**MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**

Program Quality Assurance Services

# PROGRAM REVIEW

**CORRECTIVE ACTION PLAN**

Special Education Agency: Valley Educational Services, Inc.

Program Review Onsite Year: 2022-2023

**Programs under review for the agency:**

**A - Valley West Day Program**

**B - Valley West 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 05/31/2023.*

Mandatory One-Year Compliance Date: 05/31/2024

Summary of Required Corrective Action Plans in this Report

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| **Criterion** | **Criterion Title** | **Applies To** | **PR Rating** |
| PS 11.1 | Staff Policies and Procedures Manual | A,B | Partially Implemented |

**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:**While interviews indicated that staff routinely and regularly complete Criminal History Record Information (CHRI) fingerprinting checks for employees as required by the state regulations, a review of documentation and staff records indicated that certain required documentation was not available for some employees. |
| **Description of Corrective Action:**Valley West School administration will review the results of a CHRI fingerprinting check for each employee upon hire and before any employee has direct and unmonitored contact with children. |
| **Title/Role(s) of Responsible Persons:**Business Manager/Human Resources Director/Matthew Foley | **Expected Date of Completion:** 09/15/2023 |
| **Evidence of Completion of the Corrective Action:**This CHRI documentation for each employee will be kept on file in the school?s human resources office. |
| **Description of Internal Monitoring Procedures:**The school business manager will keep a spreadsheet roster of all current staff which includes the date of their CHRI check. |
| **CORRECTIVE ACTION PLAN APPROVAL SECTION** |
| **Criterion:**PS 11.1 Staff Policies and Procedures Manual | **Corrective Action Plan Status:** Partially Approved**Status Date:** 07/10/2023**Correction Status:** NotCorrected |
| **Basis for Decision:**The program did not indicate that a narrative would be uploaded describing the program's current Criminal History Record Information (CHRI) process that includes changes in their process to avoid missing required documentation and administrative review beyond the business manager. The program alludes to a spreadsheet roster of all current staff showing current CHRI but program did not include as evidence of CAP completion. |
| **Department Order of Corrective Action:**The program must provide a narrative to describe current Criminal History Record Information (CHRI) process with corresponding staff positions completing data collection/maintenance and administrative review long with the tracking document to show all current staff have the required CHRI in place. Note: For any staff missing CHRI at hire before this review time, the narrative should include how this will be documented in staff records since missing data cannot be recreated along with the earliest CHRI that was completed in relation to date of hire. |
| **Required Elements of Progress Report(s):**For the 09/15/2023 progress report, the program must submit 1) a narrative to describe the updated Criminal History Record Information (CHRI) process including specific changes from previous process; 2) the position title(s) of staff who will collect, update, |

**Progress Report Due Date(s):**

09/15/2023

and maintain the CHRI information in staff records; 3) the administrative position title of staff who will review the CHRI data on a program-specified cycle/timeline; 4) the tracking spreadsheet(s) that show(s) all current staff have completed CHRI as expected; and 5) current/most recent staff rosters for the Day and Summer programs.