



**child
development
services**

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April 17, 2009

Debra Hannigan
State Director
Child Development Services
Cumberland Board of Directors Chairperson
Maine Department of Education
146 State House Station
Augusta, Maine 04333

Dear Ms. Hannigan:

In November of 2008, the Cumberland County Child Development Services site was visited by a Monitoring Team from the State Child Development Services Intermediate Educational Unit. The purpose of the on-site monitoring visit was to determine the site's correction of non-compliance identified in the letters of findings issued in November of 2007 and April of 2008.

During the visit, a file review was completed on both Part B files and Part C files. Files were chosen of children who have had an IFSP or IEP meeting since September of 2007 demonstrating the use of the state required special education forms. In addition, a desk audit of the site's child find data was conducted.

Section I.

File review:

During the on-site monitoring visit, 10% of the Part C and part B files were reviewed for compliance. The files were chosen based upon a random sampling provided by the system wide data base.

Enclosed you will find a Summary of the Child Record Audit form for Part C and Part B indicating areas that met compliance and areas needing corrective action.

After the file review and desk audit, the following findings of non-compliance were determined:

Part C:

- Non-compliance in the 45 day timeline required to complete evaluations and hold an IFSP meeting to determine eligibility

- The site's compliance rate was 44% in August of 2007. During the on-site visit in November of 2008, the site demonstrated an increase in compliance to 85%.
- Transition from Part C to Part B
 - Transition Conference held no later than 90 days before the child's third birthday.
 - The site was found to be at 80% compliance in this area during the file review. This is an increase from 64% found during a focused monitoring in June of 2008. The site provided a written plan and process to the monitoring team showing changes in personnel responsibilities to ensure increased compliance with this requirement.

All remaining areas monitored under Part C Child Record Audit Form met compliance.

Part B:

- Non-Compliance in meeting the 60 day timeline for determining eligibility for part B services.
 - The site's compliance rate was 60% in August of 2007. During the on-site visit in November of 2008, the site demonstrated an increase in compliance to 92%.

All remaining areas monitored under the Part B Child Record Audit Form met compliance.

Timely Services for Part C

In a review of the Cumberland County Child Development Services FFY 2006 and FFY 2007 site profiles, the following is a chart documenting the sites compliance with providing services to children in a timely manner.

Dev. Therapy / Special Instruction		Occupational Therapy		Physical Therapy		Speech Therapy		All Services	
06-07	07-08	06-07	07-08	06-07	07-08	06-07	07-08	06-07	07-08
96.2%	95.4%	94.9%	87.6%	93.7%	96.9%	92.6%	97.9%	93.9%	93.4%

According to the data in the profiles, the site has decreased compliance in providing special instruction, occupational therapy within a timely manner. The site has increased their compliance in providing physical therapy and speech therapy within a timely manner. Overall, the site's compliance rate has decreased by .5%. The site is required to bring their compliance to 100% of services provided within a timely manner to children and families receiving Part C services. A goal to address this finding of non-compliance needs to be included in the site's corrective action plan.

Natural Environment

After a review of the files, the Cumberland County Child Development site has a high level of compliance in providing Part C services within the Natural Environment. The site's performance based upon the FFY 2007 Annual Performance Report data is 97.5% as compared to the state target of 91.0%. This performance rate is an increase from FFY 2006 from 93.6%. The site should be commended for performance in this area.

During the on-site review 26 files were reviewed. 22 out of the 26 files indicated the child was receiving a service somewhere other than the natural environment which is an 85% performance rate. While the justification rationales were found to be valid, the site should establish an internal monitoring process to ensure continued performance that meets or exceeds the state target.

Section II.

General Supervision

A review was conducted by the State CDS Office to determine Cumberland County Child Development Services site's compliance with requirements determined for the Human Resources, Fiscal, and Data Management departments.

In all areas reviewed, Cumberland County Child Development Services is regarded as a high functioning site that complies with requests for Human Resource, Fiscal and Data information to the CDS State IEU in a timely manner. They were recognized as a leader amongst the 16 CDS sites in increasing their compliance and performance rates in the letter of April 2008 and they continue to strive for increased performance in all areas required by the CDS State IEU.

SECTION III.

Summary:

As determined in the November 5, 2007 letter of findings, the Cumberland County CDS site had one year to correct the findings of non-compliance for Part C and Part B. In April of 2008, the site demonstrated correction of non-compliance for 11 of the 13 findings. Based upon the monitoring of November 2008, the site remains out of compliance in the areas outlined in Section I of this letter.

In addition the site is also found to be out of compliance with the delivery of services to children within a timely manner under Part C.

The Cumberland County Child Development site has received their public profile reporting their performance in meeting compliance with federal indicators. Based upon The Cumberland County Development Services Site performance, the site may be required to complete the following to address the areas of non-compliance:

- Complete a Self-Assessment
- Require a Partial Verification Audit (on identified indicators)
- Be advised by the State CDS Office of the Available Resources and Technical Assistance
- Require a Corrective Action Plan
- Report of Promising Practices
- May require a site visit

As part of the State CDS General Supervision System (GSST), the site must comply with the requirements outlined in the GSST which can be found at http://www.maine.gov/education/speced/cds/supervision/gsst_109.ppt

Corrective Action:

- 1. The site must complete and submit the required self-assessment and corrective action plan outlined in the GSST no later than June 30, 2009 to the State CDS office.**
 - a. In addition to the requirements outlined in the Self-Assessment The Corrective Action Plan must include goals for correcting non-compliance in:**
 - i. Timelines for Initial Eligibility for Part C and Part B**
 - ii. Timely service delivery for children in Part C**
 - iii. Transition Conferences within the required timeline for children transitioning from Part C to Part B**

If you have any questions regarding this matter, please do not hesitate to contact me at 624-6660 or via email at erica.thompson@maine.gov.

Sincerely,

Erica Thompson
Distinguished Educator
Child Development Services
Monitoring and Technical Assistance

Enclosed: Child Record Audit Summary Forms Part C and Part B
2006-2007 Cumberland County Child Development Services Profile
2007-2008 Cumberland County Child Development Services Profile

Copies sent to: Susan Gendron, Commissioner
David Stockford, Policy and Team Leader
Lori Whittemore, Cumberland County CDS Site Director
Debra Hannigan, State Director Child Development Services