

## Designated Case Management Log

Teacher's Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Dates of Service:	Medical Areas Covered:	Comments:
	<ul style="list-style-type: none"> <li>Assure re-examination and follow-up of student are conducted</li> </ul>	
	<ul style="list-style-type: none"> <li>Assist families in choosing providers of care and maintaining contact</li> </ul>	
	<ul style="list-style-type: none"> <li>Follow-up to ensure student receives diagnostic and treatment services</li> </ul>	
	<ul style="list-style-type: none"> <li>Assure case records are maintained</li> </ul>	
	<ul style="list-style-type: none"> <li>Coordinate performance of evals, assessments and other services</li> </ul>	
	<ul style="list-style-type: none"> <li>IEP/IFSP development and review</li> </ul>	
	<ul style="list-style-type: none"> <li>Linking and coordinating health services for student</li> </ul>	
	<ul style="list-style-type: none"> <li>Coordinating school based services with parents/guardians</li> </ul>	
	<ul style="list-style-type: none"> <li>Monitoring and recommending a plan of action</li> </ul>	
	<ul style="list-style-type: none"> <li>Provide summary of provider, parent, and student consultation</li> </ul>	
	<ul style="list-style-type: none"> <li>Coordinating with other professionals in the school setting to establish a continuum of health and behavioral services</li> </ul>	

- The Designated Case Manager is the person responsible for the implementation of the IEP/IFSP
- All services provided throughout the month must be documented
- Monthly progress notes must be dated in the month the services were provided (using the last school day of the month is recommended)