THE BASICS FOR CASEMIS CLERKS

Champions for Leadership
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Hello!

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  (Parent Institute of Quality Education)

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KEY CONCEPTS

- SELPA
- CASEMIS / CASEMIS Clerks
- IEP
- DINCs
"In every job that must be done, there is an element of fun. You find the fun and—snap!—the job’s a game!"

-- Mary Poppins (Mary Poppins)
PERSONAL GOALS

• Develop leadership skills
• Help staff with no knowledge of Spec Ed
• Build stronger work relationships
• Serve better the end users
PROJECT GOAL

To minimize the training learning curve of the new and current CASEMIS Clerks at the districts in the different special education processes and responsibilities.
TYPE OF USERS

- **General Users**
  - Example: Special Education teachers

- **Admin Users**
  - Example: Psychologists, Case Managers
  - +

- **CASEMIS Clerk**
  - Example: District or school CASEMIS clerks
THE LEARNING CURVE

Currently

CFL Goal

Ideal
“Sometimes the right path is not the easiest one.”

-- Grandmother Willow (Pocahontas)
3 CHALLENGES
CHALLENGES

- Time
- Training
- Technical Support
- Big Projects
CHALLENGES: TIME

DISTRICTS SERVED BY NW SELPAs

SELPA 4301
COE
Loa Altos
MVWSD
MVLA
Palo Alto

SELPA 4302
COE
Cupertino
Fremont
Sunnyvale

SELPA 4304
COE
San Jose

SELPA 4307
COE
Santa Clara

SELPA 4311
COE

20 Districts plus COE are served by NW SELPAs
CHALLENGES: SUPPORT

3300 active users
20 Districts + COE

2750 active users
Spec Ed Service Providers

107 active users
CASEMIS Clerks
CHALLENGES: BIG PROJECTS

- 4 CASEMIS Pupil Count Certifications per year
- 2 DRDP Certifications per year
- Personnel Data Report
- Annual Service Plan
- Rollover
“You and I are a team. There is nothing more important than our friendship.”
-- Mike (Monsters Inc.)
CFL PROJECT
Dynamic online help document
USER MANUAL

bit.ly/nwselpa
USER MANUAL CONTENT

Processes
Get ready for all different CASEMIS certifications

How to
Step by step instructions on how to use our IEP system (SIRAS).
ACCOMPLISHMENTS
Save time and money!
Estimated savings

$1,300.00

Per day of training
ACCOMPLISHMENTS

- Project is already implemented
- Training is easier
- Staff is very appreciative
- Staff suggest topics to cover
“It’s kind of fun to do the impossible.”
-- Walt Disney
MY EXPERIENCE ON CFL

Most fun year at SCCOE
MY EXPERIENCE ON CFL

- Think out of the box
- Credible
- Inspirational
- Empathy
“Just keep swimming.” -- Dory (Finding Nemo)
THANK YOU!

- Nelson Estupin (Mentor)
- Anna Marie Villalobos (Supervisor)
- Norma del Rio (Supervisor)
- Technology & Instructional Support Team
- CFL Organizers and Presenters
- CFL Teammates
- SCCOE Staff
- SIRAS Systems (IEP Vendor)
- Family and friends