

# How to View the ISD Plan and Submit an Electronic Signature

*For LEA Superintendents and PAC Members*




This how-to document is intended to help LEA Superintendents and Parent Advisory Committee (PAC) members complete their steps within the ISD Plan process in CIMS.

## Receive notification that an ISD Plan has been submitted for your review

You will receive an email notifying you when an ISD Plan has been submitted for your review. Within this email, there will be a link with instructions to **Click Here** in order to view the plan. Click on this link.

### Continuous Improvement & Monitoring System (CIMS)

Links	Sample ISD has submitted a <b>mock</b> ISD Plan for review by the Local Education Agency (LEA) Superintendents and Parent Advisory Committee (PAC) Members. MDE recommends that LEAs and PACs complete this review and attach their electronic signature as quickly as possible so that the ISD may meet the 03/15/2015 deadline.
> <a href="#">Training</a>	
> <a href="#">Workbook</a>	
	To view the <b>mock</b> ISD Plan and provide your electronic signature, please <a href="#">click here</a> . You will be taken to another page where you may review the plan and provide your electronic signature. Note that you do not need a CIMS user account to review the mock ISD Plan.
	For additional information on <i>How to View the ISD Plan and Submit Your Electronic Signature</i> , please refer to the CIMS Web site ( <a href="http://cims.cenmi.org">http://cims.cenmi.org</a> ).
	Thank you for your attention to this important matter. The CIMS Team

Once you select that link, you will be able to see the ISD Plan that has been submitted for review and signature.

## Review the ISD Plan and Provide Electronic Signature

Once you select the link in the email, you will be taken to a page on which you can view and download the ISD Plan.

1. Review the ISD Plan
  - a. Download a copy of the plan by clicking on the statement, "To download a copy of the ISD Plan, **click here.**"


*Continuous Improvement & Monitoring System (CIMS)*

## CIMS Workbook

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**Sample ISD  
ISD Plan**

**Instructions:**

1. To download a copy of the ISD Plan, [click here.](#) 
2. To download a copy of the supporting documents provided with the ISD Plan, click on the links at the bottom of this page.
3. To provide your electronic signature, [click here](#)

- b. Download any supporting documents the ISD Superintendent provided with the ISD Plan by clicking on the link at the bottom of the page.

**Links to Downloading supporting Documents**

<https://cismichigan.org/Upload/2096698 - Document Name.doc> 

2. Provide an electronic signature to signify review and approval by clicking on the statement, "To provide your electronic signature, **click here.**"


*Continuous Improvement & Monitoring System (CIMS)*

## CIMS Workbook

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**Sample ISD  
ISD Plan**

**Instructions:**

1. To download a copy of the ISD Plan, [click here.](#)
2. To download a copy of the supporting documents provided with the ISD Plan, click on the links at the bottom of this page.
3. To provide your electronic signature, [click here](#) 

3. After clicking on the link to provide an electronic signature, the page will refresh and show a message at the top of the screen to confirm your signature has been submitted.

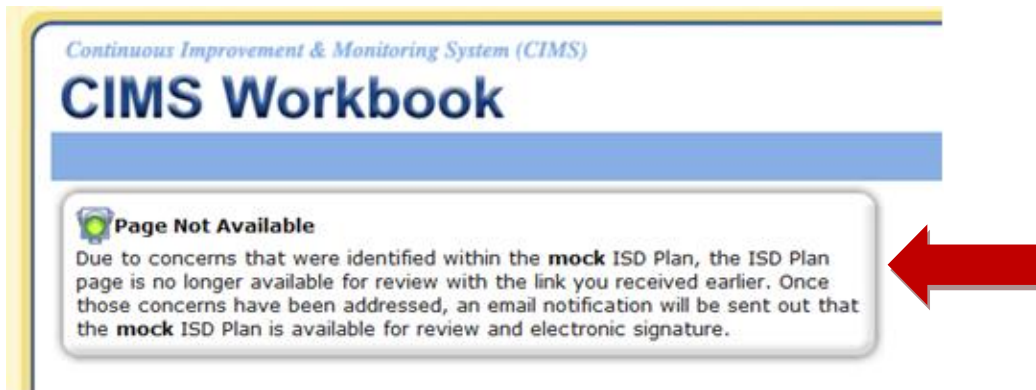


The screenshot shows the 'CIMS Workbook' interface. At the top, it says 'Continuous Improvement & Monitoring System (CIMS)'. Below that is the title 'CIMS Workbook'. A blue horizontal bar is present. A message box with a green icon and the text 'Page Information' and 'Electronic Signature has been submitted.' is highlighted with a red arrow pointing to it. Below the message box, the text 'Sample ISD ISD Plan' is visible. Underneath, there is a section titled 'Instructions:' followed by three numbered steps: 1. To download a copy of the ISD Plan, [click here](#). 2. To download a copy of the supporting documents provided with the ISD Plan, click on the links at the bottom of this page. 3. To provide your electronic signature, [click here](#).

### What if concerns are found with the ISD Plan?

If the ISD Superintendent identifies issues with the ISD Plan, they are able to pull back the ISD Plan for modifications. After completing these modifications, the ISD Superintendent will resubmit the plan for signatures. As a LEA Superintendent or PAC member, you will receive another email notification if your Superintendent has resubmitted the plan for signatures.

You may see the message below if the ISD Plan has been pulled back to the ISD Superintendent for additional modifications. You will receive a notification with a new link that can be used to access the ISD Plan once the necessary modifications have been made by the ISD Superintendent.



The screenshot shows the 'CIMS Workbook' interface. At the top, it says 'Continuous Improvement & Monitoring System (CIMS)'. Below that is the title 'CIMS Workbook'. A blue horizontal bar is present. A message box with a green icon and the text 'Page Not Available' is highlighted with a red arrow pointing to it. The message text reads: 'Due to concerns that were identified within the **mock** ISD Plan, the ISD Plan page is no longer available for review with the link you received earlier. Once those concerns have been addressed, an email notification will be sent out that the **mock** ISD Plan is available for review and electronic signature.'

### What Happens Next

Once the signatures have been collected, the ISD Plan will automatically be submitted to MDE-OSE for their internal review process by March 15.

If MDE-OSE identifies issues with the ISD Plan, the OSE may return the ISD Plan to the ISD Superintendent for revisions. After making any necessary revisions, you will need to resubmit the ISD Plan for signatures.