**Section 240.1440 Training Requirements For Care Coordination Supervisors and Case Coordinators**

CCUs in the performance of their CCP contracts, shall adhere to the following training requirements.

a) Care Coordinator (CC) Certification and Recertification

1) Prior to performing CCP eligibility determinations and developing person centered plans of care, each care coordinator and each supervisor acting as a care coordinator shall successfully complete Department sponsored training on the CCP training comprehensive assessment tool, care planning, dementia training, and Choices for Care screening.

2) Successful completion of this training shall be established by certification.

3) Recertification of CCP training must be completed within the 18 months anniversary of each previous certification.

b) In-Services Training Requirements

1) Annually, each care coordinator supervisor and care coordinator shall compete 20 hours of documented in-service training on aging related subjects. 2 of those hours shall be dementia training which shall include subjects related to Alzheimer's Dementia and Related Disorders; Safety Risks; and Communication and Behavior.

2) For partial years of employment, training shall be prorated to equal 1.5 hours for each full month of employment. Documented participation in in-house staff training and/or local, State, regional or national conferences on aging related subjects will qualify as in-service training on an hour-for-hour basis. Recertification hours will not qualify for successful completion of this training. Completion of this training shall be established by certification.

c) All CCU employees not in receipt of Department training certificates must complete two hours of dementia training within 30 days of their employment and every calendar year thereafter. This training must include the following subjects: Alzheimer's Dementia and Related Disorders; Safety Risks; and Communication and Behavior.

(Source: Amended at 48 Ill. Reg. 11053, effective July 16, 2024)