



Case Managers Academy: The Nuts and Bolts of Case Management and the Special Education Process

NHASEA realizes that now more than ever, Special Education Case Managers are looking for support, guidance, and expert coaching. Join Special Education Case Managers from around the state as we explore all of the important aspects of Case Management. Re-entry to school after the COVID-19 Pandemic will add a new dimension on managing the nuts and bolts of the special education process; these hybrid sessions cover all the basics of case management to ensure attendees are provided with timely, relevant, and essential information as it relates to compliance with state and federal special education rules and regulations (preschool – age 21). Specific attention will also be given to meaningfully engaging and working collaboratively with general education teachers in the special education process.

Full day sessions will be held from 9:00 a.m. – 3:00 p.m. at the NHASEA Office, 25 Triangle Park Drive, Concord, NH. Based on any developing COVID-19 restrictions NHASEA reserves the right to pivot all professional learning opportunities to a remote platform.

Session Dates and Times:

October 18, 2022– 9:00 a.m. – 3:00 p.m. – In-Person

November 15, 2022– 9:00 a.m. – 3:00 p.m. – In-Person

January 10, 2023– 9:00 a.m. – 3:00 p.m. – In-Person

February 08, 2023– 9:00 a.m. – 3:00 p.m. – In-Person

March 21, 2023– 9:00 a.m. – 3:00 p.m. – In-Person

April 12, 2023– 9:00 a.m. – 3:00 p.m. – In-Person

May 16, 2023– 9:00 a.m. – 3:00 p.m. – In-Person

Facilitator:

Mary Steady, *Education Consultant*

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October 18, 2022– 9:00 a.m. – 3:00 p.m. – In-Person

- “Build Your Case Manager Toolbox – Grow as a Case Manager” – Intro to roles and responsibilities, explore and discuss the unique challenges of case management and learn more about the essential habits of highly effective case managers. Tips on managing virtual meetings and managing parent involvement in the process.
- “Understand Procedural Safeguards” – Overview of special education infrastructure – written prior notices, consent, and timelines.

November 15, 2022– 9:00 a.m. – 3:00 p.m. – In-Person

- “Ask the Right Referral Questions” – Frame the appropriate questions to develop a comprehensive evaluation plan. How to manage special education referrals for returning remote students, learning loss discussions. How to engage the classroom teacher.
- “Multi-Tiered System of Support”- Understanding the basics of evaluation and MTSS.

January 10, 2023– 9:00 a.m. – 3:00 p.m. – In-Person

- Review of Understanding Evaluations-
- “Analyze and Determine Eligibility” – Develop the skills to report and review evaluations that lead to deeper knowledge of the student and criteria for eligibility. How does/did remote learning impact the evaluation process, work with colleagues to discuss tips and traps?



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February 08, 2023– 9:00 a.m. – 3:00 p.m. – In-Person

- “Writing an IEP and Develop Relevant Present Levels” – Line up relevant information beginning with strengths, needs and “effect of disability.” Analyze present levels of academic and functional performance and their implications for specially designed instruction, accommodations, and other supplemental supports.

March 21, 2023– 9:00 a.m. – 3:00 p.m. – In-Person

- “Collect Baseline Data and Progress Monitoring Plans” – Understand the practice the goal writing process by collecting the right baseline. How do you ensure that your data collection tools match the goal and objectives? Create reasonable but effective data management tools.
- “Create Challenging and Attainable Goals” – Learn the components of a relevant and compliance goal statement and monitoring plan. Connect goals with targeted specially designed instruction for increased student outcomes.

April 12, 2023– 9:00 a.m. – 3:00 p.m. – In-Person

- “Preparing for Extended School Year” – Learn the components Extended Year Programming Eligibility. Sample tools to guide discussion about programming.
- “Preparing for year-end and Transition” – Understand effective transition planning between grade to grade, school to school. Discuss which information is relevant to share and how to close out student files, paperwork.

May 16, 2023– 9:00 a.m. – 3:00 p.m. – In-Person

- To be announced

Information and topics may change as it will be customized to those in attendance.