Special Education Finance Training Series

CEIS

Coordinated Early Intervening Services

Get the Guidelines!

- www.schools.utah.gov/sars/DOCS/resources/ceis1-10.aspx

CEIS Requirements

- Mandatory if LEA has Significant Disproportionality
- Voluntary available to all other LEAs
- Supplement not supplant applies
- Must be indicated in policy/procedure manual
- Must be indicated on your UCA application
- Plan must be submitted for review
- Data reporting required for 2 years after implementation

Mandatory CEIS

- Must be 15% of your IDEA School Age allocation
  - LEA identifies the set aside year
- Emphasize grades K-3
- Services must be provided (but not exclusively) for students in groups that were significantly over-identified
- May not use CEIS funds for preschool

Voluntary CEIS

- Up to 15% of IDEA School Age allocation
- Emphasize grades K-3
- May not use CEIS funds for preschool

Allowable Use of Funds

- Professional development
  - Only for personnel who serve students not identified with disabilities, but who need additional support
- Educational evaluations, services, supports
- School-wide interventions
- Activities designed to improve outcomes

Section A: General Information

- Identify, justify grade(s) targeted for CEIS
- Identify academic and/or behavioral areas
- Estimate number of participants
  - CEIS services must be likely to positively affect at least some students
  - Students with disabilities may not participate
  - Track every student who participates, plus 2 years follow-up

Section B: Identify Students

- Describe screening method or assessments used to determine participation
- Detail by grade and area, as appropriate
- Identify staff who will be involved in screening (role & responsibilities)

Section C: Services to Students

- Types of services provided
  - Note interventions provided under IDEA-CEIS, as well as other funding sources
- Strategies or data collection to measure student response to services
- Describe schedule of progress monitoring
- Describe data based decision making process
- Identify staff who will provide services (role & responsibilities)

Section D: Professional Development

- Describe PD topics and activities for screening
- Describe PD topics and activities for services
- Identify staff who will participate
- Ensure PD is only for personnel who serve students **not** identified with disabilities, but who need additional support

Section E: Use of Funds

- Design budget for entire CEIS plan
  - Include & identify other funding sources
  - Identify personnel costs
- Prepare for fiscal monitoring
  - CEIS requires separate accounting
  - CEIS requires Personnel Activity Report (PAR)
  - Identify CEIS expenditures when requesting reimbursement (as comment in UCA)
  - Check allowability (p 82-84)

Personnel Activity Reports

- Must be maintained for all employees who are paid in part or full by federal funds
- Must be after-the-fact (a report of actual time worked, not just an estimate or percentage)
- Account for the total activity of the employee (you must show the full work of the employee, even if part of their salary is paid by state or other funds).
- Must be signed by the employee or direct supervisor.
- Must be prepared at least monthly.

Section F: Program Evaluation

- List measurable outcomes for students
- Evaluation must be reported to LEA board and USOE annually
- Describe measurable outcomes for PD

CEIS Reporting

- Identify % and $ set aside for CEIS
- Identify # of student participants
- Identify # of participants who later qualified for special education
  - Year 1: Implementation
  - Year 2: Follow Up
  - Year 3: Follow Up
- Report due annually October 31

Resources & Supports

- Disproportionality & CEIS Guidelines
- CEIS FiCAM Checklist http://www.schools.utah.gov/sars/DOCS/resources/ceis1-10.aspx
- Sample student tracking form http://www.schools.utah.gov/sars/Finance/Fiscal-Monitoring.aspx