



We'll get started shortly!



Leveraging Technology to Support Effective Case Management

Jay Sensi
CEO
Campus Kaizen

Azure Swinford
Deputy Title IX Coordinator
Indianapolis Public Schools

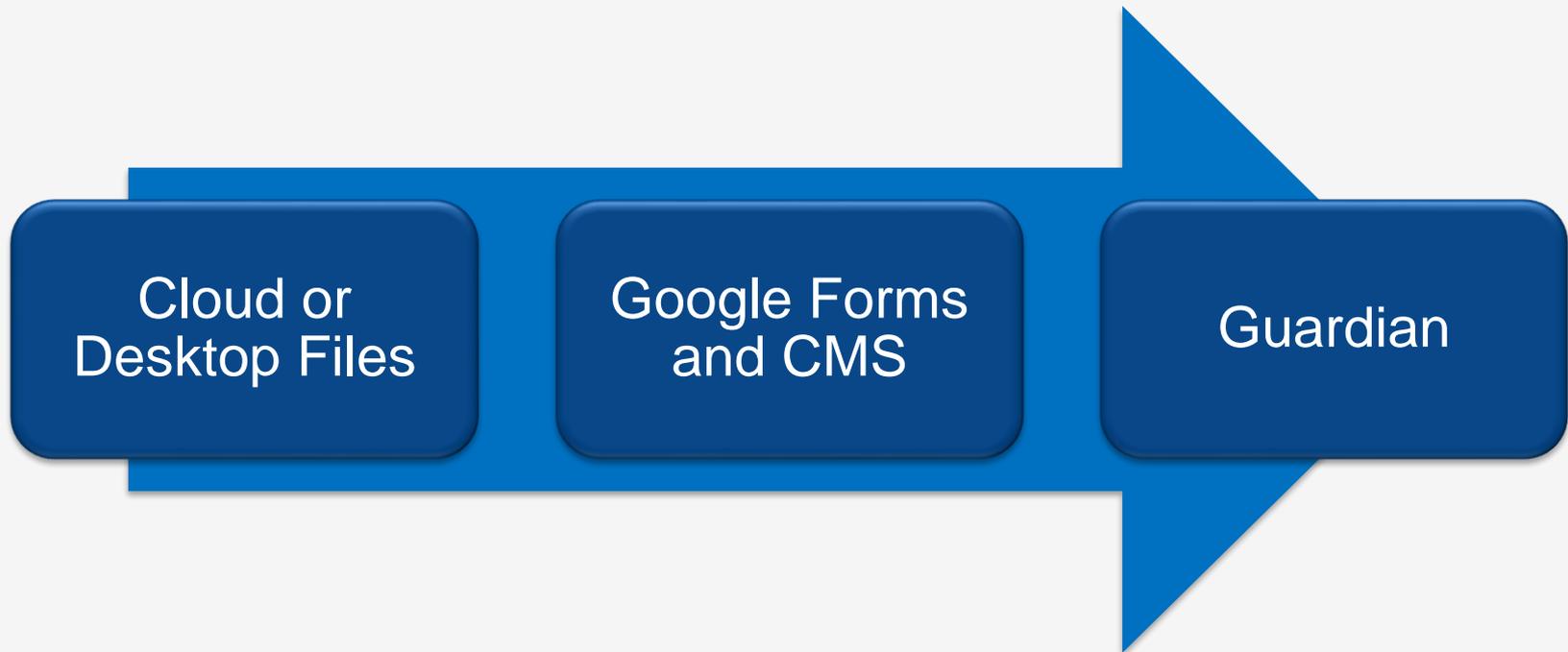
- ⑩ Introduction
- ⑩ IPS Case Management Past Processes
- ⑩ Streamlining Case Management
- ⑩ Case Management Technology Best Practices
- ⑩ Examples of Best Practices Leveraging Guardian
- ⑩ Q&A



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



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

Guardian | Indianapolis Public Sc... x +

myips.guardianconduct.com/incident-reporting/new

GUARDIAN myIPS

Cases Reports Students Employees Configurations

AZURE B SW... Super Admin

Use this portal for DCS and Title IX Incident Reporting Forms, Employee Complaints and Employee ADA Requests [Go back](#)

DCS Mandatory Reporting - This form is NOT a 911 or Emergency Service contact. You must call DCS.

In case of an emergency or immediate threat, contact IPSPD dispatch at 317-226-4633 or dial 911.

Note: A police report must be filed when incident includes sexual violence, sexual exploitation, nude pictures or videos seen, shown to others, or distributed in any manner of a child, & All non-consensual touching of private areas UNDER CLOTHES requires a police report be filed.

CPS Report for suspected child abuse or neglect, sexual harassment, sexual assault, gender-based discrimination:

Any staff member that suspects, witnesses, or is made aware of possible child abuse or neglect of a student by any IPS employee, parent, or any other adult must report, *as soon as reasonably possible*, by calling CPS at 1-800-800-5556. Use the clearest, most detailed information known. Do not tell a parent/guardian that you have filed a CPS report.

Then complete this on-line CPS Report form that documents your call.

Note: A CPS report should also be filed for student on student sexual assaults, even if they don't occur on campus, or for consensual sexual activity of students under 16 years old.

Title IX Report for sexual harassment, sexual assault, gender-based discrimination (including pregnancy, sexual orientation, and gender identity):

Any staff member that *suspects, witnesses, or is made aware of* possible sexual harassment, sexual groping, sexual assault, gender identity harassment, or dating relationship violence, including stalking, must complete the on-line Title IX Report when reasonably possible. Title IX Office email & phone: titleixcoordinator@myips.org, 317-646-5920 or 463-207-4761

Information

Report Type* Choose report type	Date* MM /DD /YYYY	Time* 08 : 00 am
Location* Choose location	Building* Choose building	Specific location* Choose specific location

Details*

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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
&
Guardian Demo Workflow



Example Workflows – Title IX

Title IX, Title IX Adult-on-Student

Add new stage

- Pending
- Initial Contact
- Interim Measures in Place
- Investigation
- Evaluation of Evidence
- Outcome Delivery
- Closed

Update Workflow

Office of Civil Rights, Student Title IX Sexual Harassment

Add new stage Requires Approval? +

- Pending
- Initial Title IX Coordinator Evaluation
- Informal Resolution
- Notice to Parties
- Under Investigation/Interviews
- Investigative Report Complete/Sent to Parties
- Party Questions and Answers
- Decision-maker Findings Report Complete/Sent to Parties
- On Appeal
- Party Appeal Submissions
- Appeals Officer Findings Report Complete / Sent to Parties
- Case Closed

Update Workflow

Office of Civil Rights, Student Discrimination/Harassment/Bullying

Add new stage

Requires Approval?



Pending

Initial Fact Gathering



Inquiry and Analysis Stage



Investigation Stage - written statements and evidence gathering



Notification



Closed



Update Workflow

Employee Relations, Employee Incident/Complaint

Add new stage

Requires Approval?



Pending

Under Investigation



Findings Reached



Remedial Action in Process



Remedial Action Imposed



Remedial Action Completed



Response Letters Sent



SBOE Reporting



Closed



Update Workflow

Shift to Guardian Case View

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Shift to Guardian Analytics



Guardian is often utilized to intake and manage cases of:

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



Guardian

CASE MANAGEMENT SOFTWARE

Utilized by Districts and Schools Large & Small,
including:



Chicago
Public
Schools



MINNEAPOLIS
PUBLIC SCHOOLS
Urban Education. Global Citizens.

*my***IPS**.org

Indianapolis Public Schools



METRO
NASHVILLE
PUBLIC
SCHOOLS



Fort Worth
INDEPENDENT SCHOOL DISTRICT



Is endorsed by



Association of
Title IX Administrators



National Association
for Behavioral Intervention
and Threat Assessment



Guardian

CASE MANAGEMENT SOFTWARE

For more information:

www.GuardianK12.com

To Schedule a Demonstration or receive pricing information:

Email: jay@campuskaizen.com

Visit: www.campuskaizen.com