

Step by Step: Overcoming Challenges by Documenting MOE Reduction and CEIS Processes

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Agenda

Review Data Collection Elements

Tackling the Challenges

- Documenting Data Processes
- Tracking Coordinated Early Intervening Services (CEIS) Data

Group Activities

- Experiencing the CEIS Fiscal and Student Tracker
 - Local education agency (LEA) Tool
 - School Tool
 - Provider Tool

Data Collection Elements

- IDEA 611 and 619 Allocations
- Amount of Maintenance of Effort (MOE) Reduction
- LEA MOE Compliance Standard
- LEA Annual Determination
- Type of CEIS
- Amount reserved for CEIS
- Children that received CEIS

Tackling the Challenges – Documenting Data Processes

- Documenting Data Collection Processes
 - Can assist the state in understanding where to obtain data reported from a wide array of information typically owned or maintained by different units within the state education agency (SEA)
 - Data from different sources can be related to or affected by other data
 - MOE Reduction is calculated based on allocation while eligibility to take advantage of the reduction is based on Determination, Significant Disproportionality, and LEA's ability to provide free appropriate public education (FAPE)

Tackling the Challenges – Documenting Data Processes (cont.)

- Documenting Data Collection Processes (cont.)
 - Can assist the state in understanding the intricacies of the CEIS data
 - Determining children who will receive early intervening services
 - Determining who in the LEA may provide CEIS to children in the district

Tackling the Challenges – Documenting Data Processes (cont.)

- Benefits of documenting MOE Reduction and CEIS processes for collecting and submitting data to Office of Special Education Programs (OSEP)
 - Improved Data Quality
 - Documents an established process to ensure year-to-year data consistency
 - Describes proper data validation and data checks to improve data accuracy
 - Provides a calendar of scheduled tasks to ensure timely submission of data
 - Transition Planning
 - Provides instruction for new staff
 - Promotes cross training among existing staff

Group Discussion

- Share the data collection process
 - Who is responsible
 - What methods are used in your state to:
 - Review data
 - Validate data
 - Consistently collect and report the data

Tackling the Challenges – Tracking CEIS Data

- CEIS Fiscal and Student Tracker can assist LEAs in
 - Tracking children who receive early intervening services during the reference year
 - Tracking the status of children who received early intervening services at any time during the reference year or during the two years prior to the reference year who later received special education and related services
 - Determining which intervening services provided by the LEA are CEIS
 - Counting and tracking children who receive intervening services in a group setting

Tackling the Challenges – Tracking CEIS Data (cont.)

- Questions the state should ask about CEIS data
 - Who is the target group for CEIS
 - Which children should the LEA track for CEIS
 - When should the LEA track children for CEIS
 - How should the LEA track funds
- Data elements required to track students receiving CEIS
 - Unique Student Identifier
 - A way to indicate CEIS was provided
 - Date CEIS provided

Tackling the Challenges – Tracking CEIS Data (cont.)

- Additional data elements to consider
 - Student demographics (i.e., date of birth [DOB], race, gender, school, etc.)
 - Type of CEIS provided (math, reading, behavior, other)
 - Dates/frequency of each CEIS provided
 - Duration of services (start date/end date)
 - Service period (length of time for each service)
 - Service provider for each service
 - Materials used

Tackling the Challenges – Tracking CEIS Data (cont.)

- CEIS service provider data elements
 - Unique service provider identifier
 - Service provider name
 - Professional development (PD) provided with CEIS funds (PD content)
 - Dates of CEIS PD
- Fiscal data elements
 - Transaction code (identifies type of transaction)
 - Description of transaction
 - Date of transaction
 - Amount of transaction

Group Activity

Using the CEIS Fiscal and Student Tracker

Here is a scenario:

A state requires an LEA to use funds for comprehensive CEIS, but the intervention does not cost as much as what the LEA budgeted. The LEA has funds reserved for comprehensive CEIS that it does not spend entirely in the designated year.

Group Activity (cont.)

- Who is the target group for CEIS
- Which children should the LEA track for CEIS
- When should the LEA track children for CEIS
- How should the LEA track funds

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