


How to View, Complete, & Submit CLCAPs For CIMS Coordinators




CLCAPs contain sensitive child-level data, and must not be copied, printed, transmitted, or distributed without appropriate protection against unauthorized disclosure or use.

This how-to document is intended for CIMS Coordinators and will explain how to view, complete, and submit CLCAPs through the CIMS Workbook.

VIEW CLCAPS

1. Log in to the system at <https://www.cimsmichigan.org>.
2. Expand your Task List. All of your local service area's CLCAPs are listed under the Student and Child Data heading.
 CLCAPs are also available under the **Data tab**. If you are an ISD Monitor *and* a CIMS Coordinator, the **Data tab** is the easiest way to access the CLCAPs.
3. To view an individual CLCAP, click on the **blue document name** (for example, C-GSM OS-CLCAP-May2016-District-FM Identifier). This will take you to the CLCAP Menu page.
4. To view the CLCAP, click the **Child Level Corrective Action Plan** link on the Forms menu.

COMPLETE CLCAPS

5. Once you have accessed an individual CLCAP, document that the required corrections have been made by selecting the appropriate date in the **Local Correction** row, in the **Completed** column.
6. Upload the supporting documentation using the browse button above the comment boxes to show evidence of correction of the child's record. *Note: you may upload multiple documents, if necessary.*
 If you do not upload the appropriate supporting documentation, MDE may return the CLCAP to the service area for additional modifications.
7. Enter any comments in the "Local CLCAP Comments" box. Click **Save**.
8. Return to the CLCAP Menu by clicking **Back** link at the top of the page or the blue document name.



If the child is no longer receiving services and the CLCAP cannot be corrected, please insert the date the child stopped receiving services in the **Local Correction** row in the **Completed** column and make a note in the Local CLCAP Comments box stating that the child is no longer receiving services.

SUBMIT CLCAPS

9. After confirming correction, you must submit your CLCAP. Select **Click Here to Change the CLCAP Status** on the Forms menu.
10. Click **Apply Status**. (The CLCAP will be moving from "In Progress" to "Submitted to MDE.")
11. Each CLCAP must be completed and submitted **individually**. Please complete steps 5-9 for all CLCAPs issued to your local service area.

WHAT HAPPENS NOW?

During the MDE review, the reviewers will verify that the CLCAP has been fully corrected and is ready for final review and closeout. At this review, MDE can determine that the local service area needs to complete more work in order to fully address the issues identified in the CLCAP and change the status to **Modifications Required**. This will return the CLCAP to the local service area for additional work.

The CIMS Coordinator will continue to be involved in the correction process until the final MDE review considers the issues fully addressed and verifies and closes the CLCAP.