



How to Access and Closeout State Complaint SLCAPs For State Users



This how-to document intended for state level users and will explain how to access State Complaint student level corrective action plans (Complaint SLCAPs) and to verify correction of each individual case of noncompliance.

Note: Districts needing assistance to view, complete, or submit SLCAPs should reference the document "How to Complete State Complaint SLCAPs" available on the [CIMS Training Website](#).

FIND AND ACCESS THE SLCAP

1. Log in to [CIMS](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).
2. There are two methods to find and access SLCAPs which have been submitted to MDE for closeout.
 - a. Complaint SLCAPs will be included on your Task list. Use the dropdown filters to narrow your Task List
 **(Hint:** Use the Status dropdown menu to only show items at the *Closeout Request Submitted to MDE* status).
Click on the link in the **Item** column to access the SLCAP.
 - b. Search under the **Data tab**. All Complaint SLCAPs at closeout status will appear in the search results.
 **(Hint:** Use the Status dropdown menu and select *Complaints Student Level Corrective Action Plan: Closeout Request Submitted to MDE* or type *Complaint* in the Data Name field to show all available Complaint SLCAPS).
Click on the link in the **Name** column to access the SLCAP.

REVIEW SLCAP AND VERIFY CORRECTION

1. On the SLCAP Menu page, select **Student Level Corrective Action Plan** link.
2. Review all citations issued and corrective actions required in the SLCAP.
3. Review any district and ISD comments (at the bottom of the form).
4. Verify evidence of correction that the district uploaded to the page.

5. **If a citation is compliant:**

- a. Confirm that both the district and ISD have entered a date in the **Completed** column.
- b. Next to the **MDE Verified** line, insert the date of your review.
- c. Click the **Save** button at the top of your screen. If all citations have been corrected, proceed to step 7.

6. **If a citation is noncompliant:**

- a. Record any notes about noncompliance and further directions to the district in the **MDE Notes box**.
- b. Return to the SLCAP Menu by selecting the **Document Information** link or the **Back** link at the top of the page.
- c. Select **Click Here to Change the SLCAP Status** link under the Ready to Change the SLCAP Status heading.
- d. Click the **Apply Status** button to change the SLCAP's status to **Modifications Required**. This will return the SLCAP to the district for additional work.



When the district corrects the SLCAP, they will resubmit it to the ISD representative for verification of correction. At this point, the ISD representative will review again and resubmit it to the MDE for closeout.

CLOSEOUT THE SLCAP

7. Return to the SLCAP Menu by selecting the **Document Information** link at the top of the page.
8. Select **Click Here to Change the SLCAP Status** link under the Ready to Change the SLCAP Status heading.
9. Click the **Apply Status** button to change the SLCAP status to **Verified and Closed by MDE**.

WHAT HAPPENS NEXT?

At this point, the Complaint SLCAP is verified and closed. Complaint CAPs (systemic issues) cannot be verified and closed until all Complaint SLCAPs associated with the Complaint CAP have been verified and closed as well. MDE SPP Reviewers will receive an email once the Complaint CAP has been verified and closed. Both the Complaint CAP and the Complaint SLCAP must be verified and closed before sending out the Closure Letter from the Complaints Module in CIMS.