



# SCHOOL DISTRICTS/CARE MANAGEMENT ORGANIZATION

A MODEL FOR COLLABORATION

# BACK STORY

- PROBLEM IDENTIFICATION: Little/no communication or collaboration - specifically regarding Out-of-Home treatment
- PROBLEM SOLUTION: **CMO** : mandates school contact, hires Educational Consultant, identifies Educational Liaison/School Collaboration Team, re-trains Care Managers  
**SCHOOL DISTRICT:** Regional Director, District Special Education Director, Case Managers



# CMO COMMUNICATION

- Step 1: **Care Manager (CMO)** sends Initial Letter to School Principal and/or Special Education Director (dependent upon whether student is Gen Ed or Spec Ed) within 7 days
- Step 2: **Case Manager or Guidance Counselor** would reach out to CM upon receipt of letter
- Step 3: **Care Manager** involves school partner as active member of Child Family Team (CFT) – which requires minimally monthly contact (telephonic or email), AND participation in all CFT meetings for input as appropriate and needed to assist in developing youth's individualized service plan goals/strategies.
- **\*School partners should have a voice in all decisions made by CFT,** especially with regards to Out-of-Home treatment. *Whenever possible, it is preferable that CFT meetings occur at the school site.*

# QUARTERLY COLLABORATIVE MEETINGS

- “Case Conference” model
- Review all shared CMO/district CST-involved youth
- Identify both strengths and challenges with communication/collaboration

# QUARTERLY COLLABORATIVE MEETINGS

## STEP-WISE PROCESS

- Step 1: schedule date with School District (SD)
- Step 2: Two weeks prior to meeting date, CMO District Meeting Facilitators obtain current list of shared CMO/SD youth ; confirm for parental release-of-information authorization
  - For authorized youth: assigned CMs are requested to provide updates for spreadsheet used during collaborative meeting, and given a due date for entry of all relevant updates.
- Step 3: One day prior to meeting date, completed spreadsheet with updates is forwarded to contact person on CST. CST Facilitator shares information with all CST members, who are then prepared to discuss these students at the meeting.
- Step 4: CMO District Facilitators attend meeting on scheduled date. Each youth on list is reviewed; information shared. Facilitators prepared to answer any questions by bringing along laptop, allowing for easy access to the State's central chart-keeping system.
- Step 5: CMO District Facilitators share SD updates with Care Managers of youth who were conferenced; if any items require f/up with Case Managers at SD, or to implement any recommendations, this would then occur at that individual Child-Family Team level.

# BENEFITS OF THIS MODEL OF COLLABORATION

CMO	SCHOOL DISTRICT
<ol style="list-style-type: none"><li>1. Child Family Team (CFT) expansion with valued community partner</li><li>2. Minimization of parental “splitting” of school staff/CMO</li><li>3. CFT meetings scheduled at school sites during school hours</li><li>4. Schools prepared to accommodate agreed-upon out-of-home treatment</li><li>5. Observation of youth in school environment rather than home environment only</li><li>6. Testimonials for CMO website enhance community knowledge of partnership</li><li>7. Increased CMO referrals</li><li>8. Decreased OOH referrals</li><li>9. Improvements in school attendance, achievement, behavior</li></ol>	<ol style="list-style-type: none"><li>1. Adequate time to try alternate supports in home/community</li><li>2. Ensure OOH is truly an option of last resort</li><li>3. Coordinate any supplemental support for family in the home</li><li>4. Mirrors the team approach to resolving concerns and identifying supports</li><li>5. Provides a shared accountability</li></ol>

# BERGEN'S PROMISE WEBSITE

<https://www.bergenspromise.org/partners#schools>

## More information?

Christa Ten Cate, MA, LAC

Director of Care Management

Educational Liaison

Bergen's Promise

[ctencate@bergenspromise.org](mailto:ctencate@bergenspromise.org)

201-712-1170 ext. 5742