

CORRECTIVE ACTION PLAN

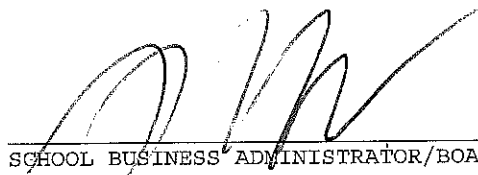
<p>1. The public school district should compare documentation of student services and refunds for unrealized services reported on the PCR, to the records of the service providers to ensure more accurate reporting to the NJDOE</p>	<p>1. The District has assigned an Out-Of-District (OOD) Child Study Team (CST) team member to do quarterly services and attendance audits for all Chapter 192/193 service providers. Together, an assigned Office Special Education (OSE) finance team member, they will validate the services, review the billing, and certify the numbers being reported to the Projection Completion Report (PCR).</p>	<p>Initiate evaluation process for data integrity.</p>	<p><i>Carolyn Granato Executive Director OSE</i></p>	<p>Immediately implemented.</p>
<p>#2 Student services should only be reported on the PCR if they are supported by attendance records demonstrating that the services were received.</p>	<p>1. They will review attendance records and cross reference those dates to services rendered dates.</p>	<p>Initiate evaluation process for data integrity.</p>	<p><i>Carolyn Granato Executive Director OSE</i></p>	<p>Immediate Implementation</p>
<p>#3 The service provider should ensure that evaluation and classification and annual review services are supported by file documentation.</p>	<p>1. The dedicated OOD team member will be responsible for making sure that the service provider's documentation is in compliance with necessary reporting guidelines and file integrity.</p> <p>2. The OOD team member and the Finance Team Member will create</p>	<p>Implementation of data validation process to provide for data integrity in adherence to the state regulated requirements</p>	<p><i>Carolyn Granato Executive Director OSE</i></p>	<p>Immediately implemented.</p>

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	a quarterly outlook report for the Executive Director of Special Education and maintain a year's end projection of the PCR data to be presented.			
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Chris Lopez
CHIEF SCHOOL ADMINISTRATOR

6/13/17
DATE


SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

6/13/17
DATE

CC: County Superintendent