



**child
development
services**

State Intermediate Educational Unit-146 State House Station,
Augusta, ME 04333 Telephone (207) 624-6660-Fax (207) 624-
6661-TTY-1- 888-577-6690

June 2, 2009

Faith Garrold
Waldo County Board of Directors Chairperson
PO Box 293
Searsport, ME 04576

Dear Ms. Garrold:

On May 11, 2009, the Waldo County 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 June 20, 2008.

During the visit, a file review was completed on 8 Part B files and 8 Part C files. Files were chosen of children who have had an IFSP or IEP meeting since September of 2008 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

In the Letter of findings of June 2008, the Waldo County site had 5 findings of non-compliance in Part C:

- Completion of evaluations and IFSP team meeting within 45 days from the receipt of referral.
- Written Notice of the initial referral and initial placement into Early Intervention Part C services
- Parental notice of the IFSP meeting
- Transition conference for children transitioning from Part C to Part B services must be held no later than 90 days before the child's third birthday.
- Provision of timely services for children and families under Part C

After the file review, The Waldo County CDS has corrected 2 of the 5 areas of non-compliance in Part C within one year of the letter of findings of June 2008. The site remains to be out of compliance in the following areas:

- Completion of evaluations and IFSP team meeting within 45 days from the receipt of referral.
- Transition planning and conference for children transitioning from Part C to Part B services must be held no later than 90 days before the child's third birthday.
- Timely provision of services for children in Part C

Desk Audit

Natural Environment

During the file review of eight Part C files, it was found that 50% of the files listed services provided in the natural environment. The documentation of why some services were provided in alternative settings was complete and met justification compliance.

In a desk audit of the Site's Part C profile data for the FFY 2007 APR submission, the site provides services to children birth to three in their natural environments at a rate of 96.2%. This is an increase from 88.5% in the FFY 2006 profile data. The state's target for this performance requirement is 91.0%. The site has made progress over the last year and exceeds the state's FFY 2007 target.

Part C to Part B Transition

During the file review, there were 3 applicable files reviewed to determine compliance with this area. All three of the files met 100% compliance. The transition process was well documented and met the required timelines. For further data collection and verification of compliance a focused monitoring will be conducted in June of 2009 to determine the site's compliance with transition steps, services and conference requirements.

In a desk audit of the Site's Part C FFY 2007 data, the site is in 100% compliance with the requirements of including transition steps and services in the IFSP and providing notification to the Part B agency of children potentially eligible for services. The site's compliance rate with holding a transition conference within 90 days of the child's 3rd birthday is at 75% compliance. A focused monitoring will be conducted in June of 2009 to determine the site's compliance rate. The site will need to include a goal within their corrective action plan to ensure continued compliance with steps and services and 100% compliance with transition conference requirements.

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 FFY 2007 state average in Occupational Therapy. In the remaining areas, Developmental Therapy / Special Instruction, Physical Therapy, and Speech Therapy the site is performing below the FFY 2007 State Average and does not meet the required 100% compliance rate. The site's percentage of compliance for the FFY 2007 is as follows:

Service Type	% Timely	State Average
Developmental Therapy / Special Instruction	70%	96.2%
Occupational Therapy	96.2%	91.4%
Physical Therapy	92.2%	96.6%
Speech Therapy	91.5%	95.8%
All Therapies	90.3%	94.5%

The site's percentage of compliance for the FFY 2006 was as follows:

Service Type	% Timely	State Average
Developmental Therapy / Special Instruction	98.7%	97.7%
Occupational Therapy	98.9%	96.5%
Physical Therapy	93.6%	95.6%
Speech Therapy	96.0%	93.3%
All Therapies	96.6%	95.4%

The site has decreased its compliance in the provision of timely services to children and families receiving Part C Early Intervention services in all areas. The site must include 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 75% compliance in completing Part C child find requirements within the 45 day timeline. This is a decrease in compliance from 80% documented in the letter of findings of June 2008.

A desk audit was completed through the CDS database to monitor compliance with the 45 day Part C timeline requirement. Thirteen children's files were viewed in the data base with referrals from September 2008. Eight of the 13 files met compliance. This is a 62% compliance rate.

In a review of the site's profile data, the site is performing above the FFY 2007 state average but does not meet the required 100% compliance rate.

The site's compliance rate in FFY 2006 was 96% and in FFY 2007 it is 95.4%. The FFY 2007 State average was 91.1%. 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 June 2008, the Waldo County site had 5 findings of non-compliance in Part B:

- Completion of evaluations and IEP team meeting to determine eligibility within 60 days from the receipt of consent to evaluate.

- Copy of the IEP provided to the parent within 21 days of the IEP team meeting.
- The use of a variety of assessment tools and strategies, including the use of observation and the state required speech and language forms, as part of the initial evaluation process.
- Statement of the extent, if any, to which the child will not participate with non-disabled peers
- The documentation of Extended School Year Services on the IEP services table and the need for ESY services within the child's educational record.

After the file review, The Waldo County CDS has corrected 4 of the 5 areas of non-compliance in Part B within one year of the letter of findings of June 2008. The site remains to be out of compliance in the following areas:

- Completion of evaluations and IEP team meeting to determine eligibility within 45 school days from the receipt of consent to evaluate.

ESY services documentation were not monitored at the time of the on-site monitoring. A focused monitoring will be conducted in June 2009 to monitor compliance in required documentation for ESY services.

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 90.3% rate in providing preschool special education services to children ages 3-5 in settings with typically developing peers. The FFY 2007 state average was 61.4%. The site is performing above the state average as well as the state target of 83%. The site should be commended for their 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 at 88% compliance in completing Part B child find requirements within the 45 school day timeline. This is an increase from 75% compliance indicated within the letter of findings of June 2008.

A desk audit was completed through the CDS database to monitor compliance with the 45 school day Part B timeline requirement. Thirteen children's files were viewed in the data base with referrals from September 2008. Eleven of the 13 files met compliance. This is an 85% compliance rate.

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 in FFY 2006 was 98.9% and in FFY 2007 it is 98.7%. The FFY 2007 state average was 97.6%. The site has slightly decreased compliance in this area but continues to remain above the state average. 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 Waldo County Child Development Services site's compliance with requirements determined for the Human Resources, Fiscal, and Data Management departments.

In the letter of findings of June 20, 2008, the site was found to be out of compliance with the use of the state required special education forms. The site had modified the forms to include site specific documentation requirements. During the on-site monitoring in May of 2009, the site demonstrated the removal of all modifications to the state forms.

In all areas reviewed, Waldo 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.

SECTION III.

Summary:

As determined in the June 2008 letter of findings, the Waldo County CDS site had one year to correct the findings of non-compliance for both Part C and Part B. Based upon the monitoring of February 2009, the site has corrected 2 of 5 findings of non-compliance in Part C and 4 of 5 findings of non-compliance in Part B within the required one year timeframe.

After the file review and a discussion with the Waldo County CDS site director, the on-site monitoring completed on May 9th will be considered the site's Year 2 visit. As outlined in this letter, a desk audit was completed reviewing the site's performance and compliance in several areas.

The Waldo County Child Development site has received their public profile reporting their performance in meeting compliance with federal indicators. Based upon the Waldo County 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 Waldo County CDS was required to attend the GSST training on May 11, 2009 as outlined in the April 28, 2009 letter from the State Director of Child Development Services. The information provided during the training will guide you through the process and activities that will be required by you and the site. A due date for the completion of a corrective action plan was provided during the training.**
 - 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. Part C and Part B Child Find Timelines**
 - iii. Part C to Part B Transition requirements**

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: Part C and Part B Child Record Audit Summary Forms

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