

**WV AGED AND DISABLED WAIVER PROGRAM
CASE MANAGEMENT INITIAL & ANNUAL TRAINING VERIFICATION FORM**

Employee Name:

Provider Agency:

I. **ADW Case Manager Initial and Annual Training Requirements.** All ADW Case Managers must complete all of the following training before providing services for payment and annually thereafter:

- a) Conflict-free Case Management (including a Conflict of Interest statement signed initially and annually thereafter): may use training provided by WV BoSS or develop your own with the same components that must be approved by WV BoSS.*
- b) BMS Case Management Certification (required for non-licensed CM with a Human Services degree.) Initial only. (LMS Course DHHR 311)
- c) Training on Personal Options Service Delivery Model: must use training provided by WV BoSS. Initial only.
- d) Abuse/Neglect/Exploitation Identification: may use training provided by WV BoSS or develop your own with the same components that must be approved by WV BoSS.* Initial and annually thereafter. (Option to test out of annual training with 70% competency. If unsuccessful, the entire training must be completed).
- e) HIPAA: may use training provided by WV BoSS or develop your own with the same components that must be approved by WV BoSS.* Initial and annually thereafter. (Option to test out of annual training with 70% competency. If unsuccessful, the entire training must be completed).
- f) Person-Centered Planning/ServicePlan Development: may use training provided by WV BoSS or develop your own with the same components that must be approved by WV BoSS.* Initial and annually thereafter.
- g) Statewide Transition Plan (STP) Training: Initial only. Requires 80% competency.

Training Topic	Date	Start Time/Stop Time	Total Time	Location of Training	Source	Certificate or Test Score	Case Manager Signature	Trainer Signature
Conflict-free Case Management					BoSS Curriculum			
BMS Case Management Certification					BMS Curriculum			
Training on Personal Options					BoSS Curriculum			
Abuse/Neglect/					BoSS Curriculum			

Keep completed scored test with CM's name in file to demonstrate competency. For any tests with a below average score, document remediation taken to address this. For any internet training that includes post-test, keep certificate of completion in file.

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Exploitation Identification								
HIPAA					BoSS Curriculum			
Person-Centered Planning					BoSS Curriculum			
STP (Statewide Transition Plan)					BMS Curriculum			

If licensed, must maintain professional license training requirements.

Time Period that license is valid: _____

Verification of Training: By signing this document, the Agency Director/designee verifies the Case Manager has completed all required training areas listed above.

Keep completed scored test with CM's name in file to demonstrate competency. For any tests with a below average score, document remediation taken to address this. For any internet training that includes post-test, keep certificate of completion in file.