

# How to Access, Complete, and Submit a Progress Report



This how-to document is intended for **CIMS Coordinators** whose district has been issued a finding of noncompliance and a template for a corrective action plan (CAP or FM CAP).

**Deadline:** The CAP Progress Report is due to the MDE on a timely basis. The schedule for Progress Report submission is available in the *CIMS Workbook Due Dates* document available on the home page of the [CIMS Web site](#) under **Upcoming Due Dates**.

**Review:** The MDE reviews all progress reports for evidence of progress and accepts or returns the reports. Districts may be contacted by the intermediate school district (ISD) representative or technical assistance (TA) provider if any concerns are identified.

## ACCESS THE PROGRESS REPORT

1. Log in to the [CIMS Workbook](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).



Progress reports can be found on the CAP menu page under the Compliance tab.

2. To access your Progress Report through the **tabs**:
  - a. Click the **Compliance** tab.
  - b. Select the compliance type from the dropdown menu. (For example, B-13-CAP-Sept2016.)
  - c. Click **Search**.
  - d. Click the **link** under the Name heading. This will take you to the Compliance & Correction Menu page.
3. To access your Progress Report through your **Tasks list**:
  - a. On the Home page, scroll down to the Tasks list.
  - b. Click to expand the *Workbook* in which your finding (CAP) was issued.
  - c. Click the **link** under the Progress Report heading. This will take you to the Compliance & Correction Menu page.

## COMPLETE THE PROGRESS REPORT

4. Click **Progress Report** under the Forms heading.
5. Summarize all CAP activities in the text box.
6. Rate your agreement with each statement by clicking a **button**.

7. If necessary, provide additional information, and click **Save**.

## **SUBMIT THE PROGRESS REPORT**

8. Return to the Compliance & Correction Menu page by clicking the **Document Information link** at the top of the page.
9. Click, **Click Here to Change the CAP Status**.
10. Click **Apply Status** to change the status to "PR Submitted to MDE for Review."



Your Progress Report is now completed and submitted! Once the MDE accepts the Progress Report, the CAP's status will change to "Implement CAP; Rqst Verify/Closeout when Complete" or "Implement FM CAP; Request TA Verify/Closeout."

## **IF THE MDE RETURNS THE PROGRESS REPORT**

The MDE may return a Progress Report if the CAP activity summary is not specific and related to the activities described in the CAP. If the report is returned, follow steps 1-7 to access and update the form, then resubmit by following steps 8-10.