

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

**Monitoring Report  
Part C of IDEA**

Region 09  
Child Development Center of Natrona County

Monitoring Completed: October 09, 2025

Report Date: November 03, 2025

Report Compiled By:

Jolene Flores, Part C Coordinator

Wyoming Department of Health

Behavioral Health Division

122 W 25<sup>th</sup> Street, Herschler 2 West, Suite B

Cheyenne WY 82001

307-777-7148

### **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 Child Development Center of Natrona County on October 09, 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 31 randomly selected 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	<ol style="list-style-type: none"> <li>1. Files contained outcomes that were based on the family's concerns and needs and indicated that children were making adequate progress when applicable.</li> <li>2. The home visit went fairly well. The provider had to bring in items to use for services, but was also able to use what was available in the home when appropriate. She made every attempt to get the parent engaged in what was happening with the child and tried multiple strategies to get the parent to model the activities with her child.</li> <li>3. All files reviewed contained: <ol style="list-style-type: none"> <li>a. Comprehensive Multi-Disciplinary Team Report</li> <li>b. All relevant forms</li> <li>c. All relevant signatures</li> <li>d. Documentation of quality service provisions to address areas of need</li> <li>e. Well documented delivery of services</li> <li>f. Detailed Prior Written Notices</li> </ol> </li> </ol>
Noncompliance issues	<ol style="list-style-type: none"> <li>1. There were zero (0) areas of noncompliance identified during the onsite file review.</li> </ol>
Fiscal	<ol style="list-style-type: none"> <li>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.</li> </ol>
Total Non-compliance Findings	0
Total Non-compliance Findings Requiring a CAP	0

**Next Steps:**

A review of files will occur as part of the EIEP's standard practices for ensuring compliance, quality services, and timely and accurate documentation of all IFSP events on an ongoing basis. The Child Development Center of Natrona County staff should continue to work to ensure all information is up to date.

On behalf of the EIEP, I would like to express my gratitude and commend current staff and the administration of the Child Development Center of Natrona County for their commitment to serving children and families.

Jolene Flores, Part C Coordinator/EIEP

cc:

Kim Caylor, Early Intervention & Education Program Unit Manager

Alisha Rone, Executive Director, Child Development Center of Natrona County