



INDIANA  
DEPARTMENT *of*  
EDUCATION

# Results Driven Accountability (RDA) Corrective Action Plan

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## Indicator 12: Transition from Early Childhood to School Age Programming

**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 12**

**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**

	<b>Root cause #1:</b>	<b>Root cause #2:</b>
<b>Policies</b> 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?
<b>Practices</b> 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?
<b>Procedures</b> 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**

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

## Potential Options for Corrective Action Items for Indicator 12

- Review and revise policies and procedures for managing referrals, paperwork, timelines, and communication between team members for completing individual requirements
- Establish system for communication with early intervention staff to fully inform parents of their rights and available Part B services
- Develop and implement written early childhood transition procedures that facilitate communication and timeline requirements
- Cover sheet for each file that lists steps and necessary information, including staff responsible for each component
- Develop a report template for team to add their data and summaries that everyone has access to to see when others have completed their sections
  - Sections may include dates of parental consent/evaluation due date
- Develop and maintain spreadsheet for director/assistant director/school psych for due dates for evaluations and conferences
- Establish a system to define and manage “late referrals”
- Establish a system for communication/check-ins with staff to monitor progress of evaluations and assess areas of need for support
- Develop and implement training for staff on early childhood transition procedures, including development and implementation timelines
- Other appropriate corrective actions that the district deems appropriate based on root cause analysis and other key factors