

# Case Manager Guide

**Thank you for participating in the RTI process at Minisink Valley Elementary School!**

The case manager's job is to support the referring teacher throughout the problem-solving process. The case manager may perform roles such as:

- helping the referring teacher complete the referral form
- consulting with the teacher about the types of student background or assessment information that might be useful during the initial RTI Team meeting,
- assisting the teacher in collecting student data before the initial meeting.
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After the initial RTI Team meeting, the case manager also makes a point to check in with the referring teacher to ensure that he/she is able to implement the intervention plan developed at that meeting. The case manager may also be the person on the team to assess the degree to which interventions and assessments were implemented as designed.

## **Prior to the initial RTI meeting:**

- Meet with the referring teacher to discuss the student and assist with the completion of the referral form.
  - If possible, observe the student during noted areas of weakness.
  - Please help the teacher pinpoint the specific areas of need (decoding or poor sight word retention vs. "can't read") and bullet information as much as possible.
  - Help the referring teacher make any necessary changes to the referral form.
- Discuss Tier I interventions already taking place in the classroom. If necessary, offer alternative suggestions/interventions or suggest meeting with a colleague knowledgeable in the specific area.
  - If no Tier I interventions are in place, help the teacher develop/implement Tier I interventions and also inform Michele or Paul before proceeding further.
- Help the referring teacher gather work samples that reflect areas of need.
- Return the completed Referral form and work samples to Michele so that a meeting date can be set.

## **After the initial meeting:**

- Check in with the referring teacher on a bi-weekly basis and complete the Case Manager Follow-Up form.
- Bring the Case Manager Follow-Up form to the Follow-up RTI meeting(s).