



The Commonwealth of Massachusetts Department of Education

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March 25, 2005

Ms. Nancy Fuller
Executive Director
Community Therapeutic Day School
187 Spring Street
Lexington, MA 02421

Re: Onsite Follow-up Monitoring Report: Program Review Corrective Action Plan
Verification and Mid-cycle Review

Dear Ms. Fuller:

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 May 10, 2002. 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.

While the Department of Education found certain noncompliance issues to be resolved, others were partially corrected, not addressed at all and/or new issues were identified by the Department's onsite team. Therefore, the Department is issuing a "Provisional Approval" status effective from the date of this letter and indicated on your approval certificate. Your "Provisional Approval" will expire on 6/30/05. The reasons for the "Provisional Approval" are clearly indicated on the attached Corrective Action Plan Implementation Checklist. In areas where the private school has failed to implement fully its approved Corrective Action Plan, the Department views these findings to be serious.

As the Department previously informed you, in cases where a private school fails to fully and effectively implement a Corrective Action Plan which was proposed by your school and approved by the Department, the Department must then prepare a Corrective Action Plan for the school which must be implemented without further delay. You will find these requirements for corrective action and further progress reporting included in the attached report together with any steps that must be taken by the school to fully implement new special education requirements. Please provide the Department with your written assurance that the Department's requirements for corrective action will be implemented by your private school within the timelines specified. Your statement of assurance must be submitted to the Department's Onsite Chairperson by April 12, 2005. The private school must demonstrate the specific steps to be taken to come into substantial compliance with all identified areas requiring corrective action by **June 1, 2005**.

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 781-338-3711.

Sincerely,

Nina M. Marchese, M.Ed., Program Review Follow-up Chairperson
Program Quality Assurance Services

John D. Stager, Administrator
Program Quality Assurance Services

c: David P. Driscoll, Commissioner of Education

Encl.: Follow-up Monitoring Report

**MASSACHUSETTS DEPARTMENT OF EDUCATION
PROGRAM REVIEW**

COMMUNITY THERAPEUTIC DAY SCHOOL

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

Action Plan Submitted on 6/25/02
Progress Reports Submitted on 5/13/03
Onsite Visit Conducted on 2/14/05
Date of this Report 3/25/05

Criterion Number and Topic	Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u> √	Method(s) of Verification	Comments Regarding Corrective Action Plan Implementation	Corrective Action Plan Determined to be <u>Not Fully Implemented or 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's Curriculum 28.09(9)	√	Documentation Interviews	Community Therapeutic Day School provides a description of the program's curriculum and general types of staff qualifications that have been established to meet all special education and related services included in students'			

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			Individualized Education Programs. The plan also includes opportunities for students to participate in daily recreational and leisure activities that are appropriate to the ages, interests and needs of the students.			
2.2 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)	√	Documentation Observations	Community Therapeutic Day School maintains all current licenses, approvals and certificates of inspection by state and local agencies in a place available for public and employee review.			

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2.3 OCCS Licensure (Not Applicable to Day Schools)	Not Applicable					
4.4 Advanced Notice of Program/ Facility Change 28.09(5)(c)	√	Documentation	Prior to any substantial change to the program or physical plant, Community Therapeutic Day School provides required written notification to the Department to obtain approval. The most recent notification was a change from a consultant position to an FTE staff position which took place in 1/05.			
4.5 Immediate Notification 18.03(10)	√	Documentation Interviews Student Records	Community Therapeutic Day School provides immediate notification to the parent, the public			

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18.05(7) 28.09(12)	√		school district special education administrator, any State Agency involved in the student care or placement and the Department of Education for all required serious incidents. Appropriate documentation is maintained in the student records.	√		
5.3 Contents of Coordination and Collaboration with Public School Districts 28.06(2-3) 28.07(5) 28.09(9)(c)&(d)	√	Documentation Interviews Student Records	Community Therapeutic Day School has policies and procedures that describe the roles and responsibilities of all staff as well as the general communication and collaboration procedures including the admissions process, executing contracts with			

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28.09(2)(b)7 Federal Regulations: 300.349 and 300.400-401			placing school districts, written progress reports, student-related developments involving students' behavioral plans, preparations for students approaching or reaching ages 14, 16 and 18, later education, and adult life, consistent with IDEA "transition" requirements and state-of-age majority law and school district monitoring of student progress. Contracts are now also on file at the school.			
6.1 Daily Instructional Hours 603 C.M.R.		Documentation Interviews		√	Although the day ten-month program at Community Therapeutic Day School provides an	Community Therapeutic Day School must revise the summer program hours to meet the requirements of an average of five hours of

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27.00	√			√	average annual minimum of five hours per school day for elementary aged students, the summer session is from 9-1, which does not meet the required average minimum of five hours per school day.	instruction per school day. This revised schedule is requested by June 1, 2005.
6.2 School Days per Year 28.09(9)	√	Documentation Interviews	Community Therapeutic Day School is a ten-month school program and is in session 180 school days.			
7.1 Curriculum Frameworks 28.09(9)(b)	√	Documentation Interviews	Community Therapeutic Day School has aligned its curriculum with the Massachusetts Curriculum Frameworks.			

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	√			√		
8.4 Current IEP & Student Roster 28.09	√	Documentation Student Records	<p>Community Therapeutic Day School now has on file a current IEP for each enrolled Massachusetts student that has consented to by the student's parent(s) for each student enrolled in the school.</p> <p>Community Therapeutic Day School staff now also ensures that sending school districts include the state/district wide assessment page of the IEP, specifically, the Massachusetts Comprehensive Assessment System (MCAS) which now reflects the</p>			

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	√		accommodations for students as documented in their IEP's. Placement forms (PL-1's) are also now included with each student's IEP.	√		
8.8 IEP – Progress Reports	√	Documentation Interviews Student Records	Community Therapeutic Day School sends quarterly progress reports to the parents and public school. Community Therapeutic Day School staff now ensures that the progress reports address the student's progress towards each IEP goal and document whether or not the student is expected to achieve the goal by the end of the			

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	√		year.	√		
8.9 IEP- Less Restrictive Placement 28.09(9)(c)	√	Documentation	Community Therapeutic Day School has a written plan that ensures there are flexible procedures and mechanisms that maximize opportunities for enrolled students to gain the capacity to return to a less restrictive educational program.			
10.1 Student:Teacher Ratios 28.06(6)(d)&(g) 28.09(7)(e)	√	Documentation Interviews Personnel Records	Community Therapeutic Day School employ teachers who are appropriately certified or on approved waivers issued by the Department of Education, therefore, student: teacher ratios			

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	√		are appropriately maintained.	√		
10.4 Student: Child Care Ratios 28.09(7) 18.01(2)	Not Applicable					
11.1 Personnel Policies 28.09(7) 28.09(11)(a) 18.05(11)	√	Documentation Interviews	Community Therapeutic Day School has written personnel policies and procedures that meet the requirements of 603 CMR 28.09(7), 603 CMR 28.09(11)(a) and 603 CMR 18.05(11).			
11.3 Educational Administrator	√	Documentation Interviews Personnel Records	Community Therapeutic Day School has an Educational Administrator who is appropriately qualified.			

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11.4 Teachers Special Education Teachers and Regular Education Teachers 28.09(7)(b)(c) 18.05(11)(f)	√ √	Documentation Interviews Personnel Records	Community Therapeutic Day School ensures that all teaching staff are appropriately certified or on approved waivers issued by the Department of Education. Professional development plans are now included in personnel records of staff and approved by his/her supervisor. Trainings which focus on the goals as documented in professional development plans are now included and provide evidence of training in the implementation of curriculum of	√		

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	√		Community Therapeutic Day School and how it relates to the Massachusetts Curriculum Frameworks.	√		
11.5 Related Services Staff 28.09(7)(d)	√	Documentation Interviews Personnel Records	Community Therapeutic Day School ensures that related service staff are appropriately certified, licensed or registered by their respective boards or professional associations.			
11.6 Master Staff Roster 28.09(7)	√	Documentation	Community Therapeutic Day School maintains a master list of all staff for every position within the program that includes the person's job title together with their corresponding UFR title			

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	√		numbers and full-time equivalents (FTE's).	√		
11.9 Organizational Structure 28.09(7) 28.07(c)	√	Documentation Interviews	Community Therapeutic Day School demonstrates that its organizational structure provides for the effective and efficient operation of the school, supervision of school staff and supervision of students.			
11.11 Supervision of students	√	Documentation Interviews	Community Therapeutic Day School now ensures that all students participate in a weekly structured adaptive physical education class. In addition, the expressive arts were augmented by having			

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			artists from the community carry out projects with the students and having various performers come to the school. These artists modeled for the teachers how to run expressive arts groups which allows the teachers to continue to provide expressive arts to students with much more community involvement.			
12.2 Annual In-Service Training Plan and Calendar 28.09(7)(f) 18.05(11)(h)	√	Documentation Interviews Personnel Records	Community Therapeutic Day School develops and implements a written plan for staff orientation and training that is consistent with the needs of the students			

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	√		population, appropriate to the role of each staff member and provides, on average, at least two (2) hours per month of relevant training for all staff. Staff input is elicited and considered.	√		
12.2(a) Behavior Management and Restraint Training 28.09(11) 18.05(5)	√	Documentation Interviews	Community Therapeutic Day School ensures that behavior management and restraint training meet the state requirements and that staff are appropriately trained.			
13.6 Library/ Resource Room	√	Documentation Interviews Observations	In addition to the regular instructional area, Community Therapeutic Day School has a library that now contains a			

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	√		variety of materials appropriate to the age and abilities of the students enrolled.	√		
15.1 Parental Involvement and Parents' Advisory Group 18.05(4)(a)	√	Documentation Interviews	Community Therapeutic Day School has a written plan for involving parents as well as a Parents' Advisory Group that advises the school on matters that pertain to the education, health and safety of the students in the program.			
18.2 Student Records 28.09(10) MGL c. 71, s. 34H	√	Documentation Student Records	Community Therapeutic Day School ensures student records are maintained as required by the Massachusetts Student Record Regulations of 603 CMR			

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603 CMR 23.00 Family Educational Rights and Privacy Act (FERPA)			23.00 and ensures that that all face sheets include all mandated components.			