

# Guidance Document for Compliance and Improvement Monitoring (CIM) for Significant Disproportionality (Sig Dis) – Step 3

This guidance document should be used by Local Educational Agencies (LEAs) identified as Significantly Disproportionate (Sig Dis) to support the development of the CIM for Sig Dis Plan for Improvement. The document contains the Stepwell instructions for Step 3. The additional information provided in this document will assist LEAs in preparing and submitting their CIM for Sig Dis Plan for Improvement to the California Department of Education (CDE) for review and approval. LEAs are encouraged to utilize their Technical Assistance (TA) Facilitators and their Focused Monitoring and Technical Assistance (FMTA) Consultants to further refine the development of their plan and enhance the quality of the submission to CDE for approval.

## Plan Development

Success of the CIM for Sig Dis Plan for Improvement relies on ensuring all aspects of the Plan address the identified causal factors contributing to the LEA's significant disproportionality. The quality of the CIM for Sig Dis Plan for Improvement is essential to realizing effective and enduring systems change. The following bullet points provide additional recommendations to enhance the utility of the Plan for Improvement.

- Ensure that each measurable outcome:
  - is clear and documented in the form of SMARTER Goals (i.e., Specific, Measurable, Attainable, Realistic, Time-Related, and Equitable) and
  - connects to a root cause, the LEA's specific target population, and activities to reach the measurable outcome.
- Ensure that each activity:
  - meets requirements of Individuals with Disabilities Education Act (IDEA),
  - focuses on the Target Population,
  - is not exclusively Special Education, and
  - includes:
    - staff responsible for implementation and monitoring Plan implementation
    - timeline with specific dates of completion (e.g., April 2025),
    - data sources/methods for evaluating progress, and
    - funding sources and types of expenditures.

- Ensure that there is a system to monitor and document the implementation of the Action Plan. Which includes a:
  - reflective assessment process,
  - review of short-term and long-term measures using initial data points, and
  - comparison of initial data points with benchmarks and intended outcomes.
- Ensure that the Budget Allocation and Cost Forms
  - contain accurate calculations.
  - outline CCEIS expenditures that are
    - allowable costs which conform to the U.S. Department of Education memorandum regarding CCEIS under Part B of IDEA.
    - aligned with the activities to accomplish measurable outcomes in the Plan for Improvement.
  - include signatures from the LEA and SELPA Fiscal Officers.
- Ensure that the Signature Form
  - has identified who will provide feedback to the State Performance Plan Technical Assistance Project (SPP-TAP) at the end of the 2024 CIM for Sig Dis Plan period and
  - includes signatures of the Superintendent, Director of Special Education, SELPA Director, and School Board Chairperson.

Note: The CIM for Sig Dis Plan for Improvement is used for quarterly reporting of approved CCEIS activities. The CIM for Sig Dis Plan for Improvement must be approved in writing by the CDE before implementation of the listed activities can begin. Changes to activities and/or budget must be approved by the FMTA Consultant in writing.

The table on the next pages outlines Step 3 of the CIM for Sig Dis process. The table contains a rubric indicating the thoroughness of the completion of each activity in Step 3. Submissions may be returned to LEAs for revision if they do not meet the criteria listed in the comprehensive column.

Step 3: Plan for Results			
Step and Step Activities	Guidance		
	No Evidence	In Progress	Comprehensive
<p><b>27) Plan for Improvement Link</b></p> <p><b>Stepwell Instructions:</b> Please provide the link to the Plan for Improvement in this box.</p> <p>Use the template found at <a href="https://spptap.org/2024-cceis-materials/step-3/">https://spptap.org/2024-cceis-materials/step-3/</a> to create and submit the Plan for Improvement.</p> <p>Refer to the CIM for Sig Dis Guidance document, found at <a href="https://spptap.org/2024-cceis-materials/step-3/">https://spptap.org/2024-cceis-materials/step-3/</a>, to fill out the Plan for Improvement that will be submitted separately to <a href="mailto:SigDisp@cde.ca.gov">SigDisp@cde.ca.gov</a> with a cc to your CDE FMTA Consultant.</p>	No link provided.	Link provided.	Link provided.

<p><b>28) Submission</b></p> <p><b>Stepwell Instructions:</b>          Include the date the LEA submitted the electronic Plan for Improvement to <a href="mailto:SigDisp@cde.ca.gov">SigDisp@cde.ca.gov</a>, then click the SUBMIT button.</p> <p>Refer to the CIM for Sig Dis Guidance document, found at <a href="https://spptap.org/2024-cceis-materials/step-3/">https://spptap.org/2024-cceis-materials/step-3/</a> to fill out the Plan for Improvement that will be submitted separately to <a href="mailto:SigDisp@cde.ca.gov">SigDisp@cde.ca.gov</a> with a cc to your CDE FMTA Consultant.</p>	<p>No CIM for Sig Dis Plan for Improvement submitted.</p>	<p>One or more of the following are <i>not</i> evident:</p> <ul style="list-style-type: none"> <li>• CIM for Sig Dis Plan for Improvement submitted.</li> <li>• CIM Team members listed and staff responsible for implementation and monitoring has been identified.</li> <li>• Overall Goal or Problem of Practice is stated.</li> <li>• Prioritized Root Causes (no more than 3) listed (these should have been identified in Step 2).</li> <li>• High Leverage Strategies are listed and strategies are connected to a prioritized root cause and measurable outcome.</li> <li>• Measurable outcome is data-driven with a baseline and measurable goal.</li> <li>• Activities match Step 1 and Step 2 findings and align with Theory of Action (if applicable).</li> <li>• LEA identified data that will be used to evaluate each Activity and who will be responsible for implementation of each Activity.</li> <li>• LEA provided a timeline for activity implementation.</li> <li>• Target Population is included (if applicable).</li> <li>• Funding source for each activity is identified (if applicable)</li> </ul>	<p>All of the following are evident:</p> <ul style="list-style-type: none"> <li>• CIM for Sig Dis Plan for Improvement submitted.</li> <li>• CIM Team members listed and staff responsible for implementation and monitoring has been identified.</li> <li>• Overall Goal or Problem of Practice is stated.</li> <li>• Prioritized Root Causes (no more than 3) listed (these should have been identified in Step 2).</li> <li>• High Leverage Strategies are listed and strategies are connected to a prioritized root cause and measurable outcome.</li> <li>• Measurable outcome is data-driven with a baseline and measurable goal.</li> <li>• Activities match Step 1 and Step 2 findings and align with Theory of Action (if applicable).</li> <li>• LEA identified data that will be used to evaluate each Activity and who will be responsible for implementation of each Activity.</li> <li>• LEA provided a timeline for activity implementation.</li> <li>• Target Population is included (if applicable).</li> <li>• Funding source for each activity is identified (if applicable).</li> </ul>
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