



Administrative Letter Number 21

DATE: September 14, 2009
TO: Regional CDS Board Chairs, Regional CDS Site Directors, Providers
FROM: David Noble Stockford, Policy Leader and Policy Director
Debra Hannigan, CDS State Director
RE: **Amendment to Administrative Letter #20 Part C and Part B Timeline Compliance Activities, regarding September 1, 2009 due date**
Note: change highlighted on page 3.

In response, to Informational Letter Number 113- Emergency Amendments to Maine Unified Special Education Regulation Birth to Age Twenty, Child Development Services has developed a procedure to ensure compliance is met on Indicators C7 (Timeliness of IFSP. % of eligible infants/ toddlers w/ IFSPs within 45 day Part C timeline) and B11 (Child Find. % of children determined eligible within 60 days). The Office of Special Education Programs (OSEP) requires that all programs are 100% compliant in the area of timelines.

Information relevant to this administrative letter was discussed at June State Level Advisory Board Meeting and was a presentation topic at the MADSEC Summer Institute held on June 22 and 23, 2009. Additionally, the topic of this letter was discussed with the Maine Association of Community Service Providers (MACSP) liaison group to CDS.

Part C Timeline Compliance Activities to be followed-

Tracking and Documentation:

- CDS sites are responsible for tracking the child find process from referral to eligibility including the tracking of evaluations in accordance with the Maine State Special Education Regulation (MUSER).
- The CDS State IEU will create a tracking document to be used by all CDS sites (**attached**).
- The CDS sites will:
 - Document initial referral date into the data base within 24 business hours of receipt
 - Document date of initial contact with the parent and date of scheduled developmental evaluation and initial eligibility IFSP meeting.
 - Document the date of the Initial IFSP meeting:
 - IFSP meeting date must be entered into CASE-E upon scheduling and documented on the tracking form.
 - Date evaluation is due to the site (15 days before the meeting date) must be entered into the data system and on the tracking form.
 - Ensure consistent use of CASE-E tab "compliance date".

- Document weekly timeline compliance reports.

All documentation will be up to date and available at all times.

Part B Timeline Compliance Activities to be followed-

Tracking and Documentation:

- CDS sites are responsible for tracking the child find process from referral to eligibility including the tracking of evaluations in accordance with the Maine State Special Education Regulation (MUSER).
- The CDS State IEU will create a tracking document to be used by all CDS sites (**attached**).
- The CDS sites will:
 - Document receipt of consent to evaluate into the data base within 24 business hours of receipt
 - Contact the parent within 3 calendar days of the receipt of consent to schedule the eligibility IEP team meeting to meet the 60 calendar day timeline.
 - IEP meeting date must be entered into CASE-E upon scheduling and documented on the tracking form.
 - Date evaluation is due to the site (15 days before the meeting date), must be entered into the data system and on the tracking form.
 - Ensure consistent use of CASE-E tab “receipt of consent to evaluate”.
 - Document weekly timeline compliance reports.
- The document will be up to date and available at all times.

CDS State IEU Imposed Conditions on Site Funds and Personnel (Part C and Part B)-

- Sites may be required to adjust their expenditures within their annual allotment to support these changes.
- Sites may need to pool resources to accomplish this documentation
- Sites may be required to provide documentation of their study regarding the available personnel to get evaluations done in a timely manner.
- Sites are required to pursue services from additional professionals, including employed or contracted School Psychological Service Providers (093) and Educational Consultants (079), if appropriate.
- All evaluation reports need to be received from employed and/or contracted providers 15 days before a scheduled meeting. (**Referrals for said evaluation must be made to the provider no later than 3 days after determination of evaluation needed.**) The 15 days will allow sites to review evaluations to assure compliance with MUSER (Section V) and to include them as an attachment with the written notice of the meeting at which the evaluation will be discussed. This will assure 100% compliance with MUSER (Section V.4.G and Section VI.1.A) that parents receive evaluations within 3 days.
 - Any evaluations not received by that date will not be payable to a contracted provider by CDS (unless there are documented and communicated extenuating/extraordinary circumstances).
 - For employed providers, it would be noted as a deficiency on their evaluations (unless there are documented and communicated extenuating/extraordinary circumstances).

Technical Assistance (Part C and Part B)-

- Mandatory attendance at MADSEC Fall 2009 Conference by one representative from each site at the evaluation workshop.
- Sites must keep a professional development log of all technical assistance and resources that have been accessed by the site to address this area. The log must be available for review at any time.

Child Development Services Regional Site must begin using the tracking form August 17, 2009.

Providers performing evaluations will be held to the requirements beginning **October 19, 2009**.

If you have any questions please contact Debra Hannigan at Debra.Hannigan@maine.gov and/or Janna Gregory at Janna.Gregory@maine.gov.

Information Letter Number 113

(http://www.maine.gov/tools/whatsnew/index.php?topic=edu_letters&id=75311&v=article)

Timeline Monitoring Tracking Form

http://www.maine.gov/education/speced/cds/adminltrs/other/time_line_monitoring_00.xls