



B Valid and Reliable Corrective Action Plan (CAP) Verification Activity for B-12 Data

**Michigan Department of Education Office of Special Education
August 2021**

When completing the Indicator B-12 Verification Activity for a CAP or corrective action, the intermediate school district (ISD) will pull up to eight student records and verify that each student, who was in Part C (*Early On*®), and also in Michigan Mandatory Special Education (MMSE) and referred to and found eligible for Part B, had an Individualized Education Program (IEP) in place by their 3rd birthday. These students are referred to in this document as the B-12 pool. The ISD should not use student records for students who are only in *Early On* or only in MMSE. The students used for verification must be in both MMSE and *Early On*. For each of the students in the B-12 pool, the ISD must also verify submission of the following characteristics in the Michigan Student Data System (MSDS) which are used to calculate compliance:

- Date of Birth
- Initial IEP Result
- Special Education Exit Reason*
- Part C Transition Timeliness
- Initial IEP Date
- Special Education Exit Date*
- Timeliness of Initial IEP
- Referral Date

*Data fields may be blank

To verify submission of the characteristics, the ISD should have a list of students who fit the criteria above for the B-12 pool. This list may be provided by the district or created by the ISD depending on the service delivery model and data reporting procedures for *Early On* and MMSE services in each individual ISD and district. Regardless, this list should be created in collaboration between individuals from *Early On*, MMSE, and Part B. Once the ISD has procured this list, they can check for submission of the above characteristics by reviewing the student history for each student on the list in the MSDS. ISD personnel will want to narrow the pool to students whose third birthday was before the June 30th certification deadline for the end of the year (EOY) count in MSDS.

To begin, ISDs will log in to MSDS and use the student search function to search by Unique Identification Code the first student on their list.

Student Search to Student History

The screenshot shows the 'Student Search' interface. On the left is a sidebar menu with options: Manage Requests..., Student Data Submission..., Student Data Downloads..., Search..., Student Search (highlighted with a red box and arrow labeled 1), Certified Data Reports..., Audit FTE..., Grad Cohort..., General Reports..., and Section 25e.... The main area is titled 'Student Search' and contains a form with the following fields: Search By UIC (with a text input), Search By Core Fields (radio buttons), Last Name (text input), Last Name Suffix (text input), First Name (text input), Middle Name (text input), Date of Birth Year (text input), Date of Birth Month (text input), Date of Birth Day (text input), Gender (dropdown menu set to 'Either'), and Multiple Birth Order (text input). There are also radio buttons for 'Begins' and 'Contains' for both Last Name and First Name (labeled with a red arrow and 2). A checkbox for 'Search using match criteria (begins/contains ignored)' is also present (labeled with a red arrow and 3). At the bottom right are 'Filter' and 'Clear' buttons.

Once the student has been found by using Student Search, the ISD will select View Student History at the top of the Student Details page.

The screenshot shows the 'Student Details' page. At the top is a blue header with the text 'Student Details'. Below the header are two buttons: 'Back to Search Results' and 'View Student History' (highlighted with a red arrow).

Next, select the collection under the Collection heading during which the student's third birthday occurred.

The screenshot shows the 'Student History' page. At the top is a blue header with the text 'Student History'. Below the header are several fields: Name (text input), Gender (text input), Secondary UICs (dropdown menu), Last Updated (text input), Orig. Cohort Year (text input), Cohort Year (text input), Exp. Grad Year (text input), Christensen UIC (text input), Date of Birth (text input), Cohort Status (text input), PEPE District (text input), and PEPE Building (text input). Below these fields is an 'Action:' label and a dropdown menu set to 'Request to Link', with 'Go' and 'Back' buttons. At the bottom is a table with the following columns: Collection (highlighted with a red box and arrow), District, Building, UIC, Last Name, First Name, Middle Name, and Date Of Birth. The table has one row of data with the following values: EOY 2021 General Collection, [redacted], [redacted], [redacted], [redacted], [redacted], [redacted], and [redacted].

Student History Collection Details

Opening the collection will provide the ISD with one of the first characteristics required, the student's date of birth. This characteristic is found near the top of the page in the Student History Collection Details.



Student History Collection Details	
Unique Identification Code (UIC):	[Redacted]
Student Last Name:	[Redacted]
Student First Name:	[Redacted]
Student Middle Name:	[Redacted]
Student Suffix:	[Redacted]
Date of Birth:	[Redacted]

Next, the ISD should scroll down near the bottom to the section of the page with tabs. A table with the required characteristics will contain Special Education and Initial IEP tabs. The table will likely include other tabs, but the Special Education and Initial IEP tabs are necessary to complete the Verification Activity.



Special Education	Cohort and PEPE	Initial IEP	Part B Referral	Part C Assessment	Early On
Early On Services					

Special Education Tab - Special Education Exit Date and Special Education Exit Reason Fields

First, under the Special Education tab, the ISD will need to review the Special Education Exit Date and Special Education Exit Reason characteristics. These fields will be blank unless a student has exited MMSE during the time of the collection. If the student exited MMSE before their third birthday, then the student is not in the B-12 pool and should not be included in this verification activity.

Special Education Cohort and PEPE Initial IEP Part B Referral Part C Assessment Early On

Early On Services

Primary Disability: 14-Severe Multiple Impairment

Secondary Disability: ☐ 22-Legally Blind ☐ 24-Deaf

Placed By Another Dist IEP: ☐

Spec Ed Exit Reason:

Spec Ed Exit Date:

Initial IEP Tab - Initial IEP Completion Date, Timeliness of Initial IEP, Result of Initial IEP, and Part C Transition Timeliness Fields

Next, the ISD should review information in the Initial IEP tab. This tab will include the Initial IEP Completion Date, Timeliness of Initial IEP, Result of Initial IEP, and Part C Transition Timeliness Characteristics. These fields must be viewed in combination and compliance in one field does not indicate overall compliance. Each field must indicate compliance.

The Initial IEP Completion Date must reflect the date of the completion of the initial IEP. The Timeliness of Initial IEP, Result of Initial IEP, and Part C Transition Timeliness fields must include a code selected from the code options provided. More information on these codes can be found in the Initial IEP Component section of the MSDS Collection Details Manual for the current year. A link to this manual is provided at the end of the document.

Special Education Cohort and PEPE Initial IEP Part B Referral Part C Assessment Early On

Early On Services

Date of Parental Consent	4/29/2020
Initial IEP Completion Date	5/26/2020
Timeliness Of Initial IEP	11-IEP completed within 30 school days
Result of Initial IEP	1-Student was found eligible
Days Beyond Timeline	0
PartC Transition Timeliness	50-IEP held on or before the child's third birthday

When some of these fields are left blank, the absence of data results in noncompliance.

Special Education	Cohort and PEPE	Initial IEP	Early Reading Deficiency
Date of Parental Consent		5/13/2020	
Initial IEP Completion Date		6/1/2020	
Timeliness Of Initial IEP			
Result of Initial IEP			
Days Beyond Timeline		0	
PartC Transition Timeliness			

Initial Individualized Family Service Plan (IFSP) Tab - Part C Referral Date Field

Finally, the ISD should use the back button, below the table, to return to the Student History page. The ISD must then identify the collection in which the student began receiving Part C services, usually the earliest collection reported. Select that collection and scroll down to select the Initial IFSP tab. If that collection does not have the Initial IFSP, then other collections must be opened to find the Initial IFSP tab. The Initial IFSP tab has the Referral Date field. Use this date to determine if a student was referred to Part C less than 90 days before their third birthday. If so, then the student is not included in the B-12 pool.

Cohort and PEPE	Initial IFSP	Part C Assessment	Early On	Early On Services
Referral Date		7/26/2018		
Referral Agency		OTH-Other		
IFSP Timeliness		01-Timely		

Responding to Missing Data

If any of the fields on the list below are not complete, the student record is noncompliant.

- Date of Birth
- Initial IEP Result
- Special Education Exit Reason*
- Part C Transition Timeliness
- Initial IEP Date
- Special Education Exit Date*
- Timeliness of Initial IEP
- Referral Date

*Data fields may be blank

The district should correct the data in MSDS as soon as possible. The district should work with ISD personnel to determine whether to use Student Record Maintenance or wait until the next collection period to report the missing data.

MSDS Data Collection Resources

For more information about any of these fields, visit the current [MSDS Collection Details Manual](#). The document can be found under the Manuals menu. The current MSDS Collection Component Matrix can also be found on this page under the Technical Material menu.