

# CAP Activity Page

## B-11 CAP Dec2014-SampleDistrict-22-33333

**CAP Activity Name:** Sample District B-11 CAP for FFY 2013 (Dec. 2014 Workbook)

**1. Based on your RAP team activities, what are the underlying problems that caused the noncompliance? How may district policies, procedures and practices, or the lack of supports, have contributed to these results? :**

During the 2012-13 school year, the special education department experiences a new director and school psychologist. New procedures and policies were instituted. The system that was in place was successful in that 94% of the initial referrals were completed in a timely fashion. The flaw in the system was that there was not a check and balance to the system. Only one person was tracking the necessary information which allowed one of the referrals to go beyond the timeline. A review of the entire Child Find process has begun and necessary changes are underway.

**2. What will the district do to correct the problem? Describe the CAP activity in as much detail as possible.**

The special education staff and administration have agreed to review the Child Find process. The initial review indicates the following immediate changes; a review of the child find process will be held with the administration and the staff, all requests for evaluation will be received by the Special Education Coordinator, the evaluations will be reviewed by the Coordinator and the School Psychologist, the School Psychologist will inform the evaluation team members of the due date for all reports (which will be 10 days before the due date for the IEP), the date for the initial IEP will be determined at the same time consent for the evaluation is received and the date will be 7 days before the due date, two different spread sheets to track due dates will be maintained (by the Special Education Coordinator and the School Psychologist) and reviewed weekly, and the invitations for the meetings will be issued by the School Psychologist and documented on the school calendar.

**3. Activities, dates they will occur, and name/title of person responsible: (To create additional rows, press SAVE.)**

Activities	Date/Deadline(s)	Name/Title of Person Responsible
1 Review the Child Find procedures: Who runs the meetings, who attends the meetings, review the Tier 1 and Tier 2 interventions and how they are to be documents and the developmental guidelines for the referral procedure. Meeting of a sub-committee to develop policy by Feb. 28. Development of the policy and review by the committee by March 30, review with the administration staff by April 19 and a presentation to the entire school staff by April 30.	4/30/2015	Sample, Special Education Coordinator
2 Review the referrals process with the Special Education Staff and the administration. Meetings to be held by Feb. 28.	2/28/2015	Sample, Special Education Coordinator
3 Develop of two separate data sheets to track the due dates for initial referrals. Completed by Feb. 5, persons responsible are the Special Education Coordinator and the School Psychologist.	3/1/2015	Sample, Special Education Coordinator

**4. What documentation will your local have available as evidence that your tasks and activities were completed (e.g., meeting notes, agendas, new procedures)?**

Documentation that will be available includes; agenda of the meetings and sign in sheets, copies of the handouts and PowerPoint presentations, written policy that is developed, copies of the two data spread sheets and notes from the monthly meetings.

**5. How will the local monitor data on a monthly basis to determine that the tasks and activities listed in #3 have corrected the noncompliance (e.g., monthly data pulls, monthly record reviews)?**

The data spreadsheets will be reviewed weekly by the School Psychologist and the Special Education Coordinator to be sure all the deadlines are being met. Copies of all invitations will be kept in a separate file to compare to the spread sheet data.