



Exceptional Student Services

ESS Significant Disproportionality: Technical Assistance Manual for Mandatory Comprehensive Coordinated Early Intervening Services (CCEIS)

July 2026



ARIZONA DEPARTMENT OF
EDUCATION

Contents

Introduction3

At-Risk PEAs3

Significant Disproportionality.....4

Comprehensive Coordinated Early Intervening Services (CCEIS).....4

 Allocating CCEIS Funds 5

 CCEIS Requirements Checklist 5

Grants Management Enterprise (GME)6

Data and Reporting..... 11

Contact Us 11

Introduction

This Technical Assistance (TA) manual is designed to support Public Education Agencies (PEAs) in understanding and responding to identification as at-risk or identified with significant disproportionality. It provides practical guidance on required actions, timelines, and available supports, following notification from the Arizona Department of Education (ADE)/ESS.

The ADE/ESS calculates significant disproportionality for each PEA annually. Any risk ratio at or above 3.0 is considered disproportionate. Two consecutive years with a risk ratio at or above 3.0 is identified as At-Risk. Three consecutive years with a risk ratio at or above 3.0 is identified as having SD. If a PEA meets the criteria for at-risk or significant disproportionality in the area(s) of identification, placement, and/or discipline, the PEA's Special Education Director, Superintendent and/or charter holder will be formally notified by the ADE/ESS.

This manual does not describe how significant disproportionality is calculated. For detailed information on definitions, calculation methodology, and regulatory authority, please refer to the [significant disproportionality policies and procedures manual](#).

[Return to Table of Contents](#)

At-Risk PEAs

PEAs with a risk ratio of 3.0 or higher for two consecutive years in the area(s) of identification, placement, and/or discipline are considered at-risk.

Once identified as at-risk, the ADE/ESS will send a notification in March to the PEA's Special Education Director, Superintendent and/or charter holder. The notification will include information on available technical assistance and general regulatory requirements related to significant disproportionality.

PEAs identified as at-risk are not required to take any actions. However, PEAs are strongly encouraged to review their data, policies, procedures, and practices to examine potential contributing factors and implement improvement activities that may reduce the risk of future identification with significant disproportionality.

[Return to Table of Contents](#)

Significant Disproportionality

PEAs with a risk ratio of 3.0 or higher for three consecutive years in the area(s) of identification, placement, and/or discipline are identified as having significant disproportionality. Once identified, the ADE will send an official notification in August to the PEA's Special Education Director, Superintendent and/or charter holder. The notification will include information on:

- Required activities and timelines
- Available supports and technical assistance
- Requirements for CCEIS
- Applicable regulatory obligations

PEAs identified with significant disproportionality are required to:

- Complete the Success Gaps Rubric and Action Plan in October
- Reserve funds for CCEIS during an upcoming school year
- Utilize funds for activities aligned to the PEA's Action Plan (completed in October)

[Return to Table of Contents](#)

Comprehensive Coordinated Early Intervening Services (CCEIS)

PEAs who have been identified as having significant disproportionality are required to reserve 15% of their combined IDEA Part B Section 611 and 619 funds as part of CCEIS as defined by section [34 C.F.R. § 300.646](#).

CCEIS activities must:

- Address the needs of those student subgroups that were identified as the basis for causing the PEA to be identified as significantly disproportionate, but not exclusively for those student subgroups
- Focus on academic and behavioral instructional services and professional development

These objectives are achieved by completing the Success Gaps Rubric and Action Plan in the area(s) where the PEA was identified. The analysis process is intended to support thoughtful examination of potential contributing factors, with findings directly informing the development of a meaningful and compliant CCEIS Plan.

Allowable uses of CCEIS funds can be found in the CCEIS Q&A section. Additional guidance can be found on the CCEIS webpage.

Allocating CCEIS Funds

PEAs may choose to reserve the required 15% of IDEA Part B funds from one of the following award years:

- The prior fiscal year award
- The current fiscal year award
- The subsequent fiscal year award

For example, a PEA was notified by the ADE/ESS in FY27 (school year 2026-27) as having significant disproportionality in fiscal year 2026. The PEA has the option to set-aside and spend its 15% in either the prior (FY26), current (FY27) or subsequent (FY28) fiscal year.

PEAs may also designate whether the reserved funds will be allocated from Section 611, Section 619, or a combination of both. PEAs must also complete and submit the CCEIS Funding Assurance form, which designates the fiscal year award chosen by the PEA. The form must be completed by an authorized signer such as a SPED Director, Superintendent or charter authorizer.

All CCEIS funds must be expended within the period of availability applicable to the selected award year. Because the Success Gaps Rubric and Action Plan, the ADE review, approval process, and implementation of CCEIS activities are time intensive, PEAs are encouraged to plan carefully when selecting an allocation year.

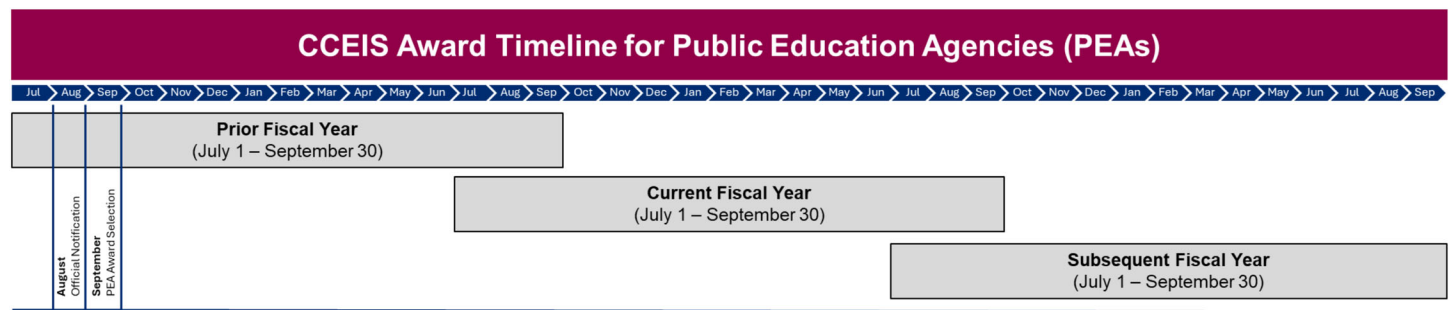


Figure 1: CCEIS award timeline allocation examples

CCEIS Requirements Checklist

Below is a list of activities required to be completed after a PEA has been identified with having significant disproportionality. Please direct communications to the [ESS Operations inbox](#).

Table 1 CCEIS Activities Checklist

Checklist	CCEIS Required Activities
☐	1. PEA emails policies, procedures and practices to the ADE/ESS
☐	2. The PEA completes the CCEIS Funding Assurance Form indicating which award year (prior, current, or subsequent fiscal year) will be used to set aside the required 15% of Part B funds.
☐	3. PEA completes the Success Gaps Rubric and Action Plan
☐	4. The ADE/ESS grants approval of the plan
☐	5. The PEA updates their grant in the GME portal to budget the amount that will be set aside for CCEIS and updates as needed
☐	6. Progress updates to the ADE/ESS via email: PEAs must submit at least two updates during implementation—one at midpoint and one at completion
☐	7. PEA submits student data (both with and without disabilities) impacted by the CCEIS funds to Arizona Education Data Standards (AzEDS) system throughout the school year on a timely basis

[Return to Table of Contents](#)

Grants Management Enterprise (GME)

Purpose

Once an award year has been chosen and the ADE/ESS has been notified of the selected award year, the PEA will update their grant in the Grants Management Enterprise (GME) portal to budget the amount that will be set aside for CCEIS.

The screenshots below show where PEAs should navigate within GME and what information must be entered to reserve and budget the required 15% of IDEA Part B funds for CCEIS. PEAs should review each example carefully to ensure entries/activities are accurate and aligned with ADE/ESS approval.

Step 1: Access Funding Applications

1. Log into GME
2. Navigate to your Entity Information page
3. Access your funding application using either:
 - a. The direct link on the page, OR
 - b. The Main Menu → Funding → Funding Applications

Step 2: Locate the Correct Application

At the top of the Funding Applications screen:

Select Filters:

- Fiscal Year
 - Defaults to current year
 - Change if needed (example: 2027)
- Application Status
 - Active Applications (for editing)
 - Approved Applications (for reference)

PRO TIP: To view previous versions:

- Select All Approved or Last Approved
- Return to Active Applications before making edits

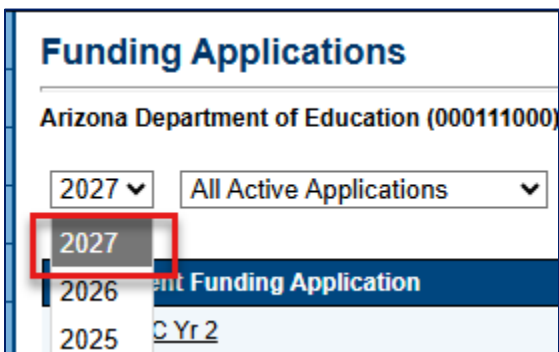


Figure 2: Red box highlight shows selected fiscal year

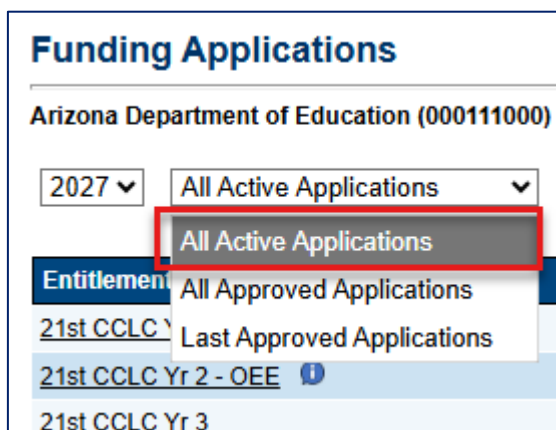


Figure 3: Red box highlights Application Status dropdown

The top section of this page contains a list of the Entitlement funding applications available to the organization. The bottom portion contains a list of the Competitive funding applications available.

Step 3: Open the Application

1. In the list under Entitlement Funding Applications, click: IDEA Part B Consolidated.
 - a. This opens the Sections Page (home page of the application)

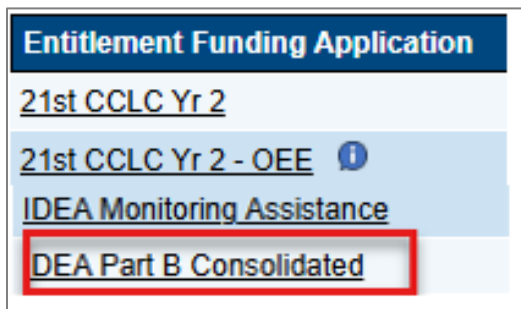


Figure 4: Red box shows available applications

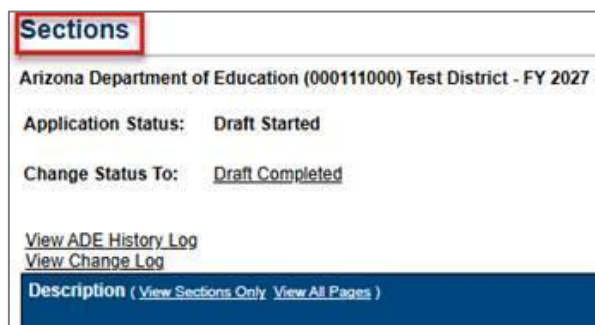


Figure 5: Red box shows the Sections page

Step 4: Locate the CCEIS Obligation Amount

1. From the Sections Page, locate: View Other Sections → History Log
2. In the History Log, locate the ADE comment.
 - a. This comment will include the required CCEIS obligation amount (the amount that must be budgeted). You can also find that amount in the IDEA Part B Consolidated allocation workbook that is located on the [Program Management](#) webpage.

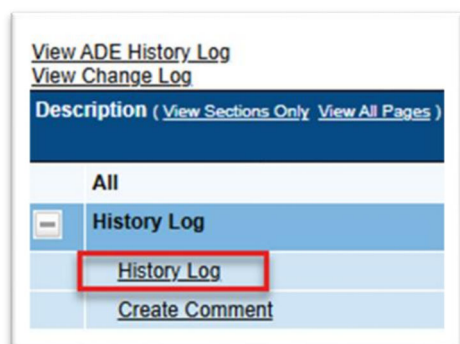


Figure 6: Red box highlights History Log link

4/20/2026 7:37:15 AM	Carol Bush	Dear IDEA Administrator, The FY27 IDEA Part B Preliminary Allocation has been posted, your PEA has a <u>preliminary CCEIS amount that needs to be budgeted</u> into your grant application. Please review the amount below and make sure they are budgeted: <table border="1"> <tr> <th>Entity ID</th> <th>CTDS</th> <th>PEA Name</th> <th>Section 611 Allocation</th> <th>Maximum Amount that can be used for CEIS</th> </tr> <tr> <td></td> <td></td> <td></td> <td>\$5,879,254.88</td> <td>\$881,888.23</td> </tr> </table> Thank you. CC: LEA Business Manager, LEA Authorized Representative				Entity ID	CTDS	PEA Name	Section 611 Allocation	Maximum Amount that can be used for CEIS				\$5,879,254.88	\$881,888.23
Entity ID	CTDS	PEA Name	Section 611 Allocation	Maximum Amount that can be used for CEIS											
			\$5,879,254.88	\$881,888.23											

Figure 7: History comment shows the required amount for CCEIS

Step 5: Navigate to the Budget Section

Once you know the CCEIS obligation amount navigate over to the Section page of the application.

1. In the dropdown, select: Sections → 611 or 619 → Budget

History Log

Public District - FY 2027 - Medium Risk - IDEA Part B Consolidated

Save And Go To: Current Page, Next Page, Previous Page, Sections, History Log, Allocations, Funding Disclaimer, For Profit/Non Profit Disclaimer & Attestation, Organization Contacts, Contacts, Section 611 - Subgrants to LEAs, Substantially Approved Dates, IDEA Part B Consolidated Checklist

Attention Needed: 4/2, 4/2

Status (S)/Comment (C): Thank you for submitting your FY27 IDEA ESS Program Management specialists ha, The next step will be to test the FY27 adoi, Once your PEA passes MOE Eligibility tes, Please let us know if you have any questio, Thank you., FFATA & GSA Verification, General Education Provisions Act (GEPA), Program Information / Instruction, Budget, Budget Overview, Budget Overview Plus/Minus, Program Narrative Questions, Assurances, Related Documents

Figure 8: Navigation path to Budget is highlighted

Step 6: Enter CCEIS Budget Information

Once on the Budget page:

- Enter expenses that support your CCEIS plan

Important Coding Requirement

Use the correct Function/Object Codes

Please use the [USFR for Charter](#) or [USFR for Districts](#) to ensure that the purchases and in the correct function/object code.

Budget By Function Codes	
	Object Code
View	6100 - Salaries
View	6200 - Employee Benefits
View	6300 - Purchased Professional Services
View	6400 - Services
View	6500 - Other Purchased Services
View	6600 - Supplies

Figure 9: Budget by Function/Object Code table

Step 7: Enter Narrative Descriptions

When entering your budget lines, you must include a Narrative Description.

- Be clear and detailed
- Explain how the expense supports CCEIS activities
- Title the narrative as: CCEIS or CCEIS Carryover

6100 - Salaries	1000 - Instruction
Narrative Description	
Preliminary 4.10.26 CCEIS- 1.0 FTE ESS Instructional Assistant supporting the needs of students without disabilities, assisting in academic and behavioral interventions in the general education c UEIN# [REDACTED] = \$44,871.52	
Object Code	Function Code

Figure 10: The image above shows an example of a CCEIS narrative. Example shows Object Code: 6100 (Salaries) and Function Code: 100 (Instruction)

Step 8: Complete Application Status Updates

1. Navigate to the Sections Page
2. Change: Application Status → LEA Business Manager Approved

Sections

Public District - FY 2027 - Medium Risk - IDEA Part

Application Status: Draft Completed

Change Status To: [LEA Business Manager Approved](#)
or
[LEA Business Manager Returned Not Approved](#)

Figure 11: First Status change: LEA Business Manager Approval

3. Then update the status to: LEA Authorized Representative Approved
 - a. This step prepares the application for submission

The screenshot shows a web interface with a header 'Sections' in blue. Below it, a blacked-out box is followed by the text 'Public District - FY 2027 - Medium Risk - IDEA Part B'. The 'Application Status' is 'LEA Business Manager Approved'. A red box highlights the 'Change Status To:' dropdown menu, which currently shows 'LEA Authorized Representative Approved'. Below this, the text 'or' is followed by 'LEA Authorized Representative Returned Not Approved'. At the bottom, there is a link 'View ADE History Log'.

Figure 12: Second Status change: LEA Authorized Representative Approved

Data and Reporting

PEAs must report student participation in CCEIS programs through AzEDS. This entails reporting support program data for students with and without disabilities who were impacted using CCEIS funds. If the PEA is unfamiliar with where to report support program data in the student information/management system, please contact the PEA vendor for assistance.

Once the appropriate support programs are recorded for the students impacted by CCEIS funds, sync the PEA data to AzEDS. This sync can be confirmed by reviewing the Support Program Data Verification Report (SUPP10) in the AzEDS Reports Portal. Access to reports are managed through the PEA's ADEConnect Entity Administrator. The "AzEDS Data Coordinator – Support Programs" role for ADEConnect is necessary to view these reports. Detailed guidance for the SUPP10 can be found in the SUPP10 Quick Reference Guide. This and other helpful AzEDS guidance can be found on ADE IT's AzEDS Reference page.

CCEIS data must be submitted accurately and in a timely manner, as the ADE/ESS tracks student counts throughout the fiscal year. Failure to submit complete or timely data may impact monitoring outcomes and future PEA determinations.

Contact Us

For questions related to significant disproportionality and/or CCEIS, please send an email to the [ESS Operations inbox](#).

[Return to Table of Contents](#)
