

Programs and Responsibilities Overview FY2009



Children's Programs

Part C - Birth to age 3 Individual Family Service Plan (IFSP)

- >Natural Environment
- >Early Intervention Services
- >Local Service Access
- >Active Parent Involvement

Part B – 3 through 5 Individual Education Program (IEP)

- >Least Restrictive Environment
- >Special Education and Related Services (FAPE)
- >Local Service Access
- >Active Parent Involvement

CDS Regional Level (Local IEUs/Sites)

Voluntary Boards

Administration

- Boards
- Site Directors
- Operations Managers
- Management and oversight of local operations
- Employees / Providers
- Verify based on data services provided
- Hire, Fire and Supervise Employed Staff / Providers
- Develop Customized Data Reports
- Develop annual entitlement plan and site budget
- Determine staff to take part in professional development and training options.
- Ensure that the local data system is linked to the central fiscal system.

Case Management

- Service Coordinators
- Case Managers
- Screening / Assessment / Evaluations
- Caseload Management
- Childfind
- Childcount
- Enter local data for children
- Ensure that complete and accurate data is available

Direct Instruction

- Special education and related services
- Early intervention services
- Special education in the Least Restrictive Environment
- Special Instruction (IFSP) (LRE)
- Specially Designed Instruction (IEP)

△ represents 100

Regional Site Employees - 400



Contracted Providers - 600



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**State Level
Advisory Board
(Birth – 5)**

CDS State Level (State IEU)

<p><u>Policy</u></p> <ul style="list-style-type: none"> - Develop / Adopt Rules - Refine program accountability standards - Provide template for annual entitlement plan - Approve local entitlement plans - Monitor / Technical Assistance - Approve corrective action plans - Coordinate State Level Advisory Committee - Assume temporary responsibility for operations at a regional site that fails to meet compliance requirements. 	<p><u>Human Resources</u></p> <ul style="list-style-type: none"> - Refine standard policies and procedures for statewide human resource system. <ul style="list-style-type: none"> * Salary Ranges * Job Descriptions * Benefits Package * Personnel Classifications - Perform human resource functions - Employ state level personnel - Bargaining 	<p><u>Fiscal</u></p> <ul style="list-style-type: none"> - Maintain fiscal administration with internal controls - Provide and disseminate standard statewide template for site contracts - Approve Budgets - Ensure fiscal compliance through fiscal audits - Monitor to ensure program compliance at regional sites - Perform payroll, accounts payable and accounts receivable functions 	<p><u>Data</u></p> <ul style="list-style-type: none"> - Maintain and refine a central data management system - provide standard statewide interfaces for data entry and reports - Verify that site data is valid and reliable. - Oversee the centralized data / fiscal system. <p>*State Level Advisory Board advises on the provisions of this section.</p>
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