6 month reporting date 12/15/04
12 month reporting date _02/02/06 Received 12/5/05
closed: 12/5/05

# Northern Hills Training Center Improvement Plan/Progress Report Form

**Principle:** **3 – Appropriate Evaluation**

**Present levels:** (Statement of present levels of performance that resulted in area of non-compliance)

Northern Hills Training Center conducts yearly ICAP assessments on their supported individuals. All individual evaluations require prior notice and parent/adult supported individual consent. Prior written notice with the required content is not used by Northern Hills Training Center, parents/adult supported individuals are not notified concerning what evaluations will be done, nor is it documented that they are given the opportunity to provide input into the evaluation process.

**Desired Outcome(s):** Through systemic change, the district/agency will achieve these results for students with disabilities and their families.
The agency will provide appropriate written notice, obtain informed consent and give parents/adult supported individuals the opportunity to provide input into the evaluation process before assessments are administered to the adult student as part of an evaluation or reevaluation.

**Measurable Goal:** The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. **(Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)**
Written notice will be provided, informed consent will be obtained and parents/adult supported individuals will be given the opportunity to provide input into the evaluation process.

| **Short Term Objectives:** Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results. | **Timeline for Completion** | **Person(s) Responsible** | **6 month progress** Record date objective is met | **12 month progress** Record date objective is met |
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| 1. What will the district do to improve?<br>A revised parental consent form will be implemented which more clearly defines the areas to be assessed. Agency staff will receive training on how to complete the parental consent form, procedures for obtaining parental/adult student consent and acquisition of parental/adult student input for all evaluations.<br><br>What data will be given to OSE to verify this objective?<br>The agency will report the date the new form is fully implemented. The agency will report the training date and the number staff that participated. A copy of the revised prior notice/consent document will be submitted to SEP. | **December 15, 2004** | **Carl Edwards, NHTC case managers** | **Continue to implement and provide training MET 6/2/05** | |
| Please explain the data (6 month)<br>Carl Edwards reports: NHTC has revised our Prior Notice / Consent document and it is attached to this email. | | | | |
| Please explain the data (12 month)<br><br>**Prior Notice is being obtained for 6/6 special education students at NHTC. (12/5/2005)** | | | | |
| 2. What will the district do to improve?<br>The agency will obtain informed parental consent before conducting an evaluation.<br><br>What data will be given to OSE to verify this objective?<br>The agency will provide the number of files reviewed and the number of times parental consent was obtained before conducting an evaluation. | **Ongoing** | **Carl Edwards** | | **Met 12/5/2005** |
| Please explain the data (6 month) | | | | |

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Please explain the data (12 month)
Automatic reminders for obtaining prior notice before doing the ICAP will be implemented. (12/5/2005) **6/6 files reviewed and consent obtained prior to ICAP**

**Principle: 4 – Procedural Safeguards**

**Present levels:** (Statement of present levels of performance that resulted in area of non-compliance)

Through a review of student files and interviews with staff, the reviewer found the agency does not provide a copy of the procedural safeguards notice prior to parents/adult students when initiating evaluations and meetings.

**Desired Outcome(s):** Through systemic change, the district/agency will achieve these results for students with disabilities and their families.

Procedural safeguards will be made available to the parents of a child with a disability/adult supported individual.

**Measurable Goal:** The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. **(Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)**

Procedural safeguards will be provided to parents/adult supported individuals at the time notice is given.

| **Short Term Objectives:** Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results. | **Timeline for Completion** | **Person(s) Responsible** | **6 month progress** Record date objective is met | **12 month progress** Record date objective is met |
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| 1. What will the district do to improve?<br>The agency will provide parents with prior notice five days before the agency proposes or refuses to initiate or change the evaluation or educational placement of the child or the provision of a free appropriate public education to the child.<br><br>What data will be given to OSE to verify this objective?<br>The agency will report the total number of files reviewed and the number of times parents were provided prior notice in those files. | **On-going** | **Carl Edwards** | **Report findings at 12 month submission 6/2/05** | **Met 12/5/2005** |
| Please explain the data (6 month)<br><br>Carl Edwards reports: This Fall, probably in November, we will obtain Prior Consent prior to completion of the ICAP assessment on each student. Procedural safeguards, via. Parental Rights Notice, will be provided to parents now, and at the time Prior Notice is delivered (both for evaluation and IEP). | | | | |
| Please explain the data (12 month)<br><br>Procedural safeguard notice will be provided at the same time that prior notice is provided. (12/5/2005)<br>**6/6 files reviewed and prior notice is present** | | | | |
| 2. What will the district do to improve?<br>The agency will provide parents with a copy of procedural safeguards at the time notice is given.<br><br>What data will be given to OSE to verify this objective?<br>The agency will report the total number of files reviewed and the number of times a copy of procedural safeguards were provided to parents/adult students. | **On-going** | **Carl Edwards** | | **Met 12/5/2005** |
| Please explain the data (6 month) | | | | |
| Please explain the data (12 month)<br>**6/6 files with procedural safeguard provided** | | | | |