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:


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)
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

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

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: 2017

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:

UPDATE CEIS EVENTS

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

Coordinated Early Intervening Services Data Collection

Update CEIS Events

> Student CEIS Events > Update CEIS Events

Enter GTID to Search

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

### Student Data

<table>
<thead>
<tr>
<th>GTID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Race/Ethnicity</th>
<th>Birth Date</th>
<th>System ID</th>
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<th>Grade On Entrance</th>
<th>EIS Start Date</th>
<th>Grade On Exit</th>
<th>EIS Exit Date</th>
<th>Exit Reason</th>
<th>Exit Reason Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>A</td>
<td>Black or African American</td>
<td>KK</td>
<td>12/06/2016</td>
<td>12/29/2016</td>
<td>Became eligible for Special Education</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>A</td>
<td>B</td>
<td>Black or African American</td>
<td>04</td>
<td>12/07/2016</td>
<td>12/28/2016</td>
<td>Became eligible for Special Education</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>M</td>
<td>B</td>
<td>Hispanic</td>
<td>02</td>
<td>12/05/2016</td>
<td>12/22/2016</td>
<td>Made progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
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.
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.

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.

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.