



State Intermediate Educational Unit-146 State House Station,
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April 17, 2008

Debra Hannigan
State Director
Child Development Services
Penobscot Advisory Board Chairperson
Maine Department of
146 State House Station
Augusta, ME 04333

Dear Ms. Hannigan:

On April 11, 2008, I visited the Penobscot County Child Development Services site to monitor the site's progress on correcting areas of non-compliance identified in the letter of findings of September 26, 2007.

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

After the file review, the following areas of the Penobscot County CDS corrective action plan remain to be areas of needing corrective action.

- Part C and Part B timelines from referral to evaluation (please see detailed notes included in the attached corrective action plan)
- Completion of required documentation on state forms.

Evidence of the use of the new state forms has significantly increased the Penobscot County Child Development Services compliance rate. Enclosed is a detailed description of the progress in meeting compliance on the corrective action plan. Any area in need of corrective action reviewed during the most recent review, will need to be corrected as outlined in the original letter of findings and will be monitored in July.

In addition to the file and corrective action plan review, a discussion with the site director about monitoring of the site's compliance with timeliness of the provision of services occurred. The following chart outlines compliance in this area based on data submitted monthly to the Department of Education since December of 2007 until February 2008:

Specific service	Total Number of Unmet Services					
	December 2007		January 2008		February 2008	
	B-2	3-5	B-2	3-5	B-2	3-5
Occupational Therapy	0	3	0	3	0	5
Physical Therapy	0	1	0	1	0	1
Speech Language Therapy	0	5	0	5	0	3
Development Therapy	0	1	0	1	0	0
Other	0	3	0	3	0	5
TOTAL percentage of Unmet needs	0%	9%	0%	8% %	0%	7%

Congratulations on having met compliance in serving your Part C children in a timely manner and having no unmet needs for children Birth through 2 years old. In order to meet compliance in your Part B service delivery, the Penobscot County CDS must submit a corrective action plan to meet 100% compliance in the timeliness of the provision of services for children ages Birth through 5 years of age. This corrective action plan must be submitted to the CDS state office no later than May 30, 2008. The Penobscot County CDS site will have a year from this date to correct this area of non-compliance upon the submission of the corrective action plan.

Additionally, the Penobscot CDS site should submit a goal to meet 100% compliance with the Transition Planning and Transition Conference requirements under Part C regulations. The site is demonstrating a high rate of compliance in this area but was not monitored for these requirements during the May 2007 process. Therefore this area was not a finding in the original letter of findings. There is still some improvement needed in documentation and meeting the timelines required under MUSER Ch 101. The goal should reflect establishment of procedures of how to meet the requirements to ensure a smooth transition for children and families exiting Early Intervention Services and entering Special Education Preschool services. This goal must be submitted to the department no later than May 30, 2008. The Penobscot County CDS site will have a year from this date to correct this area of non-compliance upon the submission of the corrective action plan.

It was a pleasure to meet with the site director and the staff to monitor their progress in meeting the site's corrective action plan. I look forward to returning in July to monitor the remaining areas of the action plan and compliance with Maine Unified Special Education Regulations Chapter 101.

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: Updated Corrective Action Plan with progress in meeting
compliance

Copies sent to: Susan Gendron, Commissioner
David Stockford, Policy and Team Leader
Maribeth Barney, Penobscot County CDS Site Director