



**MID-CYCLE REVIEW REPORT**

**Riverside Community Care, Inc.**

**MCR Onsite Dates: 01/10/2023**

**Programs under review for the agency:**

**A - Riverside Life Skills School Day Program**



Jeffrey C. Riley  
Commissioner of Elementary and Secondary Education

## MID-CYCLE REVIEW REPORT

### PS Criterion #1.2 - Program & Student Descriptions, Program Capacity

**Rating:**

Implemented

**Basis for Findings:**

A review of documentation, interviews and observations indicated that the program served students consistent with characteristics included in the approved Program & Student Description regarding population of students to be served, ages of students, and educational and behavioral characteristics of students.

### PS Criterion #2.2 - Approvals, Licenses, Certificates of Inspection

**Rating:**

Implemented

**Basis for Findings:**

A review of documentation and observations indicated that there were current approvals, licenses and certificates of inspection from appropriate local authorities for all buildings used by the students.

### PS Criterion #3.1(d) - Evacuation and Emergency Procedures

**Rating:**

Implemented

**Basis for Findings:**

A review of documentation and interviews indicated that the program has developed and implemented Evacuation and Emergency Procedures that comply with 603 CMR 18.05(10).

### PS Criterion #4.5 - Immediate Notification

**Rating:**

Implemented

**Basis for Findings:**

A review of documentation and student records indicated that the policy on Immediate Notification Regarding Serious Incidents met the current requirements and included notification to appropriate parties of such incidents, as well as the person responsible for oversight. A review of student records showed that the program maintains copies of all incidents regarding students.

**PS Criterion #5.2(a) - Contracts****Rating:**

Implemented

**Basis for Findings:**

A review of student records indicated the program maintained a signed written contract for each enrolled student consistent with the requirements of 603 CMR 28.06(3)(f).

**PS Criterion #6.1 - Daily Instructional Hours/6.4 School Days Per Year****Rating:**

Implemented

**Basis for Findings:**

A review of documentation indicated that all students were scheduled to receive the required number of instructional hours per year, and that the required number of school days per year was scheduled for all students.

**PS Criterion #8.5 - Current IEP & Student Roster****Rating:**

Implemented

**Basis for Findings:**

A review of documentation and review of student records indicated that there was a current Individualized Education Program (IEP) for each enrolled Massachusetts student that had been issued by the responsible public school district and consented to by the student's parent or the student, when applicable. In student records where an IEP was found not to be current, there was documentation of the programs efforts to obtain a current IEP from the responsible school district.

**PS Criterion #9.7 - Terminations****Rating:**

Implemented

**Basis for Findings:**

A review of documentation and staff interviews indicated that the program has developed and implements a written termination policy that includes provisions related to planned and emergency termination, and that the policy is compliant with regulatory requirements.

**PS Criterion #11.3 - Educational Administrator Qualifications****Rating:**

Implemented

**Basis for Findings:**

A review of documentation indicated that the Educational Administrator possessed the required qualifications to serve in this position.

**PS Criterion #11.4 - Teachers (Special Education Teachers and General Education Teachers)**

**Rating:**

Implemented

**Basis for Findings:**

A review of documentation indicated that at the time of the Mid-cycle Review the teaching staff were appropriately licensed or had been granted an appropriate waiver for the 2022-2023 school year.

**PS Criterion #11.5 - Related Services Staff**

**Rating:**

Implemented

**Basis for Findings:**

A review of documentation indicated that at the time of the Mid-cycle Review the staff providing or supervising the provision of related services were appropriately certified, licensed or registered in their professional areas.

**PS Criterion #11.6 - Staff Roster**

**Rating:**

Implemented

**Basis for Findings:**

A review of documentation indicated that at the time of the Mid-Cycle Review, the Staff Roster contained the names, program job titles, corresponding Uniform Financial Report (UFR) title numbers and full-time equivalents (FTE) for all staff. The Staff Roster also accurately corresponded to the most recently approved DESE staffing plan.

**PS Criterion #11.10 - Supervision of Direct Care Day and Residential Staff**

**Rating:**

Implemented

**Basis for Findings:**

Review of documentation indicated the program has developed and implemented a written plan to indicate how regularly scheduled supervision of all direct care workers by someone who has supervisory and administrative responsibility within the program and how regularly scheduled conferences occurred between direct care workers and supervisor and between teachers, direct care workers and other educational personnel.

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Last Revised on: February 24, 2023 **Error! Bookmark not defined.**

Prepared by: LM