Case Management (Oregon)
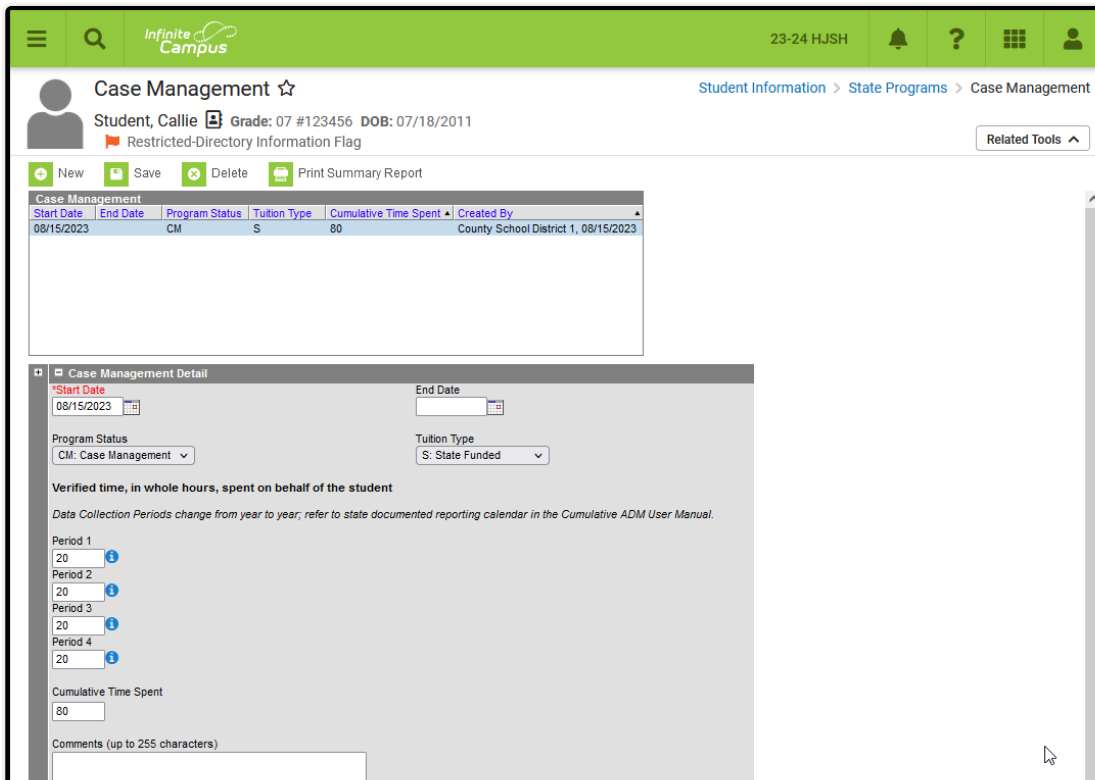
Last Modified on 03/11/2024 8:47 am CDT

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The Case Management tool collects the time spent by instructors working on behalf of a student to obtain other educational or social services. This information is reported in the Cumulative ADM Report.

Case Management Record

Read - Access and view the Case Management tool.
Write - Modify existing Case Management records.
Add - Add new Case Management records.
Delete - Remove Case Management records.

For more information about Tool Rights and how they function, see the Tool Rights article.

A student may only have one active Case Management record at any given time. Overlapping records are not allowed.

Use the Federal/State Program Updater to import existing Case Management records for students or to update records for multiple students.

State Definition of Case Management

As detailed in the Cumulative ADM User Manual, Case management (ADM Program Type Code 05) is reported as hours of instruction. Case management is time spent by an instructor working on behalf of a public school student to obtain other educational or social services.

- This does not include time spent on behalf of ESD registered home schooled students.
- These hours must be verifiable, and permission to count them must be specifically authorized.

Case management services (not limited to student contact) may constitute up to ten percent of equivalent ADM if specifically authorized by contract with the resident school district. There should also be a regular attendance record for the student.

Case Management may constitute up to 10% of a student's ADM. The maximum number of hours in a single record is 44 for Second Period Cumulative ADM and 105 for Annual Cumulative ADM.

The Department may request additional information regarding students reported in this manner.

Verified Time

For each segment of time, called a Period, entered values that relate to hours spent with the student are entered. These hours must be in whole numbers - 1, 10, etc.

The dates of the Periods can change from year to year. For the most part, they cover the following months:

- Period 1 = July 1 to October 3
- Period 2 = October 4 to December 31
- Period 3 = January 1 to May 1
- Period 4 = May 2 to June 30

For specific dates, see the Cumulative ADM User Manual.

Periods 2, 3 and 4 begin the day after the end date of the previous Period.

The **Cumulative Time Spent** field calculates the total hours entered into each Period field automatically.

Case Management Field Descriptions

Start Date | End Date | Program Status | Tuition Type | Periods 1-4 | Cumulative Time Spent | Comments

Start Date

Indicates the first date the student participated in the program. This is a required field.

▶ Click here to expand...

End Date

Indicates the last date the student participated in the program.

▶ Click here to expand...

Program Status

Lists the status of the Case Management record. To include specific Program Statuses, add that information in the Custom Attribute/Dictionary.

▶ Click here to expand...

Tuition Type

Indicates how the student's participation in the program is being funded.

▶ Click here to expand...

Periods 1-4

Indicates the number of hours the instructor spent with the student in each defined reporting period. Hours must be entered in whole numbers (1, 10, etc.)

See the Verified Time section for more information.

▶ Click here to expand...

Cumulative Time Spent

Total sum of the entered values of each Period entry. This is a READ ONLY field.

▶ Click here to expand...

Comments

Lists any comments related to the student's participation in the program.

▶ Click here to expand...

Add a Case Management Record

1. Click **New**.

2. Enter a **Start Date** of when the student began participation in a Case Management program.
3. Select the appropriate **Program** for this student.
4. Enter the time spent for each **Period** in which an instruction spent time with the student. The entered values for each period are summed automatically in the **Cumulative Time Spent** field.
5. Enter any **Comments** needed for this record.
6. Click **Save** when finished.

Click the **Print Summary Report** to generate a PDF view of the entered record.

Case Management Print Summary Report

Other Case Management Information

District Defined Fields

District Defined Fields

District Defined fields can be added to the Case Management editor. These are created in the Custom Attribute tool and added fields are saved to the FundedProgram table. These fields display in a **District Defined Elements** editor.

District Defined Elements on the Case Management Tool