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"Educating Georgia's Future"
gaDOE.org

Georgia Department of Education

Division for Special Education

FY2017 Data Collection

Coordinated Early Intervening Services

1.0 Coordinated Early Intervening Services (CEIS)

CEIS are provided to assist students in K – 12th grades (with a particular emphasis on students in K – 3rd grades) who are not currently identified as needing special education or related services, but who need additional academic and/or behavioral assistance to enable them to be successful in a general education environment. In 2004, Congress authorized the use of a limited amount of a district's federal Individualized Disabilities Education Act (IDEA) funds to be used for the purpose of providing CEIS to reduce academic and behavioral problems in the general education environment, thereby leading to fewer and more appropriate referrals for special education services.

IDEA permits, and in some instances, requires school districts to use a portion of funds provided under Part B of the IDEA for the purpose of CEIS. Federal regulations specify (1) how and on whom CEIS funds may be spent; (2) the reporting requirements for school districts providing CEIS; (3) the requirement for using CEIS funds by a district that is identified as having significant disproportionality; and (4) the relationship of CEIS to maintenance of effort requirements.

Any district may opt to use up to, but not exceeding, 15 percent of the total amount of its 611 and 619 Part B IDEA funds for CEIS. However, whenever a district is determined by the State, based on the district's numerical data, to have significant disproportionality in the identification, placement and/or discipline of children with disabilities, the district must use the maximum amount of 15 percent for CEIS to help address issues of disproportionality. CEIS must be provided to students particularly, but not exclusively, in those race/ethnic groups that were significantly impacted. To apply to use IDEA funds for CEIS, the district must describe how the proposed expenditures for CEIS will be used. The plan must be relevant in assisting the district to address the targeted area of disproportionality.

2.0 USDOE Guidance regarding CEIS

The Office of Special Education Programs (OSEP) issued guidance to provide States with information regarding the use of funds provided under Part B of the Individuals with Disabilities Act (IDEA). The CEIS guidance represents the Department's current thinking on this topic.

Below is a link to this document:

http://archives.gadoe.org/DMGetDocument.aspx/USDOE_CEIS_Guidance_Memo_July%202008.pdf?p=6CC6799F8C1371F61AA723178CA405F3C154DFA3E7D49EF97B9136D43F2C30F3&Type=D

3.0 General Information

3.1 General Guidance

- 3.1.1 Districts who were found to have significant disproportionality in the previous year Disproportionality Determination are required to develop a CEIS plan and provide coordinated early intervening services to students without disabilities.

- 3.1.2 CEIS services are provided according to the district’s plan and funded with 15% of the district’s Part B IDEA funds.
- 3.1.3 Districts may choose to develop a CEIS plan and provide coordinated early intervening services to students without disabilities using 15% of their IDEA funds, even if the district is not found to have significant disproportionality.

4.0 Data Entry in the GADOE Portal

Each district’s CEIS plan and data will be entered in the MyGADOE Portal, CEIS Application. You must be provisioned to access the portal and the CEIS application to enter CEIS data.

If you have questions about becoming provisioned, please contact the Information System Customer Support Center by emailing dticket@doe.k12.ga.us or by calling 1-800-869-1011.

4.1 Instructions for accessing the CEIS Application

- 4.1.1 Log into the MYGADOE Portal. The portal may be accessed through the Georgia Department of Education (GADOE) Website. Click on the MYGADOE and the very bottom of the webpage or at <http://www.gadoe.org/>
- 4.1.2 Click on Coordinated Early Intervening Services (CEIS)

The screenshot displays the MyGADOE Portal interface. At the top left is the GADOE logo. A search bar for districts is visible, along with a navigation menu for districts (0-9, A-Q). A message notification states "You have (0) new messages." On the left side, there is a "Site Navigation" menu with options: Home, Logout, Atlanta Public Schools, View Documents, Message Center, SE Applications Dashboard, and Coordinated Early Intervening Services (CEIS). Below this is a user profile for "Sp Ed Director 761 SED" with options for Account Information, Add to Favorites, and Help - Dticket. The main content area is titled "Surveys" and includes a summary table:

New (2)	Saved (21)	Submitted (7)	Approved (10)
New surveys			
FY 2016 Gender Equity in Sports Survey			
FY16 Georgia Alternate Assessment Survey			
Surveys awaiting your approval (3)			
(301767) FY16 Georgia Alternate Assessment Survey			
(301772) FY16 Georgia Alternate Assessment Survey			
(301775) FY16 Georgia Alternate Assessment Survey			

A green arrow points from the "Coordinated Early Intervening Services (CEIS)" menu item to the "Surveys" dashboard. A "More" link is located at the bottom right of the surveys section. On the right side, there is a "My Favorites" section which currently shows "No Favorites".

4.2 Instructions for entering CEIS Plan

- 4.2.1 Select the appropriate school year for which you are entering a CEIS plan. The school year corresponds to the fiscal year.
- 4.2.2 Select the Target Plan link

Coordinated Early Intervening Services Data Collection

CEIS Dashboard - Atlanta Public Schools(761)

School Year: 2017

Target Plan

CEIS Student Events

Reports

- 4.2.3 Enter the Number of Schools at each level which have students who will receive CEIS.
- 4.2.4 Enter the Number of Students at each level that will receive CEIS
- 4.2.5 Click on Save Target Plan to save your entries
- 4.2.6 Click on Submit Target Plan to submit your plan to the DOE

Coordinated Early Intervening Services Data Collection

Target Plan

District name > Target Plan

Enter the CEIS Target Plan for school year 2017

	High Schools	Middle Schools	Elementary Schools
Number Of Schools	4	2	7
Number Of Students	23	45	67

Save Target Plan

Submit Target Plan

The application will soon have a feature enabling districts to upload a CEIS plan

4.3 Instructions for Entering Students in the CEIS Application

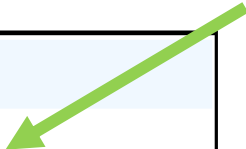
4.3.1 Click on CEIS Student Events

Coordinated Early Intervening Services Data Collection

CEIS Dashboard - Atlanta Public Schools(761)

School Year:

Target Plan

CEIS Student Events 

Reports


4.3.2 Click on UPDATE CEIS EVENTS to enter student data

Student Data

District Name > Student CEIS Events

Finalize Data Submission

No. of CEIS events recorded for : 3

[UPDATE CEIS EVENTS](#) 

GTID	First Name	Last Name	Race/Ethnicity	Birth Date	System ID	School ID	Grade On Entrance	EIS Start Date	Grade On Exit	EIS Exit Date	Exit Reason	Exit Reason Other
			Black or African American			0413	KK	12/06/2016		12/29/2016	Became eligible for Special Education	
			Black or African American			0303	04	12/07/2016		12/28/2016	Became eligible for Special Education	
			Hispanic			3051	02	12/05/2016		12/22/2016	Made progress	

Coordinated Early Intervening Services Data Collection

Update CEIS Events

> [Student CEIS Events](#) > Update CEIS Events

Enter GTID to Search

- 4.3.3 To enter a student, key in the student's GTID and click **GO**.
- 4.3.4 You will be directed to a data entry screen for that student. Demographic information will automatically populate from GUIDE (first, last name, birthdate, gender, race).
- 4.3.5 Select the student's school from the dropdown box.
- 4.3.6 Select the student's grade from the dropdown box
- 4.3.7 Select the appropriate start date.
- 4.3.8 When the student is no longer receiving CEIS select the appropriate end date and exit reason: 1) Became Eligible for Special Education, 2) Graduated from High School, 3) Made Progress, 4) Moved/Relocated out of state, 5) Moved/Relocated within state, 6) Other – please describe in the text box.
- 4.3.9 Click Save CEIS Event to save your entry.

System ID	School ID	Last Name	First Name	Birth Date	Gender	School Entry Date	Race/Ethnicity	RaceCode
					M	8/27/2013 4:10:37 PM	Not Defined	A
					M	8/7/2013 12:00:00 AM	Hispanic	H
					M	7/27/2016 12:00:00 AM	Hispanic	H

CEIS EVENT

School:

Grade:

Start Date:

End Date:

Exit Reason:

If Other, Please describe:

4.3.10 Click on the student's GTID to update an individual entry.

Student Data

> Student CEIS Events

Finalize Data Submission

No. of CEIS events recorded for [redacted]: 3

[UPDATE CEIS EVENTS](#)

GTID	First Name	Last Name	Race/Ethnicity	Birth Date	System ID	School ID	Grade On Entrance	EIS Start Date	Grade On Exit	EIS Exit Date	Exit Reason	Exit Reason Other
[redacted]	K	A	Black or African American	[redacted]	[redacted]	[redacted]	KK	12/06/2016		12/29/2016	Became eligible for Special Education	
[redacted]	A	B	Black or African American	[redacted]	[redacted]	[redacted]	04	12/07/2016		12/28/2016	Became eligible for Special Education	
[redacted]	M	B	Hispanic	[redacted]	[redacted]	[redacted]	02	12/05/2016		12/22/2016	Made progress	

4.3.11 Students may be listed twice if the student attended 2 schools in your district. Enter data for each school attended where the student received CEIS.

5.0 CEIS Reports

5.1 To view CEIS Reports click on Reports on the main page of the application.

Coordinated Early Intervening Services Data Collection

CEIS Dashboard - District Name

School Year: 2017

Target Plan

CEIS Student Events

Reports

5.2 Click on the hyperlink to view each of the 4 reports. 1) CEIS Student Details Report, 2) Student Count by System and School Report, 3) S Type Student Count Report, 4) Number of Students Targeted vs. Actual Number of Students Reported

Coordinated Early Intervening Services Data Collection

Reports

> Reports (2017)

System: A

1. [CEIS Student Details Report](#)
2. [Student Count by System and School Report](#)
3. S Type Count Report
4. Number of Students Targetted Vs Actual Number Of Students Report

5.3 CEIS Students Detail Report

5.3.1 View this report to see all the students you are reporting who receive(d) CEIS.

5.3.2 This report is downloadable to Excel. Click on Export to Excel.

5.3.3 Click on the [Reports \(2017\)](#) hyperlink to return to the previous screen.

CEIS Students Detail Report

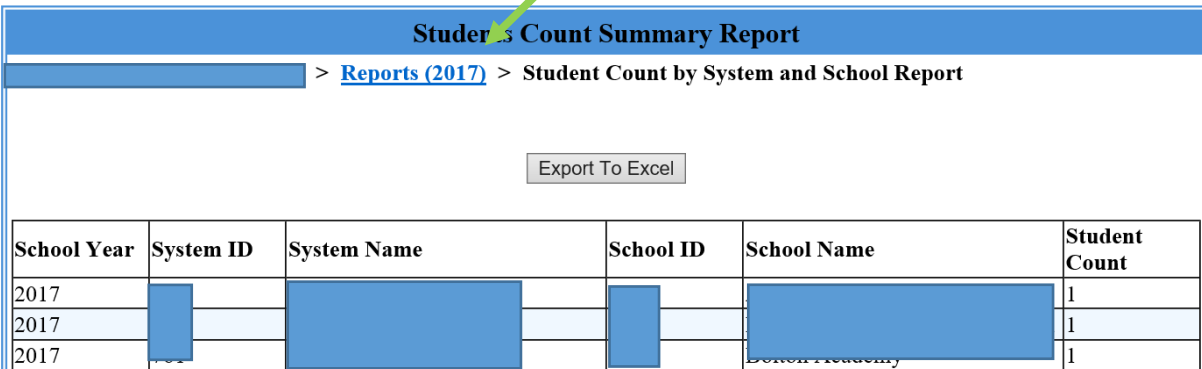
> [Reports \(2017\)](#) > CEIS Students Detail Report

GTID	First Name	Last Name	Race/Ethnicity	Birth Date	System ID	School ID	Grade On Entrance	EIS Start Date	Grade On Exit	EIS Exit Date	Exit Reason	Ex Reason
			Black or African American		7	0413	KK	12/06/2016		12/29/2016	Became eligible for Special Education	

5.4 Student Count by System and School

- 5.4.1 View this report to see the number of students you have reported as receiving CEIS by school
- 5.4.2 This report is downloadable to Excel. Click on Export to Excel.
- 5.4.3 Click on the [Reports \(2017\)](#) hyperlink to return to the previous screen.

Coordinated Early Intervening Services Data Collection



Students Count Summary Report

> [Reports \(2017\)](#) > Student Count by System and School Report

Export To Excel

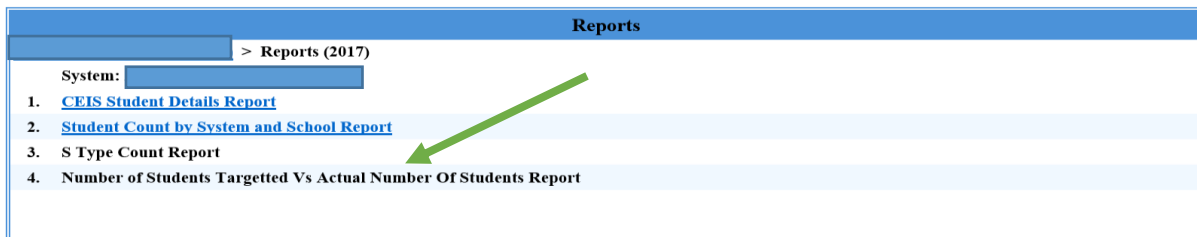
School Year	System ID	System Name	School ID	School Name	Student Count
2017					1
2017					1
2017					1

5.5 S Type Count Report

- 5.5.1 View this report to see the students who received CEIS and were made eligible to receive special education services and therefore was reported as an S-type student in Student Record.
- 5.5.2 This report will be downloadable into Excel.

You have (0) new messages. Help - DTicket | Online Documentation

Coordinated Early Intervening Services Data Collection



Reports

> Reports (2017)

System: [redacted]

1. [CEIS Student Details Report](#)
2. [Student Count by System and School Report](#)
3. [S Type Count Report](#)
4. [Number of Students Targetted Vs Actual Number Of Students Report](#)

5.6 Number of Students Targeted vs. Actual Number of Students Reported

- 5.6.1 View this reported to see a comparison of the number of students you reported would be served in your CEIS plan and the number of students who actually received CEIS.
- 5.6.2 This report will be downloadable to Excel.

The deadline for entering CEIS data is June 30th. If you have questions regarding CEIS data entry, contact Carol Seay at cseay@doe.k12.ga.us or by phone at 404-463-1713.