|  |
| --- |
| **MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  **Public School Monitoring** |

##### TIERED FOCUSED MONITORING REVIEW

## CORRECTIVE ACTION PLAN

Charter School or District: Scituate

TFM Onsite Year: 2021-2022

Program Area: Special Education

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 Tiered Focused Monitoring Final Report dated 05/14/2022.

**Mandatory One-Year Compliance Date:** **05/14/2023**

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

| **Criterion** | **Criterion Title** | **TFM Rating** |
| --- | --- | --- |
| SE 6 | Determination of transition services | Partially Implemented |

|  |
| --- |
| TIERED FOCUSED MONITORING REVIEW  **CORRECTIVE ACTION PLAN** |

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  SE 6 Determination of transition services | | **TFM Rating:**  Partially Implemented |
| **Department TFM Findings:**  A review of student records indicated that although Transition Planning Forms are reviewed annually, the district does not consistently complete all relevant sections, specifically the Action Plan. | | |
| **Description of Corrective Action:**  A root cause analysis was undertaken by the district on May 31, 2022. The district noted that the Transition Planning Form (TPF) checklist did not indicate the Action Plan component. In addition, staff have not had training on the transition planning process for at least three years and require refresher training regarding the Department’s transition planning process and TPF. Based on the root cause analysis, the district has identified corrective actions necessary to address the root causes and ensure future compliance by meeting the requirements related to the determination of transition services, by completing all relevant sections of the transition planning form including the Action Plan.  Corrective Action Plan  By July 29, 2022, the district will update transition planning procedures, to ensure that Transition Planning Forms (TPFs) are fully completed by the IEP team, including the Action Plan section of the form. Additionally, the district will develop, and include with the procedures, an internal monitoring system to ensure future compliance.  By September 30, 2022, the district will provide training to Special Education liaisons (who work with students ages 14 and older) on the updated transition planning procedures.  By December 1, 2022, the district will conduct a review of a representative sample of 10 records, subsequent to corrective actions, to ensure that all components of the TPF are fully completed. | | |
| **Title/Role(s) of Responsible Persons:**  Michele Boebert, Director of Special Education | | **Expected Date of Completion:**  03/31/2023 |
| **Evidence of Completion of the Corrective Action:**  Evidence of Completion of Corrective Action will include  1) Revised procedures to ensure full compliance to the requirements related to determination of transition services by completing all relevant sections of the TPF, including the Action Plan.  2) Evidence of staff training including the training agenda, training materials, and staff attendance sheet for transition planning training.  3) Results of a review of 10 student records for 100% compliance with transition planning. This will include the number of student records reviewed, the number of records in compliance, and for any records not in compliance, the root cause of the non-compliance and the district's plan to remedy the non-compliance. While monitoring, the district will maintain the following documentation and make it available to the Department upon request: a) The list of student names and grade levels for the records reviewed; b) the date of the review; c) the name and title of the person completing the review and their signatures. | | |
| **Description of Internal Monitoring Procedures:**  Annually, the Director of Special Education will review the determination of transition services procedures. Additionally, the Director will conduct an annual review of student records to ensure compliance with transition planning requirements by March 31st of each school year. The review will evaluate the records of a representative sample of students who will be at least 14 years within the IEP cycle, to determine whether all relevant sections of the TPF, including the Action Plan, have been completed. If there are any instances of non-compliance identified, the Director of Special Education will conduct a root cause analysis and take appropriate corrective actions to address the issue(s) based upon that analysis. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 6 Determination of transition services | **Corrective Action Plan Status:** Approved  **Status Date:** 06/07/2022  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By July 29, 2022, the district will submit updated transition planning procedures to ensure that all relevant sections of the Transition Planning Form, specifically the Action Plan are completed. Additionally, the district will develop, and include with the procedures, an internal monitoring system to ensure future compliance.  By September 30, 2022, the district will submit evidence of training provided to relevant staff on the updated transition planning procedures. Evidence will include training materials, meeting agendas, and attendance sheets.  By December 1, 2022, the district will conduct a review of a representative sample of student records, subsequent to corrective actions, to ensure that all components of the Transition Planning Form, including the Action Plan, are fully completed. Evidence of completion will include the results of the student record review indicating: the number of student records reviewed, the number of records in compliance, and for any records not in compliance, the root cause of the non-compliance and the district's plan to remedy the non-compliance. Please note that when monitoring the district must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the record review; b) Date of the review; c) Name of person(s) who conducted the review, their roles(s), and their signature(s). | | |
| **Progress Report Due Date(s):**  07/29/2022  09/30/2022  12/01/2022 | | |