

# Comprehensive Coordinated Early Intervening Services

## Plan Guidelines

### **Requirements when a district is identified with significant disproportionality:**

- Districts must review and, if appropriate, revise policies, practices, and procedures in the area in which they are identified with significant disproportionality [34 CFR 300.646(c)(1)]
- Districts must publicly report any changes to policies, practices, and procedures consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations in 34 CFR Part 99, and Section 618(b)(1) of the IDEA. If no changes are made, it is recommended that districts report to the Illinois State Board of Education (ISBE) that no changes are necessary
- Districts must set aside 15% of their IDEA Part B Flow Through and Preschool funds to provide comprehensive coordinated early intervening services (CCEIS) to address factors contributing to the significant disproportionality. [34 CFR 300.646(c) and (d)]

### **Recommended plan content:**

- Introduction should include the following:
  - The area(s) the district has been identified
  - A summary of the plan to address the identification
- Root cause analysis should include the following components:
  - The data trends and patterns identified
  - Any significant historical data or findings
  - Significant policies, procedures, and practices identified (historical and current)
  - Identification of any systems, supports, and interventions, including the length of implementation pertaining to each
  - Identification of any contributing factors
  - Strategies for addressing each of the factors
  - Plan for evaluating effectiveness of the strategies

Districts identified for discipline should complete the self-assessment for Indicator 4 if they have not already completed it. It isn't necessary to complete it twice. Please attach a copy to the CCEIS plan. <https://www.isbe.net/Pages/Special-Education-Indicator-4.aspx>

Districts identified for identification should complete the self-assessment for Indicators 9 and 10 if they have not already completed it. It isn't necessary to complete it twice. Please

attach a copy to the CCEIS plan. <https://www.isbe.net/Pages/Special-Education-Disproportionality-Tools-and-Resources.aspx>

**Description of services, supports, interventions, and measurements:** Should include a description of current or future services, supports, interventions, and measurements that will continue to improve the area of finding(s) and what is planned to further address the areas. If the initiatives are not district-wide, specify the schools and/or grade levels targeted, as well as specific academic or behavior areas to be addressed. When describing the supports and services to students, explain if the selected supports are research-based or evidence-based. Include a description of how success is defined for what is being measured.

**Professional development:** Professional development is to be conducted that addresses the identification.

**Student assessments:**

- Discuss identification, including current identification methods and/or future methods designed to improve area(s) identified.
- Discuss current or future monitoring processes designed to improve the area(s) identified.

**Monitoring, evaluation, and design for continuous improvement of the CCEIS plan:**

- Explain the plan for monitoring and evaluating the effectiveness of the CCEIS plan.
- Provide a timeline for the monitoring and evaluation.
- Explain the positions of the staff responsible.

**CCEIS budget expenditures:**

- Provide the CCEIS budget.
- Provide an explanation of how the budgeted items will address the areas of disproportionality.
- Provide methods used to track expenditures.

**Student tracking and reporting:**

- Explain how the students that benefit from CCEIS services will be identified and tracked for improvement in the area(s) of identification.
- Explain how the district will track and report the number of students receiving CCEIS services, as well as the students that received CCEIS services and were provided an IEP, by year.

**Items to be included:** Data, reports, supporting documentation to show changes in practices and policies

**Plan submission details:**

- To submit the plan, email the plan to [sigdispro@isbe.net](mailto:sigdispro@isbe.net).
- The plan due date is June 15, 2020. If additional time is needed you may also email a timeline for the plan submission to [sigdispro@isbe.net](mailto:sigdispro@isbe.net).
- For questions about data, contact Scott Norton ([snorton@isbe.net](mailto:snorton@isbe.net)).
- For CCEIS questions, contact Tammy Greco ([tgreco@isbe.net](mailto:tgreco@isbe.net)) or Special Education Services (217) 782-5589.