



**child
development
services**

State Intermediate Educational Unit-146 State House Station,
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April 17, 2009

Ed Ferreira
CDS Franklin County
Board of Directors Chairperson
MSAD #9
Special Services
11 School Lane
New Sharon, Maine 04955

Dear Mr. Ferreira:

In November of 2008, the Franklin 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:

- Documentation of attendance of members of the IFSP team on Written Notices

- Documentation of input from the IFSP team to determine evaluation needs on the Consent to Evaluate form
- 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 40% 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.

Natural Environment

After a review of the Part C files, all of the services were provided within the Natural Environment and with services being delivered under the Primary Service Provider model. The site's performance based upon the FFY 2007 Annual Performance Report data is 66.7% as compared to the state target of 91.0%. This performance rate is a decrease from FFY 2006 from 71.0%. The site is required to bring their performance up to the State Target for providing Part C services within the child's natural environment. A goal to address this finding of non-compliance needs to be included in the site's corrective action plan.

In addition, it is recommended that the site director and the Franklin County CDS Board of Directors consult with the CDS State IEU data manager to ensure the data for the site's profile is being entered correctly into the data system and representative of the placement settings for children receiving services under Part C.

Timely Services for Part C

In a review of the Franklin 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
89.6%	97.1%	97.7%	73.8%	91.0%	89.7%	60.7%	92.5%	77.3%	82.9%

According to the data in the profiles, the site has decreased compliance in providing occupational therapy and physical therapy within a timely manner. The site has increased their compliance in providing specialized instruction and speech therapy within a timely manner. Overall, the site's compliance rate has increased by 5.6%. 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.

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

Part B:

- Documentation of attendance of members of the IFSP team on Written Notices
- Documentation of input from the IFSP team to determine evaluation needs on the Consent to Evaluate form
- Use of a variety of assessment tools and strategies
 - The site must use the required state speech and language forms for eligibility for services
 - The site is not using observations during the initial eligibility process

Least Restrictive Environment

After a review of the files during the on-site visit, the site would benefit from training on the documentation of explanation of the Least Restrictive Environment. The documentation found within the files met a minimal level of compliance. The quality of the documentation needs to improve.

During the on-site review 9 files were reviewed. None of the files that were reviewed had children placed in preschool settings. All services were being provided within a clinic or office setting.

Performance Data indicates the following for this requirement:

Performance for FFY2006 APR = 31% State Target 81% State Average 74%

Performance for FFY2007 APR = 37.1% State Target 83.0% State Average 61.4%

The site must include a goal to increase preschool placements for preschool special education children in their corrective action plan.

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

Timelines for Part C and Part B Initial Eligibility

For a second year in a row, the Franklin County CDs site was found to be 100% compliant in meeting the required timelines for initial eligibility for both Part C and Part B. They should be commended for their compliance and performance in this area.

Section II.

General Supervision

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

In all areas reviewed, Franklin 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 Franklin 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 3 of the 5 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 Franklin County Child Development site has received their public profile reporting their performance in meeting compliance with federal indicators. Based upon The Franklin 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. **Timely service delivery for children in Part C**
 - ii. **Transition Conferences within the required timeline for children transitioning from Part C to Part B**
 - iii. **Part C Services within the Natural Environment**
 - iv. **Part B services within the Least Restrictive Environment**
 - v. **Use of the state required Speech and Language forms and Observations during the IEP team eligibility process.**

2. **The Franklin County CDS site Director must consult with the CDS State IEU Data Manager to ensure accurate reporting of data on settings for Part C no later than June 1, 2009.**

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

Copies sent to: Susan Gendron, Commissioner
David Stockford, Policy and Team Leader
Greg Armandi, Franklin County CDS Site Director
Debra Hannigan, State Director Child Development Services
Bruce Armstrong, CDS State IEU Data Manager