
CIMS-2 Workbook – Corrective Action Plan (CAP)

CAP Approval Levels and Actions Required

INTRODUCTION

MDE will review all CAPs at CAP Submitted status and apply one of five possible CAP Approval levels. The five possible CAP Approval Levels are:

- CAP Approved
- CAP Approved with Comments
- CAP Not Approved- Requires Clarification
- CAP Not Approved- Requires Revision
- CAP Not Approved- Requires Substantial Revision

The local CIMS coordinator(s) will receive an email notification advising you of your CAP Approval Level and what action(s) must be taken to complete the CAP process.

This how to document will explain what steps must be taken to complete the CAP process at each of the 5 CAP Approval Levels.

CAP APPROVAL LEVEL - CAP APPROVED

1. Once the CAP is at CAP Approved status, the local will continue to implement the CAP and complete and submit a CAP Status Report.
2. To complete a CAP Status Report, see the How-To: Complete and Submit a CAP Status Report.
3. To request CAP Closure, see the How-To: Request CAP Closeout document.

CAP APPROVAL LEVEL - CAP APPROVED WITH COMMENTS

1. Once the CAP is at CAP Approved with Comments status, the local will review the MDE Comments box on the CAP Cover page.
2. Log in to the system at <http://www.cimsmichigan.org>. If you are already logged in, select **My Home** tab to be taken to the Home page.
3. Scroll down to **My Tasks** and select **OPEN MY TASKS**.

4. Find the compliance indicator and its corresponding CAP, and click on the link under the Name column corresponding to it. Example of name: B-CAP 13-2009-1-school district/service area name-00000.
5. Once on the CAP menu page, select **VIEW FORMS** under View, Edit and Complete forms.
6. Under Forms, select the **CAP Cover Page** link.
7. Review the MDE Comments box.
8. Once the MDE Comments box review is complete the local will continue to implement the CAP and complete and submit a CAP Status Report.
9. To complete a CAP Status Report, see the How-To: Complete and Submit a CAP Status Report.
10. To request CAP Closure, see the How-To: Request CAP Closeout document.

CAP APPROVAL LEVEL - CAP NOT APPROVED- REQUIRES CLARIFICATION

1. Log in to the system at <http://www.cimsmichigan.org>. If you are already logged in, select **My Home** tab to be taken to the Home page.
2. Scroll down to **My Tasks** and select **OPEN MY TASKS**.
3. Find the compliance indicator and its corresponding CAP, and click on the link under the Name column corresponding to it. Example of name: B-CAP 13-2009-1-school district/service area name-00000.
4. Once on the CAP menu page, select **VIEW FORMS** under View, Edit and Complete forms.
5. Under Forms, select the **CAP Cover Page** link.
6. Review the **MDE Comments** box and fill out the **Local Clarification** box and select **Save**.
7. Select the **Document Information** link at the top of the page to return to the CAP menu page.

8. Once on the CAP menu page, select **VIEW STATUS OPTIONS** under the Change the Status heading.
9. Under the possible Statuses heading, select **APPLY STATUS** under the CAP Submitted with Clarification heading.
10. Your CAP is now submitted with clarification and will be reviewed and approved or sent back to you for modifications by the MDE.
11. Once the CAP is at CAP Approved or CAP Approved with Comments status, the local will continue to implement the CAP and complete and submit a CAP Status Report.
12. To complete a CAP Status Report, see the How-To: Complete and Submit a CAP Status Report.
13. To request CAP Closure, see the How-To: Request CAP Closeout document.

CAP APPROVAL LEVELS- NOT APPROVED- REQUIRES REVISION AND NOT APPROVED- REQUIRES SUBSTANTIAL REVISION

1. Log in to the system at <http://www.cimsmichigan.org>. If you are already logged in, select **My Home** tab to be taken to the Home page.
2. Scroll down to **My Tasks** and select **OPEN MY TASKS**.
3. Find the compliance indicator and its corresponding CAP, and click on the link under the Name column corresponding to it. Example of name: B-CAP 13-2009-1-school district/service area name-00000.
4. Once on the CAP menu page, select **VIEW FORMS** under View, Edit and Complete forms.
5. Under Forms, select the **CAP Cover Page** link.
6. Review the **MDE Comments** box.
7. Select the **Document Information** link at the top of the page to return to the CAP menu page.
8. Once on the CAP menu page, select **VIEW FORMS** under View, Edit and Complete forms.

9. Under Forms, select the **CAP Activity Page** link.
10. Once on the CAP Activity page, select the **ADD** button to add a revised CAP activity.
11. For CAP Activity name, start with the word "Revised" and name the CAP Activity. Example: Revised: CAP Activity 1.
12. Fill out the CAP Activity Page for your first revised activity. Once the CAP Activity Page is complete, click **Save**. Note: Because the CIMS-2 application has a 20 minute timeout feature users may want to write their CAPs in a word processing document and copy their responses into the CIMS-2 workbook. Please save your work frequently.
13. If needed, select the **ADD** button to add another revised CAP Activity Page.
14. Fill out the second CAP Activity Page and select **SAVE**. Continue adding revised CAP activity pages as needed.
15. If necessary, upload a document by selecting the **Upload Documents for CAP** link under the CAP Activity Related Pages heading.
16. Once you have finished entering revised CAP activities, and uploaded necessary documents, select the **Document Information** link at the top of the CAP Activity Page to return to the CAP menu page. You can also navigate to the CAP menu page via the My Tasks list.
17. Once on the CAP menu page, select **View Status Options** under Change the Status heading.
18. Under the Possible Statuses heading, select **Apply Status** under the CAP SUBMITTED WITH REVISIONS or CAP SUBMITTED WITH SUBSTANTIAL REVISIONS option.
19. Your CAP is now submitted with revisions or substantial revisions and will be reviewed and approved or sent back to you for modifications by the MDE.
20. Once the CAP is at CAP Approved or CAP Approved with Comments status, the local will continue to implement the CAP and complete and submit a CAP Status Report.

- 21.** To complete a CAP Status Report, see the How-To: Complete and Submit a CAP Status Report.
- 22.** To request CAP Closure, see the How-To: Request CAP Closeout document.