

**New Jersey Department of Education
Special Education Receiving School Monitoring**

Receiving School: CPC Behavioral Healthcare
(High Point Elementary and High Point Adolescent Schools)

County: Monmouth

Monitoring Dates: March 25, 30, 31, 2004

Monitoring Team: Karen Frumen, Carmen Fanucci, Elaine Lerner, Cecelia Downey,
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Background Information:

During the 2002–2003 school year, the CPC Behavioral Healthcare (High Point Elementary and High Point Adolescent Schools) conducted a self-assessment of policies, procedures, programs, services, and student outcomes. This self-assessment component of the monitoring process provided the CPC Behavioral Healthcare with an opportunity to evaluate its strengths and areas of need with regard to:

- The provision of a free, appropriate public education (FAPE) for students with disabilities in the least restrictive environment;
- The development and implementation of policies and procedures resulting in procedural compliance; and
- The organization and delivery of programs and services to meet the needs of the students with disabilities.

The self-assessment was designed to identify areas of strength, promising practices, areas that need improvement and areas that may be noncompliant with state and federal requirements. The CPC Behavioral Healthcare developed an improvement plan to address identified areas of need.

The New Jersey Department of Education (NJDOE) conducted an on-site monitoring to verify the self-assessment findings, to assess the appropriateness of the improvement plan, and to determine the progress in implementing the plan.

During the monitoring process, the monitoring team reviewed receiving school documents such as policies and procedures, student records from sending districts, lesson plans, services as indicated in IEPs, staff evaluations, student count information, master student lists, class lists, schedules of students/ teachers/related service personnel, and other relevant information. Interviews were conducted with the receiving school's special education administrators, building principals, special education teachers, parents and related service personnel.

School Strengths:

The **CPC High Point Elementary** and **CPC High Point Adolescent Schools** are commended for their Focus Groups. Each student is assigned a cross disciplinary team (teacher, speech, clinical) which formally meets and develops strategies for each student two times a year in addition to numerous informal meetings. The speech and language clinicians work with students' pragmatic, conversational/socialization skills both in groups and in classrooms. The schools also provide clinical family services during the day and in the evening.

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The **CPC High Point Elementary School** is also commended for providing enrichment classes to promote higher level of thinking skills, as well as encouraging affective behaviors necessary for these skills.

Areas Demonstrating Compliance With All Standards:

CPC High Point Elementary and Adolescent Schools

General Provisions, FAPE, Facility Requirements, Discipline, and Programs/Services were determined to be areas of compliance by the CPC High Point Elementary and Adolescent Schools during self-assessment and by the NJDOE during the on-site visit. In addition, **IEP/Annual Review** was determined to be an area of compliance by the **CPC High Point Elementary School**.

Section I: General Provisions

During self-assessment, the **CPC High Point Elementary** and **CPC High Point Adolescent Schools** accurately identified themselves compliant in the areas regarding staff development, annual reports, amendments and programs provided in nonsectarian settings.

During the self-assessment process, the **CPC High Point Elementary** and **High Point Adolescent Schools** inaccurately identified themselves as noncompliant in the area of policies and procedures. The plan, as written, exceeds regulatory compliance. During the on-site visit a review of records determined that the school appropriately implements procedures and maintains appropriate documentation for compliance in these areas.

No additional areas of need were identified during the on-site visit at **CPC High Point Elementary** and **High Point Adolescent Schools**.

CPC High Point Elementary and High Point Adolescent Schools

Section III: Staff Requirements

Summary of Findings:

During self-assessment, the **CPC High Point Elementary** and **CPC High Point Adolescent Schools** accurately identified themselves compliant in the areas regarding certified/licensed staff, private school dual employment, supervision of paraprofessionals, job descriptions of paraprofessionals maintained at county office, and having an approved professional development plan.

An area of need was identified during the on-site visit at **CPC High Point Elementary** and **CPC High Point Adolescent Schools** in the area regarding criminal history verification.

Area of Need:

Criminal History- During the on-site visit, through review of staff lists and criminal history documentation, it was determined that the school does not maintain final verification of the criminal history reviews of all staff members employed in the school.

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- **The schools will revise their improvement plans to include procedures to ensure that documentation of final approval for criminal history reviews are maintained on file. The plan must include an administrative oversight component to ensure consistent implementation of the procedures.**

CPC High Point Adolescent School

Section V: Individualized Education Plan/Annual Review

During self-assessment, the **CPC High Point Adolescent School** accurately identified themselves compliant in the areas regarding IEP meeting conducted at least annually, IEP conducted with appropriate receiving school participants, IEP conducted with students age 14 and older, as appropriate, signatures present on IEPs, current IEP prior to service delivery, communication to sending districts regarding missing IEP components, IEP accessibility to teachers and providers, informing teachers/providers of IEP responsibilities, timely implementation of IEPs, observation of proposed placement, statewide testing, implementation of IEP components, informing parents of progress toward goals and objectives.

During the self-assessment process the **CPC High Point Adolescent School** identified concerns in the areas regarding student progress toward annual goals and objectives. The school's improvement plan is sufficient to address this area of need. During the on-site visit, a review of records determined that the school has sufficiently implemented specific activities for compliance in this area.

No additional areas of need were identified during the on-site visit at the **CPC High Point Adolescent School**.

CPC High Point Elementary and CPC High Point Adolescent Schools

Section VII: Programs and Services

CPC High Point Elementary and **CPC High Point Adolescent Schools** accurately identified themselves compliant in the areas regarding class size and age range, special; class program descriptions maintained at county office, certifications for specialized populations, special classes serving students with similar educational needs, teachers trained and providing instruction in core curriculum content standards (CCCS), collaboration for home instruction, nursing services, policies and procedures relating to school functions and services and medical teams for sports exams.

During the self-assessment process, the **CPC High Point Elementary** and **CPC High Point Adolescent Schools** inaccurately identified themselves as noncompliant in the area regarding board approval of CCCS and board approval of nursing services plan. The plan, as written, exceeds regulatory compliance. During the on-site visit a review of records determined that the school appropriately implements procedures and maintains appropriate documentation for compliance in these areas.

No additional areas of need were identified during the on-site visit at **CPC High Point Elementary** and **CPC High Point Adolescent Schools**.

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Section VIII: Student Records

Summary of Findings:

During self-assessment, the **CPC High Point Elementary** and **CPC High Point Adolescent Schools** accurately identified themselves compliant in the areas regarding conformance to pupil record code, access to records limited to authorized persons, access sheets, location of other records specified in central file, daily attendance available to LEAs, written communication to LEAs regarding five days of tardiness/absences, written notice of placement to county office and maintenance of student health records.

During the self-assessment process, the CPC High Point Elementary and High Point Adolescent Schools identified concerns in the area regarding return of records upon termination. The schools' improvement plan is sufficient to address this area of need. During the on-site visit, a review of records and staff interviews has determined that the school has appropriately implemented specific activities for correction in this area.

No additional areas of need were identified during the on-site visit at **CPC High Point Elementary** and **CPC High Point Adolescent Schools**.

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Summary

On-site special education monitoring was conducted at CPC Behavioral Healthcare (CPC High Point Elementary and High Point Adolescent Schools) on March 25, 30, and 31, 2004. The purpose of the monitoring visit was to verify the CPC Behavioral Health Care's report of findings resulting from their self-assessment and to review the receiving school's improvement plan.

The receiving school is commended for the exceptionally comprehensive review conducted during the self-assessment process. As a result of that review, the receiving school identified all but one area of need and developed an improvement plan that, with some revision, will bring about systemic change. The receiving school is further commended for the many areas determined by the receiving school and verified by the Department of Education, as compliant with federal and state statutes and regulations.

CPC High Point Elementary

General Provisions, FAPE, Facility Requirements, IEP/Annual Review, Discipline, and Programs/Services were determined to be areas of compliance by the CPC High Point Elementary during self-assessment and by the NJDOE during the on-site visit.

Additional areas of compliance for the CPC High Point Elementary School include conformance to pupil record code, access to records limited to authorized persons, access sheets, location of other records is specified in central file, daily attendance to LEAs, written communication to LEAs regarding five days of tardiness/absences, written notice of placement to county office and maintenance of student health records.

CPC High Point Adolescent School

General Provisions, FAPE, Facility Requirements, Discipline, and Programs/Services were determined to be areas of compliance by the CPC High Point Adolescent School during self-assessment and by the NJDOE during the on-site visit.

Additional areas of compliance for the CPC High Point Adolescent School include IEP meetings conducted at least annually, IEP conducted with required receiving school participants, IEP conducted with students age 14 and older, as appropriate, signatures of participants present on IEPs, current IEP prior to service delivery, communication to sending district regarding missing IEP components, IEP accessibility to teachers and providers, informing teachers and providers of IEP responsibilities, timely implementation of IEPs, observation of proposed placement and statewide testing, implementation of IEP components, progress reports, conformance to pupil record code, access to records is limited to authorized persons, access sheets, location of other records is specified in central file, daily attendance to LEAs, written communication to LEAs regarding five days of tardiness/absences, written notice of placement to county office and maintenance of student health records.

CPC High Point Elementary and CPC High Point Adolescent Schools

During the self-assessment process, the CPC High Point Elementary and CPC High Point Adolescent Schools identified an area of need regarding return of pupil records.

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The on-site visit identified an additional area of need within the various standards regarding criminal history verification for both the CPC High Point Elementary and CPC High Point Adolescent Schools.

Within forty-five days of receipt of the monitoring report, the CPC High Point Elementary and CPC High Point Adolescent Schools will revise and resubmit the improvement plan to the county office of education and to the Office of Special Education Programs to address those areas that require revisions.