

**SAMPLE: WRITTEN DECISION**

**BEFORE THE BUREAU CHIEF OF EARLY STEPS CHILDREN’S MEDICAL SERVICES FLORIDA DEPARTMENT OF HEALTH**

# ORDER

Children’s Medical Services received a formal complaint on \_\_\_\_\_(date )\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_(complainant)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the parents of a child who received services from the \_\_\_\_\_(Local Early Steps or provider)\_\_\_\_\_\_\_\_. The complainant alleged that \_\_\_\_\_(Local Early Steps or provider)\_\_\_\_\_\_\_\_\_ violated federal laws relating to serving infants and toddlers with developmental delays or established conditions under Part C of the Individuals with Disabilities Education Act. The complaint specifically alleged that:

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As required by Section 303.510 of Title 34 of the Code of Federal Regulations and the complaint procedures as established by the Department of Health, Children’s Medical Services, an inquiry into these issues was conducted.

The Bureau Chief, Early Steps Children’s Medical Services has reviewed the report of inquiry and accepts the findings and conclusions contained therein. The report of inquiry is adopted by the Bureau Chief in its entirety. A copy of the report is incorporated herein and made a part of this Order.

DONE AND ORDERED THIS \_\_\_\_\_\_\_ day of \_\_(month)\_\_, \_\_(year)\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bureau Chief, Early Steps

Children’s Medical Services