



OKLAHOMA DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

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TITLE 450 CHAPTER 50. CERTIFIED BEHAVIORAL HEALTH CASE MANAGERS

Authority: Oklahoma Board of Mental Health and Substance Abuse Services; 43A O.S. §§ 2-101, 3-306 and 3-318

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**TITLE 450. DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE
SERVICES
CHAPTER 50. CERTIFIED BEHAVIORAL HEALTH CASE MANAGERS**

Subchapter 1. General Provisions

450:50-1-1. Purpose

This Chapter implements 43A O.S. § 3-318, which authorizes the Board of Mental Health and Substance Abuse Services, or the Commissioner upon delegation by the Board, to certify behavioral health case managers. Section 3-318 requires the Board to promulgate rules and standards for certification of behavioral health case managers addressing criteria for certification and renewal, including minimum education requirements, examination and supervision requirement, continuing education requirements and rules of professional conduct.

450:50-1-2. Definitions

The following words or terms, when used in this Chapter, shall have the following meaning unless the context clearly indicates otherwise.

“Board” means the State Board of Mental Health and Substance Abuse Services.

“Case management” means the application of principles and practices of linking, advocacy and referral in partnership with a consumer services to support the consumer in self-sufficiency and community tenure.

“Certified behavioral health case manager” means any person who is certified by the Department of Mental Health and Substance Abuse Services to offer behavioral health case management services as one of the three (3) classifications of case manager within the confines of a mental health facility, domestic violence or sexual assault facility or drug or alcohol treatment facility that is operated by the Department or contracts with the State to provide behavioral health services.

“Certified Behavioral Health Case Manager-Adult” or **“CBHCM-A”** means any person who offers behavioral health case management services to adults within the confines of a behavioral health setting and is certified pursuant to the rules and standards set forth by the Board of Mental Health and Substance Abuse Services.

“Certified Behavioral Health Case Manager-Child, Adolescent and Family” or **“CBHCM-CAF”** means any person who offers behavioral health case management services to children, adolescents and their families within the confines of a behavioral health setting and is certified pursuant to the rules and standards set forth by the Board of Mental Health and Substance Abuse Services.

“Certified Behavioral Health Case Manager-Dual Certification” or **“CBHCM-DC”** means any person who offers behavioral health case management services to adults and children, adolescents and families within the confines of a behavioral health setting and is certified pursuant to the rules and standards set forth by the Board of Mental Health and Substance Abuse Services.

“Commissioner” means the Commissioner of Mental Health and Substance Abuse Services.

“Consumer” means an individual who is receiving or has received services (evaluation or treatment) from a facility operated or certified by ODMHSAS or with which

ODMHSAS contracts and includes all persons referred to in Title 450, Chapters 16, 17, 18, 19 and 23 of the Oklahoma Administrative Code as client(s) or patient(s) or resident(s) or a combination thereof.

“**Department**” or “**ODMHSAS**” means the Oklahoma Department of Mental Health and Substance Abuse Services.

“**Provisionally Certified Behavioral Health Case Manager**” means a person who has completed the Department-sponsored training in case management, and is under supervision for completion of the competency-based case management project.

“**Supervisor**” means a person who is a certified behavioral health case manager and meets the requirements established by the Board to supervise a provisionally certified behavioral health case manager in the completion of the competency-based case management project.

450:50-1-3. Authority of the Commissioner and Department

(a) The Commissioner shall have the authority and duty to issue, renew, revoke, deny, suspend and place on probation certifications to offer behavioral health case management and shall have authority to reprimand certified behavioral health case managers.

(b) The Department shall have authority to:

- (1) Receive and deposit fees as required by 43A O.S. § 3-318(C);
- (2) Examine all qualified applicants for certified behavioral health case management; and
- (3) Investigate complaints and possible violation of the rules and standards of behavioral health case managers.

Subchapter 3. Behavioral Health Case Manager Certification Application

450:50-3-1. Qualifications for Certification

- (a) Each applicant for certification as a behavioral health case manager shall:
- (1) Be employed at a mental health facility, domestic violence or sexual assault facility, or approved drug or alcohol treatment facility that is operated by the Department or contracts with the State to provide behavioral health services;
 - (2) Complete the competency-based case management project;
 - (3) Attend the requisite case management certification training offered by the Department for the specific classification of certification (adult, child, adolescent and family or dual) sought by the applicant;
 - (4) Be possessed of good moral character;
 - (5) Be at least 21 years of age; and
 - (6) Otherwise comply with rules promulgated by the Board implementing 43A O. S. § 3-318.
- (b) In addition to the qualifications specified by subsection (a) of this rule, an applicant for a certification as a behavioral health case manager shall:
- (1) Possess a bachelor's degree in a mental health related field earned from a regionally accredited college or university recognized by the United States Department of Education; and
 - (A) Bachelor's degree in a mental health related field includes, but is not limited to psychology, social work, occupational therapy, family studies, human resources/services counseling, human developmental psychology, gerontology, early childhood development, chemical dependency studies, school guidance and counseling, rehabilitative services, sociology, criminal justice or; a current license as a registered nurse in Oklahoma.
 - (2) Complete a minimum of six (6) weeks of supervised full time experience providing behavioral health case management services under the supervision of a case management supervisor in accordance with section 450:50-3-2 of this chapter.

450:50-3-2. Applications for Certification, Dual Certification, Provisional Certification

- (a) Applications for certification as a behavioral health case manager shall be made in writing to the Department on a form and in a manner prescribed by the Commissioner. The application shall be accompanied by the application fee and official education transcripts.
- (b) An application shall include the following documents:
- (1) Application form completed in full according to its instructions;
 - (2) Official university transcript(s);
 - (3) Documentation of employment at a mental health facility, domestic violence or sexual assault facility, or drug or alcohol treatment facility that is operated by the Department or contracts with the State to provide behavioral health services;
 - (4) Supervision agreement between the applicant and a case management supervisor on a form prescribed by the Department; and
 - (5) Fees.

- (c) A completed application must be submitted at least 14 days prior to attending case management certification training.
- (d) An applicant, who meets the requirements for certification, has paid the required fees and otherwise complied with this Chapter shall be eligible for certification.

450:50-3-3. Duration of certification

- (a) Certification issued pursuant to this Chapter shall require biannual renewal from the date of issuance unless revoked. Certified behavioral health case managers must renew their certification prior to the expiration date on the initial certificate and on or before December 31 biannually thereafter.
- (b) A certification may be renewed by ODMHSAS upon application and payment of fees. Renewal shall be accomplished by submitting the renewal application, annual report of continuing education and accompanying documentation, and renewal fee.
- (c) A certification not renewed by the December 31 deadline, in the year in which certification expires, will be suspended. A suspended certification may be renewed by submitting required fees and documentation of continuing education for a period of no longer than 12 months of the expiration date. Certificates not renewed within the 12 months will not be reinstated.

450:50-3-4. Fees

- (a) Application Fee. Twenty-five dollars (\$25.00) shall be submitted with the application form.
- (b) Annual Renewal Fee. Fifteen dollars (\$15.00) shall be submitted with the annual renewal application and required continuing education documentation.
- (c) Late Renewal Fee. Twenty-five dollars (\$25.00) shall be submitted with the Annual Renewal Fee (\$15.00) renewal application and required continuing education documentation if the certification is renewed after the December 31 deadline.
- (d) Replacement Fee. Ten dollars (\$10.00) shall be submitted to replace a certificate that has been lost, damaged or in need of revision.

450:50-3-5. Fitness of applicants

- (a) The purpose of this section is to establish the fitness of the applicant as one of the criteria for approval of certification as a Certified Behavioral Health Case Manager and to set forth the criteria by which the Commissioner will determine the fitness of the applicants.
- (b) The substantiation of any of the following items related to the applicant may be, as the Commissioner determines, the basis for the denial of or delay of certificate of the applicant:
 - (1) Lack of necessary skill and abilities to provide adequate services;
 - (2) Misrepresentation on the application or other materials submitted to the committee; or
 - (3) A violation of the rules of professional conduct set forth in this Chapter.
- (c) The following materials may be used to determine fitness of the applicant:
 - (1) Evaluations of supervisors or instructors;
 - (2) Evaluation of competency-based project supervisor;
 - (3) Allegations of consumers; and

(4) Transcripts or other findings from official court, hearing or investigative procedures.

(d) The Department may require explanation of negative references prior to issuance of certification.

450:50-3-6. Grandfathering

Until June 30, 2003, the Commissioner upon receipt of an applicant's completed application form, fees and applicable official university or college transcripts, shall issue certifications for behavioral health case management to individuals who prior to March 1, 2003 had a minimum of an associates degree or 60 hours of college course work in any field, has attended 24 hours of case management training sponsored by ODMHSAS and two (2) years experience in providing behavioral health case management services.

Subchapter 5. Behavioral Health Case Manager Certification Training

450:50-5-1. Case Management Certification Training

- (a) The purpose of this section is to delineate the training requirements for each of the three classifications of certified behavioral health case manager.
- (b) The Department shall have the authority and responsibility for the following:
 - (1) Provide case management training classes on a regular basis but no less than six times during the year.
 - (2) Provide supervisor training classes on a regular basis but no less than twice a year.
- (c) The adult case management certification training is a 24 hour class that focuses on case management issues of adults receiving services in mental health facilities, domestic violence or sexual assault facilities, or drug or alcohol treatment facilities operated by the Department or contracted with the State to provide behavioral health services. Applicants seeking certification as a certified behavioral health case manager-Adult must attend this training.
- (d) The child, adolescent and family case management certification training is a 24 hour class that focuses on case management issues of children and adolescents their families receiving services in mental health facilities, domestic violence or sexual assault facilities or drug or alcohol treatment facilities operated by the Department or contracted with the State to provide behavioral health services. Applicants seeking certification as Certified Behavioral Health Case Manager-Child, Adolescent and Family must attend this training.
- (e) Those seeking dual certification must attend one of the two 24-hours classes offered by the Department as well as 12 hours of cross-training in the other area, for a total of 36 hours of training.
- (f) The case management competency-based project supervisor training is a six hour class that focuses on the specifics of supervision and the competency-based project. Certified behavioral health case managers who are acting as a competency-based project supervisor are required to attend this training by December 31, 2004.

450:50-5-2. Supervised experience requirements

- (a) While under supervision, a provisionally Certified Behavioral Health Case Manager has the same rights, privileges and responsibilities as a fully certified behavioral health case manager for a period of no longer than six months from the last day of case management certification training class.
- (b) Supervised experience shall begin only after completion of the case management certification training. Supervision shall continue throughout the completion of the competency-based case management project for no less than six (6) weeks from the last day of case management certification training class and no longer than 6 months from the last day of case management certification training class.
- (c) At the time of application for certified behavioral health case manager, the applicant shall submit to the Department a supervision agreement between the supervisor and applicant/supervisee.
- (d) Case management supervisors shall be a certified behavioral health case manager with at least two years experience in behavioral health case management and

by December 31, 2004, will have completed the six hours of competency-based project supervisors training.

- (e) The supervisor and supervisee shall be jointly responsible for the following:
 - (1) Ensuring the requirements under this subchapter are fulfilled. A failure to comply; and
 - (2) Ensuring the consumer's right to confidentiality and the proprietary rights of the supervisor and the supervisee's employer are adhered to during the course of the supervision.
- (f) Supervised experience shall consist of the following:
 - (1) Provision of case management services by a provisionally certified behavioral health case manager to a consumer or consumer and family within the confines of a behavioral health setting to complete the competency based case management project as established in the case management certification training curriculum; and
 - (2) Individual supervision of the delivery of case management services in conjunction with the completion of the competency based project. Individual supervision shall mean weekly face-to-face contact between the supervisor and the supervisee for duration of the supervision of the competency based project.
- (g) Upon completion of the supervision:
 - (1) The supervisee shall submit a statement signed by the supervisor verifying the supervisee has completed the required supervision and competency-based project; and
 - (2) The supervisor shall sign and submit an evaluation of supervised experience on a form prescribed by the Department.
- (h) The supervisor's signature will appear on required documents within the case management certification project

450:50-5-3. Case Management Certification Competency-based Project

- (a) The case management certification project is a competency-based product designed to provide the applicant hands-on experience in specific case management services.
- (b) The competency-base project shall be due no earlier than 6 weeks or later than 3 months from the last day of the 24 hour training class as specified on each individual's letter granting provisional certification.
 - (1) An extension of the due date may be requested by writing the Coordinator of Case Management Development for the Department to extend the project due date for a period of no longer than one (1) month. No more than two (2) requests for extension shall be granted.
- (c) ODMHSAS shall return the results of the competency-based project review to the individual within eight (8) weeks of receipt of the project. Unless otherwise specified, ODMHSAS will send the results to the individual at the business address listed on the application. ODMHSAS must receive written notification of change of address.
 - (1) The Coordinator of Case Management Development or designee shall review the project.
 - (2) If the project, or any part, is found to be unacceptable, the coordinator shall contact the project supervisor and supervisee in writing with an explanation of

necessary corrections. Technical assistance from the Coordinator of Case Management Development or designee shall be available upon request.

(d) Any individual who does not successfully complete the competency based project within the 6 month period of provisional certification will be required to attend case management training class before attempting to complete and submit the project again.

450:50-5-4. Continuing Education Requirements

(a) Certified behavioral health case managers are required to complete twelve (12) hours continuing education per year and submit documentation of the continuing education to ODMHSAS.

(b) Continuing education is acceptable when it:

- (1) Provides information to enhance delivery of case management services; or
- (2) Meets the requirements for LPC, LMFT, LBP, LCSW, CADC or CME continuing education; or
- (3) Is a required undergraduate or graduate course in a mental health related field and pertains to direct interaction with consumers (three hours of course work is equal to twelve hours in-service); and
- (4) Is accrued during each of the two 12 month periods preceding the renewal deadline.

(c) Continuing education may be accrued when the Certified Behavioral Health Case Manager provides supervision of a competency-based case management project. The Certified Behavioral Health Case Manager may accrue 6 hours for supervision of one competency-based project annually.

(d) Certified behavioral health case managers shall retain documents verifying attendance for all continuing education hours claimed for the reporting period. Acceptable verification documents include:

- (1) An official continuing education validation form furnished by the presenter;
- (2) A letter or certificate from the sponsoring agency verifying name of program, presenter, number of hours attended and participants name;
- (3) An official grade transcript verifying completion of the undergraduate or graduate course; or
- (4) A letter confirming supervision of a competency-based project must be submitted on agency's letterhead and signed by the agency director or clinical director.

(e) Failure to complete the continuing education requirements and submit the required documentation by the renewal date renders the certification in suspension, and results in the loss of all rights and privileges of a certified behavioral health case manager. Following suspension, the Certified Behavioral Health Case Manager may reinstate the certification for a period of no longer than 12 months following the suspension date. If not reinstated the certification shall become null and void. The Certified Behavioral Health Case Manager has the right to renew the certificate by payment of renewal fees (\$15.00) and late renewal fees (\$25.00) and documentation of obtaining 18 hours of continuing education for a period of no longer than 12 months prior to renewal.

Subchapter 7. Rules of Professional Conduct

450:50-7-1. Responsibility and Scope of Practice

- (a) Certified behavioral health case managers shall be dedicated to advancing the welfare of individuals, and children and their families. Certified behavioral health case managers shall not participate in, condone, or be associated with dishonesty, fraud, deceit or misrepresentation, and shall not exploit their relationships with the consumers for personal advantage, profit, satisfaction, or interest.
- (b) Certified behavioral health case managers shall practice only within the boundaries of their competence based on their education, training, supervised experience, state and national accreditations and licenses.
- (c) Certified behavioral health case managers shall only use the title if employed by the state or a private or nonprofit behavioral health services providers contracting with the state to provide behavioral health services.
- (d) Certified behavioral health case managers may not practice any of the following professions or use the following titles unless also licensed or accredited by the appropriate authority: physician, psychologist, clinical social worker, professional counselor, marital and family therapist, behavioral practitioner or alcohol and drug counselor.

450:50-7-2. Consumer Welfare

- (a) Certified behavioral health case managers shall not, in the rendering of their professional services, participate in, condone, promote discrimination on the basis of race, color, age, gender, religion or national origin.
- (b) Certified behavioral health case managers must be aware of their influential positions with respect to consumers and not exploit the trust and dependency of consumers. Certified behavioral health case managers shall refrain from dual relationships with consumers because of the potential to impair professional judgment and to increase the risk of harm to consumers. Examples of such relationships include, but are not limited to familial, social, financial, business, professional or close personal relationships with consumers.
 - (1) Certified behavioral health case managers shall not have any type of sexual contact with consumers and shall not provide case management services to persons with whom they have had a sexual relationship.
 - (2) Certified behavioral health case managers shall not engage in sexual contact with former consumers for at least two (2) years after terminating the professional relationship.
- (d) If certified behavioral health case managers determine that they are unable to be of professional assistance to a consumer, the Certified Behavioral Health Case Manager shall refer the consumer to appropriate sources when indicated. If the consumer declines the referral the Certified Behavioral Health Case Manager shall terminate the relationship.

450:50-7-3. Reimbursement for services rendered.

Certified behavioral health case managers shall practice case management services only if employed by the State or a private or nonprofit behavioral health services

provider contracting with the state to provide behavioral health services. As an employee of a state or a private or nonprofit behavioral health agency reimbursement for services rendered will not be collected outside of the agency's system of service reimbursement.

450:50-7-4. Professional Standards

- (a) It shall be unprofessional conduct for a Certified Behavioral Health Case Manager to violate a state or federal statute if the violation directly related to the duties and responsibilities of the counselor or if the violation involves moral turpitude.
- (b) Certified behavioral health case managers shall not render professional services while under the influence of alcohol or other mind or mood altering drugs.
- (c) Certified behavioral health case managers shall notify the Department of any change in address, telephone number and employment.

450:50-7-5. Failure to comply

A Certified Behavioral Health Case Manager who does not comply with the Rules of Professional Conduct shall be guilty of unprofessional conduct and subject to disciplinary action.

Subchapter 9. Enforcement

450:50-5-9. Enforcement

(a) ODMHSAS may impose administrative sanctions, including revocation, suspension, non-renewal of certification and reprimand, against certified behavioral health case managers.

(b) All proceedings, hearing and appeals shall be conducted in accordance with Chapter 1 of the Rules of ODMHSAS, Title 450 Oklahoma Administrative Code and the Administrative Procedures Act.