



Targeted Monitoring – 2025 Monitoring Year 2025 CIM Cohort – Targeted Level 3

CIM Step 1–Gather and Inquire: Data Quality (required if Disproportionate Year 1 or identified for Restraint and Seclusion)

Description

All Targeted Level 3 LEAs identified as Disproportionate Year 1 in the 2025 ADL or identified for Restraint and Seclusion in the data linked to the 2025 ADL must complete the Data Quality activity. The identified LEAs in the Targeted 2025 CIM Cohort will complete the activity as part of CIM Step 1. The purpose of the activity is to assist LEAs in improving data quality. The CIM Team may decide to include LEA data staff as participants in this activity.

[Note: Targeted tier LEAs in the 2023 and 2024 CIM Cohorts will complete the activity as part of CIM Step 4. See Step 4 Requirements for Targeted for details.]

LEA Required Tasks

Targeted Level 3 LEAs

- Access the Data Quality Toolkit (DQT) at <https://dqt.systemimprovement.org>.
- Complete the DQT self-assessment prompts relating to Data Governance, System Design and Development, and Data Use. The LEA Landscape and the Priorities prompts are optional and will not be reviewed for this 2025 activity.
- Select the Action Plan tab on the DQT and save or print the At-A-Glance summary showing the completion status of the Self-Assessments for Data Governance, System Design and Development, and Data Use.

[Note: The Action Plan tab also contains prompts for implementing activities to address prioritized areas identified as needing improvement. That portion of the DQT is optional for Targeted tier LEAs and will not be reviewed for this 2025 activity.]

- Document completion of the Data Quality activity by producing the At-A-Glance report and entering the required information into Stepwell using the Data Drill Down box (#10). Submit the At-A-Glance report and the Stepwell entry by **July**

10, 2025.

[10] Data Drill Down

[There is no separate box in Stepwell for the Data Quality activity. Accordingly, enter the following Data Quality information into the bottom portion of Data Drill Down box.

- *Provide the link to the LEA's At-A-Glance report (if a link is available).*
- *If submitting the At-A-Glance report via email, state the following:*
 - *The date on which the LEA emailed the At-A Glance report to the assigned Targeted Consultant*
 - *The name and email address of the Targeted Consultant*
 - *The date on which the LEA emailed a copy of the At-A-Glance report to TargetedMonitoring@cde.ca.gov.*