



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

MM/DD/YY

DIRECTOR NAME, Director of Special Education
SAU/CHARTER
P O BOX/STREET ADDRESS
CITY/STATE/ZIP

Dear (DIRECTOR NAME),

The purpose of this letter is to inform you that your school administrative unit (SAU) 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 Special Education 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. B-11 Initial Evaluation Timeline materials
4. Electronic Monitoring Tool (EMT) in Excel Format
5. Monitoring Timelines
6. How to Choose Your IEP PowerPoint
7. IEP Quick Reference Sheet
8. Fun Fact Documents

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.

Regardless of your choice to have MDOE staff assist with any submissions, you are still required to submit your (2) B13 screeners by **(ALPHA DATE)**.

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 school administrative unit (SAU) are outlined below:

- Policies and Procedures, including:
 - o Accuracy Document
 - o IEP Fund Authorization Letter(s)
 - o Letter of Assurance that the following were reviewed and changed as needed:
 - Referral
 - Child Find
 - Restraint and Seclusion
- Child Find (B11) – *Initial Referral Only*
 - o First 10 parental consents, including:
 - B11 Tracking Tool
 - AWN documenting Procedural Safeguards were offered at Point of First Contact
 - Parental Consent to Evaluate with date when received back in the SAU
 - 1st page of EACH completed evaluation documented in consent, with Date noted when received back in the SAU
 - (YEAR) school calendars with snow days etc. documented
 - 1 Speech/Language Eligibility Form *and* corresponding Written Notice that documents the eligibility form was discussed
 - 3 Learning Disability Evaluation Forms *and* corresponding Written Notices that document the eligibility forms were discussed
 - 3 Adverse Effect Forms *and* corresponding Written Notices that document the eligibility forms were discussed
- Transition Plans (B13) –
 - o 2 Submissions of Section 9 of the IEP **ONLY** for Feedback
- Summary of Performance –
 - o Submit 3 as evidence they were given to the child prior to exiting high school June of **(CURRENT YEAR)**
- Abbreviated Day –
 - o Please send us a list of any student(s) who are currently in an Abbreviated Day
 - o How long they’ve been on an Abbreviated Day schedule.
- Alternate Assessment –
 - o Please send us a list of any student(s) who are participating in the Alternate Assessment

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 SAU. Please **do not** include seniors in any of your self-assessment.

Electronic Monitoring Tool (EMT) #	Item (State Performance Plan Indicator)	How evidence will be collected	
		SAU self-assessment (# based on Child Count)	Desk Audit Send to DOE
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 4C	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 5	Self-assessment On-site review	
ALT1	If the student is determined eligible for alternate assessment per the Participation Guideline document, all academic goals must have short-term objectives.	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	
APG5	Academic annual progress of the child.	Self-assessment On-site review	
OOU1-OOU5, OOU7, OOU9, OOU12	Process Regarding any Out-of-Unit Placements	On-site review	
ADWN, ADE1-ADE4, ADM1-ADM4	Abbreviated Day	On-site review	Submit a list of any students in Abbreviated Day and how long
TRA1-TRA9	Post-Secondary Transition- IEP Section 9 (B-13)	Self-assessment On-site review	Submit 2 IEPs – Section 9 <u>ONLY</u>
INR1 & INR3	Initial Evaluations (B-11) and Procedural Safeguards	Desk Audit	Submit B-11 Tracking Tool, consents to evaluate, completed evaluations, school calendars
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
MIS4	Parent Survey (B-8)		The link will be provided to the SAU for distribution.
FOT2	Summary of Performance Form		Submit 3 as evidence they were given to the child prior to exiting high school June 2021
FOT3	Learning Disability Evaluation Report Form		B11 Submissions
FOT4	Speech/Language Eligibility Criteria Form		B11 Submissions
FOT5	Adverse Effect Determination Form		B11 Submissions
Any further Alternate Assessment codes and Follow Up TBD if necessary		Self-assessment On-site review	Submit students participating in Alternate Assessment

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. SAUs 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.

(SAU/CHARTER)’s site visit is scheduled for (ALPHA DATE) at (TIME)

Please submit all materials in one of the following ways:

Email: 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 Colette.Sullivan@maine.gov or
(207) 624-6689

Sincerely,

(DOCUSIGN SIGNATURE)

Colette Sullivan
Federal Program Coordinator

EF/CS/jp

cc: (SUPERINTENT NAME), Superintendent of Schools