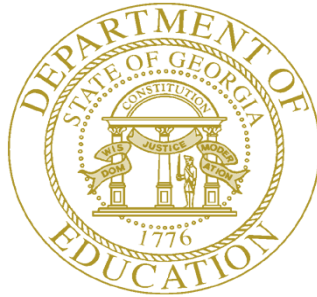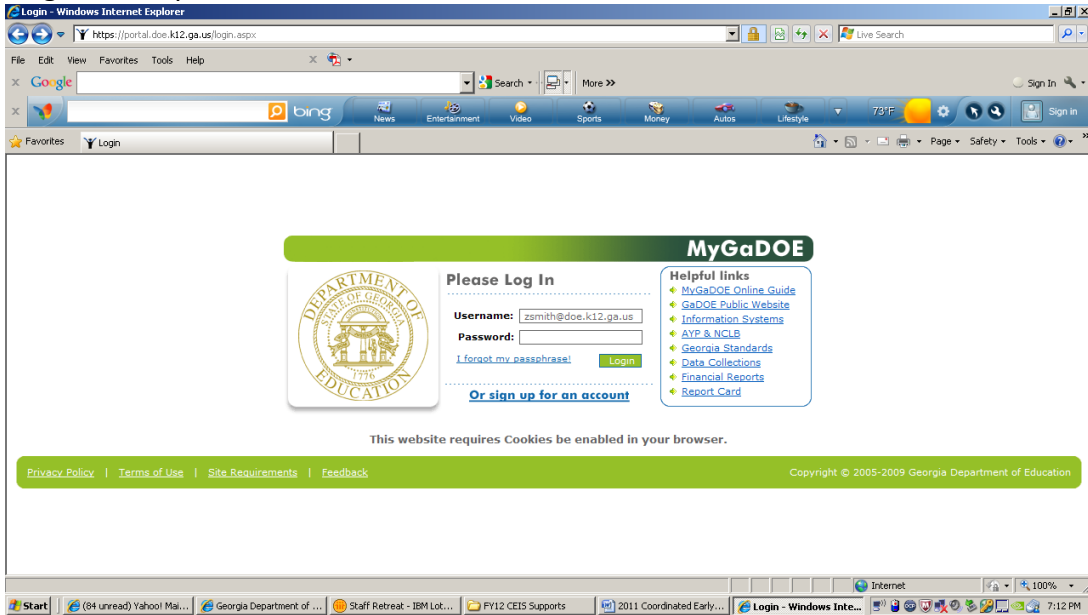*Georgia Department of Education*
Division for Special Education Services and Supports

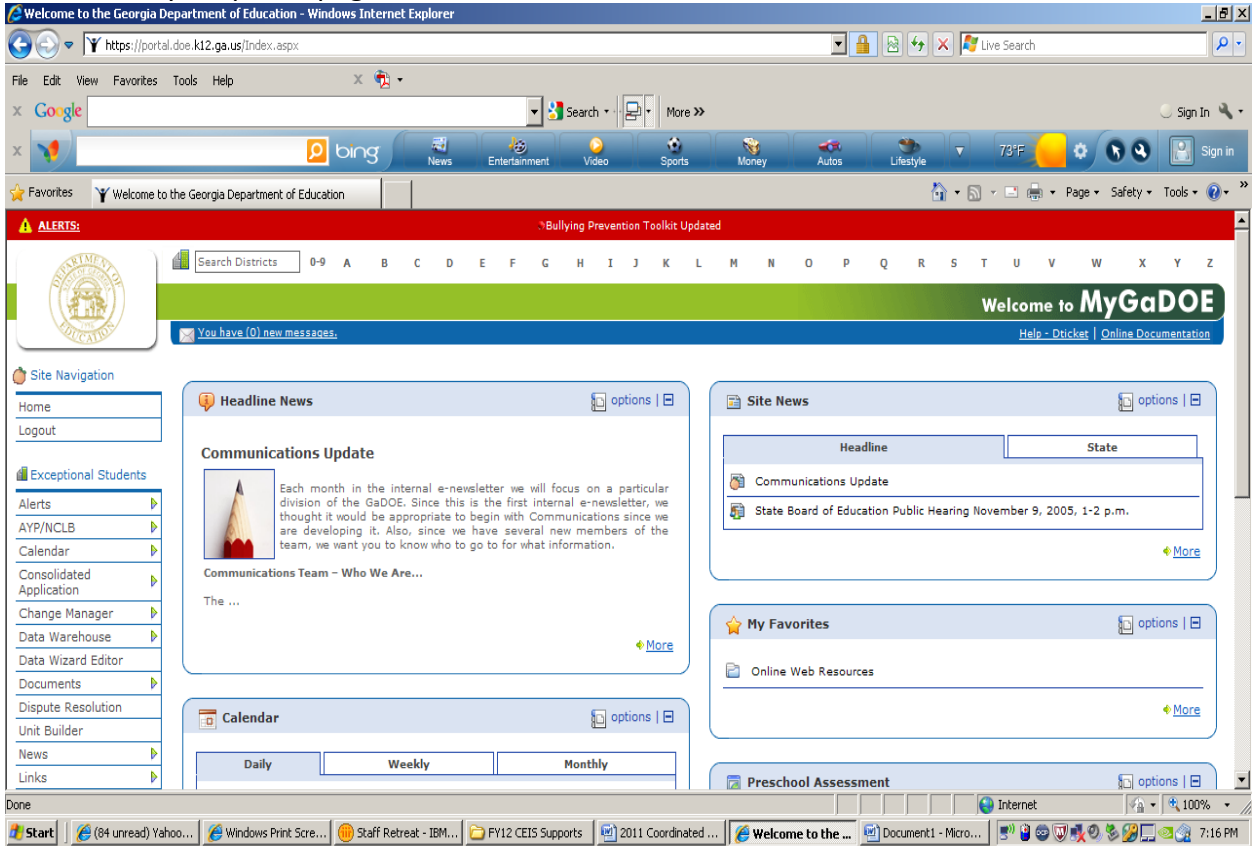
Coordinated Early Intervening Services (CEIS) User Manual
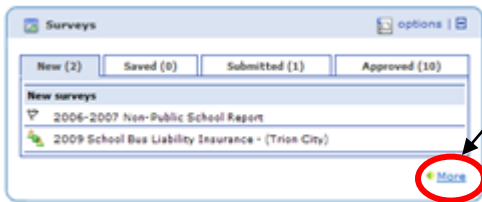*Revised June 1, 2011*
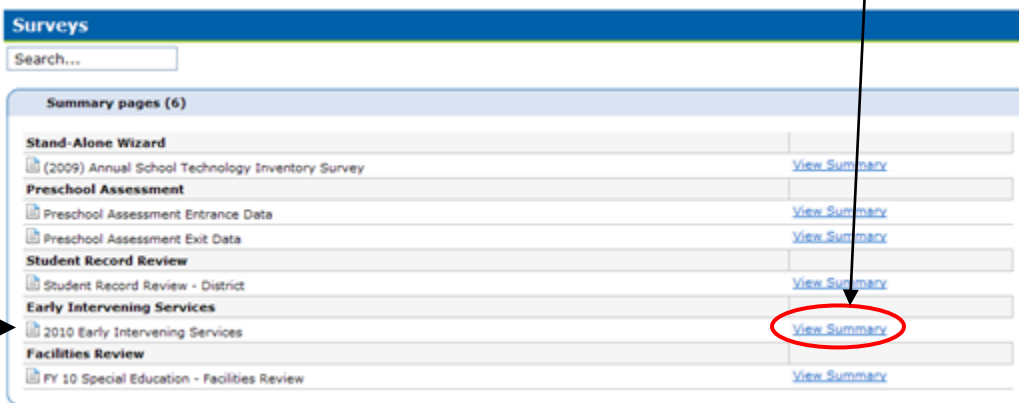
Log into the portal.

1. You will see your portal page.

2. Look for the 'Surveys' portlet (below) and select the 'More…' hyperlink.

3. A list of surveys that have summary pages is displayed. Select the 'View Summary' hyperlink for the survey labeled: 2010 Early Intervening Services.

4. The Summary Display for your district will be displayed. Select the pencil icon, to modify a record or select 'Add New Record' to access the student Georgia Test Identifier (GTID) search, which will allow you to enter or modify a CEIS record.
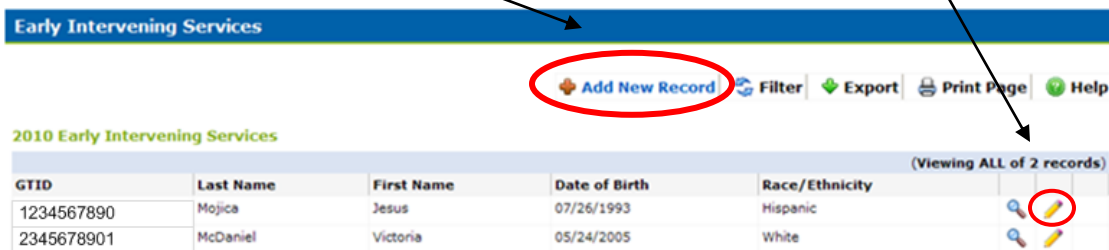
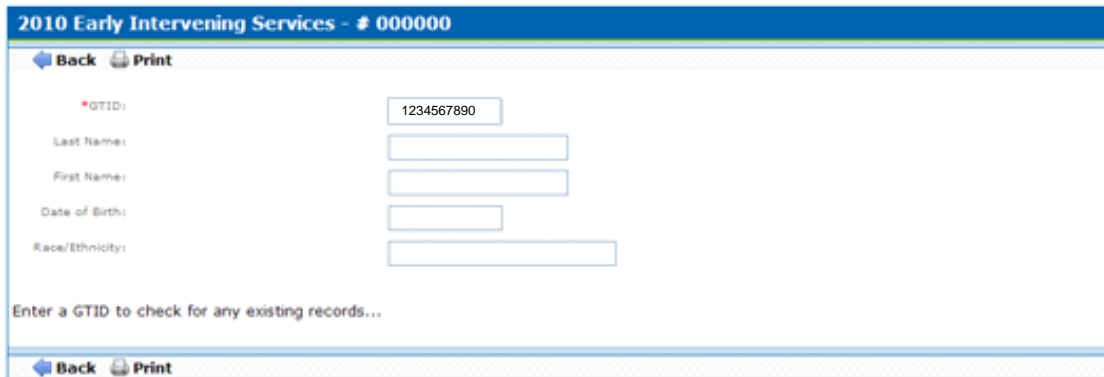5. When selecting 'Add New Record', an unpopulated record will display, which will allow the user to enter a student GTID. Enter the GTID for the student you wish to enter a CEIS record, then click anywhere on the screen.
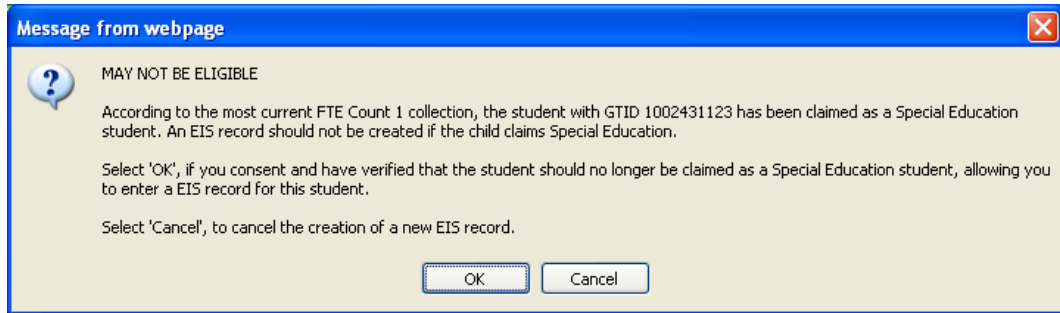

6. If the district enters a GTID for a student who has not been previously claimed, the below message will be displayed. ***Districts can only enter CEIS records for students presently claimed by the district and cannot view or modify records of students who are claimed by other districts***.

    Once the 'OK' button has been executed, the GTID search clears out; another search may be performed at this time. Or the user may use the 'Back' button to return to his/her summary display.
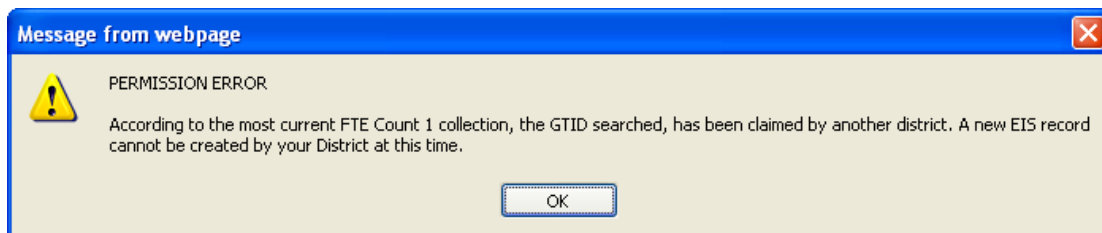
7. Students presently receiving special education services and supports are not eligible to receive CEIS. If the district enters the GTID for a child with a disability based upon the most current district data collection, then an error message will be displayed. ***If you receive this error message, please validate that this child is no longer receiving special education services and supports***. If the child is no longer coded S-type (Special Education), then select 'OK' to continue entering an CEIS record, **OR** select 'Cancel' to return to the GTID Search.

Message from webpage

MAY NOT BE ELIGIBLE

According to the most current FTE Count 1 collection, the student with GTID 1002431123 has been claimed as a Special Education student. An EIS record should not be created if the child claims Special Education.

Select 'OK', if you consent and have verified that the student should no longer be claimed as a Special Education student, allowing you to enter a EIS record for this student.

Select 'Cancel', to cancel the creation of a new EIS record.

[OK] [Cancel]

8. If the child has been claimed by the district and no CEIS record exists for the child, the student GTID information will automatically populate. This is considered the '*student's main CEIS record*'. Select the '*Save*' button to save the record.

2010 Early Intervening Services - # 000000

Save   Save & Exit   Back   Print

*GTID: 1234567890

Last Name: Doe

First Name: Jane

Date of Birth: 08/12/1999

Race/Ethnicity: White

Enter a GTID to check for any existing records....

Save   Save & Exit   Back   Print

9. Once the 'Save' button has been executed, the user can add the Entrance and/or Exit record for the student searched, by executing the green 'Add New Entrance/Exit' button at the bottom of the display.

The image below is displayed, once the user has executed the green 'Add New Entrance/Exit Record' button. The Application automatically extracts the child's district, school and grade level based upon the most current district data collection and populates the information in the CEIS record.

To complete the Entrance Record:

1. Enter the date the child entered into the CEIS program by selecting the date selector.
2. Select the 'Save & Submit' button at the bottom of the display when finished.
3. The user can still go in and modify the Entrance date, only until the Exit information has been entered and saved.
4. The user can enter the entrance and exit information at the same time.

To complete the Exit Record:

1. Select the grade the student is in when he/she leaves the CEIS program.

   NOTE: The grade level cannot be less than the grade level at the time of entering into the CEIS program. If it is, the below message will be displayed.
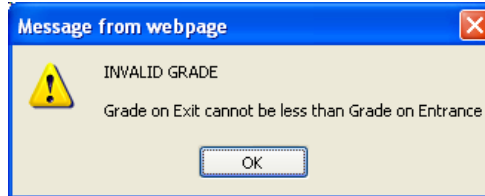
2. Select the date the child left the CEIS program.

   NOTE: The exit date cannot be earlier than the CEIS entrance date, or the following message will be displayed.
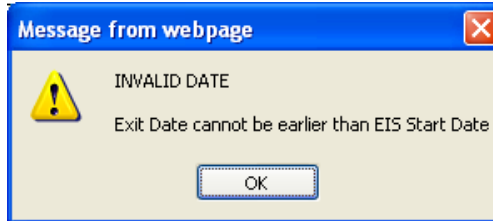
3. Select the reason the child left the CEIS program from the provided drop down menu.
4. If 'Other' has been selected from the reason the child left the CEIS program drop down menu, provide a brief explanation.
5. When finished with the Exit Record, select the 'Save & Submit' button at the bottom of the record display.
6. Once the 'Save & Submit' button has been executed, the Entrance and Exit Record are considered complete. The district user cannot modify the Entrance information once the Exit information has been saved, but they can still modify the exit information, as long as the district still claims the child and a new CEIS record has not been created for the child.

2010 Early Intervening Services - # 054515   + Add New Record

Back   Print

GTID: 1234567890
Last Name: Doe
First Name: Jane
Date of Birth: 08/12/1999
Race/Ethnicity: White

EIS Entrance/Exit Log (Total: 1)

EIS Entrance/Exit Log (1)   Show/Hide

District: Bartow County
School: Taylorsville Elementary School
Grade level on Entrance: Fifth Grade
EIS Start Date: 03/16/2009
Grade Child Exited: Fifth Grade
EIS Exit Date: 11/10/2009
Exit Reason: Made progress
If Other, Please explain:
Is S-Type: Yes
Submit: Save & Submit   Submitted on 01/07/2010 by Patsy Dorrough (patsy.dorrough@bartow.k12.ga.us)

Add New Entrance/Exit

Back   Print

7. If the child has been claimed by the district and a CEIS record already exists for the student GTID searched, the below message will be displayed. The user should validate that this is the correct record for the child he/she wish to modify a CEIS record. The user can select 'OK' to create a CEIS record, or 'Cancel' to conduct a new GTID search.
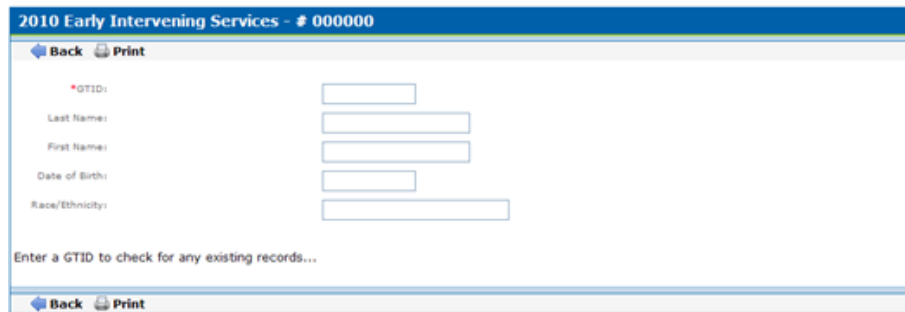

Message from webpage

GTID SEARCH

An EIS record already exists for the entered GTID. Please verify the student data below.

GTID: 1002147387
First name: Jesus
Last name: Mojica
DOB: 07/26/1993
District: Appling County
School: Appling County High School_test
Grade: Tenth Grade

Select OK, if you want to open this record to add/update EIS data.

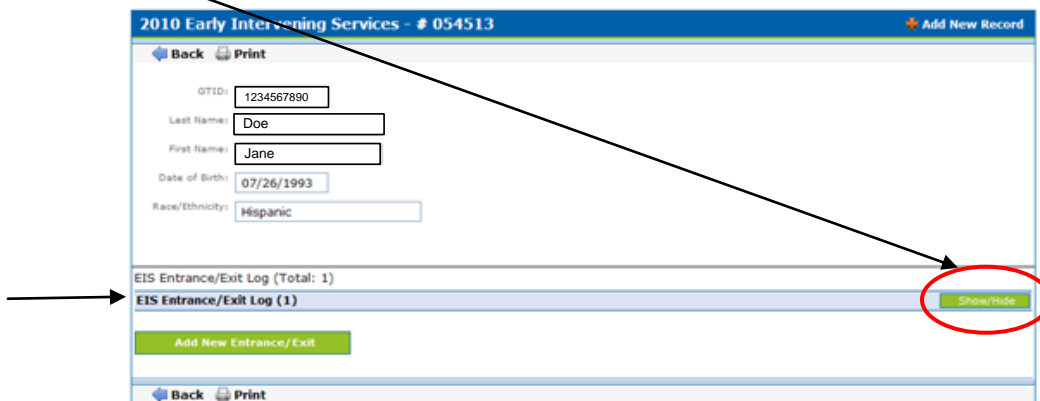Select Cancel, if you entered this GTID in error and would like to retry GTID search.

OK   Cancel

8. If the user selects 'Cancel', the student information is cleared to allow the user to conduct a new GTID search.

9. If the user selects 'OK' from the Student GTID validation message (*step 10*), the student's information will be displayed within the student CEIS record. The CEIS record history will be accessible, as well as, the ability to enter a new CEIS record for the student providing the prior record has been fully completed (if applicable).

All CEIS Entrance and Exit records for the child being viewed are indicated by the blue highlighted row on the below display, labeled 'CEIS Entrance/Exit Log'. To view the record, select the green 'Show/Hide' button to the left of the blue highlighted bar.

Expanded View:

Note: The last person, who entered CEIS information regarding the selected child, will be displayed at the bottom of the page view.

To add a new CEIS Entrance/Exit record, select the green 'Add New Entrance/Exit' button at the bottom of the display.

To collapse the historical record, select the green 'Show/Hide' button at the upper right of the historical record.

END PROCESS