



**child  
development  
services**

State Intermediate Educational Unit-146 State House Station,  
Augusta, ME 04333 Telephone (207) 624-6660-Fax (207) 624-  
6661-TTY-1- 888-577-6690

April 17, 2008

Ed Ferreira  
CDS Franklin County  
Board of Directors Chairperson  
MSAD #9  
Special Services  
11 School Lane  
New Sharon, Maine 04955

Dear Mr. Ferreira:

On April 7, 2008, I visited the Franklin 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 15, 2007.

During the visit, a file review was completed on five Part B files and five 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 Franklin County CDS corrective action plan remain to be areas of non-compliance:

Part C:

- Referral form does not include date of the initiation of screening process and the date of initial screening.
- Written notice of initial referral

Part B:

- Written Notice of Initial referral
- Transition of children from Part B to Kindergarten
- Copies of the IEP sent to the parent within 21 days of the meeting

All other areas of the corrective action plan submitted to the CDS state office can be considered closed and now in compliance. Evidence of the use of the new state forms has significantly increased the Franklin County Child Development Services compliance rate. 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 the fall.

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	1	1	1	2	0	2
Physical Therapy	0	0	0	0	0	0
Speech Language Therapy	7	11	8	21	7	39
Development Therapy	4	0	0	0	0	0
<b>TOTAL percentage of Unmet needs</b>	14%	8%	10%	14%	7%	20%

In order to meet compliance in this area, the Franklin 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 May 29, 2008. The Franklin 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 the fall 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: Part C corrective action plan with progress  
Part B corrective action plan with progress

Copies sent to: Susan Gendron, Commissioner  
David Stockford, Policy and Team Leader  
Greg Armandi, Franklin County CDS Site Director  
Debra Hannigan, State Director Child Development Services