

How to Request CAP Verification & Closeout



This how-to document is intended for **CIMS Coordinators** of districts that have been issued a finding of noncompliance and have completed a corrective action plan (this may be a CAP or FM CAP).

This document will explain how a district can request CAP verification and closeout. Use the CAP Closeout Checklist (available at [cims.cenmi.org](https://www.cims.cenmi.org) on the Compliance and Correction page under the Workbook tab) to determine if your district is ready to request closeout.

ACCESS THE CAP OR FM CAP MENU PAGE

1. Log in to the [CIMS Workbook](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).
2. *To access your CAP or FM CAP through the **tabs**:*
 - a. Click the **Compliance** tab.
 - b. Select the compliance type from the dropdown menu. (For example, B-13-CAP-Sept2016.)
 - c. Click **Search**.
 - d. Click the **link** under the Name heading. This will take you to the Compliance & Correction Menu page.
3. *To access your CAP or FM CAP through your **Tasks list**:*
 - a. On the Home page, scroll down to the Tasks list.
 - b. Click to expand the *Workbook* in which your finding (CAP) was issued.
 - c. Click the **link** under the Compliance & Correction heading. This will take you to the Compliance & Correction Menu page.

COMPLETE THE VERIFICATION & CLOSEOUT REQUEST FORM

A CAP Verification & Closeout Request Form is **required only for data CAPs**. If your district is requesting CAP closeout of an FM CAP, please proceed to step 7.

4. Click **Request for Verification & Closeout** under the Forms heading.
5. Fill in the Local Evidence of Correction, and click **Save**.
6. Return to the Compliance & Correction Menu page by clicking the **Document Information link** at the top of the page.

SUBMIT THE CLOSEOUT REQUEST

7. Click, **Click Here to Change the CAP Status**.
8. Click **Apply Status** to change the status to:
 - a. For CAPs: "Verification & Closeout Request Submitted"
 - b. For FM CAPs: "FM CAP Complete – TA Verify/Closeout"

VERIFICATION AND CLOSEOUT NEXT STEPS

Once a district completes the CAP activities and has corrected all noncompliance, the verification of correction process begins. There are two prongs of verification of correction mandated by the U.S. Office of Special Education Programs (OSEP) and the Michigan Department of Education (MDE):

- *Prong 1:* The district has corrected each individual case of noncompliance; and
- *Prong 2:* The district is correctly implementing the specific regulatory requirements (i.e., has achieved 100% compliance), based on the State's review of new data.

Depending upon the activity and indicator, verification activities are completed by MDE staff, ISD representatives, or technical assistance (TA) providers and include:

- A review of updated policies, procedures, or practices
- A review of student records
- A review of the results of student/child record reviews, or evidence that training or technical assistance was obtained
- A review of new data submitted through the State data systems
- Interviews of district staff

District staff may be asked to assist in this process, but they have no additional work to complete in CIMS.

Based on this review, the MDE will establish that the district is correctly implementing the specific statutory or regulatory requirements and that the identified noncompliance has been corrected. Once evidence of correction can be verified, the MDE will notify the district, close the CAP, and issue a closeout report or letter in the next *Workbook*.