

FY24 Comprehensive Coordinated Early Intervening Services (CCEIS) Monitoring Quick Guide for ePlan

User Requirements: LEA-Level

User Access

Users must have the following roles to access the CCEIS monitoring instrument:

- Site-level users must be assigned the CCEIS Monitoring Director and/or IDEA Director role to add information to the instrument and acknowledge that they have reviewed it.
- The Director of Schools must have the **Authorized Representative** role to finalize and submit the monitoring instrument.

Navigating to the CCEIS Monitoring Instrument

- For best results, open 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 (2024), and then **CCEIS-LEA**.

Sections Page and Starting the Draft

The CCEIS instrument loads to the [Sections](#) page. From this page, users see the status of the instrument and a list of sections in the instrument. To begin working on the CCEIS instrument, the IDEA Director must change the status from **Not Started** to **Draft Started**. To make this change, click **Draft Started** and then confirm.

Completing the Instrument

Review the **Introduction and Overview** and **Instructions and Reference** sections for information pertaining to the completion of the monitoring instrument.

- Select **CCEIS-LEA**
Note: *Identified LEAs are required to complete sections for both CCEIS and CCEIS-ARP (if applicable due to carryover).*
- **Required Evidence** includes a statement(s) of expenditures which may vary depending on how funds were expended. This will include but is not limited to invoices, purchase orders, Personnel Activity Reports (PARs), training agendas, and sign-in sheets.
- **The Agree/Disagree** questions require a response from the drop-down menu. Users must provide an explanation if the response is "Disagree."
- **Fiscal Information** will be entered by the LEA for each applicable year and will include both the amount budgeted and carryover funds if applicable.
- **The General Information** area requires the user to either answer from the drop-down menu or provide a narrative and/or numerical response for each area.
- **Professional Development, Materials and Equipment, or Personnel** requires responses in one or more applicable areas based on the expenditure of funds and upload(s) of all required accompanying documentation (see section notes).

- **Data and Results** requires narratives and data, as appropriate, for each response.
Note: *CCEIS requires districts to report data on students served by these funds for 2 subsequent years following initial identification or 15% set aside.*

Assurances

Review the assurances and agree before submitting the instrument.

Validations

When the monitoring instrument is complete, click the **Messages** link on the [Sections](#) page in the column labeled **Validation**. Items marked **Warning** are validations that users *are not required* to address prior to submitting the instrument. Items marked **Error** are incorrect and *must be addressed* before submitting the instrument.

How to Submit the Instrument

When all validation errors have been addressed, the **IDEA Director** must return to the [Sections](#) page of the instrument to change the status to **Draft Completed**. Once the IDEA Director chooses the status, they must press confirm before the status updates. The **Authorized Representative** (i.e., the Director of Schools) then finalizes and submits the instrument to the department.