

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

**Monitoring Report
Part C of IDEA**

Region 06
Child Development Services of Fremont County, Inc.

Monitoring Completed: August 14, 2025

Report Date: September 8, 2025

Report Compiled By:

Jolene Flores, Part C Coordinator

Wyoming Department of Health

Behavioral Health Division

122 W 25th 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 Services of Fremont County, Inc. on August 14, 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	<ol style="list-style-type: none"> 1. All of the files reviewed included parent interviews as part of the evaluation process. 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 center visit went well. Both children attending group were engaged and interacted well with the provider. The provider went over strategies to ensure carry-over in the home. During the interview with parents and caregivers of both children they mentioned the progress the children have made since receiving services. 5. There were no informal complaints logged during the monitoring period.
Noncompliance issues	<ol style="list-style-type: none"> 1. There was one (1) file with missing Prior Written Notice (PWN) documentation for Initial IFSP development. Although missing, all subsequent PWN documentation was present in the file. § 303.342 Procedures for IFSP development, review, and evaluation. (24649686) 2. There were three (3) files with non-compliant justifications for services within the natural environment. While all three files contained information regarding the decision, there were no discussions documented during the reviews of revisiting the environment as stated in the initial justification documentation. In meeting with the region on-site and discussing, it was determined that a CAP activity was not necessary for this finding. § 303.126 Early intervention services in natural environments Wyoming Chapter 8. Natural Environments (69140707, 96168439, 24531936)
Fiscal	<ol style="list-style-type: none"> 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	2
Total Non-compliance Findings Requiring a CAP	0

Next Steps:

As of the date of this Report, all Prior Written Notices for Evaluations and IFSP meetings shall be included in files. Justification must be documented and revisited with discussions present in files for services outside of natural environments. 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 December 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 Child Development Services of Fremont County, Inc. for their commitment to serving children and families.

Thank you,

Jolene Flores, Part C Coordinator/EIEP

cc:

Kim Caylor, Early Intervention & Education Program Unit Manager
Courtney Hill, Executive Director, Child Development Services of Fremont County, Inc.
Maegan Jones, Building Coordinator, Child Development Services of Fremont County, Inc.