management responsibilities is a necessary reference tool for every hospital case management department This resource is designed to give case management directors and hospital leaders the tools they need to build and strengthen the basic and advanced skills their case management staff needs to succeed Core Skills for Hospital Case Managers is an orientation and training manual for nurses transitioning into case management an easy to read reference guide for new case managers and a source of inspiration tools and resources for seasoned professionals With a flexible format this book and CD ROM offer practical information and customizable tools to develop and maintain a wide variety of care management skills Table of contents Chapter 1 Hospital Case Management 101 Chapter 2 Case Manager Role Chapter 3 Roles Functions and Caseloads Chapter 4 The Case Management Process Chapter 5 The Case Manager's Role in Transitional and Discharge Planning Chapter 6 Utilization Management Chapter 7 Managing Long Length of Stay Patients Chapter 8 Denials Prevention and Appeals Strategies Chapter 9 Reimbursement Chapter 10 The Role of the Case Manager in Patient Flow Chapter 11 Measuring Success Strategic Outcome Measures Chapter 12 Dealing with the Uninsured and Underinsured Chapter 13 Working with Multidisciplinary Teams Chapter 14 Crucial Communication and Conflict Resolution Learning objectives Discuss the evolution of hospital case management Explain the different models of hospital case management Determine the various goals of hospital case management Examine the various roles of case management Discuss the variety of functions performed by case managers Discuss the scope of the case manager position Examine staffing ratios in various models List the steps in the case management process Determine the role of case managers in documentation Examine case managers role in discharge planning List the factors that influence the discharge planning process Determine strategies for improving discharge planning Discuss how hospital reimbursement affects utilization management UM List the stages of UM coordination Determine the affect of outside influences on UM Evaluate different payers regulations regarding UM Examine case management's role in length of stay LOS Evaluate strategies for managing patients with long LOS Identify data used to track and trend LOS Evaluate the reasons behind denials Discuss case management's role in preventing denials Examine case management's roles in reversing denials Examine case management's role in reimbursement Determine strategies for effective case management related to reimbursement Evaluate case management's role in patient flow Discuss demand and

capacity management Identify strategies for managing patient flow Identify measurable case management outcomes Explain how case managers can track quality outcome metrics Discuss other metrics case management departments can track and trend Examine ways to create a case management report card Discuss the unfunded or underfunded patient populations Describe the role of the ED case manager with unfunded or underfunded patient populations Evaluate strategies for dealing with unfunded or underfunded patient populations Examine strategies for successfully working with multidisciplinary teams Describe sources of conflict with which case managers frequently come in contact Discuss strategies for reducing conflict

Intended audience Staff nurses charge nurses staff educators staff development specialists directors of education nurse managers and nurse leaders

**The Case Manager's Handbook** Catherine M. Mullahy, 2010-10-25 Written by renowned author Catherine Mullahy The Case Manager's Handbook Fourth Edition is the ultimate how to guide for Case Managers It is designed to define good case management examine the case management process and present practical procedural information The Fourth Edition has been completely revised and updated with new references and pertinent information This book is an excellent daily reference or can be used as a training guide for new case managers or a teaching tool for client groups Accompanied by a CD ROM and a FREE Student Study Guide is available online

**A Case Manager's Study Guide** Denise Fattorusso, Campion Quinn, 2013 A Case Manager's Study Guide Preparing for Certification Fourth Edition is the perfect study guide for new case managers preparing to take the Certified Case Manager CCM exam and practicing case managers who are recertifying Based on the Commission for Case Manager Certification CCMC six knowledge domains and eight essential activities it addresses new changes passed and legislative updates resulting in significant changes in healthcare and case management New topics include patient centered care readiness to change evidence based case management and management outcomes Completely updated and revised A Case Manager's Study Guide Preparing for Certification Fourth Edition contains nearly 700 questions and comprehensive answer rationales Included with the book is an online Access Code for Navigate TestPrep a dynamic and fully hosted online assessment tool designed to help nurses prepare for certification examinations by offering case based questions detailed rationales and robust reporting Navigate TestPrep A Case Manager's Study Guide also sold separately Randomized questions create new exams on each attempt Monitors results on practice examinations with score tracking and time on each task Reporting tools evaluate progress and results on each attempt Don't forget to visit our nursing certification website [www.NursingCertificationSuccess.com](http://www.NursingCertificationSuccess.com)

**The Integrated Case Management Manual** Roger G. Kathol, Rachel L. Andrew, Michelle Squire, Peter J. Dehnel, 2018-06-14 Thoroughly revised and updated since its initial publication in 2010 the second edition of this gold standard guide for case managers again helps readers enhance their ability to work with complex multimorbid patients to apply and document evidence based assessments and to advocate for improved quality and safe care for all patients Much has happened since Integrated Case Management ICM now Value Based Integrated Case Management VB ICM was first introduced in the U S in 2010 The

Integrated Case Management Manual Valued Based Assistance to Complex Medical and Behavioral Health Patients 2nd Edition emphasizes the field has now moved from complexity assessments to outcome achievement for individuals patients with health complexity It also stresses that the next steps in VB ICM must be to implement a standardized process which documents analyzes and reports the impact of VB ICM services in removing patient barriers to health improvement enhancing quality and care coordination and lowering the financial impact to patients providers and employer groups Written by two expert case managers who have used VB ICM in their large fully disseminated VB ICM program and understand its practical deployment and use the second edition also includes two authors with backgrounds as physician support personnel to case managers working with complex individuals This edition builds on the consolidation of biopsychosocial and health system case management activities that were emphasized in the first edition A must have resource for anyone in the field The Integrated Case Management Manual Value Based Assistance to Complex Medical and Behavioral Health Patients 2nd Edition is an essential reference for not only case managers but all clinicians and allied personnel concerned with providing state of the art value based integrated case management      **The Case Manager's Handbook** Catherine M. Mullahy, 2013-06-20

Written by renowned author Catherine Mullahy The Case Manager s Handbook Fifth Edition is the ultimate how to guide for case managers This practical resource helps case managers build fundamentals study for the Certified Case Manager CCM exam and most importantly advance their careers after the exam Written for all professionals in all practice settings in case management it uses real life examples and an easy to read conversational style to examine the case management process while presenting practical procedural information An excellent daily reference and training guide for new case managers and seasoned professionals in various setting The Case Manager s Handbook Fifth Edition is the go to resource for facing the day to day challenges of case management especially as the nation navigates through the many changes introduced by the landmark Patient Protection and Affordable Care Act Significantly updated and revised it contains eight new chapters Hospital Case Management Changing Roles and Transitions of Care Patient Centered Medical Home ACOs Health Exchanges Evidence Based Practice Public Sector Reimbursement Predictive Modeling Pain Management Health Technology Trends and Implications for Case Managers The Affordable Care Act of 2010 Implications for Case Managers Included with each new print book is an Access Code for a Navigate Companion Website for students with objectives multiple choice questions and bonus appendices      **The Case Manager's Handbook** Catherine M. Mullahy, 2016-05-25

The Case Manager s Handbook Sixth Edition is an indispensable guide for case managers Presented in an accessible and conversational style this practical resource helps case managers learn the fundamentals study for the Certified Case Manager exam and advance their careers after the exam Completely updated and enhanced with information on the latest developments affecting case management it reflects the rapidly changing healthcare landscape including the significant effects of the Affordable Care Act Back cover      **Case Management Handbook for Clinicians** Rand L

Kannenber,2003 The text has a variety of user friendly lists tables charts summaries articles practice tests clinical documentation sample forms resources and contact information about case management in healthcare and human services There are more than 100 pages of material in addition to the handouts made available in the seminar The contents of this case management handbook include the following the differences between case management and social work case management history governmental responses in the past other titles used for case managers admission summaries case management service and treatment plans multi cultural recommendations for case managers case management confidentiality continuity of care philosophy of case management case manager status supervision of case managers preventing unnecessary prescription problems depression screenings case manager attitudes with the chronically mentally ill counseling and case management professional ethics establishing rapport with providers customer service and case management avoiding case management burnout hepatitis A B C screenings HIV AIDS screening TB screening release of information screening for substance use disorders progress notes discharge summaries social history assessment psychological history assessment medical dental history assessment educational vocational history assessment legal history assessment top work settings top job titles HMO models insurance legal medical insurance terms and case management organizations

**Case Management in Delivery Systems** Project Share,1978 31 references to books and reports pertinent to case management in diverse delivery environments Alphabetical arrangement by titles Each entry gives bibliographical information and abstracts List of authors

*Disease Management* Diane Huber,2005-02-04 Written specifically for case managers this innovative reference presents a practical integration of disease management and case management to ensure comprehensive coverage of these two rapidly evolving and expanding fields It explains and clarifies these two areas with in depth expert commentary that offers a fresh contemporary approach and captures both provider and payor perspectives Its strong emphasis on evidence based practice helps ensure that disease managers are using the best evidence to formulate the best results Comprehensive targeted content makes it one of the only resources available for practicing disease managers Wide variety of coverage includes chronic illnesses such as congestive heart failure as well as management of those conditions such as pregnancy that do not indicate an unhealthy or diseased state Expert author contributions offer practical guidance and interdisciplinary perspectives Chapters provide case studies or case scenarios to demonstrate the ways in which case managers nationwide have responded to treatment challenges with success Emphasis on preventive care stresses the most practical and cost effective solution to today s rising health care costs Authors detail specific tips tools and techniques that managers can put to use in practice Chapters are organized into three separate parts to present the information logically

**Case Management** Suzanne K. Powell,Hussein M. Tahan,2018-02-26 Prepare for a new career as a case manager or just upgrade your skills to a whole new level with the newly updated Case Management A Practical Guide for Education and Practice 4th Edition Ideal for case management certification CCMC exam preparation this is a thorough

review of the case manager's many roles and skills from acute to post acute care Whether you are a nurse transitioning to case management or already active in it this is your road map to coordinating successful patient care from hospital to home Build a strong case management career foundation with expert evidence based direction NEW chapter on case manager orientation programs that offers orientation checklists competency assessment and learning profiles with available online tools NEW topics on current practice issues and developments including the impact of the Patient Protection and Affordable Care Act and value based care NEW content on experiential problem based learning learning practices training programs case management team professional development Offers in depth evidence based guidance on The case manager's roles functions and tasks Key concepts quality management and outcomes evaluation legal and ethical considerations case management process utilization management transitions of care The role of the nurse case manager versus social worker role Strategies that ensure effectiveness of case management models Coordinating care protecting privacy and confidentiality health insurance benefit analysis practice standards The Case Management Code of Professional Conduct accreditation agencies and standards specialty board certifications Management of resources and reimbursement concepts Case management in various settings acute care emergency department admissions perioperative services disease management insurance case management palliative care end of life care hospice home health care physician groups public health community based care rehabilitation Ideal preparation for the CCMC exam offers a large portion of CCMC exam content and for Continuing Education Unit CEU for Case Management study A must have desk reference that offers plentiful case studies considered to be the bible of case management *Handbook of Nursing Case Management* Dominick L. Flarey, Suzanne Smith Blancett, 1996 AACN Protocols for Practice Healing Environments discusses the benefits of creating a healing environment for critically ill patients and their families and how changes to a patient's environment can promote healing Family needs visitation complementary therapies and pain management are also covered Criminal Investigative Failures D. Kim Rossmo, 2008-12-15 Avoid Major Investigative Traps What causes competent and dedicated investigators to make avoidable mistakes jeopardizing the successful resolution of their cases Authored by a 21 year police veteran and university research professor Criminal Investigative Failures comprehensively defines and discusses the causes and problems most common to fail **Human Services Bibliography Series**, 1978-03 *Case Management and Care Coordination* Janet Treadwell, Rebecca Perez, Debbie Stubbs, Jeanne W. McAllister, Susan Stern, Ruth Buzi, 2014-07-29 New collaborative models of health care service delivery are contributing to quality and cost improvements especially in treating children and families At the same time deficits in communication between systems sharing patients can not only lead to confusion and waste but also to increased risk of harm Case Management and Care Coordination offers an evidence based framework best practices and clinical common sense to meet this ongoing challenge Focusing on families of children with chronic health issues it outlines the processes of case management and care coordination clarifies the roles and responsibilities of team

members and models streamlined patient centered service delivery This analysis cuts through much of the complexity of case management while emphasizing collaboration flexibility and advocacy in pursuing best outcomes for patients And as an extra dimension of usefulness the book is accessible to lay readers empowering families to make informed decisions and have a more active role in their own care Included in the coverage Essential skills for integrated case management Children and youth with special health care needs Transitional care and case management settings for children and families Case management and home visitation programs Managed care and care coordination Technology and care coordination Effectively illustrating the possibilities and potential of health care reform Case Management and Care Coordination is an essential resource for pediatricians and health care professionals as well as for families of children with special health care needs

Journal of Human Services Abstracts ,1983      **Case Manager Training Manual \ David Singer Enterprises, Inc** ,1995      **Human Services Development Series** Louise Dybdal,1980      *Products of AoA Discretionary Grants in Long Term Care, 1976-1983* Russell Mills,1985



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## **Table of Contents Case Manager Training Manual**

1. Understanding the eBook Case Manager Training Manual
  - The Rise of Digital Reading Case Manager Training Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Case Manager Training Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Case Manager Training Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Case Manager Training Manual
  - Personalized Recommendations
  - Case Manager Training Manual User Reviews and Ratings

- Case Manager Training Manual and Bestseller Lists
- 5. Accessing Case Manager Training Manual Free and Paid eBooks
  - Case Manager Training Manual Public Domain eBooks
  - Case Manager Training Manual eBook Subscription Services
  - Case Manager Training Manual Budget-Friendly Options
- 6. Navigating Case Manager Training Manual eBook Formats
  - ePub, PDF, MOBI, and More
  - Case Manager Training Manual Compatibility with Devices
  - Case Manager Training Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Case Manager Training Manual
  - Highlighting and Note-Taking Case Manager Training Manual
  - Interactive Elements Case Manager Training Manual
- 8. Staying Engaged with Case Manager Training Manual
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Case Manager Training Manual
- 9. Balancing eBooks and Physical Books Case Manager Training Manual
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Case Manager Training Manual
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Case Manager Training Manual
  - Setting Reading Goals Case Manager Training Manual
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Case Manager Training Manual
  - Fact-Checking eBook Content of Case Manager Training Manual
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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