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# **Career and Technical Education Monitoring System**

## **Action Plan for Program Access Guidance Program Access Review**

**Division of Program Monitoring and Interventions**

## OVERVIEW

Each local education agency (LEA) must complete and submit an *Action Plan for Program Access* to address each program access indicator identified as being in noncompliance during an on-site program access review (PAR).

The LEA is required to complete and submit to the TEA an action plan that addresses each indicator not meeting the required standard of compliance as identified in the Career and Technical Education (CTE)/Program Access Review (PAR) report issued by the TEA. This action plan with written signature will become a part of the biennial report to the United States Department of Education, Office for Civil Rights.

The LEA will **submit by mail** to the address listed below a printed copy of the *Action Plan for Program Access* signed by the superintendent or other person authorized to commit the LEA to the corrective activities stated in the plan.

The LEA also is **required to submit an electronic copy** of the completed *Action Plan for Program Access* template using the Intervention Stage and Activity Manager (ISAM) application. Instructions regarding the use of ISAM can be found under the Resources section of the Program Monitoring and Interventions website at the following link: [www.tea.state.tx.us/pmi](http://www.tea.state.tx.us/pmi).

### ESC Technical Assistance

Contact your Education Service Center for technical assistance regarding the *Action Plan* development process.

### Submit a Printed and Signed Copy of the *Action Plan* to:

Division of Program Monitoring and Interventions  
Texas Education Agency  
1701 North Congress Avenue  
Austin, Texas 78701-1494

## Completing and Submitting the Action Plan for Program Access

**Step 1**                    **Download the *Action Plan for Program Access* template** from the *Intervention Stage and Activity Manager* (ISAM) application within the Texas Education Agency Secure Environment (TEASE): <https://seguin.tea.state.tx.us/apps/logon.asp>.

Additional on-site resources are available on the Program Monitoring and Interventions website at: <http://www.tea.state.tx.us/pmi> in the **CTE PAR Monitoring** link located on the left navigation bar of the website.

**Step 2**                    **Establish the Action Planning Framework**

LEA administrators and staff should review all findings/issues identified in the CTE/PAR report and determine activities for the action planning process. LEA staff should strive for a thorough understanding of the core concerns reflected in each finding/issue identified in the PAR. The LEA should reflect its determinations in the appropriate sections of the *Action Plan for Program Access* as discussed below.

**Step 3**                    **Determine Area(s) of Noncompliance to be Addressed in the *Action Plan***

Beginning with row #13, the LEA will identify each area of noncompliance to be addressed in the action plan by referencing by number and title the specific program access (PA) indicator(s) determined to be out of compliance. Each indicator identified in the CTE-PAR report must be addressed in the *Action Plan for Program Access*.

**Step 4**                    **Determine Evidence of Compliance**

The LEA should determine and state the methods and means it will use to document compliance with each indicator found to be in noncompliance. Acceptable methods of providing evidence may include: before and after photographic documentation; revised or newly created documents; evidence of publication, development or revision of documents or procedures; or other methods that provide proof that the indicator has been brought into compliance.

**Step 5**                    **Determine Corrective Activities to be Implemented**

The LEA will detail the initiatives and activities planned to correct each incidence of noncompliance. If applicable, corrective actions should be campus-specific or facility-specific. Examples of corrective activities include construction, facility remodeling, document development or revision, publication of documents, website revision or development, and/or program/system changes.

**Note:** *The LEA may not list activities that are contingent on unknown or uncertain events, such as “successfully passing a bond issue” and may not list as an activity the intention to plan for compliance; however, the LEA may list activities that will begin after a known event, such as “upon receipt of engineering plans in August,” or “upon publication in September.”*

**Step 6 Determine Resources to be Used**

The LEA should determine all resources (personnel, fiscal, and material) to be used for the implementation of each corrective activity and identify the person responsible for initiation and completion of the corrective activity.

**Step 7 Determine Timelines**

The LEA should document the anticipated or actual date of initiation of each corrective activity and the anticipated or actual date of completion of each activity.

**Note:** It is expected that all corrective activities will be completed within 90 days of submission of the *Action Plan for Program Access* template. If a period of time greater than one year is required to bring an indicator or indicators into compliance, the LEA must clearly denote that fact in the *Timelines* column of the action plan template and include a justification along with an anticipated completion date for the required activity. Any required justification should be entered in the ***Justification for Extension of Time for Completion of Corrective Activity*** section of the *Action Plan for Program Access* as described in Step 8 below.

**Step 8 Complete the *Justification for Extension of Time for Completion of Corrective Activities*, if Applicable**

**Complete this section of the template ONLY if a given corrective activity will require more than one year to complete.**

If it is necessary to complete this section, describe in narrative form the extenuating circumstances that will prevent the LEA from completing the corrective activity within one year, and provide the anticipated completion date.

**Note:** *The LEA may not base the justification of need for an extension of time upon a contingency of unknown or uncertain outcome, such as “successfully passing a bond issue,” but may base the justification on events that will begin on a known date, such as “completion of engineering plans in August.”*

**Step 9 Complete *Systemic Compliance Activities***

In narrative form, describe the manner in which the LEA will ensure continuing compliance with program access requirements (row #11).

**Step 10 Complete the *Statement of Assurance***

In the section titled *Statement of Assurance* (rows #4-#6), enter the name and title of the superintendent or other person authorized to commit the LEA to completion of all stated corrective activities, and enter the date. The authorized LEA contact must sign a printed copy of the completed template, which is to be mailed to the TEA at the address listed on page 1 of this document. The completed copy to be submitted electronically does not require a signature.

## Step 11

### Submit the *Action Plan for Program Access* Template

The *Action Plan for Program Access* template specifying corrective activities for each indicator in noncompliance is required to be submitted to the Agency within 45 calendar days of the report becoming final. The written, signed version of the CTE *Action Plan for Program Access* should be mailed to the address listed on page 1 of this document. The electronic version of the *Action Plan* should be submitted through the *Intervention Stage and Activity Manager* (ISAM) application within the Texas Education Agency Secure Environment (TEASE). The TEASE link is:

<https://seguin.tea.state.tx.us/apps/logon.asp>

Instructions regarding the use of ISAM can be found under the *How Do I...* section of the Program Monitoring and Interventions website at the following link:  
[www.tea.state.tx.us/pmi](http://www.tea.state.tx.us/pmi).

**Important Note:** *Important timelines are associated with CTE/PAR compliance activities. All timelines are based on the federal requirement that a plan for corrective actions be in effect within 90 days of the date the final Program Access report is received by the LEA from the TEA. Below is a summary of important CTE/PAR timelines. A reference to “days” for this purpose means calendar days.*

#### Important Timelines for CTE/PAR Compliance

- A. Within 20 calendar days of receipt of the *preliminary* Program Access Review (PAR) report, the LEA must return the *Receipt of Report* form, dated and electronically signed by the superintendent or designee, to the TEA.
- B. If the LEA signifies on the *Receipt of Report* form that it **accepts** the PAR report, **the status of the report is considered to be final.**
- C. If the LEA signifies on the *Receipt of Report* form that it **does not accept** the report, it must submit supporting documentation with the form. The TEA will review the documentation to determine its sufficiency and will notify the LEA of its findings **within 10 days** of the date it received the documentation.
  - If the documentation is **accepted as sufficient** (in whole or in part), the TEA will revise the PAR report and reissue it to the LEA; **the status of the report is then considered to be final.**
  - If the supporting documentation is **not accepted as sufficient**, the TEA will send a Letter of Notification to the LEA, and **the status of the PAR will be considered final.**
- D. When the status of the report becomes **final**, as determined in B or C above, **within 45 days**, the LEA must **submit the completed Action Plan for Program Access** to the TEA.
- E. The TEA will review the *Action Plan for Program Access*; **if accepted**, the LEA will be notified of its acceptance **within 45 days** of the date the *Action Plan for Program Access* was received by the TEA. If the *Action Plan for Program Access* **requires revision**, **the TEA will notify the LEA within 10 calendar days**; and the LEA will be required to produce an acceptable plan within the required 90-day time period as referenced in the **Important Note** above.