



**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

December 18, 2008

Brenda Gagnon
York County Child Development Services
Board of Directors Chairperson
DHHS
161 Marginal Way
Portland, ME 04101

Dear Ms. Gagnon:

On September 19, 2008, I visited the York County Child Development Services site as a follow up to the monitoring that took place in the fall of 2008 and the letter of findings of December 4, 2007. This visit's purpose was to monitor the site's progress on correcting areas of non-compliance identified in the letter of findings of December 4, 2007.

During the visit, a file review was completed on both Part B files and 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 York County CDS corrective action plan remain to be areas of non-compliance:

Part C:

- C #6 Non-compliance in the receipt of consent for initial evaluation
 - The site is 100% compliance in the use of the required state form however the forms were not dated and filled out completely
- C #8 Non-compliance in the 45 day timeline required to complete evaluations and hold an IFSP meeting to determine eligibility
 - Although all of the files reviewed during this visit met the timeline requirements, the size of the sample of files was too small to determine if the site is at 100% compliance in this area. A complete audit of data and files will be conducted in January of 2009 to confirm compliance with this indicator. The site should be commended in their increased compliance in this area.
- C #12 Transition from C to Part B
 - This area will be reviewed at the year two visit in January 2009.

Part B:

- B #7 Appropriate referrals for evaluations not completely documented

- B #8 Non-Compliance in meeting the 60 day timeline for determining eligibility for part B services
- B #14 Lack of Documentation in files that the IEP was sent to the parent within 21 days of the meeting
 - The site has improved compliance in this area and is now at 90% compliance.

All other areas of the corrective action plan submitted to the CDS state office can be considered closed and now in compliance. Evidence of the use of the new state forms has significantly increased the York County Child Development Services compliance rate. The site staff has greatly improved the quality of their documentation within the files as well as the organization of the files. 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 January of 2009.

As determined in the December 4, 2007 letter of findings, the York County CDS site had one year to correct the findings of non-compliance. In January of 2009, the year two on-site visit to the York County CDS site will occur to determine compliance with the Corrective Action Plan of 2007. 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 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 January 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
Sue Motta, York County CDS Site Director
Debra Hannigan, State Director Child Development Services