

SVDP CASE MANAGEMENT CONTRACT

Client _____ Date _____

Program _____ Entry Date _____

Case Manager _____

Goal: Explore employment and/or educational opportunities.

Objectives	Sub-tasks	Target Date	Outcome and Date
Obtain full-time employment	Clt. will apply for unemployment benefits, if applicable		
	Clt. will submit 10 apps. per week in initial 2 wks. of program		
	Clt. will obtain part-time employ. and submit 5 apps. per week in third/fourth week of program		
	Clt. will enroll in a job readiness/training program		
	Clt. will make and keep all necessary appts		
Obtain disability income	Clt. will file disability claim		
	Clt. will keep all necessary appts.		
	Clt. will contact Voc. Rehab., if applicable		
Participate in volunteer program	Clt. will contact SVdP depts. to explore volunteer opps.		
	Clt. will explore volunteer opps. in the community		
	Clt. will volunteer 15-20 hrs. per week		
Participate in educational program	Clt. will contact JCPS to enroll in GED classes		
	Clt. will contact college/universities to enroll in classes		
	Clt. will contact Kentuckiana Works, etc.		
	Clt. will attend all necessary classes		
Obtain driver's license/transport.	Clt. will purchase monthly TARC pass		
	Clt. will contact DMV to ensure eligibility requirements for license		
	Clt. will make and keep all necessary appts.		
	Clt. will bid on SVdP donated vehicle, or purchase vehicle, when applicable		
Pay program fees as required	Pay weekly, bi-weekly, or monthly, when applicable		
	Clt. will maintain receipts of payments		

Goal: Improve economic condition.

Objectives	Sub-tasks	Target Date	Outcome and Date
Pay off debt	Clt. will obtain credit report		
	Clt. will provide copies of medical bills and/or collection letters; CM will write letters requesting write-off		
	Clt. will inform CM of delinquent utilities, and make arrangements for repayment		
	Clt. will inform CM of subsidized housing used and proof of balance, if owed		
	Clt./CM will make a list of additional debt, and establish options for repayment		
Save money	Clt. will investigate various banking options		
	Clt. will open checking/savings acct.		
Budget finances	Clt./CM will develop a budget plan if necessary		
	Clt. will attend budgeting classes, if necessary		

Goal: Improve and maintain physical and mental health.

Objectives	Sub-tasks	Target Date	Outcome and Date
Improve physical health	Clt. will obtain a primary care physician		
	Clt. will make and keep all scheduled appts.		
	Clt. will enroll in a Smoking Cessation course		
Improve mental health	Clt./CM will schedule a mental health evaluation		
	Clt. will keep all scheduled appts.		
Take medication(s)	Clt. will turn-in all medications, if required		
	Clt. will take medications as prescribed, sign-off on as required		
	Clt. will ensure refills are ordered/obtained		
Exercise regularly	Clt. will contact physician before engaging in exercise program		
	Clt. will explore fitness programs in community		

Goal: Establish and maintain a clean and sober, recovery-based life.

Objectives	Sub-tasks	Target Date	Outcome and Date
Attend 12-Step meetings	Clt. will obtain 12-Step mtg. schedule		
	Clt. will attend 5 12-Step mtgs. per week		
	Clt. will obtain a home group within 4 weeks of entering program		
	Clt. will obtain appropriate token/chip, and present to CM		
Obtain sponsor	Clt. will obtain 20 phone numbers for support		
	Clt. will obtain sponsor within 2 weeks of entering program; temp if necessary		
	Clt. will contact sponsor as required		
	Clt. will begin working the 12-Steps of recovery		
Attend aftercare, classes, and counseling	Clt. will present CM with schedule		
	Clt. will attend 4 Recovery Skills Program (RSP) classes per week		
	Clt. will participate in groups/counseling		
	Clt. will attend all required meetings/appts.		
Read recovery/self-help material	Clt. will obtain copy of AA/NA main text		
	Clt. will obtain additional recovery material		

Goal: Resolve legal issues.

Objectives	Sub-tasks	Target Date	Outcome and Date
Inform CM of all legal issues and court dates	Clt. will attend all court dates		
	Clt. will remain in compliance with all requirements of legal system		
Expunge criminal record	Clt. will contact agencies that assist with expungement		
	Clt. will obtain copy of criminal record/charges		
	Clt. will establish name on court docket		
	Clt. will make and keep all appts.		
Pay off legal/court fees	Clt. will contact proper official to determine amount owed		
	Clt. will establish payment/restitution plan		

Goal: Establish and maintain healthy family and community relationships.

Objectives	Sub-tasks	Target Date	Outcome and Date
Reunite with children	Clt. will establish contact, if applicable		
	Clt. will participate in social activities, if applicable		
Inform CM of CPS issues and court dates.	Clt. will keep all appointments		
	Clt. will keep all court dates		
	Clt. will maintain contact with CPS, if required		
Identify and develop supportive relationships	Clt. will contact family member(s) weekly, if applicable		
	Clt. will identify positive person, or group in community, initiate contact, and maintain weekly contact		
	Clt. will participate in social activities with family, friends, or group		

Goal: Obtain independent housing that is safe and affordable.

Objectives	Sub-tasks	Target Date	Outcome and Date
Obtain independent housing	Clt. will complete all forms and applications		
	Clt. will keep all scheduled appointments		
	Clt. will gather all pertinent information, if applicable		
	Clt. and CM will complete referral packet for other SVdP programs, if applicable		
Obtain Life Skills	Clt. will attend Life Skills classes, when available		
Complete SVDP program.	Clt. will complete all discharge forms w/CM		
	Clt. will turn in key upon discharge		

Goal:

Objectives	Sub-tasks	Target Date	Outcome and Date

The case manager is responsible for making referrals to appropriate resources, monitoring client progress, giving support and feedback, and providing advocacy and crisis intervention as needed. The Society of St. Vincent De Paul serves all clients regardless of race, religion, sexual orientation, or any other category protected by law.

By signing this contract the client agrees to work toward the objectives and goals as indicated above. Non-compliance may result in consequences such as loss of program status, or discharge from the program.

Expiration/Revision Date _____

Client _____ Date _____

Case Manager _____ Date _____

Program Manager _____ Date _____

REV 7/08