

**Compliance and Improvement Monitoring (CIM) Process
California Department of Education – Special Education
Division**

Targeted Monitoring

**Requirements and Guidance for the
Targeted 2024 CIM Cohort
CIM Steps 1, 2, and 3**

April 2, 2024

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The Targeted 2024 CIM Cohort

The *Annual Determination Letter (ADL)* sent to the local educational agency (LEA) on or about March 15, 2024, lists the LEA's monitoring tier and level for the 2024 monitoring year. Targeted tier LEAs identified in the March 2024 *ADL* that are new to the Compliance and Improvement Monitoring (CIM) process in 2024 comprise the Targeted 2024 CIM Cohort. They will participate in Steps 1, 2, and 3 of the CIM process, with completion of Step 1 due on July 10, Step 2 due on October 10, and Step 3 due on December 6, 2024. Each LEA in this cohort will submit its Plan for Improvement (CIM Plan) at the end of Step 3. This Requirements and Guidance document applies to Steps 1–3.

(Following completion of Step 3, the LEA will proceed to Step 4: Monitoring Implementation, during which it will implement its CIM Plan until December 2026 and submit periodic progress reports. Step 4 requirements and guidance appear in a separate document.)

The *ADL* includes links to pertinent data sheets used to determine the LEA's monitoring tier and level. LEAs identified for the Targeted Monitoring tier, for issues other than compliance, participate in Targeted monitoring at one of three differentiated levels, as follows:

- **Level 1:** LEAs that (1) do not meet one or two performance targets, and/or (2) are not making progress in addressing the systemic causes of low performance or have not corrected noncompliance
- **Level 2:** LEAs that (1) do not meet three or more performance targets, and/or (2) are in year one of Disproportionality
- **Level 3:** LEAs that (1) are performing in the bottom 11-20 percent of LEAs in those performance indicators most closely associated with the provision of a free, appropriate public education (FAPE) in the least restrictive environment (LRE) and data does not demonstrate improvement, such that the LEA is at risk for moving into the Intensive Monitoring tier; 2) LEAs ranked in the bottom 10% on a certain Indicator, and/or (3) are identified as Disproportionate for the second consecutive year and data does not demonstrate improvement, such that the LEA is at risk of being identified as Significantly Disproportionate in the following year.

The chart below lists the required activities in CIM Steps 1, 2, and 3 applicable to the Targeted 2024 CIM Cohort, organized by the LEA's differentiated monitoring level.

MONITORING TIER AND COHORT	TARGETED 2024 CIM COHORT		
DIFFERENTIATED MONITORING LEVEL	Targeted Level 1	Targeted Level 2	Targeted Level 3
CIM STEP 1: Gather and Inquire			
Team Creation	Required Independent	Required Independent	Required Assisted
Student Record Review	Required Independent	Required Independent	Required Independent
Policies and Procedures Review	(incorporated into the Student Record Review corrective actions)		
Data Drill Down	Required Independent	Required Independent	Required Assisted
Parent Input	If Indicator 8 unmet	If Indicator 8 unmet	Required Independent

Consolidation	Optional	Optional	Required Independent
CIM STEP 2: Investigate			
Root Cause Analysis	Required Independent	Required Independent	Required Assisted
Prioritization	Optional	Optional	Required Independent
CIM STEP 3: Planning			
Plan for Improvement (CIM Plan)	Required Independent	Required Independent	Required Assisted
Successful Submission Approval	SELPA	SELPA	CDE

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

Description

CIM Team Creation is a required activity for all Targeted Level 1, 2, and 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 1, 2, and 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 documentation.]
- Appoint a CIM Team lead (recommended), which may occur before, during, or after team creation.

Targeted Level 1 and 2 LEAs

- Document completion of the CIM Team Creation activity to the SELPA by **July 10**,

2024.

Targeted Level 3 LEAs

- 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
<i>[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.]</i>

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 (Level 3 LEAs), mark the box NA.

CIM Step 1–Gather and Inquire: Policies and Procedures Review (required)

The Policies and Procedures Review (PPR) activity has an entirely new structure for 2024. In previous CIM years (2022 and 2023), every Targeted Level 1, 2, and 3 LEA participating in CIM Step 1 completed the PPR by reviewing the LEA’s written policies using a protocol provided by the CDE. The LEA submitted its findings to the CDE, received final findings, completed corrective actions as applicable, and created a PPR summary as part of the CIM Step 1–Gather and Inquire process. A different process applies in 2024.

Commencing in 2024, the Policies and Procedures Review (PPR) will occur only within the LEA-level corrective actions arising from findings of noncompliance in the Student Record Review (SRR). Every Targeted Level 1, 2, or 3 LEA that participates in the SRR in 2024 now must document that it has a written, board-adopted policy covering each SRR item for which the LEA had final findings of noncompliance.

Given that final SRR findings and corrective actions will not be issued until mid-October 2024 (see the SRR guidance), the LEA will not submit a PPR summary as part of the CIM Step 1–Gather & Inquire activity. However, the LEA may consider information learned from the PPR as the CIM process proceeds, including during CIM Step 4 as the LEA is monitoring progress and considering adjustments to its CIM Plan.

Note: Boxes 3, 4, 5, and 6 in Stepwell relate to policies and procedures but do not apply to Targeted tier LEAs that are developing CIM Plans in 2024. Instead, those boxes are reserved for LEAs engaged in Significant Disproportionality activities. To proceed in Stepwell (Level 3 LEAs), mark the boxes NA.

CIM Step 1–Gather and Inquire: Parent Input (required for Level 3 or if Indicator 8 is unmet)

Description

Parent Input is a required CIM Step 1 activity for all Targeted Level 3 LEAs. It is also required activity for any Targeted Level 1 or 2 LEA that did not meet the statewide target on Element/Indicator 8–Parent Involvement. The Targeted Review Data sheet linked to the LEA's March 2024 *Annual Determination Letter* will show whether the target for Element/Indicator 8 was met or unmet.

Seeds of Partnership, a third-party vendor appearing on caltan.info, is an option for obtaining parent input. Whichever method of collecting parent input the LEA uses, it must include input from parents of students with special needs.

LEA Required Tasks

Participating Targeted Level 1, 2, and 3 LEAs:

- Obtain input from parents of students with special needs, addressing unmet Indicators/Elements and other identified issues pertinent to that target group.
- Create a Parent Input activity summary that identifies the target group and tools, sources, and/or methodologies used, and also summarizes findings, including participation numbers or rates, trends, new information learned, and areas that need to be addressed.

Participating Level 1 and 2 LEAs:

- Provide the Parent Input activity summary to the SELPA by **July 10, 2024**.

Targeted Level 3 LEAs:

- Document completion of the Parent Input activity by entering the required information into the Parent Input box in Stepwell, shown below. Submit to the CDE via Stepwell by **July 10, 2024**.

7) Parent Input

[In this box, enter a Parent Input activity summary that identifies the target group and tools, sources, and/or methodologies used, and also summarizes findings, including participation numbers or rates, trends, new information learned, and areas that need to be addressed.]

CIM Step 1–Gather and Inquire: Infrastructure Analysis (optional)

The Infrastructure Analysis activity (see Box 8 in Stepwell) is optional for Targeted tier LEAs developing CIM Plans in 2024. To proceed in Stepwell (Level 3 LEAs), mark the box NA.

CIM Step 1–Gather and Inquire: Educational Benefit Review (optional)

The Educational Benefit Review activity (see Box 9 in Stepwell) is optional for Targeted tier LEAs developing CIM Plans in 2024. To proceed in Stepwell (Level 3 LEAs), mark the box NA.

CIM Step 1–Gather and Inquire: Data Drill Down (required)

Description

Data Drill Down is a required CIM Step 1 activity for all Targeted Level 1, 2, and 3 LEAs developing CIM Plans in 2024. The CIM Team will use information from the Data Drill Down activity, combined with information from other Step 1 activities including Student Record Review, Parent Input, and Consolidation, as applicable, to identify specific problem areas the LEA will address in the Root Cause Analysis portion of CIM Step 2.

The Data Drill Down activity has multiple components, including Data Gathering, Generation of Data Reports, Data Analysis, and Summarization of Findings, described below.

Data Gathering: The CIM Team will gather both quantitative and qualitative data, including local data, and identify additional data helpful to the development of their CIM plan. More specifically, the data should be varied, well-defined, and include (but not be limited to) data applicable to finding root causes contributing to the LEA's identification in the Targeted Monitoring tier, as well as its level (1, 2, or 3). The data should originate from both special education and general education, and include academic, placement (least restrictive environment–LRE), discipline, engagement, climate, and attendance elements.

Generation of Data Reports: The LEA must disaggregate data by subgroups and create data reports for each subgroup on key Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE) elements. The subgroups are as follows:

- Race/ethnicity
- Disability
- Placement
- Age
- School site

The key FAPE in the LRE elements for which the LEA must disaggregate data in accordance with the above subgroups are as follows:

- School-age performance elements (as applicable)
 - English proficiency
 - math proficiency

- suspension rate
- chronic absenteeism rate
- rate of students in regular classes 80% or more of the day
- rate of students inside the regular class less than 40% of the day
- Preschool performance elements (as applicable)
 - average rate of child outcomes (based on assessments of social skills, knowledge, etc.)
 - rates of suspension and expulsion
 - rate of students in regular classes most of the time
 - rate of students in separate schools or placements most of the time.

The CDE has made the IDC (Improvement Data Center) LEA Drilldown Center, also referred to as the IDC data tool, available to help Targeted LEAs meet the CDE’s expectations in the Data Drill Down activity. It produces an array of reports specific to the LEA, and it produces more current reports if the LEA uploads newer California Longitudinal Achievement Data System (CALPADS) data into the tool. LEAs may access the tool through the System Improvement Leads (SIL) website at <https://systemimprovement.org> (see also caltan.info). Accepted usage of the IDC data tool requires that the LEA export and load data into the system. This could include end-of-year 2022–23 data and Fall 1 2023 census data, as well as any more current data that the LEA chooses to use.

Importantly, the IDC data tool generates the required disaggregated data reports listed above. If the CDE receives confirmation from SIL that the LEA has uploaded data to the SIL website, the CDE will require no further documentation regarding data report generation in the Data Drill Down activity.

If an LEA chooses to not use the IDC data tool, it is directed to otherwise demonstrate and submit evidence of thorough data analysis, including data disaggregation.

Targeted Level 3 LEAs that did not utilize the IDC data tool will submit data tables to their CDE Focused Monitoring and Technical Assistance (FMTA) Consultant to confirm completion of the required data reports listed above.

For Targeted Level 1 and 2 LEAs that did not utilize the IDC data tool, the SELPA will provide assurances that the LEA disaggregated its data into the above-listed subgroups and used that disaggregated data to generate reports on school-age and preschool performance elements, as applicable. The CDE will receive a list from SIL that confirms whether the LEA has or has not accessed and uploaded information into the IDC LEA Drilldown Center. The CDE will notify the SELPAs regarding Targeted Level 1 and 2 LEAs for which SIL has not confirmed use of the IDC LEA Drilldown Data Center.

Data Analysis: The CIM Team will engage in analysis of the gathered data and the data reports. The team’s data analysis and findings will reflect identification of patterns that impact areas needing improvement, and identification of areas of strength that could be used as leverage for potential improvement activities.

Summarization of Findings: Targeted Level 3 LEAs must enter their Data Drill Down summaries into Stepwell, Step 1–Gather and Inquire. Targeted Level 1 and 2 LEAs will submit their summaries to the SELPA. Regarding content of the summaries, see LEA Required Tasks, below.

LEA Required Tasks

Targeted Level 1, 2 and 3 LEAs:

- Complete the Data Gathering component (see details above)
- Complete the Generation of Data Reports component (see details above)
- Complete the Data Analysis component (see details above)
- Complete a Data Drill Down summary that includes the following:
 - A list of quantitative and qualitative data sources used in the Data Drill Down, originating from both special education and general education, including :
 - Data potentially applicable to developing prioritized Problem Statements and their associated Root Causes for the LEA's identification as Targeted Monitoring tier, Level 1, 2, or 3
 - Data applicable to academic, placement (least restrictive environment–LRE), discipline, engagement, climate, and attendance elements.
 - A statement regarding whether the LEA exported and loaded data into the IDC data tool and generated the required disaggregated reports.
 - If the LEA did not utilize the IDC data tool to generate the required disaggregated reports, a statement as to whether the LEA otherwise generated the required disaggregated reports for the key applicable FAPE in the LER elements (see Generation of Data Reports in the Description section above) and submitted those reports to either the SELPA or the CDE, as applicable. Provide the date and method of submission.
 - A summary of relevant findings and the data supporting those findings, including but not limited to findings and supporting data applicable to unmet Indicators/Elements.
 - A summary of identification positive trends and patterns of concern from the findings.

Targeted Level 1 and 2 LEAs

- Submit documentation of the summarization to the SELPA by **July 10, 2024**.

Targeted Level 3 LEAs

- Document the summarization by completing the Data Drill Down box in Stepwell, as shown below. Submit to the CDE via Stepwell by **July 10, 2024**.

10) Data Drill Down

[In this box, provide a Data Drill Down summary by responding to the prompts below...]

- *Enter a list of quantitative and qualitative data sources used in the Data Drill Down, originating from both special education and general education, including :*
 - *Data potentially applicable to developing prioritized Problem Statements*

and their associated Root Causes for the LEA's identification as Targeted Monitoring tier, Level 3

- *Data applicable to academic, placement (least restrictive environment–LRE), discipline, engagement, climate, and attendance elements.*
- *Did the LEA export and load data into the IDC data tool and generate the required disaggregated reports?*
- *If the LEA did not utilize the IDC data tool to generate the required disaggregated reports, has the LEA otherwise generated the required disaggregated reports for the key applicable FAPE in the LER elements (see Generation of Data Reports in the Description section above) and submitted those reports to the assigned Targeted Monitoring FMTA Consultant with a cc to TargetedMonitoring@cde.ca.gov? State the date and method of submission.*
- *Enter a summary of relevant findings and the data supporting those findings, including but not limited to findings and supporting data applicable to unmet Indicators/Elements*
- *Enter a summary of identification positive trends and patterns of concern from the findings.*

CIM Step 1—Gather and Inquire: Student Record Review and the incorporated Policies and Procedures Review (Required)

Description

Self-Review Portion of the Student Record Review: The Student Record Review (SRR) is a required activity for all Targeted Level 1, 2, and 3 LEAs developing CIM Plans in 2024. Each participating LEA will receive log-on information via email from the Special Education Compliance Monitoring System (SECMS) to access the online SECMS portal for the SRR.

Each LEA will commence the SRR as a self-review, using the SECMS-activated protocol items specific to the LEA. The LEA must *complete and submit* its self-review findings and supporting documentation in SECMS by **June 30, 2024**.

The LEA's self-review portion of the SRR is part of the CIM Step 1 process in which the LEA gathers and reviews data and other information to identify problem areas the LEA will later address in subsequent CIM Steps and activities. Accordingly, *in addition* to submitting its SRR self-review findings to the CDE through SECMS, each LEA must prepare and submit as part of CIM Step 1 a summary of its SRR self-review findings. Targeted Level 1 and 2 LEAs will provide documentation of their summaries to the SELPA by **July 10, 2024**. Targeted Level 3 LEAs will enter and submit their summaries in Stepwell by **July 10, 2024**, for review by the

CDE.

Corrective Actions and the Policies and Procedures Review: The CDE anticipates issuing final SRR findings in mid-October of 2024. The CDE will also issue student-level and LEA-level corrective actions for each SRR final finding of noncompliance. As a change from the two previous years of the CIM process (i.e., 2022 and 2023), the Policies and Procedures Review (PPR) is now incorporated into the LEA-level corrective actions arising from findings of noncompliance in the SRR. The PPR will now require the LEA to document that it has a written, board-adopted policy covering each item for which the LEA had final findings of noncompliance in the SRR. Given that final SRR findings and corrective actions will not be issued until mid-October 2024, the LEA will not be submitting a PPR summary as part of the CIM Step 1: Gather & Inquire activity. However, the LEA may consider information learned from the PPR as the CIM process proceeds, including during CIM Step 4 as the LEA is monitoring progress and considering adjustments to its CIM Plan.

LEA Required Tasks for Completing the Self-Review Portion of the SRR in SECMS

Targeted Level 1, 2, and 3 LEAs:

- Log into the Special Education Compliance Monitoring System (SECMS).
- Receive a student list from the CDE and follow instructions to enter student names into SECMS for the SRR.
[Note: the FMTA Consultant has discretion to specify alternative methods to an LEA for finalizing student lists and entering the final list into SECMS.]
- Review student records, applying the protocol found in SECMS to the student record, focusing on the most recent Individualized Education Plan (IEP).
- Enter the findings into SECMS.
- Enter instructions into SECMS for CDE electronic access to all student records applicable to the review.
- Submit the findings and instructions to the CDE, using SECMS, due by **June 30, 2024**.
- Receive notice of final findings and corrective actions from CDE, projected to be sent in October 2024.
- Use SECMS to submit documentation of corrective actions and participate in follow-up (Prong II) reviews, if needed. (See caltan.info for more information on corrective actions and Prong II reviews.)

LEA Required Tasks for Completing the Summarization Portion of the SRR

Targeted Level 1 and 2 LEAs:

- Summarize, in writing, relevant findings from the self-review portion of the SRR, noting any areas of concern suggested by those findings and, if presently known, a summary of any adjustments that may be necessary to the LEA's written policies and procedures.
- Document to the SELPA by **July 10, 2024**, that the LEA has completed the summarization portion of the SRR activity.

Targeted Level 3 LEAs:

- Summarize the self-review portion of the SRR activity by entering the required

information into Stepwell, as shown below. Submit to the CDE via Stepwell by **July 10, 2024**.

11) Student Record Review

[In this box, provide a summary of summary of relevant findings from the self-review portion of the SRR, noting any areas of concern suggested by those findings. Include, if presently known, a summary of any adjustments that may be necessary to the LEA's written policies and procedures.]

Note: Box "12) Student Case Study" in Stepwell does not apply to Targeted tier LEAs that are developing CIM Plans in 2024. To proceed in Stepwell (Level 3 LEAs), mark the box NA.

CIM Step 1–Gather and Inquire: Consolidation (Required for Level 3, recommended for Levels 1 and 2)

Description

All Targeted Level 3 LEAs engaged in CIM Step 1–Gather and Inquire **must complete** the Consolidation activity. During CIM Step 1, the LEA will have gathered information from the Data Drill Down, Student Record Review, and Parent Input activities. The primary goal of the Consolidation activity is to use the information from those activities to identify specific problem areas the LEA will later prioritize in CIM Step 2, followed by Root Cause Analysis of the selected problem areas. The CDE expects that at least one identified problem area will relate to the LEA's identification in Targeted Monitoring, Level 3.

The Consolidation activity is highly recommended for Targeted Level 1 and 2 LEAs. Completion of this activity at the end of Step 1 will greatly assist Level 1 and 2 LEAs by identifying data-supported and quantified problem areas the LEA will later address in the Root Cause Analysis portion of Step 2.

LEA Required Tasks

Targeted Level 3 LEAs:

- Consolidate the LEA's data points/findings from the Data Drill Down, Student Record Review, and Parent Input activities and enter information to address the Stepwell prompts, shown below. Submit to the CDE via Stepwell by **July 10, 2024**.

13) Consolidation - areas of strength and data to support

[In this box, state identified areas of strength, with a summary of supporting data for each identified area of strength.]

14) Consolidation - areas of weakness and data to support

[In this box, state identified areas of weakness, with a summary of supporting data for each identified area of weakness.]

15) Consolidation - data-supported and quantified problem areas

[In this box, state specific problem areas the LEA will later prioritize in CIM Step 2. Include statistics or other quantification in the description of each problem area. The CDE expects that at least one identified problem area will relate to the LEA's identification in Targeted Monitoring, Level 3.]

CIM Step 2—Investigate: Prioritization (Required for Targeted Level 3)

Description

Prioritization is a required activity for all Targeted Level 3 LEAs participating in CIM Step 2. The LEA will prioritize the data-supported and quantified problem areas identified in the Step 1 Consolidation activity, and then determine which of those problems areas it will later explore for Root Causes.

LEA Required Tasks

Targeted Level 3 LEAs:

- Document completion of the Prioritization activity by entering the required information into the Prioritization boxes (16 and 17) in Stepwell, shown below. Submit to the CDE via Stepwell by **October 10, 2024**.

16) Prioritized Problem Areas

[In this box, list from highest priority to lowest priority the data-supported and quantified problem areas identified in CIM Step 1, Consolidation.]

17) Problem areas to explore for Root Causes

[In this box, list the problem areas that you intend to explore for Root Causes.]

Note: Box “18) Indicator(s) of Significant Disproportionality” in Stepwell does not apply to Targeted tier LEAs that are developing CIM Plans in 2024. To proceed in Stepwell (Level 3 LEAs), mark the box NA.

CIM Step 2—Investigate: Root Cause Analysis

Description

Root Cause Analysis is a required activity for all Targeted Level 1, 2, and 3 LEAs participating in CIM Step 2. The LEA will identify one or more Root Causes, including the supporting qualitative and quantitative data, for each problem area the LEA has identified as having priority. The LEA will later address those Root Causes in its Plan for Improvement (Step 3).

LEA Required Tasks

Targeted Level 1, 2, 3 LEAs:

- Identify a Root Cause (at least one) for each data-supported problem area the LEA has identified and chosen as having priority.
- Create a written summary that includes the following:
 - A statement of each Root Cause
 - For each Root Cause, a statement of the problem area the Root Cause is designed to address
 - For each Root Cause, a summary of the qualitative and quantitative data supporting the Root Cause.

Targeted Level 1 and 2 LEAs:

- Document completion of the Root Cause Analysis activity to the SELPA by **October 10, 2024**.

Targeted Level 3 LEAs:

- Document completion of the Root Cause Analysis activity by entering the required

information into the Root Cause boxes (commencing at box 19) in Stepwell, shown below. Submit to the CDE via Stepwell by **October 10, 2024**.

19) Root Cause #1 and supporting data

[In this box, state the following:

- *The problem area(s) that Root Cause #1 is designed to address*
- *Root Cause #1*
- *A summary of the qualitative and quantitative data supporting Root Cause #1.*

20) Root Cause #2 and supporting data

[If the LEA has identified multiple Root Causes to later address in its Plan for Improvement, in this box state the following:

- *The problem area(s) that Root Cause #2 is designed to address*
- *Root Cause #2*
- *A summary of the qualitative and quantitative data supporting Root Cause #2*

21) Root Cause #3 and supporting data

[If the LEA has identified multiple Root Causes to later address in its Plan for Improvement, in this box state the following:

- *The problem area(s) that Root Cause #3 is designed to address*
- *Root Cause #3*
- *A summary of the qualitative and quantitative data supporting Root Cause #3*

22) Root Cause #4 and supporting data

[If the LEA has identified multiple Root Causes to later address in its Plan for Improvement, in this box state the following:

- *The problem area(s) that Root Cause #4 is designed to address*
- *Root Cause #4*
- *A summary of the qualitative and quantitative data supporting Root Cause #4*

CIM Step 2–Investigate: Initiative Inventory

The Initiative Inventory activity (see Boxes 23 [*Initiative Inventory*] and 24 [*Targeted Population*] in Stepwell) is optional for Targeted tier LEAs developing CIM Plans in 2024. **To proceed in Stepwell (Level 3 LEAs), mark the boxes NA.**

CIM Step 2–Investigate: Theory of Action

The Theory of Action activity (see Boxes 25 [*Theory of Action*] and 26 [*Additional Relevant Data*] in Stepwell) is optional for Targeted tier LEAs developing CIM Plans in 2024. **To proceed in Stepwell (Level 3 LEAs), mark the boxes NA.**

CIM Step 3–Plan for Results: Plan for Improvement (CIM Plan)

Description

All Targeted Level 1, 2, and 3 LEAs developing a CIM Plan must submit their plan by **December 6, 2024**.

Targeted Level 1 and 2 LEAs will submit their CIM Plan to the SELPA, in the format designated by the SELPA. The plan must cover all of the components present on the Plan for Improvement form, the use of which is mandatory for the Targeted Level 3 LEAs. The form is available at caltan.info.

The CDE recommends that the SELPA mandates use of the Plan for Improvement form by Targeted Level 1 and 2 LEAs. This will help the SELPA to assure proper completion of all CIM Step 1, 2, and 3 activities by the Targeted Level 1 or 2 LEA, and it will promote consistency in progress reporting (Step 4) as an LEA potentially transitions among different monitoring tiers and/or levels in future years.

Targeted Level 3 LEAs will use Stepwell to confirm submission of their completed Plan for

Improvement form, and they will either place a link to the plan in Stepwell or send their completed plan directly to their FMTA Consultant with a cc to TargetedMonitoring@cde.ca.gov.

LEA Required Tasks

Targeted Level 1 and 2 LEAs:

- Document completion of the Plan for Improvement activity to the SELPA by **December 6, 2024**.

Targeted Level 3 LEAs:

- Document completion of the Plan for Improvement activity by submitting the Plan for Improvement (CIM Plan) on the mandatory form and entering the required information into the Step 3 boxes (27 and 28) in Stepwell, shown below. Submit the documentation by **December 6, 2024**.

27) *Plan for Improvement link or date which you emailed the above applicable forms to your CDE consultant.*

[In this box, provide the following:

- *A link to the LEA's Plan for Improvement (if a link is available)*
- *If submitting by email:*
 - *The date on which the LEA emailed the Plan for Improvement to the assigned Targeted Consultant,*
 - *The name and email address of the Targeted Consultant, and*
 - *The date on which the LEA emailed a copy of the Plan for Improvement to TargetedMonitoring@cde.ca.gov*

28) *Confirmation: * In the box below, please type your name and hit the SUBMIT button at the bottom of the page.*