



STATE OF MAINE
 DEPARTMENT OF EDUCATION
 23 STATE HOUSE STATION
 AUGUSTA, MAINE 04333-0023

PAUL R. LEPAGE
 GOVERNOR

THOMAS A. DESJARDIN
 ACTING COMMISSIONER

July 13, 2015

«First_Name»
 «Company_Name»
 «Address_Line_1»
 «City», ME «ZIP_Code»

Dear «First_Name»:

The Maine Department of Education (Maine DOE) is required under federal law to monitor special education programs and services for students with disabilities as described under Section 616 of the 2004 Amendments to the Individuals with Disabilities Education Act (IDEA). The purpose of this letter is to outline the components of the review.

The items that are required to be provided or made accessible by each selected school administrative unit (SAU) are outlined below. The SAU self-assessment using the Electronic Monitoring Tool-Excel version (EMT-E), and desk audit documents outlined below must be received by the Maine DOE team **no later than December 30, 2015**. The DOE on-site review will occur during DOE’s scheduled visit at the SAU.

Please note: The Electronic Monitoring Tool used for this Letter of Instruction is based on the August 1, 2015, version of Maine’s Unified Special Education Regulations (MUSER).

Electronic Monitoring Tool (EMT) #	Item (State Performance Plan Indicator)	How evidence will be collected	
		SAU self-assessment (20%) DOE on site review (10%)	Desk Audit <i>Send to DOE</i>
MIS4	Parent Survey (B-8)		Submit mailing addresses of all identified students in Excel spreadsheet (<i>on flash drive</i>)
INR1, 3	Initial Evaluations (B-11)		Submit B-11 Tracking Tool (<i>on flash drive</i>), consents to evaluate, completed evaluations, school calendars
AWN 1	Advance Written Notice	Self-assessment On-site review	

FOT7	IEP to parents within 21 school days	Self-assessment On-site review	
CIM1-CIM8	Considerations-IEP section 3	Self-assessment On-site review	
APG1-APG4	Academic Performance- IEP section 4	Self-assessment On-site review	
FPG1-FPG4	Functional Performance-IEP section 4	Self-assessment On-site review	
DPG1-DPG4	Developmental Performance- IEP section 4	Self-assessment On-site review	
SAS1	Supplementary Aids and Services- IEP section 5	Self-assessment On-site review	
SVC1	Special Education and Related Services- IEP section 6	Self-assessment On-site review	
LRE1-LRE2	Least Restrictive Environment- IEP section 7	Self-assessment On-site review	
TRA1-TRA9	Post-Secondary Transition- IEP section 8 (B-13)	Self-assessment On-site review	
AOM1	Age of Majority- IEP section 8	Self-assessment On-site review	
OOU1-3,5,7,9,12	Out-of-Unit Placements	Self-assessment On-site review	
WRN1,2	Written Notice	Self-assessment On-site review	
MIS1	Accuracy Document		Submit document <i>(on flash drive)</i>
MIS2	Letter of Authorization to Commit Funds		Submit all letters
MIS3	Qualified Personnel Certification form		Submit document <i>(on flash drive)</i>
RPP1	Referral/Pre-referral Policy		Submit policy
RPP2	Child Find Policy		Submit policy
RPP4	Physical Restraint and Seclusion Policy		Submit policy
FOT2	Summary of Performance form		Submit 3 forms
FOT3	Learning Disability Evaluation Report form		Submit 3 forms
FOT4	Speech/Language Eligibility Criteria form		Submit 3 forms
FOT5	Adverse Effect form		Submit 3 forms
CEIS	Continuing Early Intervening Services	On-site review (if appropriate)- <i>more information in the Sept 15 webinar</i>	

For any item listed above where the district does not have the requested number of files, please submit all files that apply.

Please use the Electronic Monitoring Tool-Excel version (EMT-E) on the flash drive provided to you with this letter to record data collected from the self-assessment of files of students with disabilities. Please review **20% of student files** (minimum of 10 files) with representation from all schools within the SAU. Also, please be sure to have ethnic representation across disabilities (where possible) with your file selection for review.

You will receive a letter notifying you of your site visit the month prior to your visit. Included in this letter will be the student names for which files will be reviewed during the on-site visit. More information regarding this will be provided in the program review webinar.

Maine DOE will review the completed Electronic Monitoring Tool-Excel version (EMT-E) and requested materials. Letters of Finding will be generated by May 15, 2016, identifying any area(s) of noncompliance. SAUs that are found to have areas of noncompliance will receive a Corrective Action Plan (CAP) including activities to address the findings. All CAP activities must be completed with documentation sent to Maine DOE and correction verified according to the schedule to be provided with the Letter of Findings.

For further information, please contact Roberta Lucas at roberta.lucas@maine.gov.

Please send all material to the attention of Dede Gilbert, Maine Department of Education, Special Services, 23 State House Station, Augusta, ME 04333-0023 or dede.gilbert@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads "Roberta Lucas".

Roberta Lucas
Federal Program Coordinator

C: Superintendent «Supt»