

Case Management Examples

<p>Coordinate evals, assessments, and other services:</p> <ul style="list-style-type: none"> • Coordinating and scheduling REED/MET • Notifying IEP team and family of REED/MET (phone calls, letters, email) • Gathering documents necessary for assessment or referrals • Obtaining parent input for REED; sending forms for signature 	<p>Maintenance of Case Records</p> <ul style="list-style-type: none"> • Reviewing, organizing, and updating student files/CA-60s • Updating student contact information • Updating and collecting student health forms • Reviewing psychology reports
<p>Coordinate school-based services and treatment with parents/guardian:</p> <ul style="list-style-type: none"> • Communicating with student's family about IEP goals/services • Scheduling conference times with parents and service providers • Preparing and distributing progress reports to family • Attending conferences with student's family to review IEP progress 	<p>Facilitation and participation in the development, review, and evaluation of the IEP/IFSP treatment plan</p> <ul style="list-style-type: none"> • Scheduling IEP/IFSP (sending out IEP invites) • Gathering documents necessary for IEP/IFSP • Collaborating with service providers to develop IEP goals/objectives • Developing IEP • Attending IEP/IFSP meeting
<p>Follow-up to ensure student receives diagnostic and treatment services:</p> <ul style="list-style-type: none"> • Discussing student progress with service providers • Reviewing IEP to ensure services are being provided as specified in the IEP • Reviewing IEP to determine progress in goal areas • Setting up therapy schedule for student (OT, PT, speech, etc.) 	<p>Provide summary of providers, parent, and student consultation</p> <ul style="list-style-type: none"> • Identifying the student's needs and completing related documentation
<p>Family assistance with provider communication or choosing provider</p> <ul style="list-style-type: none"> • Linking parents with providers (providing contact information, scheduling appointments) • Assist families with questions re: providers and available services 	<p>Activities that support linking and coordinating needed health services</p> <ul style="list-style-type: none"> • Making referrals and scheduling appointments for needed services (vision/hearing screens, health/behavioral services, etc.) • Completing forms or reports requested by student's physician • Communicating with other agencies regarding services (Family & Children Services, outpatient therapies, etc.)
<p>Monitor and recommending a plan of action</p> <ul style="list-style-type: none"> • Coordinating behavior intervention meetings with team members • Coordinating with SE team and SE supervisors on placement changes for student • Team meetings to discuss needs or status of the student; making necessary arrangements or adjustments if needed 	<p>Assure re-examination and follow-up to ensure student receives needed diagnosis and treatment</p> <ul style="list-style-type: none"> • Coordinating transition planning meetings • Contacting services providers regarding student's IEP progress • Coordinating meetings to discuss plan of care progress and all related preparation
<p>Coordinate with staff/health professionals to establish continuum of health and behavioral services in the school setting</p> <ul style="list-style-type: none"> • Coordinating services with principals and counselors 	<p>IEP/IFSP Meeting</p> <ul style="list-style-type: none"> • Attend IEP/IFSP meeting • Attend IEP/IFSP amendment meeting

Please note: These are examples only. These alone do not include sufficient detail for logging. When logging, additional information is needed to describe the specific details of the service.