

## Mount Vernon Educational Neglect Reporting Initiative

### Draft Protocol (4/3/09)

#### Core Components: Educational Neglect Reporting and Monitoring

1. Each month Data Processing will prepare a list of all students with 20+ unexcused or unexplained absences (sorted by school).
2. Pupil Services will give each school's list to the principal.
3. The principal (or their designee) will determine if there is a known extenuating explanation for the absences (such as illness with an appropriate 504 Plan in place) that eliminates reasonable cause to suspect educational neglect.
4. If no such extenuating explanation is found, the principal or his/her designee will document the educational impacts using a CPS report (Form LDSS-2221-A) and a customized Educational Neglect Supplemental Form.
5. The principal or designee will submit the report of suspected educational neglect to the State Central Registry by calling 1-800-635-1522.
6. If the State Central Registry accepts the report, the principal or designee will fax the completed Form LDSS-2221-A and the Educational Neglect Supplemental Form to:
  - Ms. Waveline Bennett-Conroy, MVCSD Pupil Services, at (914) 665-5170 **AND**
  - Mr. Anthony Christie, Westchester County Dept. of Social Services, at (914) 813-6211.
  - Original to: CPS Program Office, 10 County Center, 2<sup>nd</sup> Floor, White Plains, NY 10607.
7. If the principal does find extenuating explanations, the principal will forward the explanation in writing to Pupil Services.
8. Program Design and Development, LLC (PD&D) will compare the list of 20+ absences, list of accepted explanations, and list of cases reported to CPS in order to compile a list of cases that are still not addressed, and will then forward the list to Pupil Services.
9. Pupil Services will follow up with the principals on not-yet-addressed cases.
10. PD&D will maintain a running list of not-yet-addressed cases by school.
11. The Superintendent's office will follow up when necessary with principals who do not respond to Pupil Services' requests.

**NOTE: Nothing in this policy reduces or replaces the legal responsibility of school personnel who are mandated reporters, to report suspected child abuse or neglect, including educational neglect.**

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**Proposed Process: Quality Assurance**

12. CPS will provide a monthly count of:
  - i. local ed neglect (EN) reports accepted by NYS,
  - ii. # of EN investigations completed by CPS,
  - iii. # of EN reports found to be “indicated”,
  - iv. comparison numbers from that date on the prior year, and
  - v. the # of EN cases currently receiving voluntary services.
13. PD&D will convene monthly Truancy Reduction Strategy Group (TRSG) meetings to monitor performance and resolve problems.
14. PD&D will present monthly aggregate statistical reports (with no personally identifying info) to the TRSG including:
  - i. A Status Report showing year-to-date # of students with 20+ absences, # of CPS EN reports known to Pupil Services, # of cases still not addressed, # of EN reports known to CPS, # of cases still under CPS investigation, # of investigations completed, # and % of completed cases found to be indicated, with prior year comparisons.
  - ii. A school-level summary of the # of students with 20+ absences, the # of those students reported for EN, and the # of cases not yet addressed.

**Proposed Process: Follow-Up**

15. Every two weeks CPS will send Data Processing an updated list of names of students whose attendance is being monitored by CPS and/or Family Court.
16. Within 2-3 days Data Processing will send CPS an updated year-to-date count of unexcused or unexplained absences for each listed student.
17. CPS will use the updated lists to regularly monitor attendance and give accurate reports to Family Court when requested.

**Proposed Process: System Improvement**

18. CPS will begin to develop a process to track the major factors that contribute to chronic truancy in the cases they investigate in order to eventually begin providing monthly reports to the Mount Vernon Community That Cares (CTC) Coalition to aid program planning.
19. Mount Vernon’s CTC and Weed & Seed coalitions will work to identify community resources that can be made available to chronic truants referred by CPS.
20. CPS will refer chronic truants for priority access to the identified community-based services.
21. Mount Vernon’s CTC and Weed & Seed coalitions will work to develop new services to address the major needs identified by CPS as contributing to chronic truancy.