Case Manager Self Audit Tool – Individual Students

The Case Manager – Self Audit Tool is designed to assist case managers in tracking their compliance each term against DECD expectations for each student. The tool or something equivalent should be added to each student's case file.

For an element to be confirmed as completed, evidence must be within the case file.

Case Manager – Self Audit Tool (place copy of self-audit tool inside the case file)			
Description	**'Once off' elements**		
Name of Student:	Yes/No	Date	**Explanation of any 'No' responses.**
Copy of signed consent form			
Student FLO referral form on file			
Contact made within 7 days of referral			
Case management plan developed			
	'Ongoing' elements			
	Term 1 (Y / N / N.A.)	**Term 2** (Y / N / N.A.)	**Term 3** (Y / N / N.A.)	**Term 4** (Y / N / N.A.)
Engagement Matrix assessment completed (link)				
Flexible Learning and Transition Portfolio (FLTP) reviewed with schools				
Case management plan reviewed				
Current student timetable				
Evidence of engagement programs work experience placements, volunteering etc.				
Evidence of enrolment in accredited learning				
Evidence of completion or progress in accredited learning forwarded to school and copy placed in this file(e.g. certificates)				
Referrals for additional support documented				
Detailed notes of weekly contact with student printed, signed and placed in this to file each month				
Regular contact with school documented (progress reviews)				
Transition Plan documented (for exiting students)				
Notes:				

Government of South Australia
Department for Education and
Child Development