



- THE BASICS  
FOR CASEMIS  
CLERKS

Champions for Leadership  
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Hello!

## I AM DIANA FRANCO



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- Mother of two teenagers
- Volunteer & Facilitator at PIQE  
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# ● KEY CONCEPTS

●  
SELPA

●  
CASEMIS / CASEMIS Clerks

●  
IEP

●  
DINC<sub>s</sub>

“

*"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

1

# PROJECT GOAL

2

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

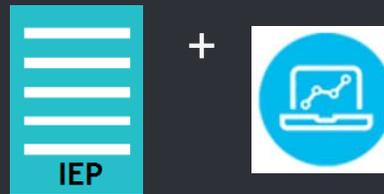
# ● TYPE OF USERS

## General Users



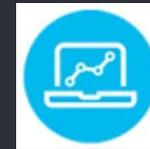
Example:  
Special Education  
teachers

## Admin Users



Example:  
Psychologists  
Case Managers

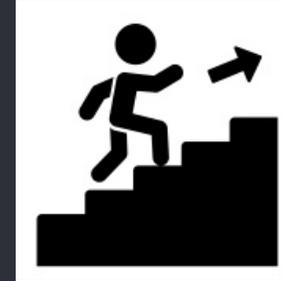
## CASEMIS Clerk



Example:  
District or school  
CASEMIS clerks

# • THE LEARNING CURVE

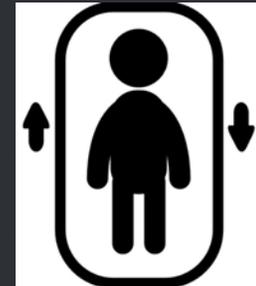
Currently



CFL Goal



Ideal



“

*"Sometimes the right path is not the easiest one."*

*-- Grandmother Willow (Pocahontas)*

3

# CHALLENGES

# ● CHALLENGES

●  
Time



●  
Training



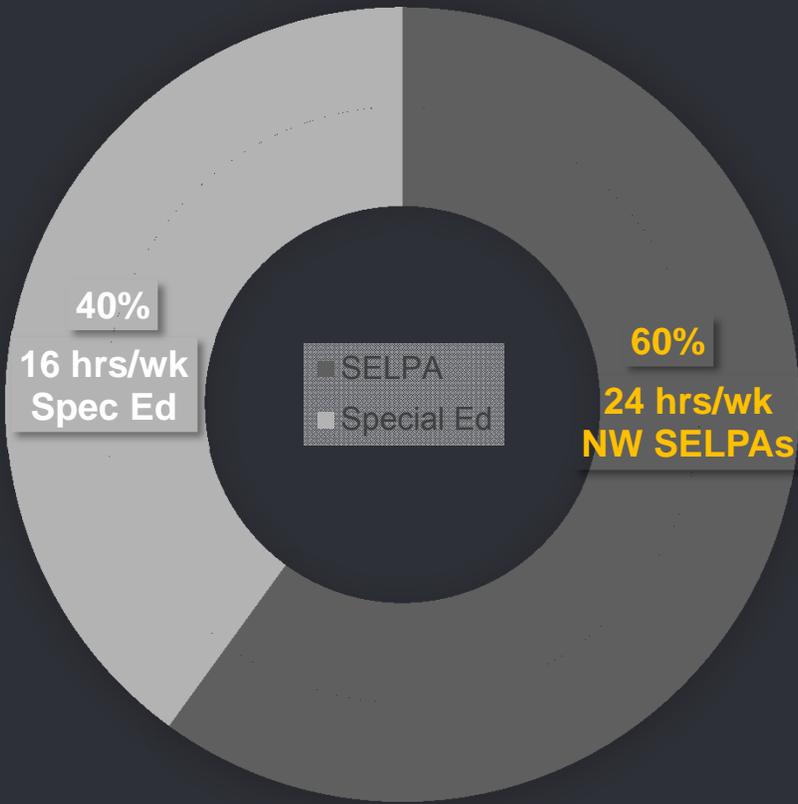
●  
Technical Support



●  
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
- SELPA 4303**
  - COE
  - Cambrian
  - Campbell Elem
  - Campbell High
  - Lakeside
  - Loma Prieta
  - Los Gatos
  - Los Gatos/Saratoga
  - Luther Burbank
  - Moreland
  - Saratoga
  - Union

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

Personnel Data  
Report

Annual Service  
Plan

2 DRDP  
Certifications per  
year

Rollover

“

*“You and I are a team. There is nothing more important than our friendship.”  
-- Mike (Monsters Inc.)*

4

## CFL PROJECT

Dynamic online help document



# USER MANUAL

[bit.ly/nwselpa](https://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).

5

# 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*

6

## 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