

## *Designated Case Management Examples*

<p><b>Assure re-examination and follow-up of student are conducted:</b></p> <ul style="list-style-type: none"> <li>• Coordinating transition planning meetings</li> <li>• Contacting service providers regarding student's IEP progress</li> <li>• Coordinating meetings to discuss plan of care progress and all related preparation</li> </ul>	<p><b>IEP/IFSP development and review:</b></p> <ul style="list-style-type: none"> <li>• Scheduling IEP/IFSP (sending out IEP invites)</li> <li>• Gathering documents necessary for IEP/IFSP</li> <li>• Collaborating with service providers to develop IEP goals/objectives</li> <li>• Developing IEP</li> <li>• Attending IEP/IFSP meeting</li> </ul>
<p><b>Assist families in identifying and choosing providers of care and maintaining contact:</b></p> <ul style="list-style-type: none"> <li>• Linking parents with providers (providing contact information, scheduling appointments)</li> <li>• Assist families with questions re: providers and available services</li> </ul>	<p><b>Linking and coordinating health services for student:</b></p> <ul style="list-style-type: none"> <li>• Making referrals and scheduling appointments for needed services (vision/hearing screens, etc)</li> <li>• Completing forms or reports requested by student's physician</li> <li>• Communicating with other agencies regarding services (FIA, outside therapy agencies, etc)</li> </ul>
<p><b>Follow-up to ensure student receives diagnostic and treatment services:</b></p> <ul style="list-style-type: none"> <li>• Discussing student progress with service providers</li> <li>• Reviewing IEP to ensure services are being provided as specified in the IEP</li> <li>• Reviewing IEP to determine progress in goal areas</li> <li>• Setting up therapy schedule for student (OT, PT, speech, etc.)</li> </ul>	<p><b>Coordinating school based services with parents/guardian:</b></p> <ul style="list-style-type: none"> <li>• Communicating with student's family about IEP goals/services</li> <li>• Scheduling conference times with parents and service providers</li> <li>• Attending conferences with student's family to review IEP progress</li> </ul>
<p><b>Assure case records are maintained:</b></p> <ul style="list-style-type: none"> <li>• Reviewing, organizing and updating student files/CA-60s</li> <li>• Updating and collecting student health forms</li> <li>• Updating student contact information</li> <li>• Reviewing psychology reports</li> </ul>	<p><b>Monitoring and recommending a plan of action:</b></p> <ul style="list-style-type: none"> <li>• Coordinating behavior intervention meetings with team members</li> <li>• Making necessary arrangements or adjustments if there are any changes in the needs or status of the student</li> </ul>
<p><b>Coordinate performance of evals, assessments, and other services:</b></p> <ul style="list-style-type: none"> <li>• Coordinating and scheduling MET</li> <li>• Notifying participants of meeting (phone calls, letters, email)</li> <li>• Gathering documents necessary for assessment or referrals</li> </ul>	<p><b>Provide summary of provider, parent, and student consultation:</b></p> <ul style="list-style-type: none"> <li>• Identifying the student's needs and completing related documentation</li> </ul>
<p><b>Coordinating with other professionals in the school setting to establish a continuum of health and behavioral services:</b></p> <ul style="list-style-type: none"> <li>• Coordinating services with principals and counselors</li> </ul>	