



COMPLIANCE AND IMPROVEMENT  
MONITORING

# Implementation and Monitoring

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## Activity: Implementation and Monitoring

### Purpose

Progress Reports will be required in order to monitor progress toward measurable outcomes. The success of the Plan for Improvement requires ongoing monitoring and evaluation of effectiveness. Periodically assessing progress will ensure the plan is on track to meet its goals.

### Instructions

- 1. Continue to Meet Regularly as a CIM Team:** The CIM team lead should ensure meetings are scheduled for the CIM team to meet regularly (at least one time per month) to monitor implementation of the Plan for Improvement.
- 2. Data Collection and Review:** The CIM team will continuously gather data to regularly review implementation of the Plan for Improvement and to determine progress toward expected measurable outcomes for each High-Leverage Strategy and related activities outlined in the Plan for Improvement.
- 3. Technical Assistance:** (Intensive Level 1-3 LEAs only): Engage with the assigned CIM Step 4 Technical Assistance (TA) Provider to receive support relevant to High-Leverage Strategies included in the Plan for Improvement.
- 4. Progress Reporting:** Ensure Progress Reports are prepared and submitted at required intervals (LEAs in Intensive Monitoring-Quarterly and LEAs in Targeted Monitoring-Semi-Annually. See [Progress Report Template](#) for precise dates).
  - a)** LEAs in Targeted Monitoring, Level 1 must monitor the implementation of their CIM Plan and the SELPA may require these LEAs to submit progress reports to the SELPA. Use of the [Progress Report Template](#) is highly recommended.
  - b)** LEAs in Targeted Monitoring, Level 2 submit progress reports containing all information required in the [Progress Report Template](#) using the progress report form designated by the SELPA to the SELPA.
  - c)** LEAs in Targeted Monitoring, Level 3 submit progress reports using the [Progress Report Template](#) to the CDE FMTA Consultant and email a copy to: [targetedmonitoring@cde.ca.gov](mailto:targetedmonitoring@cde.ca.gov).
  - d)** LEAs in Intensive Monitoring submit progress reports using the [Progress Report Template](#) to the CDE FMTA Consultant and email a copy to: [intensivemonitoring@cde.ca.gov](mailto:intensivemonitoring@cde.ca.gov).

## Resources

[Progress Report Template](#)