MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Program Quality Assurance Services

PROGRAM REVIEW

CORRECTIVE ACTION PLAN

Special Education Agency: F.L. Chamberlain School Program Review Onsite Year: 2020-2021

**Programs under review for the agency:**

**A - F.L. Chamberlain Residential Program B - F.L. Chamberlain Day School 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 07/26/2021.*

Mandatory One-Year Compliance Date: 07/26/2022

Summary of Required Corrective Action Plans in this Report

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| **Criterion** | **Criterion Title** | **Applies To** | **PR Rating** |
| PS 5.2(a) | Contracts | A,B | Partially Implemented |
| PS 9.1(a) | Student Separation Resulting from Behavior Support | A,B | Partially Implemented |

PROGRAM REVIEW CORRECTIVE ACTION PLAN

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| **Criterion & Topic:**PS 5.2(a) Contracts | **PR Rating:**Partially Implemented |
| **Applies To:**All |
| **Department Program Review Findings:**Staff interviews and a review of student records indicated that written contracts between the responsible school district and the program were not consistently signed by the placing school district. |
| **Description of Corrective Action:**Following the review, Chamberlain has instituted a 30, 60, 90 day monitoring system with formal notifications to districts who have not returned signed contracts for current school year. |
| **Title/Role(s) of Responsible Persons:**Scott Davignon, Program Director | **Expected Date of Completion:** 09/30/2021 |
| **Evidence of Completion of the Corrective Action:**Signed contracts and tracking documentation lists, along with file including documented attempts to secure signed contracts. |
| **Description of Internal Monitoring Procedures:**Monthly audit process from accounts personnel in business office. |
| **CORRECTIVE ACTION PLAN APPROVAL SECTION** |
| **Criterion:**PS 5.2(a) Contracts | **Corrective Action Plan Status:** Partially Approved**Status Date:** 08/27/2021**Correction Status:** Not Corrected |
| **Basis for Decision:**The program did not fully specify the procedure to ensure they obtain signed contracts from the student's sending district prior to the student starting at the program and annually thereafter. |
| **Department Order of Corrective Action:**The program must develop and implement a plan to conduct audits of all student records to ensure all student contracts have required signatures. This plan should include the position of the staff member responsible for conducting these audits, the manner in which the outcome of these audits will be documented, the follow-up steps that will be taken if a contract does not contain the required signatures, the frequency at which the audits and follow-up communication are scheduled to occur, and overall system to track compliance with procedure to review student records for signed contracts. |
| **Required Elements of Progress Report(s):**For the 10/15/2021 progress report, the program must submit 1) a comprehensive description of the newly implemented contract monitoring system procedure; 2) name of the staff person(s) with position title(s) who will conduct the student record contract audits; 3) a copy of the formal notification that will go out to districts; 4) name of the staff person(s) with position title(s) who will maintain communication with districts; 5) copies of all tracking documentation; and 6) name of the staff person(s) with position title(s) who will update student records. |
| **Progress Report Due Date(s):**10/15/2021 |

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| **Criterion & Topic:**PS 9.1(a) Student Separation Resulting from Behavior Support | **PR Rating:**Partially Implemented |
| **Applies To:**All |
| **Department Program Review Findings:**While a review of documentation indicated that the program's Student Separation Policy and Procedures included all required elements, staff interviews and additional documentation review indicated that this policy is not yet fully implemented to include all those required elements and not all staff have received training on this policy implementation. |
| **Description of Corrective Action:**Revision of policy to include full documentation of student separation specifics to include time in, time out, duration, reason, location, and supervisor notification for separation over 30 minutes. This information will be further used to direct treatment modalities for students. |
| **Title/Role(s) of Responsible Persons:**Scott Davignon | **Expected Date of Completion:** 10/31/2021 |
| **Evidence of Completion of the Corrective Action:**Revised training documentation on student separation policy for all staff in new school year professional development training sessions. Audit of daily logs on internal database to ensure all documentation elements are included. |
| **Description of Internal Monitoring Procedures:**Training sign in sheets, documentation review, evidence from daily logs on internal database. |
| **CORRECTIVE ACTION PLAN APPROVAL SECTION** |
| **Criterion:**PS 9.1(a) Student Separation Resulting from Behavior Support | **Corrective Action Plan Status:** Partially Approved**Status Date:** 08/27/2021**Correction Status:** Not Corrected |
| **Basis for Decision:**The program did not include a detailed description of how they will ensure all staff complete required training for Student Separation as a Result of Behavior policy and procedures or how the program will document/track staff completion of the training. |
| **Department Order of Corrective Action:**The program must develop and implement a detailed plan to train staff on all components of the approved Student Separation as a Result of Behavior policy and procedures. The plan must include a description of how the program will document and track staff training and follow-up regarding missed training. The program must include the position title of the person for implementing the plan. |
| **Required Elements of Progress Report(s):**By the 10/15/2021 progress report, the program must provide evidence of Student Separation policy and procedures training for all staff by submitting 1) the staff name(s) and position title(s) conducting the training; 2) the dates and times when this training was held; 3) the length of time allotted for the training; 4) a list of all staff in attendance with their position title; 5) a current master staff roster; 6) a copy of the training materials shared with staff; 7) a copy of the student separation tracking document shared with staff; 8) for any staff who did not receive the training, the reason why and when their training is scheduled; and 9) the staff name(s) and position title(s) responsible for updating staff records. |
| **Progress Report Due Date(s):**10/15/2021 |