



Master Course Syllabus

BEH 1030 - Behavioral Health Case Management and Clinical Documentation

Purpose of Document

This document contains important information about this course's objectives. It may be helpful for you to retain a copy for your records, along with the class specific syllabus. This document will be especially helpful if you decide to later change your course of study.

Pikes Peak State College and the Colorado Department of Higher Education have determined that graduates should have a broad range of learning skills as well as discipline related skills. Both types of skills are detailed below.

Course Description

Focuses on behavioral health case management through documentation of services provided, including interventions, goals, progress, needs assessments, care coordination, client-centered empowerment, and reflective practice. This course does not focus on specific addiction related criteria or regulations, nor does it meet Certified Addiction Technician certification requirements.

Credit Hours: 1

Contact Hours: 15 (Lecture)

Required Course Learning Outcomes

1. Define the fundamental principles and concepts of case management.
2. Apply the strengths-based clinical case management model.
3. Analyze the impact of strengths-based frameworks through measurable evaluation.
4. Identify the steps of case management, from intake to follow-up.
5. Construct objective and respectful documentation records that adhere to ethical and legal standards.
6. Identify and manage bias and opinion in case management and documentation.

Required Topical Outline

- I. Case management introduction
 - A. Historical context
 - B. Role
 - C. Purpose
 - D. Confidentiality
 - E. Health Insurance Portability Accountability Act (HIPAA)
- II. Strengths-based clinical case management model
 - A. Assessment through measurable means
 - B. Strategies in case records with quantifiable indicators
 - C. Outreach strategies
 - D. Clinical services coordination
 - E. Advocacy in case management

- F. Care coordination
- III. Case management steps
 - A. Intake
 - 1. Purpose
 - 2. Documentation
 - B. Screening
 - 1. Purpose
 - 2. Documentation
 - C. Needs assessment
 - D. Action planning
 - E. Specific, measurable, achievable, relevant, and time-bound (SMART) goal setting
 - F. Case conferencing
 - G. Crisis interventions through measurable indicators
 - H. Case monitoring
 - I. Case evaluation
 - J. Closing a case
 - 1. Final assessments
 - 2. Recommendations
- IV. Subjective, Objective, Assessment, and Plan (SOAP) documentation model
 - A. Best practices
 - B. Common errors
 - C. Common issues
 - 1. Ethical
 - 2. Legal

Certification Information or similar information

This course is included in the following micro-credentials offered at Pikes Peak State College:

[Qualified Behavioral Health Assistant Certificate](#)

[Behavioral Health Assistant II Certificate](#)