



## Targeted Monitoring – 2025 Monitoring Year 2023 and 2024 CIM Cohorts

### CIM Step 4—Implementation and Monitoring: CIM Plan Corrections, Updates, and Amendments

#### Description

The process and requirements for revising a CIM Plan vary in accordance with the nature of the revision. Some revisions can occur without a formal amendment process. Other revisions require a formal amendment process that includes SELPA or Targeted Consultant approval. **Amendment is mandatory if the 2025 ADL identifies the LEA as Disproportionate and the existing version of the CIM Plan does not directly address Disproportionality.**

#### Revisions without Formal Amendment

The CIM Team does not need approval to correct clerical errors or to update matters such as CIM Team members, curriculum, or dates. In such instances, the CIM Team will proceed as follows:

- Update the CIM Plan by highlighting content that has been added or amended and “striking-through” content that has been removed.
- Submit the updated CIM Plan to either the SELPA (Targeted Level 1 or 2) or Targeted Consultant (Targeted Level 3), as applicable.

#### Revisions that Require Formal Amendment

The CIM Team will review and discuss data while proceeding through the Progress Monitoring and Reporting activity. The LEA **must** complete the formal CIM Plan amendment and approval process if either of the following applies...

- The CIM Team has determined that the basic content of the CIM Plan needs revision (e.g., Root Causes, High Leverage Strategies, Expected Measurable Outcomes, and/or Activities).
- The 2025 ADL identifies the LEA as Disproportionate and the existing CIM Plan does not directly address Disproportionality.

## Formal Amendment Process

### Steps for Amendment Proposal

- The CIM Team reviews the CIM Plan and data to make the preliminary decision whether to amend or not.
- Targeted Level 1 and 2 LEAs must contact their SELPA prior to amending the CIM Plan. The CIM Team must provide data and reasoning to support the decision to amend the CIM Plan.
- Targeted Level 3 LEAs must contact their Targeted Consultant prior to amending the CIM Plan. The CIM Team must provide data and reasoning to support the decision to amend the CIM Plan.
- If an amendment is needed, the SELPA or CDE will supply the CIM Plan Amendment Form for the CIM Team to complete.
- The CIM Team will update the CIM Plan, highlighting content that has been added or amended and “striking-through” content that has been removed.
- Targeted Level 1 and 2 LEAs will submit the completed CIM Plan Amendment Form and the updated CIM Plan to the SELPA for approval.
- Targeted Level 3 LEAs will submit the completed CIM Plan Amendment Form and the updated CIM Plan to the Targeted Consultant for approval.

### Amendment Approval

- The SELPA or Targeted Consultant will review the completed CIM Plan Amendment Form and updated CIM Plan. The documents may be returned for revision if more information is needed, an updated CIM Plan is not attached, or updated sections of the CIM Plan are not highlighted.
- If the amendment is approved, the SELPA director or Targeted Consultant will sign the CIM Plan Amendment Form and return it to the LEA.