

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



SLCAPs contain sensitive student-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 SLCAPs through the CIMS *Workbook*.

VIEW SLCAPS

1. Log in to the system at <https://www.cimsmichigan.org>.
2. Expand your Task List. All of your district's SLCAPs are listed under the Student and Child Data heading. They are also available under the **Data tab**.
3. To view an individual SLCAP, click on the **blue document name** (for example, B-GSM OS-SLCAP-Fall2016-District-FM Identifier). This will take you to the SLCAP Menu page.
4. To view the SLCAP, click the **Student Level Corrective Action Plan** link on the Forms menu.

COMPLETE SLCAPS

5. Once you have accessed an individual SLCAP, document that the required corrections have been made by selecting the appropriate date in the **Local Correction** row, in the **Completed** column.
6. Enter any comments in the "Local SLCAP Comments" box. Click **Save**.
7. Return to the SLCAP Menu by clicking **Back** link at the top of the page or the blue document name.



If the student has left the district or graduated and the SLCAP cannot be corrected, please insert the date the student left the district in the **Local Correction** row in the **Completed** column and make a note in the Local SLCAP Comments box stating that the student is no longer enrolled in the district.

SUBMIT SLCAPS

8. After confirming correction, you must submit your SLCAP. Select **Click Here to Change the SLCAP Status** on the Forms menu.
9. Click **Apply Status**. (The SLCAP will be moving from "In Progress" to "Submitted to ISD Monitor.")
10. Each SLCAP must be completed and submitted **individually**. Please complete steps 5-9 for all SLCAPs issued to your district.

WHAT HAPPENS NOW?

First, the ISD representative will review the SLCAP for correction and completion. They will ask for documentation to upload and submit to the MDE. After the ISD representative reviews and verifies that the SLCAP has been corrected, they will submit it to the MDE for verification and closeout. If the ISD representative determines that modifications are required, the representative will add comments about the modifications needed and change the status to **Modifications Required**.

After the MDE has determined that the SLCAP has been corrected, they will verify and close the SLCAP. At this point in the review, the MDE can still determine that the district needs to complete more work in order to fully address the issues identified in the SLCAP and change the status to **Modifications Required**. This will return the SLCAP to the district for additional work.



When the district corrects the SLCAP upon recommendation from any reviewer, they will resubmit it to the ISD representative for verification of correction.

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