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

##### PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Special Education Agency: Little People's School, Inc.

Program Review Onsite Year: 2017-2018

**Programs under review for the agency:**

Learning Prep School Day 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 12/14/2017.

**Mandatory One-Year Compliance Date:** **12/14/2018**

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

| **Criterion** | **Criterion Title** | **PR Rating** |
| --- | --- | --- |
| PS 5.1 | Student Admissions | Partially Implemented |
| PS 10.2 | Age Range | Implementation In Progress |

|  |
| --- |
| PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  PS 5.1 Student Admissions | | **PR Rating:**  Partially Implemented |
| **Department Program Review Findings:**  A review of policy and procedures indicated that not all required elements were included. Specifically policies and procedures did not state that:  1) The program provides annual notice to parents of enrolled students that copies of its policy and procedures regarding physical restraint are available upon request and  2) The program ensures that all newly enrolled students must be found eligible for Special Education and be on an approved Individualized Education Program. | | |
| **Description of Corrective Action:**  Administration met to update the policy. Gretchen Petersen will meet with and train staff involved with admissions regarding the policy updates. Trained staff will, quarterly, make sure the policy updates are being implemented. | | |
| **Title/Role(s) of Responsible Persons:**  Gretchen Petersen/Chief Operating Officer | | **Expected Date of Completion:**  09/28/2018 |
| **Evidence of Completion of the Corrective Action:**  The updated policy will be sent to DESE. A staff sign in sheet for training regarding the updated policy will be sent to DESE. A quarterly memo from trained staff, documenting quarterly record spot checks, verifying policy implementation, will be sent to DESE. | | |
| **Description of Internal Monitoring Procedures:**  Gretchen Petersen will send in the updated policy to DESE. Trained staff will randomly select enrolled student files each quarter to spot check for policy implementation. A memo will be written and sent to DESE, documenting the findings of each spot check. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 5.1 Student Admissions | **Corrective Action Plan Status:** Approved  **Status Date:** 03/06/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Learning Prep School must provide a copy of the revised Policies and Procedures addressing Student Admission by April 13, 2018.  Upon ESE approval of the Policies and Procedures, and no later than June 15, 2018, Learning Prep School must provide copies of the following: (1) agenda, training materials, and signed attendance sheets, including names and roles of staff, for training regarding the updated policies and procedures; and (2) documentation of the first quarterly spot check of records for inclusion of policy implementation. Evidence of quarterly spot check must include: (a) number of records checked, (b) the evidence found in each record of notification to parents of the policy regarding physical restraint, (c) the evidence found in each record that each enrolled student is eligible for special education, and (d) actions taken where non-compliance with these areas of the policies were found (if any). On June 15, 2018, also provide evidence of the spot checks for the third and fourth quarter of the 2017-18 school year, including: (a) number of records checked, (b) the evidence found in each record of notification to parents of the policy regarding physical restraint, (c) the evidence found in each record that each enrolled student is eligible for special education, and (d) actions taken where non-compliance with these areas of the policies were found (if any). | | |
| **Progress Report Due Date(s):**  04/13/2018  06/15/2018 | | |

|  |
| --- |
| PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  PS 10.2 Age Range | | **PR Rating:**  Implementation In Progress |
| **Department Program Review Findings:**  A review of documentation indicated that the program had a number of instructional groupings during the 2016-17 school year in which the ages of the youngest and oldest child in any instructional grouping differed by more than forty-eight months. Interviews indicated there were no issues with age span for the 2017-18 school year. | | |
| **Description of Corrective Action:**  Gretchen Petersen will meet with and train staff involved with scheduling regarding guidelines surrounding age ranges in any instructional grouping. Gretchen Petersen will follow up with scheduling staff quarterly to ensure that the ages of the youngest and oldest child in any instructional grouping shall not differ by more than forty-eight months (4 years) | | |
| **Title/Role(s) of Responsible Persons:**  Gretchen Petersen/Chief Operating Officer | | **Expected Date of Completion:**  09/28/2018 |
| **Evidence of Completion of the Corrective Action:**  Class lists will be sent to DESE third quarter and at the end of September. A staff sign in sheet for training regarding age ranges for instructional groupings will be sent to DESE. A quarterly memo from Gretchen Petersen, documenting quarterly class list checks, verifying policy implementation, will be sent to DESE. | | |
| **Description of Internal Monitoring Procedures:**  Gretchen Petersen will send in the class lists for third quarter and in September to DESE. Gretchen Petersen will go through all LPS class lists each quarter to check for policy implementation. A memo will be written and sent to DESE, documenting the findings of each class list check. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 10.2 Age Range | **Corrective Action Plan Status:** Approved  **Status Date:** 03/06/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 13, 2018, submit evidence of the training of staff involved in scheduling concerning age range requirements, including agenda, training materials, and signed attendance sheets, including names and roles of staff.  By June 15, 2018 provide: (1) the COO's quarterly memoranda concerning the review of class lists for compliance with the age span regulations, (2) any actions taken to address any non-compliance found during the reviews of the third and fourth quarter instructional groupings for the 2017-18 school year, and (3) the class lists for the third and fourth quarter, including dates of birth.  By September 14, 2018 provide: (1) the COO's quarterly memorandum concerning the review of class lists for compliance with the age span regulations, (2) any actions taken to address any non-compliance found during the reviews of instructional groupings for the first quarter of the 2018-19 school year, and (3) the class lists for the first quarter of the 2018-19 school year, including dates of birth. | | |
| **Progress Report Due Date(s):**  04/13/2018  06/15/2018  09/14/2018 | | |