



# HOW TO PREPARE FOR A FOCUSED MONITORING VISIT

2016

For Part C Local Service Areas

# Meet the CIMS Team

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# Agenda

- Focused Monitoring in Michigan
- What to expect and how to prepare
- On-site activities
- Post-visit activities and timelines
- Where to get help
- What happens next?

# Focused Monitoring in Michigan

# State Responsibility

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- Each state lead agency is responsible for administration and supervision of programs and activities administered by agencies, institutions, organizations and EIS providers receiving assistance under Part C of the *Individuals with Disabilities Education Act* (IDEA) of 2004.
- Through general supervision activities the state supervises the special education (SE) programs that directly provide services and supports.

# Main Goals

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- IDEA 2004 emphasizes that monitoring activities should focus primarily on two goals:
  - (1) Improving early intervention results and functional outcomes for all infants and toddlers with disabilities.
  - (2) Ensuring that EIS programs meet the program requirements under Part C of the Act, with a particular emphasis on those requirements that are most closely related to improving early intervention results for infants and toddlers with disabilities.

# Part C Focused Monitoring Priorities

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- General Supervision Monitoring (GSM)

# What to Expect and How to Prepare



# Notification Letter

- Review your notification letter from MDE in CIMS
  - What is the monitoring priority area?
  - Why was the local service area selected for this monitoring activity?
  - What data sources were used?
  - What data years were considered?
  - When is the visit scheduled (it may yet to be determined)?
  - Who is the lead monitor?
  - What questions do you have about the visit?

# What to Expect During the Visit

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- An introductory meeting to review the purpose of the visit
- Child Record Reviews (CRRs)
- Interviews – staff (faculty and administrators), possibly parents
- Exit summary meeting with superintendent, SE administrator, *Early On* coordinator, others

# How to Prepare

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- Monitoring team lead will contact you to determine a date for the monitoring visit
- Prepare materials for visit as outlined by lead monitor

# Team Lead Contact

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- Lead monitor from MDE will call or e-mail prior to scheduled visit
- Items to discuss:
  - Date and tentative agenda for the visit
  - Secure meeting room space and internet access for monitoring team for the duration of the visit
  - Meeting upon arrival
  - Scheduling of interviews
  - Child Record Review process
  - Exit summary meeting with superintendent, SE administrator, *Early On* coordinator, others
  - Other

# After Team Lead Contact

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- Review tentative agenda with superintendent and other appropriate staff
- Confirm availability of superintendent for exit summary meeting
- Schedule secure meeting room and interview room. Is there internet access?
- Identify and procure all documents related to the priority area
- Pull child records prior to visit

# Visit the FM Tab in CIMS

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- ❑ Local service areas have access to the Focused Monitoring tab in the CIMS Workbook
- ❑ Use the FM tab to find:
  - ❑ Notification Letter
  - ❑ Child lists — to pull child records
- ❑ For help accessing the Focused Monitoring tab, visit the CIMS Training site (<http://cims.cenmi.org>) and click on the FM tab for a how-to document

# On-site Activities

# On-site Team Activities

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- ❑ Arrival, setup, and organization of monitoring materials
- ❑ Introductory interview with SE administrator and *Early On* coordinator
- ❑ Interviews
- ❑ Review of child records and issuance of child-level corrective action plans (CLCAPs) if noncompliance is found
- ❑ Development of Preliminary Summary
- ❑ Exit meeting with superintendent, SE administrator, *Early On* coordinator, and others



# Interviews

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- Who is interviewed?
  - ▣ Special education director
  - ▣ *Early On* coordinator
  - ▣ Other staff, depending on the priority area and staff roles
  - ▣ Other individuals (community partners, parents) depending upon the priority area
- Interview list and schedule is determined collaboratively by focused monitoring lead/team and *Early On* coordinator

# Child Record Reviews (CRRs)

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- ❑ Children's names are selected from the local's data submitted to the Michigan Student Data System (MSDS).
- ❑ The selected children's names appear on the Child Record List under the FM Tab in the CIMS Workbook.
- ❑ The local service area pulls all records for the children on the list and has them available on the day(s) of the visit
- ❑ The FM team reviews these records to gather information regarding the local service area's practices and to ensure that children are receiving appropriate services and programs
- ❑ The team focuses on information related to the priority area, but unrelated noncompliance is also cited

# Child-Level Corrective Action Plans (CLCAPs)

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- ❑ CLCAPs indicate areas of noncompliance identified in CRRs
- ❑ CLCAPs are available to the local service area under the Data tab in the CIMS Workbook
- ❑ Once corrected, the local service area reviews evidence of correction by the established due date
- ❑ MDE will verify correction prior to closing the CLCAP
- ❑ CLCAPs must be submitted to MDE within the 45 calendar days of the FM visit.

# Preliminary Summary

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- Monitoring team reviews and analyzes data collected during the visit and develops a Preliminary Summary
- Team needs privacy to conduct this activity
- The Preliminary Summary is presented to the superintendent, SE administrator, and *Early On* coordinator at the exit meeting
- The Preliminary Summary is also available in CIMS under the Focused Monitoring tab after the on-site visit

# Exit Summary Meeting

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- Typically scheduled at end of the last day
- Local representatives/ Review and Analysis Process (RAP) team members
  - Superintendent
  - SE administrator
  - *Early On* coordinator
  - Others
- MDE Team
  - Lead monitor and team members
  - Technical assistance (TA) provider (via telephone)

# Exit Summary Meeting (2)

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- Lead monitor reviews
  - Reason for the visit
  - List of staff members interviewed
  - Local service area's strengths related to the priority area
  - Correction procedures and timeline for CLCAPs
  - Areas of consideration which may result in Report of Findings/No Findings
  - Corrective Action Plan (CAP) development process and timelines
- Local service area is provided with:
  - Preliminary Summary
  - Summary of CLCAPs and timeline
  - Opportunity to begin preliminary planning with TA provider

# Post-visit Activities and Timelines

# Access your Report in CIMS

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<https://cimsmichigan.org>

*Continuous Improvement & Monitoring System (CIMS)*

## CIMS Workbook

CIMS Login Page

### Welcome to CIMS...

Welcome to the Continuous Improvement & Monitoring System of the Michigan Department of Education, Office of Special Education and Office of Early Childhood Education & Family Services.

CIMS requires authorization for access. If you do not have a username and password and would like to use CIMS, please click on the New User? link. If you already have a username and password, please enter them now.

Login

Username




Password

[New User?](#)

[Forgot Password?](#)

**CIMS Help Desk**  
help@cimsmichigan.org  
877-474-9023 (Toll Free)  
M - F 8:00 AM to 5:00 PM EST

**Early On® Training & Technical Assistance**  
eotweb@edzone.net  
866-334-5437 (Toll Free)  
M - F 8:00 AM to 4:00 PM EST



*The Continuous Improvement and Monitoring System (CIMS) is an IDEA Grant Funded Initiative through the Michigan Department of Education, Office of Special Education.*



# Corrective Action Plans (CAPs)

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- If you receive a Report of Findings
  - Convene a RAP team
  - RAP team reviews Report and required corrective actions
  - Develop and submit a CAP
- Review resources on the CIMS training site (<http://cims.cenmi.org/>)
- Local service area is assisted in CAP development by *Early On* Training and Technical Assistance Specialist and/or MDE staff

# Helpful hints: CAPs

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- Ensure that root cause analysis has depth
- Activities must align with the required evidence of correction
- Activities must be completed early enough to have impact on a change in practice
- Evaluation of the impact of the identified activities must be front-loaded and frequent enough (i.e. at least monthly) to achieve compliance as soon as possible
- Contact your MDE consultant or EOT&TA Specialist if you need assistance
- CAPs are due within 45 days of receipt of Report of Findings

# Resources

# Available Resources

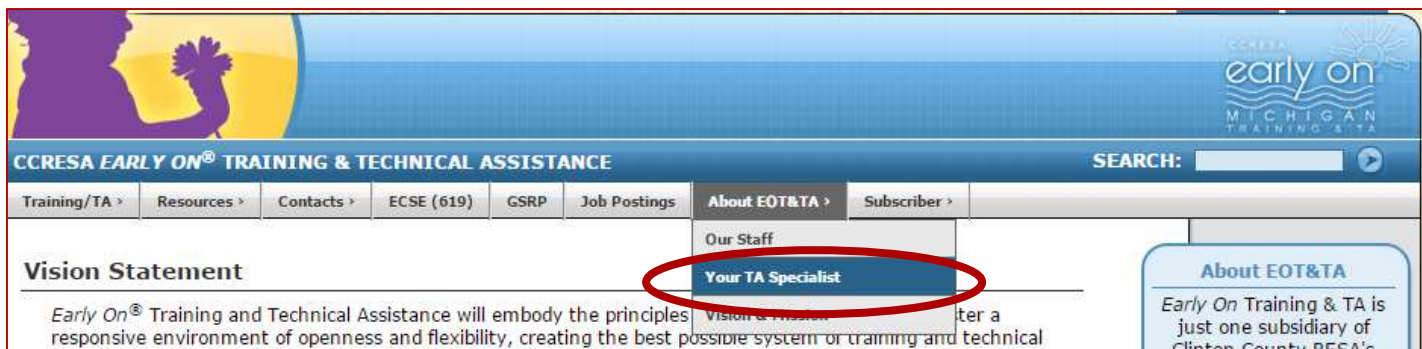
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- *Early On* Training and Technical Assistance (EOT&TA)
- CIMS Training site
- Email or call CIMS Help Desk

# EOT&TA

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- ❑ Technical Assistance Specialists can help you understand indicators, issues of noncompliance, Corrective Actions, and much more!
- ❑ Not sure who your TA Specialist is?
  - ❑ Visit [EOT&TA website](http://www.eotta.ccrea.org) (www.eotta.ccrea.org)
  - ❑ Click “About EOT&TA”
  - ❑ Select “Your TA Specialist”
  - ❑ Select your service area



The screenshot shows the website header with the CCRESA Early On Michigan Training & Technical Assistance logo. A navigation menu includes links for Training/TA, Resources, Contacts, ECSE (619), GSRP, Job Postings, About EOT&TA, and Subscriber. The 'About EOT&TA' dropdown menu is expanded, showing 'Our Staff' and 'Your TA Specialist', with the latter highlighted by a red circle. A search bar is located in the top right corner. Below the navigation menu, a 'Vision Statement' section is partially visible, along with a 'About EOT&TA' sidebar box.

# CIMS Training Site

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<http://www.cims.cenmi.org>



The screenshot shows the homepage of the Continuous Improvement and Monitoring System (CIMS). At the top, the title "Continuous Improvement and Monitoring System (CIMS)" is displayed in a dark blue font. Below the title is a navigation menu with buttons for "Home", "Events", "Compliance", "Results", "FM", "Workbook", "Data", and "Contact". The main content area features a large photograph of five diverse children smiling. Below the photo, there are two columns of text. The left column has a yellow header "CIMS Alert" and a white background with black text. The right column has a blue header "Welcome to CIMS!" and a white background with black text.

## Continuous Improvement and Monitoring System (CIMS)

Home Events Compliance Results FM Workbook Data Contact



**CIMS Alert**

In anticipation of the February 2016 Parts B and C Workbooks, the CIMS system will be **unavailable** from 8:00 am on Monday, February 8 to 8:00 am on Monday, February 15, 2016.

**Welcome to CIMS!**

Ensuring that students and children with disabilities are prepared to live independent and productive lives is the ultimate goal of all the activities monitored by the Michigan Department of Education Offices of Special Education (OSE) and the Early Childhood Development and Family Education.

# Resources on Training Site

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- How-to documents
  - How to Use FM Module
  - How to Complete and Submit CLCAPs
  - How to Complete a CAP
  - And more!
- Sample forms
  - Sample CAP
- Past webinars
  - *From a Finding to Compliance* Webinar (located under the Events for Locals tab)

# CIMS Help Desk

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- Need help completing a task in CIMS? Having trouble with your username and password?
- Contact the CIMS Help Desk
  - E-mail: [help@cimsmichigan.org](mailto:help@cimsmichigan.org)
  - Phone: 877-474-9023



# What Happens Next?

# Now what?

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- MDE will review all submitted CLCAPs
- CLCAPs may be:
  - ▣ Approved
  - ▣ Returned for modifications
- If CLCAPs are not approved, review MDE comments, revise as requested, and re-submit

## □ MDE

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## Contact Information

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### EOT&TA

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