



Department of
Education

FY26 Coordinated Early Intervening Services (CEIS)/ Comprehensive CEIS (CCEIS) Monitoring

Technical User Guide

Tennessee Department of Education | April 2026

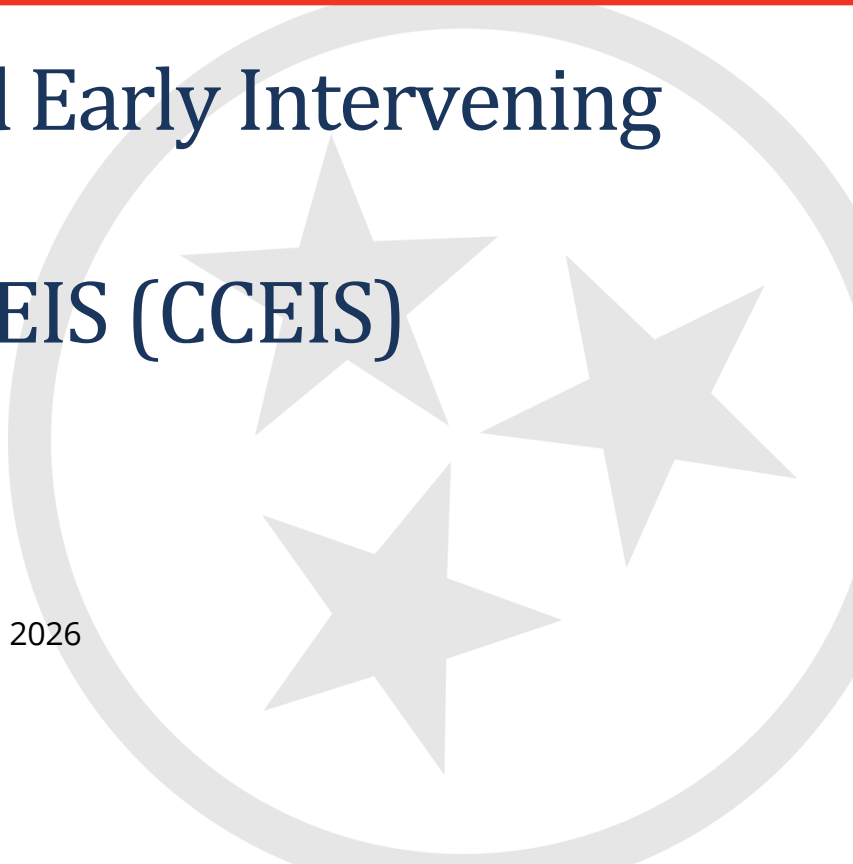


Table of Contents

- CCEIS/CEIS Monitoring: How to Access 3**
 - User Requirements: LEA-Level..... 3
 - Navigating to the CCEIS/CEIS Monitoring Instrument..... 3
- Sections Page and Starting the Draft 3**
- Introduction and Overview of Monitoring Process 4**
 - Overview 4
 - Monitoring Process 4
 - Instructions 6
 - Evidence to be Uploaded 6
 - Importance of Protecting Personally Identifiable Information (PII) 6
 - Short Answer..... 6
 - Open Response..... 7
 - Open Response-Numerical..... 7
 - Completing the Instrument 7
 - Acronyms 8
- Assurances 10**
- Validations 10**
- How to Submit the Instrument 10**
 - Draft Completed 10
 - Fiscal Representative Reviewed..... 10
 - Authorized Representative Approved 10
- Printing 11**
- Monitoring Results..... 11**
 - Monitoring Results—LEA Response 11
- Technical Assistance and Support 12**
 - Support..... 12
 - Extensions to Deadlines 12

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, navigating to the Address Book and local educational agency (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?
CCEIS or CEIS Monitoring Director	Add information to the instrument; change the status of the instrument to <i>Director Draft Completed</i>	IDEA Directors
LEA Authorized Representative	Add information to the instrument; change the status of the instrument to <i>Returned or Approved</i>	Director of Schools/Superintendents

Navigating to the CCEIS/CEIS 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, and then **CCEIS-LEA or CEIS-LEA if applicable**.

Sections Page and Starting the Draft

The CCEIS/CEIS 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 (FPO) 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 in the fiscal year (FY) prior to the monitoring year. LEAs are required to report data pertaining to students served by these funds in the year following identification and at least two additional subsequent years. 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 the list received from the division of special populations to ensure accuracy and that all appeals have been verified. The department will also review both monitoring instruments to ensure all needed revisions are made before releasing to districts.

3. Communication:

The department notifies IDEA directors via ePlan notification and/or letter of APR data areas that 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 prior to the monitoring year. IDEA 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 Oversight Coordinators](#) are available by phone and/or email prior to the required submission date. A one-pager guide for CCEIS/CEIS monitoring will be sent to applicable LEAs in conjunction with the notification email.

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 during the fiscal year following identification and at least two subsequent years. All information and documentation requested and provided for monitoring will encompass the current fiscal year. The submission date will be automatically calculated at 10 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 IDEA 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 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 IDEA 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. Please email Jamie.Eldridge@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 CCEIS/CEIS Monitoring 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 the initial monitoring (which occurs in the FY following 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) and/or semi-annual certifications/assurances, training agendas, and sign-in sheets. Uploaded evidence is not required for CEIS but is optional for LEAs. Certain documents, including provided budget template and expenditure reports, are required uploads.
 - ***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 the initial year of monitoring (CCEIS) or voluntary participation (CEIS).

Acronyms

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

MAG	Measurable Annual Goal(s)
MDE	Minimum Data Elements
MOU	Memorandum of Understanding
MPSG	Measurable Postsecondary Goals
MSIX	Migrant Student Records Exchange Initiative
MV	McKinney-Vento
N/A	Not Applicable
N/I	American Indian or Alaskan Native
OS	(Migrant) Occupational Survey
OT	Occupational Therapy
PD	Professional Development
PII	Personally Identifiable Information
PLEP	Present Levels of Performance
POC	Point of Contact
PT	Physical Therapy
QAD	Qualifying Arrival Date
RTI²	Response to Instruction and Intervention
SBE	State Board of Education
SEBSA	Special Education Behavior Supports Act
SIP	School Improvement Plan
SIS	Student Information System
SW	School Wide
SWD	Student with Disabilities
T.C.A.	Tennessee Code Annotated
TA	Targeted Assistance
TDCS	Tennessee Department of Children's Services
TDOE	Tennessee Department of Education (department)
TEIS	Tennessee Early Intervention System
TVAAS	Tennessee Value-added Assessment System
USP	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 Monitoring Director** role via an ePlan User Access Form may return to the Sections page of the instrument to change the status to **Draft Completed** when there are no validation errors remaining in any of the pages. Once the IDEA Director chooses the **Status**, they must press **Confirm** before the status updates.

Fiscal Representative Reviewed

Users who have requested and received **the Fiscal Representative** role via an ePlan User Access Form may change the status from **Draft Completed** to **Fiscal Representative Approved**. By changing the status, the Fiscal Representative agrees that all information submitted is accurate. Once a user chooses the **Status**, they must press **Confirm** before the status updates.

Authorized Representative Approved

Users who have requested and received the role of **Authorized Representative** (the director of schools) via an ePlan User Access Form may change the status from **Fiscal Representative Approved** to **Authorized Representative 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 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 IDEA 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 30th. 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, the 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 each Wednesday and Sunday after the upload until it has been reviewed and marked as approved or not approved.

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 IDEA [divisional oversight 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
(731) 697-1314

Megan Mysinger

IDEA Divisional Oversight Coordinator Middle
Megan.Mysinger@tn.gov (629) 259-1852

Melanie Lamberson

IDEA Divisional Oversight Coordinator East
Melanie.B.Lamberson@tn.gov
(865) 323-2092

Janet Michelle Mansfield

IDEA Divisional Oversight Coordinator West
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 Jamie.Eldridge@tn.gov before the date listed within the instrument to request an extension, including a new requested deadline that is reasonable and ambitious along with 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.