**MSHO/MSC+ Care Coordinator (CC) Qualification Checklist**

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| **Name of Hiring Organization:** Click or tap here to enter text. | **Candidate Name:** Click or tap here to enter text. |
| 1. Is the CC candidate a RN, PHN, Licensed SW, County SW evaluated under the Minnesota Merit System, PA, NP, or Physician?
 | If yes → Enter credentials below and go to question #4**Candidate’s Qualifying Credentials & License #:** Click or tap here to enter text.If no → Go to question #2 |
| 1. Will the CC candidate be supervised by a RN, Licensed SW, PA, NP, or Physician?
 | If yes→ Enter Supervisor’s credentials below and go to question #3**Supervisor’s Qualifying Credentials:** Click or tap here to enter text.If no → Candidate is not qualified to be an MSHO/MSC+ CC |
| 1. Does the Candidate meet the DHS requirements for the provision of case management by virtue of meeting the social work standards under the Minnesota Merit System, which requires meeting the requirements in (a) **or** (b) **and** (c) below?
2. a bachelor’s degree from an accredited four-year college or university with a major in social work, psychology, sociology, or a closely related field;\* ***or***
3. a bachelor’s degree from an accredited four-year college or university with a major in any field and at least one year of experience as a social worker/case manager/care coordinator in a public or private social services agency; **and**
4. the knowledge, skills, and abilities necessary to perform the job

\*A **closely-related field** includes occupational therapy, physical therapy, speech-language pathology, audiology, recreational therapy, dietician, special education, rehabilitation counseling, nursing, human services or other field in health or human services that involves the job duties of a care coordinator/case manager, including assessment and service planning. | If yes → Complete below questions and go to question #4**Candidate’s Qualifying Degree:** Click or tap here to enter text.**Candidate’s Major:** Click or tap here to enter text.If Candidate’s degree is not listed in 3(a), describe qualifying experience (i.e., one year as a social worker, case manager or care coordinator in a public or private social services agency):Click or tap here to enter text.If no → Candidate is not qualified to be an MSHO/MSC+ CC |
| 1. Has the Candidate: (i) completed DHS training and received DHS certification as a Certified Assessor; **or** (ii) will they do so before being assigned any MSHO or MSC+ members; **or** (iii) do they meet an exception (Candidate is a PA, NP or Physician acting as a CC for members in nursing homes)?
 | If yes → Candidate is qualified to be a MSHO/MSC+ CC (please complete below)**Date Certified Assessor Certification Obtained/Expected:** Click or tap here to enter text.  **or****Exception Met (Credentials & CC Setting):** Click or tap here to enter text.If no → Candidate is not qualified to be an MSHO/MSC+ CC |

**Abbreviations**

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| CC | Care Coordinator |
| RN | Registered Nurse |
| PHN | Public Health Nurse |
| SW | Social Worker |
| PA | Physician Assistant |
| NP | Nurse Practitioner |
| DHS | Minnesota Department of Human Services |
| MSHO | Minnesota Senior Health Options  |
| MSC+ | Minnesota Senior Care Plus |