



**child
development
services**

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June 27, 2008

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

Dear Mr. Marshall:

First I would like to express my sincere appreciation to the site director, the staff and providers for the effort that was extended to accommodate this process. The involvement of staff in this process is beneficial to all. Please express my gratitude to all of the staff for helping with the review, taking part in the interview process and answering our paperwork questions.

As I shared with the site director and staff during the on-site training visit, this process is designed to promote continuous improvement in compliance and in service provision to children in your service area.

1. The Process:

On May 2, 2008 an on-site training occurred at the Washington County Child Development Services office in Machias, Maine. The site director and staff were trained on how to conduct the internal audit of the site's files. On June 2, 2008 program monitoring was conducted at the Department of Education to assess the Washington County CDS site's current status in meeting regulatory requirements. The site Director brought the required files requested by the Department to Augusta as well as the completed internal review data. This letter will outline the base line data gathered during this review.

The collection of base line data and information regarding the provision of special education services at the Washington County CDS site was based on the following activities:

- Review of State Entitlement plan
- Review of monthly Unmet Needs Data
- Review of parent questionnaires
- Review of:
 - 7 Part C files
 - 14 Part B files
- Review of the internal file review of
 - 4 Part C files
 - 13 Part B files

Interviews with staff, providers and the Board of Directors will be conducted in the second year of monitoring to be completed by June of 2009.

2. Review of Unmet Needs

In review of the unmet needs data reported to the Child Development Services Office at the Department of Education the following chart outlines the unmet needs of children B-5 at the Washington County CDS site from December 2007 to April 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	0	0	0	0	0
Physical Therapy	0	0	0	0	0	0
Speech Language Therapy	0	0	0	0	0	0
Development Therapy	0	0	0	0	0	0
Other	0	0	0	0	0	0
TOTAL percentage of Unmet needs	0%	0%	0%	0%	0%	0%

Specific service	Total Number of Unmet Services					
	March 2008		April 2008			
	B-2	3-5	B-2	3-5		
Occupational Therapy	0	0	0	0		
Physical Therapy	0	0	0	0		
Speech Language Therapy	0	0	0	0		
Development Therapy	0	0	0	0		
Other	0	0	0	0		
TOTAL percentage of Unmet needs	0%	0%	0%	0%		

The Washington County site is commended for their performance in timely provision of services for the children served by the site. The site should be considered a model for all CDS sites in this area due their 100% compliance rate.

3. Record Audit:

An integral part of this process involved the participation of the Washington County site staff in the auditing of children's records. Thank you for the effort and time extended to allow for this participation.

During our review, program monitoring examined the following areas of both Part C and Part B:

- Referral, screening procedures and timelines;
- Parent notices and consents;
- Procedures involving evaluations IFSP and IEP team meetings;
- Individual Family Service Plans (IFSP) and Individual Education Plans (IEP);
- Extended School Year Services
- Communication with Parents

These areas were reviewed in a comprehensive audit of the children's records.

Attached are the compiled results of the record audit. Any section receiving a "Needs Corrective Action" rate of compliance is identified as an area of concern. Identified areas of concern on the record audit are followed by comments as to why the item did not meet the regulation standard.

In reviewing 6 files by the Department (a minimum of 10% of the part C files based on child-count) and 4 files reviewed internally, the following areas in Part C did not meet compliance:

- Transition planning and a 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.
- 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

All 41 remaining areas monitored on the Child Record Audit Form for Part C Met Compliance Standards including Meeting the required timelines in completing evaluations and determining eligibility within 45 days of the receipt of referral.

In reviewing 12 files by the Department (a minimum of 10% of the part B files based on child-count) and 13 files reviewed internally the following areas in Part B did not meet compliance:

- 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

All 47 remaining areas monitored on the Child Record Audit Form for Part B Met Compliance Standards including meeting the required timelines in completing evaluations and determining eligibility within 60 days of the receipt of consent from the parent.

The Washington County Child Development Services office is commended on their performance in meeting both the Part C and Part B required timelines. In further discussions with the site Director, it was shared that she has undertaken case management responsibility in order to meet

the timelines and support her staff. Gail McCarthy should be recognized for this performance and the support she has given to her staff at the Washington County Child Development Services to bring her site into such compliance performance.

5. Corrective Action Plan Development:

In summary:

- 1.) **The Site will have one year from the date of this report to correct the findings of non-compliance found in Need of Corrective Action during the record audit which were noted in Section 4. A corrective action plan must be submitted to the Department of Education, Child Development Services Department within 45 days of the receipt of this report.**

The Department of Education conducted a survey of parents of children with disabilities within your region. The results of this survey are attached. As CDS sites continue to improve services for all children, parent input is critical. These results can serve as additional information to be used in the planning and evaluation of services and programs for children and are used during the annual State Performance Plan to the federal government.

In accordance with the Freedom of Access Act, all letters related to the Special Education Program Monitoring are public record and shall be made available to parents and other members of the public upon request.

On behalf of CDS, I would like to thank you, the site Director, the staff and all other persons that took part in this review, for the thoughtful courtesy extended to me and the flexibility and cooperation afforded me during the visit.

Sincerely,

Erica Thompson, Distinguished Educator
Child Development Services Program Monitoring and Technical Assistance

Copies sent to:

Susan A Gendron, Commissioner
David Noble Stockford, Policy and Team Leader
Gail McCarthy, Washington County Child Development Services Director
Debra Hannigan, State Director Child Development Services

Enclosures:

Part C Child Record Audit Form Summary
Part B Child Record Audit Form Summary
CDS Washington County Part Survey Results