



PETE CERVINKA
DIRECTOR

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

September 30, 2025

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

Dear Jane Borochoff:

This letter is to convey the results of the Department of Developmental Services' (Department) review of the Early Start Program at Westside Regional Center (WRC). This review was conducted through the Department's Self-Assessment Monitoring (SAM) system May 2, 2025 through June 17, 2025 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. The Department verified the documentation and the findings for each of the 70 records. The Department identified finding(s) of noncompliance in the following areas:

- Parental consent must be obtained prior to evaluations/assessments being conducted,
- Individualized Family Service Plan (IFSP) must be completed within 45 days from the date of referral,
- Timely provision of services,
- Early intervention services must be provided in the natural environment,
- Written parental consent must be obtained prior to the provision of early intervention services,
- Transition IFSP with steps and services was developed timely,
- Transition conference must occur at least 90 days prior to the child's 3rd birthday, and
- Transition plan is documented as part of an IFSP.

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, the Department, 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 the Department within 30 days of 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). The Department will require WRC to provide subsequent records to clear the systemic level findings. In addition, please see recommendations listed on page 8 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 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: Almarietha Mathews, Board President, WRC
Candace Hein, WRC

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

DATE OF REVIEW: MAY 2, 2025 – JUNE 17, 2025

FINAL REPORT DATE: September 30, 2025

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 Code of Federal Regulations (CFR), Sections 303.21, 303.24, 303.310, 303.321 and Title 14, California Early Intervention Services Act (CEISA) Section 95014	35	35	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 Individual Family Service Plan (IFSP). 34 CFR, Sections 303.21, 303.24, 303.310, 303.321 and Title 14, CEISA Section 95014	35	35	100%
R7	The IFSP included the frequency and length for all early intervention services. 34 CFR, Section 303.344(d)(1)(i)	35	35	100%

**EARLY START MONITORING REPORT SUMMARY
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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
R4	Written notice of the IFSP meeting. 34 CFR, Section 303.342(d)(2)	34	35	97.14%	3	3	100%
T2	Timely notification to Local Educational Agency (LEA). 34 CFR, Sections 303.209(b) and 303.401(d)	32	35	91.43%	3	3	100%

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NONCOMPLIANCE

Westside 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
R1	Obtained written parental consent for evaluation/assessment. 34 CFR, Sections 303.321(a) and 303.420(a)(2)	34	35	97.14%		X
R5	Initial IFSP meeting was conducted within the 45-day timeline. 34 CFR, Sections 303.310 and 303.342(a)	23	35	65.71%		X
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)	31	35	88.57%		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	35	80.00%	X	X
O3	Parental consent was obtained prior to the provision of services. 34 CFR, Section 303.342(e)	31	35	88.57%		X
T1	The IFSP included timely transition steps and services. 34 CFR, Sections 303.209(d) & (e) and 303.344(h)	32	35	91.43%		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)	31	35	88.57%		X

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					OUTSTANDING	OUTSTANDING
T-O9	The Transition Plan is documented as part of an IFSP. 34 CFR, Section 303.209(d)(2) and 303.344(h).	17	35	48.57%		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 13	7655007	X
RR 19	7654993	X
RR 28	7654500	X
RR 31	7655058	X
RR 34	7655002	X

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RECOMMENDATIONS

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

- Consent for Evaluations/Assessments,
- Timely Initial IFSP,
- Timely Provision of Services,
- Services provided in Natural Environment,
- Consent for Services,
- Timely Transition IFSP with Steps & Services,
- Timely Transition Conference, and
- Transition Plan Documented as Part of an IFSP.

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: <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 34 Code of Federal Regulations (CFR), Sections 303.321(a) and 303.420(a)(2); 34 CFR, Sections 303.310 and 303.342(a); Title 17, California Code of Regulations (CCR), Section 52109(b); 34 CFR, Sections 303.26, 303.126 and 303.344(d)(1)(ii); 34 CFR, Section 303.342(e); 34 CFR, Sections 303.209(d) & (e) and 303.344(h); 34 CFR, Section 303.209(c)(1); and 34 CFR, Section 303.209(d)(2) and 303.344(h).