

New Jersey Department of Education Special Education Receiving School Monitoring

Receiving School: C.P.C. Center of Gloucester and Salem Counties (C.P. Center)

County: Gloucester

Monitoring Dates: November 9, 2004

Monitoring Team: Dolores Walther, Catherine Thomas, Barbara Ciancaglini

Background Information:

During the 2003– 2004 school year, the C.P.C. Center of Gloucester and Salem Counties (C.P.Center) conducted a self-assessment of policies, procedures, programs, services, and student outcomes. This self-assessment component of the monitoring process provided the C.P.Center 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 C.P.Center 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 C.P.Center is commended for their extensive community outreach efforts that offer a wide array of opportunities for students to gain functional life, work and recreational skills experiences. Community services include their monthly teen night activities organized around age-appropriate themes. These are chaperoned by volunteer C.P.Center staff. An established relationship with Washington Township High School's "Interact program" provides social activities in community settings. Parents have commented that in addition to the student benefits, these activities provide a family service as it offers secure supervision for their children.

New Jersey Department of Education Special Education Receiving School Monitoring

The C.P.Center of Gloucester and Salem Counties developed a program that employs former graduates of the center as program assistants in secondary level classes to assist students in meeting the transition goals and objectives identified in their IEPs.

Areas Demonstrating Compliance With All Standards:

General Provisions, Facility Requirements and **Student Records** were determined to be areas of compliance by the C.P.Center during self-assessment and by the NJDOE during the on-site visit.

Section II: Free, Appropriate Public Education (FAPE)

Summary of Findings:

During self-assessment, the C.P.Center accurately identified themselves compliant in the areas regarding length of school day and year, provision of physical education, services at no cost to parents, extended school year programs and services provided in accordance with IEPs, program open to observation by LEA and DOE, provision of services as per IEP and the provision of occupational therapy (OT), physical therapy (PT), speech language services as per IEP.

During the self-assessment process, the C.P.Center identified concerns in the areas regarding policies and procedures for maintenance of hearing aids. The improvement plan was sufficient to address this area of need. During the on-site visit, a review of record 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.

Section III: Staff Requirements

Summary of Findings:

During self-assessment, the C.P.Center accurately identified themselves compliant in the areas regarding appropriate supervision of physical therapy assistants (PTA), private school dual employment, supervision of paraprofessionals, job descriptions of paraprofessionals maintained at county office, criminal history verification and having an approved professional development plan.

An area of need was identified during the on-site visit in the area regarding certified/licensed staff.

Area of Need:

Certified/Licensed Staff- During the on-site visit through record reviews and interviews it was determined that some staff members hold licenses for their required discipline, however, they do not possess the required Department of Education certification. These include some related services and nursing services staff members.

- **The school must immediately ensure that related services providers submit their credentials and application for DOE certification in their respective discipline through the county office of education. Since none**

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

of the current nursing staff members are eligible for DOE certification, the school must immediately hire a school certified nurse and ensure that nursing services are provided in accordance with N.J.A.C. 6A:16. In addition, the school must revise its improvement plan to include procedures to ensure that staff members have appropriate DOE certification for the positions they hold. The plan must administrative oversight component to ensure consistent implementation of the procedures.

Section V: Individualized Education Plan/Annual Review

Summary of Findings:

During self-assessment, the C.P.Center accurately identified themselves compliant in the areas regarding IEP meeting 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, IEP accessibility to teachers and providers, informing teachers and providers of IEP responsibilities, timely implementation of IEPs, observation of proposed placement, statewide testing, implementation of IEP components and informing parents of progress toward goals and objectives.

During the self-assessment process, the C.P.Center identified concerns in the areas regarding procedures for communication to sending districts regarding missing IEP components. During the on-site visit a review of records 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.

Section VI: Discipline

Summary of Finding:

During self-assessment, the C.P.Center accurately identified themselves compliant in the areas regarding standard disciplinary procedures, procedures for time out rooms, removal of student pending mediation and due process, changes to program/placement pending mediation and due process, notification to sending districts regarding suspensions, removal of student to interim alternative educational setting and procedures for termination of student placement.

During the self-assessment process, the C.P.Center identified concerns in the areas regarding procedures required for use of restraints and aversives. The school's improvement plan addressed the need for school-wide policies for the use of restraints and aversives. However, the school's procedures were appropriate for these behavioral techniques since they are only implemented for those students whose IEPs so specify. No additional procedures are required for this activity since the school is in compliance in this area.

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

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

Section VII: Programs and Services

Summary of Findings:

During self-assessment, the C.P.Center accurately identified themselves compliant in the areas regarding class size and age range, exceptions for class size and age range, special class program descriptions maintained at county office, special classes serving students with similar educational needs, teachers trained and instructing in CCCSs, collaboration for home instruction and dispensing medication/nursing services.

During the self-assessment process, the C.P.Center identified concerns in the areas regarding policies and procedures relating to school functions and services. **The school's improvement plan is insufficient to address this area of need because it lacks activities to ensure that the policies and procedures required by N.J.A.C. 6A:16 are developed and implemented. It is recommended that the school adopt the School Health Services Guidelines and train staff on its implementation.**

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

New Jersey Department of Education Special Education Receiving School Monitoring

Summary

On-site special education monitoring was conducted in the C.P.C. Center of Gloucester and Salem Counties (C.P.Center) on November 9, 2004. The purpose of the monitoring visit was to verify the C.P.Center'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 this review the receiving school was able to identify all but one area of need and develop an improvement plan that with some revision, will be sufficient to bring about systemic change. The receiving school is further commended for the prompt implementation of corrective action to address the areas of need identified during the self-assessment process. As a result, many of those identified areas were corrected prior to the on-site visit. Additionally, the receiving school is commended for the many areas that were determined by the receiving school and verified by the Department of Education as compliant with federal and state statutes and regulations.

General Provisions, Facility Requirements and **Student Records** were determined to be areas of compliance by the C.P.Center during self-assessment and by the NJDOE during the on-site visit.

Additional areas identified as consistently compliant by the C.P.Center during self-assessment and verified during the on-site monitoring visit included length of school day and year, provision of physical education, services at no cost to parents, extended school year programs and services provided in accordance with IEPs, program open to observation by LEA and DOE, provision of services as per IEP, provision of occupational therapy (OT), physical therapy (PT), speech language services as per IEP, appropriate supervision of physical therapy assistants (PTA), private school dual employment, supervision of paraprofessionals, job descriptions of paraprofessionals maintained at county office, criminal history verification, having an approved professional development plan, IEP meeting 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, IEP accessibility to teachers and providers, informing teachers and 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, standard disciplinary procedures, procedures for time out rooms, removal of student pending mediation and due process, changes to program/placement pending mediation and due process, notification to sending districts regarding suspensions, removal of student to interim alternative educational setting, procedures for termination of student placement, class size and age range, exceptions for class size and age range, special class program descriptions maintained at county office, special classes serving students with similar educational needs, teachers trained and instructing in CCCSs, collaboration for home instruction and dispensing medication/nursing services.

During the self-assessment process, the C.P.Center identified areas of need regarding policies and procedures for maintenance of hearing aids, procedures for communication to sending districts regarding missing IEP components, procedures required for use of restraints and aversives and policies and procedures relating to school functions and services.

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

The on-site visit identified one additional area of need within the various standards regarding certified/licensed staff.

Within forty-five days of receipt of the monitoring report, the C.P.Center 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.