

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, or 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.