



Department of  
**Education**

# FY23 CCEIS/CEIS Monitoring Technical User Guide

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# CCEIS/CEIS Monitoring: How to Access

## User Requirements: LEA-Level

All users must have the correct ePlan user access permission to access and complete CCEIS/CEIS monitoring instrument. Users with existing ePlan access can check their current user access permission by visiting [ePlan.tn.gov](http://ePlan.tn.gov), navigating to the Address Book and LEA Role Contacts, and viewing who is listed with the Monitoring Update Role.

LEA User Access Administrators can add and delete most LEA-level roles for LEA ePlan users. LEA User Access Administrators cannot add roles that finalize and approve funding applications or monitoring instruments; additional LEA User Access Administrators; or State-level roles. These additional LEA roles must be added by the Tennessee Department of Education’s ePlan help team. Users can request these roles via the [ePlan User Access Form for LEAs](#) or the [ePlan User Access Form for LEA User Access Administrators](#).

For more information about this change, please see the [ePlan LEA User Access Administrator Manual](#).

Users will need the following roles to access the CCEIS/CEIS monitoring instrument:

Role	What can this role do?	Who usually has this role?
<b>CCEIS or CEIS Director</b>	Add information to the instrument; change the status of the instrument to <i>Director Draft Completed</i>	IDEA Directors
<b>LEA Authorized Representative</b>	Add information to the instrument; change the status of the instrument to <i>Returned</i> or <i>Approved</i>	Director of Schools/Superintendents

## Navigating to the CCEIS/CEIS Monitoring Instrument

- For best results, open [ePlan.tn.gov](http://ePlan.tn.gov) in a Google Chrome browser window. Other browsers (e.g., Safari, Mozilla Firefox, Internet Explorer) can interfere with the ePlan platform’s functionality.
- Once in ePlan, navigate to the CCEIS instrument by logging in and then select **Monitoring > Monitoring Instruments** from the left menu options.
- On the **Monitoring Instruments** page, select the current fiscal year, and then **CCEIS-LEA or CEIS-LEA if applicable**.

## Sections Page and Starting the Draft

The CCEIS instrument loads to the Sections page. From this page, users can see a list of sections in the instrument and the status of the instrument. To begin working on the CCEIS instrument, the status must be changed from **Not Started** to **Draft Started**. The CCEIS/CEIS Monitoring Director can make this change by clicking **Draft Started** and then confirm.

# Introduction and Overview of Monitoring Process

## **Overview**

In December 2016, the Office of Special Education Programs (OSEP) finalized new regulations on significant disproportionality (34 C.F.R. § 300.646). These regulations enforce the use of Individuals with Disabilities Education Act (IDEA) funds for mandatory Comprehensive Coordinated Early Intervening Services (CCEIS) or voluntary Coordinated Early Intervening Services (CEIS) which local education agencies (LEAs) provide upon identification of significant disproportionality (IDEA Data Center, 2017).

The U.S. Department of Education requires all LEAs that are identified as having significant disproportionality to use 15 percent of their IDEA Part B Section 611 and 619 funds for students without disabilities and students with disabilities identified as needing additional academic and/or behavioral support in grades PK-12 (34 C.F.R. § 300.646).

Requirements outlined in the Elementary and Secondary Act (ESEA) as reauthorized by Every Student Succeeds Act (ESSA), the General Education Provisions Act (GEPA), the Education Department General Administrative Regulations (EDGAR), and the Uniform Grant Guidance (UGG) mandate that state education agencies (SEAs) provide technical assistance to LEAs, as well as oversee and monitor the implementation of ESEA and IDEA programs. These responsibilities are part of the primary work of the division of federal programs and oversight at the Tennessee Department of Education (department).

## **Monitoring Process**

The CCEIS/CEIS monitoring process includes:

### **1. Identification:**

The department identifies LEAs based on their significant disproportionate identification for CCEIS on or before Oct. 31. LEAs self-identify as participating in CEIS, which is voluntary.

### **2. Data Collection:**

The department reviews Annual Performance Report (APR) data to determine areas in which LEAs may meet the threshold for significant disability and designate as CCEIS-identified. LEAs self-identify as participating in CEIS, which is voluntary. CCEIS monitoring is completed for LEAs who were identified for the fiscal year (FY) previous to the monitoring year. LEAs are required to report data pertaining to students served by these funds in the year of identification and up to two additional subsequent years after the year of identification. Once the submission of data to the U.S. Department of Education (ED) is completed, the SEA will ensure that no additional data is needed and no changes to the data requirements for the following year have been made.

The department will create a report of LEA(s) identified as significantly disproportionate with mandatory participation (CCEIS) and/or voluntary participation (CEIS) from ePlan at the following file path:

- ePlan > Reports > Budget Grid and Add a Row Detail > Relevant FY (based on previous SY) > Last Approved > Consolidated > IDEA, Part B > CCEIS Mandatory **or** CEIS Voluntary > Award Type E > IDEA Budgeted Amounts - (pulls identified LEAs for the relevant FY).

Based on this report, the department will compare identified LEAs with list received from the division of special populations to ensure accuracy and all appeals have been verified. The department will also review both monitoring instrument(s) to ensure all needed revisions are made before releasing to districts.

### **3. Communication:**

The department notifies CCEIS and CEIS Directors via ePlan notification and/or letter of APR data areas which have met the threshold for significant disproportionality and CCEIS. LEAs are notified of the appeal process and time limits accordingly. Appeals are processed by the department, and LEAs whose appeals are granted are removed from the list of CCEIS-identified LEAs. LEAs self-identify as participating in CEIS, which is voluntary. CCEIS monitoring is completed for LEAs who were identified for the fiscal year previous to the monitoring year. CCEIS/CEIS Directors in identified districts will receive a notification email when the CCEIS monitoring instrument opens which will contain additional information and resources.

### **4. Technical Assistance:**

The CCEIS/CEIS monitoring process is an LEA-driven process. However, the [IDEA Divisional Coordinators](#) are available by phone and/or email prior to the required submission date. A one-pager guide for CCEIS/CEIS monitoring, once approved, will be sent to applicable LEAs separately.

### **5. Completion:**

The department will open the applicable Monitoring Instrument in ePlan for LEAs to respond to questions pertaining to the identified area(s) of significant disproportionality and how funds were allotted to ensure compliance in these areas for CCEIS, and voluntarily identified areas of need and how funds were allotted for CEIS. CCEIS and CEIS monitoring is completed for identified LEAs encompassing the current fiscal year and two subsequent years following identification. The submission date will be automatically calculated at 20 business days from the release to LEAs.

### **6. Department Review:**

Upon receipt of each LEA's completed instrument, the FPO IDEA monitoring team reviews the submitted information. If necessary, the assigned FPO IDEA divisional coordinator contacts the LEA-level CCEIS/CEIS Director to request clarity or additional information; however, it is expected that monitoring instruments are completed with sufficient information prior to submission. The review of CCEIS/CEIS information and documentation will be completed on or before May 30.

### **7. Follow-Up and Technical Assistance:**

At the conclusion of the review and submission of results, the assigned FPO divisional coordinator will follow up with CCEIS/CEIS Directors until all findings have been corrected and/or requirements have been met.

**Note:** The CCEIS monitoring process contains Monitoring Results, shared with the LEA at the conclusion of the review, and may result in findings of non-compliance if areas of non-compliance are discovered, and the department may include required action steps or recommendations to ensure compliance with federal or state laws, state policy, or state board rule.



## ***Instructions***

Within the monitoring instrument in ePlan, select CCEIS-LEA and/or CEIS-LEA based on district identification. Two separate sections will show for CCEIS (CCEIS and CCEIS-ARP), and both must be completed by identified LEAs. Please email [Laura.Dunn@tn.gov](mailto:Laura.Dunn@tn.gov) if assistance is needed with opening pages.

The LEA level page(s) of this instrument is divided into areas: **Required Evidence; General Information; Professional Development, Materials and Equipment, or Personnel;** and **Data and Results**. Each of these areas may require responses to multiple types of questions. Please read the instructions below for each type of response carefully prior to responding. After responding to all areas, take the time to confirm each uploaded document is accurate and complete. Once the LEA users have completed their entry, the LEA CCEIS/CEIS Director, Fiscal Representative, and Authorized Representative (i.e., the Director of Schools), in this order, must return to the [Sections](#) page to change the status to submit the CCEIS monitoring to the department.

### ***Evidence to be Uploaded***

- This instrument requires LEAs to upload evidence.
- A minimum count is listed, and at least the minimum number of documents must be uploaded.
  - If there is more than one item to upload, continue to add items until the proper evidence has been provided.

### ***Importance of Protecting Personally Identifiable Information (PII)***

#### ***Do not upload Personally Identifiable Information (PII).***

The term "PII," as defined in OMB Memorandum M-07-1616, refers to information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. **Redacting PII means removing any information that could potentially identify a specific individual before submitting the documentation in ePlan.** Before uploading redacted information, confirm that the personally identifiable information cannot be discerned. Please be very careful with the use of black/dark pens or markers to redact information as information is typically viewable through the marks. Redacted information **must not be visible** underneath pen marks, or visible in an electronic document by highlighting the text.

### ***Short Answer***

Most pages within this instrument require responses to short questions or statements. Next to each item, use the drop-down box to choose from the list.

Some sections require users to choose between "Agree" and "Disagree."

- If a user chooses "Agree," there is no need to justify the response.
- If a user chooses "Disagree," a short justification must be provided in the small text box under the question.

Some items within the instrument may have an option to choose "Not Applicable" or "N/A."

- Select "N/A" instead of "Disagree" when the LEA or school does not participate in a particular program or does not utilize the mentioned strategy.

- If a user chooses "N/A," there is no need to justify the response.

## ***Open Response***

Several pages within this instrument require responses to questions or statements in an open response text box. Please read each question or statement thoroughly and respond with enough information to address all elements of the question or statement. These text boxes are HTML enabled, meaning that users can bold, italicize, or underline font; change the font size or color; add bullets or numbers to lists; and use other options in the menu to add emphasis or bring attention to specific parts of the answer. If users wish to add more information than allowed in a text box, please upload a companion document in the most appropriate area on the [Related Documents](#) page.

## ***Open Response-Numerical***

Some questions require the user to enter specific data in numerical form. Users should input numerical characters only without the addition of symbols or punctuation. Users should ensure that all applicable questions requiring numerical responses are completed.

**CEIS:** requires LEAs to track students served by these funds up to two years after LEAs no longer voluntarily set aside these funds.

**CCEIS:** requires LEAs to track students served by these funds two years after identification of required fund set aside for CCEIS.

## ***Completing the Instrument***

Review the ***Introduction and Overview, and Instructions and Reference*** sections for information pertaining to the completion of the monitoring instrument. Select the ***CCEIS-LEA/CEIS-LEA*** page for completion.

- ***Uploaded Evidence*** is required for CCEIS. Evidence will vary dependent on how funds were expended, including but not limited to invoices, purchase orders, personnel activity reports (PARs), training agendas, and sign-in sheets. Uploaded evidence is not required for CEIS but is optional for LEAs.
- ***Agree/Disagree*** requires a response from the drop-down menu. A narrative is required if the response is "disagree."
- ***Fiscal Information*** requires the allocation and carryover, if applicable, amounts to be entered by the LEA in the current identified year.
- ***General Information*** requires either a narrative, not applicable, and/or numerical response in each area.
- ***Professional Development, Materials and Equipment, or Personnel*** requires responses in one or more applicable areas based on expenditure of funds.
- ***Data and Results*** requires narratives and data, as appropriate, for each response.
- **Note:** CCEIS and CEIS require that data of students served by these funds be tracked and reported for two years subsequent to identification (CCEIS) or voluntary participation (CEIS).

## Acronyms

<b>ACEs</b>	Adverse Childhood Experiences
<b>APR</b>	Annual Performance Report
<b>BHN</b>	Black/Hispanic/Native American
<b>BID</b>	Best Interest Determination
<b>BIP</b>	Behavioral Intervention Plan
<b>BOE</b>	Board of Education
<b>CCEIS</b>	Comprehensive Coordinated Early Intervening Services
<b>CEIS</b>	Coordinated Early Intervening Services
<b>CFA</b>	Consolidated Funding Application
<b>COA</b>	Council on Accreditation
<b>COB</b>	Country of Birth
<b>COE</b>	Certificate of Eligibility
<b>CSPR</b>	Consolidated State Performance Report
<b>DE</b>	Data error made by LEA or LEA SIS package
<b>ED</b>	Economically Disadvantaged
<b>EHCY</b>	Education for Homeless Children and Youths
<b>EIS</b>	Early Intervening Services
<b>EIS</b>	Education Information System
<b>EL</b>	English Learner
<b>ESEA</b>	Elementary and Secondary Education Act as amended by the Every Students Succeeds Act
<b>ESL</b>	English as a Second Language
<b>ESP</b>	Educational Service Plan
<b>ESSA</b>	Every Student Succeeds Act
<b>ESY</b>	Extended School Year
<b>FBA</b>	Functional Behavior Assessment
<b>FERPA</b>	Family Educational Rights and Privacy Act
<b>FPO</b>	Division of Federal Programs and Oversight
<b>FTE</b>	Full-Time Equivalent
<b>HLS</b>	Home Language Survey
<b>IAIEP</b>	Instructionally Appropriate IEP
<b>ILP</b>	Individual Learning Plans
<b>JDC</b>	Juvenile Detention Center
<b>LEA</b>	Local Education Agency
<b>LRE</b>	Least Restrictive Environment



<b>MAG</b>	Measurable Annual Goal(s)
<b>MDE</b>	Minimum Data Elements
<b>MOU</b>	Memorandum of Understanding
<b>MPSG</b>	Measurable Postsecondary Goals
<b>MSIX</b>	Migrant Student Records Exchange Initiative
<b>MV</b>	McKinney-Vento
<b>N/A</b>	Not Applicable
<b>N/I</b>	American Indian or Alaskan Native
<b>OS</b>	(Migrant) Occupational Survey
<b>OT</b>	Occupational Therapy
<b>PD</b>	Professional Development
<b>PII</b>	Personally Identifiable Information
<b>PLEP</b>	Present Levels of Performance
<b>POC</b>	Point of Contact
<b>PT</b>	Physical Therapy
<b>QAD</b>	Qualifying Arrival Date
<b>RTI<sup>2</sup></b>	Response to Instruction and Intervention
<b>SBE</b>	State Board of Education
<b>SEBSA</b>	Special Education Behavior Supports Act
<b>SIP</b>	School Improvement Plan
<b>SIS</b>	Student Information System
<b>SW</b>	School Wide
<b>SWD</b>	Student with Disabilities
<b>T.C.A.</b>	Tennessee Code Annotated
<b>TA</b>	Targeted Assistance
<b>TDCS</b>	Tennessee Department of Children's Services
<b>TDOE</b>	Tennessee Department of Education (department)
<b>TEIS</b>	Tennessee Early Intervention System
<b>TVAAS</b>	Tennessee Value-added Assessment System
<b>USP</b>	Universal Screening Procedure

# Assurances

By contributing to and/or submitting this monitoring instrument and any associated required evidence or documentation, the local education agency acknowledges that the representations made in this monitoring accurately reflect the programs, personnel, data, and procedures of the LEA [and school(s) where applicable]. All records necessary to confirm the correctness of the information provided by the agency will be kept five years beyond the final reporting date, and access to such records will be provided to the department upon request.

# Validations

When the monitoring instrument is complete, click the **Messages** link on the [Sections](#) page in the column labeled "Validation." This link provides an overview of the validations that ePlan is running behind the scenes.

Items marked "**Warning**" are validations that users are not required to address prior to submitting the instrument. An example of warnings validation is that an optional related document was not uploaded. Items marked "**Error**" are incorrect and users must address each one before submitting the instrument.

Click on the link to the left of the word "**Error**" to go to the identified page to make corrections. If the LEA does not address all "**Error**" validations, ePlan does not allow users to submit the instrument. Examples of errors are not uploading a required related document or not responding to a required question. Once all errors have been resolved, the instrument is ready to submit.

# How to Submit the Instrument

## **Draft Completed**

Users who have requested and received the **CCEIS/CEIS Director** role via an ePlan User Access Form may return to the [Sections](#) page of the instrument to change the status to **Director Draft Completed** when there are no validation errors remaining in any of the pages. Once the CCEIS/CEIS Director chooses the **Status**, they must press **Confirm** before the status updates.

## **LEA Authorized Representative Approved**

Users who have requested and received the role of **LEA Authorized Representative** (the director of schools) via an ePlan User Access Form may change the status to **Authorized Representative Returned** or **Approved**. By changing the status, the Director of Schools agrees that all information submitted is accurate. Once a user chooses the **Status**, they must press **Confirm** before the status updates.

After this status has been set, department staff will receive a notice that the instrument has been submitted for review.

# Printing

Users may print or download a PDF from the [Sections](#) page.

- To print the entire monitoring instrument, click the **Print** link across from the word "**All**" at the top of the [Sections](#) page. Note that a print request does not include any uploaded related documents.

- To print a single page, click on the **Print** link across from the name of the page.
- To print an entire section, click on the **Print** link to the far right of the section name.
- To choose multiple pages, check the **Print Select Items** box at the top of the print column to select more than one page. The **Print** links appear as checkboxes. Select all text boxes for the desired print request.
- Select the checkboxes and click **Print** at the top of the column.
- The **Print Request** screen pops up. If necessary, Users may rename their print job here.
- Click **Print**.
- The **Generating Document** screen appears. The system takes 20–30 seconds to generate the print job. For larger files, expect an email from the ePlan system when the file is ready to download.
- After ePlan generates the print file, click **Return to Planning** to return to the Sections page of CCEIS Monitoring instrument.
- A PDF generates and appears at the top of the page from the **TDOE Resources** menu item in ePlan. The PDF link remains in **TDOE Resources** for five days. Users may use the **"Delete"** links to remove any print jobs if desired.


## Monitoring Results


Upon receipt of each LEA's completed instrument, the FPO IDEA divisional coordinator reviews the submitted information. If necessary, the IDEA divisional coordinator contacts the LEA-level CCEIS/CEIS Director to request clarity or additional information; however, it is expected that monitoring instruments will be completed with sufficient information prior to submission. The review of CCEIS/CEIS monitoring and related information will be completed annually by May 15. The CCEIS/CEIS monitoring process contains Monitoring Results, shared with the LEA at the conclusion of the review, and may result in findings of non-compliance if areas of non-compliance are discovered, and the department may include required action steps or recommendations to ensure compliance with federal or state laws, state policy, or state board rule.

### Monitoring Results—LEA Response

Once the LEA receives an automated notification from ePlan that the status has changed to TDOE Director Reviewed, Monitoring Results are ready to view. The LEA must first change the status to **LEA Results Review Started** and **Confirm**. Dragging the mouse over the status will allow users to see who is able to change the status on behalf of the LEA.

Once the status has been changed, scroll to the bottom of the **Sections** menu, then choose **Monitoring Results-LEA Response** to view results. There are two possible results for each item.

 **Finding(s) of Non-Compliance:** Significant compliance and quality concerns of federally required program components

 **Met Requirements:** Satisfactory program implementation and compliance of reviewed components

Findings of Non-Compliance include descriptions, action steps, and required documentation that the LEA must respond to by uploading items. Use the pencil icon to upload a document where required. Once the upload has been saved, the department will automatically receive a notification on the Wednesday and Sunday after the upload until it has been reviewed and marked as approved or not.

If the IDEA divisional coordinator marks an item as approved, no additional action is required by the LEA for the purposes of this monitoring process. If coordinators mark an item as not approved, they will contact the LEA to provide technical support until all items have been marked approved.

Upon marking the last item as approved, the coordinator will request that the senior director of compliance conduct a final review and change the status to **Monitoring Closed**.

## Technical Assistance and Support

### **Support**

Please contact the [divisional coordinator\(s\)](#) assigned to the LEA for support, including support about how to answer questions that do not seem clear or addressing specific uploads.

#### **Jamie Eldridge**

Director of IDEA Oversight

[Jamie.Eldridge@tn.gov](mailto:Jamie.Eldridge@tn.gov)

(731) 697-1314

#### **Brett Printz**

IDEA Coordinator Middle

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(615) 740-7796

#### **Melanie Lamberson**

IDEA Coordinator East

[Melanie.B.Lamberson@tn.gov](mailto:Melanie.B.Lamberson@tn.gov)

(865) 323-2092

#### **Janet Mansfield**

IDEA Coordinator West

[Janet.Mansfield@tn.gov](mailto:Janet.Mansfield@tn.gov)

(731) 225-3627

### **Extensions to Deadlines**

If an LEA must request an extension to the submission deadline or a Monitoring Result deadline, please email [Laura.Dunn@tn.gov](mailto:Laura.Dunn@tn.gov) before the date listed within the instrument to request an extension and include a new requested deadline that is reasonable and ambitious and the reason for the request. All written requests will be considered within two business days and the user who made the request will receive a reply via email.