

**COUN 93 Course Outline as of Fall 2020****CATALOG INFORMATION**

Dept and Nbr: COUN 93 Title: INTRO TO CASE MANAGEMENT

Full Title: Introduction to Case Management

Last Reviewed: 3/25/2019

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

The different phases and components of case management as a model of service delivery will be explored. This course will also include experiential skill development relevant to the practice of case management in the human services field.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 1A or equivalent or appropriate placement based on AB705 mandates; and Course Completion of COUN 90

**Limits on Enrollment:****Schedule of Classes Information:**

Description: The different phases and components of case management as a model of service delivery will be explored. This course will also include experiential skill development relevant to the practice of case management in the human services field. (Grade Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 1A or equivalent or appropriate placement based on

AB705 mandates; and Course Completion of COUN 90  
Limits on Enrollment:  
Transfer Credit: CSU;  
Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective:	Fall 1999
		Inactive:	
<b>UC Transfer:</b>		Effective:	
		Inactive:	

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Conduct an intake assessment and write an intake summary.
2. Develop a service plan that identifies appropriate referrals and incorporates the principles of case management.
3. Record proper documentation on a case including writing case notes, maintaining a calendar, writing progress reports on schedule and completing forms.
4. Conduct a closing session with a client and write a closing report.

### **Objectives:**

Students will be able to:

1. Differentiate the phases and components of case management.
2. Conduct intakes and assessments of clients' needs.
3. Synthesize and organize information on a case.
4. Write concise reports and case notes.
5. Identify appropriate referrals and coordinate client services.
6. Prioritize tasks and develop a system of time management needed to manage a large caseload.
7. Incorporate counseling skills.
8. Develop a plan of service, including writing problem and goal statements, and action steps.
9. Develop and implement problem-solving strategies in response to the evaluation of client progress and case study practice.
10. Examine the organizational structure of human service agencies.
11. Conduct a case staffing/case conference.
12. Identify ethical issues as they pertain to the case management process, and identify strategies for resolving ethical dilemmas.
13. Identify roles in the case management process.

14. Demonstrate interviewing techniques and skills.
15. Demonstrate assessment techniques and skills.

## **Topics and Scope:**

### **I. Introduction to Case Management**

- A. Definition of case management
- B. History of case management
- C. Goals of case management
- D. Phases of case management
- E. Roles and skills of the case manager
- F. Careers in case management
- G. Principles of case management

### **II. The Assessment Phase of Case Management**

- A. Conducting an intake interview and establishing client rapport
- B. Completing intake forms
- C. Gathering information and assessing client needs
- D. Problem identification, eligibility determination and problem severity
- E. Writing intake report summary
- F. Interviewing techniques and skills: active listening, questioning, responding

### **III. Administrative Functions of Case Management**

- A. Case Notes
- B. Documentation
- C. Completing Forms
- D. Time Management

### **IV. The Planning Phase of Case Management**

- A. Formulating complete picture of client
- B. Developing plan of service
- C. Making referrals and arranging for services
- D. Counseling skills:
  1. Confrontation
  2. Boundary setting
  3. Motivational techniques
- E. Online resources

### **V. Implementation Phase of Case Management**

- A. Monitoring client participation and service delivery
- B. Problem solving and case conferencing
- C. Counseling intervention
- D. Writing progress reports

### **VI. Understanding the Organizational Structure of Human Service Agencies**

- A. Mission statements
- B. Funding sources and limitations
- C. Structure and chains of command
- D. Policies and procedures

### **VII. Case Closure**

- A. Counseling tasks during closure
- B. Writing closing reports

### **VIII. Ethical and Legal Issues in Case Management**

- A. Confidentiality
- B. Working with potentially violent clients
- C. Family issues

- D. Duty to warn
- E. Issues of autonomy
- F. Ethical dilemmas

### Assignment:

1. Textbook: read an average of thirty pages per week
2. Two intake interview reports based on in-class intake interview with fellow students as clients
3. Two service plans based on in-class meetings with fellow students as clients
4. Two progress reports based on in-class follow-up sessions with fellow students as clients
5. One information and referral assignment (I & R)
6. One time management calendar
7. Two sets of case notes, one page for each set
8. One closing report
9. Two skill based written exercises (written homework)
10. Midterm and final exam

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, intake, progress, and closing reports

Writing  
20 - 30%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Information and referral, time management calendar, service plan development

Problem solving  
20 - 30%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations  
0 - 0%

**Exams:** All forms of formal testing, other than skill performance exams.

Midterm and Final

Exams  
20 - 30%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Case notes, participation

Other Category  
20 - 40%

**Representative Textbooks and Materials:**

Generalist Case Management. 5th ed. Woodside, Marianne and McClam, Tricia. Cengage. 2017