

Technical Assistance

Application for Certification for Community Based Developmental Disabilities Case Management Section 13, Maine Care Manual

The following must be provided in a single packet when application is made for certification to provide case management services under Section 13, MaineCare Manual.

Completed Application Form

Policy Manual and Other Documents. The completed application packet will include the following

- Agency Organization
 1. Statement of Ownership (IV. A)
 2. Policies required for Governing Body and Advisory Board if applicable (VI. B)
 3. Names and Addresses of all members of Governing Body and Advisory Board if applicable
 4. Policies and job description required for Chief Administrative Officer (IV.C)
 5. Copy of the budget for the agency and fiscal policies, most recent audit report (IV D)
 6. General Policies (IV.E)
 7. Quality Management Plan (IV. F)
 8. Evidence of Insurance and Bonding (IV G)
- Personnel Management
 1. Policies described at V. A
 2. Table of Organization (V B)
 3. Job Descriptions for all positions (V C)
 4. Policies regarding recruitment and selection of employees (V D)
 5. Training and Orientation program (V. E)
 6. Policies and practices in supervision and discipline, employee handbook (V. F)
 7. Policies governing management of personnel records (V G)
- Operational Practices
 1. Operational policies (VI A)
 2. Program organization policies (VI B)
 3. Program management policies (VI C)
 4. Staffing patterns, staff to supervisor ratios, typical schedules (VI D)
 5. Policies governing person centered plan development (VI E)
- Environment and Safety
 1. Documentation of compliance with building occupancy requirements (VII A)
 2. Emergency Management Plan (VII C)

Statement of Disclosure: Agencies must disclose other operations or services provided, including those operating in other states or nations. Agencies must disclose any enforcement orders, violations or sanctions they may be under in any operation.