



**NATIONAL CENTER FOR SPECIAL EDUCATION
ACCOUNTABILITY MONITORING**

**REVIEW CHECKLIST
CORRECTIVE ACTION PLAN (CAP) / IMPROVEMENT PLAN (IP)**

This document is designed for reviewing a CAP / IP to assure that the plan can serve its intended purpose of guiding needed systems change and fostering continuous improvement.

Program/School District: _____

Reviewed by: _____

Date _____

CORRECTIVE ACTION PLAN/IMPROVEMENT PLAN (CAP/IP)

<i>Feature of CAP/IP</i>	<i>Documented</i>	<i>Suggestion(s)</i>
CAP/IP explicitly addresses findings of noncompliance in the report		
CAP/IP (or separate agreement) explicitly addresses individual findings of noncompliance in the report		
CAP/IP addresses areas of program improvement (not specific to noncompliance) in the report		
Activities are designed to correct the cited noncompliance and contribute to Evidence of Correction		
Numbers of activities are strategically limited to promote maximal change with available resources		
Activities are planned in a logical sequence that supports ongoing change		
Plan explicitly addresses collaboration between general education and special education and describes responsibilities of each in implementing the plan		
Description of rationale (Why) links activity to expected Evidence of Correction and Improvement		
Specific persons are identified as responsible for implementation of activity		
Specific persons are identified as responsible for supervision of implementation		
Resources include fiscal resources and personnel, both internal resources and external to the system		

Documentation of Implementation is measurable		
Timelines are specific reasonable, and allow review that informs technical assistance		
Evidence of Correction and Improvement are objective and measurable		
Evidence of Correction and Improvement describe criteria for determining correction of noncompliance and/or significant program improvement		

Preparation of this tool was supported by a grant (H326Y02001) from the U.S. Department of Education, Office of Special Education and Rehabilitative Services, Office of Special Education Programs. The content does not necessarily reflect the position or opinions of the U.S. Department of Education or offices within it. National Center for Special Education Accountability Monitoring (NCSEAM), also referred to as "The National Monitoring Center," is an OSEP-funded project whose goals are to build consensus among monitoring stakeholders, develop the capacity of states and local program, and assist OSEP in enhancing accountability in special education.