

Establishing a case management development plan

The purpose of establishing a case management development plan is to give staff the opportunity to target particular aspects of their case management practices for development and improvement. Deciding what outcomes to choose can be based on collating the summaries of the ratings in the two checklists, and then determining which aspects/areas of case management in the school are most undeveloped. This process could also include focusing on areas that are undeveloped/developing but require further action for improvement. The form on the next page is offered as a tool to record the main elements of the development plan so that the participants in the process have a detailed and coherent memo of what needs to be achieved and actioned, how this will be done, by whom, what the time-line is, and the resources required. The sample below illustrates how this could be done.

PLAN FOR DEVELOPING CASE MANAGEMENT PRACTICES	
SCHOOL	Boab SHS DATE: 16 June 2005
COMPILED BY (Name, Position & Signature)	The SCM Team: Graeme Bicks (Manager: Student Services): Jeff Tate (Principal): Ann Madison (School Psych): Carol Reid (Yr 8 Coord): Manuel Bartolini (Yr 9 Coord): Bianca Smith (Yr 10 Coord):
OUTCOME 1	SCM to build stronger alliances and relationships with a range of agencies to facilitate their involvement in case management meetings (School-based CM SYSTEM: # 14).
STRATEGIES	<ol style="list-style-type: none"> 1. Initial meeting to be convened with the following: Dr Rod Jeppe (Local GP); Dr Peta Thwaite (Clinical Psych: Child and Adol Centre); Len Farro (Youth Worker & Coord: RAPP); Barry Arnold (Dept Community Dev); Eric Pearson (Juvenile Justice) 2. Meeting to focus on main needs of students with SN, and key agencies/ people who can contribute to meeting these needs and being part of CM processes 3. Invite additional agencies to a "round table" meeting to discuss needs of support students and how to develop alliances to meet these needs better 4. SCM to consider most prevalent needs of students pre meeting
ACTION: WHO?	Graeme to organise initial meeting for Tuesday 2 Aug 3.30 in Jeff's office. Jeff to organise RT meeting – date to be determined. All SCM members to send Graeme summary of most prevalent needs
ACTION: WHEN?	Initial meeting organised by 30 June Submission of students needs to Graeme by 24 June
RESOURCES	Admin to send out letters & collate student needs (Jenny?)
NOTES	Graeme to ask Rod Jeppe to send <i>GP+ Schools Case Conferencing Model</i> doc to him. Admin support for next meeting?

PLAN FOR DEVELOPING CASE MANAGEMENT PRACTICES

SCHOOL		DATE:	
COMPILED BY (Name & Signature)			
OUTCOME 1			
STRATEGIES			
ACTION: WHO?			
ACTION: WHEN?			
RESOURCES			
NOTES			
OUTCOME 2			
STRATEGIES			
ACTION: WHO?			
ACTION: WHEN?			
RESOURCES			
NOTES			
OUTCOME 3			
STRATEGIES			
ACTION: WHO?			
ACTION: WHEN?			
RESOURCES			
NOTES			