

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



Jennifer Gleason
Educational Specialist
jennifer.gleason@maine.gov



Karlie Thibodeau
Educational Specialist
karlie.l.thibodeau@maine.gov



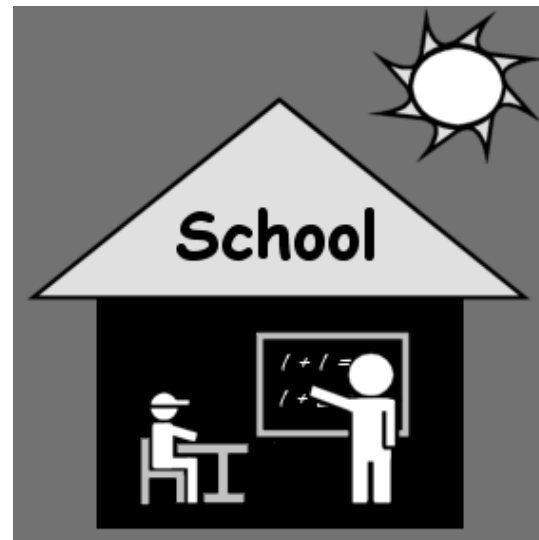
Ashley Satre
Educational Specialist
ashley.satre@maine.gov



Julie Pelletier
Secretary Associate
julie.pelletier@maine.gov

There are currently 5 Regional Programs in Maine:

1. Bangor Regional Therapeutic Day Program: K-12
2. L.I.F.E. Readiness Regional Transition Program: 12+
3. Sheepscot Regional Education Program: 9-12
4. Western Maine Regional Program for Students with Disabilities: K-12
5. 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.



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 2025 Certification Report

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

No news is good news.

February 1, 2026 Pre-Visit Evidence

Email the following to monitoring.doe@maine.gov by February 1st:

- Cooperative Agreement
- Regional Program Plan

April 2026 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

June 1, 2026

Post-Visit Evidence

Email the following to 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

Regional Program Name:			
Related Service:		Month:	
		Year:	

Student Name	IEP requirement for related service per week	Services Rendered Per hr./min Week One	Services Rendered Per hr./min Week Two	Services Rendered Per hr./min Week Three	Services Rendered Per hr./min Week Four	Services Rendered Per hr./min 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 *15 min	0 min, 1

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

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

June 30, 2026

Summary of Findings

Summary of Findings(SOF) will be sent by both email and USPS on June 30, 2026.

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

Program Approval

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

April 30, 2027

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 by April 30, 2027.
- Your CAP and child specific information will detail the reason for the finding.

Evidence can be submitted to:
Monitoring.doe@maine.gov



Supervision, Monitoring, and Support



SAU Resources for Supervision, Monitoring & Support

[Meet the Team](#) - The Maine DOE Supervision, Monitoring, & Support team is here to answer questions and assist schools & educators with special education information.

[Professional Learning](#)

[Monitoring Process](#)

[Resources](#)

[Federal Requirements](#)



Supervision, Monitoring, and Support - Resources

Special Services General Resources

- [2024 - 2025 Professional Development Schedule and Registration Links](#)
- [2024-2025 Tiered Support Rubric](#)
- [Special Education Director Directory](#)
- [Monitoring Cohort Projection List](#)
- [Procedural Manual](#)

Special Services SAU & CDS, Checklists, & Regional Program Resources



Information Sheets

- [Abbreviated Day](#)
- [Disciplinary Removals](#)
- [Communities Without Schools](#)
- [Initial Evaluation Timeline](#)
- [Least Restrictive Environment](#)
- [Parentally Placed Students](#)
- [Task Timeline](#)
- [Written Notice](#)
- [Sample IEP Meeting Checklist](#)
- [Sample Teacher IEP Input Form](#)



SAU & CDS Resources

- [Letter of Notification - SAU](#)
- [Letter of Notification - CWS](#)
- [Letter of Notification - CDS](#)
- [Cohort Instruction Email](#)
- [2024-2025 Sample Self-Assessment Form](#)
- [2024-2025 Sample CDS Self-Assessment Form](#)
- [Extended School Year v. Year Long Programming Documentation Requirements](#)



Quick Reference Checklists

- [IEP Quick Reference Checklist](#)
- [Adverse Effect Form](#)
- [Speech Language Eligibility Form](#)
- [Specific Learning Disability Eligibility Form](#)
- [Summary of Performance](#)
- [Written Notice Quick Reference Checklist](#)



Regional Programs Resources

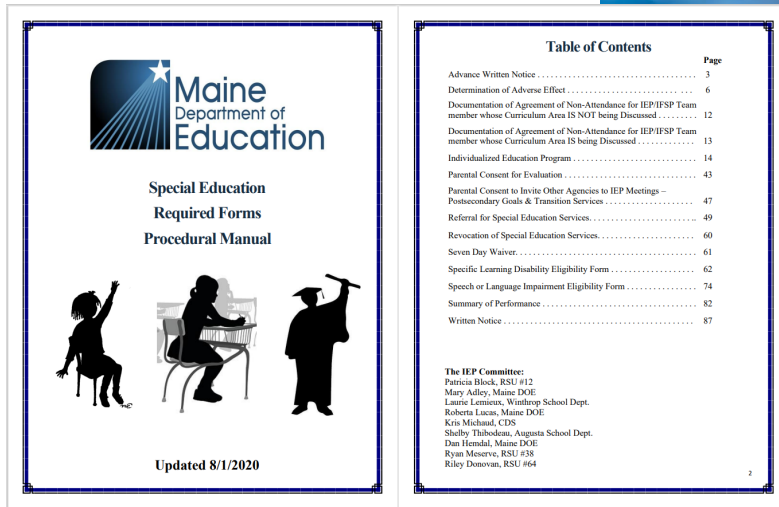
- [Letter of Notification](#)
- [Regional Program Approval Grid](#)

Resources



Resources

Procedural Manual



Resources

nual

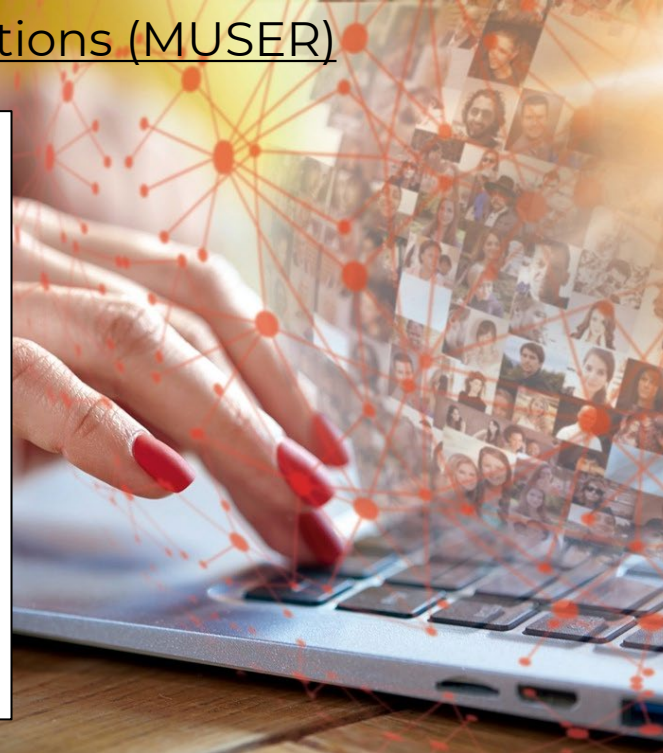
Maine Unified Special Education Regulations (MUSER)



05-071 Chapter 101

Maine Unified Special Education Regulation Birth to Age Twenty-Two

Effective Date: July 26, 2024



Resources

(MUSER)

2024-25 Cohort IEP Quick Reference Document

*Compliance
*Best Practice



Maine Unified Special Education Regulations (MUSER IX.3.G.)

INDIVIDUALIZED EDUCATION PROGRAM (IEP)

SAU or CDS Site:

Date IEP Sent to Parent:

FOT7- Compliance:

☐ Date sent to parent is \leq 21 school days from Annual Date of IEP Meeting

1. CHILD INFORMATION

Child's Name:

Date of Birth:

Age:

Grade:

Annual Date of IEP Meeting:

Duration of the IEP:

Date of Next Annual IEP Meeting:

FOT8- Compliance:

☐ Date of next annual is within 364 days of annual meeting date

School/Program:

Parent/Guardian Name:

Child's Address:

City, State, ZIP:

Date of Re-Evaluation:

Date(s) of Amended IEP:

Case Manager:

State Agency Client? ☐ YES ☐ NO

2. DISABILITY

☐ Autism

☐ Developmental Delay (3-5)

☐ Hearing Impairment

☐ Other Health Impairment

☐ Specific Learning Disability

☐ Deaf-Blindness

☐ Developmental Delay (Kindergarten)

☐ Intellectual Disability

☐ Orthopedic Impairment

☐ Traumatic Brain Injury

☐ Deafness

☐ Emotional Disturbance

☐ Visual Impairment (including Blindness)

☐ Speech/Language Impairment

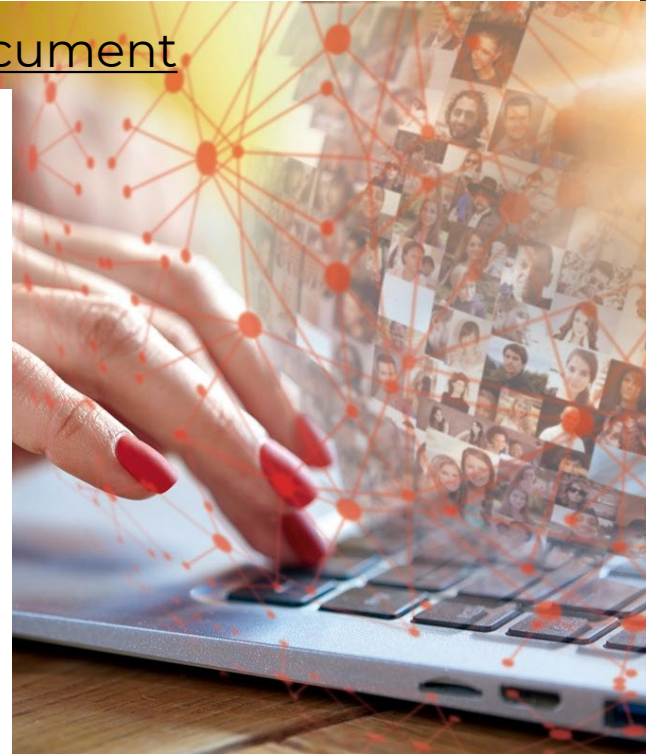
☐ Multiple Disability

(check all applicable concomitant disabilities)

Compliance:

☐ Only one disability checked, unless Multiple Disability is checked

☐ If Multiple Disability is checked, all disabilities making up the multiple are checked



Resources



[Professional Development Calendar](#)

[Link for Recordings and Power Points](#)



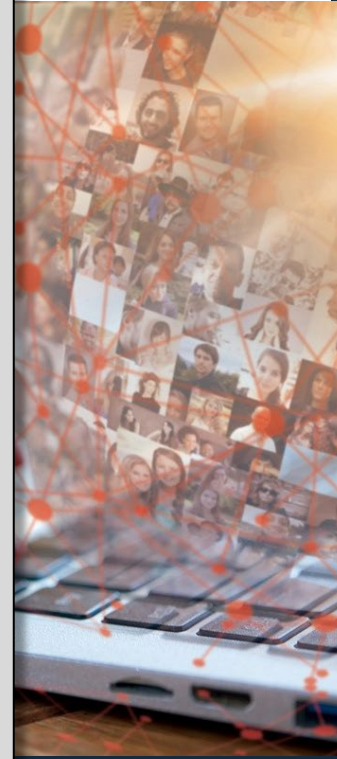
[Special Education Resources](#)



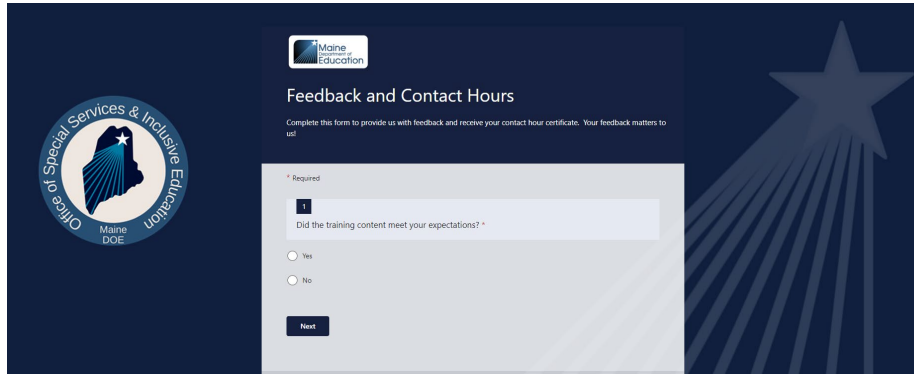
[Special Education Laws and Regulations](#)



[Resources for Families & Schools-Forms](#)



Professional Learning Feedback and Contact Hour Form.



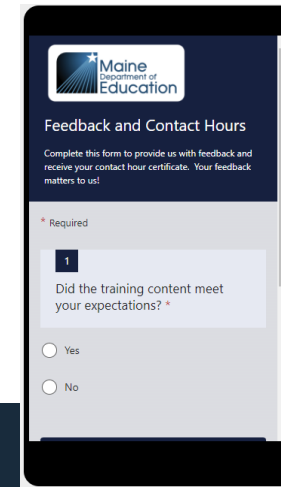
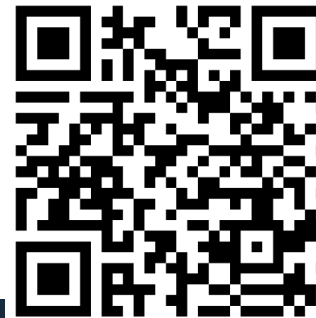
The screenshot shows the 'Feedback and Contact Hours' form on a desktop. On the left is the 'Office of Special Services & Inclusive Education' logo. The main header includes the 'Maine Department of Education' logo and the title 'Feedback and Contact Hours'. Below the title is a sub-header: 'Complete this form to provide us with feedback and receive your contact hour certificate. Your feedback matters to us!'. The form contains a section labeled '* Required' with a question '1 Did the training content meet your expectations? *'. There are two radio button options: 'Yes' and 'No'. A 'Next' button is located at the bottom of the form.

Use the link to complete the form
on your computer

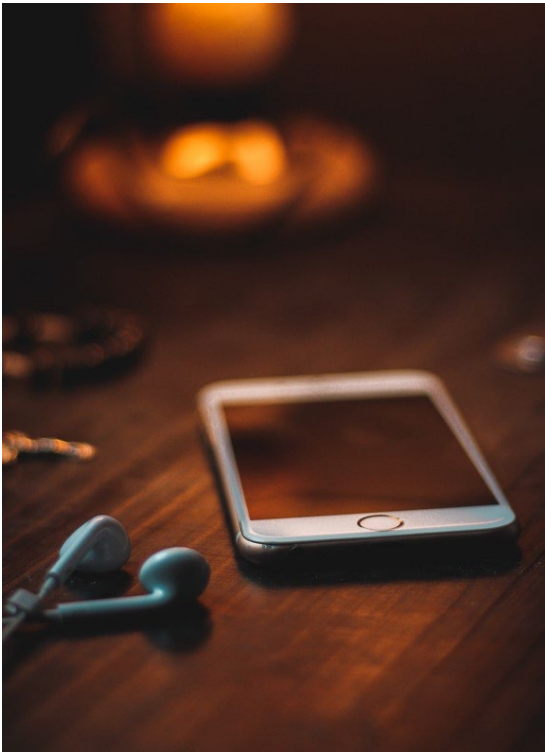
OR

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 the desktop version, but displayed on a mobile phone screen. The layout is adapted for a smaller screen, with the logo and text clearly visible.



Stay Connected!

Find Us Online!



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)



Colette Sullivan – Federal Programs Coordinator

colette.sullivan@maine.gov

Jennifer Gleason – Educational Specialist

jennifer.gleason@maine.gov

Karlle Thibodeau – Educational Specialist

karlie.l.thibodeau@maine.gov

Ashley Satre – Educational Specialist

ashley.satre@maine.gov

Julie Pelletier – Secretary Associate

julie.pelletier@maine.gov

