

CW-TCM Quick Reference Guide for Case Managers

CW-TCM is child specific. CW-TCM claiming requires an eligible child, eligible worker, eligible activities and sufficient documentation.

CW-TCM File for each child includes:

- Child's name and birth date
- Medical Assistance or Minnesota Care ID number
- Eligibility assessment
- Case finding
- Individual case plan for each child
- Documented details of activities for each contact

Case Manager Qualifications for Counties and Contracted Vendors

- Employed by a certified CW-TCM provider
- Bachelor's degree (Social work related or other BA and 1 yr experience)
- Skilled in identifying and assessing a wide range of children's needs
- Knowledgeable about community resources for the benefit of the child

Eligibility Assessment

- Child under 21 who is receiving MA or Minn. Care and:
 - At risk of or in out-of-home placement (**MN. Stat. 260C212, subd. 1**) or
 - At risk of or experiencing maltreatment (**MN Stat. 626.556, subd. 10e**) or
 - In need of protection or services (**MN. Stat. 260C.007.subd 4**)

Case Finding

- Statement that case management services is necessary & will be provided to the child
Example: "Child A is in foster care and will be provided with CW-TCM."

Case Plan

- Child specific: Identify the services needed for each child.
- Goals that reflect why the child needs case management services
- Services & activities that will be provided or coordinated for child
- Action steps with time frames to achieve goals
- Person responsible to implement plan
- How services will be monitored & evaluated

Claimable contact:

- Can be claimed only after an assessment, case finding & case plan are completed
- Face-to-face with child, caregiver, or other relevant person in the case plan
- Telephone contact, allowed for two months when child is placed >60 miles away

Contact must include

- Name of child for whom contact is regarding
- Date of contact and duration
- Type of contact (face-to-face, telephone)
- Name of person contacted
- Location of contact (home, office, school, etc.)
- Description of the service or activity discussed in the contact

Contact narrative

- State the name of each child the contact involves.
- Contact refers to services child needs or is receiving to achieve goals of case plan.
- Identifies the who, what, where, when and why of the contact