

Individual Care Coordinator

Initial Certification Application Content Guidance

SDS requires all providers seeking certification to submit a complete application for evaluation.

This document serves as the provider's guide and checklist to submit a complete application.

Provider Responsibilities

Senior and Disabilities Services (SDS) expects providers to know and follow the Home and Community-Based Waiver (HCBW) services regulations related to certification, as well as the Conditions of Participation for the service(s) requested. The application and supporting documents submitted to SDS must demonstrate understanding of these regulations and that you are ready to provide the service(s) requested. SDS developed the following guidance to help you prepare your application for certification.

Application Submission Format and Tips

Submit your application using **one** of the following three submission methods:

- ☐ Electronic (email) submission (*preferred method*) must be:
 - In a PDF format (not MS Word, JPEG, etc.)
 - Emailed to: doh.dsds.certification@alaska.gov
- ☐ Fax submission must be:
 - Letter-size documents (8.5 x 11-inch paper)
 - Must contain cover page that identifies the total number of pages being submitted
 - Faxed to: 907-754-3475
- ☐ Hard copy submission must be:
 - Letter-size documents (8.5 x 11-inch paper)
 - Unbound (no staples, plastic page protectors, notebook binders, or plastic spiral binding)
 - Mailed or hand-delivered to SDS at 1835 Bragaw Street, Suite 350, Anchorage, AK 99508

Complete Applications

Your application will be considered a “complete” packet if it consists of:

- ☐ Care Coordination Certification Application (Cert-02)
- ☐ Required Core Requirements and Attachments as identified on the Cert-02 (see below)

If your application is returned to you as incomplete, you **must** resubmit your ENTIRE application packet.

Provider Core Requirements

1. Certification Application Forms

- ☐ Submit Care Coordinator Certification Application ([Cert-02](#))
- ☐ Submit Care Coordinator Disclosure of Business and Familial Relationships Form ([Cert-20](#))

2. Certificate of Completion of Care Coordination Training

- ☐ Review the [Care Coordination Conditions of Participation](#) for training standards.
- ☐ Submit a copy of the certificate of completion of an SDS Care Coordination training course. See the [SDS Training Academy](#) for training courses.

Note: Basic Concepts of Care Coordination through the Alaska Training Cooperative is a prerequisite to taking an SDS Care Coordination training course.

3. Education and Experience Qualifications

- ☐ Review the [Care Coordination Conditions of Participation](#) for minimum education and experience requirements.

Submit the following, documenting relevant and qualifying education and/or experience:

- ☐ Education: Acceptable documentation includes copies of diplomas, certificates, degrees, transcripts, or other evidence from the educational institution. Unofficial copies are acceptable.
- ☐ Work Experience: A current resume that includes the following (review the Resume Example under [Provider Certification Forms](#)):
 - names of employers
 - positions held/job titles
 - whether each position was full-time or part-time
 - exact dates of employment (month/day/year)
 - describe the duties of each position to highlight how those duties added to the knowledge base and skills necessary to manage the service
 - list education and training

Additional Care Coordinator Requirements

1. Agency Affiliation

- ☐ Care coordinators must be employed by or own a care coordination services agency certified under [7 AAC 130.220](#) at all times.

2. Backup Care Coordinator

- ☐ Care coordinators must identify a backup care coordinator who is:
 - Certified as a care coordinator under [7 AAC 130.238](#).
 - Identified in the New Alaska Background Check System (NABCS) employee roster of the agency that employs the care coordinator or that the care coordinator owns and operates.

3. Continuing Education Hours (CEH)

- ☐ Once approved for certification, care coordinators must complete 16 CEH's in each year of their certification period assigned by SDS. Proof of completion must be submitted with the care coordinator's renewal application.