This Pacing Guide is designed to provide broad guidance to assist Local Educational Agencies (LEAs) in completing all the steps of the Compliance and Improvement Monitoring for Significantly Disproportionate (CIM for Sig Dis) Plan for Improvement development process within the timeframes provided by the California Department of Education (CDE). It also includes key implementation, monitoring, and reporting activities over the 27-month CCEIS budget period. The Pacing Guide follows the four-step CIM for Sig Dis Process.

Feel free to make this document your own! In addition to the resources in the right-hand column, the State Performance Plan Technical Assistance Project (SPP-TAP) website provides more resources that LEAs will find useful in their work to address significant disproportionality:

[SPP-TAP Website](http://www.spptap.org/)

*Be sure to reference the CIM for Sig Dis Plan for Improvement Guidance Document on the* [SPP-TAP Materials Webpage*.*](https://spptap.org/2024-cceis-materials/) *This Guidance Document, developed by the California Department of Education, provides detailed information about each of the activities in the four- step CIM for Sig Dis process.*

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| **Preparation** | **Target Date** | **Done** | **Resources** |
| View the *Introduction to Significant Disproportionality* Recorded Series  This series is required for newly identified LEAs.  The CIM for Sig Dis process has new and different components, so it is highly recommended leaders in LEAs with continuing significant disproportionality also view the recordings. | Prior to  April 2, 2024 |  | Recordings and Related Resources  [SPP-TAP Webpage](https://spptap.org/significant-disproportionality/) |
| Participate in the *CIM for Sig Dis Virtual Meeting for Significantly Disproportionate LEAs.* This meeting is required for all LEAs identified as significantly disproportionate in March 2024. | April 2, 2024  12 p.m.-1:30 p.m. |  | [Registration](https://napacoe.zoom.us/meeting/register/tZUuduuvqTspHtNnnlQRDcVZOVa55uS96LoO#/registration) |
| Submit *Assurance of Compliance* form to CDE via [intensivemonitoring@cde.ca.gov](mailto:intensivemonitoring@cde.ca.gov) | April 19, 2024 |  | Assurances Form  [SPP-TAP Materials Webpage*.*](https://spptap.org/2024-cceis-materials/) | |
| Participate in individual LEA meetings with SPP-TAP to develop MOU for TA Facilitator selection and agreement on CDE-funded services. | By April 19, 2024 |  | SPP-TAP Contact:  [Kee-An Lauser](mailto:klauser@napacoe.org)  [TA Facilitators](https://www.spptap.org/spp-tap-ta-facilitators-2/) |
| Meet with the CDE Focused Monitoring and Technical Assistance (FMTA) Consultant (Consultant will contact the LEA). | Late March - April |  | [FMTA Consultant Contact Information](https://www.cde.ca.gov/sp/se/qa/fmtacncnt.asp) |

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| **Step 1 Activity** | **Target Date** | **Done** | **Resources** |
| Identify members of CIM for Sig Dis Team and Educational Partners Group | April 2024 |  | [Step 1 Materials Page](https://spptap.org/2024-cceis-materials/step-1/) |
| Conduct CIM for Sig Dis Team Meetings | April 2024 - ongoing |  |  |
| Conduct Educational Partner Meetings | April 2024 - ongoing |  |  |
| View Step 1 Workshop A pre-work recordings: *Self-Assessment Tools* | Prior to  April 11, 2024 |  | [SPP-TAP Webpage](https://spptap.org/significant-disproportionality/) |
| Attend an in-person CIM for Sig Dis Step 1 Workshop  This workshop and the pre-work (see above) are required for all LEAs identified as significantly disproportionate in March 2024. | April 11 - 25, 2024 |  | [Registration](https://forms.gle/EMdph4yayVCJ3Lyi6) |
| Conduct the Data Drill Down (i.e., collect and disaggregate LEA level data, collect and analyze qualitative data gaps using focus groups, empathy interviews, equity walks, etc., and conduct a programmatic self-assessment with one of the CDE-approved tools.) | April - May 2024 |  | [Step 1 Materials Page](https://spptap.org/2024-cceis-materials/step-1/)  [Quantitative/Qualitative eLearning Modules](https://spptap.org/elearning-modules/) |
| Conduct an Infrastructure Analysis | April – May 2024 |  | [Step 1 Materials Page](https://spptap.org/2024-cceis-materials/step-1/) |
| View Step 2 Workshop Pre-Work Recordings | Prior to  June 11, 2024 |  | Recordings and Related Resources  [SPP-TAP Webpage](https://spptap.org/significant-disproportionality/) |
| Attend the virtual CIM for Sig Dis Step 2 Workshop  This workshop and the pre-work (see website) are required for newly identified LEAs.  (It is highly recommended for administrators new to significant disproportionality and anyone wanting to refresh their understanding of CCEIS.) | June 11, 2024 11:00 a.m. – 1:00 p.m. |  | Registration and pre-work will be available on the [SPP-TAP Webpage](https://spptap.org/significant-disproportionality/) |
| Gather and Review Policies, Practices, and Procedures (submit to CDE via [SigDisp@cde.ca.gov](mailto:intensivemonitoring@cde.ca.gov)) | May - June 2024 |  | Refer to Policies, Practices, and Procedures Matrix (sample and blank)  [Step 1 Materials Page](https://spptap.org/2024-cceis-materials/step-1/) |
| Conduct Case Study | May-June 2024 |  | Case Study File Review Recording and Handout [Step 1 Materials Page](https://spptap.org/2024-cceis-materials/step-1/) |
| Gather Parent and Family Input | May-June 2024 |  | [Step 1 Materials Page](https://spptap.org/2024-cceis-materials/step-1/) |
| FMTA Consultant Check-in | Prior to  July 10, 2024 |  |  |  |  |  |  |
| Enter all Step 1 information into Stepwell, including Consolidation of Step 1 Findings, and click Submit | Due July 10, 2024 |  | [Step 1 Materials Page](https://spptap.org/2024-cceis-materials/step-1/)  Stepwell |
| **Step 2 Activity** | **Target Date** | **Done** | **Resources** |
| Conduct Educational Partners Group Meeting: Data Analysis & Root Causes | July-October 2024 |  | [Step 2 Materials Page](https://spptap.org/2024-cceis-materials/step-2/) |
| Complete Initiative Inventory | July-October 2024 |  | Initiative Crosswalk  [Step 2 Materials Page](https://spptap.org/2024-cceis-materials/step-2/) |
| Complete a Theory of Action | July-October 2024 |  | [Step 2 Materials Page](https://spptap.org/2024-cceis-materials/step-2/) |
| Selection of the Target Population | July-October 2024 |  | Target Student Population Flow Chart and Target Population Recordings  [Step 2 Materials Page](https://spptap.org/2024-cceis-materials/step-2/) |
| Enter all Step 2 information into Step, including Additional Relevant Data, and click Submit | DUE: October 10, 2024 |  | Stepwell |
| **Step 3 Activity** | **Target Date** | **Done** | **Resources** |  |  |  |  |
| Develop CIM for Sig Dis Action Plan for Improvement | October 2024 |  | [Step 3 Materials Page](https://spptap.org/2024-cceis-materials/step-3/) |  |  |  |  |
| Complete Budget and Allowable Cost Forms | October 2024 |  | [Step 3 Materials Page](https://spptap.org/2024-cceis-materials/step-3/) |  |  |  |  |
| FMTA Consultant Check-in | Prior to  October 10, 2024 |  |  |  |  |  |  |
| Conduct Educational Partners Group Meeting: Feedback on CCIM for Sig Dis Plan for Improvement | October 2024 |  |  |  |  |  |  |
| Revise & Finalize CIM for Sig Dis Plan for Improvement | October 2024 |  |  |  |  |  |  |
| Obtain Required Approvals & Signatures (including Board Meeting presentation, if needed) | November 2024 |  | [Step 3 Materials Page](https://spptap.org/2024-cceis-materials/step-3/) |
| FMTA Consultant Check-in | Prior to  December 6, 2024 |  |  |  |  |  |  |
| Submit All Documents to the CDE   * Link to CIM for Sig Dis Plan for Improvement submitted to StepWell * Submit to [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov?subject=CIM%20for%20Sig%20Dis):   + CIM for Sig Dis Plan for Improvement   + Budget and Allowable Costs Forms   + Signature Form | December 6, 2024 |  |  |
| **Step 4 Activities** | **Target Date** | **Done** | **Resources** |
| Once approved, implement, monitor, and evaluate progress on CIM for Sig Dis Action Plan and budget expenditures. | Ongoing, post approval |  | Approved CIM for Sig Dis Action Plan |
| Complete Final Budget Allocation and Plan Amendment send to CDE via email: [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov?subject=CIM%20for%20Sig%20Dis) | March 2025 |  | Amendment form will be available in Spring 2025 on the  [SPP-TAP Webpage](https://spptap.org/significant-disproportionality/) |
| Complete the Quarterly Progress and Expenditure Report (July 1, 2024 - March 31, 2025) send to CDE via email: [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov?subject=CIM%20for%20Sig%20Dis) | April 10, 2025 |  | *New Form in Development*  *(will be available Spring of 2025)*  [SPP-TAP Webpage](https://spptap.org/significant-disproportionality/) |
| Complete the Quarterly Progress and Expenditure Report (April 1, 2025 - June 30, 2025) send to CDE via email: [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov?subject=CIM%20for%20Sig%20Dis) | July 10, 2025 |  | *New Form in Development* |

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| Complete the Quarterly Progress and Expenditure Report (July 1, 2025 - September 30, 2025) send to CDE via email: [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov?subject=CIM%20for%20Sig%20Dis) | October 10, 2025 |  | *New Form in Development* |
| Complete the Quarterly Progress and Expenditure Report (October 1, 2025 - December 31, 2025) send to CDE via email: [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov?subject=CIM%20for%20Sig%20Dis) | January 10, 2026 |  | *New Form in Development* |
| Complete the Quarterly Progress and Expenditure Report (January 1, 2026 - March 31, 2026) send to CDE via email: [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov?subject=CIM%20for%20Sig%20Dis) | April 10, 2026 |  | *New Form in Development* |
| Complete the Quarterly Progress and Expenditure Report (April 1, 2026 - June 30, 2026) send to CDE via email: [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov?subject=CIM%20for%20Sig%20Dis) | July 10, 2026 |  | *New Form in Development* |
| Complete the Quarterly Progress and Expenditure Report (July 1, 2026 - September 30, 2026) – includes *final expenditure report* send to CDE via email: [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov?subject=CIM%20for%20Sig%20Dis) | October 10, 2026 |  | *New Form in Development* |
| Complete the FINAL Quarterly Progress and Expenditure Report (October 1, 2026 - December, 2026) send to CDE via email: [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov?subject=CIM%20for%20Sig%20Dis) | January 10, 2027 |  | *New Form in Development* |
| Track students that have received CCEIS during each report period and for two years following services. | Ongoing - two years following receipt of services |  | *New Form in Development* |
| Complete the annual Unduplicated Student Count for Significant Disproportionality Comprehensive Coordinated Early Intervening Services Report send to CDE via email: [SigDisp@cde.ca.gov](mailto:SigDisp@cde.ca.gov?subject=CIM%20for%20Sig%20Dis) | Due July 10 each year |  | *Form will be sent to LEAs by CDE* |

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