

**Behavioral Health Division
Early Intervention and Education Program**

**Monitoring Report
Part C of IDEA**

Region 04
Children's Learning Center

Monitoring Completed: May 28, 2025

Report Date: June 25, 2025

Report Compiled By:

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Monitoring Process:

In accepting federal funds to provide Part C services of the Individuals with Disabilities Education Act (IDEA), the State of Wyoming agrees to monitor regional service providers and enforce compliance when non-compliance with Part C of IDEA is identified. In accordance with CFR 303.700, (a) the lead agency must—(1) Monitor the implementation of this part... (b) The primary focus of the State's monitoring activities must be on—(1) Improving early intervention results and functional outcomes for all infants and toddlers with disabilities; and (2) Ensuring that Early Intervention Service (EIS) programs meet the program requirements under part C of the Act, with a particular emphasis on those requirements that are most closely related to improving early intervention results for infants and toddlers with disabilities. (c) As a part of its responsibilities under paragraph (a) of this section, the State must use quantifiable indicators and such qualitative indicators as are needed to adequately measure performance in the priority areas identified in paragraph (d) of this section, and the indicators established by the Secretary for the State performance plans. (d) The lead agency must monitor each EIS program located in the State, using quantifiable indicators in each of the following priority areas, and using such qualitative indicators as are needed to adequately measure performance in those areas: (1) Early intervention services in natural environments. (2) State exercise of general supervision, including child find, effective monitoring (e) In exercising its monitoring responsibilities under paragraph (d) of this section, the State must ensure that when it identifies noncompliance with the requirements of this part by EIS programs and providers, the noncompliance is corrected as soon as possible and in no case later than one year after the State's identification of the noncompliance.

Summary:

The State of Wyoming Early Intervention and Education Program (EIEP) monitoring team completed a review of the Children's Learning Center on May 28, 2025. The Part C Coordinator reviewed the database to complete electronic desk audits of the Part C files for compliance in the areas of Individualized Family Service Plan (IFSP) reviews, evaluations and assessments, service provision, and other required IFSP activities. The Part C Coordinator completed a comprehensive review of 10 randomly selected files of the active Part C files.

Results of the electronic desk audit review were analyzed to determine program strengths, areas for improvement, and non-compliance issues. All issues identified during the electronic desk audit were addressed during a virtual visit through staff interviews and child file reviews. In addition, the EIEP attended a home visit with providers and conducted a review of fiscal responsibilities and fiscal management. The chart below outlines findings.

Areas of Strength	1. All of the files reviewed served children in natural environments in accordance with CFR 303.18 which included the home or community settings. 2. Evaluations were comprehensive and included information in all areas of development. 3. All files contained outcomes that were based on the family concerns and needs. 4. The home visit went very well. The provider used the parent coaching model. It was apparent that the family is comfortable with services and is engaged during the visit.
Noncompliance issues	1. There were two (2) files who were made eligible under the category of medical diagnosis. These files were missing the medical documentation to support the diagnosis. § 303.21 Infant or toddler with a disability, Wyoming Chapter 8 Rules, Section 4 (i) (38310651,94949026) 2. There were nine (9) files with insufficient documentation of service delivery. During on-site file reviews, the EIEP was able to remove eight (8) files, leaving one (1) file remaining. § 303.700 State monitoring and enforcement (77505093)
Fiscal	1. Monitoring of fiscal practices was completed at time of visit. In reviewing the fiscal monitoring checklist, all appropriate fiscal processes were in place and copies of policies and procedures were submitted to the Part C Coordinator.
Total Non-compliance Findings	3
Total Non-compliance Findings Requiring a CAP	0

Next Steps:

As of the date of this Report, all files made eligible under the category of medical diagnosis shall contain proper documentation to support the diagnosis and all service delivery shall be properly documented. Non-compliance identified during this visit will be addressed through pre-finding correction. The region shall

discuss with Part C staff the importance of proper documentation during a staff meeting and send the meeting agenda to EIEP once completed. A review of subsequent data will be conducted in November 2025. If non-compliance is not present, the pre-finding will be cleared. If there are any findings identified a formal finding will be issued and applicable corrective action steps will be implemented.

On behalf of the EIEP, I would like to express my gratitude and commend current staff and the administration of the Children's Learning Center for their commitment to serving children and families.

Thank you,
Jolene Flores, Part C Coordinator/EIEP

cc:

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