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# Proposed Restructuring of Child Development Services

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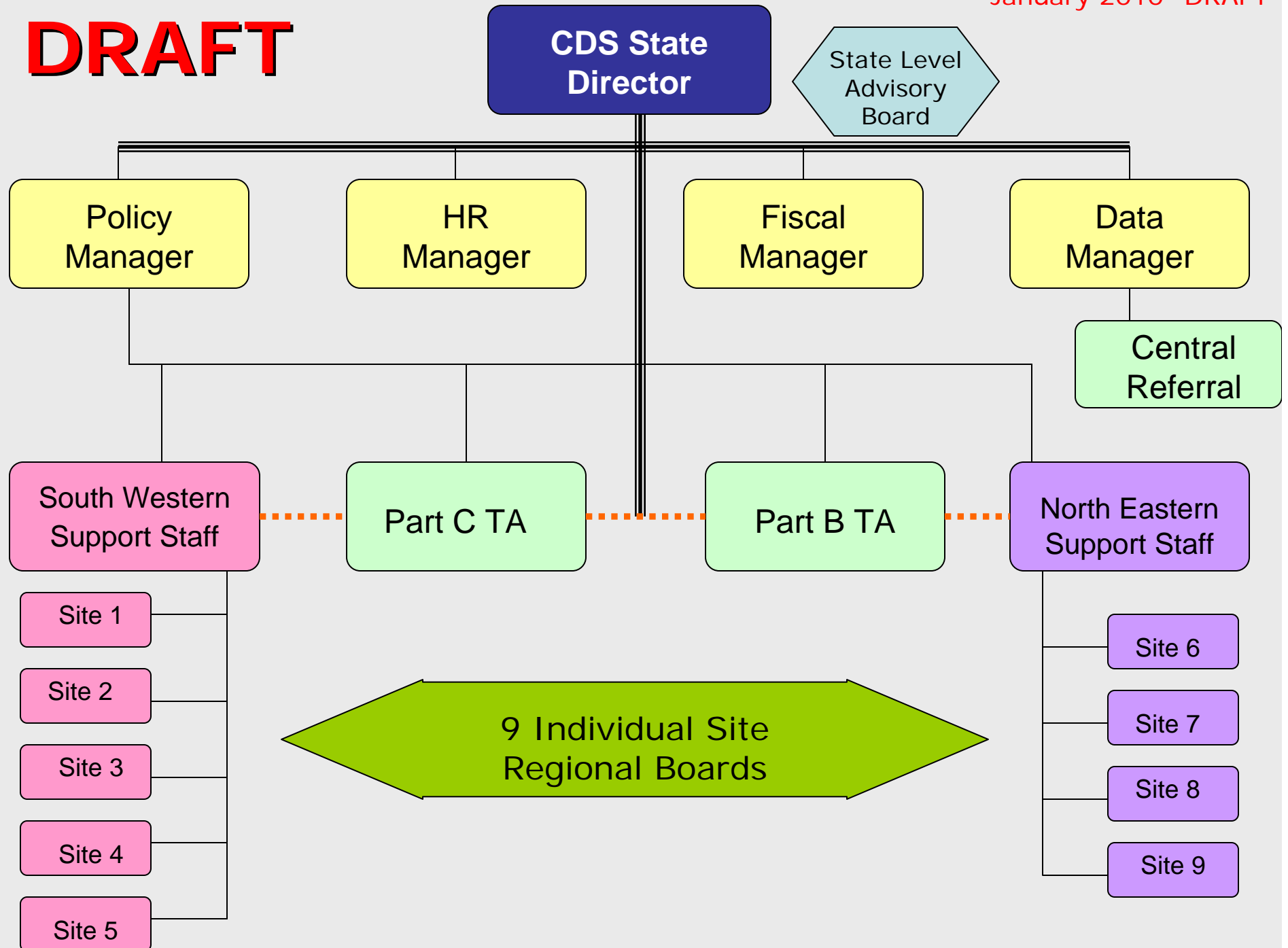
## CDS System

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The Child Development Services (CDS) system consists of nine regional sites, a State Office and a State Level Advisory Committee, comprised of one member from each regional site. Each CDS site is an Intermediate Educational Unit (IEU), separate from the local education agency and providing both Early Intervention and Free Appropriate Public Education (FAPE) under the supervision of the Maine Department of Education. The CDS system ensures the provisions of Federal and State Regulations statewide through a contractual or grant relationship between the Department of Education and each regional site.

Each regional site is accountable for their specific population of children birth through five in need of Early Intervention services or Special Education programs. This responsibility is achieved through collaboration with families, schools, local medical facilities and other agencies. Once a child enters the CDS system, the child and family receive support and services from a collaborative team of Early Intervention and Special Education experts.

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## CDS State IEU

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- Policy: Develops and adapts rules and accountability standards.
- Fiscal: Facilitates centralized fiscal administration with internal controls.
- Data: Maintains a central data management system with a standard statewide interface for data entry.
- Human Resources: Facilitates centralized human resource administration.

# Part C and Part B Technical Advisor Responsibilities

Not inclusive of all responsibilities

## Part C TA

- ❑ Training on Part C
- ❑ Components of GGST
- ❑ Data Monitoring
- ❑ Part C Indicator Support
- ❑ Participate in TA opportunities provided by OSEP, NECTAC, NERRC
- ❑ Monitor Part C Referral Tracking System

## Part B TA

- ❑ Training on Part B
- ❑ Components of GSST
- ❑ Data Monitoring
- ❑ Part B Indicator Support
- ❑ Participate in TA opportunities provided by OSEP, NECTAC, NERRC
- ❑ Monitor Part B Referral Tracking System

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# North East and South West Support Staff Responsibilities

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- ❑ Program Review and Development-
- ❑ Data Referral and timelines
- ❑ Components of General Supervision
  - Reviews program audit reports and assists in resolving negative findings or poor performance. Coordinates implementation of corrective action and monitors progress.
- ❑ Child Count
- ❑ Participate in TA opportunities provided by OSEP, NECTAC, NERRC
- ❑ Training-
  - Orients new staff to the policies, procedures and philosophy.
  - Provides continuous in-service programs for professional development.
  - sexual harassment, Blood Borne, interagency agreement, mandated reporting, etc
- ❑ Prepares and reviews news releases and publications.
- ❑ Input into regional contract development/ negotiation with service providers

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# Central Referral Coordinator Responsibilities

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- ❑ Receive and track all referrals for entire system
- ❑ Develop and maintain tracking system to support timelines
- ❑ Ensure the Regional Supervisors know the status of all referrals
- ❑ Childfind data (Indicator Support)
- ❑ Maintains relationships with all referral sources
- ❑ Articulates Referral Process
- ❑ PR responsibilities

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# Regional Site Director Responsibilities

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- Daily Management of Regional Site Office
- Establishes and maintains effective employee relations
  - Provides orientation to and mentors new employees.
  - Supervision of Staff
- Serves as a resource to local school districts and as a liaison to various agencies.
  - For the purpose of explaining procedures, conveying and. Or receiving information as needed for the planning, developing and evaluations of services related to special education.
  - Works cooperatively/ collaboratively with local school districts, community agencies, providers, etc. to appropriately implement and coordinate services.
- Prepares news releases and publications.
- Prepares and administers annual operating budgets, Local Entitlement applications.
- Contracts with Providers
- Direct Services
- ChildFind
- GSST Responsibilities
- Board
- Provides Data for Policy, Data, Fiscal, HR

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# Regional Sites

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- Regional Boards
- Provide Case Management and Direct Instruction for children birth through age five and their families.
- Conduct ChildFind (the process of identifying children with disabilities) for children birth through age five through screenings and evaluations.
- Provide Early Intervention and Special Education programming in the following areas:
  - Physical Gross/Fine motor skills
  - Cognitive
  - Communication (Speech and Language)
  - Social/Emotional
  - Adaptive

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# Areas for further discussion

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- Use of technology
- Field Offices

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