

FM CAP Closeout Checklist



Closing out a focused monitoring (FM) corrective action plan (CAP) is a three-step process:

1. The district completes all FM CAP activities and requests FM CAP closeout in CIMS.
2. The technical assistance (TA) provider (and/or ISD representative) confirms that the tasks and activities have occurred, reviews new data to verify correction, and submits the FM CAP Closeout Verification Worksheet and Verification Appendix to the Michigan Department of Education (MDE).
3. The MDE reviews the completed activities, new data, and documentation of verification report.

Use the checklist below to determine if your district is ready to request FM CAP closeout. You must answer "yes" to all three questions in order to request FM CAP closeout in CIMS.

Question	Yes	No
1. Have all the required corrective actions outlined in the FM CAP been completed?		
2. Have you reviewed your data to determine whether the noncompliance has been corrected?		
3. Are you prepared to share documentation with your TA provider (and/or ISD representative) that your tasks and activities have been completed?		

Are you ready to request FM CAP closeout? Follow these easy steps. (Note, unlike the CAP closeout process, the district does not need to complete any forms in CIMS to request closeout for FM CAPs.)

1. Access your FM CAP Menu Page.
2. Click, **Click Here to Change the CAP Status**.
3. Click **Apply Status** to change the status to "FM CAP Complete – TA Verify/Closeout."



Don't see the right status? Make sure your Progress Report was submitted and approved. Still don't have the right status? Call the CIMS Help Desk at 877-474-9023.