

ESE	Criterion	Description of Corrective Action	Internal Monitoring System	Person(s) Responsible	Expected Date of Completion	Evidence of Completion
<p>While documentation addressed the program's description and student population, observations and interviews indicated that the philosophy, objectives and goals for the program are not understood by some staff; therefore, content area instruction and the standards of the Common Core are not consistently implemented by staff. Ivy Street is beginning to accept students whose primary diagnosis is not traumatic or acquired brain injury, which ISS is not approved to serve. While some students continue to have a diagnosis are also now part of the student profile, such as autism, making it challenging for the staff to meet</p>	<p>1.2 Program Description</p>	<p>Ivy Street School updated its program description that includes its goals, objectives, and philosophy statement. The updated Program and Student Description were shared with Day staff on September 30, 2016. Staff will have an opportunity to ask questions and will sign a document indicating that they understand our program philosophy, goals, and objectives. In addition, the attached training schedule includes the dates for informing staff.</p>	<p>Agendas & Sign- In Sheets</p>	<p>Executive Director Program Director Curriculum Coordinator</p>	<p>Training on Day program by September 30 and training on Residential Program by October 30</p>	<p>1.2 Program Description for Day</p> <p>1.2 Program Description for Residential</p>
		<p>Ivy Street acknowledges that the program and student description originally provided to the ESE was not as comprehensive in defining our philosophy as well as student population we serve. For instance, Ivy Street services students with neurodevelopmental diagnosis for instance, Autism since 1997.</p>	<p>Lesson plans will be reviewed and feedback provided to teachers</p>	<p>Program Director Curriculum Coordinator</p>	<p>September 12 to purchase Planbook</p> <p>December 15th, 2016 and ongoing to review Lesson Plans</p>	<p>Agendas & Sign In Sheets</p> <p>Classroom Observations & Feedback</p> <p>Binders in place</p>
		<p>Ivy Street School currently uses the 5 District Curriculum, which is a curriculum guide designed by five Massachusetts school districts in conjunction with the Massachusetts Department of Elementary and Secondary Education as Ivy Street Core Curriculum. In order to collect evidence of student learning and to document progress toward goal achievement, teachers collect artifacts of learning. Each student has a three-ring binder that is organized according to each student's IEP goals. Artifacts are inserted in the binder that align with a specific goal.</p>	<p>Teachers will use PlanBook.com to plan lessons and align lessons to Frameworks.</p>	<p>Planbook.com</p>	<p>Teachers are provided with professional development that is aligned with the Massachusetts Common Core State Standards. Since the Department of Elementary and</p>	<p>Planbook.com</p>
		<p>Teachers are provided with professional development that is aligned with the Massachusetts Common Core State Standards. Since the Department of Elementary and</p>	<p>Teachers are provided with professional development that is aligned with the Massachusetts Common Core State Standards. Since the Department of Elementary and</p>	<p>Teachers are provided with professional development that is aligned with the Massachusetts Common Core State Standards. Since the Department of Elementary and</p>	<p>Teachers are provided with professional development that is aligned with the Massachusetts Common Core State Standards. Since the Department of Elementary and</p>	<p>Teachers are provided with professional development that is aligned with the Massachusetts Common Core State Standards. Since the Department of Elementary and</p>

the needs of the students based on the program's clinical philosophy.

Secondary Education's site visit, teachers engaged in professional development on the following days:

Date	Topic	Personnel Trained
4/15/16	Write Online	Service Providers for F4 – Teachers, Teacher Assistant, SLP, Reading Teacher,
	Smart Board & Lesson Planning aligned with Massachusetts Common Core State Standards	Teachers, Administration, and TAs
6/21/16	Read Write Integration aligned with Massachusetts Common Core State Standards	Teachers, Administration, and TAs
8/30/16	IEP Student Binder Builder	Teachers
8/31/16	Classroom Scheduling to Support IEP Needs	Teachers
4/5/2017	Apps that Support IEP Goals & Lesson Planning	Teacher and Teaching Assistants

		<table border="1"> <tr> <td></td> <td>Massachusetts Common Core State Standards</td> <td></td> </tr> <tr> <td>Ongoing</td> <td>Every employee who is new to Ivy Street School participates in 26 hours of orientation for onboarding. During this orientation, curriculum and instruction are topics that include the Massachusetts Frameworks and the Massachusetts Comprehensive Assessment System</td> <td>Every new employee</td> </tr> </table>		Massachusetts Common Core State Standards		Ongoing	Every employee who is new to Ivy Street School participates in 26 hours of orientation for onboarding. During this orientation, curriculum and instruction are topics that include the Massachusetts Frameworks and the Massachusetts Comprehensive Assessment System	Every new employee	October 1 to update staff training schedule	Executive Director Clinical Director Education Director Residential Director Transition Director	October 7, 2016 for implementation	<p>Training sign in sheets</p> <p>2016-2017 scheduled trainings</p> <p>Participant evaluation sheets upon completion</p> <p>Review of evaluation sheets at Monthly Management Meetings</p>
	Massachusetts Common Core State Standards											
Ongoing	Every employee who is new to Ivy Street School participates in 26 hours of orientation for onboarding. During this orientation, curriculum and instruction are topics that include the Massachusetts Frameworks and the Massachusetts Comprehensive Assessment System	Every new employee										
Observations and interviews indicated that	4.4	<p>The monthly staff training schedule will be revised to include training topics for staff to glean information about students' primary diagnosis, and to learn tools to meet their needs. Additionally, staff are completing participation evaluation forms to ensure feedback and to monitor the effectiveness of trainings.</p> <p>1. The program developed procedures to notify the ESE of substantial changes within its program or physical plant.</p>	1. Procedures Established	Executive Director	1.Procedures in place							

<p>Ivy Street School did not obtain prior approval as required through a Form 1 before making changes to the school building.</p>		<p>2. Ivy Street will review procedures with Management Team.</p> <p>3. If a significant change to the program or the or to the facility is planned, ISS will begin to initiate a form #1 policy upon Executive Board's confirmation of proposed change.</p>	<p>2. October 30th to review procedures with Management Team and Administrative Assistant to the Education Department</p> <p>3. Project Management meetings</p>	<p>Education Director Residential Director</p>	<p>2. October 30th, 2016 to review procedures</p> <p>3. Upon Executive Board's confirmation</p>	<p>1.Procedure Document</p> <p>2. Management Meeting Agenda</p>
<p>A review of the records indicated that not all incidents requiring the submission of a Form 2 to the Department are reported; therefore, the Department is unable to determine if appropriate procedures and notifications were made for all incidents.</p>	<p>4.5 Immediate Notification</p>	<p>1. ISS updated its immediate notification procedure for submissions of Form 2 documents for both the Day and Residential Program policies.</p> <p>2. ISS will convene an Accountability Team that will meet bi-weekly to review all incident reports to ensure proper documentation of Form 2 and submissions.</p>	<p>1.Accountability Team meeting to review Form 2 binder contents and Incident Reports</p>	<p>The Education Director Curriculum Coordinator</p>	<p>1. November 30th, 2016</p> <p>2. November 30th, 2016 for team notification of participation.</p> <p>December 1st, 2016 for first meeting</p>	<p>1.Updated Day program and residential program immediate notification policy.</p> <p>2. ISS Form 2 verification log</p>
<p>A review of documentation and interviews</p>	<p>9.1 Policies and Procedures</p>	<p>1. Ivy Street updated the <i>Policies and Procedure for Behavior Support</i> for the Day and Residential Programs to include a description</p>	<p>1.Accountability Team will meet</p>	<p>BCBA Education Director</p>	<p>1a. Updated Policy by</p>	<p>Updated 9.1 Policy Day</p>

<p>indicated that the policy and procedures specific to Behavior Support do not include all elements of this criterion. As a result, staff have not received training on the appropriate procedures to be followed.</p>	<p>for Behavior Support</p>	<p>of the procedures to be followed for implementing the behavior support reporting requirements. The policy includes a section entitled <i>Behavior Support Reporting Requirements</i> which includes a detailed step-by-step procedure for incident report writing, as well as an explanation of the program procedure for making both oral and written notification to a parent.</p> <p>2. Newly hired staff members will receive training on updated Procedures for Behavior Support for the Day and Residential Programs that includes; Behavior Management, quiet space procedures, incident reporting and behavior plans through orientation upon hire. There are currently no scheduled new hires. The Orientation dates are scheduled upon need. Please see the attached orientation schedule which must be completed by all new staff upon hire.</p> <p>3. Current staff members were trained on this policy on September 30th. Staff completed evaluation forms after training.</p>	<p>bi-weekly to review Incident Reports.</p> <p>2. Management Team determines the monthly orientation schedule on an as needed basis.</p> <p>3. Department Heads will review attendance list from training to ensure attendance from all staff.</p> <p>4. Management staff will review evaluation forms in Management Meeting on October 13th, 2016 to ensure staff comprehension of training.</p>	<p>Curriculum Coordinator Residential Director Assistant Residential Director Program Coordinator Clinical Director</p>	<p>September 26, 2016.</p> <p>1b. December 1, 2016 to begin bi-weekly meetings.</p> <p>2. To be scheduled when new staff are hired.</p> <p>3. Annual Staff meeting by September 30, 2016.</p> <p>4. October 13th to review staff evaluation forms from September 30th training on "Procedures for Behavior Support."</p>	<p>Updated 9.1 Policy Residential</p> <p>Incident Report Writing Guidelines</p> <p>Training Calendar for 2016-2017</p> <p>Sign-In Sheets from September 30th training</p>
<p>...policy and procedures specific to Student Separation Resulting from Behavior</p>	<p>9.1(a)</p>	<p>1. Ivy Street will update the <i>Quiet Time Policy</i> for both the Day and Residential Programs to reflect step by step procedures and guidelines for time in the Quiet Space. The policy will specifically address notification of principal or</p>	<p>1. In Place</p> <p>2. Weekly collaborative Walk-throughs will be completed by the Education Director</p>	<p>Education Director Curriculum Coordinator Program Coordinator</p>	<p>1. Updated Policy by September 26, 2016.</p> <p>2. December 15, 2016 to</p>	<p>Updated 9.1a Quiet Space Policy Day</p> <p>Updated 9.1a</p>

<p>Support do not include all elements of this criterion. As a result, staff have not received train on the appropriate procedures to be followed. Observations and interviews also indicated that no all forms of student separation resulting from behavior support are appropriately documented. (more)... 70 minutes without notification... student refusing</p>		<p>principal’s approval to continue a time out beyond 30 minutes and it will include EEC regulations.</p> <ol style="list-style-type: none"> 2. Quiet Space logs will be added to the residential floor and every classroom to ensure staff are documenting each time a student is present in a “Quiet Space” as well as recording the time the quiet time began and the time the quiet time ended. Additionally, information has been added to the policy to outline the appropriate documentation and necessary approval needed for the type of quiet space procedure. 3. Staff members will be provided with training specifically for these procedures upon hire through 1.5 hours of orientation with Ivy Street School’s BCBA. 4. Current staff members were trained on the additions to the policy on September 30th. 	<p>and Curriculum Coordinator to monitor fidelity of implementation.</p> <p>Accountability team will review Quiet Space Logs Bi-weekly to ensure appropriate documentation/ necessary approval was obtained.</p> <ol style="list-style-type: none"> 3. Department Heads will ensure completion of orientation for all new hires. Please see the attached orientation schedule for the required Behavior Support Training. 4. Annual staff training on updates to Quiet Time Policy scheduled for September 30th. 	<p>Residential Director Assistant Residential BCBA</p>	<p>begin weekly walk-throughs.</p> <p>December 1, 2016 for Accountability team to conduct first review of Quiet Space Logs.</p> <p>3.Orientation to be scheduled based on new hires.</p> <p>4. Annual staff meeting by September 30, 2016, annual Residential Staff Meeting by October 30, 2016.</p>	<p>Quiet Space Policy Residential</p> <p>Quiet Space Verification Log</p> <p>Orientation schedule</p> <p>Training schedule 2016-2017</p> <p>Sign-In Sheets from September 30th training</p>
---	--	--	---	--	--	--

<p>...policy and procedures specific to Physical Restraint do not include all elements of this criterion. As a result, staff have not received training on the appropriate procedures to be followed. In addition, interviews and a review of student records indicated that a prone restraint was used on a student without following the procedures and documentation of the requirements in the Physical Restrain Regulations as outlined in 603 46.01 (b)</p>	<p>9.4 Physical Restraint</p>	<p>The Accountability Team will complete a comparison between 18.05(5); 603 CMR 46.00 and Ivy Street School’s policy and procedures.</p> <p>The Team will update the policy and procedures manual to ensure alignment with the legal standard.</p> <p>Staff and parents will be provided with the updated policy and procedures; and the updates will be reflected in the new staff orientation and the CPI and restraint/ refresher course.</p> <p>Ivy Street School acknowledges that there was a prone restraint and has since updated the Physical Restraint protocols and retrained staff on those updated protocols.</p> <p>Upon hire, new staff members are required to participate in 3 hours of behavior management and 3 hours of restraint training.</p>	<ol style="list-style-type: none"> 1. Accountability Team/ Restraint Safety Committee will monitor the fidelity of implementation by reading the Incident Reports. 2. Human Rights committee will also review IRs as secondary review of implementation. 	<p>The Education Director Curriculum Coordinator Program Coordinator Residential Director Assistant Residential Director</p>	<ol style="list-style-type: none"> 1. By November 1 to complete comparison. 2. By December 30th for current staff to complete CPI Refresher course. 	<ol style="list-style-type: none"> 1. Updated policy in place 2. Letter of notification to parents 3. Training Schedule 2016-2017.
<p>Observations and interviews</p>	<p>10.1</p>	<p>The ratio at Ivy Street is 7 students:</p>	<p>Morning Coordination</p>	<p>Education Director</p>	<p>1.Morning Coordination is</p>	<p>Morning Coordination</p>

<p>indicated the approved Student: Licensed Educator ratio and the approved Student: Licensed Educator: Aide Ratio were not consistently maintained. Specifically, while the ESE Team was touring the program, a student was found alone in his bedroom playing video games with the door closed and the lights out. This was occurring during the school hours, the student was not ill but was refusing to go to school, and was not supervised by staff.</p>	<p>Staffing for Instructional Groups</p>	<p>1 Educator: 1 Teacher Assistant. Groupings do not exceed this ratio without prior approval from the Massachusetts Department of Elementary and Secondary Education.</p> <p>1 teacher assistant :1 student services are provided to students at a given time if they are determined to be at risk.</p> <p>In the case of a student refusal, Ivy Street manages according to the 9.1(a) Quiet Space Procedure for Refusal. Staff were refreshed on this procedure during the annual training on September 30th.</p>	<p>Morning Message provides daily monitoring of classroom assignments.</p> <p>All 1:1s are approved by the Executive Director</p> <p>During classroom/ school walkthroughs, ratios will be monitored.</p> <p>In Bi-weekly meetings, the Accountability Team will review Quiet Space Logs to ensure proper procedures were completed.</p>	<p>Curriculum Coordinator BCBA</p>	<p>emailed to all staff by 8:00 a.m. every day</p> <p>2.Bi-weekly walkthroughs/ Accountability Meetings to begin on December 16, 2016</p>	<p>Message Updated 10.1 Policy</p> <p>Walkthrough Data Tool documentation</p> <p>Quiet Space Log Form</p>
<p>...not all teachers are appropriately</p>	<p>11.4</p>	<p>Form 2s will be completed on all existing teachers.</p>	<p>By October 15 to apply and submit the Form 1 and then</p>	<p>Director of Education</p>	<p>By October 15 to complete all waivers.</p>	<p>Approved waivers</p>

<p>licensed or granted the appropriate waiver.</p>		<p>To ensure all unlicensed teachers have the appropriate waiver, a Form 1 will be completed and filed with the ESE during the hiring process and employment will be contingent upon securing a waiver.</p> <p>Ivy Street will apply for teacher waivers, when necessary, via the ESE’s Licensure department</p>	<p>two weeks upon hire thereafter.</p> <p>By October 1 for 2016-2017 academic year and within two weeks of conditional hire thereafter</p>	<p>Curriculum Coordinator Program Coordinator</p>		
<p>While staff are offered on average at least two hours per month and participate in annual in-service training, a review of staff records and interviews indicated that not all staff participate in training specific to medication side effects.</p>	<p>12.2</p>	<p>Ivy Street School updated the <i>In- Service Training Plan and Calendar Policy</i> for both the Residential and Day programs to outline the responsibility for ensuring attendance and training for the annual Medication Training provided by the Ivy Street School Nurse. All staff must now receive the “Medication Side effects training.”</p> <p>One administrator or designee at each training will collect the sign-in sheets.</p> <p>The Administrative Assistant will compare sign-in sheets with staff roster to identify staff absent from training. Names of missing staff people will be sent to the department director and Executive Director It will be the department director’s responsibility to ensure that the staff attend the trainings.</p> <p>The Director of nursing will provide training to staff in October and then annually thereafter.</p>	<p>Management Team Meeting to review training assessments and participation.</p>	<p>Executive Director Director Education Director Clinical Director Residential Director Personnel director</p>	<p>Beginning in September training</p> <p>Medication Side Effects Training to be</p>	<p>Training sign-in sheets</p> <p>2016-2017 Training Schedule</p>

					completed by October 30 th .	
--	--	--	--	--	--	--

Ivy Street School Action Plan – Updated 9/27/2016 3:47 p.m.