



## **Adult Mental Health Targeted Case Management Web-Based Training Curriculum**

**Minnesota Department of Human  
Services/Adult Mental Health Division**

This series of five online modules is designed for the introductory training of adult mental health targeted case management (MH-TCM) services case managers.

These modules provide information about Adult MH-TCM values, services, standards, practices, and documentation.

The five modules include:

1. Module 1: Introduction to Adult MH-TCM services – Recovery, definition, clients, system services, eligibility and access
2. Module 2: Regulations – Statute, Rule and standards in provision of Adult MH-TCM
3. Module 3: Core service components of Adult MH-TCM – Assessment and Planning
4. Module 4: Core service components of Adult MH-TCM – Referral and Linkage, Monitoring and Coordination, and documentation of services
5. Module 5: Individual privacy rights, vulnerable adult reporting, civil commitment, MH-TCM supervision, case manager self-care, future training opportunities.

You will be introduced to three hypothetical stories of individuals with mental health concerns – Maria, Paul, and Hassan. Brief segments of interviews with these three individuals, and a little conjecture on your part, will help to present day-to-day life issues that case management clients cope with. Case management services of assessment, planning, referral and linkage, monitoring and coordination will be presented.

Each module will take between 2 to 3 hours to complete. You are encouraged not to rush through the modules; rather explore the numerous links to enhance your learning, and discover resources and references that you can go back to and use in the future. Each module has a 12-question multiple choice quiz that the student must pass to successfully complete the module. You will receive a certificate of completion of 2.5 hours of training from DHS for each module.

Throughout this curriculum you will hear audio excerpts from *real* case managers who work in different places in the Minnesota. As experienced case managers, they will present their points of view in their own words, providing examples that may add insight, help and encouragement to new case managers.



Effective February 7, 2012, case managers needing to complete 40 hours of training approved by the Commissioner of DHS (Minnesota Statute 245.462 Subd. 4. (e) must successfully complete this Adult MH-TCM curriculum as part of the approved training. Retain the certificates of completion from DHS as evidence of meeting this individual case manager provider qualification standard.

Each module has “optional assignments” (that can count toward the 40 hours) that incorporate:

- Readings, interviews, site visits
- DVD recorded trainings or other DHS sponsored web-based curriculums on related topics
- Writing exercises, and
- Consultation with peers, supervisor and clinical supervisor

**To take the course:**

- Go to DHS TrainLink: <http://www.dhs.state.mn.us/TrainLink>
- If you DO NOT have a unique key id please go through the “Unique Key Request” process
- Under **Learning Centers**, click the *Adult and Children’s Mental Health* Link; then Click ‘*Sign On*’ in the upper right corner and enter your Unique Key and Click ‘GO’! All learners must register to access courses.
- Click *Course Search/Online Learning*
- Select AMH: Targeted Case Management (TCM) and click ‘GO’! Select Module that you want to take “Curriculum Overview” (TCM) (the first time). Modules must be taken sequentially!
- (If this is your first DHS web-based course, you must take the prerequisite course called “*MH601 Introduction to Web Based Training*” – click on **Prerequisites** – it takes about 20 minutes.)
- Click on “Start Course”
- Proceed through chapters in module.

Learners can start, pause, stop and revisit the modules at any time. Upon completion, you may go back at any time to review or refresh your knowledge of the materials. \* Important Reminder: all online trainings modules must be completed within 2+ months of the start date. The learner will NOT receive email warnings that the 2+ month completion timeframe is expiring.

Thanks!