Division of Medicaid Services F-03184 (06/2023)

FORWARDHEALTH PRENATAL CARE COORDINATION TRAINING PLAN

INSTRUCTIONS: Type or print clearly. The Wisconsin Department of Health Services (DHS) requires providers to send a training plan to DHS as part of enrollment and revalidation in Wisconsin Medicaid. The training plan describes the prenatal care coordination (PNCC) provider's ability to carry out the full PNCC benefit and all PNCC activities in a family-centered and culturally appropriate way. The PNCC provider's training plan must be part of the accessible records the PNCC provider keeps. Providers can find more information about these requirements in Wis. Admin. Code § DHS 105.52(4)(h) and the Key Prenatal Care Coordination Requirements section of the PNCC service area of the ForwardHealth Online Handbook at https://www.forwardhealth.wi.gov/WIPortal/Subsystem/KW/Display.aspx?ia=1&p=1&sa=54.

Providers can use this form to meet these record-keeping requirements. Providers can also keep records in a different way as long as they meet the requirements.

DHS can ask to see PNCC training plans to check that providers are meeting all policy rules. DHS will also use this information to check that the provider can meet the needs of Medicaid members.
SECTION I – POLICIES AND OBJECTIVES
1. Name – PNCC Provider
2. Goals, Mission, and Priorities – PNCC Provider
3. Name – Managing Employee (For example, a general manager, business manager, administrator, director, or other person who is responsible for the day-to-day operation of the organization)
Describe the internal policies and procedures the provider uses to make sure that they are providing high-quality services that follow Medicaid rules.

5.	Describe the overall objectives of the provider and how staff members in the organization contribute to reaching
	those objectives. Include details about how staff members provide all PNCC services in a family-centered, culturally
	appropriate way.

SECTION II – JOB DUTY DESCRIPTIONS

Complete the chart below to describe the job title and duties for each position (for example, qualified professionals or care coordinators) in the provider's organization. Describe the training for each position. Job descriptions must include:

- Specific duties assigned to each job
- How different job duties are related to each other
- How staff members communicate with each other to provide services

Also log the staff member names (employees, contractors, and volunteers, including qualified professionals) and dates of completing the training that is described in this plan.

Job Title	Job Duty Description and Position in Organization	Trainings and Resources Provided	Staff Name / Date Training Completed

7. Describe the provider's hiring and training timelines.

Job Title	Job Duty Description and Position in Organization	Trainings and Resources Provided	Staff Name / Date Training Completed
escribe how qualifi	ed professionals supervise care co	ordinators when they provide ser	vices.
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SECTION III – PROCEDURES
8. Describe the provider's health and safety procedures for working in a home environment.
Describe the provider's procedures for responding to medical and nonmedical emergencies.
9. Describe the provider's procedures for responding to medical and nonmedical emergencies.
SECTION IV – ETHICS, CLIENT CONFIDENTIALITY, AND CLIENT RIGHTS
10. Describe the PNCC provider's policies about ethics, client confidentiality, and client rights, including Medicaid rules and procedures as necessary.
SECTION V – SIGNATURE
SIGNATURE - Managing Employee
Print Name – Managing Employee
Date Signed – Managing Employee