

Questions & Answers for CIMS-2 Regional Updates for Locals

May 2009

Question	Answer
If we don't have any compliance issues, are we to review the compliance probe questions?	In general, our recommendation is to have the RAP review the local's performance on all of the indicators (compliance and results) as part of an overall discussion. Probe questions are provided for guidance purposes to generate discussion and responses do not need to be submitted to MDE.
Do we have to send the hypothesis of not meeting the state target to the MDE, or post it/save it on the workbook?	Neither (not in workbook or to MDE); the hypothesis is to be included in your transmittal to the school improvement team. It is recommended that you keep a copy for your records.
Since we have discussed the probe questions, found a hypothesis, and submitted it to the school improvement team, all we need to do now is change the status, correct?	Partly. The only time you need to change a status in the workbook is: <ol style="list-style-type: none"> 1. When you acknowledge the Report of Findings and; 2. When you promote a Corrective Action Plan (CAP) to CAP submitted. You do not need to change the status of the individual indicators.
Will there be an updated training manual for September?	Updates will be made to the training manual as necessary, and posted online. We do not anticipate reprinting or reissuing a hard copy of this document.
How do you know when you are done with the April 15 CIMS-2 workbook?	The workbook will not tell you directly, but if you have (1) acknowledged your report(s), (2) completed and submitted any CAP, and (3) sent any results indicators to your school improvement (or LICC) team, you are done for this workbook cycle.
How do we delete a person from the organization's workbook member list?	From the Home Page, select My Organizations. Select your Organization. Click on Organization Members. In the Active Dates column set an end date for the user. Be sure to click the SAVE button when finished.
At the end of the CIP form there is a link to "student data." Is this something our schools need to do?	This is a link to related activities in the workbook. It is information that you do not need to address at this time unless you are a Part C local entering student/child records for verification.
If we have more than five RAP team members, how do we add these names?	MDE does not need the names of all RAP members. For the purposes of the workbook, identify the top 5 people who will ensure that the activities will be completed.
I have already had districts ask about how to close out a CAP; for example, I have 3 districts that are at 100% compliance for B-11 for the 2008–09 school year.	We strongly recommend that you promote your CAP to "submitted" status so that the MDE can approve or return it with a request for modification if more information is needed. The "request closeout" feature can be used after approval from the MDE. See the "Considerations for CAPs" document for B-11 on the CIMS training website for more information (http://www.cenmi.org/cims/Workbook/CAPDocuments.aspx).

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Are CAPS submitted now being reviewed and either approved or sent back for modification, or will CAP status not be advanced until after June 15?	All CAPs will be formally reviewed starting June 15. If you have already submitted a CAP and you would like to revise it, contact the CIMS-2 help desk to "roll back" your CAP (877-474-9023)
Must five RAP members be listed? Several of our districts only have 2–3.	If the RAP team has only 2–3 people in charge of the CAPs, then list only 2–3 people.
Is it possible to retrieve your CAP once it has been submitted in order to add data?	Yes—by contacting the CIMS-2 help desk (contact info found on the workbook login page at https://www.cimsmichigan.org/Login2.aspx?APPTHEME=MICIMS).
If our results indicators were missing data on our Strand Report, for instance SPP 3, should we contact the data person listed for SPP 3 on the guidance doc?	No—for SPP 3 refer your RAP team to your local school improvement staff/MEAP Coordinator to access your MEAP assessment data.
Can the CIP form be completed after the CAP has been submitted?	Yes, since there are districts that have multiple CAPs to submit. We recommend that the CIP form be completed after the RAP team has completed its activities for the April 15 workbook.
How will we be notified of our district's Determinations' status?	The superintendent and special education director of your district will receive a letter by June 15, and a copy of the Determination will be stored electronically in the local workbooks and will be available in the September 15 workbook. Your ISD Director and Monitor will also have access to this report.
How do we add information to our CAP?	Any additional information you may want to include can be uploaded in a Microsoft Word document. The procedure for uploading documents can be found at http://www.cenmi.org/cims/Workbook/HowToDocuments.aspx .