

SECTION 24 N

PROCEDURE FOR SPECIAL EDUCATION CASE MANAGEMENT

BACKGROUND

The SELPA monitors and supports special education dispute resolution through our involvement in cases at the local level, as well as the resolution of due process and state-level compliance complaints. Through these experiences, the Special Education Committee (SEC), composed of each district's Director of Special Education have identified the need for a specific point of contact to facilitate communication between and among members of the IEP team, service providers, and families.

SECTION 24 N

24 N (A) WHO SHALL BE THE CASE MANAGER

The SEC has determined that every child with an IEP shall have a designated case manager. The case manager for any given child is that child's primary special educator, in the district of service. If the child is in a special day class, the teacher of that class is the case manager. If the child is receiving resource specialist services, the RSP is the case manager. If the child is receiving DIS services only, the director of Special Education shall appoint a case manager. Typically, if the services are being provided by a district employee, that person would case manage. If the DIS service is being provided by a non-public agency, the Director may choose to appoint the psychologist or program specialist. At the secondary level, responsibility for case management varies. The district director is responsible to ensure case management for every student; however, they may delegate assignment duties to other appropriate site special education staff. If the child is served by a non-public school, the child's case manager assigned is typically a district staff person (program specialist/manager), with assistance from SELPA program specialists. Residential placements are jointly case managed by SELPA staff and assigned district personnel.

24 N (B) WHAT SERVICES ARE PROVIDED BY THE CASE MANAGER

Generally, case managers provide a point of contact for providers, both special education and general education, and parents regarding the provision of special education services for a particular child. The case manager then directs the communication to the appropriate resource so that problems can be resolved at the earliest opportunity. Case Management involves noticing appropriate parties for IEP meetings, pursuant to state and federal law, and monitors that IEP specified services are being provided. If a service is not being provided as specified, the Case Manager escalates the concern to the appropriate district level.

24 N (C) COMMUNICATION BETWEEN DISTRICTS

The District of Service shall inform/communicate with the District of Residence, inviting participation in IEP meetings and any unique challenges or concerns that may arise.