



**child  
development  
services**

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June 11, 2009

Peter Marshall  
Washington County Board of Directors Chairperson  
3 Gardner Avenue  
Machias, ME 04654

Dear Mr. Marshall:

On May 8, 2009, the Washington County Child Development Services program monitoring was conducted at the Department of Education to assess the Washington County CDS site's current status correction of non-compliance outlined in the Letter of Findings of June 27, 2008.

During the monitoring, a file review was completed on 7 Part B files and 6 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 Washington County site had 8 findings of non-compliance in Part C:

- Transition planning and a 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.
- Copy of the Child Outcome Summary form on file
- Early intervention Services provided within the child's natural environment and Justification documentation
- Documentation of strategies to achieve outcomes and how progress will be measured
- Documentation on the IFSP of the Qualified Provider
- Start and End Dates of the Early Intervention Services must not exceed one year.
- Completion of the Other services needed by the child but not entitled under part C

- Timely service delivery to children Birth -3.

After the file review, The Washington County CDS has corrected 6 of the 8 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:

- 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.
- Part C services provided within the Natural Environment

In addition to the 5 outstanding areas of non-compliance from 2008, the Year two monitoring visit identified 1 new finding of non-compliance:

- Completion of evaluations and IFSP team meeting within 45 days from the receipt of referral.

### **Desk Audit**

#### **Natural Environment**

During the file review of 6 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 but reflected the lack of available providers within the Washington County area.

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 84.4%. This is a decrease from 100% in the FFY 2006 profile data. The state's FFY 2007 target for this performance requirement was 91.0%. The site has significantly decreased its performance in this area. The site must include a goal within in corrective action plan to improve its performance to reach the state target. In addition, conditions may be placed upon the use of the site's funds if an increase in performance is not demonstrated.

#### **Part C to Part B Transition**

During the file review, there were 2 applicable files reviewed to determine compliance with this area. Both of the 2 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 3<sup>rd</sup> birthday was at 57.1% 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 all areas and met 100% compliance in all service delivery areas. The site's percentage of compliance for the FFY 2007 is as follows:

<b>Service Type</b>	<b>% Timely</b>	<b>State Average</b>
Developmental Therapy / Special Instruction	100%	96.2%
Occupational Therapy	100%	91.4%
Physical Therapy	100%	96.6%
Speech Therapy	100%	95.8%
All Therapies	100%	94.5%

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

<b>Service Type</b>	<b>% Timely</b>	<b>State Average</b>
Developmental Therapy / Special Instruction	97.1%	97.7%
Occupational Therapy	98.9%	96.5%
Physical Therapy	94.0%	95.6%
Speech Therapy	93.6%	93.3%
All Therapies	95.0%	95.4%

The site should be commended for the increase in its compliance in providing timely services to children receiving Part C services.

### **Part C Child Find Timelines**

During the file review, the site was found to be at 80% compliance in completing Part C child find requirements within the 45 day timeline. This is a decrease in compliance from 100% 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. Fifteen children's files were viewed in the data base with referrals from September 2008. 13 of the 15 files met compliance. This is an 87% 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 94% and in FFY 2007 it is 95.4%. The FFY 2007 State average was 95.6%. 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 Washington County site had 4 findings of non-compliance in Part B:

- Written Notice of the Initial Referral
- Documentation of the receipt of consent for initial evaluation and subsequent evaluations.
- Documentation of the position of the person responsible for direct and related service delivery
- Completion of Section 8 of the IEP, Supplementary Aides and services

After the file review, The Washington County CDS has corrected all 4 of the areas of non-compliance in Part B within one year of the letter of findings of June 2008. Excellent job.

The Year two monitoring visit identified 1 new finding of non-compliance:

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

The site will have one year from the date of this letter to correct this area of non-compliance.

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 FFY 2007 profile data, the site is performing at a 62.5% 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 but below the FFY 2007 target of 83%. The site will need to include a goal within its corrective action plan to improve 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 86% compliance in completing Part B child find requirements within the 45 school day timeline. This is a decrease from 100% 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. Seventeen children's files were viewed in the data base with referrals from September 2008. Fifteen of the 17 files met compliance. This is an 89% 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 98.1% and in FFY 2007 it is 99.3%. The FFY 2007 state average was 97.6%. The site has increased compliance in this area and 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 Washington County Child Development Services site's compliance with requirements determined for the Human Resources, Fiscal, and Data Management departments.

In all areas reviewed, Washington 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 Washington 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 May 2009, the site has corrected 6 of 8 findings of non-compliance in Part C and all of the 4 findings of non-compliance in Part B within the required one year timeframe. Two new areas of non-compliance were identified as findings of non-compliance as part of the monitoring completed in May 2009.

The Washington County Child Development site has received their public profile reporting their performance in meeting compliance with federal indicators. Based upon the Washington County Development Services Site FFY 2007 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](http://www.maine.gov/education/speced/cds/supervision/gsst_109.ppt)

**Corrective Action:**

- 1. The Washington 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. Part C and Part B Child Find Timelines**
    - ii. 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](mailto: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  
Gail McCarthy, Washington County CDS Site Director