



The Commonwealth of Massachusetts Department of Education

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October 27, 2004

Allen G. Zippin
Children's Study Home School
Mill Pond School,
91 Old Acre Road,
Springfield, MA 01129

Re: Onsite Follow-up Monitoring Report: Program Review Corrective Action Plan
Verification and Mid-cycle Review, Children's Study Home, Day and Latency
Residential programs

Dear Mr. Zippin:

Enclosed is the Department's Program Review Follow-up Monitoring Report together with findings regarding your private school's Mid-Cycle Program Review. This report contains the Department's findings based on the onsite activities conducted in your school to verify the implementation status and effectiveness of corrective steps taken in response to your Program Review Report issued on September 12, 2001. This report also includes a report on the status of implementation for new state or federal special education requirements enacted since your school's last Program Review.

We are pleased to indicate that the Department of Education has found your school's approved Corrective Action Plan to be substantially implemented and effective in remedying previously identified noncompliance issues. Additionally, we have determined that your school is in substantial compliance with any new state or federal special education requirements enacted since your last Program Review. The findings of the Department are included in the attached Follow-up Monitoring Report. You and your entire staff are to be congratulated for your efforts in implementing all necessary improvements. Your private school will now receive an updated status of "Full Approval." This approval shall remain in effect for three (3) years from the date of this letter and attached approval certificate. This approval will be contingent upon continued compliance with all regulations contained within 603 CMR 28.00 "Special Education Regulations" and 603 CMR 18.00 "Program And Safety Standards For Approved Public Or Private Day And Residential Special Education School Programs." The Department of Education

may change this approval status at any point during this three-year period if circumstances arise that warrant such a change.

The Department will notify you of your school's next regularly scheduled Program Review several months before it is to occur. At this time we anticipate the Department's next routine monitoring visit to occur sometime during the FY 2007, unless the Department determines that there is some reason to schedule this visit earlier.

Your staff's cooperation throughout these follow-up monitoring activities is appreciated. Should you require additional clarification of information included in our report, please do not hesitate to contact the Onsite Team Chairperson at 413 284 0387.

Sincerely,

Peter Wintheiser, Program Review Follow-up Chairperson
Program Quality Assurance Services

John D. Stager, Administrator
Program Quality Assurance Services

c: David P. Driscoll, Commissioner of Education
Steve McCafferty, Director, Children's Study Home

Encl.: Follow-up Monitoring Report

**MASSACHUSETTS DEPARTMENT OF EDUCATION
PROGRAM REVIEW**

Children's Study Home School, Day and Latency Residential

**ONSITE VERIFICATION OF CORRECTIVE ACTION PLAN IMPLEMENTATION
AND/OR IDENTIFICATION OF ADDITIONAL FINDINGS REQUIRING CORRECTIVE ACTION**

Onsite Visit Conducted on July 26-27, 2004

Date of this Report October 27, 2004

Criterion Number and Topic	Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u>	Method of Verification	Comments Regarding Corrective Action Plan Implementation	Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u>	Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance	Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting
1.3 Program' Curriculum 28.09(9)	√	Onsite interviews and review of documentation.	Through interviews and review of documentation the review team determined that the Children's Study Home Day Program utilizes a curriculum appropriate to the population served, meeting the services included in the student's IEP's and providing the learning necessary for the student to meet the graduation requirements of the school and the Department of Education. All individuals currently employed as teachers are appropriately licensed by the Department or hold current waivers issued by the Department.	√		
2.2		Onsite	In the previous Program Review Report (Criterion			

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Approvals, Licenses, Certificates of Inspection 28.09 (2)(b)4-5 28.09(5) 28.09(6) 18.04(1) 102 CMR 3.06 (4)(b)	✓ ✓	observation.	2.4) the school was found to have not posted required documents in an area accessible to visitors. Current onsite observation shows that the school maintains all appropriate current licenses, approvals and certificates of inspection by state and local agencies in a place available for public and employee review.	✓		
2.3 OCCS Licensure (Not Applicable to Day Schools)	✓	Onsite review of documentation.	Review of documentation shows the school maintains full licensure with the Office of Child Care Services to operate a residential program.			
4.4 Advanced	✓	Onsite interviews,	Interviews, observations and documentation review shows that the school has not made any substantial			

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Notice of Program/Facility Change 28.09(5)(c)	√	documentation and observations.	changes to the program or physical plant nor experienced any sudden and/or unexpected changes impacting the overall health/safety of students or the delivery of services required by IEP's.	√		
4.5 Immediate Notification 18.03(10) 18.05(7) 28.09(12)		Onsite interviews and review of documentation.		√	<p>In the previous Program Review Report (Criterion 2.3) the school was found to have not provided immediate notification when required.</p> <p>During this onsite visit it was again found through interviews and review of documentation that the school had failed to notify the Department of 2 Emergency Room Visits by students for Psychiatric reasons and of one 51A filed against a school staff. The onsite team determined that this failure to notify was due to the school's procedure requiring that each Principal individually notify the Department of incidents within their level of the program and of</p>	<p>The school immediately implemented a change in procedure where the Program Director will hereafter receive all reports of incidents and shall be responsible for all notifications.</p> <p>This process will be reviewed onsite by the Department at this years fall meeting and each six months thereafter until the</p>

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	√			√	<p>their level of the program and of poor training in that procedures. The onsite team suggested that there be a single person responsible for all notifications. The school agreed and immediately implemented a change in procedure where the Program Director will hereafter receive all reports of incidents and shall be responsible for all notifications.</p>	<p>next scheduled Program Review onsite.</p>
5.3 Contents of Coordination and Collaboration with Public	√	Onsite review of documents.	Review of documentation shows that the school has policies and procedures that describe coordination and collaboration that occurs with public school districts.			

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School Districts 28.06(2-3) 28.07(5) 28.09(9)(c) &(d) 28.09(2)(b) 7 Federal Regulations : 300.349 and 300.400-401	√			√		
6.1 Daily Instructional Hours 603 C.M.R. 27.00	√	Onsite review of documentation.	Documentation review shows that the school provides a daily average of 5 ½ hours of instructional hours.			
6.2		Onsite review	Documentation review shows that as a 12 month			

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School Days per Year 28.09(9)	√	of documentation.	program the school provides 216 days of educational programming.	√		
7.1 Curriculum Frameworks 28.09(9)(b)	√	Onsite review of documentation and interviews.	Interviews showed that the personnel of the school have an understanding of Curriculum Frameworks and expectations for student performance as well as the rights of the students to be full participants in the general curriculum. Review of documents shows that the school has aligned its curriculum with the Frameworks.			
8.4 Current IEP & Student Roster 28.09	√	Onsite review of documentation.	In the previous Program Review Report (Criterion 8.1) the school was found to not have current agreed upon IEP's for each of the students. Review of current documentation shows that the school has on file a current IEP for each student that has been issued by the responsible school district and consented to by the parent or guardian.			
8.9 IEP- Less	√	Onsite review of documents	Interviews and review of documents shows that the school has a plan for maximizing opportunities for			

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Restrictive Placement 28.09(9)(c)	√	and interviews.	students to return to less restrictive educational programs including part-time attendance, community programs and smooth, well planned transitions to other programs.	√		
10.1 Student:Teacher Ratios 28.06(6)(d) &(g) 28.09(7)(e)	√	Onsite observations, review of documents and interviews.	Observations, interviews and review of documents show that the school ensures that instructional groupings do not exceed approved ratios.			
10.4 Student: Child Care Ratios 28.09(7) 18.01(2)	√	Onsite review of documentation and interviews.	Interviews and review of documentation shows the school maintains a child care worker ratio within the mandated range.			
11.1 Personnel Policies 28.09(7)	√	Onsite review of documents.	Review of documentation shows that the school has written personal policies and procedures describing all mandated requirements.			

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28.09(11)(a)) 18.05(11)	√			√		
11.4 Teachers Special Education Teachers and Regular Education Teachers 28.09(7)(b)(c)) 18.05(11)(f)	√	Onsite review of documents.	<p>In the previous Program Review Report (Criterion 1.2) the school was found to have teachers who were not certified and did not hold a current approved waiver.</p> <p>Current review of documentation shows that all teaching staff at the school have current teaching licenses or approved waivers appropriate to the needs of the population served. At least one half of the teaching staff are licensed in moderate special needs. Those teachers who are licensed in content areas have regular scheduled opportunities to consult with staff licensed in special education.</p>			
11.5 Related Services Staff 28.09(7)(d)	√	Onsite review of documents.	Review of documentation shows that all related services staff employed or contracted by the school are certified, licensed or registered by their respective state boards.			
11.6 Master Staff	√	Onsite review of documents.	The school has provided a master staff list indicating every position, job title, FTE and corresponding			

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Roster 28.09(7)	√		UFR.	√		
11.9 Organizational Structure 28.09(7) 28.07(c)	√	Onsite observation.	Observation indicates that the organizational structure of the school provides for the effective and efficient operation of the school, supervision of school staff and supervision of students.			
12.2 Annual In-Service Training Plan and Calendar 28.09(7)(f) 18.05(11)	√	Onsite review of documents and interviews.	<p>In the previous Program Review Report (Criterion 4.4) the school was found to have staff members who were not trained in student runaway procedures. Additionally, (Criterion 7.5) found that not all direct care staff were receiving emergency first aide training. Also, (Criterion 7.6) found that staff were not receiving mandated training regarding medications and medication administration.</p> <p>Interviews and review of documents shows that currently all staff have been appropriately trained in the procedures to use when a student runs away and in emergency first aide. All appropriate staff receive training in medications and medication administration. All staff receive this training as part of their orientation and yearly thereafter.</p> <p>The school has developed and implemented a plan</p>			

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	√		for staff orientation and training consistent with the needs and with input from the students and staff including, on average, two hours each month of relevant training for all staff.	√		
12.2(a) Behavior Management and Restraint Training 28.09(11) 18.05(5)	√	Onsite review of documents and interviews.	<p>In the previous Program Review Report (Criterion 4.4, 4.6, 4.7) the school was found to have staff members who were not trained in restraint procedures and that the school did not maintain a record of the number and duration of student suspensions.</p> <p>Interviews and review of documentation shows that currently the school provides training to staff in behavior management, suspension and termination procedures including student conduct/discipline code, safeguards for students' emotional, physical and psychological well being, use of time out, dealing with disruptive and violent behavior including use of non-violent restraint, procedures for obtaining, recording and use of data on student behavior and discipline and procedures for obtaining parental/guardian consent. Additionally, the Program Director now maintains a suspension log.</p>			
15.1 Parental	√	Onsite document	Interviews and review of documents shows that the school has developed and implemented a written			

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Involvement and Parents' Advisory Group 18.05(4)(a)	√	review.	plan for involving parents including a Parents' Advisory Group and designating a staff person to support that group.	√		
18.2 Student Records 28.09(10) MGL c. 71, s. 34H 603 CMR 23.00 Family Educational Rights and Privacy Act (FERPA)	√	Onsite review of documentation.	Document review showed that the school maintains student records consistent with all applicable state and federal laws and regulations including access logs for each record and a face sheet that includes all mandated information.			