

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 NINTH STREET, Room 340, MS 3-24
SACRAMENTO, CA 95814
TDD 654-2054 (For the Hearing Impaired)
(916) 654-2716



June 28, 2011

Carol Fitzgibbons, Director
Inland Regional Center
P.O. Box 6127
San Bernardino, CA 92412-6127

Dear Ms. Fitzgibbons:

The purpose of this letter is to convey the results of the record review conducted by the Department of Developmental Services' (DDS) Early Start program staff in collaboration with staff from your Early Start program. This review, which took place over three days, February 8-11, 2011, at Inland Regional Center (IRC), was conducted to ensure that California meets Part C of the Individuals with Disabilities Education Act (IDEA) requirements. IDEA requires DDS to monitor agencies receiving federal Part C funds.

We appreciate the participation and cooperation of your staff with this review. The IRC Early Start manager and team members made themselves readily available to clarify procedures and answer any of our questions during the review. The records reflected a strong commitment from IRC in providing services to toddler's and infant's receiving Early Start services.

The following items have been found to be below 100 percent compliance and therefore have been identified as findings. Enclosed is a detailed Early Start record review report of findings. They are as follows:

1. Individual Family Service Plan (IFSP) conducted within 45 days of the initial referral.
2. Services provided to the child within 45 days of IFSP.
3. Service Coordinator assists the family in accessing Early Intervention services and other services identified on the IFSP.
4. The transition IFSP contains steps to prepare the toddler for changes in service delivery.

On March 30, 2011 and April 20, 2011, IRC submitted a plan of correction to DDS. The plan detailed policy and procedural changes along with training agendas and sign-in sheets. DDS accepts the plan of correction. Within one year from the date of this letter, DDS will verify the correction of the systemic findings through a subsequent review of records.

"Building Partnerships, Supporting Choices"

Carol Fitzgibbons, Executive Director
June 28, 2011
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The federal Office of Special Education Programs requires local programs to correct items found in non-compliance within one year of notification. Correction of findings is at 100 percent compliance. DDS will schedule a follow-up verification review within the year to verify the correction of non-compliance items from the current report.

Thank you for your cooperation during our visit to your Early Start program. If you have any questions or would like to request technical assistance, please contact Erin Paulsen, DDS, Early Start Local Support Assistant Chief, at (916) 654-2977, or by email at erin.paulsen@dds.ca.gov.

Sincerely,

Original signed by Julia Mullen

JULIA MULLEN, Deputy Director
Community Services and Supports Division

Enclosure

cc: Bev Ching, IRC
Rita Walker, DDS
Rick Ingraham, DDS

Early Start Record Review Report

Regional Center (RC): <u>Inland Regional Center</u> (IRC)	Date of Record Review <u>February 8-11, 2011</u>	Department of Developmental Services (DDS) Early Start Liaison <u>Michele Donahue</u>
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Participants in Review:

Rick Ingraham, DDS
Erin Paulsen, DDS
Michele Donahue, DDS
Bev Ching, Inland Regional Center
Letha Sellars, San Gabriel Pomona Regional Center
Kathi Wild, Inland Regional Center
Ernestine Dew, Inland Regional Center
Yazmine DeLeon-Williams, Inland Regional Center

Total number of records reviewed: 51

Records reviewed without transition: 32
Records reviewed transition only: 19

Early Start Record Review Report

Early Start Regulations	Review Results	Comments
<p>The following items were found to be 100% in compliance with state and federal regulation. No follow up is required on these items:</p>		
<p>1. Initial Evaluation for Eligibility Determination</p> <ul style="list-style-type: none"> • The initial evaluation for eligibility for each infant or toddler shall be completed within 45 days of the date that the RC or Local Education Agency (LEA) received the referral. <p>17 CCR 52086(a) 34 CFR 303.322(e)(1)</p>	<p>32 of 32 records, or 100%, met the requirements of this standard.</p>	
<p>2. Initial Assessment for Service Planning</p> <ul style="list-style-type: none"> • The initial assessment for eligibility for each infant or toddler shall be completed within 45 days of the date that the RC or LEA received the referral. <p>17 CCR 52086(a) 34 CFR 303.322(e)(1)</p>	<p>32 of 32 records, or 100%, met the requirements of this standard.</p>	
<p>3. Notice of IFSP Meeting</p> <ul style="list-style-type: none"> • Meeting arrangements shall be made with, and written notice provided to, the parent and other members of the multidisciplinary team in a timely manner to ensure attendance at the IFSP meeting pursuant to general notice requirements. <p>17 CCR 52102(h) 34 CFR 303.342(d)(2)</p>	<p>32 of 32 records, or 100%, met the requirements of this standard.</p>	

Early Start Record Review Report

Early Start Regulations	Review Results	Comments
<p>4. Consent The service coordinator shall obtain written parental consent before:</p> <ul style="list-style-type: none"> • Early intervention services are initiated. <p>17 CCR 52162(a) 34 CFR 303.404</p>	<p>32 of 32 records, or 100%, met the requirements of this standard.</p>	
<p>5. Regional centers and LEAs shall arrange, provide or purchase early intervention services required by the IFSP as soon as possible.</p> <p>17 CCR 52106(d) 34 CFR 303.344(f)(1)</p>	<p>32 of 32 records, or 100%, met the requirements of this standard.</p>	
<p>6. IFSP Requirements The IFSP shall include a statement, based on evaluation and assessment information, of the infant's or toddler's present levels of: (A) Physical development including fine and gross motor development, vision hearing, and health status; (B) Cognitive development; (C) Communication development; (D) Social or emotional development; and (E) Adaptive development.</p> <p>17 CCR 52106(b)(2) 34 CFR 303.344(a)(1)</p>	<p>32 of 32 records, or 100%, met the requirements of this standard.</p>	
<p>7. Content of IFSP A statement of the developmental outcomes expected for the infant or toddler and the criteria, procedures, and time lines used to determine the degree to which progress toward achieving outcomes is being made.</p> <p>17 CCR 52106(b)(4) 34 CFR 303.344(c)</p>	<p>32 of 32 records, or 100%, met the requirements of this standard.</p>	

Early Start Record Review Report

Early Start Regulations	Review Results	Comments
<p style="text-align: center;">➤ The frequency, intensity, and method of delivering the services.</p> <p>17 CCR 52106(b)(6)(A) 34 CFR 303.344(d)(1)(i)</p>	<p>32 of 32 records, or 100%, met the requirements of this standard.</p>	
<p>8. The service coordinator, six months before the third birthday of the toddler receiving early intervention services, shall: Notify the LEA where the toddler resides that there will be an IFSP meeting requiring the attendance of an LEA representative pursuant to Title 34 Code of Federal Regulations (CFR) 300.132, before the toddler is two years nine months, or at the discretion of all parties, up to six months before the toddler turns three years old to specify the transition steps necessary for movement into services under Part B of the IDEA.</p> <p>17 CCR 52112(b)(2) 34 CFR 303.148(b)(1)</p>	<p>19 of 19 records, or 100%, met the requirements of this standard.</p>	
<p>9. For toddlers with an IFSP, the transition steps contained in the IFSP [shall occur] at two years nine months or earlier.</p> <p>17 CCR 52112(c) 34 CFR 303.344(h)(1)</p>	<p>19 of 19 records, or 100%, met the requirements of this standard.</p>	

Early Start Record Review Report

Early Start Regulations	Review Results	Comments
<p>The following items were found to be below 100% compliance with state and federal regulation. These items are considered to be in non-compliance. The RC is required to provide a Plan of Corrective Action to DDS to address these findings. The plan should provide the actions the RC will take to correct the item of non-compliance within 365 days.</p>		
<p>1. IFSP Requirements</p> <ul style="list-style-type: none"> An initial IFSP shall be developed by the RC and/or LEA, for each eligible infant or toddler, who has been evaluated and assessed, within 45 days of the receipt, by the RC or LEA, of the oral or written referral. <p>17 CCR 52102(a) 34 CFR 303.342(a)</p>	<p>30 of 32 records, or approximately 94%, met the requirements of this standard.</p>	
<p>2. Content of IFSP</p> <ul style="list-style-type: none"> Regional centers and LEAs shall arrange, provide or purchase early intervention services required by the IFSP as soon as possible. <p>17 CCR 52106(d) 34 CFR 303.344(f)(1)</p>	<p>30 of 32 records, or approximately 94%, met the requirements of this standard.</p>	
<p>3. Service Coordinator Responsibilities</p> <p>The service coordinator shall serve as the primary point of contact for coordinating services and assistance for the infant's or toddler's parent, service providers and regional center and/or public agencies.</p> <p>17 CCR 52121 34 CFR 303.23</p>	<p>30 of 32 records, or approximately 94%, met the requirements of this standard.</p>	

Early Start Record Review Report

Early Start Regulations	Review Results	Comments
<p>4. The statements of location of services shall specify the natural environments such as home, child care, school programs, or private program where early intervention services shall be provided.</p> <ul style="list-style-type: none"> • The statement shall include a justification of the extent, if any, to which the services will not be provided in a natural environment. <p>17 CCR 52106(b)(6)(B)(2) 34 CFR 303.344(d)(1)(ii)</p>	<p>3 of 32 records contained documentation of services that were in other than a natural environment.</p> <p>29 of 32 records, or approximately 91%, contained an acceptable justification statement as to the reason services were not provided in the natural environment.</p>	<ul style="list-style-type: none"> • The justification for the service not being in a natural environment was due to the use of private insurance. Due to California trailer bill requiring the use of private insurance this item is not considered a finding to IRC.