

How to Complete the FM Feedback Form



This how-to document is intended for CIMS coordinators whose districts have completed a focused monitoring corrective action plan (CAP). It will explain how to access, complete, and submit the Focused Monitoring (FM) Feedback Form.

What is the FM Feedback Form? The FM Feedback Form is a series of questions designed to provide information to the Office of Special Education (OSE) and your technical assistance (TA) provider about your TA experience. *After your FM CAP is closed, the form will automatically display on your Tasks List.*

Who can view my feedback? Only OSE staff can view this form – neither your TA provider nor ISD representative has access.

ACCESS THE FM FEEDBACK FORM

1. Log into [CIMS](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).
2. Under the Task List, click on the Workbook cycle when your FM CAP was issued.
3. Under the Feedback header, find the FM Feedback Form, and click the **link under the Name column**.



Remember the FM Feedback Form **will not display** until your FM CAP has been verified and closed.

4. From the B FM Feedback Form Menu, click **FM Feedback Form** under the Forms header.

COMPLETE THE FM FEEDBACK FORM

5. Complete the form.
6. Click **Save**.



Reminder: CIMS has a 20-minute timeout feature. Remember to save your work frequently.

SUBMIT THE FM FEEDBACK FORM

7. Return to B FM Feedback Form Menu by clicking the blue **Document Information link** at the top of your screen.

8. Select **Click Here to Change the Feedback Form Status** under the orange "Ready to Change the Feedback Form Status?" header.
9. Click **Apply Status** to change the status to "Submitted to MDE."
10. Your FM Feedback Form is now **submitted**.