



EFFECTIVE SCHOOL CASE MANAGEMENT



(B) STRATEGIES

1. **Undeveloped** = This CM process/strategy/structure is *not* established at all
2. **Developing** = This CM process/strategy/structure is in the *process* of being established
3. **Developed** = This CM process/strategy/structure *is* established and operating effectively *most* of the time
4. **Well established** = This CM process/strategy/structure *is* established and operating effectively *all* of the time

2. REFERRAL

Circle level

Linking student to team member who establishes a professional relationship with the student

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| 1. The CM process is clearly explained to the student and his/her parents/caregivers. This includes the reasons for choosing CM; the roles, rights and responsibilities of all involved; the procedures for collecting information; and developing a transition plan | 1 2 3 4 |
| 2. The student is invited to discuss the CM process with the SCM, and encouraged to participate collaboratively in shared planning and decision-making | 1 2 3 4 |
| 3. Depending on the age and maturity of the student, written informed parental consent (possibly verbal when including indigenous families and ESL families) is obtained for the student to participate in the case conference (eg. signature at the bottom of an action plan) | 1 2 3 4 |
| 4. In cases where a student has an intellectual disability, written informed consent is appropriately adjusted according to the student's development and particular needs | 1 2 3 4 |
| 5. The values, culture, and language of the student and family are respected by all stakeholders | 1 2 3 4 |

NOTES