Directions for Completing the Onsite Review Corrective Action Plan

The Corrective Action Plan (CAP) must be completed and returned to the Office for Exceptional Children (OEC) within 30 school days of the date of the Onsite Review Summary Report. The steps below should be followed while working closely with the OEC review team and the State Support Team (SST) CAP consultant.

1. Upon receipt of the district's Onsite Review Summary Report, identify all the findings that are marked for inclusion in the CAP. This will be indicated specifically in the **Must be Addressed in CAP** column:

X Yes

A Corrective Action Plan is required due to meeting the 30% threshold of non-compliance.

- 2. Download the CAP PDF document from the ODE website.
- 3. To complete the CAP: open the CAP document and fill in the district name and DIRN information.
- 4. Refer to the summary report to find the systemic record review items required to be addressed in the CAP. Make note of the item number identification, for instance, CF-3, DS-2, LRE-5, etc. Using the **Section** drop down arrow on the CAP form, click on the applicable review section for the first systemic finding: School Age/Preschool, Fiscal, Gifted.
- 5. List the record review item number(s) found noncompliant that the Activity will cover (CF-1, DS-3, Fiscal Component 7, etc.).
- **6. Activity.** Describe the activity that will be completed to systemically correct the noncompliance finding(s) listed above.
- 7. Resources (required). Example:
 - SST personnel, district administrative personnel, compliance process and checklists, state approved training module on Writing Compliant IEPs, draft copies of IEPs, scheduled professional development time with applicable staff.
- 8. **Individual Responsible for Implementation**. This should be the position title(s) of the person(s) who will actually complete the activity, including the scheduling of all the dates for implementation.
- 9. **Individual Responsible for Supervision**. This should be the position title of the person who will be responsible for ensuring this activity is completed on time.
- 10. **How Activity will be Implemented (effort)**. This is a description of the components of the activity and how the district will implement it throughout the district.
- 11. **Timeline for Completion of Activity**. This should list all the dates for the components of the activity and set a projected completion date for the activity. These dates can be adjusted as needed within the one year correction period.

- 12. **Evidence of Activity Completed**. This will be a description of the documentation that will be submitted to OEC showing that the activity was completed. This must be submitted prior to OEC's verification of systemic correction which is required to be completed **within** one year from the date of the district's Summary Report.
- 13. **Evidence of Systemic Correction**. This will always be directed toward proof of 100% compliance (For example: Submission of 100% Compliant IEPs by [date]). This evidence must be verified by OEC <u>within one year</u> of the date of the district's Summary Report.
- 14. **Plan for Continued Compliance**. This is a description of how the district plans to ensure that all work under this area of non-compliance will be checked and monitored for continued compliance from this point forward.
- 15. Use the **Additional Activities** button at the bottom to open another **Activity** page for the next activity under the same section. Read carefully what is required in the **Systemic Correction** section of the finding. If the required actions state that the district *must implement new procedures or practices, or provide evidence of procedures and practices in place*, then there must be action steps that reflect these requirement, such as:

 Develop a procedure and checklist for ensuring IEPs meet the compliance guidelines prior to conducting the IEP team meeting. This checklist will be completed by [date] in order to distribute to staff at in-service
- 16. Once you have addressed all the systemic correction requirements in the **School Age/Preschool** section of the summary report, select the **Add New Section** button. Select the next section under the **Section** dropdown and use the same process to add activities to the CAP. Repeat the process for each item of
- 17. Once the CAP has addressed every systemic correction item listed in the summary report, make sure that the SST district consultant and the district superintendent are aware of and agree with all the requirements, actions, and necessary resources to complete the Corrective Action Plan within the stipulated timelines. Ensure that all personnel involved in any of the trainings or other actions will be available to complete the required steps.
- 18. Once all persons responsible have agreed, the superintendent and the SST consultant will electronically sign the signature page (See instructions on how to create an electronic signature). Use the District Name and IRN in the file title when saving the form. Email the electronically signed CAP by selecting the **Email to OEC** button at the top right side of the form.
- 19. OEC Leadership will review the CAP and if revisions are needed, the district will be notified to correct and resubmit the corrected signed CAP. Once the CAP is approved by OEC leadership, the district will be notified by email. Note: district CAP activities may begin at any time subsequent to the onsite review. It is not necessary to wait for CAP approval to begin the listed activities.

trainings.

systemic non-compliance of the report.