

This document is for Targeted Level 3 LEAs developing new CIM Plans in Steps 1-3. These LEAs are part of the Targeted 2024 CIM Cohort. Use this document to verify you are meeting the requirements of the online Stepwell submissions.

## Step One: Gather and Inquire (Submit in Stepwell by July 10, 2024)

### 1) CIM Team

**Required:**

- In this box, list the CIM Team Members and their titles, role/expertise on the team, and email.
- With few exceptions, depending on the structure of the LEA, the CIM Team must include all members listed in the chart below.
- If the LEA believes that an exception applies, explain in the Stepwell submission.

Member	Name	Position	Role/Expertise	Email
Superintendent (or the equivalent) or designee				
LEA-level general education administration				
LEA-level special education administration				
Site-level administration				
SELPA representative				
Special education teacher (optional)				
General education teacher (optional)				
Other				

**Recommended:**

- Appoint and identify a CIM Team lead.

**Additional Guidance:**

- 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 (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.

## 2) Educational Partner Group

*This section is not applicable to Targeted Level 3 LEAs. Write N/A in this box.*

## 3) Policy and Procedure Review

*This section is not applicable to Targeted Level 3 LEAs. Write N/A in this box.*

## 4) Findings or Revisions

*This section is not applicable to Targeted Level 3 LEAs. Write N/A in this box.*

## 5) Public sharing of revised policies and/or procedures

*This section is not applicable to Targeted Level 3 LEAs. Write N/A in this box.*

## 6) Internal dissemination of revised policies, practices, and procedures

*This section is not applicable to Targeted Level 3 LEAs. Write N/A in this box.*

## 7) Parent Input

### Required:

- In this box, enter a parent input summary that does the following:
  - Identifies the target group, which must include parents of students with special needs
  - Identifies the tools, sources, and/or methodologies used
  - Summarizes findings, including participation numbers or rates, trends, new information learned, and areas that need to be addressed.

### Recommended:

- Seeds of Partnership, a third-party vendor appearing on [caltan.info](http://caltan.info), is an option for obtaining parent input.

## 8) Infrastructure Analysis

*This section is not applicable to Targeted Level 3 LEAs. Write N/A in this box.*

## 9) Educational Benefit Review

*This section is not applicable to Targeted Level 3 LEAs. Write N/A in this box.*

## 10) Data Drill Down

### Required:

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 LRE elements (see Generation of Data Reports in the *Requirements and Guidance for the Targeted 2024 CIM Cohort CIM Steps 1, 2, and 3* document, posted on [caltan.info](http://caltan.info)) and submitted those reports to the assigned Targeted Monitoring FMTA Consultant with a cc to [TargetedMonitoring@cde.ca.gov](mailto: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.

### Recommended:

- 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.
- The IDC data tool 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](http://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.

## 11) Student Record Review

## Required

- In this box, provide a summary of summary of relevant findings from the self-review portion of the Student Record Review, noting any areas of concern suggested by those findings.
- If presently known, include a summary of any adjustments that may be necessary to the LEA's written policies and procedures.

## 12) Student Case Study

*This section is not applicable to Targeted Level 3 LEAs. Write N/A in this box.*

## 13) Consolidation - areas of strength and data to support

### Required:

- After consolidating the LEA's data points/findings from the Data Drill Down, Student Record Review, and Parent Input activities, state in this box the following:
  - Identified areas of strength
  - A summary of supporting data for each identified area of strength.

### Additional Guidance:

- The primary goal of the Consolidation activity is to use the information from the CIM Step 1 activities to identify specific problem areas (see below) the LEA will later prioritize in CIM Step 2, followed by Root Cause Analysis of the selected problem areas.

## 14) Consolidation - areas of weakness and data to support

### Required:

- After consolidating the LEA's data points/findings from the Data Drill Down, Student Record Review, and Parent Input activities, state in this box the following:
  - Identified areas of weakness
  - A summary of supporting data for each identified area of weakness.

### Additional Guidance:

- The primary goal of the Consolidation activity is to use the information from the CIM Step 1 activities to identify specific problem areas (see below) the LEA will later prioritize in CIM Step 2, followed by Root Cause Analysis of the selected problem areas.

## 15) Consolidation - data-supported and quantified problem areas

### Required:

- State in this box the following:
  - 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.

**Additional Guidance:**

- The primary goal of the Consolidation activity is to use the information from the CIM Step 1 activities to identify specific problem areas (see below) the LEA will later prioritize in CIM Step 2, followed by Root Cause Analysis of the selected problem areas.

## Step Two: Investigate (Submit in Stepwell by October 10, 2024)

### 16) Prioritized Problem Areas

**Required:**

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

**Additional Guidance:**

- The primary purpose of prioritizing the data-supported and quantified problem areas is to assist the LEA in choosing the problem areas it intends to explore for Root Causes.

### 17) Problem areas to explore for Root Causes

**Required:**

- In this box, list the problem areas the LEA intends to explore for Root and explain why you prioritized these problem areas above all others.

**Recommended:**

- Include up to three problem areas in the list and explain why the LEA choose to prioritize those problem areas above all others.

### 18) Indicator(s) of Significant Disproportionality

*This section is not applicable to Targeted Level 3 LEAs. Write N/A in this box.*

### 19) Root Cause #1 and supporting data

**Required**

- 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.

## Additional Guidance

- The Root Cause will be something that is within the LEA's control to address to improve student outcomes.
- There should be a clear through-line connecting data gathered in Step 1 and the Root Cause.

## 20) Root Cause #2 and supporting data

*See Root Cause #1. This box applies if the LEA has identified multiple Root Causes to later address in its Plan for Improvement (CIM Plan). Write N/A in this box if not necessary.*

## 21) Root Cause #3 and supporting data

*Same as Root Cause #1, if necessary. Write N/A in this box if not necessary.*

## 22) Root Cause #4 and supporting data

*Same as Root Cause #1, if necessary. Write N/A in this box if not necessary.*

## 23) Initiative Inventory

*This section is not applicable to Targeted Level 3 LEAs. Write N/A in this box.*

## 24) Target Population

*This section is not applicable to Targeted Level 3 LEAs. Write N/A in this box.*

## 25) Theory of Action

*This section is not applicable to Targeted Level 3 LEAs. Write N/A in this box.*

## 26) Additional Relevant Data

### Required:

- If your Step 1 submission in Stepwell was accepted, but had conditions, this is the place to include the additional information that was required of Step 1. If you have no additional relevant data or other information to share, type N/A into this box.

### Recommended:

- Any information that you believe is important to include, but that you did not have a place for, should go here.

## Step Three: Plan for Results (Submit in Stepwell by December 6, 2024)

### 27) Plan for Improvement link

**Required:**

- Provide the link to the LEA's Plan for Improvement (if a link is available).
- If submitting by the Plan for Improvement via email, state the following:
  - 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](mailto:TargetedMonitoring@cde.ca.gov).

**Additional Guidance:**

- The Plan for Improvement document is provided on <https://caltan.info/monitoring>.

### 28) Submission

*Enter your name and the name of the LEA in this box and hit the SUBMIT button at the bottom of the Stepwell page.*