

Case Management Responsibilities

This is an outline of case management responsibilities for students on your lists. In general, a case manager is responsible for coordinating all aspects of a student's program. This does not mean they deliver the services; indeed sometimes case managers will not be serving a student directly. What it does mean is that a case manager is responsible for organizing the following components of a student's program.

- Coordinating all Team meetings, including sending notices to parents and staff, rescheduling meetings as the need arises, and leading the meetings when they occur.
- Organizing related services like counseling, occupational therapy, assistive technology, transition services, etc.
- Responding to parent concerns and questions.
- Checking to make sure necessary paperwork is complete and at the District Office.
- Troubleshooting the hot spots.
- Coordinating any required activities that are part of an eligibility determination, for example a visit to a physician.
- Organizing transportation by completing the on-line Transportation Request. Sending updates to original request; e.g., address changes, schedule changes by email message to Theresa in Transportation.
- Coordinating communication with regular education teachers to ensure their understanding of relevant IEP goals and to assist with modifications needed in the regular education classroom.
- Coordinating any other aspects of the student's program as the need arises.
- Acting as the liaison if a student is placed outside the district. The ESD programs schedule their own IEPs and case manage as much of the student's program as possible. Other placements, like Looking Glass, will vary. If you are unsure, contact Chad to clarify the programs responsibilities or your responsibilities for the year.
- Case managing students who are home schooled or attend a Charter school look different from the management of a sped student enrolled in the district. Major responsibilities are determined by statute and are outlined below.
 - **Home School:** The case manager is responsible for setting a date for the team to evaluate the progress of the student on IEP goals. The team meets annually to determine if adequate progress is being made and then makes a recommendation to the ESD regarding whether or not the student should continue in home schooling. In addition to scheduling this meeting, the case manager is also responsible for organizing an annual IEP review and any assessments and eligibility determinations needed. Under FAPE, home schoolers may access their special education program within the public school system.
 - **Charter School:** (NEW in 2011-12) Recent legislation for charter schools (ORS 338.125) has changed the implementation of special education for students that are located in a different school district. The *district in which a charter school is located* is now responsible to identify, locate, and evaluate students that may be in need of special education; AND is responsible to implement special education and related services for any eligible, **non-resident** students attending the charter school. Therefore, South Lane School District is only responsible for special education at Academy for Character Education (ACE) and Child's Way Charter.