

MEMORANDUM

May 31, 2017

TO: Members of Mid-Valley Executive Advisory Board
 FROM: Carla Cumblad, Executive Director
 RE: Final Report, Illinois Youth Center Project

The following is a list of tasks that were written into the proposal for us to accomplish and the status of each. We did not accomplish all of the tasks, nor did we assign staff as we originally planned. We received funding for the first installment and did not request the final installment.

DESCRIPTION OF SUPPLIES AND SERVICES BY THE VENDOR

2.1 MILESTONES AND DELIVERABLES:

TASKS	STATUS
2.1.2 Technology Support –The Vendor will provide technical assistance for staff in the following ways:	
2.1.1. Technology Support – The Illinois Department of Juvenile Justice has selected the IEP Special education tracking and reporting (I-Star) system as its electronic IEP platform. The State of Illinois will provide the initial training for District 428 staff regarding the State SIS, FACTS, and I-Star pupil personnel data and costs sheets and submission. The Vendor will be invited to participate in the I-Star training provided by the State of Illinois at no charge.	The ISTAR IEP system was selected but was fraught with difficulties from the onset. MV staff participated in training and provided ongoing support for this system with D428 staff. Another system will be purchased next year.
2.1.2.1 Provide support to all District 428 staff at the St. Charles IYC on how to operate the districts SIS in an accurate and timely fashion;	NA. D428 elected to maintain SIS centrally and maintain the DJJ system of student data.
2.1.2.2 Provide support to all District 428 staff at the St. Charles IYC on how to report into FACTS in an accurate and timely fashion;	NA. D428 elected to maintain FACTS reporting centrally. MV staff participated in training, provided minimal start-up support to the special education director who entered the information.
2.1.2.3 Provide back-up support to all District 428 staff on how to report into I-Star pupil personnel component system in an accurate and timely fashion;	NA. D428 elected to maintain this responsibility.
2.1.2.4 Provide support to all District 428 staff at the St. Charles IYC on how to create cost sheets and submit claim information in an accurate and timely fashion; and	NA. These cost sheets are not a viable option as the students do not maintain enrollment in the program for longer than 3-4 months.
2.1.1.5 Provide secretarial support and training to assist with record-keeping systems.	NA. D428 elected to maintain their own record-keeping system, despite known issues.
2.1.3 IEP Completion – The Vendor will provide staff to support District 428 St. Charles IYC staff (teachers, principals, and other special education-related personnel) to	

complete the following tasks for special education youth located at the St. Charles IYC:	
2.1.3.1 Hire additional staff for the completion of assessments, evaluations, and provision of services on an as-needed basis;	A psychologist was hired who was available to IYC one day a week. This individual began in early April.
2.1.3.2 Conduct compliance reviews for IEPs that are currently up-to-date;	This was the primary and on-going responsibility of MV staff. There continue to be issues with student records and record-keeping.
2.1.3.3 Review lapsed IEPs and conduct annual evaluations or triennial evaluations;	Again, a primary responsibility. To date, all IEPs and evaluations are up to date. There have been ongoing issues with student records, record procedures, and record-keeping.
2.1.3.4 Review IEPs with incomplete paperwork, identify and implement next steps for completion and compliance;	See above.
2.1.3.5 Conduct initial evaluations for students identified as in need of special education services, but without existing paperwork;	See above.
2.1.3.6 Make recommendations regarding the improvement of existing procedures and assist in streamlining of current procedures and reporting systems; and	MV staff worked closely with the special education director and school principal to create and refine procedures.

2.1.3.7 Clarify roles and responsibilities of special education staff when serving in the role of case managers.	MV staff worked closely with the special education director and school principal to establish and reinforce the duties of case managers. There were significant staffing and compliance issues. These issues are ongoing.
2.1.4 Professional Development – The Vendor will provide professional develop and/or training to all District 428 staff at the St. Charles IYC, specifically teachers, principals, and other special education-related personnel, in the following areas, as they pertain to the provision of special education services:	
2.1.4.1 Provide a staff member to coordinate efforts and provide trainings;	MV staff completed necessary trainings and conducted weekly meetings/support sessions with staff.
2.1.4.2 Provide training for staff in how to create accurate IEPs (goal writing, transition plans, etc.) and how to effectively plan for IEP meetings;	See above. A great deal of time was spent creating amendments to the IEPs to adjust for the limitations of service at IYC.
2.1.4.3 Provide training around the maintenance of accurate filing and record-keeping systems;	See above, although there were systemic issues with student records and record-keeping.
2.1.4.4 Establish new staff orientation, with respect to tasks outlined in 2.1.4.2, and 2.1.4.3.	See above. Very few new staff were hired.
2.1.4.5 Provide training for in-house support personnel, (e.g. Special Education Resource Specialist) to provide on-going professional development and assure accuracy of procedures for IEP compliance, service delivery and reporting of IEPs; and	MV staff worked with the new resource specialist who will take over MV's responsibilities in the next school year.
2.1.4.6 Purchase and create training materials, printing, and binders for use at initial training as noted in 2.1.4.2 - 2.1.4.5.	NA
2.1.5 Instructional Support - The Vendor will conduct the following measures in efforts to strengthen the service delivery model at St. Charles IYC:	
2.1.5.1 Assess the current service delivery and instructional model;	Due to security concerns, the instructional models and amount of time spent in services was very minimal. The great majority of students were taught with computerized instruction, regardless of ability level. There were consistent staff and security shortages that limited instructional opportunities as well.
2.1.5.2 Create recommendations for improvement;	NA
2.1.5.3 Provide training to all District 428 staff at the St. Charles IYC for effective instructional and service delivery models;	NA
2.1.5.4 Assess service delivery and support systems and upon implementation of new service delivery, make recommendations for improvement;	NA

2.1.5.5 Conduct an inventory of instructional materials and make recommendations for purchase; and	MV staff completed a listing of appropriate, short-term intensive interventions for students. Due to the short amount of time that a student may be in the facility, only short-term interventions were considered.
2.1.5.6 Provide professional development or support regarding newly purchased instructional materials.	None of these materials were implemented due to the extreme delays in the state purchasing system.
2.2 VENDOR / STAFF SPECIFICATIONS:	
2.2.1 Technical Assistant (.5 FTE);	Hired all year.
2.2.2 Psychologist (.5 FTE);	Contract Psych started in April.
2.2.3 Social Worker (.4 FTE);	Off and on until March when she was assigned .4 to assist with IEP consistency issues that were ongoing. Since no D428 counselors hired, the MV SW could not otherwise provide technical assistance.
2.2.4 Secretary for Support (50 days of work);	NA
2.2.5 Mid-Valley Secretary (5 hours per week); and	NA
2.2.6 Vendor shall also provide services from a certified school nurse, speech and language pathologist, occupational therapist and physical therapist to the extent required to complete the Vendor responsibilities outlined in Section 2.2 above.	NA. Never a need.