



NANCY BARGMANN
DIRECTOR

State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



GAVIN NEWSOM
GOVERNOR

October 18, 2023

Jane Borochoff, Executive Director
Westside Regional Center
5901 Green Valley Circle, Suite 320
Culver City, CA 90230-6953

Dear Ms. Borochoff:

This letter is to convey the results of the Department of Developmental Services (DDS) remote review of the Early Start Program at Westside Regional Center (WRC). This review was conducted through DDS' Self-Assessment Monitoring (SAM) system on April 28, 2023, through June 23, 2023, to ensure that California meets Part C of the Individuals with Disabilities Education Act (IDEA) requirements.

WRC completed a self-assessment of 70 records through SAM. This consisted of 35 regular records and 35 transition records. DDS verified the documentation and the findings for each of the 70 records. DDS identified finding(s) of noncompliance in the following areas:

- Parental consent obtained prior to evaluations/assessments being conducted,
- Initial assessments including a child's unique strengths and service needs in all five developmental domains (including hearing, vision, and health), must be completed prior to the initial Individualized Family Service Plan (IFSP),
- Timely written notice to families for the IFSP meeting,
- Completion of the IFSP within 45 days from the date of referral,
- Timely provision of services,
- Early Intervention Services are provided in the natural environment,
- Parental consent obtained prior to the provision of Early Intervention Services,
- Periodic reviews of the IFSP were completed when an Early Intervention Service was added, decreased or changed,
- IFSP with transition steps and services were completed timely,
- Timely notification to the to the Local Educational Agency (LEA) was completed at least 90 days prior to the child's 3rd birthday, and
- Timely transition conference.

The details of the findings are in the enclosed monitoring report.

Jane Borochoff, Executive Director
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Required Action:

The U.S. Department of Education's Office of Special Education Programs (OSEP) requires the state lead agency, DDS, to verify correction of noncompliance based on the individual child level (prong 1) and the systemic level (prong 2) as soon as possible, and no later than one year from the date of this letter. A plan, signed by you, addressing the systemic level (prong 2) areas of noncompliance is required to be submitted to DDS within 30 days from the date of this letter. As part of the plan of correction, WRC should identify and address the root cause of noncompliance on each outstanding finding. Identifying the root cause ensures that corrective actions are meaningful and effective. Please forward the required evidence of clearance on each of the outstanding individual findings (prong 1) as soon as it is available (if applicable). DDS will require WRC to provide subsequent records to clear the systemic level findings. In addition, please see recommendations listed on page 5 of the monitoring report.

Thank you for your cooperation during the monitoring review of the Early Start program at WRC and your commitment to serve children and families. If you have any questions, please contact Nathaniel Taleon, Chief, Part C Federal Reporting and Monitoring Section, at (951) 374-0174, or by email at Nathaniel.Taleon@dds.ca.gov.

Sincerely,

Original signed by

MARICRIS ACON
Deputy Director
Children, Adolescents, and Young Adult Services Division

Enclosure

cc: Vanda Yung, WRC Board President
Cesar Garcia, WRC

**EARLY START MONITORING REPORT SUMMARY
WESTSIDE REGIONAL CENTER**

DATE OF REVIEW: APRIL 28, 2023 – JUNE 23, 2023
FINAL REPORT DATE: OCTOBER 18, 2023

ITEMS AT 100% COMPLIANCE				
	REQUIREMENT	RECORDS IN COMPLIANCE	TOTAL RECORDS REVIEWED	COMPLIANCE PERCENTAGE
R2	Initial evaluation determined the infant's or toddler's level of functioning in all developmental domains, including hearing, vision, and health. 34 CFR, Sections 303.21, 303.24, 303.310, 303.321 and Title 14, California Early Intervention Services Act (CEISA) Section 95014	35	35	100%
R7	The Individualized Family Service Plan (IFSP) included the frequency and length for all early intervention services. 34 CFR, Section 303.344(d)(1)(i)	35	35	100%

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NONCOMPLIANCE

Westside Regional Centers must clear findings on both the child-specific and systemic levels. Systemic level findings must be cleared as soon as possible but no later than one year from the final report date. **A Plan of Correction and subsequent review are required to clear these items.**

REQUIREMENT		RECORDS IN COMPLIANCE	TOTAL RECORDS REVIEWED	COMPLIANCE PERCENTAGE	PRONG 1 (CHILD-SPECIFIC)	PRONG 2 (SYSTEMIC)
					OUTSTANDING	OUTSTANDING
R1	Obtained written parental consent for evaluation/assessment. 34 Code of Federal Regulations (CFR), Sections 303.321(a) and 303.420(a)(2)	31	35	88.6%	X	X
R3	Initial assessment for service planning identified unique strengths and service needs in all five developmental domains, including hearing, vision, and health, prior to the initial IFSP. 34 CFR, Sections 303.21, 303.24, 303.310, 303.321 and Title 14, California Early Intervention Services Act (CEISA) Section 95014	24	35	68.6%	X	X
R4	Written notice of the IFSP meeting. 34 CFR, Section 303.342(d)(2)	20	35	57.1%		X
R5	Initial IFSP meeting was conducted within the 45-day timeline. 34 CFR, Sections 303.310 and 303.342(a)	24	35	68.6%		X
R6	Timely provision of services 34 CFR, Sections 303.344(f)(1) and 340.420(b)(2) Title 17, California Code of Regulations (CCR), Section 52109(b)	24	35	68.6%	X	X
R8	Early intervention services are provided in the natural environment or the IFSP contains an appropriate justification when services are not provided in a natural environment. 34 CFR, Sections 303.26, 303.126 and 303.344(d)(1)(ii)	31	35	88.6%	X	X
O3	Parental consent was obtained prior to the provision of services. 34 CFR, Section 303.342(e)	28	35	80.0%	X	X

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					OUTSTANDING	OUTSTANDING
O5	A Periodic Review was completed when early intervention services were added, decreased or changed. 34 CFR, Section 303.342(b)(1)(ii)	34	35	97.1%	X	X
T1	The IFSP included timely transition steps and services. 34 CFR, Sections 303.209(d) & (e) and 303.344(h)	30	35	85.7%		X
T2	Timely referral to Local Educational Agency (LEA). 34 CFR, Sections 303.209(b) and 303.401(d)	29	35	82.9%		X
T3	Transition Conference occurred in a timely manner and the LEA was invited to the transition meeting. 34 CFR, Section 303.209(c)(1)	23	35	65.7%		X

Key:

R – “Regular” corresponds to the Regular Review Tool item, followed by the number of the Regular Review Tool item (ex.- R1 refers to the Regular Review Tool item number 1).

T – “Transition” corresponds to the Transition Review Tool item, followed by the number of the Transition Review Tool item (ex.- T3 refers to the Transition Review Tool item number 3).

O – “Other” refers to an additional finding, not included in the Regular or Transition review tools.

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OUTSTANDING INDIVIDUAL FINDINGS (PRONG 1)

#	UCI	Item 1 Consent	Item 3 Assessment	Item 6 Timely Services	Item 8 Natural Environment	Item O3 IFSP Consent	Item O5 Periodic Review
1	7650427	X			X		
4	7650375			X			
5	7650562	X					
6	7650376		X			X	
7	7650587		X		X		
8	7650407		X			X	
9	7650588		X				
10	7650626				X		
11	7650613	X					
13	7650578		X	X		X	
14	7650634				X		
18	7650381		X				
19	7650158						X
32	7650444			X			
33	7650569		X				

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RECOMMENDATIONS

During the monitoring review, the Department of Developmental Services (DDS) reviewed multiple records where:

- Written consent was not obtained prior to evaluation,
- Evaluations and assessments were conducted after the 45-day timeline,
- The initial IFSP meeting was held more than 45 days from the date the initial referral was received,
- IFSP services began more than 45 days from the day consent was obtained,
- Documentation of current intake hearing and visions screening results were missing on the IFSP,
- Written IFSP consent was not obtained,
- Aperiodic review did not occur when services were modified,
- Transition steps and services were developed fewer than 90 days prior to the child's third birthday,
- Referral notification to LEA were submitted fewer than 90 days prior to the child's third birthday, and,
- Transition planning conference occurred fewer than 90 days prior to the child's third birthday.

Considering what is outlined above, DDS recommends WRC to align practices/procedures related to:

- Written consent,
- Timely evaluation and assessments,
- Timely IFSP,
- Timely services,
- Content of the IFSP, specific to documentation of screenings, evaluations and assessments,
- Periodic review,
- Timely steps and services,
- Timely referral to the LEA, and,
- Timely transition conference.

For further information, the department encourages WRC to further review available technical assistance resources related to the IFSP. These resources include but are not limited to:

- Early Start Service Coordinator's Handbook: [Service Coordination Handbook – Early Start Neighborhood](#)
- IFSP resources through the Early Childhood Technical Assistance Center: [ECTA Center: Individualized Family Service Plan \(IFSP\)](#)
- Educational and Developmental Intervention Services – IFSP Process Guidance Handbook: [EDISIFSPProcessGuidanceHandbook.pdf \(ectacenter.org\)](#)

As required by 34 Code of Federal Regulations (CFR) Sections 303.7, 303.420(a)(1), 303.420(a)(2), 303.21, 303.310, 303.321, 303.24, 303.342(d), 303.342(a), 303.344(f)(1), 340.420(b)(2), 303.344(d)(1)(i), 303.26, 303.126, 303.310, 303.321, 303.342(b)(1)(ii), 303.342(e), 303.344(d)(1)(ii), 303.209(b), 303.209(c)(1), (d) & (e), 303.344(h), 303.401(d), 303.344(d)(1), 303.342(e), 303.344(d)(1)(ii) and (e), 303.342(b)(1)(ii) Title 17, California Code of Regulations (CCR) Section 52109(b) and Title 14, California Early Intervention Services Act (CEISA) Section 95014.