

# Instructions for creating a Case Management Plan

**These instructions will assist providers to meet the Key Performance Indicator 1: Each student receiving case management services has a documented case management plan.**

For each student, Providers are required to have a document in their case management file, identifiable as a case management plan.

The Case Management Plan is an action plan of how the wellbeing, learning and transition needs of the young person will be addressed, in order of priority, to engage them in a learning pathway.

The case management plan is a document which includes at least the following elements:

- Results of the student **Engagement Matrix** assessment (available at this [link](#))
- Assessment of the young person's strengths, interests and learning goals
- Complexities and barriers to their engagement in life and learning
- Community, school and agency resources available to meet the needs of student
- Actions to be taken by whom and when.

Based on the above assessment, the case manager must prepare a Case Management Plan for each DECD student and store it in their case management file. This will be used to determine the performance of providers against this KPI.

Note that:

- A suit of resources can be used from the **Flexible Learning and Transition Portfolio** in formulating a case plan for the student. (available at this [link](#))
- The Case Management Plan should be reviewed at regular intervals as required and at least once in three months. Each interaction must be documented and stored in the student case file.