**Section 240.1440 Training Requirements For Care Coordination Supervisors and Case Coordinators**

CCUs in the performance of their CCP contracts, shall adhere to the following training requirements immediately upon adoption of this Section regardless of whether a procurement has occurred pursuant to 89 Ill. Adm. Code 220.610 through 220.675.

a) Care Coordination Supervisors

1) Either prior to or within 60 calendar days after the date of employment with the CCU, each care coordination supervisor shall successfully complete:

A) Department sponsored CCP training on the DON eligibility determination, care planning, Choices for Care screening, and OBRA-1 (Level I ID Screen).

B) Successful completion of this training shall be established by certification.

2) Each care coordination supervisor shall meet the following in-service training requirements:

A) Recertification of CCP training within the 18 month anniversary of each previous recertification (e.g., recertification in September, subsequent recertification no later than March of the second following year);

B) 18 hours of documented in-service training on aging related subjects within each calendar year. For partial years of employment, training shall be prorated to equal 1.5 hours for each full month of employment. Documented participation in in-house staff training and/or local, State, regional or national conferences on aging related subjects, and the recertification required in subsection (a)(2)(A), will qualify as in-service training on an hour-for-hour basis.

b) Care Coordinators

1) Prior to performing CCP eligibility determinations and developing person-centered plans of care, each case manager and each supervisor acting as a care coordinator shall successfully complete:

A) Department sponsored CCP training on the DON, eligibility determination, care planning, Choices for Care screening and OBRA-1 (Level I ID Screen).

B) Successful completion of this training shall be established by preliminary certification which shall expire 6 months from completion of training.

2) Each care coordinator and each supervisor acting as a care coordinator manager shall meet the following training requirements:

A) certification of CCP training within 6 months from the preliminary certification (e.g., preliminary training in January, full certification no later than July); and

B) recertification of CCP training within the 18 month anniversary of each previous certification (e.g., full certification in April, subsequent recertification no later than October of the second following year); and

C) 18 hours of documented in-service training on aging related subjects within each calendar year. For partial years of employment, training shall be prorated to equal 1.5 hours for each full month of employment. Documented participation in in-house staff training and/or local, State, regional or national conferences on aging related subjects, in addition to the certification required in subsection (b)(2)(A), will qualify as in-service training on an hour-for-hour basis.

(Source: Amended at 42 Ill. Reg. 20653, effective January 1, 2019)