

Use this document to verify you are meeting the requirements of the online Stepwell submissions.

## Step One: Gather and Inquire

<b>1) CIM Team</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Record CIM for Sig Dis Team in Stepwell, with Name, Title/Role, and their responsibility as it relates to the CIM for Sig Dis development and implementation.</li> </ul> <p style="text-align: center;"><i>Refer to the CIM for Sig Dis Team and Educational Partner worksheet found on <a href="https://caltan.info/monitoring">https://caltan.info/monitoring</a>.</i></p>
<b>2) Educational Partner Group</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Record CIM for Sig Dis Team in Stepwell, with Name, Title/Role, and their responsibility as it relates to the CIM for Sig Dis development and implementation.</li> </ul> <p style="text-align: center;"><i>Refer to the CIM for Sig Dis Team and Educational Partner worksheet found on <a href="https://caltan.info/monitoring">https://caltan.info/monitoring</a>.</i></p>
<b>3) Policy and Procedure Review</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> List and provide an analysis of any Policies, Practices, and Procedures (PPP) that contribute to the factors of disproportionality.</li> <li><input type="checkbox"/> Provide an analysis of any qualitative data to support the practices related to these policies and procedures.</li> </ul> <p style="text-align: center;"><i>Refer to the PPP template and reference document found on <a href="https://caltan.info/monitoring">https://caltan.info/monitoring</a>.</i></p>
<b>4) Findings or Revisions</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Describe what policies and/or procedures will be revised, if any, as a result of reviewing the PPP.</li> </ul>

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

- Address how the LEA reports publicly any added or revisions to the policies and procedures.

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

- Describe how the Policies and Procedures have been or will be internally disseminated and implemented.

**7) Parent Input**

- Describe how Parent Input was gathered and considered in the CIM development process.
- Provide an analysis of the Parent Input including patterns of strengths and weaknesses as they relate to the contributing factors of disproportionality.

**8) Infrastructure Analysis**

- Identify the CIM Team members who participated in the Infrastructure Analysis and your team's process in completing the Analysis Tool. If staff outside of the CIM Team participated, identify them and their role in the district.
- Outline the areas that the team considers to be strengths and areas of improvement related to the contributing factors of disproportionality.

**9) Educational Benefit Review**

Not applicable for CIM for Sig Dis. Write N/A in this box.

**10) Data Drill Down**

- Collect, identify, and review data from a variety of data sources as it relates to the elements/indicators that are identified as significantly disproportionate. Include the types of data collected and reviewed, including historical and current data from quantitative and qualitative data sources.
- Include an analysis of the Programmatic Self-Assessment findings in this area.

*Refer to the Sample Data Sources tool and Self-Assessment tools and resources to use in the data analysis found on <https://caltan.info/monitoring>.*

<b>11) Student Record Review</b>
Not applicable for CIM for Sig Dis. Write N/A in this box.
<b>12) Student Case Study</b>
<ul style="list-style-type: none"> <li>□ Provide an analysis of the student case study findings in this section, including strengths, weaknesses, and trends in practices, from pre-referral to eligibility, which may be a contributing factor to the identified disproportionality.</li> </ul>
<b>13) Consolidation - areas of strength and data to support</b>
<p>Not applicable for CIM for Sig Dis. Write N/A in this box.</p> <p><i>See Activity #15 for CIM for Sig Dis.</i></p>
<b>14) Consolidation - areas of weakness and data to support</b>
<p>Not applicable for CIM for Sig Dis. Write N/A in this box.</p> <p><i>See Activity #15 for CIM for Sig Dis.</i></p>
<b>15) Consolidation - data-supported and quantified problem areas</b>
<ul style="list-style-type: none"> <li>□ Briefly describe the LEA's demographics</li> <li>□ Describe the disaggregated quantitative and qualitative data collected and analyzed to support possible contributing factors of disproportionality and inform root causes (disaggregated data, PPP findings, success gap statement,</li> </ul> <p><i>Refer to the Guidance Document related to the requirements for the data analysis found on <a href="https://caltan.info/monitoring">https://caltan.info/monitoring</a>.</i></p>

## Step Two: Investigate

<b>16) Prioritized Problem Areas</b>
<p>Not applicable for CIM for Sig Dis. Write N/A in this box. See Activity #18 for CIM for Sig Dis.</p>
<b>17) Problem areas to explore for Root Causes</b>
<p><input type="checkbox"/> Provide an explanation or narrative of how root causes were determined. <i>Refer to the Guidance Document related for the requirements for root cause analysis found on <a href="https://caltan.info/monitoring">https://caltan.info/monitoring</a>.</i></p>
<b>18) Indicator(s) of Significant Disproportionality</b>
<p><input type="checkbox"/> List the significant disproportionality identification provided in the Annual Determination Letter and linked data sheet. <i>Refer to the data sheet link provided in the Annual Determination Letter for the specific identification of significant disproportionality.</i></p>
<b>19) Root Cause #1 and supporting data</b>
<p><input type="checkbox"/> State the root cause with the supporting quantitative and qualitative data.</p>
<b>20) Root Cause #2 and supporting data</b>
<p><input type="checkbox"/> State the root cause with the supporting quantitative and qualitative data.</p>
<b>21) Root Cause #3 and supporting data</b>
<p><input type="checkbox"/> State the root cause with the supporting quantitative and qualitative data, if necessary. <i>Write N/A if not necessary.</i></p>
<b>22) Root Cause #4 and supporting data</b>
<p><input type="checkbox"/> State the root cause with the supporting quantitative and qualitative data, if necessary. <i>Write N/A if not necessary.</i></p>
<b>23) Initiative Inventory</b>

- List the LEA's initiatives, including any ongoing improvement plan that are related to the possible contributing factors of disproportionality.
- State the commonalities among the initiatives and the disproportionality.
- State the processes for collaboration and integration of the initiation of the LEA's inventory.
- Describe any groups of students that are not served by the initiatives in the LEA's inventory.
- Identify areas that are higher priority than others amongst the initiatives in the LEA's inventory.

#### 24) Target Population

- List the criteria for inclusion in the target group, including how the LEA will monitor implementation of CCEIS activities and track the students receiving CCEIS.
- State the estimated percentages of students by race/ethnicity in the described target group.  
*Refer to the CIM for Sig Dis Guidance document found on <https://caltan.info/monitoring>.*

#### 25) Theory of Action

- Create a theoretical statement that will guide the LEA's work moving forward and include which strategies the LEA will use to address the contributing factors that will result in reduced disproportionality and improved student outcomes.  
*Refer to the CIM for Sig Dis Guidance document found on <https://caltan.info/monitoring>.*

#### 26) Additional Relevant Data

- If your Step 1 was accepted, but had conditions, this is the place to include the information that was required of Step 1. If you have no additional relevant data to share, type N/A into box.
- Include any additional or revisional information to support Step 1 or Step 2.

## Step Three: Plan for Results

### 27) Plan for Improvement link

- Please provide the link to the Plan for Improvement in this box.
- Use the template found on <https://caltan.info/monitoring> to create and submit the Plan for Improvement.

*Refer to the CIM for Sig Dis Guidance document, found on <https://caltan.info/monitoring>, to fill out the Plan for Improvement that will be submitted separately to [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov) with a cc to your CDE FMTA Consultant.*

### 28) Submission

- Include the date the LEA submitted the electronic Plan for Improvement to [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov), then click the SUBMIT button.

*Refer to the CIM for Sig Dis Guidance document, found on <https://caltan.info/monitoring>, to fill out the Plan for Improvement that will be submitted separately to [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov), with a cc to your CDE FMTA Consultant.*