



PETE CERVINKA
DIRECTOR

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

July 25, 2025

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

Dear Dr. Kimberly Smalley:

This letter is to convey the results of the Department of Developmental Services' (DDS) review of the Early Start Program at Redwood Coast Regional Center (RCRC). This review was conducted through DDS' Self-Assessment Monitoring (SAM) system February 3, 2025, through March 21, 2025, 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 findings of noncompliance in the following areas:

- Timely provision of services,
- Early Intervention Services must be provided in the natural environment,
- Individualized Family Service Plans (IFSP) with transition steps and services were completed timely,
- Timely transition conference must occur at least 90 days prior to the child's 3rd 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. A plan, signed by you, addressing the systemic level (prong 2) areas of noncompliance is required to be submitted to DDS within 30 days of 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 7 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 Reyna Ambriz, Early Start Branch Manager, at (916) 651-0364, or by email at Reyna.Ambriz@dds.ca.gov.

Sincerely,

Original signed by

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

Enclosure

cc: Mike Sawyer, Acting Board President, RCRC

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

DATE OF REVIEW: FEBRUARY 3, 2025 – MARCH 21, 2025

FINAL REPORT DATE: July 25, 2025

ITEMS AT 100% COMPLIANCE				
REQUIREMENT		RECORDS IN COMPLIANCE	TOTAL RECORDS REVIEWED	COMPLIANCE PERCENTAGE
R1	Obtained written parental consent for evaluation/assessment. 34 Code of Federal Regulations (CFR), Sections 303.321(a) and 303.420(a)(2)	30	30	100%
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	30	30	100%
R4	Written notice of the Individualized Family Service Plan (IFSP) meeting. 34 CFR, Section 303.342(d)(2)	30	30	100%

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<p style="text-align: center;">CLEARED FINDINGS</p> <p style="text-align: center;">Findings cleared prior to the issuance of the report. No further action is required.</p>							
REQUIREMENT		ORIGINAL RECORDS IN COMPLIANCE	TOTAL RECORDS REVIEWED	ORIGINAL COMPLIANCE PERCENTAGE	SUBSEQUENT RECORDS IN COMPLIANCE	TOTAL SUBSEQUENT RECORDS REVIEWED	SUBSEQUENT COMPLIANCE PERCENTAGE
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, CEISA Section 95014	29	30	96.67%	█	█	100%
R5	Initial IFSP meeting was conducted within the 45-day timeline. 34 CFR, Sections 303.310 and 303.342(a)	28	30	93.33%	█	█	100%
R7	The IFSP included the frequency and length for all early intervention services. 34 CFR, Section 303.344(d)(1)(i)	28	30	93.33%	█	█	100%
T2	Timely notification to Local Educational Agency (LEA). 34 CFR, Sections 303.209(b) and 303.401(d)	29	30	96.67%	█	█	100%
O5	A Periodic Review was completed when early intervention services were added, decreased or changed. 34 CFR, Section 303.342(b)(1)(ii)	29	30	96.67%	█	█	100%

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NONCOMPLIANCE

Redwood Coast 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, Sections 303.344(f)(1) and 303.420(b)(2) Title 17, California Code of Regulations (CCR), Section 52109(b)	26	30	86.67%		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)	25	30	83.33%	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)	26	30	86.67%		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)

RR#	UCI	ITEM R8 Natural Environment
RR 06		X
RR 22		X
RR 23		X
RR 25		X
RR 30		X

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RECOMMENDATIONS

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

- Timely Services,
- Natural Environment,
- Timely Transition IFSP with Steps and Services, and
- Timely Transition Conference.

For further information, the department encourages RCRC 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: <https://earlystartneighborhood.org/resources/resources-for-early-start-personnel/service-coordination-handbook/>
- IFSP Resources through the Early Childhood Technical Assistance Center: <https://ectacenter.org/topics/ifsp/ifspprocess.asp>
- Educational & Developmental Intervention Services - IFSP Process Guidance Handbook: <https://ectacenter.org/eco/assets/pdfs/EDISIFSPProcessGuidanceHandbook.pdf>

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