



EFFECTIVE SCHOOL CASE MANAGEMENT



Checklist B: Appraising our school's case management STRATEGIES

Ideas for use:

The purpose of this checklist is to offer school-based staff and mental health specialists who work with students who have support needs a means to reflect upon the quality of their case management practice, and where appropriate, implement strategies that will develop and improve their practice. This checklist presents a list of key indicators associated with seven **effective school case management strategies** (i.e. Case Identification; Referral; Assessment; Planning; Implementation; Transition/Closure/Completion; Evaluation). Using the four levels of development below, you are invited to appraise the extent to which you believe your school is achieving these strategies. This can be done on an individual basis or in small groups where consensus is sought. When deciding which developmental level your school's case management strategies are operating at, simply circle the level (1, 2, 3, or 4) next to the indicator which *best* describes the practice in your school. Determining the overall developmental level for each strategy can then be done by aggregating all the scores.

FOUR LEVELS OF DEVELOPMENT

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

The table below is provided for you to summarise your overall individual/group ratings for each of the seven strategies. It can also be used to record the overall ratings of other participants, thus providing a distribution which offers a collective source for reviewing and planning.

SUMMARY OF RATINGS ON KEY SCHOOL CM STRATEGIES

School:																					
Individual Names or Groups:																					
Levels (✓ box) 1 = Undeveloped 2 = Developing 3 = Developed 4 = Well established		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Strategy	Case Identific																				
	Referral																				
	Assessment																				
	Planning																				
	Implementation																				
	Trans/Close/Com																				
	Evaluation																				

PLEASE NOTE: An online version of this checklist is available at: <http://mmplus.agca.com.au/escm.php>. This version will automatically provide you with an aggregation for each of the seven strategies associated with effective school case management. The online version can also provide your school with a summary of the distribution of all participant scores for each of the seven strategies.