

CASE MANAGER RESPONSIBILITIES

It is ultimately the case manager's responsibility to ensure that due process procedures and timelines comply with federal and state regulations, with the supervision and assistance of the building administration, special education coordinators and the Administrators of Special Education.

The case manager is responsible to:

- Ensure that all due process procedures and timelines are met.
- Ensure that parents are notified of meetings*
- Communicate with parents.
- Maintain the special education file in a neat and chronological order.
- Facilitate Individual Education Program (IEP) or the Individual Family Service Plan (IFSP) and initiate Re-evaluation meetings.
- Monitor the evaluation and reevaluation process.
- Monitor the IEP implementation.
- Notify all staff who have contact with the student regarding their individual responsibilities.

For example:

Are all related services being provided on a regular basis?

Are all accommodations/modifications being used as described on the IEP?

Are general education teachers receiving necessary information about the student?

- Designate team members to take notes or write the IEP at meetings.
- Collect, analyze and report data in a meaningful manner.
- Provide current and updated census data.
- Seek Parental Consent for Medicaid billing.
- Make appropriate application for Extended School Year (ESY) if necessary.
- Provide information on the Special Education Local Advisory Committee

Complete and Send Parent Participation Notice for:

- Individual Education Plan (IEP) Review
- 3 year Re-evaluation
- Suspension Review
- Special Review
- FBA/Manifestation Determination

**** Remember to document three parent contacts on the meeting notice form before proceeding without a parent at the meeting. Do everything you can to ensure meaningful parent participation in the entire IEP process.***

Individual Education Plan: The case manager is responsible to

- Create a list of all students on their caseload and the IEP's expiration date for that coming school year.
- IEP review meetings should be scheduled AT LEAST 20 School days prior to expiration date of IEP to account for the 10 school days notice you must give to families.
- Prepare the rough draft of the IEP and present to the LEA/designee for review prior to the IEP meeting
- Schedule and hold IEP meetings
- Update goals and objectives as required

- Communicate accommodations, modifications, grading guidelines, and/or behavioral plans to all involved with student
- Be knowledgeable about the IEP and ensure it is implemented correctly

Essential Communication

- With the student
- With parents
- With general education teachers
- With others involved with the student
 - Front office staff
 - Administration School
 - psychologist Counselors
 - Speech therapists
 - OT
 - Bus drivers
 - Etc

Communication via:

- Face to face meetings
- Phone or email
- Progress report forms sent home in accordance with timeline in IEP goals
- Keep notes/log of all communication with others regarding the student

Organization - Organization is KEY!

- There is a large amount of paperwork in special education.
- *Suggestions:*

Create a file for each student on your caseload. Include a copy of the most recent IEP, phone numbers, communication logs, work samples, test scores, etc.

Enlist TA assistance to stay organized (i.e. filing, updating communication and observation logs, handling tasks such as bus passes, lunch money, attendance, etc.)

Develop a system to gather information from service providers regarding student progress

Communicate with regular education teachers regularly

Early in the school year, plan out a schedule of when your IEP's are due and a tentative schedule of when to work on and hold each IEP meeting. Consult with your building administrator or special education coordinator to coordinate the meeting date. Those meetings where a Special Education Administrator is needed should be coordinated through your school Principal

Discuss and coordinate with Related Service providers probable IEP meeting dates

Schedule IEP meetings at least 20 days before the due date.

Monitor Student Progress

- On-going monitoring of student performance in both special education and general education settings
 - Share information with others working with the student throughout the year
 - Request student progress updates
 - Train and support the teacher assistants for effective carryover of goals and data collection

Tips for Success

- Encourage parents to communicate directly with teachers and other service provider; provide email addresses, extension number, etc.
- Take and keep notes on everything related to the student's progress
- If the student is not making progress toward attaining their annual goals, or if there are concerns related to the IEP for the student, call for an IEP Review, even if it not time for the annual IEP meeting.

