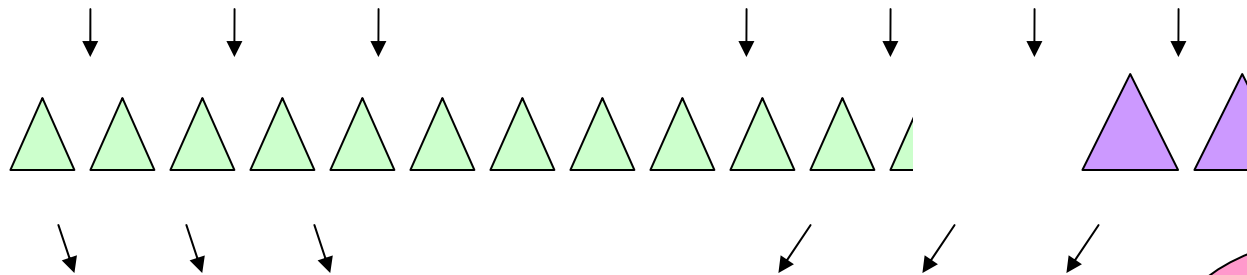
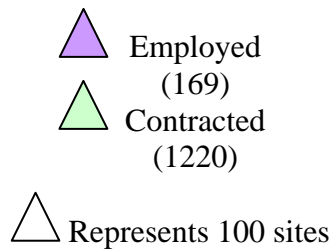
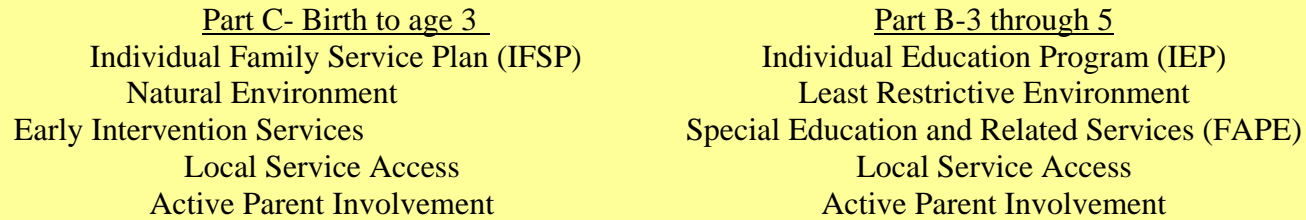


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I. Children and Families



16 Voluntary Boards

II. Local Sites (16)

Administration

- Site Directors
- Management and oversight of local operations
 - Employees / Providers
 - Verify based on data services provided
- Hire, fire, and supervise locally employed staff/providers
 - Develop customized data reports for local use
 - Develop annual entitlement plan and site budget
- Determine staff to take part in professional development and training options
- **Establish standard policies and procedures for local human resource system**
 - * Salary ranges
 - * Job descriptions
 - * Benefits package
 - * Personnel classifications
- Perform human resource functions
- Establish local fiscal administration system with internal controls
- Provide and disseminate standard local template for local site contracts
 - Approve local budgets
 - Ensure local fiscal compliance through fiscal audits
- Perform local payroll, accounts payable and receivable functions

Case Management

Service coordinators

Case Managers

Screening / Assessment / Evaluations

Caseload Management

Childfind

Childcount

Data Entry

Implement a local data management system based on Childfind

Enter local data for children

Provide local interfaces for data entry to state child link

Ensure that complete and accurate data is available to the State IEU

Ensure that the **local** data system is linked to the central fiscal system

Direct Services

Special Instruction and related service provision

Early Intervention Services Provision

Provision of Services on IFSP/IEP



III. CDS State IEU

Ensure coordinated service delivery in each region of the state

Develop / Adopt rules for statewide system

Refine program accountability standards

Provide template for annual entitlement plan

Approve local entitlement plans

Monitor / Technical Assistance

Approve / Monitor corrective action plans

Design and implement professional development and training

Assume temporary responsibility for operations at a regional site that fails to meet compliance requirements



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**IV. Team Leader, Policy Director
Special Services, MDOE**



Commissioner of the Department of
Education

Maine Advisory Counsel for the
Education of Children with
Disabilities

MACECD
Birth - 20