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| **MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  **Program Quality Assurance Services** |

##### PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Special Education Agency: Judge Baker's Children's Center, Inc.

Program Review Onsite Year: 2013-2014

**Programs under review for the agency:**

A - Manville School Day Program

B - Manville School Summer 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 02/28/2014.

**Mandatory One-Year Compliance Date:** **02/28/2015**

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

| **Criterion** | **Criterion Title** | **Applies To** | **PR Rating** |
| --- | --- | --- | --- |
| PS 10.2 | Age Range | B | Partially Implemented |
| PS 11.1 | Staff Policies and Procedures Manual | A,B | Partially Implemented |
| PS 12.1 | New Staff Orientation and Training | A,B | Partially Implemented |

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| PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  PS 10.2 Age Range | | **PR Rating:**  Partially Implemented |
| **Applies To:**  B - Manville School Summer Program | | |
| **Department Program Review Findings:**  Documentation and interviews indicated that there were instructional groupings of students in the summer program that were beyond the 48 month age span requirement and the program has not been granted waivers. | | |
| **Description of Corrective Action:**  The classroom groupings for the summer program will be developed before the beginning of the summer program which is 6/30/2014. A roster of classrooms with the dates of birth for each child in a classroom will be sent to DESE. The 48 month maximum will be adhered to in all classroom groupings. | | |
| **Title/Role(s) of Responsible Persons:**  Principal | | **Expected Date of Completion:**  06/30/2014 |
| **Evidence of Completion of the Corrective Action:**  Class roster with the dates of birth of each child within each classroom will be sent to DESE. | | |
| **Description of Internal Monitoring Procedures:**  Classroom groupings for summer and day school will be reviewed, by the principal, for ages of students within each classroom prior to being finalized. The 48 month limit will be adhered to in all class groupings | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 10.2 Age Range | **Corrective Action Plan Status:** Approved  **Status Date**: 04/04/2014 | |
| **Basis for Partial Approval or Disapproval:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  For the 07/01/2014 progress report, Manville School Summer Program must submit block schedules for every instructional group indicating the initials of students with corresponding birth dates. | | |
| **Progress Report Due Date(s):**    07/01/2014 | | |

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| PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  PS 11.1 Staff Policies and Procedures Manual | | **PR Rating:**  Partially Implemented |
| **Applies To:**  All | | |
| **Department Program Review Findings:**  A review of staff records indicated that while a CORI check is completed upon initial hire there is not evidence that all staff have a completed CORI check every three years thereafter. | | |
| **Description of Corrective Action:**  A spread sheet has been developed which tracks the date of the original CORI request and the subsequent requests which are completed every 3 years. The Human Resources Department of JBCC will maintain these records and the requests will be placed in each staff members? personnel file. Due to confidentiality/privacy requirements, the returned forms will be maintained in their confidential personnel file. | | |
| **Title/Role(s) of Responsible Persons:**  Principal, Director | | **Expected Date of Completion:**  04/15/2014 |
| **Evidence of Completion of the Corrective Action:**  The spread sheet used to record the initial CORI requests and the 3 year follow up requests will be given to DESE to indicate completion of the this requirement. The dated requests for a CORI will be maintained in each staff person?s personnel file. | | |
| **Description of Internal Monitoring Procedures:**  The Human Resources Department of JBCC will maintain these records and the requests will be placed in each staff members? personnel file. Principal or designee will follow up monthly to determine if any staff are due for a follow up CORI request. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 11.1 Staff Policies and Procedures Manual | **Corrective Action Plan Status:** Approved  **Status Date**: 04/04/2014 | |
| **Basis for Partial Approval or Disapproval:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  For the 04/25/2014 progress report, Manville School must submit the spread sheet that has been developed which tracks, for all staff members, the date of the original CORI request and the subsequent requests which are completed at least every 3 years. | | |
| **Progress Report Due Date(s):**  04/25/2014 | | |

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| PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  PS 12.1 New Staff Orientation and Training | | **PR Rating:**  Partially Implemented |
| **Applies To:**  All | | |
| **Department Program Review Findings:**  A review of staff records indicated that not all staff receive training in all ESE required topics before assigned their direct care duties with students. | | |
| **Description of Corrective Action:**  A new form has been developed for each staff person which indicates the date of hire and dates of all DESE required training which take place before staff work with students. This form will be maintained on an annual basis and kept in each staff person?s personnel file. | | |
| **Title/Role(s) of Responsible Persons:**  Principal, Milieu Director, Clinical Director, Director | | **Expected Date of Completion:**  04/01/2014 |
| **Evidence of Completion of the Corrective Action:**  Forms will be sent to DESE and a record of the training for all new staff hired and date of hire will be sent to DESE for the 2014 Summer Program and the 2014 Orientation for the day school program. | | |
| **Description of Internal Monitoring Procedures:**  Records of dates of hire and the date DESE training for all new staff will be maintained for all staff and placed in their personnel record. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 12.1 New Staff Orientation and Training | **Corrective Action Plan Status:** Approved  **Status Date**: 04/04/2014 | |
| **Basis for Partial Approval or Disapproval:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  For the 04/25/2014 progress report, Manville School must submit a copy of the new form that has been developed to track New Hire Orientation Training to ensure that all new staff receive training in all ESE required topics prior to their direct care duties with students.  For the 07/01/2014 progress report, Manville School must submit completed New Orientation Training forms for any new hires from 04/01/2014 until the submission of this progress report for both the day and summer programs. | | |
| **Progress Report Due Date(s):**  04/25/2014  07/01/2014 | | |