

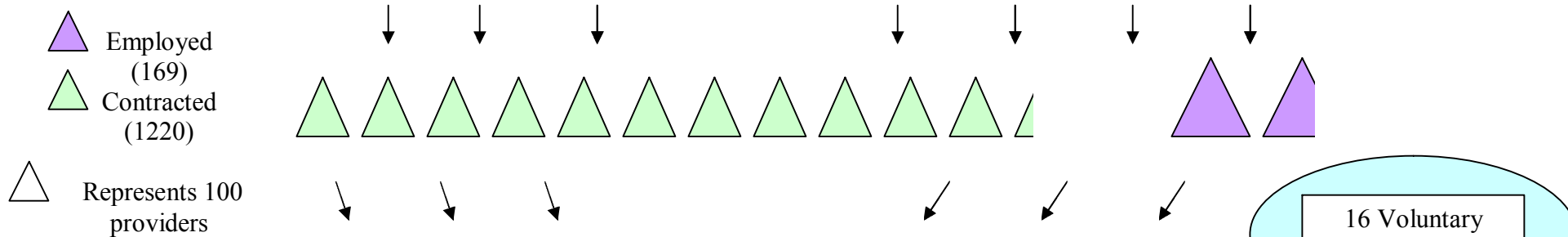
FY2008



**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 Environmen  
 Special Education and Related Services (FAPE)  
 Local Service Access  
 Active Parent Involvement



**II. Local Sites (16)**

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

16 Voluntary Boards

# FY2008

## 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.



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