



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

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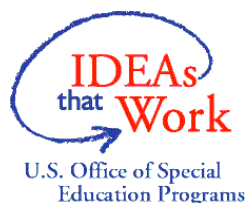
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# Table of Contents

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- Introduction ..... 1
  - CEIS Reporting..... 1
  - Recommended Next Steps for SEAs ..... 2
- Options for Using the Tools ..... 3
- Instructions for Using the CEIS Tracker Tools..... 4
  - Provider Tool..... 4
    - I. README Tab..... 4
    - II. Permitted Values Tab ..... 4
    - III. Student Data Tab ..... 5
    - IV. Data Checks Tab ..... 6
    - V. Summary Tab..... 6
  - School Tool..... 6
    - I. README Tab..... 6
    - II. Permitted Values Tab ..... 7
    - III. Directions Tab..... 8
    - IV. School Data Tab ..... 8
    - V. Data Checks Tab ..... 8
    - VI. Summary Tab..... 9
  - LEA Tool..... 9
    - I. README Tab..... 9
    - II. Permitted Values Tab ..... 9
    - III. Directions Tab..... 10
    - IV. LEA Data Tab..... 11
    - V. Data Checks Tab ..... 11
    - VI. Summary Tab..... 11
    - VII. CEIS Fiscal Data Tab ..... 12
    - VIII. Professional Development Tab..... 12
  - SEA Tool ..... 13
    - I. README Tab..... 13
    - II. Permitted Values Tab ..... 13



III.	Directions Tab.....	14
IV.	SEA Data Tab.....	14
V.	Data Checks Tab .....	15
VI.	Summary Tab.....	15
VII.	CEIS Fiscal Data Tab .....	15
VIII.	Professional Development Tab.....	16

# Introduction

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The *Coordinated Early Intervening Services (CEIS) Fiscal and Student Data Tracker* is a set of four Excel tools that state education agencies (SEAs) can use with their local education agencies (LEAs), schools, and providers<sup>1</sup> to assist them in tracking finances, services, and student data associated with CEIS. The four CEIS Fiscal and Student Tracker Tools are

1. the Provider Tool;
2. the School Tool;
3. the LEA Tool; and
4. the SEA Tool.

This document first presents an overview of the CEIS reporting requirements and the steps states should take to get started with using the tracker tools. Next, it describes three different ways SEAs can combine the four CEIS Fiscal and Student Data Tracker tools to best fit the needs of each individual LEA. Last, this document provides detailed instructions for using each of the four tools. More specific information also can be found in the “Read Me” and “Directions” tabs found within each tool.

## CEIS Reporting

The *Individuals with Disabilities Education Act (IDEA)* requires each SEA to examine specific special education data to determine if significant disproportionality exists in any of its LEAs. If an SEA determines that significant disproportionality does exist in an LEA, the LEA must reserve 15 percent of its combined Section 611 and Section 619 subgrants to provide comprehensive coordinated early intervening services (CCEIS). LEAs not identified with significant disproportionality may voluntarily reserve up to 15 percent of their IDEA Part B subgrants to “develop and implement coordinated, early intervening services (CEIS)” ([OSEP Memo 08-09: Coordinated Early Intervening Services under Part B of the IDEA](#)).

For more information about CEIS requirements, see [34 CFR §300.226](#), [34 CFR §300.646](#), and [34 CFR §300.647](#).

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 via the *EDFacts* Metadata and Process System (*EMAPS*) in May of each year. For CEIS, states must report

- the amount of Part B Section 611 and Section 619 funds that the state allocates to each LEA;
- the amount of Part B funds each LEA reserves for CEIS, whether voluntary or comprehensive (i.e., required);
- if CEIS is required, the area(s) where the LEA has significant disproportionality;
- the number of children who receive CEIS; and

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<sup>1</sup>“Provider” refers to the school or LEA staff implementing CEIS. Providers 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, a psychologist).



- the number of children who received CEIS at any time during the reference school year and the two preceding school years and received special education and related services during the reference school year.

## Recommended Next Steps for SEAs

SEAs should review the following next steps to help them understand the process for selecting the right combination of tools for their state.

1. Review the three options for using the tools in the next section of this document.
2. Review the four CEIS Fiscal and Student Tracker Tools (Provider, School, LEA, and SEA).
3. Select the option(s) that the SEA will use to track CEIS fiscal and student data, considering the
  - number of LEAs in the state implementing CEIS programs;
  - number of children receiving CEIS in each LEA;
  - number of schools providing CEIS programs in each LEA;
  - number of potential CEIS providers in each LEA; and
  - ability of the SEA, each individual LEA, and schools to capture student-level CEIS data reliably.
4. Implement use of selected tools.

## Options for Using the Tools

SEAs can use the CEIS tracker tools in three different ways and should choose the option that best fits the needs of each individual LEA.

### Option 1



The use of all four tools is most beneficial if there are not already valid and reliable ways of collecting CEIS data from providers, schools, and LEAs.

### Option 2



The use of option 2 is most beneficial if schools have a valid and reliable way of collecting the CEIS data from their providers on a school wide level. When selecting this option, the school would not use the Provider Tool.

### Option 3



The use of option 3 is most beneficial if LEAs have a valid and reliable way of collecting the CEIS student data from schools and providers. Using this option, the LEA and schools would not use the Provider or School Tools.

In addition to the three ways described previously, SEAs also can encourage the provider(s) or schools to send their completed tools directly to the SEA, which then compiles the data to produce school-, LEA-, and/or SEA-level reports. SEAs may encourage the providers or schools to send their completed tools to the SEA to ensure the accuracy of reporting and/or to alleviate the burden on the schools and/or LEAs to compile the data.



# Instructions for Using the CEIS Tracker Tools

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## Provider Tool

The Provider Tool is the first tool in the CEIS Fiscal and Student Data Tracker. Providers manually enter student-specific information regarding the CEIS that each student receives into the Provider Tool. 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. Five tabs comprise the Provider Tool: README, Permitted Values, Student Data, Data Checks, and Summary.

### I. README Tab

The README tab includes basic information about the tool, a recommended citation, and a link to this instructions document. Instructions for using the remaining four tabs follow.

### II. Permitted Values Tab

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 completes this tab before making the tool available for use by school- and LEA-level CEIS providers. It is recommended that the LEA or SEA enter all of the permitted values. The use of permitted values helps to ensure valid and reliable CEIS data. The use of permitted values ensures that all users are entering information in the same manner. The tool does not prevent outside users from entering permitted values, but it is recommended that the LEA or SEA enter all of the permitted values and lock the tab to prevent outside users from changing the values.

1. The LEA or SEA provides the allowed data elements for each column on the Permitted Values tab. Once the LEA or SEA adds the appropriate permitted values, it can hide or lock this tab. To hide the tab, right click on the tab name “Permitted Values” and click hide. To lock the tab, click on Review, then click on Protect Sheet, and then enter a passcode to lock the tab.
2. The tool has several prefilled columns. Only the LEA or SEA reviews and, if necessary, changes the permitted values to fit the needs of the LEA or SEA.
3. 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: The LEA or SEA reviews the prefilled types of CEIS (comprehensive and voluntary). The LEA or SEA revises the types of CEIS if the LEA or SEA uses different terminology in the LEA or SEA.
  - c. Column E: The LEA or SEA reviews the prefilled school years during which the provider could be providing services. The LEA or SEA revises the schools years if the LEA or SEA uses different years in the LEA or SEA.
  - d. Column F: The LEA or SEA reviews the prefilled seven race/ethnicity categories the U.S. Department of Education uses for data collection. The LEA or SEA revises the categories, if necessary, to fit the race/ethnicity categories the LEA or SEA uses in the LEA or SEA.





- e. Column G: The LEA or SEA reviews the prefilled grade levels for students who are eligible to receive CEIS. The LEA or SEA revises the grade levels for students if the LEA or SEA uses different terminology in the LEA or SEA.
- f. Column H: The LEA or SEA reviews the prefilled disability categories that the U.S. Department of Education uses to report students who received special education and related services. The LEA or SEA revises the disability categories if they differ in the LEA or SEA.
- g. Column I: The LEA or SEA reviews the prefilled disability category codes that the U.S. Department of Education uses for reporting the disability categories. The LEA or SEA should make changes to these codes to match the ones the state uses to correspond with the disability categories reported in column H.
- h. Column J: The LEA or SEA reviews the prefilled educational environment categories that the U.S. Department of Education uses to report the location where students receive special education and related services. The LEA or SEA revises the educational environment categories if they differ in the LEA or SEA.
- i. Column K: The LEA or SEA provides the codes that the state uses to correspond with the educational environment categories reported in column J.
- j. Column L: The column is 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). The LEA or SEA can replace the “X” with a code or brief phrase that describes the specific CEIS programs and practices it is implementing. The provider uses these programs and practices to populate columns I, J, K, and L on the Student Data tab.
- k. Columns M and N: The LEA or SEA provides a list of ID numbers and last names for personnel in the LEA or school who provide CEIS.

### III. Student Data Tab

This tab displays all of the student-level data as entered by the provider in this tool.

1. Rows 3 and 4: The provider enters demographic and professional development information.
  - a. Column D: The provider selects the school year for which he or she is 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: The provider reviews the auto-calculated fields of the total number of hours of professional development and number of students the provider served to ensure accuracy.
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 that 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 or not he or she identified the student as needing special education services. The provider reports the date that the services began, the student's disability category, and the student's educational environment.

3. Row 7: After entering all data, the provider clicks on the "Check Data" button to verify the data.

#### IV. Data Checks Tab

This tab provides a list of possible duplicates and data entry errors in the Student Data tab.

1. After reviewing the Data Checks tab, the provider reviews all possible errors and duplicate records on the Student Data tab. After the provider makes corrections in the Data Checks tab, the provider checks the data again until there are no more duplicate records.
2. Starting in row 5 Columns A through E:
  - a. The provider reviews the columns with an "X" under "Errors."
  - b. The provider reviews columns F through U to locate the exact error that is colored red or duplicate record that is colored yellow.
  - c. The provider revises the Student Data tab based on the marked errors.

#### V. Summary Tab

This tab provides a summary of the information in the Student Data tab. The tool also calculates the two numbers SEAs are required to report to the U.S. Department of Education: 1. the number of children receiving CEIS under IDEA during the school year and 2. the number receiving CEIS under IDEA in the past two school years, and received special education during the school year. The provider reviews the summary data for accuracy prior to sending the file to the school personnel. The summary

1. Provides the total number of students served, by type of CEIS.
2. Provides the total number of students served, by grade level.
3. Provides the total number of students served, by disability category.
4. Provides the total number of students who received special education and related services.

## 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 SEA for compilation into its respective tools. Six tabs comprise the Provider Tool: README, Permitted Values, Directions, School Data, Data Checks, and Summary.

#### I. README Tab

The README tab includes basic information about the tool, a recommended citation, and a link to this instructions document. Instructions for using the remaining five tabs follow.



## II. Permitted Values Tab

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 completes this tab before making the tool available for schools to use. It is recommended that the LEA or SEA enter all of the permitted values. The use of permitted values helps to ensure valid and reliable CEIS data. The use of permitted values ensures that all users are entering information in the same manner. The tool does not prevent outside users from entering permitted values, but it is recommended that the LEA or SEA enter all of the permitted values and lock the tab to prevent outside users from changing the values.

1. The LEA or SEA provides the allowed data elements for each column on the Permitted Values tab. Once the LEA or SEA adds the appropriate permitted values, it can hide or lock the tab.
2. The tool has several prefilled columns. The LEA or SEA changes these permitted values if necessary to fit its needs.
3. 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: The LEA or SEA reviews the prefilled types of CEIS (comprehensive and voluntary). The LEA or SEA revises the types of CEIS if the LEA or SEA uses different terminology in the LEA or SEA.
  - c. Column G: The LEA or SEA reviews the prefilled school years during which the provider could be providing services. The LEA or SEA revises the schools years if the LEA or SEA uses different years in the LEA or SEA.
  - d. Column H: The LEA or SEA reviews the prefilled seven race/ethnicity categories the U.S. Department of Education uses for data collection. The LEA or SEA revises the categories, if necessary, to fit the race/ethnicity categories the LEA or SEA uses.
  - e. Column I: The LEA or SEA reviews the prefilled grade levels for students who are eligible to receive CEIS. The LEA or SEA revises the grade levels for students if the LEA or SEA uses different terminology in the LEA or SEA.
  - f. Column J: The LEA or SEA reviews the prefilled disability categories that the U.S. Department of Education uses to report students who received special education and related services. The LEA or SEA revises the disability categories if they differ in the LEA or SEA.
  - g. Column K: The LEA or SEA reviews the prefilled disability category codes that the U.S. Department of Education uses for reporting the disability categories. The LEA or SEA changes these codes to match the ones the state uses to correspond with the disability categories reported in column H.
  - h. Column L: The LEA or SEA reviews the prefilled educational environment categories that the U.S. Department of Education uses to report the location where students receive special education and related services. The LEA or SEA revises the educational environment categories if they differ in the LEA or SEA.
  - i. Column M: The LEA or SEA provides the codes that the state uses to correspond with the educational environment categories reported in column L.



- j. Column N: The column is 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). The LEA or SEA can replace the “X” with a code or brief phrase that describes the specific CEIS programs and practices it is implementing. The provider uses these programs and practices to populate columns I, J, K, and L on the School Data tab.
- k. Columns O and P: The LEA or SEA provides a list of ID numbers and last names for personnel in the LEA or school who provide CEIS.

### III. Directions Tab

This tab provides the steps necessary for a school 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.

1. Rows 8-11: The school selects the school year, school district, and school name using the drop-down boxes.
2. Row 17: The school enters the folder location in the yellow box of all the Provider Tool files.
3. Rows 22-23: The school clicks the button that reads “Combine provider data” to compile the data from the Provider Tools.

### IV. School Data Tab

This tab displays all of the student-level data compiled from the Provider Tools. Demographic information about the school that is retrieved from the Directions tab is displayed on rows 2 through 5.

1. 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 the 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 that 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 or not the provider identified the student as needing special education services. The school provides the date that the services began, the student’s disability category, and the student’s educational environment.
2. Row 7: After entering all data, school data entry staff click on the “Check Data” button to verify the data.

### V. Data Checks Tab

This tab provides a list of possible duplicates and data entry errors in the School Data tab.

1. After reviewing the Data Checks tab, the school reviews all possible errors and duplicate records on the School Data tab. The school may need to contact the providers to update their tools and submit corrected ones. After the school makes corrections in the Data Checks tab, the school checks the data again until there are no more duplicate records.
2. Starting in row 5, columns A through W:
  - a. The school reviews the columns with an “X” under “Errors.”



- b. The school reviews columns F through W to locate the exact error that is colored red or duplicate record that is colored yellow.
- c. The school revises the School Data tab based on the marked errors.

## VI. Summary Tab

This tab provides a summary of the information in the School Data tab. The tool also calculates the two numbers SEAs are required to report to the U.S. Department of Education: 1. the number of children receiving CEIS under IDEA during the school year and 2. the number receiving CEIS under IDEA in the past two school years, and received special education during the school year. The school reviews the summary data for accuracy prior to sending the file to the LEA. The summary

1. Provides the total number of students served, by type of CEIS.
2. Provides the total number of students served, by grade level.
3. Provides the total number of students who received special education and related services and the number who did not receive services.
4. 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. The LEA can either manually enter the student-specific information for the students who received CEIS into the LEA Tool or compile the data from the School and Provider Tools into the LEA Tool. The LEA submits the completed LEA Tool to the SEA for compilation. Eight tabs comprise the LEA Tool: README, Permitted Values, Directions, LEA Data, Data Checks, Summary, CEIS Fiscal Data, and Professional Development. Instructions for using the remaining seven tabs follow.

### I. README Tab

The README tab includes basic information about the tool, a recommended citation, and a link to this instructions document.

### II. Permitted Values Tab

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 SEA completes this tab before making the tool available for use by LEA-level CEIS providers. It is recommended that the SEA enter all of the permitted values. The use of permitted values helps to ensure valid and reliable CEIS data. The use of permitted values ensures that all users are entering information in the same manner. The tool does not prevent outside users from entering permitted values, but it is recommended that the SEA enter all of the permitted values and lock the tab to prevent outside users from changing the values.

1. The SEA provides the allowed data elements for each column on the Permitted Values tab. Once the SEA adds the appropriate permitted values, it can hide or lock the tab.
2. The tool has several prefilled columns. The SEA changes these permitted values if necessary to fit its needs.



### 3. List of permitted values:

- a. Columns A through D: The SEA provides the district and school names and numbers.
- b. Column E: The SEA reviews the prefilled types of CEIS (comprehensive and voluntary). The SEA revises the types of CEIS if different terminology is used by the LEA or SEA.
- c. Column F: The SEA reviews the prefilled school years during which the provider could be providing services. The SEA revises the schools years if different years are used by the LEA or SEA.
- d. Column G: The SEA reviews the prefilled seven race/ethnicity categories the U.S. Department of Education uses for data collection. The SEA revises the categories, if necessary, to fit the race/ethnicity categories used by the SEA.
- e. Column H: The SEA reviews the prefilled grade levels for students who are eligible to receive CEIS. The SEA revises the grade levels for students if the SEA use different terminology in the SEA.
- f. Column I: The SEA reviews the prefilled disability categories that the U.S. Department of Education uses to report students who received special education and related services. The SEA revises the disability categories if they differ in the SEA.
- g. Column J: The SEA reviews the prefilled disability category codes that the U.S. Department of Education uses for reporting the disability categories. The SEAs changes these codes to match the ones the state uses to correspond with the disability categories reported in column I.
- h. Column K: The SEA reviews the prefilled educational environment categories that the U.S. Department of Education uses to report the location where students receive special education and related services. The SEA revises the educational environment categories if they differ in the SEA.
- i. Column L: The SEA provides the codes that the state uses to correspond with the educational environment categories reported in column K.
- j. Column M: The column is 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). SEAs can replace the “X” with a code or brief phrase that describes the specific CEIS programs and practices they are implementing. The provider uses these programs and practices to populate columns K through P on the LEA Data tab.
- k. Columns N and O: The SEA provides a list of ID numbers and last names for personnel in the LEA who provide CEIS.

### III. Directions Tab

This tab provides the steps necessary for an LEA 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.

1. Rows 8-10: The LEA selects the school year and school district name using the drop-down boxes
2. Row 12: The LEA selects the type of CEIS the LEA uses.
3. Rows 14 through 18: The SEA reports the area(s) of significant disproportionality it identified in the LEA.



4. Row 24: The LEA enters the folder location in the yellow box of all the school tool files.
5. Rows 29-30: The LEA clicks the button that reads “Combine school data” to compile the data from the School Tools.

#### IV. LEA Data Tab

This tab displays all of the student level data compiled from the School tools. Demographic information about the LEA that is retrieved from the Directions tab is displayed on rows 2 through 7.

1. Starting in row 12: If the LEA compiles data from School Tools, the tool will display the information from those tools. Otherwise, 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 J: The LEA provides the demographic information about the student.
  - c. Columns K through P: The LEA provides the date that 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 or not the provider identified the student as needing special education services. The LEA provides the date that the services began, the student’s disability category, and the student’s educational environment.
2. Row 9: After entering or reviewing all data, LEA data entry staff click on the “Check Data” button to verify the data.

#### V. Data Checks Tab

This tab provides a list of possible duplicates and data entry errors in the LEA Data tab.

1. After reviewing the Data Checks tab, the LEA reviews all possible errors and duplicate records on the LEA Data tab. The LEA may need to contact the schools or providers to update their tools and submit corrected ones. After the LEA makes corrections in the Data Checks tab, the LEA checks the data again until there are no more duplicate records.
2. Starting in row 5 columns A through U:
  - a. The LEA reviews the columns with an “X” under “Errors.
  - b. The LEA reviews columns D through U to locate the exact error that is colored red or duplicate record that is colored yellow.
  - c. The LEA revises the LEA Data tab based on the marked errors.

#### VI. Summary Tab

This tab provides a summary of the information in the LEA Data tab. The tool also calculates the two numbers SEAs are required to report to the U.S. Department of Education: 1. the number of children receiving CEIS under IDEA during the school year and 2. the number receiving CEIS under IDEA in the past two school years, and received special education during the school year. The LEA reviews the summary data for accuracy prior to sending the file to the SEA. The summary

1. Provides the total number of students served, by type of CEIS.



2. Provides the total number of students served, by grade level.
3. Provides the total number of students who received special education and related services and the number who did not receive services.
4. Provides the total number of students served, by disability category.

## VII. CEIS Fiscal Data Tab

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 that the state uses.

1. Rows 4 through 9, Columns A through C: The LEA reviews the prefilled demographic information about the LEA for accuracy.
2. Row 5, Columns E through H: The LEA selects the type of CEIS funds the LEA is reporting.
3. Row 6, Columns E through H: The LEA or SEA reports the current fiscal year's IDEA Part B Section 611 funds.
4. Row 7, Columns E through H: The LEA or SEA reports the current fiscal year's IDEA Part B Section 619 funds.
5. Row 8, Columns E through H: The LEA reviews the auto-calculated field that reports the maximum amount of CEIS funds available to reserve from the IDEA Part B Section 611 and 619 funds for the current fiscal year to compare to the amount the LEA reserved.
6. Row 9, Columns E through H: The LEA reviews the auto-populated amount of CEIS funds that the LEA expended for the current fiscal year from cell K14 to compare against its current fiscal records.
7. 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 that the LEA expended for each category in row 11.
  - d. Row 15: The LEA enters the total amount of funds that 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 K: The LEA reviews the auto-calculated totals for rows 12 through 17 to compare with its current fiscal records.

## VIII. Professional Development Tab

This tab contains information regarding expenditures of CEIS funds that the LEA used for conducting professional development.





1. Columns A-B: The LEA reports the ID numbers and last names of providers who attended the professional development.
2. Columns C-G: The LEA reports information about the professional development activity that the LEA conducted. It contains the date, number of hours, title, contributing factor addressed (if applicable), and cost.

## SEA Tool

The SEA Tool is the fourth tool in the CEIS Fiscal and Student Data Tracker. The SEA can compile the data from any of the other three tools—School, Provider, and LEA—into the SEA Tool. Eight tabs comprise the SEA Tool: README, Permitted Values, Directions, SEA Data, Data Checks, Summary, CEIS Fiscal Data, and Professional Development.

### I. README Tab

The README tab includes basic information about the tool, a recommended citation, and a link to this instructions document. Instructions for using the remaining seven tabs follow.

### II. Permitted Values Tab

The lists of permitted values in this tab standardize data entry for CEIS providers or other staff who may enter data in the SEA Data tab. SEAs have a choice to manually enter LEA data into the SEA Tool or compile the CEIS data from the LEA Tools. Designated SEA personnel complete this tab before making the tool available for use by other SEA staff. It is recommended that the SEA enter all of the permitted values. The use of permitted values helps to ensure valid and reliable CEIS data. The use of permitted values ensures that all users are entering information in the same manner. The tool does not prevent outside users from entering permitted values, but it is recommended that the SEA enter all of the permitted values and lock the tab to prevent outside users from changing the values.

1. The tool has several prefilled columns. The SEA changes these permitted values if necessary to fit its needs.
2. List of permitted values:
  - a. Columns A through D: The SEA provides the district and school names and numbers.
  - b. Column E: The SEA reviews the prefilled types of CEIS (comprehensive and voluntary). The SEA revises the types of CEIS if the LEA or SEA uses different terminology in the LEA or SEA.
  - c. Column F: The SEA reviews the prefilled school years during which the provider could be providing services. The SEA revises the schools years if the LEA or SEA uses different years in the LEA or SEA.
  - d. Column G: The SEA reviews the prefilled seven race/ethnicity categories the U.S. Department of Education uses for data collection. The SEA revises the categories, if necessary, to fit the race/ethnicity categories the SEA uses.
  - e. Column H: The SEA reviews the prefilled grade levels for students who are eligible to receive CEIS. The SEA revises the grade levels for students if the SEA uses different terminology in the SEA.



- f. Column I: The SEA reviews the prefilled disability categories that the U.S. Department of Education uses to report students who received special education and related services. The SEA revises the disability categories if they differ in the SEA.
- g. Column J: The SEA reviews the prefilled disability category codes that the U.S. Department of Education uses for reporting the disability categories. The SEA changes these codes to match the ones the state uses to correspond with the disability categories reported in column I.
- h. Column K: The SEA reviews the prefilled educational environment categories that the U.S. Department of Education uses to report the location where students receive special education and related services. The SEA revises the educational environment categories if they differ in the SEA.
- i. Column L: The SEA provides the codes that the state uses to correspond with the educational environment categories reported in column K.
- j. Column M: The column is 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). The SEA can replace the “X” with a code or brief phrase that describes the specific CEIS programs and practices it is implementing. The provider uses these programs and practices to populate columns M through S on the SEA Data tab.
- k. Columns N and O: The SEA provides a list of ID numbers and last names for personnel in the LEA who provide CEIS.

### III. Directions Tab

This tab provides the steps necessary for an SEA to compile the data from the School, Provider, and/or LEA Tools into the SEA Tool. The steps allow the SEA to take data from multiple completed tools and automatically compile the information from the tools into the SEA Data tab in the SEA Tool.

1. Rows 6-10: The SEA selects the school year and school district name using the drop-down boxes
2. Rows 14-15: The SEA enters the folder location in the yellow box of all the LEA tool files.
3. Rows 17-20: The SEA clicks the button that reads “Combine LEA data” to compile the data from the LEA tools.

### IV. SEA Data Tab

This tab displays all of the student-level data compiled from the School, Provider, and/or LEA Tools starting in row 6 columns C through V. After reviewing all data, the SEA clicks on the “Check Data” button to verify the data on row 4. The following information is reported on this tab:

1. Row 2: Contains the school year.
2. Starting in row 6: If the SEA compiles data from LEA Tools, the rows will display information from those tools.
  - a. Columns C through E: Contain LEA and provider information about the student.
  - b. Columns F through L: Contain the demographic information about the student.



- c. Columns M through S: Contain the date that the student started receiving CEIS, the type(s) of services received, and the end date of CEIS.
- d. Columns T through V: Contain information about whether the provider identified the student as needing special education services. The LEA provides the date that the services began, the student's disability category, and the educational environment.

## V. Data Checks Tab

This tab provides a list of possible duplicates and data entry errors in the SEA Data tab.

1. After reviewing the Data Checks tab, the SEA reviews all possible errors and duplicate records on the SEA Data tab. The SEA may need to contact the schools, providers, or LEAs to update their tools and submit corrected ones. After the SEA makes corrections in the Data Checks tab, the SEA checks the data again until there are no more duplicate records.
2. Starting in row 5 columns A through W:
  - a. The SEA reviews the columns with an "X" under "Errors."
  - b. The SEA reviews columns D through W to locate the exact error that is colored red or duplicate record that is colored yellow.
  - c. The SEA revises the SEA Data tab based on the marked errors.

## VI. Summary Tab

This tab provides a summary of the information in the SEA Data tab based on the compiled files. The tool also calculates the two sets of numbers SEAs are required to report for each LEA/ESA to the U.S. Department of Education: 1. the number of children receiving CEIS under IDEA during the school year and 2. the number receiving CEIS under IDEA in the past two school years, and received special education during the school year. The SEA reviews the summary data for accuracy prior to pulling the data for the MOE Reduction and CEIS data submission. The summary

1. Provides the total number of students served, by type of CEIS.
2. Provides the total number of students served, by grade level.
3. Provides the total number of students who received special education and related services and the number who did not receive services.
4. Provides the total number of students served, by disability category.
5. Columns M-O: Contain a "Select a Value" box that allows the SEA to see summary data from select LEAs or all LEAs.

## VII. CEIS Fiscal Data Tab

This tab contains financial data based on the compiled files regarding expenditures for CEIS using IDEA federal funds during this (monthly, quarterly, annual) reporting period. The SEA reviews the information to ensure the LEA(s) are spending CEIS funds on approved activities. The SEA also reviews the information to ensure the LEA(s) are spending the correct amount of CEIS funds.

1. The SEA replaces the column names with the CEIS budget categories that the SEA uses.



2. Rows 4 through 6, Columns A through E: Contain the demographic information about the SEA.
3. Row 9: Is prepopulated with the LEA name.
4. Row 10: Contains the type of CEIS funds that the LEA is reporting.
5. Row 11: Contains the current fiscal year's IDEA Part B Section 611 funds.
6. Row 12: Contains the current fiscal year's IDEA Part B Section 619 funds.
7. Row 13: Auto-calculated field reports the maximum amount of CEIS funds available to reserve from the IDEA Part B Section 611 and 619 funds for the current fiscal year.
8. Row 14: Tool auto-populates the amount of CEIS funds that the LEA expended for the current fiscal year.
9. Rows 15 through 21: Are prepopulated with information about the budget, expenses, and carryover related to CEIS.
  - a. Row 16: The budget codes associated with the categories in row 15.
  - b. Row 17: The approved budgeted amount for each of the categories in row 15.
  - c. Row 18: The monthly or quarterly amount of funds that the LEA expended for each category in row 15.
  - d. Row 19: The total amount of funds that the LEA expended for each category in row 15.
  - e. Row 20: The remaining amount of funds available for each category in row 15.
  - f. Row 21: The carryover funds made available from the previous fiscal year.
  - g. Column L: Tool auto-calculates totals for rows 16 through 21.
10. The tab repeats rows 10 through 21 for each LEA that the SEA compiles into the SEA Tool.

### VIII. Professional Development Tab

This tab contains information regarding expenditures of CEIS funds based on the compiled files that the LEA used for conducting professional development. The SEA reviews the professional development information to ensure LEA(s) are providing permitted activities with CEIS funds. The SEA also uses this information to ensure the correct students are being counted as receiving CEIS from the providers that participated in the professional development.

1. Column A: Is prepopulated with the name of the LEA that conducted the professional development.
2. Columns B-C: Contain the ID numbers and last names of providers who attended the professional development.
3. Columns D-H: Contain the information about the professional development activity that the LEA conducted. They contain the date, number of hours, title, contributing factor addressed (if applicable), and cost.