

# CAP Closeout Checklist



Closing out a corrective action plan (CAP) is a three-step process:

1. The district completes all CAP activities and requests CAP closeout in CIMS.
2. The ISD representative (and/or TA provider) confirms that the tasks and activities have occurred, reviews new data to verify correction, and submits the CAP Verification Activity to the Michigan Department of Education (MDE).
3. The MDE reviews the completed activities, new data, and CAP Verification Activity.

Use the checklist below to determine if your district is ready to request CAP closeout. You must answer “yes” to all three questions in order to request CAP closeout in CIMS.

Question	Yes	No
1. Have all the required corrective actions outlined in the CAP been completed?		
2. Have you reviewed your data to determine whether the noncompliance has been corrected?		
3. Are you prepared to share documentation with your ISD representative (and/or TA provider) that your tasks and activities have been completed?		

**Are you ready to request CAP closeout?** Follow these easy steps.

1. Access your CAP Menu Page.
2. Click **Request for Verification & Closeout** under the Forms heading.
3. Fill in the Local Evidence of Correction, and click **Save**.
4. Return to the Compliance & Correction Menu page by clicking the **Document Information link** at the top of the page.
5. Click, **Click Here to Change the CAP Status**.
6. Click **Apply Status** to change the status to “Verification & Closeout Request Submitted.”