

CHILD DEVELOPMENT SERVICES – FRANKLIN COUNTY

CORRECTIVE ACTION PLAN

DATE: 12/10/07 **Date reviewed by the state level CDS for progress:** 4/7/08

This corrective action plan was written to address areas needing improvement identified at the file site review on 09-18-07. The corrective actions are being implemented to meet OSEP requirements.

CHILD RECORD AUDIT FORM

PART B FILES			
ITEMS	CORRECTIVE ACTION	%	
INITIAL REFERRAL AND EVALUATION			
2. Prior Written Notice of initial referral.	This was area of oversight which has now been addressed with the case managers. They now use the new state forms. The site director will monitor to insure 100% compliance.	0% compliance in 9/07	Needs Corrective Action 4/08
3. Documentation of Parents provided with procedural safeguards	The case managers are already trained in the area. The site director will monitor to insure 100% compliance.	94% compliance in 9/07	Meets compliance 4/08
8. Completion of evaluations and ECT meeting held to review to determine eligibility within 60 days from the permission to complete screening and start referral to evaluation process.	The case managers are already trained in the area. The site director will monitor to insure 100% compliance.	94% compliance in 9/07	Meets compliance 4/08
CURRENT IEP			
10. Parental written notice of IEP meeting must include:	CDS-Franklin was using a form which did not meet all the DOE requirements. This site has been using the new state ECT invitation form since September 2007.	88% compliance in 9/07	Meets Compliance 4/08
For children 3-5: The regular education teacher (if the child is or may be participating in a typically developing pre-school private or public school program.	The case managers have been trained in this area. The site director will monitor to insure 100% compliance.	82% compliance in 9/07	Meets compliance 4/08

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PART B FILES			
CURRENT IEP			
ITEMS	CORRECTIVE ACTION	%	
11. IEU shall provide at least seven days prior notice of each IEP meeting.	The case managers are already trained in the area. The site director will monitor to insure 100% compliance.	87% compliance in 9/07	Meets compliance 4/08
12. For children who will be transitioning from Part B to kindergarten... the notice must include a statement of:	<i>(DOE comment: New process for the site.)</i> The case managers have been trained in the area. The site director will monitor to insure 100% compliance.	0% compliance in 9/07	Was not monitored in 4/08 – will be looked at in fall of 08 for compliance
14. A copy of the IEP minutes sent to the parent within 21 days.	The case managers are already trained in the area. The site director will monitor to insure 100% compliance.	88% compliance in 9/07	This is no longer a compliance requirement
15. A copy of the IFSP sent to the parent within 21 days.	The case managers are already trained in the area. The site director will monitor to insure 100% compliance.	84% compliance in 9/07	Needs corrective action 4/08
16. Prior written notice if IEU proposes or refuses to initiate a change in identification, evaluation, <u>educational program</u>, placement...	The case managers have been trained in the area of notification and are using the new sate forms. The site director will monitor to insure 100% compliance.	38% compliance in 9/07	Meets compliance 4/08
EVALUATIONS			
19. Input from the IEP Team to determine evaluation needs (if any) A. Prior written notice of reevaluation determination	The case managers are already trained in the area. The site director will monitor to insure 100% compliance.	94	Meets compliance 4/08
23. A. In developing or revising each child's IEP, the	<i>(DOE comment: section left blank on the IEP)</i>	41	Meets compliance

Team shall consider the strengths of the child...	The case managers are already trained in this area and using the new IEP forms. The site director will monitor to insure 100% compliance.		4/08
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PART B FILES			
INDIVIDUALIZED FAMILY SERVICE PLAN			
ITEMS	CORRECTIVE ACTION	%	
23. B. In developing each child’s IEP, the Team shall consider the concerns of parents for enhancing the education...	The case managers are trained in this area and will include these statements on the new IEP document. The site director will monitor to insure 100% compliance.	33	Meets compliance 4/08
23. D. The Team shall consider whether the child requires assistive technology devices and services	<i>(DOE comment: form issue)</i> The case managers have been trained in this area and will include these statements on the new IEP document. The site director will monitor to insure 100% compliance.	50	Meets compliance 4/08
23. G. The Team shall consider the communication needs of the child, and in the case of a child who is deaf or hard of hearing, consider the child’s language and communication needs...	The case managers have been trained in this area and will include these statements on the new IEP document. The site director will monitor to insure 100% compliance.	0	Meets compliance 4/08
24. A. In the case of a child whose behavior impedes his/her learning, or that of others, the Team shall consider strategies, including positive behavioral	<i>(DOE comment: this section was on the form but not filled out)</i> The case managers are trained in this area and will include these statements on the new IFSP	0	Meets compliance 4/08

interventions, strategies and supports to address that behavior	document. The director will monitor to insure 100% compliance in this area.		
24. B. In the case of a child whose is blind or visually impaired, the Team shall provide for instruction in Braille...unless the Team determines (Braille)... not appropriate	The case managers have been trained in this area and will include these statements on the new IEP document. The site director will monitor to insure 100% compliance.	0	Meets compliance 4/08
24. B. In the case of a child with limited English proficiency, the Team shall consider the language needs of the child as these needs relate to the child's IEP	The case managers are trained in this area and will include these statements on the new IEP document. The director will monitor to insure 100% compliance in this area.	0	Meets compliance 4/08
27. A statement of <u>how</u> the child's progress toward the annual goal will be measured	The case managers are trained in this area and will include these statements on the new IEP document. The director will monitor to insure 100% compliance in this area.	88	Meets compliance 4/08

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29. A statement of how the child's parents will be regularly informed , at least as often as parents of children without disabilities are informed, of their child's progress toward their annual goals...	The case managers are trained in this area and will include these statements on the new IEP document. The site director will monitor to insure 100% compliance.	88	Meets compliance 4/08
37. Day of initiation /duration of services (day, month,	<i>(DOE comment: IEP services were written one day longer i.e. 9/7/07-</i>	75	Meets compliance 4/08

<p>year required)</p>	<p>9/7/08 instead of 9/7/07-9/6/08)</p> <p>The case managers have been trained in this area and will include these statements on the new IEP document. The site director will monitor to insure 100% compliance.</p>		
<p>39. Supplemental aids and services, program modifications or supports for personnel that will be provided to the child- to advance appropriately toward attaining the annual goal- to be involved and progress in the c]general curriculum...and to participate in other nonacademic activities...</p>	<p>(DOE comment: not on form)</p> <p>The case managers have been trained in this area and will include these statements on the new IEP document. The site director will monitor to insure 100% compliance.</p>	<p>0</p>	<p>Meets compliance 4/08</p>
<p>41. Accommodations necessary to measure the academic achievement and functional performance of the child on the outcomes assessment</p>	<p>(DOE comment: not on form)</p> <p>The case managers have been trained in this area and will include these statements on the new IEP document. The site director will monitor to insure 100% compliance.</p>	<p>0</p>	<p>No longer applicable under Chapter 101 for children under the age of 5</p>