



INDIANA
DEPARTMENT *of*
EDUCATION

Results Driven Accountability (RDA) Corrective Action Plan

Indicator 11: Initial Evaluations

Indiana Department of Education
Office of Special Education



Step 4 and 5: Create a Corrective Action Plan and Establish a Plan for Monitoring Progress

The purpose for completing a corrective action plan is to identify actions that the district will take to correct individual findings of noncompliance and ensure there are systems in place for ensuring future compliance. Per Indiana Department of Education guidance, the district must submit verification of correction of noncompliance and evidence of corrective action for future compliance no later than one (1) year from the date of notification of noncompliance.

Directions: Corrective action plan may be completed using the templates listed below. Please copy and paste the tables into a separate document for your submission. Insert more rows/columns as needed depending on the results of your root cause analysis and number of activities for correcting noncompliance/supporting compliance.

Corrective Action Plan - Indicator 11

School Corporation Name:

School Corporation Contact Name:

School Corporation Contact Email:

School Corporation Contact Phone:

Submission Due Date:

1. What is the area of noncompliance?
2. Describe the noncompliance:
3. List the root cause(s) the district identified as the reason(s) for noncompliance:
4. Assemble a corrective action team. Possible team members: special education director, treasurer/IDEA fiscal, curriculum director, general educator, school level administrator, special education teacher, school psychologist, data expert. List corrective action plan team members in the table below:

Team Member Name	Position/Role

Table 1. Policy, Practices, and Procedure Review Based on Root Cause Analysis

	Root cause #1:	Root cause #2:
Policies Were policies reviewed? What were the results of this review?	Compliant/noncompliant: What evidence is there to support that determination?	Compliant/noncompliant: What evidence is there to support that determination?
Practices Were practices reviewed? What were the results of this review?	Compliant/noncompliant: What evidence is there to support that determination?	Compliant/noncompliant: What evidence is there to support that determination?
Procedures Were procedures reviewed? What were the results of this review?	Compliant/noncompliant: What evidence is there to support that determination?	Compliant/noncompliant: What evidence is there to support that determination?

Table 2. Corrective Action Implementation and Monitoring Plan

Activities to correct individual cases of noncompliance and/or support future compliance	Name/title of person responsible for activity implementation	Timelines for activity completion	Materials used as evidence of activity implementation - please include these as attachments with your submission
Activity/action #1			
Activity/action #2			
Activity/action #3			

Potential Options for Corrective Action Items for Indicator 11

- Review and revise policies, practices, and/or procedures to ensure referral and parent signature dates and evaluation deadlines are tracked, and communicated to necessary team members.
- Create tracking documents for parent consent date, parental signature uploaded to IndianalEP (IIEP), staffing date, case conference date, etc.
- Develop and share an annual calendar that lists 50- and 20-day compliance dates that align with date of parent signature
 - Ensure the calendar is aligned with school breaks, holidays, etc.
- Establish protocols and timelines for pre-case conference committee (CCC) meeting deadlines (staffing with evaluation team occurs one week prior to conference date. Conference is scheduled by the teacher of record (TOR) with parents 10 days prior to the deadline, etc.)
- Establish protocols and procedures for documenting allowable exceptions to the timeframe.
- Create a multidisciplinary student referral team at each school that monitors students with open evaluations and checks-in with team members with deadline reminders
 - Potential team members: administrators, intervention specialists/instructional coaches, special education teacher, general education teacher, school psychologist, speech-language pathologist, school counselor
- Train staff on evaluation timelines and procedures
 - [Indiana Article 7](#)
 - Rule 40 - Identification and Evaluation, Child Find
- Other appropriate corrective actions that the district deems appropriate based on root cause analysis and other key factors