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DIRECTOR

State of California—Health and Human Services Agency  
**Department of Developmental Services**  
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GAVIN NEWSOM  
GOVERNOR

August 12, 2024

Gabriel Rogin, Executive Director  
North Bay Regional Center  
610 Airpark Road  
Napa, CA 94558

Dear Mr. Rogin:

This letter is to convey the results of the Department of Developmental Services' (DDS) review of the Early Start Program at North Bay Regional Center (NBRC). This review was conducted through DDS' Self-Assessment Monitoring (SAM) system on January 4, 2024, through February 27, 2024, to ensure that California meets Part C of the Individuals with Disabilities Education Act (IDEA) requirements.

NBRC 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:

- Timely provision of services,
- Provision of Early Intervention Services in the natural environment,
- Obtaining written parental consent prior to the provision of Early Intervention Services,
- Identification of the location of all Early Intervention Services on the Individualized Family Service Plan (IFSP),
- Timely completion of transition steps and services in the IFSP,
- Timely notification (i.e., sent at least 90 days prior to the child's 3<sup>rd</sup> birthday) to the Local Educational Agency (LEA), and
- Timely transition conference (i.e., at least 90 days prior to the child's 3<sup>rd</sup> birthday).

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

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. Please submit a signed plan addressing the systemic level (prong 2) areas of noncompliance to DDS within 30 days of the date of this letter. As part of the plan of correction, NBRC 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 NBRC 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 NBRC and your commitment to serve children and families. If you have any questions, please contact Nathaniel Taleon, Chief, Program Compliance Section, Early Start Branch, 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: Rosemarie Perez, Board President  
Beth Dewitt, NBRC  
Christie Null, NBRC

**EARLY START MONITORING REPORT SUMMARY  
NORTH BAY REGIONAL CENTER**

DATE OF REVIEW: JAN. 4 – FEB. 27, 2024

FINAL REPORT DATE: AUGUST 12, 2024

<b>ITEMS AT 100% COMPLIANCE</b>				
<b>REQUIREMENT</b>		<b>RECORDS IN COMPLIANCE</b>	<b>TOTAL RECORDS REVIEWED</b>	<b>COMPLIANCE PERCENTAGE</b>
R2	Initial evaluation determined the infant’s or toddler’s level of functioning in all developmental domains, including hearing, vision, and health.  34 Code of Federal Regulations (CFR), §§303.21, 303.24, 303.310, §303.321 and Title 14, California Early Intervention Services Act (CEISA) §95014	35	35	100%
R4	Written notice of the Individualized Family Service Plan (IFSP) meeting.  34 CFR, §303.342(d)(2)	35	35	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, §§303.7 and 303.420(a)(1) and (a)(2)	32	35	91.43%	█	█	100%
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, §§303.21, 303.24, 303.310,303.321 and Title 14, CEISA §95014	34	35	97.14%	█	█	100%
R5	Initial IFSP meeting was conducted within the 45-day timeline.  34 CFR, §§303.310 and 303.342(a)	33	35	94.29%	█	█	100%
R7	The IFSP included the frequency and length for all early intervention services.  34 CFR, §303.344(d)(1)(i)	34	35	97.14%	█	█	100%
T-O5	A Periodic Review was completed when early intervention services were added, decreased or changed.  34 CFR, §303.342(b)(1)(ii)	34	35	97.14%	█	█	100%

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**NONCOMPLIANCE**

North Bay Regional Center 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
R6	Timely provision of services 34 CFR, §§303.344(f)(1) and 340.420(b)(2) Title 17, California Code of Regulations (CCR), §52109(b)	26	35	74.29%	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, §§303.26, 303.126 and 303.344(d)(1)(ii)	27	35	77.14%	X	X
O3	Parental consent was obtained prior to the provision of services. 34 CFR, §303.342(e)	31	35	88.57%		X
O4	Location of all services is specified on the IFSP. 34 CFR, §303.344(d)(1)(iii)	32	35	91.43%		X
T1	The IFSP included timely transition steps and services. 34 CFR, §§303.209(d) & (e) and 303.344(h)	31	35	88.57%		X
T2	Timely referral to Local Educational Agency (LEA). 34 CFR, §§303.209(b) and 303.401(d)	31	35	88.57%		X
T3	Transition Conference occurred in a timely manner and the LEA was invited to the transition meeting. 34 CFR, §303.209(c)(1)	31	35	88.57%		X

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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)**

<b>RR #</b>	<b>UCI</b>	<b>ITEM R6 Timely Provision of Services</b>	<b>ITEM R8 Natural Environment</b>
RR 07	██████	X	
RR 17	██████		X
RR 18	██████		X
RR 19	██████		X
RR 23	██████		X
RR 28	██████		X
RR 30	██████		X
RR 32	██████	X	

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### RECOMMENDATIONS

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

- Timely provision of services,
- Natural Environment,
- Consent for Services,
- Location of all early intervention services is identified on the IFSP,
- IFSP with timely transition steps and services,
- LEA notification, and
- Timely transition conference.

For further information, the department encourages NBRC to further review available technical assistance resources related to delivery of early intervention services. 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 303.344(f)(1), 340.420(b)(2), 303.26, 303.126, 303.344(d)(1)(ii), 303.342 (e), 303.344(d)(1)(iii), 303.209(d)(e), 303.344(h), 303.209(b), 303.401(d), 303.209(c)(1), and Title 17, California Code of Regulations (CCR) 52109(b).