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## KENTUCKY BOARD OF NURSING

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Matthew G. Bevin  
Governor

### Case Manager Monitoring Schedule

**It is your responsibility to submit by mail all required documentation, to the attention of your Case Manager at the Board office.** If you are required to submit support group *Monthly Meeting Documentation/Sponsor Verification and/or Monthly Self Reports*, the documentation must be submitted to your Case Manager **by the 10<sup>th</sup> of each month.**

All other documentation required to be submitted, which may include, but not be limited to, *Counselor Evaluation reports, Work Performance Evaluations, Academic Performance Evaluations, and Probation/Parole/Drug Court Reports*, etc, must be sent to the attention of your assigned Case Manager by the 10<sup>th</sup> of the month as identified below:

#### **Sandi Clark, RN, Case Manager**

Meeting documentation/sponsor verification and monthly self-report forms are due by the 10<sup>th</sup> of each month.

Academic reports, counselor reports, probation/parole/drug court reports, work performance evaluations, are due by March 10<sup>th</sup>, July 10<sup>th</sup> and November 10<sup>th</sup>.

#### **Melissa Haddaway, RN, Case Manager**

Meeting documentation/sponsor verification and monthly self-report forms are due by the 10<sup>th</sup> of each month.

Academic reports, counselor reports, probation/parole/drug court reports, work performance evaluations, are due by April 10<sup>th</sup>, August 10<sup>th</sup> and December 10<sup>th</sup>.

#### **Jackie Liu, RN, Case Manager**

Meeting documentation/sponsor verification and monthly self-report forms are due by the 10<sup>th</sup> of each month.

Academic reports, counselor reports, probation/parole/drug court reports, work performance evaluations, are due by April 10<sup>th</sup>, August 10<sup>th</sup> and December 10<sup>th</sup>.

#### **Anna Marling, RN, Case Manager**

Meeting documentation/sponsor verification and monthly self-report forms are due by the 10<sup>th</sup> of each month.

Academic reports, counselor reports, probation/parole/drug court reports, work performance evaluations, are due by January 10<sup>th</sup>, May 10<sup>th</sup> and September 10<sup>th</sup>.

**Lisa Sosnin, RN, Case Manager**

Meeting documentation/sponsor verification and monthly self-report forms are due by the 10<sup>th</sup> of each month.

Academic reports, counselor reports, probation/parole/drug court reports, work performance evaluations, are due by February 10<sup>th</sup>, June 10<sup>th</sup> and October 10<sup>th</sup>.

Please be advised that if you are required to submit payment for civil penalty, hearing fee and/or stenographic services, you must provide payment in the time frame as stated in your Agreed Order/Decision/KARE Program Agreement. If you are required to submit additional CE, CE must be obtained and submitted as stated in your Agreed Order/Decision/KARE Program Agreement.

Please note that it is your responsibility to review and be aware of the provisions in your Agreed Order/Decision/KARE Program Agreement and to notify your case manager of changes as required in your Agreed Order/Decision/KARE Program Agreement (i.e. change of employment, address, marital status, conviction, etc).

2/13/2014; 2/25/2015; 7/28/2015; 12/9/2015; 3/22/2016; 4/25/2016; 3/17/2017; 5/23/2017; 11/2/2017; 12/4/2017; 9/10/2018  
jmc

10/12/2016  
mmb