

# Comprehensive Coordinated Early Intervening Services (CCEIS) / Coordinated Early Intervening Services (CEIS) Monitoring Monitoring Results Instructions

## Monitoring Results

Upon receipt of each local educational agency's (LEA's) completed CCEIS and/or CEIS Monitoring Instrument, the IDEA Divisional Oversight team and Compliance Manager review the submitted information. If necessary, the IDEA Divisional Oversight Coordinator or Compliance Manager will contact the LEA-level IDEA Director to request clarity or additional information; however, it is expected that monitoring instruments are completed with sufficient information prior to submission.

## Monitoring Results—LEA Response

The LEA receives an automated notification from ePlan that the status has changed to *TDOE Director Reviewed* once the Monitoring Results are ready to view. The LEA must first change the status to *LEA Results Review Started* and *Confirm*. Hovering the cursor over the status allows users to view a list of who can change the status on behalf of the LEA. Once a listed user changes the status, scroll to the bottom of the *Sections* page, then choose *Monitoring Results-LEA Response* to view results.

## There are two possible Monitoring Results:

- **Finding(s) of Non-Compliance:** Significant compliance concerns with federally-required program components
- **Met Requirements:** Satisfactory program implementation and compliance with reviewed components

## Findings of Non-Compliance

This monitoring result type includes descriptions, action steps, and required documentation that the LEA must respond to by uploading items by an identified deadline. 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 next Wednesday or Sunday after the upload until it has been reviewed and marked as *Approved* or *Not Approved*.

If a monitoring team member marks an item as *Approved*, no additional action is required by the LEA for the purposes of this monitoring process. If a monitoring team member marks an item as *Not Approved*, he/she will contact the LEA to provide technical support until all items have been marked *Approved*. Upon marking the last item as approved, the IDEA Compliance Manager conducts a final review and changes the status to *Monitoring Closed*, and the LEA will receive an automated closure notification.

For additional support please contact your IDEA Divisional Oversight Coordinator:

**Jamie Eldridge** | Director of IDEA Oversight  
[Jamie.Eldridge@tn.gov](mailto:Jamie.Eldridge@tn.gov)  
(731) 697-1314

**Melanie Lamberson** | IDEA Divisional Oversight  
Coordinator (East)  
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Coordinator (West)  
[Janet.Mansfield@tn.gov](mailto:Janet.Mansfield@tn.gov)  
(731) 225-3627

LEAs may also seek support from the IDEA Compliance Manager:

**Laura Dunn** | IDEA Compliance Manager  
[Laura.Dunn@tn.gov](mailto:Laura.Dunn@tn.gov)  
(615) 961-1331

### **Extensions to Deadlines**

If an LEA must request an extension to 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.