


How to Verify Correction of Timely IEP CAPs For ISD Representatives



This how-to document is intended for ISD Representatives and will explain how to verify the correction of a Timely IEP CAP through CIMS.

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

REVIEW DATA PROVIDED BY MDE

1. Log into [CIMS](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).
2. From the home page, click on the **Compliance Tab** at the top of the screen.
3. Select the CAP type (e.g., Timely-IEP-CAP April2016) 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 and **select the link under the Name column** (for example, B-Timely-IEP-CAP-April2016-District-00-00000).
6. At the bottom of the Compliance and Correction Menu page, click **CAP Verification**.
7. Review the report in the **Data Verification through New Data Submission** section of the form.



If 'TBD' shows as an answer to the question, STOP and do not complete this activity. You must review this report prior to submitting your work to MDE. Check back at a later date to review the report.

Sample Data Report Link

Data Verification through New Data Submission

For some CAPs, the State is able to verify that local data indicates 100% compliance by reviewing data submitted through ongoing data collection activities.

Was the recent data submission compliant? If 'No' or 'N/A', additional verification is required in the section below.

TBD

Data Report: [Report will be loaded in Fall 2014. Do not complete verification of correction until these data become available.](#)

8. Once the data report is available in CIMS, review the report. There are three possible outcomes:
 - A. All data were compliant, and the answer "Yes" will be selected.
If the answer is yes, document evidence that the district completed all CAP activities, under the **CAP Verification Activity** section. Then proceed to submit the verification activity (steps 18-20 below).
 - B. All were not compliant, and the answer "No" will be selected.
If the answer is no, follow the steps outlined in this document to conduct a full verification of correction that includes reviewing CAP activities and student records.
 - C. No data are available, and the answer "N/A" will be selected.
If the answer is N/A, follow the steps outlined in this document to conduct a full verification of correction that includes reviewing CAP activities and student records.

PREPARE TO COMPLETE THE VERIFICATION ACTIVITY

When: CIMS will notify ISD representatives when it is time to verify evidence of correction. CIMS will email the ISD representative when the district has requested CAP closeout and changed the status to "Verification & Closeout Request Submitted." At that time, the verification activity will also appear on the ISD representative 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 local CIMS coordinator to pull all necessary student records/IEPs.

ACCESS THE VERIFICATION ACTIVITY

After visiting the district, complete the verification activity in CIMS.

9. Log into [CIMS](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).
10. From the home page, click on the **Compliance Tab** at the top of the screen.
11. Select the CAP type (e.g., Timely-IEP-CAP April2016) from the Compliance Types dropdown menu.
12. 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.
13. Find the district you wish to review and **select the link under the Name column** (for example, B-Timely-IEP-CAP-April2016-District-00-00000).
14. On the CAP Menu page, click **CAP Verification**.
15. Under the **CAP Verification Activity** section, document evidence that the district completed all CAP activities.

16. Under the **Data Verification through Student Record Reviews** section, enter the Verification Date, Student Name and UIC.
17. Indicate if the record was compliant.
If you select "No" under **Record Compliance**, list any noncompliance under the **Specific Non-compliance?** column.



Districts must correct all noncompliance prior to closing a CAP. ISD representatives should not submit the CAP if the data is noncompliant.

SUBMIT THE VERIFICATION ACTIVITY

18. Return to the CAP Menu by selecting the **Document Information link** at the top of the page.
19. Select the **Click Here to Change the CAP Status** link.
20. Click **Apply 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 must return the CAP to the ISD representative. The status will be, "Closeout Request Returned to the ISDM/TA." ISD representatives will be notified via email and will see the task on their Task List.

MDE notes will be documented on the CAP Cover Page. Review their comments and address any concerns. Then, follow steps 18-20 to re-submit the CAP. The status will be, "Closeout Request Resubmitted to MDE."

What if the District's Data Remain Noncompliant?

If the ISD representative has reviewed the district's data and it remains noncompliant, the ISD representative should contact OSE as soon as possible. The OSE will direct the ISD representative, and if necessary the district, on what actions will need to take place to bring the district into compliance.