CAMPUS KAIZEN

We’ll get started shortly!

Leveraging Technology to Support Effective Case Management

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Campus Kaizen

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Deputy Title IX Coordinator
Indianapolis Public Schools

Agenda

- Introduction
- IPS Case Management Past Processes
- Streamlining Case Management
- Case Management Technology Best Practices
- Examples of Best Practices Leveraging Guardian
- Q&A

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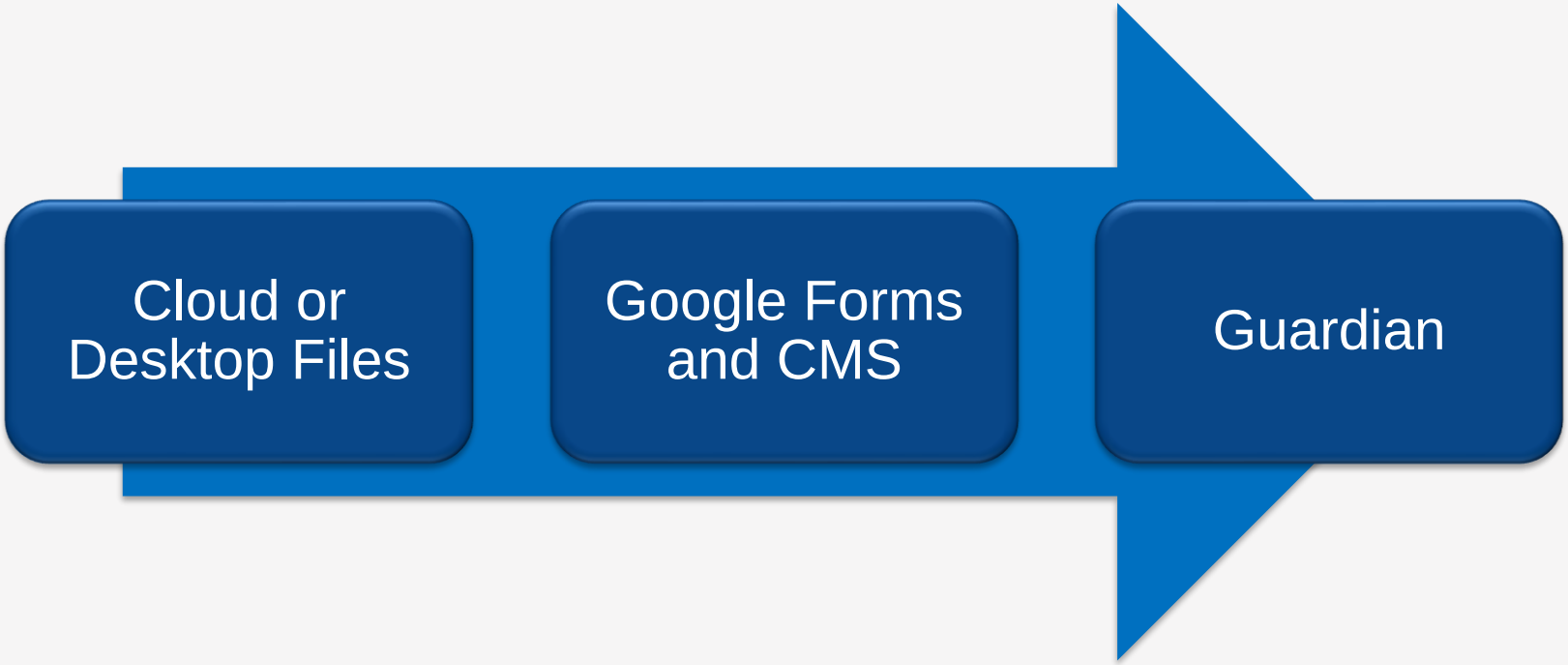
Guardian
CASE MANAGEMENT SOFTWARE

Industry leading software solution used nationwide by K-12 and College Campuses

Key features include:

- Digital & Mobile Incident Reporting
- Automatic notifications to each team when incidents are reported
- Secure record keeping for each individual report/case
  - Involved parties
  - Documents
  - Notes
  - Meetings
  - Communications
  - Timeline
- Automatic Outcome report generation
- Ability to share reports with parties via secure portal & track access
- Advanced reporting and metrics
- Integration with SIS and other school systems

Efficient & Effective Case Management



Guardian Case Management System

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Working with the Team

Reporting

- Staff Portal
- Case Association
- Auto notifications

Case Management

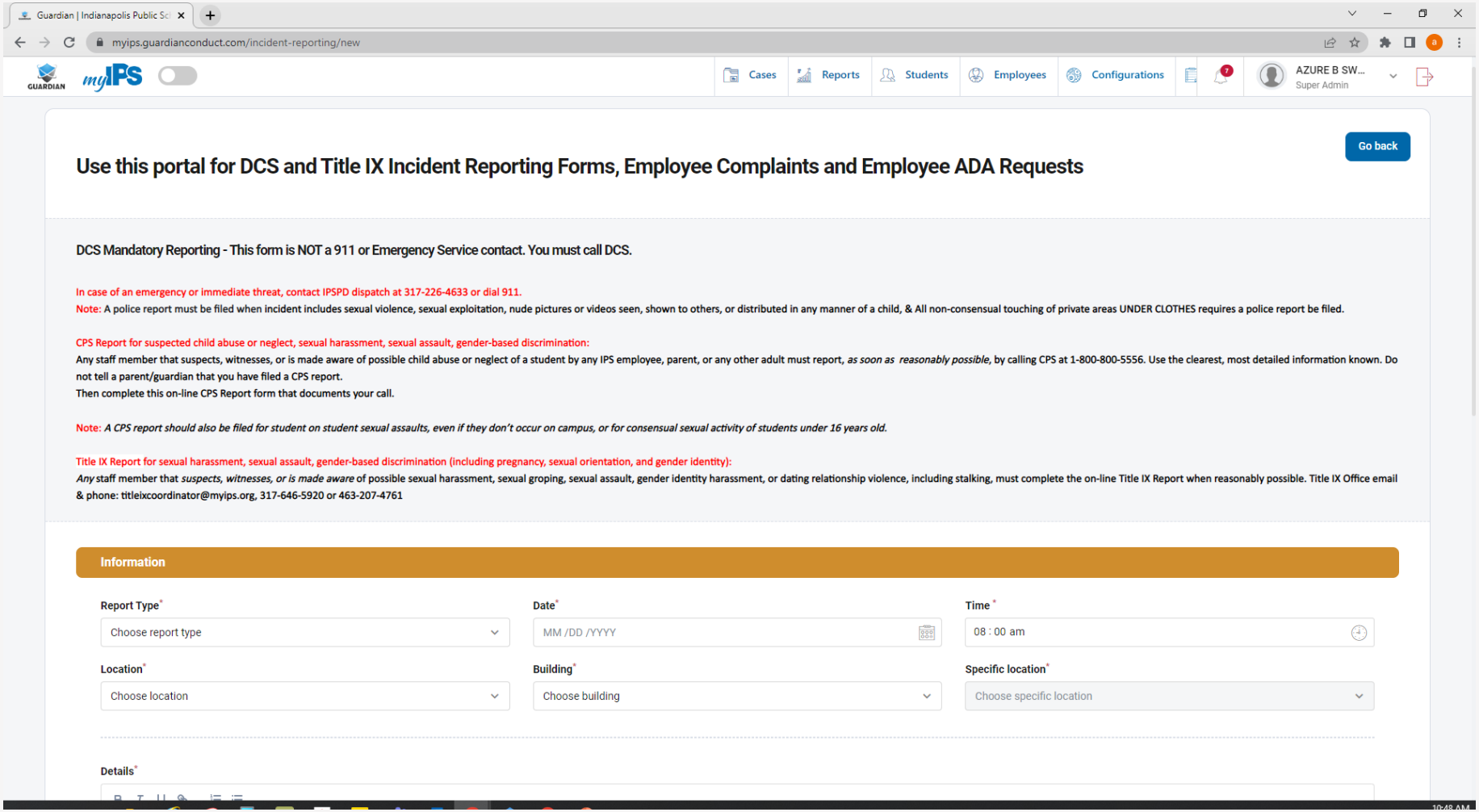
- Workflow View
- Document Attachment
- Correspondence

Data Collection

- Race & Gender Demographics
- Age & Grade Level
- Building & School Location

Shift to IPS Guardian Intake Form

Shift to IPS Guardian Intake Form



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Best Practices

Leverage a Workflow & Checklist Process to ensure nothing is missed during case work.

- Workflow stages = Major Milestones of a Case
  - A mechanism of organization and management
- Checklist items = The detailed tasks that should be done or considered when managing a case
  - Consider leveraging automatic Due Dates
  - Organize in such a way that case managers can easily follow
- Both Workflows and Checklists should mirror your documented processes and policies
  - Should be regularly updated as practices or regulations change.

Shift to IPS Guardian Workflow

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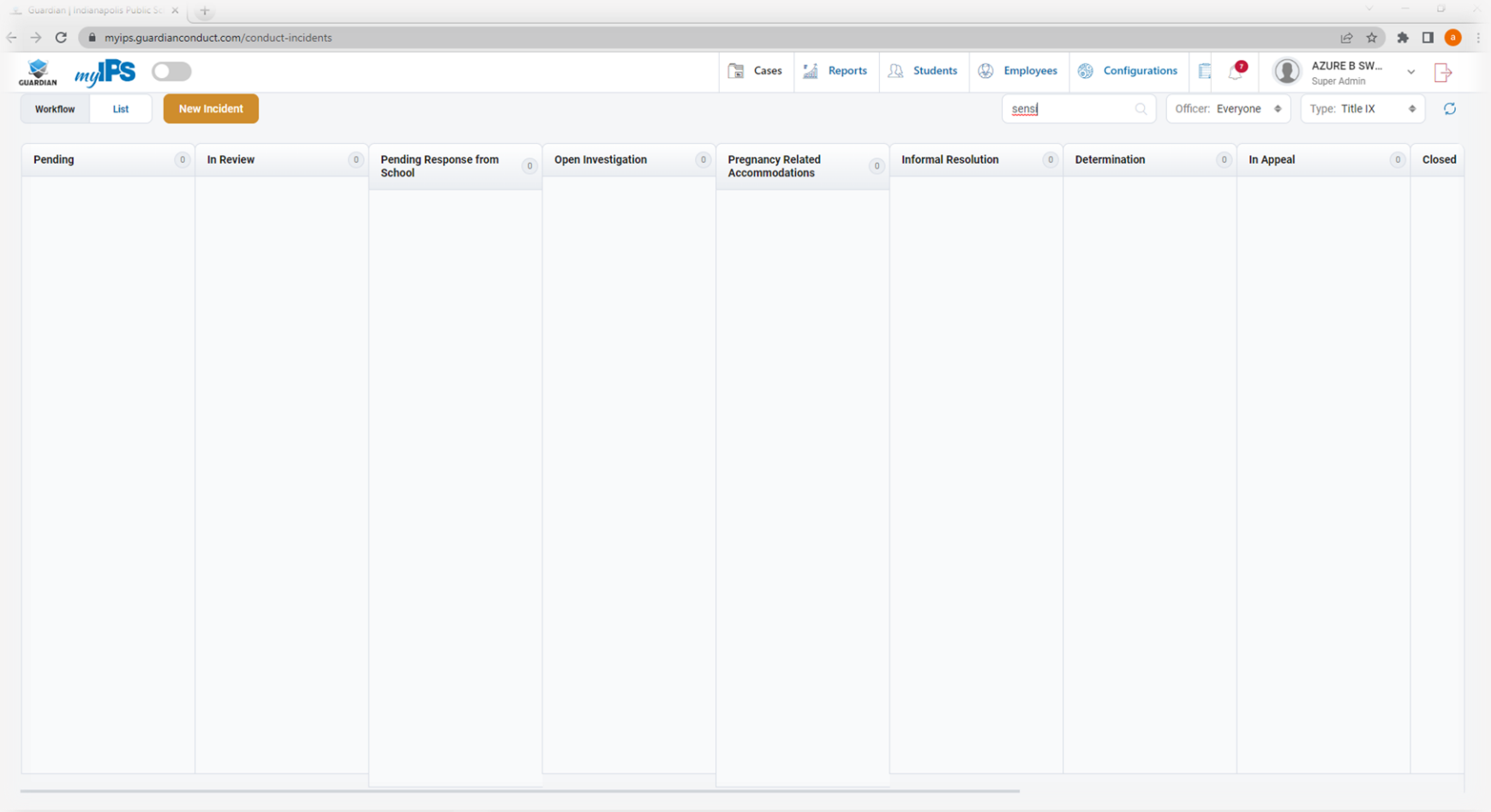
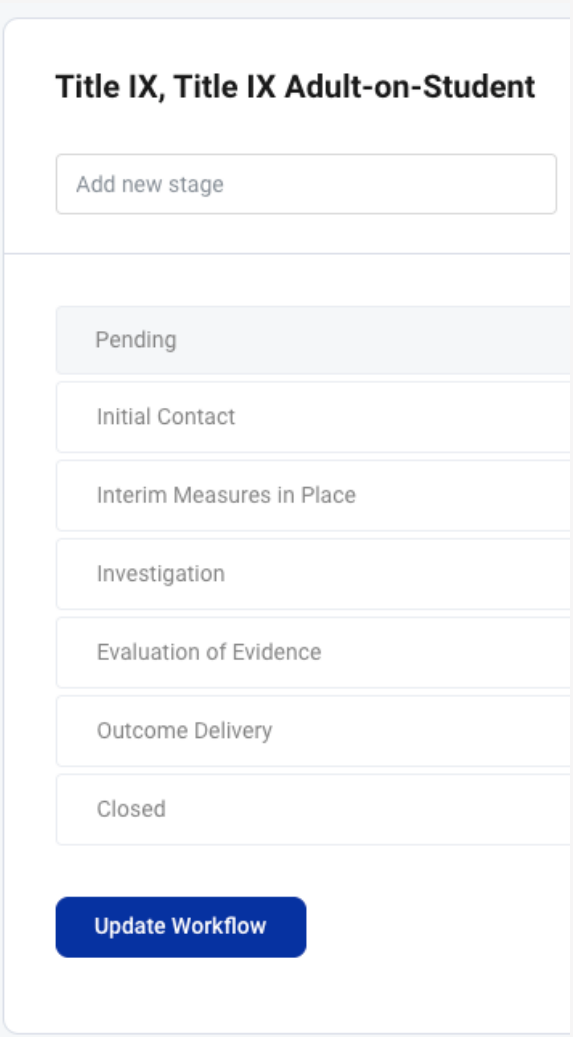
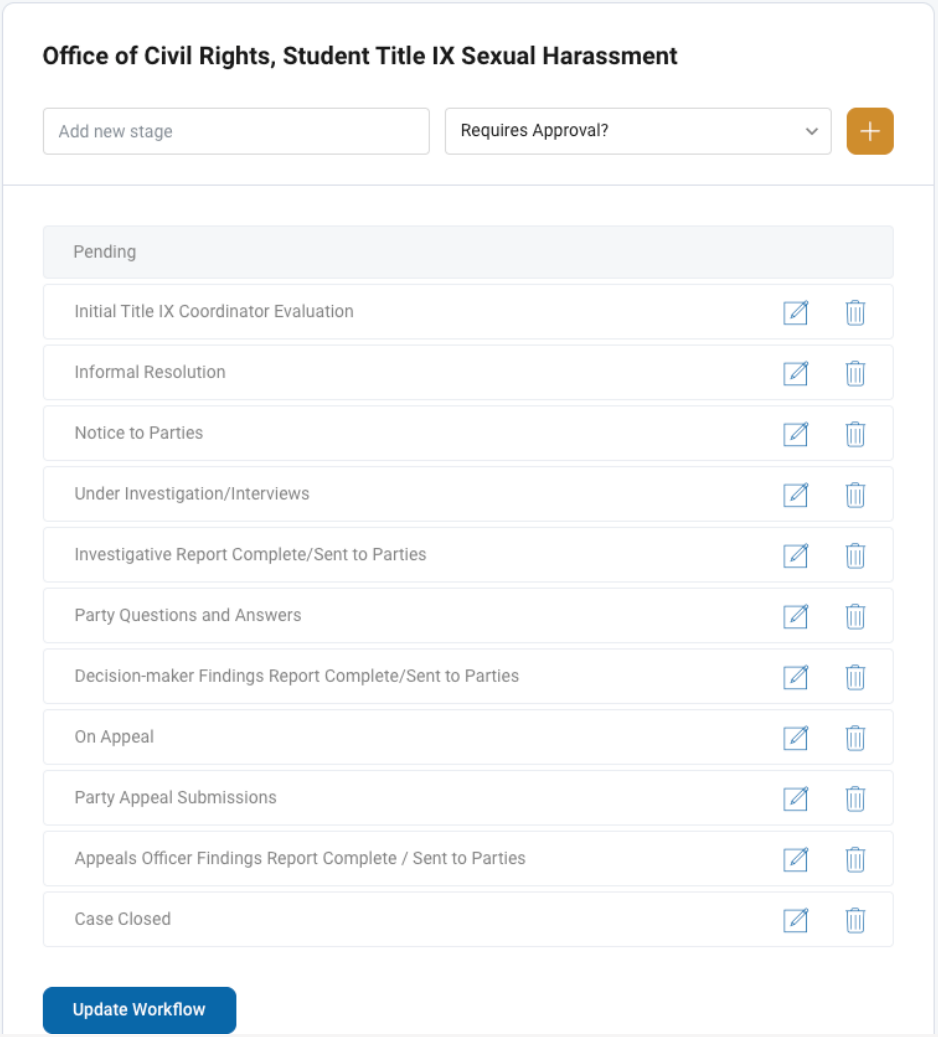
Guardian Demo Workflow

IPS Title IX Workflow View

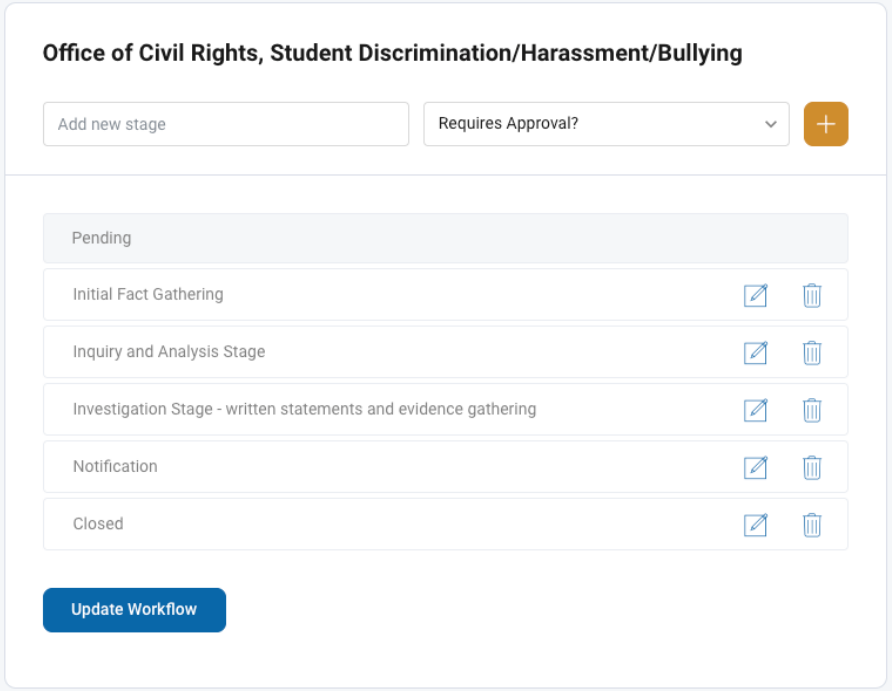


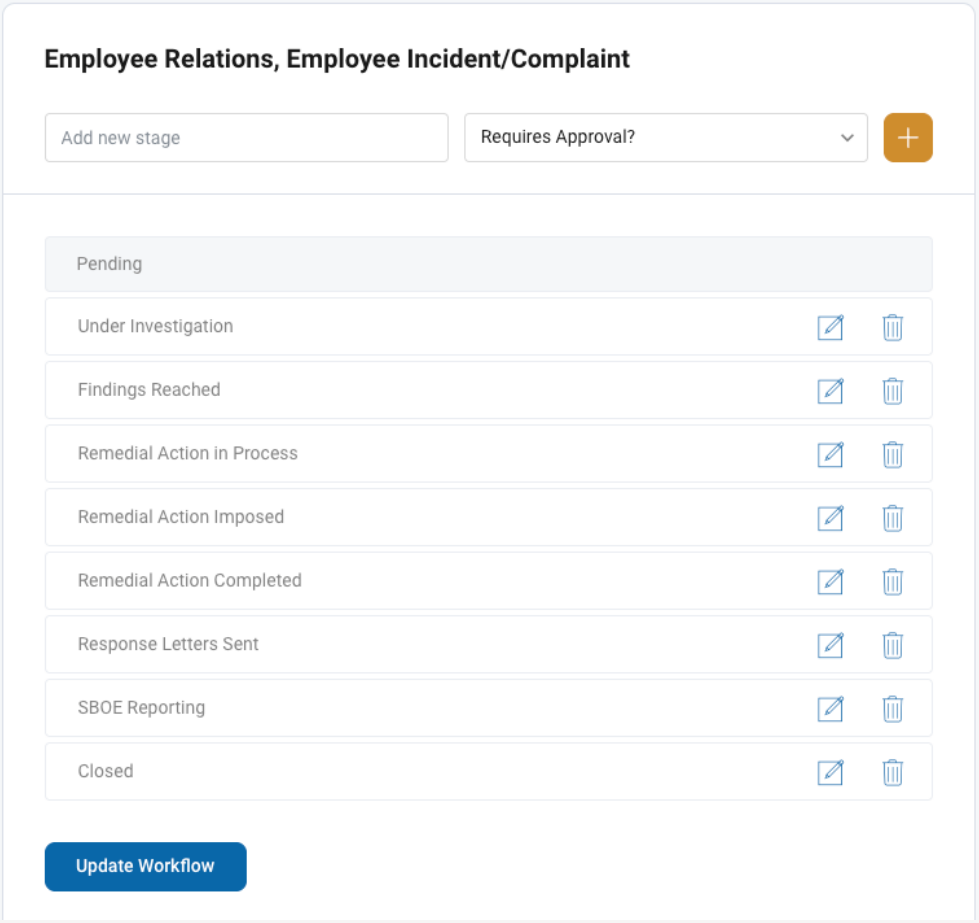
Example Workflows – Title IX





Example Workflows – Other





Shift to Guardian Case View

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Shift to Guardian Analytics

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Guardian

CASE MANAGEMENT SOFTWARE

Guardian is often utilized to intake and manage cases of:

- Title IX
- Behavioral Intervention
- ADA 504
- Bullying
- Employee Relations
- Threat Assessment
- Discipline
- Counseling

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Guardian
CASE MANAGEMENT SOFTWARE

Utilized by Districts and Schools Large & Small, including:

Chicago Public Schools

MPS MINNEAPOLIS PUBLIC SCHOOLS
Urban Education. Global Citizens.

myIPS.org
Indianapolis Public Schools

METRO NASHVILLE PUBLIC SCHOOLS

Fort Worth
INDEPENDENT SCHOOL DISTRICT

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Is endorsed by

Association of
Title IX Administrators

National Association
for Behavioral Intervention
and Threat Assessment

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For more information:

www.GuardianK12.com

To Schedule a Demonstration or receive pricing information:

Email: jay@campuskaizen.com
Visit: www.campuskaizen.com