

Case Management

(Revised July 2025)

- Save as...
- Electronic naming Convention: CM – SiteName – DateOfCaseManagement
- Email completed form to: Family Services Manager, Family Support Specialist, Teacher, Teacher Assistant, Classroom Assistant, Disability and Mental Health Manager (DMHM), and Health Manager.

Site:

Date:

ATTENDEES:

OBJECTIVE: Provide support to the family/child through a comprehensive approach by assessing the strengths & needs of the family/child.

Chronic Absence Review – Review ChildPlus ONLINE report 2305 (Monthly Attendance) to look for patterns of absences. Determine what follow-up is needed, including updates on existing Attendance Plans, attendance letter requests, or Health Manager follow-up requests.

Child/Family

**Identify Need(s) *Strengths of Family/child *Supports/Services already being utilized *Using the strengths & interests of the child, is there adjustments that could be made in the classroom *What is the Home Environment *Home-Base Shared Family *Actions Needed *Persons Responsible *Progress*

Request for Management Support (Coaching, Participation in Case Management, Home Visit Assistance, Behavioral Specialist, Health Educator, Progress of Referrals, etc)

Medicals/Dentals & Referrals

**Review OFP's or children with restricted access (proper documentation in child's file)*