

160-4-8-.17 CASE MANAGEMENT CONSULTATION FOR AGENCY PLACED TRANSFER STUDENTS.

(1) DEFINITIONS.

(a) Case Management Consultation (CMC) – a consultation by a school social worker or case manager in which a process is used to discover whether any transition problems exist and whether any services are necessary for a child placed by the Department of Behavioral Health and Developmental Disabilities (DBHDD), Department of Human Services (DHS), or Department of Juvenile Justice (DJJ). This process will be utilized each time a child, placed by one of the foregoing state agencies, enrolls in a new school.

(b) Department of Behavioral Health and Developmental Disabilities (DBHDD) – an agency which provides specified services for children who have been admitted or placed according to an individualized treatment or service plan directed by DBHDD.

(c) Department of Community Health (DCH) – the agency which provides Medicaid support for certain students remanded through DBHDD, DHS, or DJJ.

(d) Department of Human Services (DHS) – an agency which provides specified services and placement for children who have been remanded to the physical or legal custody of DHS either temporarily or permanently by a court or by voluntary agreement, or if the child has been admitted or placed according to an individualized treatment or service plan of DHS.

(e) Department of Juvenile Justice (DJJ) – the agency which provides supervision, detention and a wide range of treatment and educational services for youths referred to DJJ by the Juvenile Courts, and provides assistance or delinquency prevention services for at-risk youths through collaborative efforts with other public, private, and community entities.

(f) Student Support Team (SST) – an interdisciplinary group that uses a systematic process to address learning and/or behavior problems of students, K-12, in a school as set forth in State Board of Education Rule 160-4-2-.32 Student Support Team.

(g) Transition services – services necessary to provide a seamless transition to a DBHDD, DHS, or DJJ-placed child when he or she enters a new school.

(2) REQUIREMENTS.

(a) Each school principal shall designate a school social worker or other staff member to act as case manager. The case manager shall be the point of contact for DCH, DBHDD, DHS, and DJJ personnel providing five-day advance notification of planned enrollment of a child pursuant to O.C.G.A. § 20-2-133.

(b) Upon notification that a DBHDD, DHS, or DJJ child will be enrolled in a school, the case manager shall consult with the student, the designated counselor or caseworker assigned by DCH, DBHDD, DHS, or DJJ, and the parent/guardian/foster parent within five school days to determine whether transition or other services are necessary for the child. The child should be immediately enrolled in accordance with State Board of Education Rule 160-5-1-.28 Student Enrollment and Withdrawal.

(c) If it is determined that transition or other services are necessary upon enrollment, such services may include any of the following.

1. Tour and orientation session
2. Introduction to buddy or peer to facilitate transition
3. Assistance with course selection
4. Referral to SST process
5. Referral to special education
6. Other services as needed, e.g., social services, counseling, community collaboration, parent/guardian meetings, etc.

(d) Documentation of CMC activities shall be maintained by the case manager in the student's file and shall include the following.

1. Student's name
2. Consultation dates
3. Identification of transition or other services needed
4. Recommended course of action (list of services, referral)
5. Monitoring of student progress
6. Date that services are determined to no longer be needed

Authority O.C.G.A. § 20-2-240.

Adopted: January 11, 2018

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