

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



*Coordinated Early Intervening Services (CEIS) Portal Application
Frequently Asked Questions (FAQs)
Revised on June 1, 2011*

1. ***When are the CEIS data due in the portal?*** Districts must submit fiscal year CEIS data in the portal by June 30th.
2. ***Will only one person from each district have access to the CEIS application?*** No, the State has granted access to multiple roles at the district and school levels to make the data input process easier. All districts will have access to the application; however, only special roles in the district may edit/view. At the school level, Special Education Staff/Principal may edit/view. At the district level, special education staff and special education director may edit/view.
3. ***Does the CEIS application close during the year?*** No, the CEIS application will remain open throughout the school year. However, the State will use its predetermined deadlines to run reports for the previous fiscal year.
4. ***Is the district required to exit all students at the end of the fiscal year-even if additional services may be provided the next fiscal year?*** Yes, previously the State allowed districts to keep active student records across fiscal years. However, districts must submit annual plans and budgets. In some cases, students were no longer eligible to receive services the next fiscal year, but the district didn't timely exit them from the portal application.
5. ***Can I import data into the CEIS application?*** No, districts will not be able to import data into the application; however, there is an export feature available.
6. ***Am I required to track students participating in CEIS who transfer within the district?*** Only students who continue to participate in CEIS at the new school should be tracked.
7. ***Do "optional" districts complete the CEIS application too?*** Yes, all districts providing CEIS must submit data in the portal.
8. ***The district never provided CEIS; however, students are populating under its name. Is this a problem?*** A student's GTID populates demographic information based on the district that claimed the student in the most recent FTE.

9. ***My district is no longer required to use the 15% of the federal funds to provide CEIS. Am I responsible for updating the CEIS application up to two years to track the previously served students for special education eligibility?*** No, if the district is no longer providing CEIS, then the State will track the students for the two-year period. The district must exit all students no later than June 30th of the fiscal year in which the CEIS has ended.
10. ***What dates should be used for students' entrance to CEIS?*** Students receive CEIS based on the fiscal year. All districts that are providing CEIS during a fiscal year should use an "entrance date no earlier than July 1st and "exit" date no later than June 30th.
11. ***Will the district be able to delete inaccurate and/or duplicate entries in the portal?*** Currently, districts don't have delete rights due to the archival nature of the data. You should contact the State to assist you with this task.
12. ***Will I be able to edit entries of students who are no longer receiving services in my district?*** Based on the current format, a district will not be able to edit records of a child who was not claimed in the most recent FTE. It is important that districts make timely edits to student entries.
13. ***Should each student entry have an entry and exit date?*** Yes, each student record must have an entry and exit date.
14. ***Will the submission of the CEIS data impact my timely and accurate report?*** Yes, districts must submit accurate data no later than June 30th.
15. ***In general what were some of the commonly cited data errors?*** The most common errors were:
- (1) Lack of an entry or exit date for each record;
 - (2) Overlapping entrance and exit dates;
 - (3) Duplicate entries;
 - (4) Inappropriate entrance and exit dates (e.g., 1908, 2001, 2005);
 - (5) Students exited after June 30th and district no longer providing services;
 - (6) Blank entries; and
 - (7) SWD listed as CEIS students.