

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

Receiving School: Children's Specialized Hospital

County: Union

Monitoring Dates: April 19-20, 2004

Monitoring Team: Elaine Lerner, Cecelia Downey, Susan Smahl

Background Information:

During the 2002–2003 school year, the Children's Specialized Hospital conducted a self-assessment of policies, procedures, programs, services, and student outcomes. This self-assessment component of the monitoring process provided the Children's Specialized Hospital 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 Children's Specialized Hospital 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 Children's Specialized Hospital is commended for wide range of family supports which includes activities for fathers, mothers, grandparents and siblings.

The Children's Specialized Hospital is commended for the efforts made by the staff to work collaboratively in order to address individual student needs. The school staff meets regularly with the school physicians to discuss student progress and contacts parents for their participation and input at these meetings.

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The Children's Specialized Hospital also provides a program for students to interact with therapy dogs. This program addresses student therapy goals and bolsters student's self-esteem.

Areas Demonstrating Compliance With All Standards:

FAPE, Staff Requirements, Facility Requirements and Discipline were determined to be areas of compliance by the Children's Specialized Hospital during self-assessment and by the NJDOE during the on-site visit.

Section I: General Provisions

Summary of Findings:

During self-assessment, the Children's Specialized Hospital accurately identified themselves compliant in the areas regarding policies and procedures, staff development, amendments and programs provided in nonsectarian settings.

During the self-assessment process, the Children's Specialized Hospital identified concerns in the areas regarding policies and procedures related to current IEP. The school's improvement plan is sufficient to address this area of need. During the on-site visit, a review of records indicated that the school has appropriately implemented specific activities for correction in this area.

An additional area of need was identified during the on-site visit in the area regarding annual reports.

Area of Need:

Annual Reports – During the on-site visit, through a review of records maintained at the school and documentation received by the Department of Education it was determined that the school did not submit their December 1 count in a timely manner.

- **The school must revise their improvement plan to include procedures and an administrative oversight component to ensure that annual reports are submitted to the Department of Education annually in a timely manner.**

Section V: Individualized Education Plan/Annual Review

Summary of Findings:

During self-assessment, the Children's Specialized Hospital accurately identified themselves compliant in the areas regarding IEP meeting conducted at least annually, IEP conducted with required receiving school participants, signatures of participants present on IEPs, IEP accessibility to teachers and providers, informing teachers and providers of IEP responsibilities, timely implementation of IEPs, observation of proposed placement, implementation of IEP components and informing parents of progress toward goals and objectives.

During the self-assessment process, the Children's Specialized Hospital identified concerns in the areas regarding receipt of a current IEP prior to service delivery and communication to sending district regarding missing IEP components relating to

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occupational therapy (OT) and physical therapy (PT) goals and objectives and evaluations for OT and PT. The school's improvement plan is sufficient to address these areas of need. During the on-site visit, a review of records indicated that the school has sufficiently addressed this area of need.

No additional areas of need were identified during the on-site visit.

Section VII: Programs and Services

Summary of Findings:

During self-assessment, the Children's Specialized Hospital 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 in CCCSs, teachers instructing in CCCSs, collaboration for home instruction, dispensing medication, nursing services and policies and procedures relating to school functions and services.

During the self-assessment process, the Children's Specialized Hospital identified concerns in the areas regarding exceptions for class sizes and age ranges. The improvement plan was sufficient to address this area of need. During the on-site visit, a review of records indicated 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.

Section VIII: Student Records

Summary of Findings:

During self-assessment the Children's Specialized Hospital accurately identified themselves compliant in the areas regarding conformance to pupil record code, return of records upon termination, access to records is 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, and maintenance of student health records.

During the self-assessment process, the Children's Specialized Hospital identified concerns in the areas regarding written notice of placement to county office. The school's improvement plan was sufficient to address this area of need. During the on-site visit, a review of records indicated 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.

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Summary

On-site special education monitoring was conducted in the Children's Specialized Hospital on April 19-20, 2004. The purpose of the monitoring visit was to verify the Children's Specialized Hospital's report of findings resulting from their self-assessment and to review the receiving school's improvement plan.

The Children's Specialized Hospital 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.

FAPE, Staff Requirements, Facility Requirements and Discipline were determined to be areas of compliance by the Children's Specialized Hospital during self-assessment and by the NJDOE during the on-site visit

Additional areas identified as consistently compliant by the Children's Specialized Hospital during self-assessment and verified during the on-site monitoring visit included policies and procedures, staff development, amendments, programs provided in nonsectarian settings, IEP meeting conducted at least annually, IEP conducted with required receiving school participants, signatures of participants present on IEPs, IEP accessibility by teachers and providers, informing teachers and providers of IEP responsibilities, timely implementation of IEPs, observation of proposed placement, implementation of IEP components, informing parents of progress toward goals and objectives, 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 in CCCSs, teachers instructing in CCCSs, collaboration for home instruction, dispensing medication, nursing services, policies and procedures relating to school functions and services, conformance to pupil record code, return of records upon termination, access to records is 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, and maintenance of student health records.

During the self-assessment process, the Children's Specialized Hospital identified areas of need regarding policies and procedures relating to current IEPs, current IEPs, communication to sending districts regarding missing IEP components, exceptions for class size and age range, and written notice of placement to county office.

The on-site visit identified one additional area of need within the various standards regarding annual reports.

Within forty-five days of receipt of the monitoring report, the Children's Specialized Hospital will revise and resubmit the improvement plan to the county office of education and to the Office of Special Education Programs to address the area that requires revisions.