

CIM Step 1—Gather and Inquire: CIM Team Creation (required)

Description

CIM Team Creation is a required activity for all Targeted Level 3 LEAs developing CIM Plans. The LEA must establish a CIM Team as an initial activity in the CIM Step 1 process.

The CIM Team may be either an existing or newly formed group. In identifying and appointing CIM Team members, the LEA should consider that CIM Team responsibilities will include developing an understanding of unmet targets and the factors that resulted in the LEA's monitoring tier (Targeted) and level (1, 2, or 3), collecting and analyzing data, identifying problem areas, prioritizing problem areas, determining root causes for the highest prioritized problem areas, developing a plan to address the root causes, implementing the plan, and monitoring the plan.

LEA Required Tasks

Targeted Level 3 LEAs

- Assemble a CIM Team. With few exceptions, depending upon the structure of the LEA, the CIM Team must include:
 - Superintendent (or the equivalent) or designee
 - LEA-level general education administration
 - LEA-level special education administration
 - Site-level administration
 - SELPA representative.

[Note: If the LEA believes that an exception applies, explain in the Stepwell submission.]
- Appoint a CIM Team lead (recommended), which may occur before, during, or after team creation.
- Document completion of the CIM Team Creation activity by entering the required information into the CIM Team box in Stepwell, shown below. Submit to the CDE via Stepwell by **July 10, 2024**.

1) CIM Team

[In this box, enter the name, title, role, and email address of each CIM Team member. The composition of the team must meet the requirements listed above.]

Note: Box “2) Educational Partner Group” in Stepwell does not apply to Targeted tier LEAs that are developing CIM Plans in 2024. To proceed in Stepwell, mark the box NA.