



State Intermediate Educational Unit
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CDS Administrative Letter Number #11

DATE: July 31, 2008

TO: CDS Regional Board Chairs, CDS Site Directors, CDS State Level Advisory Board

FROM: David Noble Stockford, Policy Director and Team Leader
Debra Hannigan, CDS State Director

RE: Make up Sessions

CDS Regional sites and the CDS State IEU receive many queries about make up sessions and whether sessions missed earlier in the year can be made up during the summer or other times during the year.

The services on a child's plan are designed at a certain frequency (times per week) and intensity (length of sessions) and duration to enable the child to make progress toward goals. The hoped-for progress is predicated on the rate of therapy being delivered over a period of time. It is not predicated on the precise volume of therapy represented by multiplying frequency times intensity times the number of weeks.

When implementing service plans, we presume that over the course of time some therapy sessions will be missed - because of illness, vacations, holidays, and other normal occurrences for both the child and the therapist (or program). The fact that sessions are missed is not an entitlement to have those sessions re-scheduled at a later date.

However, if a missed session can be re-scheduled and conducted within a week of the missed session in situations where frequency and intensity is listed weekly (ex. 2x per week), or in a month of the missed session in situations where frequency and intensity is listed monthly (ex. 2x per month), CDS will honor the invoice for that session if what was done has been appropriately documented and highlighted on the invoice.

Whether because of missed sessions or a delayed start, or for any other reason, if a child is not making expected progress toward annual goals, the IFSP or IEP team should meet and make necessary adjustments to the service plan to enable the child to make expected progress.

For further information, please contact Debra Hannigan, State Director, Child Development Services, at 207/624-6660, or email her at debra.hannigan@maine.gov