



STATE OF MAINE  
DEPARTMENT OF EDUCATION  
23 STATE HOUSE STATION  
AUGUSTA, ME 04333-0023

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

MM/DD/YYYY

DIRECTOR NAME, CDS Site Director  
CDS SITE NAME  
P O BOX/ STREETADDRESS  
CITY/STATE/ZIP

Dear (DIRECTOR NAME),

The purpose of this letter is to inform you that your regional Child Development Services site will be reviewed as part of the General Supervision System for the (NUMERIC) school year as outlined in the August 25, 2017 version of Maine's Unified Special Education Regulations (MUSER).

The Maine Department of Education (Maine DOE) is required under federal law to monitor special education programs and services for children with disabilities, as described under Section 616 of the 2004 Amendments to the Individuals with Disabilities Education Act (IDEA). The purpose of this letter is to outline the components of the review.

The review itself is comprised of a Desk Audit and an onsite component.

An email from a member of the monitoring team will be sent to Site Directors mid to late August. Documents and information needed to complete the Desk Audit will be included in this email, and are outlined below:

1. Copy of the Cohort Training PowerPoint
2. All required forms
3. Electronic Monitoring Tool (EMT) in Excel Format
4. Monitoring Timelines
5. How to Choose Your IEP PowerPoint
6. IEP Quick Reference Sheet
7. Fun Fact Document

Due to the ongoing challenges of the pandemic, if you choose, we can work with you and your team to complete any components of the Desk Audit and/or the Self-Assessment. If this would be helpful, please notify your DOE team member, and they will work with you to determine next steps.

Any Desk Audit items you choose to complete are due by **(ALPHA DATE)**

The items that are required to be provided or made accessible by each selected regional CDS site are outlined below:

- Policies and Procedures, including:
  - o Accuracy Document
  - o IEP Fund Authorization Letter(s)

- Letter of Assurance that the following were reviewed and changed as needed:
  - Referral
  - Child Find
  - Restraint and Seclusion
- Eligibility Forms:
  - 1 Speech/Language Eligibility Form with corresponding Written Notice that documents the eligibility form was discussed
  - 3 Adverse Effect Forms with corresponding Written Notices that document the eligibility forms were discussed

Please use the Electronic Monitoring Tool-Excel version (EMT-E) to record data collected from the self-assessment of files of children with disabilities. Please include in your self-assessment a variety of disabilities, ages, case managers, ethnicities, and schools within the CDS site.

Electronic Monitoring Tool (EMT) #	Item (State Performance Plan Indicator)	How evidence will be collected	
		SAU self-assessment (# based on Child Count)	Desk Audit <i>Send to DOE</i>
RAE1	Results of initial or most recent evaluations	Self-assessment On-site review	
AFS1	Academic, functional, and/or developmental strengths of the child.	Self-assessment On-site review	
APG2, APG4	Academic Gaps (Skill Deficits) – IEP Section 5	Self-assessment On-site review	
APG6	Academic gaps aligned to goals.	Self-assessment On-site review	
FDP2	Functional/developmental gaps (skill deficits)	Self-assessment On-site review	
FDP7	Functional/developmental “how” statement	Self-assessment On-site review	
FDG1	Functional/developmental needs aligned to goals	Self-assessment On-site review	
APG3	A statement of the child’s present level of academic performance.	Self-assessment On-site review	
SBG1, SBG3, SBG4, SBG5	Standards-Based Goals	Self-Assessment On-site review	
FDP3	A statement of the child’s present level of functional/developmental performance.	Self-assessment On-site review	
FDP4, FDP5, FDP6	Functional/Developmental Performance – IEP Section 4C	Self-assessment On-site review	
SVC1	Special Education and Related Services	Self-assessment On-site review	
LRE1 & LRE2	Least Restrictive Environment – IEP Section 8 and WN	Self-assessment On-site review	
DIB1	IEP reflective of disability	Self-assessment On-site review	
MIS1	Accuracy Document	Desk Audit	Submit document

MIS2	Letter of Authorization to Commit Funds	Desk Audit	Submit all letters
MIS3	Qualified Personnel Certification form		ME – DOE through NEO
FOT4	Speech/Language Eligibility Criteria Form		B11 Submissions
FOT5	Adverse Effect Determination Form		B11 Submissions

The number of children’s files to be reviewed for your self-assessment is based on Child Count on October 1, (CURRENT YEAR), and is documented below:

Child Count	Number of Files
0 – 49	15
50 – 199	20
200 – 399	30
400 and above	50

For any item listed above where the district does not have the requested number of files, please contact a member of the Monitoring Team.

Maine DOE will review the completed Electronic Monitoring Tool-Excel version (EMT-E) and requested materials.

Summary of Findings will be generated upon completion of the on-site visit and the submission of all required documents and will identify any area(s) of noncompliance. CDS sites that are found to have areas of noncompliance will receive a Corrective Action Plan (CAP) including activities to address the findings. All CAP activities must be completed with documentation sent to Maine DOE within one year of the Summary of Findings.

The on-site visit will include both file review and program visits. Please contact Julie Pelletier as soon as possible if this date interferes with other district calendar events, and you are unable to plan for the Maine DOE to come on-site for this visit.

**(CDS SITE)’s site visit is scheduled for (ALPHA DATE) at (TIME)**

Please submit all material in one of the following ways:

Email: [Monitoring.DOE@maine.gov](mailto:Monitoring.DOE@maine.gov)

Mail: Maine Department of Education  
 Attention: Julie Pelletier  
 23 State House Station  
 Augusta, ME 04333-0023

For further information, please contact Colette Sullivan at (207) 624-6689/[Colette.Sullivan@maine.gov](mailto:Colette.Sullivan@maine.gov)  
or Karlie Thibodeau at (207) 624-6612/[Karlie.L.Thibodeau@maine.gov](mailto:Karlie.L.Thibodeau@maine.gov)

Sincerely,

(DOCUSIGN SIGNATURE)

Colette Sullivan  
Federal Program Coordinator

EF/CS/jp

cc: Roberta Lucas, CDS State Director/619 Coordinator