

CBS-CSS Eight Core Courses

Service Definitions

Course Description

This course describes the services that unlicensed providers of Medicaid mental health services are likely to be delivering. This course has been approved by Kansas DCF to fulfill the requirement for a course on Medicaid Service Definitions.

Course Objectives

Upon successful completion of the online course “Service Definitions,” the participant will have received a score of at least 80% on the Post Test. In attaining this score, the participant will have demonstrated basic understanding of Medicaid mental health services including:

- The Three Categories of Services
- The Five Rehabilitation Services
 1. Community Psychiatric Support and Treatment
 2. Peer Support
 3. Psychosocial Rehabilitation
 4. Targeted Case Management
 5. Crisis Intervention
- Six HCBS/SED Services
 1. Attendant Care
 2. Independent Living/Skills Building
 3. Parent Support and Training
 4. Professional Resource Family Care
 5. Short Term Respite Care
 6. Wraparound Facilitation
- 1915 (b) Services Waiver
 1. Attendant Care
 2. Case Conference

Topics Covered in Service Definitions

- Rehabilitation Services
- Waiver Services
- 1915 (b) Services

CEU's Awarded Upon Completion 2

Professionalism for CBS-CSS Services

Course Description

This course highlights the importance of building relationships with the people who are served by the mental health system and to discuss behaviors that enrich quality care. This course has been approved by Kansas DCF to fulfill the requirement for a course on Professionalism.

Course Objectives

Upon successful completion of the online course “Professionalism for CBS-CSS Services,” the participant will have received a score of at least 80% on the Post Test. To attain this score, the participant will have demonstrated knowledge about:

- Three Attitudes that Have Clients Know They Are Valued
- Six Professional Performance Processes
 1. Accessibility
 2. Responsiveness
 3. Connectivity
 4. “Can Do” Focus
 5. Removing Systemic, Psychological and Physical Barriers
 6. Professional Performance
- Eight Relationship-Building Skills
 1. Meeting and Greeting
 2. Joining
 3. Attending
 4. Listening
 5. Acknowledging
 6. Responding
 7. Thanking
 8. Departing

Topics Covered in Professionalism for CBS-CSS Services

- Valuing Clients
- Professional Performance Processes
- Relationship-Building Skills

CEU’s Awarded Upon Completion 2

Medicaid for Behavioral Health Providers

Course Description

This course focuses on increasing general knowledge about Medicaid – the federal program that provides health care coverage for low income individuals, people with disabilities and the elderly. Information relevant for providers of Behavioral Health Services is emphasized. This course has been approved by Kansas DCF to fulfill the requirement for a course on Medicaid for Behavioral Health Providers.

Course Objectives

Upon successful completion of the online course “Medicaid for Behavioral Health Providers,” the participant will have received a score of at least 80% on the Post Test. To attain this score, the participant will have a general understanding of the federal Medicaid program including:

- The History of Medicaid Behavioral Health Services in Kansas
- The Role of MCOs in Handling Medicaid Behavioral Health Benefits in Kansas
- How People Qualify for Medicaid
- Six Programs for the Elderly and Disabled
- Waiver Services Related to Mental Health – What They Are and Who is Eligible
- Six Conditions for Meeting Medical Necessity
- The Automated Information Management System (AIMS)
- The Kansas Client Placement Criteria (KCPC)

Topics Covered in Medicaid for Behavioral Health Providers

- What is Medicaid
- The History of Medicaid for Behavioral Health Services in Kansas
- KHS – Managed Care for Medicaid Behavioral Health Services in Kansas
- Medicaid Qualifications and Eligibility
- Medicaid Medical Benefits
- Elderly and Disabled Medicaid Recipients
- Pre-Admission Screening
- Medicaid Waiver Services
- Medical Necessity
- Treatment Plans
- AIMS
- KCPC

CEU's Awarded Upon Completion 3

Treatment Planning for CBS-CSS Services

Course Description

This course provides a brief overview of what a treatment plan is and why it is important. The course describes what is involved in the development of a treatment plan. This course has been approved by Kansas DCF to fulfill the requirement for a course on Treatment Planning for CBS-CSS Services.

Course Objectives

Upon successful completion of the online course “Treatment Planning for CBS-CSS Services,” the participant will have received a score of at least 80% on the Post Test. To attain this score, the participant will have demonstrated knowledge about:

- Individualized Treatment Plans
- Medically Necessary Services Tied to the Client’s Diagnosis
- Timeframe for Treatment Plans
- Mapping Treatment
- Writing Goals, Objectives and Actions Steps
- Five Characteristics of a Goal
- Five Qualities of an Objective

Topics Covered in Treatment Planning for CBS-CSS Services

- Treatment Planning for Community Based Mental Health Services
- Treatment Plan Goals
- Treatment Plan Objectives
- Treatment Plan Action Steps

CEU’s Awarded Upon Completion 2

Documentation of Medicaid Services

Course Description

This course focuses on documenting services and the role of the Medicaid provider in documenting services. Because documentation is a central responsibility for all CBS and CSS providers, there is significant focus on the progress note, what it is and how to write one. This course has been approved by Kansas DCF to fulfill the requirement for a course on Documentation of Medicaid Services.

Course Objectives

Upon successful completion of the online course “Documentation of Medicaid Services,” the participant will have received a score of at least 80% on the Post Test. To attain this score, the participant will have demonstrated knowledge about:

- The Provider’s Responsibility
- Progress Notes for Documenting and Communicating
- Ten Elements Included in All Progress Notes
- When is a Progress Note Needed
- Four Qualities of a Progress Note
- Four Questions to Answer When Documenting Service
- Maintaining the Confidentiality of Non Clients
- Reflecting Medical Necessity by Documenting by Service Provided
- What Providers Need to Know About Hand Written Progress Notes

Topics Covered in Documentation of Medicaid Services

- The Clinical Chart
- Universal Elements of Progress Notes
- When to Write a Progress Note
- Qualities of a Progress Note
- Confidentiality
- Documentation by Service
- Suggestions for Hand Written Progress Notes

CEU’s Awarded Upon Completion 2

Cultural Awareness

Course Description

This course is aimed at helping participants understand the things that provide identity, meaning and purpose for people, such as culture and values. It also focuses on helping participants understand how their own background impacts their actions and behaviors – particularly with clients. This course has been approved by Kansas DCF to fulfill the requirement for a course on Cultural Awareness.

Course Objectives

Upon successful completion of the online course “Cultural Awareness,” the participant will have received a score of at least 80% on the Post Test. To attain this score, the participant will have demonstrated knowledge about:

- The Broad Definition of Culture
- How Cultural Awareness Increases Positive Working Relationships
- The Importance of Understanding Oneself in order to Better Understand Others
- Ways to Better Understand People Different from Oneself
- How Background Impacts Beliefs and Behaviors
- How Varying Beliefs and Behaviors Impact Treatment
- Barriers to Providing Culturally Competent Care and How to Overcome Them

Topics Covered in Cultural Awareness

- How Cultural Awareness Applies to the Work of a Medicaid Service Provider
- The Impact of Background and Culture on Treatment
- Barriers to Providing Culturally Competent Care
- Providing Culturally Competent Care
- Cultural Awareness - A Continual Process

CEU's Awarded Upon Completion 2

Ethics for CBS-CSS

Course Description

This course introduces major ethical concepts for mental health service providers and applies them to Community Based Services. Information about professional responsibilities and ethical standards and principles are presented as are keys to practicing ethically. Issues and dilemmas likely to be encountered by a mental health service provider also are discussed. Course content is appropriate for staff within a variety of levels and positions in mental health services including licensed providers. This course has been approved by Kansas DCF to fulfill the requirement for a course on Ethics.

Course Objectives

Upon successful completion of the online course “Ethics for CBS - CSS,” the participant will have received a score of at least 80% on the Post Test. To attain this score, the participant will have demonstrated knowledge about:

- Three Reasons to Have Ethical Codes
- Six Professional Responsibilities for CBS Providers
- Standard of Care
- Seven Ethical Principals
- Confidentiality, Court Orders, Subpoenas
- Conflict of Interest
- Role of Supervision and Consultation in Ethics
- When and How to Report Ethical Violations
- Steps in Ethical Decision-Making
- Three Keys to Practicing Ethically

Topics Covered in Ethics for CBS - CSS

- Reasons for professional ethics
- Ethical Codes: what is expected, what professionals must and must not do
- Special ethical concerns for CBS Providers
- Six professional responsibilities for CBS Providers
- The common sense factor
- Standard of Care – a standard of expectations
- Seven ethical principles
- Discussions and illustrations of ethical issues and dilemmas
- Processes for dealing with ethical questions, dilemmas, problems
- Three keys to practicing ethically

CEU's Awarded Upon Completion 4

Basic Safety

Course Description

This course provides an introduction to safety issues and risks. It focuses on how to prevent safety problems and how to handle safety issues that arise. The course aims to support staff in learning about and ensuring a culture of safety within the Community Mental Health Center. This course has been approved by Kansas DCF to fulfill the requirement for a course on Basic Safety.

Course Objectives

Upon successful completion of the online course “Basic Safety,” the participant will have received a score of at least 80% on the Post Test. To attain this score, the participant will have demonstrated knowledge about:

- Assessing Situations to Determine Potential Safety Risks
- Assessing the Environment in Which You Will Be Working to Best Avoid Safety Problems
- Personal Characteristics of the Client and Provider Related to Risk
- Importance of Awareness
- What to Do to Prepare for Safety Within the Agency and for Field Visits
- Knowing Your Agency’s Policies and Procedures for Situations Involving Weather, Environmental Problems, Fire, Health Emergencies, Crisis Situations, Violence, etc.
- How to Handle Problems When Others are Present
- Practicing Transportation Safety
- How to Deliver Bad News
- Potential Safety Issues Related to the Client-Provider Relationship
- Debriefing after Safety Incidents

Topics Covered in Basic Safety

- Risk Assessment and Prevention
- The Physical and Emotional Environment
- Prevention Through Awareness
- Safety Issues for Clients and Providers
- Specific Safety Issues Within the Agency and for Field Visits
- Safety Protocols
- Maintaining Safety When Others Are Present
- Safety and Transportation
- Delivering Bad News
- How Relationship Issues Affect Potential Safety Problems
- Debriefing

CEU’s Awarded Upon Completion 3