



**child  
development  
services**

State Intermediate Educational Unit-146 State House Station,  
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April 29, 2008

Debra Hannigan  
State Director  
Child Development Services  
Penobscot Advisory Board Chairperson  
Maine Department of  
146 State House Station  
Augusta, ME 04333

Dear Ms. Hannigan:

On April 14, 2008, I visited the Cumberland County Child Development Services site to monitor the site's progress on correcting areas of non-compliance identified in the letter of findings of November 5, 2007.

During the visit, a file review was completed on 9 Part B files and 9 Part C files. Files were chosen of children who have had an IFSP or IEP meeting since September of 2007 demonstrating the use of the state required special education forms.

After the file review, the following areas of the Cumberland County CDS corrective action plan remain to be areas of non-compliance:

Part B:

- Timeline from receipt of consent to evaluate to determining eligibility within 60 days. ( 7 out of the 9 files reviewed met the timeline = 78% compliance. In August 07 the site was at 60% compliance in this area)
- Copies of the IEP sent to the parent within 21 days of the meeting

Evidence of the use of the new state forms has significantly increased the Cumberland County Child Development Services compliance rate. The site has demonstrated leadership in providing exemplar model forms for the state since the monitoring and technical assistance took place last fall. Enclosed is a detailed description of the progress in meeting compliance on the corrective action plan. Any area in need of corrective action reviewed during the most recent review, will need to be corrected as outlined in the original letter of findings and will be monitored in August of 2008.

In addition to the file and corrective action plan review, a discussion with the site director about monitoring of the site's compliance with timeliness of the provision of services occurred. The following chart outlines compliance in this area based on data submitted monthly to the Department of Education since December of 2007 until February 2008:

Specific service	Total Number of Unmet Services					
	December 2007		January 2008		February 2008	
	B-2	3-5	B-2	3-5	B-2	3-5
Occupational Therapy	0	0	2	0	3	3
Physical Therapy	3	3	3	1	5	3
Speech Language Therapy	23	18	19	21	18	18
Development Therapy	0	1	2	0	2	0
<b>TOTAL percentage of Unmet needs</b>	30%	16%	30%	13%	29%	13%

In order to meet compliance in this area, the Cumberland County CDS must submit a corrective action plan to meet 100% compliance in the timeliness of the provision of services for children ages Birth through 5 years of age. This corrective action plan must be submitted to the CDS state office no later than June 15, 2008. The Cumberland County CDS site will have a year from to correct this area of non-compliance upon the submission of the corrective action plan.

It was a pleasure to meet with the site director and the staff to monitor their progress in meeting the site's corrective action plan. I look forward to returning in August to monitor the remaining areas of the action plan and compliance with Maine Unified Special Education Regulations Chapter 101.

If you have any questions regarding this matter, please do not hesitate to contact me at 624-6660 or via email at [erica.thompson@maine.gov](mailto:erica.thompson@maine.gov).

Sincerely,

Erica Thompson  
Distinguished Educator  
Child Development Services  
Monitoring and Technical Assistance

Enclosed: Corrective Action Plan with progress notes

Copies sent to: Susan Gendron, Commissioner  
David Stockford, Policy and Team Leader  
Lori Whittemore, Cumberland County CDS Site Director