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| DESE logo**COORDINATED PROGRAM REVIEW****MID-CYCLE REPORT****Collaborative School or District:** **Collaborative for Educational Services****MCR Onsite Dates:** **02/09/2022****Program Area: Special Education**State Seal of Massachusetts |
| Jeffrey C. RileyCommissioner of Elementary and Secondary Education |
| COORDINATED PROGRAM REVIEW**MID-CYCLE REPORT** |

| **CSE Criterion # 13 - Progress Reports and Content (APD 8.8, where applicable)** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of student records and staff interviews indicated that parents receive reports on students' progress toward reaching the goals set in their IEPs, that progress report information sent to parents includes written information on progress toward annual IEP goals, and that the collaborative sends copies of progress reports to parents/guardians and public school districts. Staff interviews indicated that the collaborative works with students, parent/guardians, and public school districts to complete a summary of academic achievement and functional performance for students whose eligibility terminates because the student has graduated or exceeds the age of special education. |

| **CSE Criterion # 22 - IEP implementation and availability (APD 8.5, where applicable)** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| Staff interviews indicated that the collaborative works with sending public school districts to ensure that each collaborative student has a current and consented to IEP at the beginning of the school year. A review of student records and staff interviews indicated that the collaborative does not delay the implementation of IEPs and maintains documentation of correspondence with public school districts. |

| **CSE Criterion # 29 - Communications are in English and primary language of the home** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation and staff interviews indicated that communications are in clear and commonly understood words and are provided in English and the primary language of the home if such language is not English. When notices are provided orally, the collaborative maintains written documentation that such notice was provided in an alternate manner, as well as the content of the notice and the steps taken to ensure that parents/guardians understand the content of the notice. |

| **CSE Criterion # 40 - Instructional grouping requirements for students aged five and older** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation and staff interviews indicated that the instructional groupings in collaborative classes do not exceed eight students to one licensed educator or twelve students to one licensed educator and an aide. |

| **CSE Criterion # 41 - Age Span Requirements** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation and staff interviews indicated that the collaborative has obtained approval from the Department of Elementary and Secondary Education for the instructional groupings where the ages of the youngest and oldest students differ by more than 48 months. |

| **CSE Criterion # 44 - Procedure for recording suspensions** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation and staff interviews indicated that the collaborative has a procedure to record the number and duration of suspensions from any part of the students' programs, and that collaborative administrators review suspension data for patterns of removals from students' IEP programs. |

| **CSE Criterion # 51 - Appropriate special education teacher certification/licensure** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation and staff interviews indicated that, at the time of the mid-cycle review, the teaching staff were appropriately licensed for the 2021-2022 school year. |

| **CSE Criterion # 52 - Appropriate certifications/licenses or other credentials-related service providers** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation and staff interviews indicated that, at the time of the mid-cycle review, all related service providers were either appropriately certified, licensed, or registered in their professional area. |

| **APD Criterion # 9.1(a) - Student Separation Resulting from Behavior Support** |
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| **Rating:** |
| Partially Implemented |
| **Basis for Findings:** |
| Staff interviews and observations indicated that students are not continuously observed while in spaces designated for student separation. Additionally, staff do not consistently document student separation as required. |
| **Department Order of Corrective Action:** |
| The collaborative must develop a procedure and a log to document all required elements of student separation. The collaborative must provide training to staff on the procedure and log. The collaborative must develop a procedure to ensure that students are continuously observed while in spaces designated for student separation. The procedure must include the spaces that will be used for student separation, and how the collaborative ensures the areas will be monitored. The procedure must include the spaces that will be used for student separation, and how the collaborative ensures the areas will be monitored. |
| **Required Elements of Progress Reports:** |
| By May 27, 2022, the collaborative must submit the procedure, and log developed to document student separation. The collaborative must submit the procedure to ensure that students are continuously observed while in spaces designated for student separation. By June 29, 2022, the collaborative must submit evidence of staff training on the procedure to ensure that students are continuously observed while in student separation areas. The collaborative must submit evidence of staff training on the procedure and log developed to document student separation. Evidence of staff training must include: 1) the names and job title of the person conducting the training; 2) the dates and times the training was held; 3) list of all staff attending the training with their position title; 4) training materials; and 5) for any staff who did not receive the training, the reason why and when their training is scheduled. By September 30, 2022, submit samples of completed time out logs, demonstrating that all required information is documented, and students are monitored while in separation areas. |
| **Progress Report Due Date(s):** |
| 05/27/2022 | 06/29/2022 | 09/30/2022 |  |