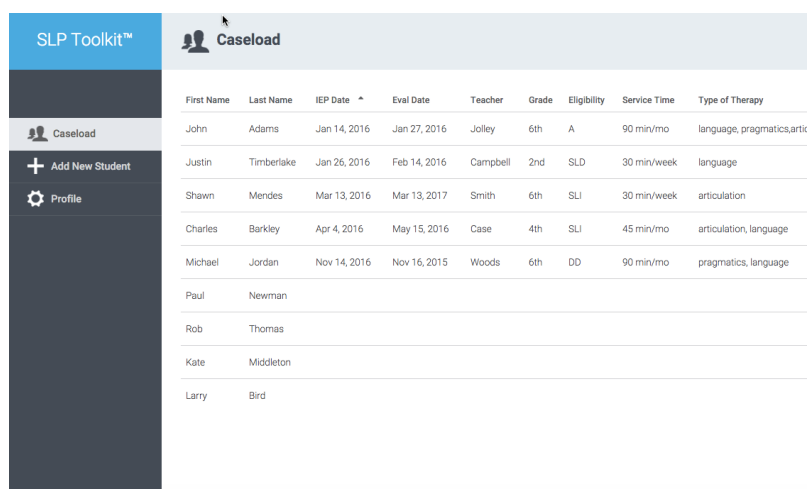


# Caseload Management

At the beginning of every year I like to make a spreadsheet with all of the demographics for each student, especially IEP/MET dates, service time, eligibility category, treatment area, grade and teacher. This allows me to stay on top of meetings as well as helps with scheduling. This spreadsheet was the inspiration for the caseload management feature of the app. It is a great way to stay organized and quickly reference important data on our students. Besides the student's name, we made the other data fields optional because we thought it would be best if you could add a student on the fly. However, if you take the time to enter in all of the applicable information for your students, this feature can be a valuable resource.



First Name	Last Name	IEP Date	Eval Date	Teacher	Grade	Eligibility	Service Time	Type of Therapy
John	Adams	Jan 14, 2016	Jan 27, 2016	Jolley	6th	A	90 min/mo	language, pragmatics, articulation
Justin	Timberlake	Jan 26, 2016	Feb 14, 2016	Campbell	2nd	SLD	30 min/week	language
Shawn	Mendes	Mar 13, 2016	Mar 13, 2017	Smith	6th	SLI	30 min/week	articulation
Charles	Barkley	Apr 4, 2016	May 15, 2016	Case	4th	SLI	45 min/mo	articulation, language
Michael	Jordan	Nov 14, 2016	Nov 16, 2015	Woods	6th	DD	90 min/mo	pragmatics, language
Paul	Newman							
Rob	Thomas							
Kate	Middleton							
Larry	Bird							

A new SLP Toolkit feature is the ability to export your caseload to a spreadsheet (e.g. Excel or Google spreadsheets). Here are some reasons you may want to do this:

- print out a list of your upcoming meetings
- keep a hard copy of your caseload in a binder with other SLP resources
- provide a caseload list to your administrator
- use as a checklist for progress monitoring to ensure no one is forgotten

The ability to export vs. print only allows you to delete fields. For example, if you only want a list with the students' names and teachers (in case you need to leave it with a sub or SLPA so they know who to call when the student doesn't show up) you can do that.

We recently added a column to include the case manager based on a suggestion we received from a user - we like feedback so please continue to send in your wish lists! :)