**VFMS CARE Team and Process**

**2013-14**

CARE Team Members Position CARE Team Role

Ms. Sheri DeMaris School Counselor Parent Contact

Ms. Michele McMonagle FACS Teacher Case Manager

Mrs. Colleen O’Hara 5th grade teacher Team Facilitator / Case Manager

Mrs. Michelle O’Leary Mental health specialist Case Manager

Mrs. Allison Peffle 5th grade teacher Case Manager

Mrs. Ginger Perry Reading Specialist Case Manager

Mrs. Jennifer Reid 6th grade teacher Case Manager

Mrs. Noreen Richardson School nurse Computer Report/Medical history

Mrs. Claire Ryan COAD liaison COAD Liaison/Screening/

Connects to Outside Resources

Mrs. Christy Saddic-Cossgrove 8th grade teacher Case Manager

Mrs. Dawn Settle Gifted support teacher Case Manager

Mrs. Jessica Smolij Health/physical education teacher Case Manager

Mr. Bob Sola School Counselor Parent Contact

Mr. Pat Gately Assistant principal District Liaison

**CARE Team Process from receipt of referral through follow-up: key step**

**Step 1 Step 2 Step 3**

**Referral** to CARE Team made by a parent, teacher, counselor, or student



**Referral** is **discussed** by CARE Team, a **preliminary course** of **action** is determined, and a **case manager** is **assigned** by CARE Team leader

**Guidance counselor** and **case manager contacts** parents to let them know their child has been referred and obtains permission to arrange a meeting w/student

 **Step 6 Step 5 Step 4**

**Case manager distributes** and **gathers**:

1. Behavior observation forms from teachers
2. Counselor report
3. Nurses Report
4. Discipline Report from grade-level assistant principal
5. Attendance record from attendance secretary
6. Referral letter, consent form for CARE Team, permission for COAD mental health screening, and behavior observation form

**CARE Team discusses** information and **makes** a **recommendation** on course of action

**Case manager** **synthesizes** and **presents** information to CARE Team

**Step 7 Step 8**

**When parent(s) refuse(s) services** the case manager will send parent refusal letter and update referring teacher. The team considers other options building-wide, outside the CARE team: student groups, Homework Club/Oasis, etc.

**Case manager** sends faculty referral **Thank You** and **referring teacher updated**

If moving forward w/services, **case manager** obtains **written parental consent**

