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

##### PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Special Education Agency: Meeting Street Massachusetts, Inc.

Program Review Onsite Year: 2018-2019

**Programs under review for the agency:**

Schwartz Center Day 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 03/29/2019.

**Mandatory One-Year Compliance Date:** **03/29/2020**

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

| **Criterion** | **Criterion Title** | **PR Rating** |
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| PS 12.1 | New Staff Orientation and Training | Implementation In Progress |

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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:**  Implementation In Progress |
| **Department Program Review Findings:**  A review of staff records and interviews indicated that new employees received new employee orientation; however, not all employees who transferred from an out of state program within the agency received new employee orientation that included all mandated topics required by Massachusetts. | | |
| **Description of Corrective Action:**  Any staff hired or transferred (from the RI program) into the Schwartz Center for Children school program are provided with new employee orientation that includes all mandated topics required by Massachusetts. | | |
| **Title/Role(s) of Responsible Persons:**  John Kershaw/Director of Special Education | | **Expected Date of Completion:**  04/15/2019 |
| **Evidence of Completion of the Corrective Action:**  Each new hire and any staff transferring from the Rhode Island campus are oriented by the Director of Special Education or his/her designee and sign a training log, from new employee orientation, that includes all mandated topics required by Massachusetts. these training logs are kept in the employees human resource file. | | |
| **Description of Internal Monitoring Procedures:**  Individual supervisors have new employee checklists that are checked and kept in superior file in addition to the human resource file. 90 day reviews are completed on employees and their file is reviewed at that time. all school staff training records are checked for compliance annually. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 12.1 New Staff Orientation and Training | **Corrective Action Plan Status:** Approved  **Status Date:** 04/29/2019  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  The Schwartz Center Day Program under Meeting Street Massachusetts Inc., must submit the following 1) the program policy stating the new employee orientation training process for newly hired or any out-of-state transferred staff, showing all required Massachusetts topics; 2) list of all staff hired or transferred since August 2018 showing date of hire/transfer along with copies of signed new employee/transfer orientation training logs; and 3) a completed and signed new employee/transfer orientation training log for Anna Williams. | | |
| **Progress Report Due Date(s):**  05/31/2019 | | |