


How to Verify Correction of B-3 IEP Implementation CAPs


For ISD Representatives



This how-to document is intended for intermediate school district (ISD) representatives and will explain how to verify the correction of a B-3 IEP Implementation CAP through the CIMS Workbook. Verification cannot take place until after the state-wide testing is administered in the spring and the district has requested closeout.

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

REVIEW DATA PROVIDED BY MDE

1. Log in to [CIMS](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).
2. From the home page, click on the **Compliance Tab** located at the top of the screen.
3. Select the **B-3-IEP-CAP** 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 and **select the link under the Name column** (for example, B-3-IEP-CAP-Sept2016-District-00-00000).

SELECT STUDENT RECORDS FOR REVIEW



Prior to visiting the district, ask the CIMS coordinator to pull **10-15** records for students with an IEP who participated in the 2017 statewide assessment.

6. Once on site, randomly select **eight (8)** of those records for review. If less than 8 records are available for review, review those that are available.
7. Complete a paper checklist for each record. Print the **IEP Implementation/B-3 Checklist**, on the last page of this how-to, and answer questions 1 and 2 for each student record. Please keep paper copies until the CAP is closed.

8. Student records are noncompliant if any of the questions are answered "No."
9. Student records are compliant if:
 - a) Both questions can be answered "Yes", or
 - b) Question 1 can be answered "Yes" and Question 2 is "N/A."

ACCESS THE VERIFICATION ACTIVITY

After visiting the district, complete the verification activity electronically in CIMS.

10. Log in to [CIMS](https://www.cimsmichigan.org) (https://www.cimsmichigan.org).
11. From the home page, click on the **Compliance Tab** located at the top of the screen.
12. Select the **B-3-IEP-CAP** from the Compliance Types dropdown menu.
 **Narrow your search by entering part of the district's name in the Organization text box.**
13. 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.
14. Find the district you wish to review and **select the link under the Name column** (for example, B-3-IEP-CAP-Sept2016-District-00-00000).
15. On the CAP Menu page, click **CAP Verification**.
16. Under the **CAP Verification Activity** section, document evidence that the local completed all of its CAP activities.
17. Under the **Data Verification through Student Record Reviews** section, enter the Verification Date, Student Name and UIC.
18. Indicate if the record was compliant. If you select "No" under **Record Compliance**, list any noncompliance under the **Specific Non-compliance?** column.
19. Be sure to save your work by clicking the **"Save"** button at the top of the page.
 **Districts must correct all noncompliance prior to closing a CAP. Because of the nature of the B-3-IEP Implementation, any instance of continued noncompliance will lead to the district becoming uncorrected noncompliance (UNC).**

SUBMIT THE VERIFICATION ACTIVITY

20. Return to the CAP Menu by selecting the **Document Information link** at the top of the page.
21. Select **Click Here to Change the CAP Status** under the Ready to Change the CAP Status heading.
22. Click **Apply Status** to change the CAP's status to **"Closeout Request Submitted to MDE."**

B-3-IEP IMPLEMENTATION CHECKLIST

Print this page to use as the B-3-IEP Implementation Checklist, and answer questions 1 and 2 for each student record. Please keep paper copies until the CAP is closed. Refer to Steps 6-9 of the how-to for step-by-step instructions.

Statewide Assessment

Instructions: The purpose of the *Statewide Assessment* section is to ensure that the appropriate accommodations as listed in the IEP were provided to students during the statewide assessments. Complete the following two questions. If you answer "No" for either question, enter an explanation in the text box provided for each question. Use the checklist of district personnel to document which district personnel provided information in the completion of this portion of the activity.

Date of IEP:

Questions	Yes	No	N/A	If No, explain why not:
1. Does the IEP match the state assessment(s) that the student participated in during spring, 2017?	<input type="radio"/>	<input type="radio"/>		<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: small;">0 of 200</div>
2. Were the state assessment accommodations on the student's IEP made available to the student during the state assessment administration? If no accommodations were required, please check N/A (Not Applicable).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: small;">0 of 200</div>

The following district personnel were contacted for this activity:

Check all that apply:

- Special Education Administrator
- M-Step Coordinator
- Special Education Case Coordinator
- General Education Teacher
- Staff who administered the state assessment
- Other

If you checked "Other", indicate the position of the other personnel:

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