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

##### PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Special Education Agency: Wayside Youth and Family Support, Inc.

Program Review Onsite Year: 2019-2020

**Programs under review for the agency:**

A - Wayside Academy Day Program

B - Wayside Academy Residential 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 02/07/2020.

**Mandatory One-Year Compliance Date:** **02/07/2021**

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

| **Criterion** | **Criterion Title** | **Applies To** | **PR Rating** |
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| PS 9.1(a) | Student Separation Resulting from Behavior Support | A,B | Partially Implemented |

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| PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  PS 9.1(a) Student Separation Resulting from Behavior Support | | **PR Rating:**  Partially Implemented |
| **Applies To:**  All | | |
| **Department Program Review Findings:**  A review of documentation, observations, and staff interviews indicated that the program does not consistently document all times students spend outside of their classrooms for the purpose of calming and does not have a mechanism for recording administrator approval of student separations over 30 minutes. The program documented student separations only when it occurred as part of a situation that required documentation through an incident report. | | |
| **Description of Corrective Action:**  Wayside Academy Day and Residential Program will create a logging document accessible to all permanent and temporary Wayside Academy staff. This document will indicate the name of the student requiring separation for behavior support under the criteria of 9.1(a), the date the separation occurred, the nature of the separation for behavior reasons, documentation of staff securing principal's approval (or appropriate individual designated by Principal if the Principal is not on site/available) for Student Separation for Behavior Support lasting 30 minutes or over, and narrative justification of this approval from the Principal (or appropriate designated individual by the Principal). All Academy staff will be provided a training on accessing this document, the information that must be recorded, and the importance of notifying the Principal (or designated individual identified by the Principal) if Student Separation lasts 30 minutes or longer. | | |
| **Title/Role(s) of Responsible Persons:**  Principal | | **Expected Date of Completion:**  03/11/2020 |
| **Evidence of Completion of the Corrective Action:**  A template logging document, attendance and agenda for associated training, and excerpt of logging document indicating current use. | | |
| **Description of Internal Monitoring Procedures:**  Principal will review logging document each week for trends or patterns to be discussed with staff. Principal, Assistant Principal, or Day Supervisor will monitor logging document for accuracy on a weekly basis, Principal (or designee) will provide approval on notification of Student Separation lasting 30 minutes and will complete narrative justification following notification of Student Separation for Behavior Support reasons lasting 30 minutes or more within two business days of said notification. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 9.1(a) Student Separation Resulting from Behavior Support | **Corrective Action Plan Status:** Approved  **Status Date:** 03/11/2020  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  4/3/20 Progress Report: Program will submit proposed logging document with all required elements for DESE approval.  5/15/20 Progress Report: Program will submit documentation of staff training on updated procedures for student separation using the approved log (attendance sign in sheets and agenda/statement attesting to what was covered at training) and a sample of a logging document indicating current use. | | |
| **Progress Report Due Date(s):**  04/03/2020  05/15/2020 | | |