

## Designated Case Management – Services to Report

- Preparing/input on a REED
- Preparing the IEP/IFSP document
- Preparing/input on a MET report
- Chairing/attending an IEP/IFSP meeting
- Team Meetings
- Arranging transportation
- Sending invitations to IEP/IFSP Meetings
- Reviewing Goals and Objectives
- Preparing Progress Reports
- Meeting with parents/guardians
- Consultations with other staff – principal, general education teachers, OT, PT, Speech therapist, psychologist, social worker, orientation & mobility specialist, nurse, teacher assistants, etc.
- Scheduling evaluations
- Accompanying student/family to doctor appointments
- Speaking with student's physician
- Monitoring/altering student's schedule of services
- Monitoring progress toward goals and objectives/ Contacting service providers regarding student's IEP progress
- Recommending services and/or physicians and other professionals to family
- Coordinating services with outside agencies
- Working on behavior plans
- Monitoring/reporting on medication changes
- Arranging for special accommodations such as hearing equipment, or testing areas
- Coordinating transition planning meetings
- Coordinating meetings to discuss plan of care progress and all related preparation
- Making referrals and scheduling appointments for needed services (vision/hearing screens, etc)
- Other – if you are unsure if an activity qualifies as case management, please contact the School Based Services Office, Shawna Dippman, 734-342-8620