

Student Services Division  
Case Management Office  
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**Department Overview**

The Case Management Office is responsible for assigning students ages 3 – 21 through graduation to classrooms when self-contained programming is required, as well as arranging for transportation. Each student has an Individualized Educational Program (IEP) which determines level of services mandated. All students with disabilities enrolling for the first time in the Clark County School District (kindergarten or above) must have their IEPs reviewed by the Case Management Office to ensure proper programming. The Case Management Office ensures all classrooms remain in compliance with the classrooms limits set by the Nevada Administrative Code.

Unit forecasting for future school years is completed by the Case Management Office.

**Performance Measures**

**Customer Service:** A new procedure for informing the office about address changes is available to parents. This reduced hold times on phone calls, improved accuracy, and resulted in faster transportation start times.

**Communication:** School IEP teams give recommendations on specific types of classrooms required for student placement. This communication increases placement accuracy.

**Consistency:** Schools use specific referral forms to notify the office when a student changes to a more restrictive or less restrictive setting and requires a change in placement.

**Department Services**



The Case Management Office:

- Assigns students being placed in more/less restrictive environments, based on their IEPs for the following classrooms: Autism, Life Skills, Foundations of Life Skills, Deaf and Hard of Hearing, Visually Impaired, Serious Emotionally Challenged, Specific Learning Disabilities, Pre-Kindergarten Inclusion, Pre-Kindergarten Specialized, KIDS Program, and Transition programs.
- Reviews IEPs of all students new to the Clark County School District.
- Arranges bus transportation for all students in self-contained programming.
- Moves students to lateral programs when home address changes occur.
- Ensures Nevada Administrative Code case load and class size maximum enrollment numbers are maintained.
- Notifies schools of pending enrollments.
- Assists parents with questions and concerns regarding student placements.
- Completes matriculation projections for the upcoming school year.
- Provides recommendations to the Director of Personnel and Finance on units needed for the following school year, based on forecasted enrollment.
- Provides professional development to school staff regarding the placement of students requiring self-contained programming.

**Service by the Numbers**

- 2,500 out-of-district IEPs reviewed each year to determine classroom placement
- 120 additional self-contained classroom projections completed each year
- 15,000 students each year require self-contained programming

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