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

##### PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Special Education Agency: Italian Home for Children

Program Review Onsite Year: 2014-2015

**Programs under review for the agency:**

A - Italian Home for Children Day Program

B - Italian Home for Children Residential 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 06/04/2015.

**Mandatory One-Year Compliance Date:** **06/04/2016**

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

| **Criterion** | **Criterion Title** | **Applies To** | **PR Rating** |
| --- | --- | --- | --- |
| PS 8.8 | IEP - Progress Reports | B | Partially Implemented |
| PS 12.1 | New Staff Orientation and Training | A,B | Partially Implemented |
| PS 12.2 | In-Service Training Plan and Calendar | A,B | 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 |
| **Applies To:**  B - Italian Home for Children Residential Program | | |
| **Department Program Review Findings:**  A review of student records indicated the recipients of the quarterly IEP Progress Reports are not documented. | | |
| **Description of Corrective Action:**  Italian Home will review and revise procedures to insure that all parties receive Quarterly Progress Reports. The School Secretary will assume responsibility for documenting and sending the reports for both Day and Residential students. | | |
| **Title/Role(s) of Responsible Persons:**  Jane Zopatti, Director of Education  School Secretary | | **Expected Date of Completion:**  11/01/2015 |
| **Evidence of Completion of the Corrective Action:**  The Italian Home will submit samples of cover letters and documented spreadsheet to DESE as requested. | | |
| **Description of Internal Monitoring Procedures:**  The School Secretary will maintain a spreadsheet of all students with the dates of Quarterly Progress Reports and documentation that all recipients have received the reports. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 8.8 IEP - Progress Reports | **Corrective Action Plan Status:** Approved  **Status Date:** 07/14/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  For the 11/06/15 Progress Report, the program must submit the following:  1) a copy of the procedures that were revised to ensure all parties receive Quarterly Progress Reports;  2) a copy of 10 cover letters from the most recently issued Quarterly Progress Reports; and  3) a copy of the spreadsheet that is being maintained that tracks the dates and recipients of the recently issued Quarterly Progress Reports. | | |
| **Progress Report Due Date(s):**  11/06/2015 | | |

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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 |
| **Applies To:**  All | | |
| **Department Program Review Findings:**  Staff interviews and a review of staff records indicated orientation and training were provided at the time of hire; however, not all required training topics were documented. | | |
| **Description of Corrective Action:**  The Italian Home will review and revise Staff Orientation and Training topics to insure all staff training is documented appropriately and in a timely manner. | | |
| **Title/Role(s) of Responsible Persons:**  Jane Zopatti, Director of Education  Migdalia Montesino, Compliance and Operations Manager | | **Expected Date of Completion:**  11/01/2015 |
| **Evidence of Completion of the Corrective Action:**  The Italian Home will submit new hire training documents as requested by DESE. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Education will work with Compliance and Operations Manager to insure that all new staff that directly work with students are provided with the appropriate mandatory trainings. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 12.1 New Staff Orientation and Training | **Corrective Action Plan Status:** Approved  **Status Date:** 07/14/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  For the 11/06/2015 Progress Report, the program must submit the following:  1) a copy of the New Staff Orientation and Training procedures that describes the required training topics to be covered by new staff (as well as interns and volunteers), that states that this training will be conducted in a timely manner, and describes how the program will ensure this training is documented;  2) a printout of the New Staff Orientation and Training for each staff hired since 07/01/2015 that clearly specifies the date of hire, the date of the training, and the topic of each training; and  3) a statement of assurance from the program that the New Staff Orientation and Training for each staff hired since 07/01/2015 has been documented. | | |
| **Progress Report Due Date(s):**  11/06/2015 | | |

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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 |
| **Applies To:**  All | | |
| **Department Program Review Findings:**  A review of staff records indicated not all required in-service training topics are provided annually. In addition, not all staff received an average of 2 hours of in-service training per month. | | |
| **Description of Corrective Action:**  The Italian Home will review and revise procedures to insure that all mandated in-service topics are covered. Staff will sign in at each training and the Director of Education will submit documents to Compliance and Operations Manager to be documented in employee's database. | | |
| **Title/Role(s) of Responsible Persons:**  Jane Zopatti, Director of Education  Migdalia Montesino, Compliance and Operations Manager | | **Expected Date of Completion:**  11/01/2015 |
| **Evidence of Completion of the Corrective Action:**  The Italian Home will submit documentation to DESE regarding in-service training documentation as requested. The September-October training records for each department with date and amount of time will be submitted as requested. | | |
| **Description of Internal Monitoring Procedures:**  Sign in sheets will document attendance for each training. Sign in sheet will be submitted to the Compliance and Operations Manager to be documented in employee's data base and Human Resource file. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 12.2 In-Service Training Plan and Calendar | **Corrective Action Plan Status:** Approved  **Status Date:** 07/14/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  For the 11/06/2015 Progress Report, the program must submit the following:  1) a copy of the In-Service Training procedures that specifically lists the required training topics, that states all staff will receive an average of 2 hours of In-Service Training per month, and describes how the program will ensure this training is documented;  2) a copy of the 2015-16 In-Service Training Calendar that includes the training topics, the name of the trainer, the audience for each training, the dates of each training, and the time and duration of each training;  2) a printout of the In-Service Training for TEN staff that clearly specifies each training topic, the date, and the duration of each training; and  3) a statement of assurance from the program that the In-Service Training received to date for all staff for the 2015-16 school year has been documented. | | |
| **Progress Report Due Date(s):**  11/06/2015 | | |