



# Coordinated Early Intervening Services (CEIS) Fiscal and Student Data Tracker

Terry Long  
Shen Lee  
Chris Thacker  
Danielle Crain  
Sara Doutre  
Steve Smith  
Laura Johnson  
Swati Nadkarni

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# Introduction

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The *CEIS Fiscal and Student Data Tracker* is a set of three tools SEAs can use with their districts, schools, and providers<sup>1</sup> to assist them in tracking the finances, services, and student data associated with CEIS. These three tools include one for provider(s), school(s), and LEA(s). More information about each of these tools can be located in the Using the Tools and Instructions Sections.

In December 2016, the Office of Special Education Programs (OSEP) issued amended regulations on significant disproportionality (34 CFR §300.646). These regulations require local education agencies (LEAs) that the state identifies with significant disproportionality to reserve 15 percent of the funds they receive under Part B of the *Individuals with Disabilities Education Act* (IDEA) to provide Comprehensive Coordinated Early Intervening Services (CCEIS). In addition, the amended regulations distinguish between the CCEIS that an LEA must provide due to significant disproportionality and the Coordinated Early Intervening Services (CEIS) it may choose to provide voluntarily.

For voluntary CEIS, an LEA may use up to 15 percent of its IDEA Part B subgrant to “develop and implement coordinated, early intervening services, which may include interagency financing structures, for students in kindergarten through grade 12 (with a particular emphasis on students in kindergarten through grade three), who need additional academic and behavioral support to succeed in a general education environment” (34 CFR §300.226[a]).

For CCEIS, an LEA must use 15 percent of its annual IDEA Part B subgrant for activities that address factors contributing to significant disproportionality (including a policy, practice, or procedure) for children age 3 through grade 12 who are not currently identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment, or who are currently identified as needing special education or related services. An LEA can use funds primarily, but not exclusively, for this second group. These activities may include professional development and educational and behavioral evaluations, services, and supports.

States have annual reporting requirements for CEIS that are included in the IDEA Part B Maintenance of Effort (MOE) Reduction and CEIS data submission requirements. States report these data using the *EDFacts* Metadata and Process System (*EMAPS*). For CEIS, states must report:

- the amount of Part B Section 611 and Section 619 funds that the federal government allocates to each LEA;
- the amount of Part B funds each LEA reserves for CEIS, whether voluntary or required;
- if CEIS is required, the area(s) where the LEA had significant disproportionality;
- the number of children who received CEIS; and
- the number of children who received CEIS and were subsequently identified for special education and related services over the past 2 years.

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<sup>1</sup>Provider refers to the school or LEA staff implementing CEIS. It could be teachers, paraprofessionals, counselors, or other staff (e.g., a teacher who provides the academic or behavior interventions or supports, a behavioral interventionist, a behavior specialist, or a psychologist).

## Using the Tools

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SEAs can use the tracker in three ways and can choose the option that best fits the needs of each individual LEA. SEAs may want to consider several factors before determining how to use the tracker with the individual LEAs, such as

- the CEIS activity each LEA is using;
- the level at which the LEA is providing the CEIS (e.g., professional development for teachers, academic interventions for students, schoolwide initiatives); and
- the mechanisms in place to ensure valid and reliable data at the provider, school, and LEA levels.

For each option described below, the SEA or LEA must enter the state codes for disability, the educational environment, the approved CEIS activities, and a list of approved CEIS providers.

Option 1: SEAs can use all three tools from the tracker.

- The provider manually enters the information about the student(s) who received CEIS into the provider tool and then sends the provider tool to the student(s)' local school.
- The school compiles all the data from the providers into the school tool and then sends the school tool to the LEA.
- The LEA then compiles data from the school tool into the LEA tool and sends the LEA tool to the SEA.
- The SEA can require the provider(s) and/or school(s) to send the tool directly to the SEA to compile the data about the student(s), school, or LEA, instead of to the school and/or LEA.

The SEA would use all three tools if it currently did not have a valid and reliable way of collecting the CEIS data from the LEAs, schools, or providers (e.g., the SEA only receives aggregate CEIS data from the LEAs).

Option 2: SEAs can use both the LEA and the school tools from the tracker.

- In this case, schools manually enter the student-level CEIS data into the school tool.
- The schools then send the data, using the school tool, to the LEA.
- LEAs then compile all school data into the LEA tool and send the LEA tool to the SEA.
- The SEA can require the school(s) to send the tool directly to the SEA to compile, instead of to the LEA.

An SEA can choose to use only the school and LEA tools if the schools have a valid and reliable way of collecting the CEIS data from the providers or on a schoolwide level. The school would not need to use the provider tool.

Option 3: SEAs can use only the LEA tool from the tracker.

- In this situation, the LEA manually enters all CEIS student and fiscal data from their schools and providers into the LEA tool and sends the LEA tool to the SEA.

An SEA can elect to use only the LEA tool if LEAs have a valid and reliable way of collecting the CEIS student data from schools and providers. The LEA and school would not need to use the provider or school tools.

# Instructions

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## Provider Tool

The provider tool is the first tool in the *CEIS Fiscal and Student Data Tracker*. Providers manually enter into the provider tool student-specific information regarding CEIS each student receives. Providers also enter the number of professional development hours they received related to CEIS. Providers send the completed provider tool to their local school, district, or state for compilation.

### Permitted Values Tab

1. The lists of permitted values in this tab standardize data entry for CEIS providers who will enter data in the Student Data tab. The LEA or SEA can complete this tab before making the tool available for use by school- and LEA-level CEIS providers.
2. The LEA or SEA should provide the allowed data elements for each column on the Permitted Values tab. Once the LEA or SEA has added the appropriate permitted values, they can hide or lock this tab.
3. The tool has several prefilled columns. Only the LEA or SEA may change the permitted values if necessary to fit its needs.
4. List of permitted values:
  - a. Columns A, B, and C: The LEA or SEA provides the number, district, and name associated with the school(s) where the provider could be working.
  - b. Column D: Prefilled with the two types of CEIS (comprehensive and voluntary).
  - c. Column E: Prefilled with the school years during which the provider could be providing services.
  - d. Column F: Prefilled with the seven race/ethnicity categories the U.S. Department of Education uses for data collection.
  - e. Column G: Prefilled with the grade levels for students who are eligible to receive CEIS.
  - f. Column H: Prefilled with the disability categories the U.S. Department of Education uses to report students who received special education and related services.
  - g. Column I: Prefilled with the disability category codes the U.S. Department of Education uses for reporting the disability categories. **The LEA or SEA should change these codes to match the ones the state uses to correspond with the U.S. Department of Education's disability categories.**
  - h. Column J: Prefilled with the educational environment categories the U.S. Department of Education uses to report the location where students receive special education and related services.
  - i. Column K: The LEA or SEA should provide the codes the state uses to correspond with the U.S. Department of Education's educational environment categories.

- j. Column L: Prefilled with an "X" for selection to indicate that the student is receiving one or more of the four types of CEIS (math, reading, behavior, other). **States also can replace the "X" with a code or brief phrase that describes the specific CEIS programs/practices they are implementing. The provider will use these programs/practices to populate columns I, J, K, and L on the Student Data tab.**
- k. Columns M and N: The LEA or SEA should provide a list of ID numbers and last names for personnel in the LEA/school that provides CEIS.

### Student Data Tab

1. Rows 3 and 4: Contain information about the provider.
  - a. Column D: The provider selects the school year they are reporting.
  - b. Columns E through H: The provider enters his or her demographic information.
  - c. Columns I through Q: The provider enters the number of hours of professional development that CEIS funded.
  - d. Columns R and S: Auto-calculated fields report the total number of hours of professional development and number of students the provider served.
2. Starting in row 8: The provider enters information about the students who received CEIS.
  - a. Columns D through J: The provider reports the demographic information about the student.
  - b. Columns K through P: The provider reports the date the student started receiving CEIS, the type(s) of services received, and the end date of CEIS.
  - c. Columns Q through S: The provider reports information about whether they identified the student as needing special education services. The provider reports the date the services began, the student's disability category, and his or her educational environment.
3. Row 7: After entering all data, providers click on the "Check Data" button to verify the data.

### Data Checks Tab

1. Provides a list of possible duplicates and/or data entry errors in the Student Data tab.
  - a. Providers checks the records listed for errors and then re-run the data check to verify again.
    - i. Starting in row 5:
      1. Columns A through E: The potential error is marked with an "X" under "Errors."
      2. Columns F through U: The cells with potential errors are colored red. Duplicate records are fully highlighted in yellow.

### Summary Tab

1. Provides a summary of the information in the Student Data tab.
  - a. Provides the total number of students served, by type of CEIS.
  - b. Provides the total number of students served, by grade level.
  - c. Provides the total number of students served, by disability category.
  - d. Provides the total number of professional development hours CEIS funded.

## School Tool

The school tool is the second tool in the *CEIS Fiscal and Student Data Tracker*. If the SEA chooses to use both the provider and school tools, the school must compile the data from the provider tool(s) into the school tool. If the SEA chooses to use only the school and LEA tools, the school must manually enter student-specific information into the school tool for the students who received CEIS. In either situation, the school submits the completed school tool to its LEA or state for compilation.

### Permitted Values Tab

1. The lists of permitted values in this tab standardize data entry for CEIS providers or other staff who will enter data in the School Data tab. The LEA or SEA can complete this tab before making the tool available for schools to use.
2. The LEA or SEA should provide the allowed data elements for each column on the Permitted Values tab. Once the LEA or SEA has added the appropriate permitted values, they can hide or lock the tab.
3. The tool has several prefilled columns. The LEA or SEA should change these permitted values if necessary to fit its needs.
4. List of permitted values:
  - a. Columns A through E: The LEA or SEA provides the unique district name and number and school name and number.
  - b. Column F: Prefilled with the two types of CEIS (comprehensive and voluntary).
  - c. Column G: Prefilled with the school years during which the provider could be providing services.
  - d. Column H: Prefilled with the seven race/ethnicity categories the U.S. Department of Education uses for data collection.
  - e. Column I: Prefilled with the grade levels for students who are eligible to receive CEIS.
  - f. Column J: Prefilled with the disability categories the U.S. Department of Education uses to report students who received special education and related services.
  - g. Column K: Prefilled with the disability category codes the U.S. Department of Education uses for reporting the disability categories. **The LEA or SEA should change these codes to match the ones the state uses to correspond with the U.S. Department of Education's disability categories.**
  - h. Column L: Prefilled with the educational environment categories the U.S. Department of Education uses to report the location where students received special education and related services.
  - i. Column M: The LEA or SEA should provide the codes the state uses to correspond with the U.S. Department of Education's educational environment categories.
  - j. Column N: Prefilled with an "X" for selection to indicate that the student is receiving one or more of the four types of CEIS (math, reading, behavior, other). **States also can replace the "X" with a code or brief phrase that describes the specific CEIS programs/practices they are implementing. The LEA will use these programs/practices to populate columns I through L on the School Data tab.**

- k. Columns O and P: The LEA or SEA should provide a list of ID numbers and last names for personnel in the LEA/school who provide CEIS.

#### **Directions Tab**

1. Provides the steps necessary for an LEA or SEA to compile the data from the provider tool into the school tool.
2. The steps allow the LEA or SEA to take data from multiple completed provider tools and automatically compile the information from the provider tools into the School Data tab in the school tool.

#### **School Data Tab**

1. Rows 2 through 5: Contain demographic information about the school.
2. Starting in row 9: The school enters information about the students who received CEIS.
  - a. Columns B through C: The school provides the provider information about each student.
  - b. Columns D through J: The school provides the demographic information about the student.
  - c. Columns K through P: The school provides the date the student started receiving CEIS, the type(s) of services received, and the end date of CEIS.
  - d. Columns Q through S: The school provides information about whether the provider identified the student as needing special education services. The school provides the date the services began, the student's disability category, and the educational environment.
3. Row 7: After entering all data, school data entry staff click on the "Check Data" button to verify the data.

#### **Data Checks Tab**

1. Provides a list of possible duplicates and/or data entry errors in the Student Data tab.
  - a. School data entry staff check the records listed for errors and then re-run the data check to verify again.
    - i. Starting in row 5:
      1. Columns A through E: The potential error is marked with an "X" under "Errors."
      2. Columns F through W: The cells with potential errors are colored red. Duplicate records are fully highlighted in yellow.

#### **Summary Tab**

1. Provides a summary of the information in the Student Data tab.
  - a. Provides the total number of students served, by type of CEIS.
  - b. Provides the total number of students served, by grade level.
  - c. Provides the total number of students who received special education and related services.
  - d. Provides the total number of students served, by disability category.



## LEA Tool

The LEA tool is the third tool in the *CEIS Fiscal and Student Data Tracker*. If the SEA chooses to use only the LEA tool, the LEA manually enters into the LEA tool the student-specific information for the students who received CEIS. If the SEA chooses to use the school and/or the provider tools, the LEA compiles the data from the school and/or provider tools into the LEA tool. The LEA submits the completed LEA tool to the SEA for compilation.

### Permitted Values Tab

1. The lists of permitted values in this tab standardize data entry for CEIS providers or other staff who will enter data in the LEA Data tab. The LEA or SEA can complete this tab before making the tool available for use by school- and LEA-level CEIS providers.
2. The LEA or SEA should provide the allowed data elements for each column on the Permitted Values tab. Once the LEA or SEA has added the appropriate permitted values, they can hide or lock the tab.
3. The tool has several prefilled columns. The LEA or SEA should change these permitted values if necessary to fit its needs.
4. List of permitted values:
  - a. Columns A through D: The LEA or SEA should provide the district and school names and numbers.
  - b. Column E: Prefilled with the two types of CEIS (comprehensive and voluntary).
  - c. Column F: Prefilled with the school years during which the provider could be providing services.
  - d. Column G: Prefilled with the seven race/ethnicity categories the U.S. Department of Education uses for data collection.
  - e. Column H: Prefilled with the grade levels for students who are eligible to receive CEIS.
  - f. Column I: Prefilled with the disability categories the U.S. Department of Education uses to report students who received special education and related services.
  - g. Column J: Prefilled with the disability category codes the U.S. Department of Education uses for reporting the disability categories. **The LEA or SEA should change these codes to match the ones the state uses to correspond with the U.S. Department of Education's disability categories.**
  - h. Column K: Prefilled with the educational environment categories the U.S. Department of Education uses to report the location where students received special education and related services.
  - i. Column L: The LEA or SEA should provide the codes the state uses to correspond with the U.S. Department of Education's educational environment categories.
  - j. Column M: Prefilled with an "X" for selection to indicate that the student is receiving one or more of the four types of CEIS (math, reading, behavior, other). **States also can replace the "X" with a code or brief phrase that describes the specific CEIS programs/practices they are implementing. The LEA will use these programs/practices to populate columns I through L on the LEA Data tab.**

- k. Columns N and O: The LEA or SEA should provide a list of ID numbers and last names for providers in the LEA/school who provide CEIS.

#### **Directions Tab**

1. Provides the steps necessary for an LEA or SEA to compile the data from the school tool into the LEA tool.
2. The steps allow the LEA or SEA to take data from multiple completed school tools and automatically compile the information from the school tools into the LEA Data tab in the LEA tool.

#### **LEA Data Tab**

1. Rows 2 through 4: Contain the school year and district information.
2. Starting in row 8: The LEA enters information about who received CEIS.
  - a. Columns B through C: The LEA reports the provider information about the student.
  - b. Columns D through I: The LEA provides the demographic information about the student.
  - c. Columns K through P: The LEA provides the date the student started receiving CEIS, the type(s) of services received, and the end date of CEIS.
  - d. Columns Q through S: The LEA provides information about whether the student was identified as needing special education services. The LEA provides the date the services began, the student's disability category, and the educational environment.
3. Row 6: After entering all data, LEA data entry staff click on the "Check Data" button to verify the data.

#### **Data Checks Tab**

1. Provides a list of possible duplicates and/or data entry errors in the Student Data tab.
  - a. LEA data entry staff check the records listed for errors and then re-run the data check to verify again.
    - i. Starting in row 5:
      1. Columns A through C: The potential error is marked with an "X" under "Errors."
      2. Columns D through U: The cells with potential errors are colored red. Duplicate records are fully highlighted in yellow.

#### **Summary Tab**

1. Provides a summary of the information in the Student Data tab.
  - a. Provides the total number of students served, by type of CEIS.
  - b. Provides the total number of students served, by grade level.
  - c. Provides the total number of students who received special education and related services.
  - d. Provides the total number of students served, by disability category.

## CEIS Fiscal Data Tab

1. This tab contains financial data regarding expenditures for CEIS funds using IDEA federal funds during this (monthly, quarterly, annual) reporting period. The SEA replaces the column names with the CEIS budget categories the state uses.
2. Rows 4 through 9, Columns A through C: Contain the demographic information about the LEA.
3. Row 5, Columns E through I: The LEA selects the type of CEIS funds the LEA is reporting.
4. Row 6, Columns E through I: The LEA or SEA reports the IDEA Part B Section 611 funds for the current fiscal year.
5. Row 7, Columns E through I: The LEA or SEA reports the IDEA Part B Section 619 funds for the current fiscal year.
6. Row 8, Columns E through I: Auto-calculated field reports the maximum amount of CEIS funds available to reserve from the IDEA Section 611 and 619 funds for the current fiscal year.
7. Row 9, Columns E through I: System auto-populates the amount of CEIS funds the LEA expended for the current fiscal year from cell M15.
8. Rows 11 through 17: Contain information about the budget, expenses, and carryover related to CEIS.
  - a. Row 12: The SEA or LEA enters the budget codes associated with the categories in row 11.
  - b. Row 13: The SEA enters the approved budgeted amount for each of the categories in row 11.
  - c. Row 14: The LEA enters the monthly or quarterly amount of funds the LEA expended for each category in row 11.
  - d. Row 15: The LEA enters the total amount of funds the LEA expended for each category in row 11.
  - e. Row 16: The SEA or LEA enters the remaining amount of funds available for each category in row 11.
  - f. Row 17: The SEA or LEA enters the carryover funds made available from the previous fiscal year.
  - g. Column M: System auto-calculates totals for rows 12 through 17.