**MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**

Program Quality Assurance Services

# PROGRAM REVIEW

**CORRECTIVE ACTION PLAN**

Special Education Agency: Cardinal Cushing Centers, Inc.

Program Review Onsite Year: 2021-2022

**Programs under review for the agency:**

**A - Cardinal Cushing Day Program**

**B - Cardinal Cushing Centers Day Program**

**C - 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 05/23/2022.*

Mandatory One-Year Compliance Date: 05/23/2023

Summary of Required Corrective Action Plans in this Report

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| **Criterion** | **Criterion Title** | **Applies To** | **PR Rating** |
| PS 15.5 | Parent Consent and Required Notification | A,B,C | Partially Implemented |

**PROGRAM REVIEW CORRECTIVE ACTION PLAN**

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| **Criterion & Topic:**  PS 15.5 Parent Consent and Required Notification | | **PR Rating:**  Partially Implemented |
| **Applies To:**  All | | |
| **Department Program Review Findings:**  A review of student records and staff interviews indicated that documentation for all required annual notifications and consents to parents/guardians was not evident. | | |
| **Description of Corrective Action:**  By August 30, 2022 the following will be in place:  ? A packet containing the annual student handbook as well as all required annual notifications and consents will be sent to parents/guardians. This packet will be sent via email by the IEP Services Administrative Assistant. It will be mailed to any family without email.  ? Return dates of all required annual consents/acknowledgements will be maintained on an excel spreadsheet. This form will be kept by the IEP Services Administrative Assistant.  ? Should the sign offs for the required annual consents and notifications not be received, the IEP Services Administrative Assistant will reach out to contact the parent/guardian every 60 days. These attempts will be maintained on an excel spreadsheet. This will continue until the documents are received.  ? Should the documents not be signed by the time of the student’s IEP, the IEP Services Administrative Assistant will provide the Student Program Coordinator with copies of the outstanding consents/notifications to present to the parent/guardian at the meeting.  By November 15, 2022 Cardinal Cushing Centers will provide DESE with the following:  ? A copy of the consent/notification monitoring spreadsheet completed by the IEP Services Administrative Assistant. This will reflect the original date all required annual notifications and consents were sent to parents/guardians, the return date (if applicable) and the data a follow up email was sent for consents/notifications that were not returned.  ? A sample of the emails sent to parents/guardians who did not return the forms requesting the required paperwork. | | |
| **Title/Role(s) of Responsible Persons:**  IEP Services Administrative Assistant | | **Expected Date of Completion:** 11/15/2022 |
| **Evidence of Completion of the Corrective Action:**  The excel spreadsheet as well as sample emails to parents will be submitted to the department by November 15, 2022. | | |
| **Description of Internal Monitoring Procedures:**  The process will be monitored through the use of an excel spreadsheet, kept by the IEP Services administrative assistant. | | |
| **CORRECTIVE ACTION PLAN APPROVAL SECTION** | | |
| **Criterion:**  PS 15.5 Parent Consent and Required Notification | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 07/08/2022  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The program did not include a step (with associated staff position) for review of new | | |

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*Cardinal Cushing Centers, Inc. Corrective Action Plan*

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| process. |
| **Department Order of Corrective Action:**  The program will provide copies of annual consents/notifications along with a new process to track, communicate about, and review the receipt of parent/guardian consents/notification acknowledgements annually. |
| **Required Elements of Progress Report(s):**  By November 15, 2022, the program must submit 1) a copy of all required annual consents and notifications that were sent to all parents/guardians; 2) a copy of the consent/notification monitoring spreadsheet that shows the original date when documents were sent, when signed consents or acknowledgements were obtained, and dates of follow-up efforts to obtain signatures/acknowledgements (if applicable); 3) a sample e- mail of follow-up effort sent to parent/guardians; 4) a narrative of the new process including staff position(s) and current staff name(s) responsible for sending out annual consents/notifications, for tracking information on new data spreadsheet, for follow-up efforts, for submitting information into student records, and for reviewing the process to ensure completion. |
| **Progress Report Due Date(s):**  11/15/2022 |

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