

# How to View, Complete and Submit an ISD Plan

## For ISD Superintendents



This how-to document is intended to help ISD Superintendents complete their steps within the ISD Plan process in CIMS.

### Access the ISD Plan

You will receive a notification email that your ISD Plan is In Process.

1. Log into the system at <https://www.cimsmichigan.org>.
2. Access your ISD Plan through the **Policy** tab
  - a. Click the **Policy** tab
  - b. Select **ISD Plan** from the Policy Types dropdown menu
  - c. Click **Search**
  - d. Click the **link** under the Name heading. This will take you to the ISD Plan Menu page.

A screenshot of the CIMS Workbook interface. The page title is "Continuous Improvement & Monitoring System (CIMS) CIMS Workbook". The navigation tabs include Home, Reports, Compliance, Results, Workbooks, Data, Focused Monitoring, Search, and Policy. The Policy tab is active. In the top right corner, there are links for "Organization(s)", "Profile", and "Logout", and a "SHOW HELP" button. Below the navigation, there is a "Back" button. The main heading is "Policy", followed by the instruction "Use the search functionality below to find a specific Policy." The search form includes a "Search Policy" label, a "Policy Types" dropdown menu set to "ISD Plan", a "Policy Name" text input field, and a "Status" dropdown menu set to "-- Select --". There are "SEARCH" and "CLEAR" buttons at the bottom of the form.

### Complete the ISD Plan Form

From the ISD Plan Menu page, select the **ISD Plan Form**. Once on the ISD Plan Form;

1. Enter the name and contact information for the chairperson of your Parent Advisory Committee (PAC)
2. Enter your ISD Plan in the available textbox either by copy/ paste, or by typing directly in the box. Completing this box is required in order to continue.

3. Upload any supporting documentation using the **Choose File** button beneath the text box.
4. After you have completed those three steps, click the **Save** button at the top of your screen to save your work.
5. You may print a copy for your records using the **Print Version** button provided at the top of your screen.

## Submit ISD Plan for Signatures

Once the above steps are completed, you will need to change the status of the ISD Plan in order to notify the PAC Chairperson and LEA Superintendents that their electronic signatures are required.

1. In order to change the status, navigate back to the ISD Plan Menu using the document name link at the top of the page.
2. From the ISD Plan Menu, under Forms, select the link **Click Here to Change the ISD Plan Status.**



3. After selecting this link, change the status of the ISD Plan from **ISD Plan in Process** to **ISD Plan Submitted for Signatures.**

## What if concerns are found with the ISD Plan?

As the ISD Superintendent, you can pull the ISD Plan back for modifications if you identify the concerns while the ISD Plan is at **ISD Plan Submitted for Signatures.** To do this,

4. Access the ISD Plan from the ISD Plan Menu.
5. From the ISD Plan Menu, under Forms, select the link **Click Here to Change the ISD Plan Status.**
6. Then, change the status of the ISD Plan from **ISD Plan Submitted for Signatures** to **ISD Plan Returned for Mods.**
7. After modifications are completed, you can then re-submit your ISD Plan to the PAC Chairperson and the LEA Superintendents for their electronic signatures by changing the status to **ISD Plan Resubmitted for Signatures.**

## What Happens Next

Once the status is changed to **ISD Plan Submitted for Signatures** (or **ISD Plan Resubmitted for Signatures**), the PAC Chairperson and the LEA Superintendents, will receive an email notification alerting them to review the ISD Plan and provide their electronic signature.

Once these signatures have been collected, the ISD Plan will automatically be submitted to MDE-OSE for their internal review process by March 15.

If MDE-OSE identifies issues with the ISD Plan, the OSE may return the ISD Plan to you for revisions. After making any necessary revisions, you will need to resubmit the ISD Plan for signatures.