



**child
development
services**

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April 27, 2009

Ellen Whitcomb
Project PEDS Board of Directors Chairperson
Waterville Public Schools
25 Messalonskee Avenue
Waterville, Maine 04901

Dear Mrs. Whitcomb:

On November 24, 2008, the Project PEDS Child Development Services site was visited to monitor the site's progress on correcting areas of non-compliance identified in the letter of findings of March 7, 2008.

During the visit, a file review was completed on 10 Part B files and 10 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 profile data was conducted.

Section I.

Part C:

File Review

- **100% compliance in all areas of the Part C Child Record Audit Form**

In the letter of findings of March 2008, the Project PEDS site was found to have met compliance in all areas of Part C. After the file review the Project PEDS CDS site was found to have continued to meet compliance in all areas of the child record audit form. The site is commended in their leadership in meeting the requirements of the provision of services to children Birth to Three under Part C of IDEA.

Desk Audit

Natural Environment

In a desk audit of the Site's Part C profile data, the site provides services to children Birth to three in their natural environments at a rate of 98.6%. The state's target for this performance requirement is 91.0%. The site is commended for their performance in this area and is a leader in the use of the recommended Primary Service Provider Model.

Part C to Part B Transition

In a desk audit of the Site's Part C data and the results of the file review, the site continues to be in 100% compliance with the requirements of Transition from Part C to Part B. Excellent work.

Timely Services for Part C

In a desk audit of the Site's Part C data regarding the timely provision of services to children in Part C, the site is performing above the state average in all areas but does not meet the required 100% compliance rate in all areas. The site meets 100% compliance in the provision of Developmental Therapy / Special Instruction. The site's percentage of compliance is as follows:

Service Type	% Timely	State Average
Developmental Therapy / Special Instruction	100%	96.2%
Occupational Therapy	99.3%	91.4%
Physical Therapy	97.6%	96.6%
Speech Therapy	98.4%	95.8%
All Therapies	98.4%	94.5%

While the site is commended for there high compliance rate in this compliance area, a goal to reach the 100% compliance rate must be included in the site's corrective action plan.

Part C Child Find Timelines

During the file review, the site was found to be at 100% compliance in completing Part C child find requirements within the 45 day timeline. In a review of the site's profile data, the site is performing above the state average but does not meet the required 100% compliance rate.

The site's compliance rate is 98.6%. The State average is 91.1%. The site is commended for there high compliance rate in this area. The required compliance target is 100%. The site must include a goal in their corrective action plan to bring their compliance in this area to 100%.

Part B

File Review:

In the Letter of findings of March 2008, the Project Peds site had two findings of non-compliance in Part B:

- Use of the written notice of initial referral consistently
- Including a statement of how the child's parents will be regularly informed of their child's progress toward their annual goals

As a result of the file review, the site is now in 100% compliance with all areas of the Part B Child Record Audit Form.

The site demonstrated correction of the findings of non-compliance in less than one year. The files were well organized and included all required state forms and the use of an observation during initial eligibility process in all files.

Desk Audit:

Least Restrictive Environment

In a review of the site's profile data, the site is performing at a 69.8% rate in providing preschool special education services to children ages 3-5 in settings with typically developing peers. The State average is 61.4%. While the site is performing above the State average, the site does not meet the performance target of 83%. The site must include a goal within the site's corrective action plan to increase performance in this area.

Part B Child Find Timeline

During the on-site file review of Part B files, the site was found to be in 100% compliance in completing Part B child find requirements within the 45 school day timeline. In a review of the site's profile data, the site is performing above the state average but does not meet the required 100% compliance rate.

The site's compliance rate is 98.7%. The State average is 97.6%. The site is commended for their high compliance rate in this area. The required compliance target is 100%. The site must include a goal in their corrective action plan to bring their compliance in this area to 100%.

Section II.

General Supervision

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

In all areas reviewed, Project Peds 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 March 2008 letter of findings, the Project Peds CDS site had one year to correct the findings of non-compliance for Part B. Based upon the monitoring of November 2008, the site has corrected the areas of non-compliance within the required one year timeframe.

As outlined in this letter, a desk audit was completed reviewing the site's performance and compliance in several areas. As a result the following areas were found to be areas requiring corrective action and will need to be corrected within one year of the receipt of this letter.

Part C:

- Timely service provision
- Part C Child Find Timelines

Part B:

- Provision of Part B services in settings with typically developing peers
- Part B Child Find Timelines

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

- Complete a Focused Self-Assessment
- Require a Partial Verification Desk 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
- May impose conditions on use of funds

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 a focused self-assessment and corrective action plan outlined in the GSST no later than June 30, 2009 to the State CDS office.**
 - a. The site must contact Erica Thompson at the State CDS IEU within 10 days of the receipt of this letter to establish technical assistance for training on the self-assessment and the site's requirements for its' completion.**

- b. 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. Part C and Part Child Find Timelines**
 - iii. Part B services within the Least Restrictive Environment**

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

Copies sent to: Susan Gendron, Commissioner
David Stockford, Policy and Team Leader
Debra Hannigan, State Director Child Development Services
Liz Keach, Project PEDS CDS Site Director