


How to Verify Correction of B-13 CAPs For ISD Representatives



This how-to document intended for ISD representatives will explain how to verify correction of corrective action plans (CAPs) for B-13 (Secondary Transition).

Look for this star  for tips on how best to navigate the system.

Note: Districts needing assistance to view, complete, or request CAP closeout should reference the document *How to Complete the Corrective Action Plan (CAP) Process* available on the [CIMS training website](#).

PREPARE TO COMPLETE THE VERIFICATION ACTIVITY


When: CIMS will notify ISD representatives when it is time to verify evidence of correction. The system will email you when the district has requested CAP closeout and changed the status to, "Verification and Closeout Request Submitted." At that time, the verification activity will also appear on the ISD representative's Task List.

Schedule Visit: Prior to completing the verification activity in CIMS, ISD representatives must schedule time to visit the district (verification must occur on site).

Pull Student Records: Prior to visiting the district, ask the district CIMS coordinator to pull all necessary student records/IEPs.

ACCESS THE VERIFICATION ACTIVITY

1. Log in to [CIMS](#) using your ISD monitor username and password.

 At this time in CIMS, an ISD representative will be assigned to the system role of "ISD monitor". You should use your ISD monitor credentials to access the system and this activity.

2. From the home page, click on the **Compliance Tab** located at the top of the screen.
3. Select **B-13-CAP - Sept2016** from the Compliance Types dropdown menu.

 Narrow your search by entering part of the district's name in the Organization text box.

4. Click **Search**. A list of districts in your ISD with this CAP will appear in the search results in the lower portion of your screen.
5. Find the district you wish to review by selecting the **link under the Name column** (for example, B-13 CAP-Sept2016-District-00-00000).



CAPs ready to be verified will be at the status, "Verification & Closeout Request Submitted."

6. From the CAP Menu page, select **CAP Verification** under the **CAP Verification Activity** heading. *(Located at the bottom of the CAP Menu Page.)*

VERIFY EACH STUDENT RECORD

7. Physically pull up to 8 student records from the district to enter onto the checklist. These student records are **not** prepopulated in CIMS.
 - a. To add a student record, click the **Add** button in the top, right hand corner of the page.
 - b. Enter the student's information and click **Save**.
 - c. Repeat this until you have added all 8 student records.



If the district is small (and there are not 8 student records to review), then pull as many records as are available.

8. To review each student record:
 - a. Enter the Review Date.
 - b. Enter the Date of IEP.
 - c. The only questions that will appear for review are those which were previously marked noncompliant during the data collection. As you verify each item, click "Yes", "No", or "N/A" where appropriate.
 - d. Click **Save**.
9. To review another record:
 - a. Select another student name from the dropdown menu at the top of the page.
 - b. Click **Go**.
 - c. Follow step 11 for each record.



If a student record is noncompliant, work with the district to correct the problem, and then verify correction again. Do not submit the verification activity until **all records** are compliant.

SUBMIT THE VERIFICATION ACTIVITY

10. Return to the CAP Menu by selecting the **Document Information** link at the top of the page.
11. Select **Click Here to Change the CAP Status** under the Ready to Change the CAP Status heading.

12. Click **Change Status** to change the CAP's status to "Closeout Request Submitted to MDE."

COMMON QUESTIONS

What if the MDE Returns the Verification Activity to the ISD Representative?

If the MDE has questions about the verification activity, they may return the CAP to the ISD representative. The status will be, "Closeout Request Returned to the ISDM/TA." ISD representatives will be notified via e-mail and will also see the task back on their Task List.

Notes from the MDE will be documented in the CAP Cover Page on the CAP Menu Page. Review their comments, and address any concerns. Then follow steps 11-15 to re-submit the CAP. The status will then be, "Closeout Request Resubmitted to MDE."