



## INFORMATIONAL MEMO

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<b>TITLE:</b>	<b>COLORADO CARE AND CASE MANAGEMENT SYSTEM TRAINING</b>
<b>SUPERSEDES NUMBER:</b>	N/A
<b>EFFECTIVE DATE:</b>	<b>NOVEMBER 10, 2022</b>
<b>DIVISION AND OFFICE:</b>	<b>CASE MANAGEMENT &amp; QUALITY PERFORMANCE DIVISION, OFFICE OF COMMUNITY LIVING</b>
<b>PROGRAM AREA:</b>	<b>CASE MANAGEMENT TRAINING</b>
<b>KEY WORDS:</b>	<b>CARE AND CASE MANAGEMENT SYSTEM, CASE MANAGEMENT INFORMATION MANAGEMENT SYSTEM, CASE MANAGEMENT DOCUMENTATION, 100.2, SUPPORT PLAN, TRAINING</b>
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### **Purpose and Audience:**

The purpose of this Informational Memo is to notify Case Management Agencies (CMAs) of the training timeline for the launch of the Colorado Care and Case Management (CCM) operating system.

### **Information:**

The Department of Health Care Policy & Financing (Department) has developed a new case management information management system, the CCM. The CCM will replace the Benefits Utilization System (BUS) and DDDWeb, which are two of the existing information management systems Case Managers use. In preparation for launching the CCM, the Department will provide CMAs with a training of the system. Training registration will be available through the Learning Management System (LMS). The Department will notify CMAs when registration opens. Training sessions will be held from Jan. 17 – March 10, 2023.

Training on the CCM will be held through four Virtual Instructor Led Training (VILT) sessions. Each session is estimated to last two hours. Case Managers must register separately for each session. Only Case Manager supervisors will be required to take the four VILT sessions.

These four sessions include:

- 1) Introduction, General Navigation, Demographics
- 2) Assessments and Screenings
- 3) Service Plan
- 4) Supervisor Specific Features

Multiple sessions will be offered for each VILT to accommodate case management schedules and to allow for smaller working sessions. To foster an effective learning environment each session will be limited to 50 Case Managers. Upon completion of the required training, the Department will issue a one-time training payment to each CMA.

**Attachment(s):**

None

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