

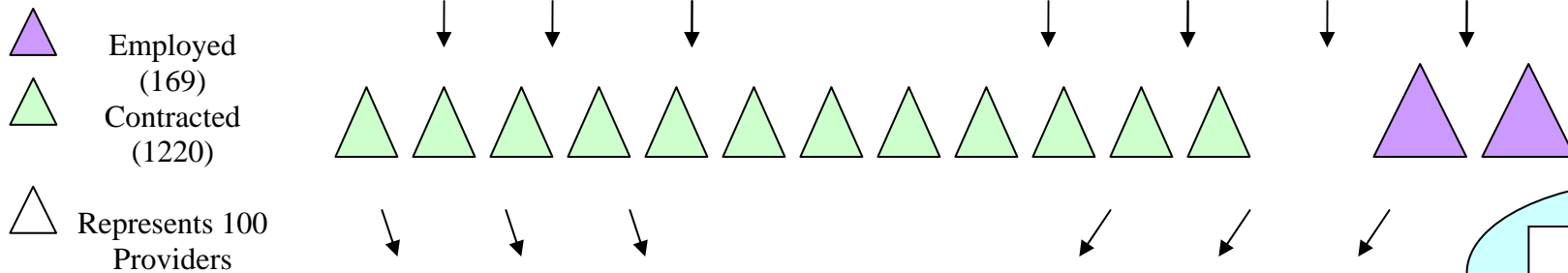
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I. Children and Families

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



II. Local Sites (16)

16 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.

Case Management

Service Coordinators
 Case Managers
 Screening / Assessment / Evaluations
 Caseload Management
 Childfind
 Childcount
 Data Entry
 Enter local data for children
 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 Instruction

Special instruction and related service provisions
 Early intervention services provision
 Provision of services on IFSP/EIP

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III. State CDS Level

Policy

- 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.

Human Resources

- Refine standard policies and procedures for statewide human resource system.
 - * Salary Ranges
 - * Job Descriptions
 - * Benefits Package
 - * Personnel Classifications
- Perform human resource functions
- Employ state level personnel

Fiscal

- 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

Data

- 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.
- *State Level Advisory Board advises on the provisions of this section.



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