

# Quick Reference Guide: Coordinated Early Intervening Services

## At-A-Glance Comparison: Voluntary CEIS and Mandatory CCEIS

Element	Coordinated Early Intervening Services (CEIS)	Comprehensive Coordinated Early Intervening Services (CCEIS)
Regulation	34 CFR §300.226	34 CFR §300.646
Type	Voluntary – LEAs can choose to use a portion of their IDEA Part B funds for services to a defined group of at-risk students.	Mandatory – LEAs identified as having significant disproportionality in identification, placement, and/or disciplinary removals must use IDEA Part B funds for CCEIS.
Grade level/ ages served	Kindergarten through grade 12	Age 3 through grade 12
Groups served	Only children who are not currently identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment.	Children who are not currently identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment. Children currently identified as needing special education or related services (funds can be used primarily, but not exclusively, for this group).
Funds	Up to 15 percent of IDEA Part B funds (611 and 619)	Exactly 15 percent of Part B funds (611 and 619)
Permitted activities	Professional development for teachers and other school staff to enable such personnel to deliver scientifically based academic and behavioral interventions, including scientifically based literacy instruction and, where appropriate, instruction on the use of adaptive and instructional	Professional development and educational and behavioral evaluations, services, and supports. The activities must address factors and policy, practice, or procedure contributing to significant disproportionality

	<p>software. Educational and behavioral evaluations, services, and supports, including scientifically based literacy instruction.</p>	
<p>Reporting requirements</p>	<p>An LEA is required to report to the state and the state is required to report to the U.S. Department of Education the following: the number of children served under this section who received early intervening services; and the number of children served under this section who received early intervening services and subsequently received special education and related services under Part B of IDEA during the preceding 2-year period.</p>	<p>An LEA is required to publicly report on the revision of policies, practices, and procedures. Additional reporting requirements to be determined by OSEP at a future date.</p>

## Allowable Expenditures: CEIS/CCEIS

CEIS/CCEIS Allowable Expenditures	Additional Information
<p><b>ADVERTISING:</b> Costs associated with advertising in media such as newspapers, radio, and television, direct mail, exhibits, electronic or computer transmittals.</p>	
<p><b>AFTER SCHOOL:</b> CEIS/CCEIS funds may be used to provide academic and behavioral interventions after school under certain circumstances.</p>	<p>CEIS/CCEIS funds <b>may not</b> be used for after school programming available to all students.</p>
<p><b>ALTERNATIVE EDUCATION:</b> CEIS/CCEIS funds <u>may be used only</u> in programming that provides interventions in addition to universal/core programming.</p>	<p>CEIS/CCEIS funds <b>may not</b> be used for alternative or at-risk programming that replaces universal/core programming.</p>
<p><b>AT-RISK PROGRAMMING:</b> CEIS/CCEIS funds <u>may be used only</u> in programming that provides interventions in addition to universal/core programming.</p>	<p>CEIS/CCEIS funds <b>may not</b> be used for alternative or at-risk programming that replaces universal/core programming.</p>
<p><b>CEIS/CCEIS COORDINATOR SALARY:</b> CEIS/CCEIS funds may be used for salaries and fringe benefits, or portion thereof, for staff directly coordinating or supervising allowable CEIS/CCEIS activities.</p>	
<p><b>COACHES (Mentors):</b> LEAs may hire or contract with individuals or organizations for mentoring/coaching services to help carry out allowable activities funded by CEIS/CCEIS. A mentor or coach must be appropriately licensed, to provide instruction to students eligible for CEIS/CCEIS services. Mentors and coaches <u>may support, reinforce, or follow-up on</u> instruction provided by and under the supervision of an appropriately licensed general education teacher. See guidance around “Supervision” below.</p>	
<p><b>COMPUTING DEVICES:</b> CEIS/CCEIS funds may be used to purchase computers, laptops, touch screen devices, etc., if the devices will be used primarily for the delivery of academic or behavioral interventions.</p>	<p>LEAs must track these devices and ensure that their usage aligns with LEA activities as reported in the approved CEIS/CCEIS Plan narrative &amp; budget.</p>

<p><b>CORE CURRICULUM:</b> CEIS/CCEIS funds <u>may be used to</u> fund supplemental academic and behavioral interventions for students determined to need additional academic and behavioral supports to succeed in general education.</p>	<p>CEIS/CCEIS funds are not intended to be used for Core Curriculum.</p>
<p><b>ELECTRONIC DEVICES:</b> CEIS/CCEIS funds may be used to purchase DVD players, camcorders, computing devices, etc. <u>if</u> the devices will be used primarily for the delivery of academic or behavioral interventions.</p>	<p>LEAs must track these devices and ensure that their usage aligns with LEAs activities as reported in the approved CEIS/CCEIS Plan narrative and budget.</p>
<p><b>EXTENDED CONTRACTS/ENTENDED HOURS:</b> CEIS/CCEIS funds may be used to pay for extended contracts or extended hours of staff directly involved with the coordination, supervision, or delivery of academic or behavioral interventions and progress monitoring.</p>	
<p><b>GENERAL EDUCATION TEACHER SALARIES:</b> CEIS/CCEIS funding for general education teachers that provide academic interventions, behavioral interventions, assessments and receive/deliver professional development.</p>	<p>Any staff charged to a federal grant must be appropriately licensed in the area in which they are providing academic instruction.</p>
<p><b>GUIDANCE COUNSELOR SALARIES - SCHOOL BASED:</b> Examples of activities that may be funded with CEIS/CCEIS include a school guidance counselor's efforts to implement behavioral interventions, progress monitoring, other CEIS/CCEIS evaluations, and related professional development.</p>	<p>School guidance counselors may not deliver reading or math instruction under CEIS/CCEIS funding unless they also hold the appropriate license to deliver reading or math instruction.</p>
<p><b>INDIRECT COSTS:</b> LEAs are allowed to identify an indirect rate up to its negotiated indirect rate for CEIS/CCEIS. The indirect percentage identified for LEAs IDEA flow-through budget is the same percentage charged to LEAs CEIS/CCEIS budget, as they are the same funding source.</p>	
<p><b>INCENTIVES for STUDENTS:</b> Nominal items of low value may be purchased with CEIS/CCEIS funds to be used as part of the coordinated delivery of academic or behavioral interventions. The items should</p>	<p>The following <b>are not</b> allowed incentives: cash, cash cards, gift cards, computing devices (such as iPads, Nooks, Kindles, etc.)</p>

<p>be educational in nature. The amount charged to the CEIS/CCEIS set-aside funds must be reasonable and prudent.</p>	
<p><b>INSTRUCTIONAL MATERIALS:</b> Instructional materials purchased with CEIS/CCEIS funds must be exclusively used for delivering academic or behavioral interventions to students who, through a universal screening process, have been determined to be in need of additional support.</p>	<p>CEIS/CCEIS funds <b>may not</b> be used to purchase materials used in the core instructional program intended for all students.</p>
<p><b>MENTORS:</b> LEAs may hire or contract with individuals or organizations for mentoring/coaching services to help carry out activities funded by CEIS/CCEIS. Mentors and coaches <u>may support, reinforce, or follow-up on</u> instruction provided by and under the supervision of an appropriately licensed general education teacher. See guidance around “Supervision” below.</p>	<p>A mentor or coach, unless appropriately licensed, <b>may not</b> provide instruction to students.</p>
<p><b>NURSE SALARIES - SCHOOL BASED:</b> Examples of activities that may be funded with CEIS/CCEIS include a school nurse's efforts to implement progress monitoring, other CEIS/CCEIS evaluations, behavioral interventions, and related professional development.</p>	<p>School nurses <b>may not</b> deliver reading or math instruction under CEIS/CCEIS funding if they do not hold the appropriate license to deliver reading or math instruction.</p>
<p><b>PARAPROFESSIONAL SALARIES:</b> The paraprofessional must serve as a general education paraprofessional and may: 1) Participate in professional development to enable the paraprofessional to support the delivery of scientifically based academic and behavioral interventions, and, if appropriate, the use of adaptive and instructional software. 2) Support, reinforce, or follow-up on the provision of educational and behavioral services provided by and under the supervision of an appropriately licensed general education teacher. See guidance around “Supervision” below.</p>	
<p><b>PROFESSIONAL DEVELOPMENT SERVICES:</b> LEAs may purchase professional development services provided it is for teachers and other school staff to enable such personnel to deliver</p>	

<p>scientifically based academic and behavioral interventions, including scientifically based literacy instruction, and, where appropriate, instruction on the use of adaptive and instructional software; and providing educational and behavioral evaluations, services, and supports, including scientifically based literacy instruction."</p>	
<p><b>PROGRESS MONITORING ACTIVITIES/SOFTWARE:</b> CEIS/CCEIS funds may be used for progress monitoring of supplemental interventions provided to those students determined to need additional academic and behavioral supports to succeed in general education.</p>	<p>CEIS/CCEIS funds <b>may not</b> be used for universal screening or assessment administered to all students in a grade, school, or LEA.</p>
<p><b>PSYCHOLOGIST SALARIES - SCHOOL BASED:</b> Examples of activities that may be funded with CEIS/CCEIS include a school psychologist's efforts to implement behavioral interventions, progress monitoring, other CEIS/CCEIS evaluations, and related professional development.</p>	<p>School psychologists <b>may not</b> deliver reading or math instruction under CEIS funding <b>unless</b> they also hold the appropriate license to deliver reading or math instruction.</p>
<p><b>SOCIAL WORKER SALARIES - SCHOOL BASED:</b> Examples of activities that may be funded with CEIS/CCEIS include a school social worker's effort to implement progress monitoring, other CEIS/CCEIS evaluations, behavioral interventions, and related professional development.</p>	<p>School social workers <b>may not</b> deliver reading or math instruction under CEIS/CCEIS funding if they do not hold the appropriate license to deliver reading or math instruction.</p>
<p><b>SOFTWARE (Instructional):</b> Software purchased with CEIS/CCEIS funds must be exclusively used in the delivery of academic or behavioral intervening services, which includes instruction and progress monitoring.</p>	<p>CEIS/CCEIS funds <b>may not</b> be used to purchase software used in the core instructional program nor universal screening intended for all students. Computer software used for CEIS/CCEIS often include a universal screening function along with interventions for the students. The universal screening aspect of such software is unallowable, and the LEA <b>must be</b> able to determine what portion of the cost of the software is allocable to CEIS/CCEIS funding, determining the cost of the program that can be funded through CEIS/CCEIS and what has to be absorbed by the LEA. If the LEA is unable to make this</p>

	determination, then the cost is unallowable.
<b>SPECIAL EDUCATION TEACHER SALARIES:</b> Teachers who hold both special education <u>and</u> general education licenses may provide CEIS/CCEIS if their job assignment is prorated. Special Education Teachers <u>may be</u> compensated through CEIS/CCEIS to deliver interventions to students needing such interventions. In such instances, proper time and effort records must be kept.	Special education staff <b>may not</b> be funded with CEIS/CCEIS funds to deliver special education to students with disabilities.
<b>SUBSTITUTE TEACHER SALARIES:</b> LEAs may budget for general education substitute teachers to help carry out activities funded by CEIS/CCEIS, including providing opportunities for teachers to participate in professional development related to CEIS/CCEIS activities.	
<b>TRAVEL - STAFF:</b> Travel costs must be generated as a result of implementing activities funded by CEIS/CCEIS, such as professional development.	
<b>TUTORS:</b> LEAs may hire or contract with individuals or organizations for tutoring services to carry out CEIS/CCEIS activities. Tutors may: 1) Participate in or provide professional development to enable teachers and other school staff to deliver scientifically based academic and behavioral interventions, and, if appropriate, the use of adaptive and instructional software. 2) Support, reinforce, or follow-up on the provision of educational and behavioral services provided by and under the supervision of an appropriately licensed general education teacher.	

Supervision: Supervision means regular, continuing interaction between the appropriately licensed staff member (supervisor) and the individual carrying out CEIS/CCEIS activities. There must be sufficient contact between the supervisor and the individual carrying out CEIS/CCEIS activities, and between the supervisor and the student to monitor the services provided.

Any staff charged to a federal grant must maintain Time and Effort documentation.