



**child
development
services**

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December 17, 2008

Michelle Pino
Southern Kennebec County Child Development Services
Board of Directors Chairperson
99 Western Avenue, Suite 6
Augusta, ME 04330

Dear Ms. Pino:

During the week of September 22, 2008, A CDS state team visited the Southern Kennebec County Child Development Services (SKCCDS) site to monitor the site's progress on correcting areas of non-compliance identified in the letter of findings of March 4, 2008.

During the visit, a file review was completed on both Part B files and Part C files. The team reviewed 10 files from each Part C and Part B of children in childfind since January of 2008. In addition, the site director provided the team with an internal audit of files that was completed in August of 2008. The internal audit was requested by the site director to the staff of SKCCDS to help develop site level professional development and compliance with the Corrective Action Plan of April 2008.

After the file review and review of the internal audit, the SKCCDS site has shown great improvement in the documentation and organization of necessary information throughout the Childfind process in both Part C and Part B files. They have adopted all state required forms and have adopted the state approved Part C evaluation tool for all Part C evaluations. Progress was shown by the site in providing services within the natural environment for Part C children and in the Least Restrictive Environment for children in Part B 3-5.

In addition, the site director provided information to the team indicating internal training on eligibility for both Part C and Part B. Ms. Dunn indicated she is working with the staff to address the concerns with the frequency and intensity raised in the letter of findings of March 4, 2008. The files reviewed indicated clearer documentation of the process in which the IEP / IFSP teams are determining eligibility as well as how they determined the frequency and intensity of services ordered. This is an area that will be reviewed again in the spring of 2009 during the Year 2 on-site visit.

Enclosed with this report is an updated copy of the SKCCDS Corrective Action Plan with documentation of progress towards meeting the goals outlined by the site. Any area that remains in need of corrective action will need to be corrected as outlined in the original letter of findings and will be monitored in March of 2009.

In March of 2009, a year 2 on-site visit to the Southern Kennebec County CDS site will occur to determine Compliance with the Corrective Action Plan of 2008. During this visit a file audit of Part B and Part C files will be conducted based upon a random sampling of 10% of the site's child count. In addition to the file review we will be reviewing the site's unmet needs data that is submitted to the State CDS office on a monthly basis. As a result, any findings of non-compliance will result in a 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 March 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

Copies sent to: Susan Gendron, Commissioner
David Stockford, Policy and Team Leader
Debbie Dunn, SKCCDS Site Director
Debra Hannigan, State Director Child Development Services