

A dark blue silhouette of a person sitting and reading a book, positioned on the left side of the slide. The background is a solid dark blue.

MAINE DEPARTMENT  
OF EDUCATION

---

# Regional Programs: Monitoring and Support

**Presented by:** OSSIE Monitoring and Support Team



# Meet The Team



Colette Sullivan  
**Federal Programs Coordinator**  
[colette.sullivan@maine.gov](mailto:colette.sullivan@maine.gov)



Jennifer Gleason  
**Educational Specialist**  
[jennifer.gleason@maine.gov](mailto:jennifer.gleason@maine.gov)



Karlie Thibodeau  
**Educational Specialist**  
[karlie.l.thibodeau@maine.gov](mailto:karlie.l.thibodeau@maine.gov)



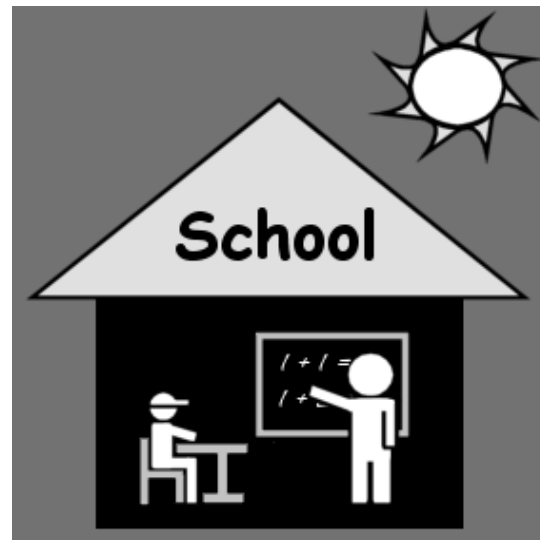
Ashley Satre  
**Educational Specialist**  
[ashley.satre@maine.gov](mailto:ashley.satre@maine.gov)



Julie Pelletier  
**Secretary Associate**  
[julie.pelletier@maine.gov](mailto:julie.pelletier@maine.gov)

# There are currently 8 Regional Programs in Maine:

1. Bangor Regional Multiple Handicap Program: K-12
2. Bangor Regional Therapeutic Day Program: K-12
3. Compass Behavior Support Program: K-8
4. Pathways Educational Center Program: K-8
5. L.I.F.E. Readiness Regional Transition Program: 12+
6. Sheepscot Regional Education Program: 9-12
7. Western Maine Regional Program for Students with Disabilities: K-12
8. Western Foothills Regional Program: K-12



# Required Annual Documentation

## MUSER XII.2.D

- Regional Program Annual Update Form:
  - Fillable PDF
  - Emailed to all directors annually.
  - Directors note any changes in staffing, programming, location, or other and return to [monitoring.doe@maine.gov](mailto:monitoring.doe@maine.gov).



### **Regional Program Annual Update Form**

Regional Program Name: \_\_\_\_\_

Regional Program Director (2019-2020): \_\_\_\_\_

#### Updates in Staffing (leave blank if n/a)

| Name | Title/Position | Status  |
|------|----------------|---|
|      |                | <input type="checkbox"/> New <input type="checkbox"/> Transfer <input type="checkbox"/> Other |
|      |                | <input type="checkbox"/> New <input type="checkbox"/> Transfer <input type="checkbox"/> Other |
|      |                | <input type="checkbox"/> New <input type="checkbox"/> Transfer <input type="checkbox"/> Other |
|      |                | <input type="checkbox"/> New <input type="checkbox"/> Transfer <input type="checkbox"/> Other |
|      |                | <input type="checkbox"/> New <input type="checkbox"/> Transfer <input type="checkbox"/> Other |
|      |                | <input type="checkbox"/> New <input type="checkbox"/> Transfer <input type="checkbox"/> Other |

#### Updates in Programming (leave blank if n/a)

| Type of Program | Justification | Status  |
|-----------------|---------------|---|
|                 |               | <input type="checkbox"/> New <input type="checkbox"/> No longer |

# Regional Program Monitoring

The requirements for Regional Program monitoring and approval can be found here:

- Maine Education Statutes
  - [Title 20-A§7253](#)
- Maine Unified Special Education Regulations
  - [MUSER XII.2.B-F](#)

# Regional Program Monitoring Basics

- The Monitoring Process for Regional Programs leads to school approval.
- After the Summary of Findings is issued, a school approval letter is issued by the Commissioner.
- IEPs are reviewed through the Monitoring of the member SAUs.

# Mid-May



Letter of Notification including your on-site visit date was mailed to the fiscal agent and program director.

# Mid-June

Maine DOE contact person will send an email including timelines, your on-site visit date, and forms you will need.





# October Certification Report

If you have staff certification errors, you will receive an email with the details.

No news is good news.

# November 1<sup>st</sup> Pre-Visit Evidence

Email the following to [monitoring.doe@maine.gov](mailto:monitoring.doe@maine.gov) by November 1<sup>st</sup>:

- Cooperative Agreement
- Regional Program Plan

# November or December On-Site Visit

The team would love to see your program in action. We will also review all of your files to be sure that required paperwork is present. IEPs will be reviewed for compliance through the sending SAU.

Access to the full file is easiest, however, we understand that many SAUs have moved to electronic filing. If you don't keep paper files, please make them accessible to us. We have a few options:

- Provide temporary read-only access to your system
- Create PDFs
- Print 1 copy of all required documents

# Documents

## Documents to have available during the site visit:

- Written Notice of the placement at the program
- WN from 30-day review
- All WNs from at least the last 3 years
- All IEPs from at least 3 years
- Copy of most recent evaluations

# January 15 Post-Visit Evidence

Email the following to [monitoring.doe@maine.gov](mailto:monitoring.doe@maine.gov) by January 15:

- Related Services Grid
- Evidence that any staff certification errors have been resolved
  - Correct any errors in NEO
  - Send screenshot of certification from website

# Related Services Grid

## Related Services

|                               |  |               |  |
|-------------------------------|--|---------------|--|
| <b>Regional Program Name:</b> |  |               |  |
| <b>Related Service:</b>       |  | <b>Month:</b> |  |
|                               |  | <b>Year:</b>  |  |

| Student Name      | IEP<br>requirement for<br>related service<br>per week | Services<br>Rendered<br>Per hr./min<br>Week One | Services<br>Rendered<br>Per hr./min<br>Week Two | Services<br>Rendered<br>Per hr./min<br>Week Three | Services<br>Rendered<br>Per hr./min<br>Week Four | Services<br>Rendered<br>Per hr./min<br>Week Five |
|-------------------|---|---|---|---|--|--|
| Example: S. Smith | 60 min  | 0 min, 5  | 0 min, 4  | 60 min  | 60 min   | 60 min   |
| Example: C. Jones | 60 min  | 60 min  | 60 min  | 0 min, 4  | 60 min<br>*15 min                                | 0 min, 1   |
|                   |   |   |   |   |  |  |
|                   |   |   |   |   |  |  |
|                   |   |   |   |   |  |  |
|                   |   |   |   |   |  |  |
|                   |   |   |   |   |  |  |
|                   |   |   |   |   |  |  |
|                   |   |   |   |   |  |  |
|                   |   |   |   |   |  |  |

Each related service provider documents services provided over a 5-week period.

### Explanation for missed services:

1. Student Absent
2. Provider Absent
3. Student Refusal
4. Crisis Placement
5. Holiday
6. At home as parent considered withdrawing student

\*Make up sessions – Please asterisk for + hours/min

# January 31 Summary of Findings

Summary of Findings(SOF) will be sent by both email and USPS on January 31.

If there are instances of non-compliance, a Corrective Action Plan(CAP) will be sent along with details of child specific findings.

# Spring Program Approval

After the Summary of Findings is issued, the Commissioner will send your Approval Letter.



# November 30

## Evidence of Correction

If you have a Corrective Action Plan(CAP):

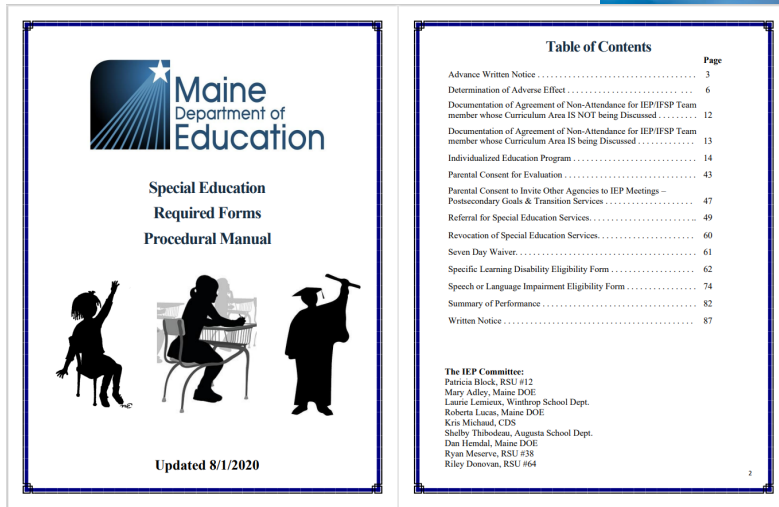
- Send evidence of correction of child specific findings as well as evidence of systemic correction to [monitoring.doe@maine.gov](mailto:monitoring.doe@maine.gov) by November 30.
- Your CAP and child specific information will detail the reason for the finding.

# Resources



# Resources

## Procedural Manual



# Resources

nual

## Maine Unified Special Education Regulations (MUSER)



05-071 Chapter 101

**Maine Unified Special Education Regulation  
Birth to Age Twenty**

**Effective Date:**

**August 25, 2017**





# Resources

MUSER)

## 2023-24 Cohort IEP Quick Reference Document

### **2023-2024 Cohort – Tips and Tricks for Writing a Compliant IEP**

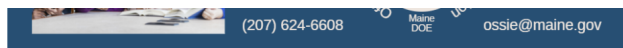
[For more information, click here for the Special Education Required Forms Procedural Manual](#)

| <b><u>Finding</u></b> | <b><u>Location</u></b> | <b><u>MUSER Citation</u></b>  | <b><u>Criteria</u></b>  |
|-----------------------|------------------------|---|---|
| <b>RAE1</b>           | <b>Section 4A</b>      | Results of initial or most recent evaluations of the child.<br><br>34 CFR 300.324(a)(1)(iii)<br>MUSER IX.3.C(1)(c)                  | <ul style="list-style-type: none"><li>- Include evaluations that support the eligibility discussion</li><li>- Include evaluation name</li><li>- All evaluations must be dated</li></ul>   |
| <b>AFS1</b>           | <b>Section 4B</b>      | Academic, Functional, and/or Developmental strengths of the child<br><br>34 CFR 300.324(a)(1)(i)<br>MUSER IX.3.C(1)(a)              | <ul style="list-style-type: none"><li>- Based on observations</li><li>- Include areas of strength and relative strengths</li><li>- NOT a restatement of evaluations</li></ul>   |
| <b>APG2</b>           | <b>Section 4C</b>      | Academic needs (distinctly measurable and persistent skill gap) of the child.<br><br>34 CFR 300.324(a)(1)(iv)<br>MUSER IX.3.C(1)(d) | <ul style="list-style-type: none"><li>- Academic</li><li>- Distinctly Measurable and Persistent Skill Gaps</li><li>- Best documented in a bulleted list</li><li>- Make sure to include specific skill deficits<ul style="list-style-type: none"><li>- Fluency, Comprehension, etc. instead of Reading</li></ul></li></ul> |

Evidence can be submitted to:  
[Monitoring.doe@maine.gov](mailto:Monitoring.doe@maine.gov)



## Supervision, Monitoring, and Support



The Maine State Department of Education has developed monitoring and data collection processes to meet the general supervision requirements outlined in the Individuals with Disabilities Act (IDEA) of 2004. These processes are compliant with the IDEA State Performance Plan Indicators and focus on growth in Federally mandated performance areas. Through a combination of Professional Development, data collection, and monitoring we aid school districts in compliance with the regulations and improving the outcomes for students with disabilities.

### Contact

Julie Pelletier  
Secretary Associate  
Phone: 207-624-6652  
Email: [Monitoring.DOE@Maine.gov](mailto:Monitoring.DOE@Maine.gov)



### Meet the Team

[Meet the Team](#)



### Monitoring Process

[Monitoring Process and Timeline](#)



### Resources

[Resources](#)



### Professional Learning

[Special Education Professional Learning](#)



### Federal Requirements

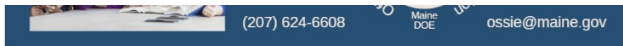
[Federal Requirements](#)



### Fun Facts

[Fun Facts](#)

## Supervision, Monitoring, and Support - Resources



[2023 - 2024 Professional Development Schedule and Registration Links](#)

[Tiered Support Rubric](#)

[Special Education Director Directory](#)

[Monitoring Cohort Projection List](#)

[Procedural Manual](#)



### SAU and CWS Resources

[Letter of Notification and Instruction - SAU](#)

[Letter of Notification and Instruction - CWS](#)

[Sample Self-Assessment Form 2023-2024](#)



### CDS Resources

[Letter of Notification and Instruction - CDS](#)

[Sample CDS Self-Assessment Form 2023-2024](#)

[CDS IEP Quick Reference Document](#)



### Regional Program Resources

[Letter of Notification and Instruction - Regional Program](#)

[Regional Program Approval Grid](#)

[Regional Program Contact List](#)



# Resources



[Professional Development Calendar](#)

[Link for Recordings and Power Points](#)



[Special Education Resources](#)

[Special Education Laws and Regulations](#)

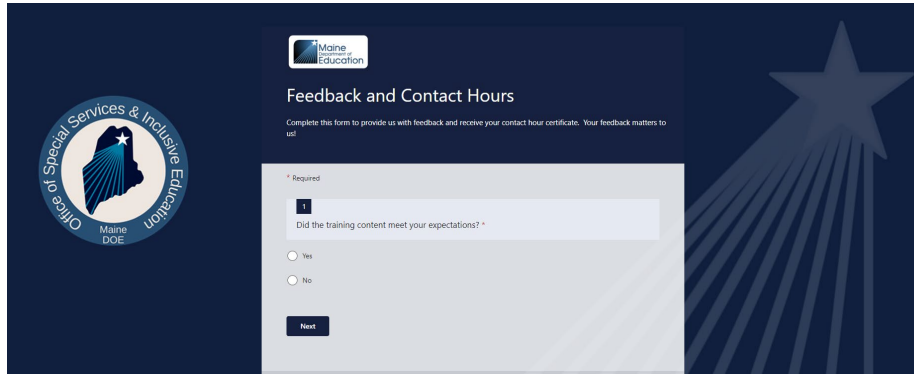


[Special Education Forms and Reporting](#)





# Professional Learning Feedback and Contact Hour Form.



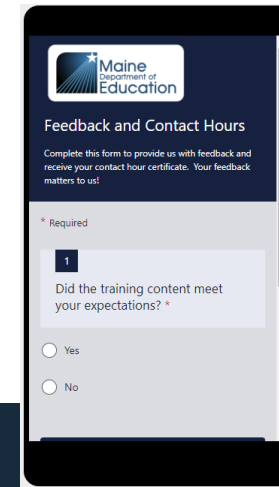
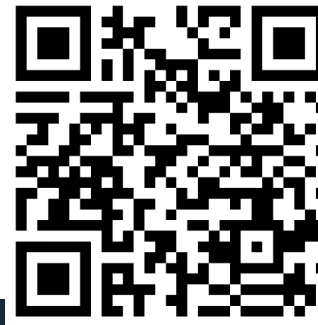
The screenshot shows a web browser displaying the "Feedback and Contact Hours" form. On the left is the circular logo for the "Office of Special Services & Inclusive Education" with the text "Maine DOE" inside. The form header includes the "Maine Department of Education" logo and the title "Feedback and Contact Hours". Below the title is a sub-header: "Complete this form to provide us with feedback and receive your contact hour certificate. Your feedback matters to us!". The form body contains a section labeled "\* Required" with a question number "1" in a blue box. The question is "Did the training content meet your expectations? \*". There are two radio button options: "Yes" and "No". At the bottom of the form is a "Next" button. The background of the form is dark blue with a large white star and rays.

Use the link to complete the form  
on your computer

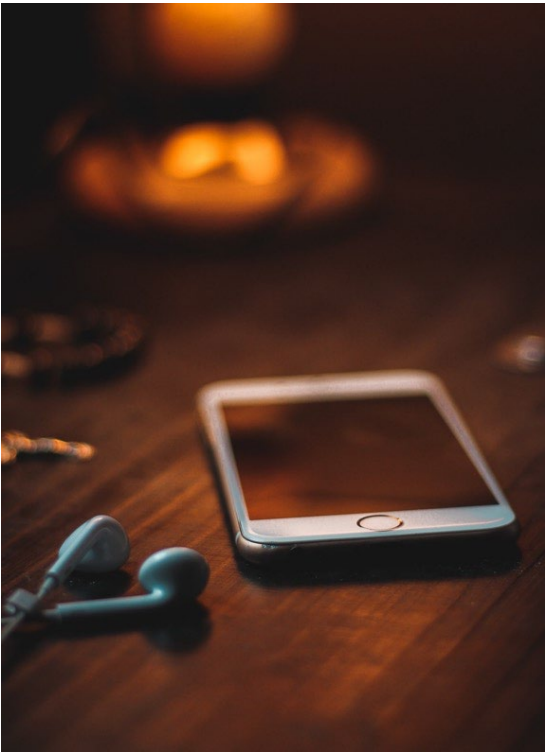
OR

Use the QR code to complete the  
form on your mobile device

<https://forms.office.com/g/by472QQLDJ>



The screenshot shows the same "Feedback and Contact Hours" form as seen on the computer, but displayed on a mobile phone screen. The layout is adapted for a smaller screen, with the "Maine Department of Education" logo at the top. The form content, including the question "Did the training content meet your expectations?" and the "Yes/No" radio buttons, is visible and scaled appropriately for the mobile interface.



Stay Connected!

## Find Us Online!

---



[www.maine.gov/doe](http://www.maine.gov/doe)



[@MaineDOEComm](https://www.youtube.com/@MaineDOEComm)



[@mainedepted](https://www.instagram.com/mainedepted)



[@mdoenews](https://twitter.com/mdoenews)



[@MaineDepartmentofEducation1](https://www.facebook.com/MaineDepartmentofEducation1)

# THANK YOU!

[This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)

**Colette Sullivan – Federal Programs Coordinator**

[colette.sullivan@maine.gov](mailto:colette.sullivan@maine.gov)

**Jennifer Gleason – Special Education Consultant**

[jennifer.gleason@maine.gov](mailto:jennifer.gleason@maine.gov)

**Karlie Thibodeau – Special Education Consultant**

[karlie.l.thibodeau@maine.gov](mailto:karlie.l.thibodeau@maine.gov)

**Ashley Satre – Special Education Consultant**

[ashley.satre@maine.gov](mailto:ashley.satre@maine.gov)

**Julie Pelletier – Secretary Associate**

[julie.pelletier@maine.gov](mailto:julie.pelletier@maine.gov)

