

# **Arkansas Public School Computer Network**

## **SPECIAL EDUCATION**

### **eSchool**

## **COORDINATED EARLY INTERVENING SERVICES (CEIS)**

### **Training Guide**

# **COORDINATED EARLY INTERVENING SERVICES TRAINING GUIDE**

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## PREREQUISITES & UNDERSTANDINGS ABOUT eSCHOOL

CEIS has a total of three screens: General information, Status, and Service Type The multiple screen module allows the user to maintain all CEIS data related to a student.

### Prerequisites

- Special Education data entry staff must have eSchool rights assigned for special education school age to access the CEIS module.
- ALL students must be enrolled in the district. There must be a student record in the eSchool Student Center before information can be entered in the CEIS module.
- All “✓” boxes are defaulted to “no,” unless they are checked to indicate “yes”.
-  indicates a dialogue box to choose information to populate appropriate fields.

## Key Concepts and Understandings

Coordinated Early Intervening Services (CEIS) are services provided to students who are at risk of being placed in special education. As part of a district's CEIS program, the district is required to identify the students who are at risk for special education and related services and will receive CEIS. These are the students who must be entered into the CEIS module.

- 1. Only districts using VI-B set-aside money for the provision of CEIS, whether it is voluntary or involuntary, should report students in the CEIS Module. (See note below for more information)**
2. CEIS students are not entered into the referral tracking module **unless** they have been referred to determine eligibility for special educational services.
3. If a child was placed in CEIS as a result of a referral for special education services, the software will link the user to the CEIS module for data entry.
4. In the CEIS module the user **MUST** enter the entry/withdrawal information as well as the types of services being given to the student and when the services started and ended
5. Refer to the Early Intervening Data Dictionary for required data elements.

Note:

A district that has been identified as having disproportionality is required under federal law to provide Coordinated Early Intervening Services to non-disabled students who are at risk of being placed in special education. Districts who are mandated must budget 15% of their new allocation for the provision of CEIS. Districts who volunteer to provide CEIS may budget up to the 15% of new allocation.

These funds must be budgeted separately from other VI-B funds. The CEIS VI-B funds can support other intervention activities (Title I, RTI) but they cannot replace those funds.

The CEIS funds are to be spent on activities that benefit the identified students. However, the activities can be offered to all students. For example, a district's intervention team may believe that JEDI would benefit the identified students at risk for special education. The district buys JEDI with part of the CEIS funds but all students in the building/district may benefit from the purchase.

Another example is a district that identified students in need of literacy tutoring and the district decided to hire extra teachers/paraprofessionals to provide literacy support. CEIS funds were used to pay for those salaries. The students identified at risk get the support needed and other students who may need support in literacy may have access as well.

**ENTERING THE ESCHOOL PROGRAM**

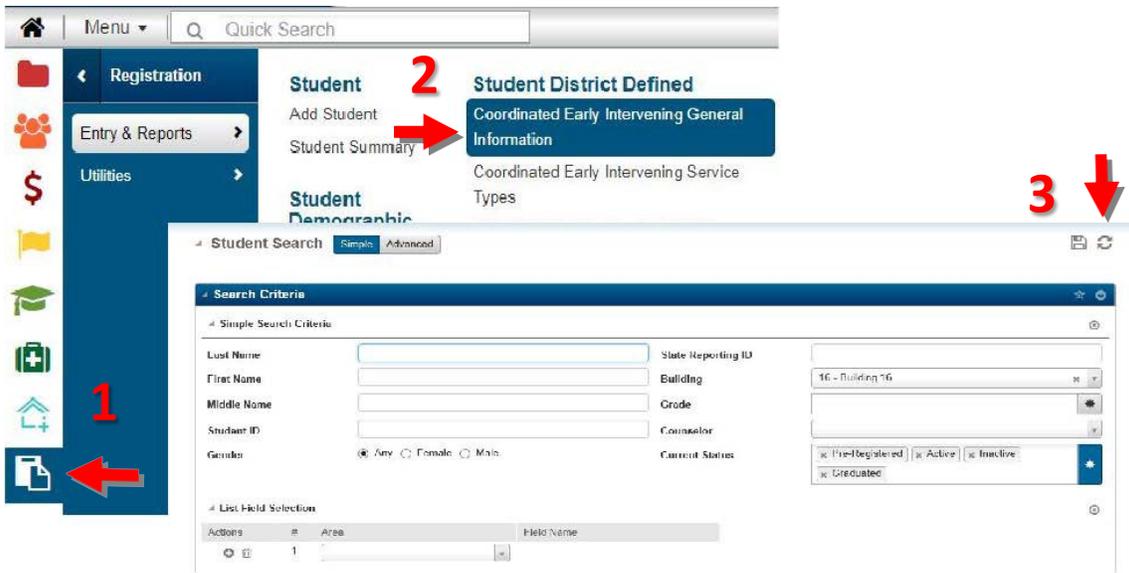
At the eSchool Main Web site enter your user name and password.

**CONDUCTING A SEARCH**

**The ESchool Home Screen**

**All students** must first be entered into the eSchool REGISTRATION CENTER. To confirm if a student’s information is present in demographics take the following steps.

1. In the left hand menu bar, click on REGISTRATION WIDGET.
2. Click on STUDENT SUMMARY.
3. Click on the drop-down arrow to open the SEARCH CRITERIA panel to locate the student’s general information
  - a. The search can be conducted using two methods, a simple search and advanced search. The simple search is presented below and can be conducted based on a single field such as building or by entering the student’s name.
  - b. The advanced search allows the user to query on all areas of eSchool.
4. Click on the REFRESH WIDGET at the top right-hand side of the screen.



5. Click on the student’s blue hyperlink.
6. Click on COORDINATED EARLY INTERVENING SERVICES GENERAL INFORMATION

**ADDING A STUDENT**

- 1. To add a student to CEIS, click [not assigned](#) at the STATUS field.
  - a. Enter the date in to the START DATE field for which CEIS services began.
  - b. Click SAVE. Note: you may need to click SAVE twice

Coordinated Early Intervening General Information Fields

Entry/Withdrawal*	Not Assigned
Birth Date*	1/10/2007
Gender*	F
State ID	
ELL	
Resident LEA*	

- 2. On the General Information screen
  - a. Enter the RESIDENT LEA number.
  - b. Click SAVE.

**Note:**  indicates a dialogue box to choose information to populate appropriate fields.

In the REGISTRATION MENU SCREEN click on COORDINATED EARLY INTERVENING SERVICE TYPES. Each service the student is receiving under CEIS must be entered.

- 1. Choose the service(s) from the dialogue box.
- 2. Click OK on the dialogue box.
- 3. Enter the begin date and click SAVE.
- 4. Repeat the process for multiple services

Coordinated Early Intervening Service Types

Unsaved Changes

New entry: Click the Save icon to create the screen for this student.

Service Type*	Other Service	Begin Date*	End Date	
LI - Literacy Instruction				

When a service is no longer being provided an END DATE must be entered in the Service Types screen.

### **WITHDRAWING A STUDENT**

Students who are no longer receiving CEIS services must be withdrawn from the program in multiple locations. To withdraw a student

1. Click on REGISTRATION in the MENU
2. Select COORDINATED EARLY ENTERVENING SERVICE TYPES
  - a. Enter an end date for each service
  - b. Click SAVE in the dialogue box.
3. Select the CEIS General Information screen
  - a. Click on the “A” at the Status field
  - b. Enter the withdrawal date
  - c. Enter the Reason
  - d. Click SAVE in the dialogue box.

**Caution: All service types must have an end date prior to withdrawal of the student from the CEIS module.**

