

How to Access and Verify SLCAPs For ISD Representatives



This how-to document intended for ISD representatives will explain how to access Student Level Corrective Action Plans (SLCAPs) and to verify correction of each individual case of noncompliance (Prong 1).

Districts needing assistance to view, complete, or submit SLCAPs should reference the document "How to View, Complete, and Submit SLCAPs" available on the [CIMS Web site](#).

Note: SLCAPs issued in September 2016 and beyond will have a new step in the process for the CIMS coordinator. As previously, the district must make the correction within 30 school days. However, the district must now upload the documentation into the SLCAP with the browse button (this is a new step). The district then changes the status to submit to the ISD representative.

SLCAPs that were in the system prior to September 2016 continue the old process of having the ISD representative upload the documentation of correction.

ACCESS THE SLCAP

1. Log in to the system at <https://www.cimsmichigan.org>.
2. From the home page, click on the **Data Tab** located at the top of the screen.
3. Select **Student Level Corrective Action Plan – Year** from the Data Types dropdown menu.
4. Click **Search**. A list of your districts' SLCAPs will appear in the search results in the lower portion of your screen.
5. Find the district and record you wish to review and **select the link under the Name column** (for example, B-GSM OS-SLCAP-Fall2016-District-00000).




SLCAPs ready to be verified will be at the "Submitted to ISD Monitor" status.

6. From the SLCAP Menu page, select **Student Level Corrective Action Plan**.

VERIFY CORRECTION OF EACH INDIVIDUAL CASE OF NONCOMPLIANCE – PRONG 1

7. Review all citations issued and corrective actions required in the SLCAP.
8. Review any district comments (at the bottom of the form).

9. Verify evidence of correction.
 10. **If a citation is compliant:**
 - a. Confirm that the district entered a date in the *Completed* column next to their *Local Correction* line shown under the *Task to Complete* column.
 - b. Next to the **ISD Monitor Review** line, insert the date of your review.
 - c. Upload the supporting documentation using the browse button above the comment boxes to show evidence of correction of the student record. *Note: you may upload multiple documents if necessary.*
 - d. Click **Save**.
-  If you do not have a Save button, verify that the SLCAP is at the "Submitted to ISD Monitor" status.
- e. If all citations have been corrected, proceed to step 12. Remember all areas of noncompliance must be corrected before you can submit the SLCAP for MDE verification.

11. **If a citation is noncompliant:**

- a. Record any notes about noncompliance or further directions to the district in the **ISD Monitor SLCAP Comment box**.
- b. Return to the SLCAP Menu by selecting the **Document Information** link at the top of the page.
- c. Select **Click Here to Change the SLCAP Status** under the Ready to Change the SLCAP Status heading.
- d. Select **Apply Status** to change the SLCAP's status to **Modifications Required**. This will return the SLCAP to the district for additional work.



When the district corrects the SLCAP, they will resubmit it to the ISD representative for verification of correction. At this point, the ISD representative should return to step 1. At step 9, determine if the citation is now compliant. If so, update the responses in step 10, and submit. If noncompliance continues, contact the Office of Special Education.

REQUEST VERIFICATION AND CLOSEOUT

12. Return to the SLCAP Menu by selecting the **Document Information** link at the top of the page.
13. Select **Click Here to Change the SLCAP Status** under the Ready to Change the SLCAP Status heading.

14. Select **Apply Status** to change the SLCAP status to **Closeout Request Submitted to MDE**. This will forward the SLCAP to MDE for review.

During the MDE review, the reviewers will verify that the SLCAP has been fully corrected and is ready for final review and closeout. If the MDE review determines that modifications are still required, the reviewers will change the status to **Modifications Required**. This will return the SLCAP to the district for additional work. A member of the Monitoring and Technical Assistance Team will contact the ISD representative to discuss the item of noncompliance.



When the district corrects the SLCAP upon recommendation from the MDE review, they will resubmit it to the ISD representative for verification of correction. At this point, the ISD representative should return to steps 1 through 14. The ISD representative will continue to be involved in the review process until the MDE review considers the issues fully addressed and verifies and closes the SLCAP.

WHAT IF THE STUDENT LEFT AND SLCAP CANNOT BE CORRECTED?

1) The District should:

- Indicate the date the student left the district in the *Completed* column,
- Insert that the "Student is no longer enrolled in the district" in the *Local SLCAP Comments* box, and then
- Change the status of the SLCAP to **Submitted to ISD Monitor**.

2) The ISD representative should:

- Verify that the student is no longer at the district,
- Insert the date of their review in the *Completed* column,
- Make a comment in the *ISD Monitor SLCAP Comments* box, if needed, and then
- Change the status to **Closeout Request Submitted to MDE**.