



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](http://www.dds.ca.gov)



GAVIN NEWSOM  
GOVERNOR

October 23, 2023

Kimberly Smalley, Ph.D., Executive Director  
Redwood Coast Regional Center  
1116 Airport Park Boulevard  
Ukiah, CA 95482

Dear Dr. Smalley:

This letter is to convey the results of the Department of Developmental Services (DDS) remote review the Early Start Program at Redwood Coast Regional Center (RCRC). This review was conducted through DDS' Self-Assessment Monitoring (SAM) system on February 3, 2023, through March 28, 2023, to ensure that California meets Part C of the Individuals with Disabilities Education Act (IDEA) requirements.

RCRC completed a self-assessment of 60 records through SAM. This consisted of 30 regular records and 30 transition records. DDS verified the documentation and the findings for each of the 60 records. DDS identified finding(s) of noncompliance in the following areas:

- Initial evaluations include a child's level of functioning in all five developmental domains (including hearing, vision, and health),
- Initial assessments including a child's unique strengths and service needs in all five developmental domains, including hearing, vision, and health, were completed prior to the Individualized Family Service Plans (IFSP),
- 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,
- IFSPs include present levels of development in all five domains,
- IFSPs include services to meet the child and family needs,
- 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,
- The correct date of referral is documented in the infant or toddler record,
- IFSPs with transition steps and services were completed timely, and
- Timely transition conference.

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

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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, RCRC 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 RCRC to provide subsequent records to clear the systemic level findings. In addition, please see recommendations listed on page 6 of the monitoring report.

Thank you for your cooperation during the monitoring review of the Early Start program at RCRC 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](mailto:Nathaniel.Taleon@dds.ca.gov).

Sincerely,

Original signed by

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

Enclosure

cc: Mike Sawyer, RCRC Board President  
Mary Block, RCRC  
Sarah Costa, RCRC

**EARLY START MONITORING REPORT SUMMARY  
REDWOOD COAST REGIONAL CENTER**

DATE OF REVIEW: FEBRUARY 3 – MARCH 28, 2023  
FINAL REPORT DATE: OCTOBER 23, 2023

<b>ITEMS AT 100% COMPLIANCE</b>				
	REQUIREMENT	RECORDS IN COMPLIANCE	TOTAL RECORDS REVIEWED	COMPLIANCE PERCENTAGE
R7	The Individualized Family Service Plan (IFSP) included the frequency and length for all early intervention services. 34 Code of Federal Regulations (CFR), Section 303.344(d)(1)(i)	30	30	100%
O4	Location of all services is specified on the IFSP. 34 CFR, Section 303.344(d)(1)(iii)	30	30	100%
O6	The early intervention services on the IFSP were determined by the multidisciplinary team, including the parent. 34 CFR, Sections 303.24(b) and 303.340	30	30	100%

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**CLEARED FINDINGS**

Findings cleared prior to the issuance of the report. No further action is required.

REQUIREMENT		ORIGINAL RECORDS IN COMPLIANCE	TOTAL RECORDS REVIEWED	ORIGINAL COMPLIANCE PERCENTAGE	SUBSEQUENT RECORDS IN COMPLIANCE	TOTAL SUBSEQUENT RECORDS REVIEWED	SUBSEQUENT COMPLIANCE PERCENTAGE
R1	Obtained written parental consent for evaluation/assessment. 34 CFR, Sections 303.7 and 303.420(a)(1) and (a)(2)	28	30	93.33%	■	■	100%
R4	Written notice of the IFSP meeting. 34 CFR, Section 303.342(d)(2)	29	30	96.67%	■	■	100%
T2	Timely referral to Local Educational Agency (LEA). 34 CFR, Sections 303.209(b) and 303.401(d)	28	30	93.33%	■	■	100%

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**NONCOMPLIANCE**

Redwood Coast Regional Center must clear findings on both the child-specific and systemic levels. **Child-specific findings must be cleared as soon as possible but no later than 30 days from the date the report is issued.** 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
R2	Initial evaluation determined the infant's or toddler's level of functioning in all five 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	29	30	96.67%	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 IFSP.  34 CFR, Sections 303.21, 303.24, 303.310,303.321 and Title 14, CEISA Section 95014	17	30	56.67%	X	X
R5	Initial IFSP meeting was conducted within the 45-day timeline.  34 CFR, Sections 303.310 and 303.342(a)	26	30	86.67%		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)	28	30	93.33%	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)	28	30	93.33%	X	X
O1	IFSP includes services necessary to meet needs of child & family.  34 CFR, Sections 303.344(d)(1) and (e)	29	30	96.67%	X	X

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REQUIREMENT		RECORDS IN COMPLIANCE	TOTAL RECORDS REVIEWED	COMPLIANCE PERCENTAGE	PRONG 1 (CHILD-SPECIFIC)	PRONG 2 (SYSTEMIC)
					OUTSTANDING	OUTSTANDING
O2	IFSP includes present levels of child’s development in all five domains (including health, hearing, and vision). 34 CFR, Section 303.344(a)	25	30	83.33%	X	X
O3	Parental consent was obtained prior to the provision of services. 34 CFR, Section 303.342(e)	25	30	83.33%	X	X
O5	A Periodic Review was completed when early intervention services were added, decreased or changed. 34 CFR, Section 303.342(b)(1)(ii)	23	30	76.67%	X	X
O7	The date of referral is documented in the infant’s or toddler’s record. Title 17 CCR Section 52060(a)	29	30	96.67%	X	X
T1	The IFSP included timely transition steps and services. 34 CFR, Sections 303.209(d) & (e) and 303.344(h)	24	30	80.00%		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)	24	30	80.00%		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 R2 Initial Evaluation	Item R3 Initial Assessment	Item R6 Timely Services	Item R8 Natural Environment	Item O1 IFSP Includes Needed Services	Item O2 IFSP Includes Present Levels	Item O3 Parental Consent for Services	Item O5 Periodic Review	Item O7 Referral Date Documented in the Child's Record
6	██████		X	X						
8	██████				X				X	
9	██████		X						X	
10	██████		X				X	X		
11	██████				X		X	X		
12	██████		X				X			
13	██████		X						X	
14	██████		X				X			
15	██████			X		X				
16	██████		X					X		
18	██████		X							
19	██████			X						
20	██████								X	
21	██████								X	X
23	██████	X								
25	██████			X				X		



## EARLY START MONITORING REPORT SUMMARY REDWOOD COAST REGIONAL CENTER

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### RECOMMENDATIONS

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

- 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,
- A periodic 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, and,
- Transition planning conference occurred fewer than 90 days prior to the child's third birthday.

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

- Timely assessments,
- Timely IFSP,
- Periodic review,
- Timely steps and services, and,
- Timely transition conference.

For further information, the department encourages RCRC to further review 34 Code of Federal Regulations, Section 303.344 Content of an IFSP(a)(b)(c) as well as available technical assistance resources. This is to ensure that families fully understand the evaluations and assessments conducted to develop the IFSP in relation to their child's individual strengths, abilities and needs. These resources include but are not limited to:

- Early Start Service Coordinator's Handbook, Chapter 8 - Quality Practices
- 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 303.21, 303.24, 303.310, 303.321, 303.342(a) & (b)(1)(ii), 303.209(c)(1), (d) & (e), 303.344(h) and California Early Intervention Services Act (CEISA) Section 95014.