

Targeted Case Management (TCM)

Tip Sheet



Procedure Code	Service Type/Description
<u>Case Management Encounter</u> – One per month -You must be the student’s Case Manager to bill for TCM services. -There may only be one Case Manager per student. -The student’s IEP must contain at least one DIRECT health-related service to address a “medical” disability. These services include; psychology, social work, occupational therapy, physical therapy, nursing, speech, audiology, orientation and mobility, or personal care. -You may not log for the initial MET or IEP. TCM services start AFTER the student qualifies for special education. -Services must be billed at least one time per month, within the normal school calendar. <u>Requires Monthly Progress Summary</u> - Must include evaluation of progress and summarize the services reported during the month & must be dated in the month the services were provided - <i>using the last school day of the month is recommended</i>	
Case Management Encounters [T2023]	- Designated Case Management – Services to Report - Preparing/input on a REED - Preparing the IEP/IFSP document - Preparing/input on a MET report - Chairing/attending an IEP/IFSP meeting - Team Meetings - Arranging transportation - Sending invitations to IEP/IFSP Meetings - Reviewing Goals and Objectives - Preparing Progress Reports - Meeting with parents/guardians - Consultations with other staff – principal, general education teachers, OT, PT, Speech therapist, psychologist, social worker, orientation & mobility specialist, nurse, teacher assistants, etc. - Scheduling evaluations - Accompanying student/family to doctor appointments - Speaking with student’s physician - Monitoring/altering student’s schedule of services - Monitoring progress toward goals and objectives/ Contacting service providers regarding student’s IEP progress - Recommending services and/or physicians and other professionals to family - Coordinating services with outside agencies - Working on behavior plans - Monitoring/reporting on medication changes - Arranging for special accommodations such as hearing equipment, or testing areas - Coordinating transition planning meetings - Coordinating meetings to discuss plan of care progress and all related preparation - Making referrals and scheduling appointments for needed services (vision/hearing screens, etc) Other – if you are unsure if an activity qualifies as case management, please contact the School Based Services Office, Shawna Dippman, 734-342-8620

IEP Participation	
• IEP Participation [T1024 TM]	• IEP Participation: Participation in the IEP/IFSP including the Manifestation IEP meeting.
Record Keeping Only	
• Other	• Record keeping purposes for non-billable activities.

TIENET Service Capture Documentation for Case Management - Encounters [T2023]; Required, one/month
• Service: Targeted Case Manager • Service Type: Case Management – Encounters [T2023] • Service Date & Time: Should be a date/time when school was in session • Duration Minutes: Not required • Group Size: 1 • Progress Report: Select from the drop-down menu, use student’s overall progress in the classroom for the month • Provider Notes: Enter a note that details the case management (health related) activities you did through the month <i>Example- Assured case records are maintained by reviewing, organizing and updating the student’s CA60. Provided progress report to parents regarding speech and social work goals/objectives.</i> • Areas Covered/Assessed: Select from the drop down, one or more of the statements which describe the service(s) you provided • Check the box “Has this service been completed?” • Save

TIENET Service Capture Documentation for IEP Participation [T1024 TM]
• Service: Targeted Case Manager • Service Type: IEP Participation [T1024 TM] • Service Date & Time: Should be a date/time of the IEP. • Duration Minutes: Length of IEP team meeting. • Group Size: 1 • Progress Report: Not Applicable • Provider Notes: Enter a note that details the IEP team meeting. • Areas Covered/Assessed: Select from the drop down “Participate in IEP meeting.” • Check the box “Has this service been completed?” • Save

TIENET Service Capture Documentation for Monthly Progress Summary-Required, one/month
• Service: Targeted Case Manager • Service Type: Monthly Progress Summary • Service Date & Time: Should be a date/time when school was in session (may be the same as encounter but a different TIME) • Duration Minutes: Not required • Group Size: 1 • Progress Report: Not Applicable • Provider Notes: Detailed <i>Example- 10/9/14 reviewed progress report for advancement toward speech and social work goals. Sent to parents. Discussed student progress with SLP. SLP reports additional work needed in the area of articulation.</i> • Areas Covered/Assessed: Select from the drop down “Monthly Summary” • Check the box “Has this service been completed?” • Save