



Introduction to CAIS

Frequently Asked Questions about the California Accountability and Improvement System (CAIS)

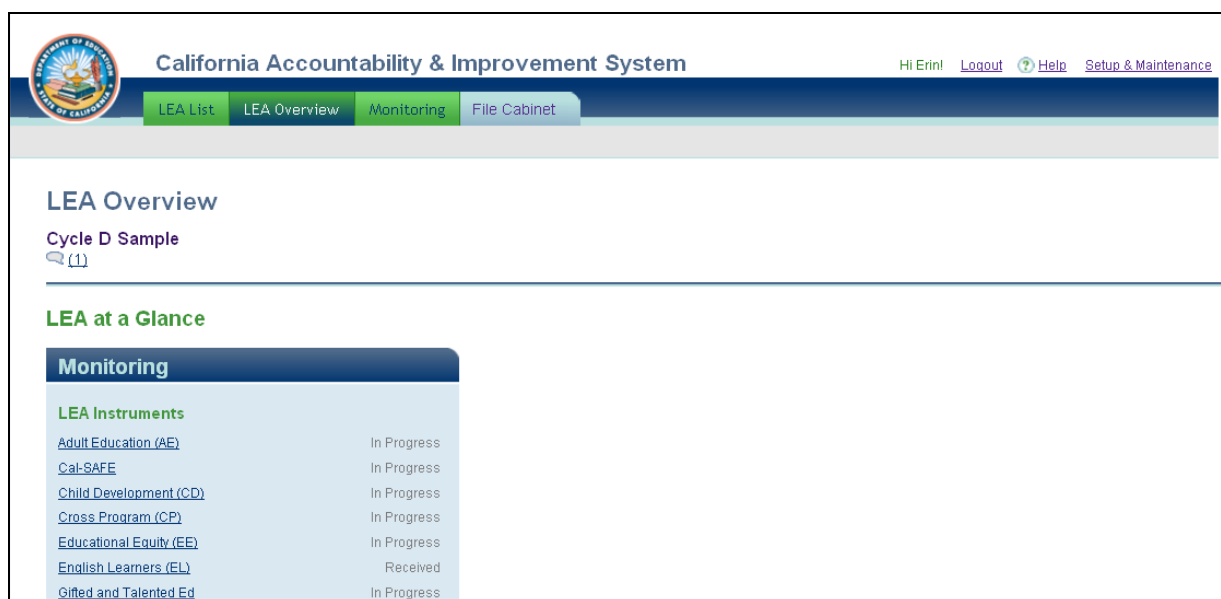
Last Updated

3/4/2010

What is CAIS?

CAIS is a web-based tool designed to enhance and streamline the CPM process. CAIS does not change the established CPM process but rather supports a district's ongoing monitoring of programs. The primary difference in district procedures is that districts and schools will collect and upload electronic versions of certain evidentiary documents for review by CDE, rather than providing hard copies that are currently required. Additionally, CAIS provides tools for electronic communication between districts and CDE, offering an opportunity for targeted technical assistance.

CAIS features multiple user levels of access so that state, district and school staff may participate online in different aspects of the CPM process.



The screenshot displays the CAIS web interface. At the top, there is a header with the California Department of Education logo, the title 'California Accountability & Improvement System', and user information 'Hi Erin! Logout Help Setup & Maintenance'. Below the header is a navigation bar with tabs for 'LEA List', 'LEA Overview', 'Monitoring', and 'File Cabinet'. The main content area is titled 'LEA Overview' and includes a 'Cycle D Sample' section with a search icon and '(1)' results. Below this is a 'LEA at a Glance' section with a 'Monitoring' table.

Monitoring	
LEA Instruments	
Adult Education (AE)	In Progress
Cal-SAFE	In Progress
Child Development (CD)	In Progress
Cross Program (CP)	In Progress
Educational Equity (EE)	In Progress
English Learners (EL)	Received
Gifted and Talented Ed	In Progress

How is CAIS organized?

CAIS is customized to display the program instruments monitored at the LEA each school year. LEAs may track previous years' monitoring activity and access documentation across years.

Instrument pages display information about the current status of the review for that program and contain links to individual item pages where evidence is uploaded.

California Accountability & Improvement System

LEA List | LEA Overview | Monitoring | Plan | File Cabinet

Sample District
Title I, Part A (PI)

Instrument Overview

Status: **In Progress** Submit to State

Criteria Questions: None

Item Status	Due Date
Meets requirements: 0	8/30/2009
Does not meet requirements: 0	Last update: 1/6/2010 11:52:40 AM
In progress: 13	by Admin, LEA
Not reviewed: 0	

Self Review

II. Governance and Administration 0 of 10 completed

- II-PI 1 PI Governance**
Compliance Status: In Progress
Comments: None
File Cabinet: 0 Documents
- II-PI 2 PI Governance Info to Parents**
Compliance Status: In Progress
Comments: None
File Cabinet: 0 Documents

Item response pages contain tools for an optional self-review (1), all of the content from the instrument (2) and an upload section (3).

Cycle D Sample - English Learners (EL) Self Review

III-EL 10: EL Funding Adequate Resources 1 8

State Findings

SEA Status **Meets Requirements**

Comments by SEA

Program Item

Adequate general fund resources are used to provide each English learner with learning opportunities in an appropriate program, including English language development, and the rest of the core curriculum. The provision of such services is not contingent on the receipt of state or federal categorical aid funds.

(20 USC 1703(f); Castañeda v. Pickard [5th Cir. 1981] 648 F.2d 989, 1010, 1012-1013)

Legal Reference (5)

- 20 USC 1703(f)
- Castañeda v. Pickard [5th Cir. 1981] 1/4
- Castañeda v. Pickard [5th Cir. 1981] 2/4
- Castañeda v. Pickard [5th Cir. 1981] 3/4
- Castañeda v. Pickard [5th Cir. 1981] 4/4

LEA Self-Review Self-review information will not be reviewed by CDE

Current Status **Meets Requirements**

Self-review notes (will not be reviewed by CDE) We have loaded all documents.

Inventory of Program Documents (3)

- LEA Fiscal Records for EIA-LEP Funds 1
- LEA Fiscal Records for Title III Funds +
- Single Plan for Student Achievement 2

Other Documents (5)

Examples of Evidence (Documents may be uploaded to Filing Cabinet)

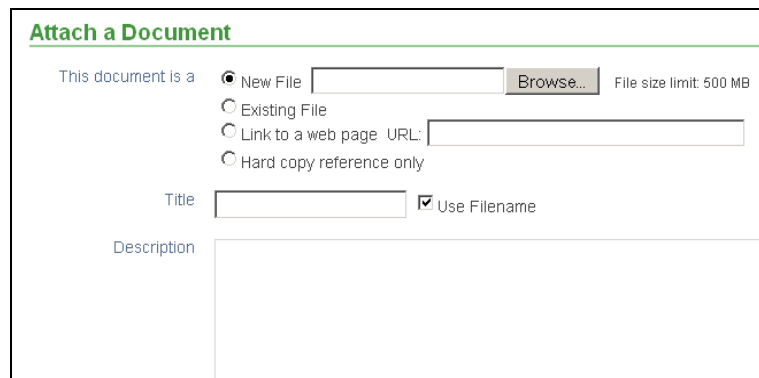
- Job Descriptions and/or Duty Statements
- Time-accounting records of single and/or multi-funded staff (such as Personnel Activity Reports [PARs])

How is evidence provided on CAIS?

Evidence uploaded for specific, named requests listed under the Inventory of Program Documents section of the item page will be automatically associated with any other items that request the same evidence. Only one document needs to be uploaded and the system will attach it to all program documents that list it. Additional documents may be uploaded as Other Documents.

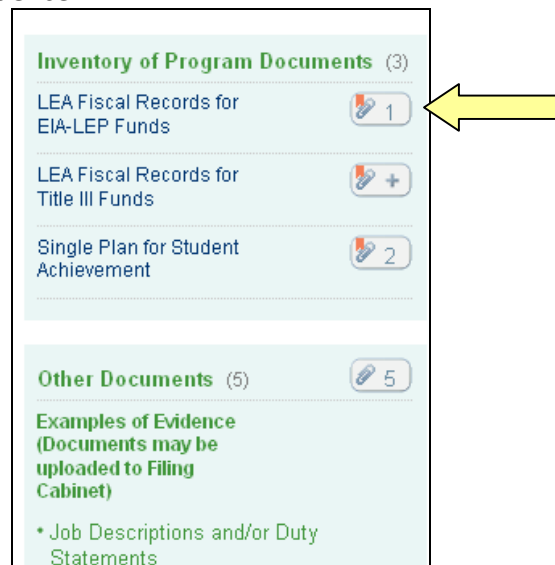
There are four options for attaching evidence:

1. Upload a new document from your computer.
2. Select an existing file from the file cabinet to associate with the new item.
3. Link to a web page where evidence is already available electronically.
4. Create a Hard Copy Only reference to let state reviewers know that evidence is available but not electronically.




The screenshot shows a form titled "Attach a Document". It has four radio button options: "New File" (selected), "Existing File", "Link to a web page URL:", and "Hard copy reference only". The "New File" option includes a text input field and a "Browse..." button, with a "File size limit: 500 MB" note. Below the radio buttons is a "Title" field with a "Use Filename" checkbox. At the bottom is a "Description" text area.


Documents are associated with where they are uploaded so that state reviewers can review each item and its provided evidence.





The screenshot shows a list of documents under the heading "Inventory of Program Documents (3)". The items are: "LEA Fiscal Records for EIA-LEP Funds" with a count of 1, "LEA Fiscal Records for Title III Funds" with a plus sign, and "Single Plan for Student Achievement" with a count of 2. Below this is a section for "Other Documents (5)" with a count of 5. Underneath is a section titled "Examples of Evidence (Documents may be uploaded to Filing Cabinet)" with a bullet point for "Job Descriptions and/or Duty Statements". A yellow arrow points to the first item in the list.

 **Cycle D Sample - English Learners (EL)**


Evidence Definition: LEA Fiscal Records for EIA-LEP Funds

 **ATTACHMENTS (1)** [+ Attach Doc](#)

GO





TITLE ▲	UPDATED	BY	SCHOOLS	TYPE	OPEN
 DOCUMENT: LEA Fiscal Records for EIA-LEP Funds	03/24/2010	Cycle D Test User (District)		file	 CAIS FAO.doc (350 KB)

A full file cabinet view is also available to search and filter for all documents the LEA has uploaded into CAIS.

 **File Cabinet** (16 Documents)

Cycle D Sample

District Documents (16)

Title	Updated	Type	Action	Associations
 Fiscal_records_Pl.xls	02/24/2010	hard copy	Fiscal_records_Pl.xls (0 byte)	1
ELAC_funding_plan.pdf Fiscal records for EIA-LEP 2008	02/24/2010	file	 ELAC_funding_plan.pdf (2.69 KB)	1
Tracker_2.3_v4.doc	02/10/2010	file	 Tracker_2.3_v4.doc (134.5 KB)	1
Tracker_2.3_v4.doc test test test	02/10/2010	file	 Tracker_2.3_v4.doc (113.5 KB)	1
hard_cp testing	02/05/2010	hard copy	hard cp (0 byte)	1
Training binder Training materials are available as a packaged binder/DVD program and will be	02/02/2010	hard copy	Training binder (0 byte)	1

How do users communicate on CAIS?

Comments are bulletin board messages that are accessible to anyone with access to that area of CAIS. School, district and CDE users may post comments within these sections.

Cycle D Sample

[Title I, Part A \(CE\)](#)

[CE Involvement Parents](#)

COMMENTS (2)
[+ Add Comment](#)

POSTED BY	WHEN	COMMENT	
SEA User	2/2/2010 8:48:52 AM	Please provide meeting documents for this cycle ye...	View
Cycle D Test User	2/2/2010 8:45:10 AM	How far back should we provide School site council...	View

What happens during a review?

CAIS is also used to track the progress of the district and the current status of the state review. It also records the findings of desktop and onsite reviews. State reviewers use CAIS to indicate if any monitoring items are non-compliant and include findings content in the system for the LEA to review and reference.

State Review

II. Governance and Administration
1 of 10 completed (1 not in compliance)

II.PI 1 PI Governance

Compliance Status: ❗ Not In Compliance

Comments: No later than three months after being identified as Program Improvement (PI), the LEA revised its LEA Plan in consultation with parents, school staff, and others. (20 USC 6316(c)(7)(A))

1.1 No later than one year after being identified as Program Improvement and revising its LEA Plan, the LEA implements the revised LEA Plan. (20 USC 6316(c)(7)(B); EC 52055.57(b)(1)(C))

The district has not presented documentation that it revised its LEA Plan within the three month period.

To show compliance, provide a dated LEA Plan showing revisions in consultation with parents, school staff, and others.

Filing Cabinet: 2 Documents

LEAs may respond to findings directly in CAIS by providing new or revised documentation in response to requirements or recommendations included in the findings. The current status of items and instruments will be available to the LEA for reference and commenting remains open for the LEA and state to communicate electronically throughout the review and post-review process.