

Approval Rubric for Corrective Action Plans

Michigan Department of Education • Office of Special Education

Elements for Consideration	Approved	Returned for Modification	
		Requires Clarification	Requires Revision
<i>Areas for improvement include issues necessary to correct noncompliance</i>	Description of underlying problems focuses on district policies, procedures and practices (or lack thereof) and addresses all issues that contributed to the noncompliance.	Description of underlying problems includes district policies, procedures and practices (or lack thereof) and addresses most issues that contributed to the noncompliance.	Description of underlying problems does not address district policies, procedures and practices (or lack thereof) that contributed to the noncompliance.
<i>Goals and outcome</i>	CAP activities clearly address all issues necessary to correct noncompliance.	CAP activities address most issues necessary to correct noncompliance.	CAP activities do not address issues necessary to correct noncompliance.
<i>Dates, deadlines, and timelines</i>	Timelines are specific and compliance issues are addressed by the Request for CAP Closeout due date.	Timelines involve some specificity. Compliance issues are sporadically or unevenly addressed.	Timelines are vague, incomplete, or missing. Compliance issues are not immediately addressed or not addressed at all.
<i>Personnel</i>	Specific personnel are identified to carry out the plan (i.e., titles are listed; names of individuals are not necessary).	General personnel are identified to carry out the plan (i.e., "the administration" instead of specifying the "special ed. director" or "building principal").	Personnel are inconsistently identified to carry out the plan or are not identified.
<i>Documentation</i>	Clear description of documentation of evidence that CAP activities were completed.	Documentation of evidence that all CAP activities were completed is incomplete or unclear.	Documentation of evidence that all CAP activities were completed is incomplete or unclear.
<i>Monitoring and Evaluation</i>	The plan specifies that ongoing monitoring (collection and evaluation) of data will occur at least monthly once practices have changed and compliance has been achieved.	The plan includes some methods for collection and evaluation of data.	Methods for collection and evaluation of data are not comprehensive or frequent enough to ensure correction of noncompliance.
<i>Reasonableness of activities/outputs to impact correction of noncompliance</i>	All activities/outputs are reasonably calculated to correct noncompliance.	Some activities/outputs are reasonably calculated to correct noncompliance.	Activities/outputs are inconsistent, weak, or unlikely to correct noncompliance.