



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

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JAMES S. REINHARD, M.D.  
COMMISSIONER

To: CSB Executive Directors, MR Directors, System Managers, Fiscal Agents,  
Families and Interested Parties

From: James S. Reinhard, M.D., Commissioner

Regarding: The Public Comment Draft of the SFY 2007 *Local Contract for Continuing Participation in Part C*

Date: March 15, 2006

The Public Comment Draft of the SFY 2007 *Local Contract for Continuing Participation in Part C* is attached. A workgroup of stakeholders was convened to address the development of the SFY 2007 *Local Contract for Continuing Participation in Part C*. The following information reflects the recommendations of that group, as well as requirements by the Office of Special Educations Programs (OSEP), and will be helpful to consider in your review of the draft SFY 2007 contract:

- Administrative Costs, operational costs incurred by the Lead Agency as a result of administering the local Part C contract (e.g. fiscal management, development and monitoring of contracts with providers), have been raised from 3% to 5%.
- Based on the April 14-15, 2005 verification visit by the Office of Special Education Programs (OSEP), the State Lead Agency, the Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS), must have a process in place to identify and ensure correction of noncompliance within one year of notification. The State Lead Agency and the Local Lead Agencies will work collaboratively to ensure compliance with Part C federal and state requirements in addressing compliance and accountability through local plans of improvement.
- The Individuals with Disabilities Education Improvement Act (IDEIA) of 2004 requires that each State Part C Lead Agency develop and submit a State Performance Plan (SPP) to OSEP. The SPP is intended to evaluate the State's effectiveness in implementing the requirements and purposes of IDEA and describes how the State will improve such implementation over the next six years. The State must provide an annual report of the status of the plan. In order to meet this specific requirement, local systems will complete an annual local record review in accordance with State-provided protocol and timelines.

- Based on the April 14-15, 2005 verification visit by the Office of Special Education Programs (OSEP), the State Lead Agency must have a process in place to ensure that data that is submitted is accurate and truly reflects the status of the system. Therefore, local data submissions must include verification by the local system manager indicating that the data submitted is accurate and truly reflects the status of the system to the best of the system manager's ability.
- In order to meet the mandate of the Virginia General Assembly under Budget Line Item 334, data to be submitted on the Expenditure Reporting Form include the following:
  1. Total revenues used to support Part C services;
  2. Total expenses for all Part C services;
  3. Total numbers of infants and toddlers and families served using all Part C revenues; and
  4. Services provided to those infants and toddlers and families.

**No additional reporting elements are being required. This requirement has not changed from the SFY 2006 Contract. Private provider data will not be required.**

- The Family Survey will no longer be distributed by the Local Part C Systems but will be a professional survey, funded by the General Supervision Enhancement Grant (GSEG), that is nationally validated and will be administered to an appropriate sample of families for the purpose of collecting the first year's Family Outcomes Data as required by the Office of Special Education Programs (OSEP) for the State Performance Plan. Determination will be made based on the cost and other resource factors regarding future plans for administering the survey.

The public comment period for this document will run from March 15, 2006 through April 13, 2006. Written public comments should be submitted to:

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Electronic public comments can be emailed to [maryann.discenza@co.dmhmrzas.virginia.gov](mailto:maryann.discenza@co.dmhmrzas.virginia.gov) .

Cc Frank Tetrick, III, Assistant Commissioner, Community Services  
Shirley Ricks, Director, Child & Family Services  
Mary Ann Discenza, Part C Coordinator