

# 25-26 CDS Monitoring Timeline

ITEM	DATE
<b><u>Letter of Notification</u></b> <ul style="list-style-type: none"> <li>• Outlines monitoring process for the cohort</li> <li>• Provides date and time of scheduled onsite visit</li> <li>• <u>No action required</u></li> </ul>	Sent mid-May, 2025
<b><u>25-26 Cohort Training</u></b> <ul style="list-style-type: none"> <li>• Attend training (or watch recording) provided by Supervision, Monitoring, and Support Team</li> </ul>	End of May, 2025
<b><u>25-26 Preparing for the File Review</u></b> <ul style="list-style-type: none"> <li>• Attend training (or watch recording) provided by Supervision, Monitoring, and Support Team</li> </ul>	June, 2025
<p style="text-align: center;">❖ November-December visits complete by <b><u>October 1, 2025</u></b>  ❖ April-May visits complete by <b><u>March 1, 2026</u></b></p>	
<b><u>Self-Assessment</u></b> <ul style="list-style-type: none"> <li>❑ Complete using Microsoft Form (link sent in email) <ul style="list-style-type: none"> <li>○ Child count 30+ review 15 files</li> <li>○ Child count &lt;30 review 10 files</li> <li>○ Child count &lt;10 review all files</li> </ul> </li> <li>• A summary of your self-assessment data as entered will be shared with you after completion</li> </ul>	November-December visits due by <u>October 1, 2025</u>  April-May visits due by <u>March 1, 2026</u>
<p style="text-align: center;"><b>❖ Please have these items/files readily available for review during our scheduled onsite visit</b></p> <ul style="list-style-type: none"> <li>○ Access to full file is easiest, however, we understand that many SAUs have moved to electronic filing</li> <li>○ If you have electronic files only please make them accessible to us: <ul style="list-style-type: none"> <li>▪ Provide temporary access to vendor</li> <li>▪ Create PDFs</li> <li>▪ Print 1 copy of all needed paperwork</li> </ul> </li> </ul>	
<b><u>Policies and Procedures</u></b> <ul style="list-style-type: none"> <li>❑ IEP Fund Authorization Letters</li> <li>❑ Child Find</li> <li>❑ Restraint/Seclusion</li> <li>❑ Referral</li> </ul>	Reviewed during onsite visit
<b><u>Review of IEPs</u></b> <ul style="list-style-type: none"> <li>❑ Same files/IEPs reviewed on the Self-Assessment</li> <li>• Provide current/most recent IEP</li> <li>❑ Written Notice from Annual Meeting</li> <li>❑ Complete attached form OR we can access CINC service logs to verify that services are being delivered as stated on the service grid</li> </ul>	Reviewed during onsite visit

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<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 Speech/Language Eligibility Form</li> <li><input type="checkbox"/> 3 Adverse Effect Forms</li> <li>• From initial evaluations and/or reevaluations</li> <li>• Can be a mix of both</li> <li><input type="checkbox"/> 3 Eligibility Forms from students that have been dismissed from services or changed disability category along with associated WN, if available</li> </ul>	<p><b>Reviewed during onsite visit</b></p>
<p><b><u>Part B Referrals</u></b></p> <ul style="list-style-type: none"> <li>• Part B referrals within 6 months prior to on-site visit</li> <li>• 10 referrals, 7 C to B transition and 3 initial referrals</li> <li>• First 3 items only required for C to B transition</li> <li><input type="checkbox"/> IFSP with transition steps and services</li> <li><input type="checkbox"/> SEA and LEA notification of potential referral</li> <li><input type="checkbox"/> WN from transition conference</li> <li><input type="checkbox"/> AWN of initial referral <u>OR</u> WN of initial referral (documenting Procedural Safeguards were given upon initial referral)</li> <li><input type="checkbox"/> Signed Parental Consent to Evaluate with date received by SAU</li> <li><input type="checkbox"/> First page of each evaluation identified on consent</li> <li><input type="checkbox"/> Initial IEP if eligible</li> <li><input type="checkbox"/> WN of eligibility meeting</li> <li>• &gt;60 days or not implemented by 3<sup>rd</sup> birthday use Acceptable/Unacceptable Reasons for Delay chart <ul style="list-style-type: none"> <li><input type="checkbox"/> Acceptable</li> <li><input type="checkbox"/> Unacceptable</li> <li>Reason: _____</li> <li>○ See Acceptable/Unacceptable Reasons Chart</li> </ul> </li> </ul>	<p><b>Reviewed during onsite visit</b></p>
<p><b><u>Part C Referrals</u></b></p> <ul style="list-style-type: none"> <li>• Part C referrals within 6 months prior to on-site visit (maximum of 10)</li> <li><input type="checkbox"/> AWN of initial referral <u>OR</u> WN of initial referral (documenting Procedural Safeguards were given upon initial referral)</li> <li><input type="checkbox"/> Signed Parental Consent to Evaluate with date received by SAU</li> <li><input type="checkbox"/> First page of each evaluation identified on consent</li> <li><input type="checkbox"/> Initial IFSP if eligible</li> <li><input type="checkbox"/> WN of eligibility meeting</li> <li><input type="checkbox"/> Evidence of services provided</li> </ul>	<p><b>Reviewed during onsite visit</b></p>

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<p><b><u>Pre-Findings (if any)</u></b></p> <ul style="list-style-type: none"> <li>• Non-systemic compliance findings and/or FAPE compliance</li> <li>• An email will be sent outlining the details and due date</li> <li>• If there are none, a follow-up email will be sent with next steps</li> </ul> <p><input type="checkbox"/> <b>Complete Pre-Findings by due date outlined in email (if applicable)</b></p> <ul style="list-style-type: none"> <li>○ Submit to <a href="mailto:monitoring.doe@maine.gov">monitoring.doe@maine.gov</a></li> </ul>	<p><b>Sent after onsite visit</b></p> <p><b>Due within 30 days from notice of Pre-Findings</b></p>
<p><b>❖ CDS Sites visited November-December</b></p>	
<p><b><u>Corrective Action Plan (CDS Sites visited November-December)</u></b></p> <ul style="list-style-type: none"> <li>• Includes <ul style="list-style-type: none"> <li>○ CAP Worksheet – Corrective Action Plan</li> <li>○ Child Specific Findings – For Child Specific Correction</li> <li>○ Summary of Findings (SOF) – Summary of % of compliance for onsite visit</li> <li>○ Results Based Accountability Rubric</li> </ul> </li> </ul>	<p><b>Issued on January 31, 2026</b></p> <p><b>Due November 30, 2026</b></p>
<p><b>❖ CDS Sites visited April-May</b></p>	
<p><b><u>Corrective Action Plan (CDS Sites visited April-May)</u></b></p> <ul style="list-style-type: none"> <li>• Includes <ul style="list-style-type: none"> <li>○ CAP Worksheet – Corrective Action Plan</li> <li>○ Child Specific Findings – For Child Specific Correction</li> <li>○ Summary of Findings (SOF) – Summary of % of compliance for onsite visit</li> <li>○ Results Based Accountability Rubric</li> </ul> </li> </ul>	<p><b>Issued on June 30, 2026</b></p> <p><b>Due April 30, 2027</b></p>

## 25-26 CDS Monitoring Timeline

### Acceptable/Unacceptable Reasons for Delay Related to SPP Indicator B-11

IDEA (34 CFR 300.301(d)) and MUSER (Section V.1.A.(b)) define acceptable reasons for delay to the initial evaluation timeline. When situations defined as “acceptable reasons for delay” occur, the initial evaluation timeframe shall not apply. The acceptable reasons are listed here for reference. While unacceptable reasons for delay are not specifically described in IDEA or MUSER, samples of those are also included here for reference.

ACCEPTABLE	UNACCEPTABLE
1) Repeated parent failure or refusal to make the child available for evaluation caused a delay in the completion of the evaluation within the timeline.	1) Lack of personnel resources to schedule and/or complete evaluation caused the delay.
2) The child enrolled in SAU after parental consent was received in another SAU but before evaluation could be completed, and parent and subsequent SAU documented an agreed-upon time when the evaluation would be completed.	2) Parent did not return phone calls.
3) Parent withdrew consent to evaluate.	3) Parent did not have transportation.
4) Excessive child absences from school.	4) External evaluator failed to meet evaluation timelines.
5) Documented inability to make contact with the parent to schedule the evaluation.	5) Child not available due to school activities.
6) Documented parent request for a delay.	6) Child under age of majority refused to participate.

# 25-26 CDS Monitoring Timeline



## Mark Your Calendars!

<u>SAU/Charter</u>	<u>Onsite Visit Date</u>
Andover	5/5/2026
AOS 77	11/4/2025
AOS 94	4/6/2026
AOS 96	4/13/2026
Bangor	4/29/2026
Brewer	4/30/2026
Calais	11/5/2025
Cherryfield	4/14/2026
Community Regional	4/9/2026
Ellsworth Public Schools	4/16/2025
Gorham	12/4/2025
Greenbush	4/28/2026
Islesboro	5/14/2026
Lisbon	12/9/2025
Maine Arts Academy	11/13/2025
Maine Indian Education	11/6/2025
Maine Virtual Academy	5/15/2026
Milford	4/28/2025
Millinocket	4/27/2026
MSAD 27	5/19/2026
Northport	5/12/2026
Richmond	12/11/2025
RSU 3	11/18/2025
RSU 5	12/2/2025
RSU 6/MSAD 6	12/3/2025
RSU 7	5/14/2026
RSU 9	5/6/2026
RSU 20	5/11/2026
RSU 24	4/15/2026
RSU 33/MSAD 33	5/19/2026
RSU 40/MSAD 40	4/1/2026
RSU 42/MSAD 42	5/18/2026
RSU 49/MSAD 49	11/20/2025
RSU 53/MSAD 53	4/8/2026
RSU 59/MSAD 59	4/7/2026

## 25-26 CDS Monitoring Timeline

RSU 65/MSAD 65 (Matinicus)	5/15/2026
RSU 70/MSAD 70	5/20/2026
RSU 71	5/13/2026
RSU 74/MSAD 74	4/7/2026
RSU 82/MSAD 12	5/5/2026
RSU 84/MSAD 14	5/21/2026
Saint George Public Schools	5/12/2026
Sebago	12/1/2025
Union 60	4/2/2026
Vassalboro	11/12/2025
Waterville	11/17/2025
Winslow	11/19/2025
<b><u>Regional</u></b>	<b><u>Onsite Visit Date</u></b>
Bangor Day Treatment	4/29/2026
<b><u>CDS</u></b>	<b><u>Onsite Visit Date</u></b>
Opportunities	5/7/2026
Two Rivers	4/17/2026
<b><u>Magnet</u></b>	<b><u>Onsite Visit Date</u></b>
Maine School of Science and Math	5/18/2026