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| **MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  **Program Quality Assurance Services** |

##### PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Special Education Agency: Institute of Professional Practice

Program Review Onsite Year: 2013-2014

**Programs under review for the agency:**

Durham Center for Education Program

All corrective action must be fully implemented and all noncompliance corrected as soon as possible and no later than one year from the issuance of the Program Review Final Report dated 04/08/2014.

**Mandatory One-Year Compliance Date:** **04/08/2015**

**Summary of Required Corrective Action Plans in this Report**

| **Criterion** | **Criterion Title** | **PR Rating** |
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| PS 8.8 | IEP - Progress Reports | Partially Implemented |
| PS 12.1 | New Staff Orientation and Training | Partially Implemented |
| PS 12.2 | In-Service Training Plan and Calendar | Partially Implemented |
| PS 16.7 | Preventive Health Care | Partially Implemented |

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| PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  PS 8.8 IEP - Progress Reports | | **PR Rating:**  Partially Implemented |
| **Department Program Review Findings:**  While interviews and a review of student records indicates that progress reports are written and sent quarterly to parents, a review of student records indicates that not all progress reports are sent to the public school districts as required. | | |
| **Description of Corrective Action:**  Progress reports will be sent quarterly. Summary list of parents and districts will be sent to the DESE on June 30, 2014. | | |
| **Title/Role(s) of Responsible Persons:**  Director of The Durham Center | | **Expected Date of Completion:**  06/30/2014 |
| **Evidence of Completion of the Corrective Action:**  Cover letters will be written to parents and school districts quarterly and maintained in student’s confidential record. | | |
| **Description of Internal Monitoring Procedures:**  Director will review confidential records quarterly. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 8.8 IEP - Progress Reports | **Corrective Action Plan Status:** Approved  **Status Date**: 05/20/2014 | |
| **Basis for Partial Approval or Disapproval:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  For the 06/30/2014 progress report, Durham Center for Education must submit a list of parents and school districts that received the quarterly progress report for each enrolled student. For the 09/05/2014 progress report the program must submit a summary of the quarterly review conducted by the director and indicate any follow up steps as necessary. | | |
| **Progress Report Due Date(s):**  06/30/2014  09/05/2014 | | |

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| PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  PS 12.1 New Staff Orientation and Training | | **PR Rating:**  Partially Implemented |
| **Department Program Review Findings:**  While interviews reveal that new staff receive all required trainings and are not assigned direct care duties until such time, a review of staff records indicates that all required trainings are not offered to new staff during orientation. In addition, the Department is unable to verify that staffs are not assigned direct care duties until receipt of all required trainings due to the absence of such documentation. | | |
| **Description of Corrective Action:**  Starting in May 2014, orientation for new staff members will be completed prior to staff working alone with students. Director will submit documentation on June 30, 2014 and September 5, 2014. | | |
| **Title/Role(s) of Responsible Persons:**  Director of The Durham Center | | **Expected Date of Completion:**  09/05/2014 |
| **Evidence of Completion of the Corrective Action:**  Director will submit documentation on June 30, 2014 and September 5, 2014. | | |
| **Description of Internal Monitoring Procedures:**  Director will review personnel file to ensure documentation. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 12.1 New Staff Orientation and Training | **Corrective Action Plan Status:** Approved  **Status Date**: 05/20/2014 | |
| **Basis for Partial Approval or Disapproval:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  For the 06/30/2014 and 09/05/2014 progress reports, Durham Center for Education must submit a copy of the new staff orientation training for new staff and attendance sheets for any new hires prior to the submission of each progress report that shows that new staffs receive all mandated trainings prior to their direct care duties with students. | | |
| **Progress Report Due Date(s):**  06/30/2014  09/05/2014 | | |

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| PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  PS 12.2 In-Service Training Plan and Calendar | | **PR Rating:**  Partially Implemented |
| **Department Program Review Findings:**  While staff interviews reveal that in-service training occurs, documentation and staff record reviews show that staff in-service training is not documented, therefore the Department is not able to verify staffs receive all required training annually. | | |
| **Description of Corrective Action:**  The school exceeds 24 hours of training in the program and will continue to do so. School has each staff sign attendance sheet at each training that will be placed in the personnel file. | | |
| **Title/Role(s) of Responsible Persons:**  The Director of The Durham Center | | **Expected Date of Completion:**  09/05/2014 |
| **Evidence of Completion of the Corrective Action:**  The first progress report will be submitted on 6/30/2014, the second progress report will be sent in 9/5/2014. | | |
| **Description of Internal Monitoring Procedures:**  Director will monitor personnel files quarterly. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 12.2 In-Service Training Plan and Calendar | **Corrective Action Plan Status:** Approved  **Status Date**: 05/20/2014 | |
| **Basis for Partial Approval or Disapproval:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  For the 06/30/2014 progress report, Durham Center for Education must submit documentation that shows that each staff is receiving in-service training. The documentation must include the name of the staff, date, time, topic and name of presenter for each in-service training.  For the 09/05/2014 progress report the program must submit documentation that shows that each staff is receiving in-service training. The documentation must include the name of the staff, date, time, topic and name of presenter for each in-service training. | | |
| **Progress Report Due Date(s):**  06/30/2014  09/05/2014 | | |

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| PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  PS 16.7 Preventive Health Care | | **PR Rating:**  Partially Implemented |
| **Department Program Review Findings:**  A review of student records revealed that not all students have hearing, vision and postural screenings. | | |
| **Description of Corrective Action:**  Upon admission and quarterly, Nurse will review medical records and will contact parents to obtain vision, hearing and postural screening results. | | |
| **Title/Role(s) of Responsible Persons:**  School Nurse | | **Expected Date of Completion:**  06/30/2014 |
| **Evidence of Completion of the Corrective Action:**  Nurse will use a spread sheet that documents medical evaluation, nurse/parent contact, and date of medical evaluation. Nurse will report to the director quarterly. | | |
| **Description of Internal Monitoring Procedures:**  Nurse will report to the Director quarterly. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 16.7 Preventive Health Care | **Corrective Action Plan Status:** Approved  **Status Date**: 05/20/2014 | |
| **Basis for Partial Approval or Disapproval:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  For the 06/30/2014 progress report, Durham Center for Education must submit a copy of the spread sheet that contains the following for all currently enrolled students: 1. Date of most recent vision screening;  2. Date of most recent hearing screening; and 3. Date of most recent postural screening. For any screening not applicable due to a student's age and/or grade, please indicate "N/A" on the spread sheet.  For the 09/05/2014 progress report the program must submit an updated spreadsheet from the 06/30/2014 progress report as reported to the director by the nurse. | | |
| **Progress Report Due Date(s):**  06/30/2014  09/05/2014 | | |