# Overview

# During *Step 2: Investigate*, the CIM Team developed and prioritized root causes. In *Step 3: Planning*, the CIM Team will use these root cause(s) to develop the CIM Plan. Completion of CIM plan development will include the following:

**Section 1: CIM Team Members, Overall Goal/Problem of Practice, and Prioritized Root Causes**

**Section 2: High Leverage Strategies and Supporting Activities; Expected Measurable Outcomes; Standards of Success; and Methods of Measurement**

The CIM Team will enter required information into the forms at the end of this document and submit this completed document for review (to either the Special Education Local Plan Area (SELPA) or the California Department of Education (CDE), as applicable to the LEA’s monitoring tier and level).

# Section 1: CIM Team Members, Overall Goal/Problem of Practice, and Prioritized Root Causes

The LEA will identify members of the CIM Team, list the overall goal/problem of practice of the CIM plan and the prioritized root cause(s). NOTE: CIM Plan implementation will be completed by December 2025, with final CIM Progress Reports submitted by January 10, 2026. CIM for CCEIS LEAs will complete all CCEIS expenditures by September 2025 and report them to the CDE by October 10, 2025. CIM for CCEIS Implementation will continue through December 2025.

# Section 2: High Leverage Strategies and Supporting Activities; Expected Measurable Outcomes; Standards of Success; and Methods of Measurement

For each high leverage strategy, identify the expected measurable outcome(s), and applicable root cause(s). For SIGDIS LEAs, the target population must be included. List the activities that will be implemented in support of the high leverage strategy with the staff responsible for implementation and monitoring; the timeline; the appropriate data sources and methods for evaluating progress; and the appropriate required resources. For SIGDIS LEAs, the funding source must be included.

# Section 1: CIM Team Members, Overall Goal/Problem of Practice, and Prioritized Root Causes

**CIM Team Members:**

List your CIM Team members. Indicate Yes (Y) or No (N) regarding whether the listed member will be responsible for overseeing implementation of the CIM Plan. List the primary contact person first.

|  |  |  |  |
| --- | --- | --- | --- |
| Name (list the primary contact person first) | Role | Email | Responsible for overseeing implementation? (Y or N) |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Overall Goal or Problem of Practice:**

List the identified guiding factor for the CIM plan (Overall Goal or Problem of Practice):

|  |
| --- |
| Overall Goal or Problem of Practice |
|  |

**Prioritized Root Causes:**

List no more than three root causes, prioritized in order of importance, along with data summary statements that support the root cause:

|  |  |
| --- | --- |
| Root Cause | Data Summary Statements |
| 1. |  |
| 2. |  |
| 3. |  |

# Section 2: High Leverage Strategies and Supporting Activities; Expected Measurable Outcomes; Standards of Success; and Methods of Measurement

For each high leverage strategy selected by the CIM Team, describe the Expected Measurable Outcome(s) as a result of implementing each high leverage strategy. Include a description of the quantifiable standard of success and applicable root cause(s). SIGDIS LEAs must also list the identified target population.

For each activity, describe the standard of success and how it will be measured. Identify the staff responsible for implementation and monitoring of the activity, as well as the associated timeline and the required resources. SIGDIS LEAs must also list the related funding source.

**Collectively, high leverage strategies should address prioritized root causes**. Please be specific.

***High Leverage Strategy #1***

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| --- |
| **High Leverage Strategy:** |
| **Expected Measurable Outcome(s)**   |
| **Applicable Root Cause(s):**  |
| **Target Population:****Note: For SIGDIS only** |
| **Activity\*** | **Staff Responsible for Implementation and Monitoring** | **Timeline** | **Data Sources/Methods for Evaluating Progress****(as appropriate)** | **Resources Required****(as appropriate)** | **Funding Source****(SIGDIS Only)** |
| Activity 1.1 |  |  |  |  |  |
| Activity 1.2 |  |  |  |  |  |
| Activity 1.3 |  |  |  |  |  |

*\*Add more rows for Activities, as needed. \*\*If the activity is expected to be “on-going,” the End Date would be the point in which the activity is fully implemented and could be initially assessed.*

***High Leverage Strategy #2***

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| --- |
| **High Leverage Strategy:** |
| **Expected Measurable Outcome(s)**   |
| **Applicable Root Cause(s):**  |
| **Target Population:**Note: For SIGDIS only |
| **Activity\*** | **Staff Responsible for Implementation and Monitoring** | **Timeline** | **Data Sources/Methods for Evaluating Progress****(as appropriate)** | **Resources Required****(as appropriate)** | **Funding Source****(SIGDIS Only)** |
| Activity 1.1 |  |  |  |  |  |
| Activity 1.2 |  |  |  |  |  |
| Activity 1.3 |  |  |  |  |  |

*\*Add more rows for Activities, as needed. \*\*If the activity is expected to be “on-going,” the End Date would be the point in which the activity is fully implemented and could be initially assessed.*