


How to Verify Correction of B-MSDS Data Review CAPs For ISD Representatives



This how-to document intended for ISD representatives will explain how to verify correction of corrective action plans (CAPs) for MSDS Data Review.

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

Note: Districts needing assistance to view, complete, or request CAP closeout should reference the document *How to Complete the Corrective Action Plan (CAP) Process* available on the [CIMS Training Website](#).

PREPARE TO COMPLETE THE VERIFICATION ACTIVITY


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

ACCESS THE VERIFICATION ACTIVITY


1. Log in to [CIMS](#) using your **ISD monitor username and password**.

 At this time in CIMS, an ISD representative will be assigned to the system role of "ISD monitor". You should use your ISD monitor credentials to access the system and this activity.

2. From the home page, click on the **Compliance Tab** located at the top of the screen.
3. Select **B-MSDS DATA-CAP - Sept2016** 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 by selecting the **link under the Name column** (for example, B- MSDS Data-CAP-Sept2016-District-00-00000).
 CAPs ready to be verified will be at the status, "Verification & Closeout Request Submitted."
6. From the CAP Menu page, select **CAP Verification** under the **CAP Verification Activity** heading. (*Located at the bottom of the CAP Menu Page.*)

VERIFY CAP ACTIVITIES

7. Review the CAP activities as laid out in the district's CAP and the information included in the Request for Verification and Closeout page.
8. Verify that all CAP activities have been completed. Document evidence used to confirm that each CAP activities was completed on the CAP Activity Verification page.

VERIFY STUDENT RECORDS

9. Physically pull up to 8 student records from the district. These student records are **not** prepopulated in CIMS.
10. Pull up the certified Spring 2017 MSDS data for the district using the [online MSDS portal](#).
11. Compare the information and verify that the student demographic information was reported correctly.
12. To review and verify each student record:
 - a. Enter the Verification Date.
 - b. Enter the Student Name
 - c. Enter the UIC
 - d. Mark if the record is compliant
 - e. If non-compliant, specify the item of non-compliance
 - f. Enter the date corrected
 If a student record is noncompliant, work with the district to correct the problem, and then verify correction again after the EOY count on June 30. Do not submit the verification activity until **all records** are compliant.
 - g. Enter any additional notes regarding verification as needed in the note box at the bottom of the page.
 - h. Click **Save**.

SUBMIT THE VERIFICATION ACTIVITY

13. Return to the CAP Menu by selecting the **Document Information** link at the top of the page.
14. Select **Click Here to Change the CAP Status** under the Ready to Change the CAP Status heading.
15. Click **Change 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 may return the CAP to the ISD representative. The status will be, "Closeout Request Returned to the ISDM/TA." ISD representatives will be notified via e-mail and will also see the task back on their Task List.

Notes from the MDE will be documented in the CAP Cover Page on the CAP Menu Page. Review their comments, and address any concerns. Then follow steps 7-15 to re-submit the CAP. The status will then be, "Closeout Request Resubmitted to MDE."