DEFINITIONS:

Date: The day, month and year of the training Title: Name of the in-service/training Hours: The length in time of the in-service/training lasted

0 - 15 minutes	=	0.25
16 - 30 minutes	=	0.50
31 - 45 minutes	=	0.75
46 - 60 minutes	=	1.00

SIGNATURE: Required

A signature is required from the person giving/ teaching the in-service/training. If a video was shown, the signature of the Project Director or an authorized designee will be accepted.

VERIFICATION				
This is to certify that	, Access			
obtained the required trainin her certification as an Acces	, has (Project's Name) g hours needed to maintain his/ s Care Coordinator per Chapter Vyoming Home Services Rules			
Project Director Signature:	Date:			
*Project Directors must have a Board	Member's signature or Supervisor.			
OFFICE	USE ONLY:			
	USE ONLY: Returned:			
Date received:				



	AGENCY:
Wyoming	
Department	DATE:
of Health	



Certification of Access Care Coordinators Page 2

RULES Chapter 1 Wyoming Home Services

Section 11. Care Coordination.

All grantees shall employ a case manager.

Case Manager Qualifications:

-Be at least 21 years of age;

-Meet at least one of the following criteria:

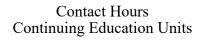
-Have completed at least forty-eight (48) semester hours or seventy-two (72) quarter hours of post-secondary education in health care, elderly care, health management, facility management, or other related fields from a college or institution.

-Have at least two (2) years of experience in social services working with the elderly or people with disabilities.

Access Care Coordinator responsibilities include, but are not limited to:

-Complete contact hours of job related continuing education, each State fiscal year starting July 1 through June 30, as specified by the Division; -Perform Client assessments as specified in Section 13 of the Rules; and, -Monitor all service provisions. Page 3 C

Aging Division Community Living Section



Requirements: Date, Title of the Program, Number of Hours, and Trainer

DATE:	TITLE:	HOURS: SIGNATURE:	
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	TOTAL HOUR	 S:	