

# My district has been issued an UNC. Now what?



## WHAT IS AN UNC?

**“Uncorrected noncompliance” (UNC)** is the status of a Corrective Action Plan (CAP) at the end of a correction cycle if the CAP activities did not correct the area(s) of noncompliance. Under an initial finding of noncompliance, a district is required to develop a CAP and must correct all findings of noncompliance as soon as possible, but in no case later than one year after notice. If correction of noncompliance is not completed within that year, the district will be issued an uncorrected noncompliance (UNC) status for the original CAP within the CIMS Workbook.

## WHAT HAPPENS NOW?

The Office of Special Education (OSE) will notify the district in writing within the CIMS Workbook of the UNC status. When a district is issued an UNC, the OSE will mandate Technical Assistance (TA), training, or other enforcement actions to promptly bring the district into compliance. Enforcement actions may include withholding of IDEA Flowthrough and Preschool funds until compliance is achieved. Uncorrected noncompliance is factored into a district's determinations. The following protocols are standard for all UNCs:

- 1) **Planning Meeting:** A technical assistance (TA) provider will be assigned to the district and will contact the district's special education administrator (as identified in the Educational Entity Master) to set a meeting with key staff members who play a role in the noncompliance findings.
- 2) **CAP Review:** During this meeting, the district's CAP will be reviewed to determine how the plan failed to yield compliance.
- 3) **CAP Development:** The TA and district will collaborate on a new plan to quickly achieve compliance. It will include targeted professional development for administrators and/or staff involved in the corrective plan.
- 4) **Ongoing Monitoring:** A schedule for trainings, progress reports and a date for verification and closeout will be coordinated and monitored by OSE and the TA provider.

## WHAT IS REQUIRED IN CIMS?

When a district has an UNC, there will be two items on the district task list in CIMS: the original CAP and the UNC. Districts must continue to document all work within the original CAP. While at the UNC status (UNC In Progress), districts can access and edit all forms (CAP Cover Page, Activity Page, Request for Closeout and Student Checklist, if applicable). The process for CAP closeout/verification remains the same even though you have an UNC. You can still change the status from **UNC In Progress** to **Verification & Closeout Request Submitted**.



Please note that the UNC item on the district task list serves only as a reminder—there is no new work required in this item; however, new work must be completed inside the original CAP.

### **HOW DOES VERIFICATION AND CLOSEOUT WORK?**

After the district and the TA provider have decided the district is ready for verification and closeout, the district should change the status of its CAP in CIMS to **Verification & Closeout Request Submitted**. The district's ISD representative or TA provider will schedule a time to visit the district and verify the correction in person. The ISD representative or TA provider will determine if all CAP activities have been corrected and if all data are now compliant by conducting a student record review.

After the ISD representative or TA provider has reviewed the CAP activities and student records and found them compliant, verification will be sent to the Michigan Department of Education (MDE).

Once MDE receives this request, it will review the verification activity. If OSE agrees with the ISD representative's or TA provider's recommendation, it will change the status to **Verified and Closed by MDE**. If it does not agree with the recommendations or has questions, it will return the CAP to the district for additional work, after which the ISD representative or TA provider can resubmit its recommendations to MDE for closeout.

### **WHO CAN I GO TO FOR HELP?**

All districts with an UNC are assigned a TA provider. If you have questions, don't hesitate to contact them. If districts need assistance with CIMS, contact the CIMS Help Desk at 877-474-9023 or [help@cismichigan.org](mailto:help@cismichigan.org).