

How to Complete the Monitoring Review Activity

For Service Areas

This resource is intended to outline the Monitoring Review activity for service areas. Monitoring Reviews closely resembles the Focused Monitoring activity of years past with a few updates. Monitoring Reviews may result in a Corrective Action Plan (CAP) or Child Level Corrective Action Plan (CLCAP).

Access the Activity

1. Log in to [Catamaran](#)
2. Access the Monitoring Review activity on your **Tasks Overview** on the front page
3. Click on the **Activity** link

Tasks Overview

Your tasks will populate in the overview below. If you have reports to acknowledge in a major release, the tasks will not populate until you have acknowledged your reports. If you have tasks from a minor release (such as a Complaint CAP), you do not have to acknowledge reports for the tasks to populate in the overview. Click on the link in the Activity column to go directly to that task. To narrow the view of your tasks, sort each column by clicking on the red caret to sort in ascending or descending order. You may also use the filters available to you by clicking on the Filter link to the right.

Number of Results: 1

Release Type Status Organization Export Results to

Organization	Release	Activity	Status	Deadline
ISD	May2019	C-GSM Monitoring Review	Child Selection Required	

View Monitoring Documents

Click the **Monitoring Documents** link in the Resource box to view the **Notification Letter** from the Office of Great Start/Early Childhood Development and Family Education (OGS/ECD&FE) and the **child list**.

C-GSM Monitoring Review Menu

May 2019

Forms

Complete or review the forms below as soon as possible. For additional information, see the Resources section.

[Service Area Child Selection](#)

Resources

[Monitoring Documents](#)

To prepare, please review the reports on this page including the notification letter and child list.

[MI School Data](#)

Use this link to review a wide range of data including the service area's data portraits and public reporting.

Verify Child List

Service Areas will receive a list of children to verify.

- From the Monitoring Menu, click the **Service Area Child Selection** link to access the page
- Review the list and verify which children are currently enrolled in the service area or have been in the service area within the past two years by clicking the box next to their name
- Click **Save** to come back to your work or **Verified Children** to submit your verified student list.

The OGS/ECD&FE will review this verified list and select records for additional review.

C-GSM Monitoring Review Service Area Child Selection

[C-GSM-MR-May2019_Menu](#) > C-GSM Monitoring Review Service Area Child Selection

Save
Verified Children

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Instructions
 From the list provided, confirm that the children listed are still in the local service area or have been in the local service area within the past two years. If the child is still in the local service area or has been in the local service area within the past two years, indicate this by checking the box in the **Verified** column next to the child's name. If the child is not currently in the local service area and has not been in the local service area at any point within the past two years, do not check the box. Once you have completed your verification, then choose **Verified Children** to notify MDE.

Verified	Name	DOB	Race	Primary Disability	UIC
<input checked="" type="checkbox"/>		11/20/2015		Speech and Language Impairment	
<input checked="" type="checkbox"/>		7/29/2016		Early Childhood Developmental Delay	
<input checked="" type="checkbox"/>		10/5/2017		Other Health Impairment	
<input checked="" type="checkbox"/>		6/11/2016		Speech and Language Impairment	
<input checked="" type="checkbox"/>		3/24/2018		Part C Only	
<input checked="" type="checkbox"/>		10/9/2017		Part C Only	
<input checked="" type="checkbox"/>		2/24/2016		Part C Only	

On-site Monitoring Review: Prepare Documents

After review of the verified child list, the OGS/ECD&FE will select records from the confirmed list to review at the on-site Monitoring Review. The MDE will communicate to the service area what children they have selected for this additional review. Please make these records available on the day of the on-site Monitoring Review.

- **Note:** You may also choose the **MDE Child Selection** page from the Monitoring Review Menu to see a list of the selected children.

C-GSM Monitoring Review Menu

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Forms

Complete or review the forms below as soon as possible. For additional information, see the Resources section.

[Service Area Child Selection](#)

[MDE Child Selection](#)

Resources

[Monitoring Documents](#)
 To prepare, please review the reports on this page including the notification letter and child list.

[MI School Data](#)
 Use this link to review a wide range of data including the service area's data portraits and public reporting.

What's Next?


Engage in Interviews and/or On-site Monitoring Reviews

- The OGS/ECD&FE will schedule interviews as appropriate.
- If participating in an on-site Monitoring Review, the OGS/ECD&FE will organize the details of the on-site Monitoring review with the service area.
- The OGS/ECD&FE will review each child's record and accompanying documentation at the on-site Monitoring Review.
- A Preliminary Summary will be issued to the service area at the end of an on-site Monitoring Review. This Preliminary Summary will also be available in Catamaran in the activity.

Correct Non-compliance

If non-compliance is found, the finding(s) will be issued in Catamaran.

If any CLCAPs are issued, they will be issued at the end of the on-site Monitoring Review.

 **Note:** The Corrective Action process for Monitoring Reviews will be the same as the Focused Monitoring Corrective Action process.

For more information about Monitoring Review Corrective Action Plans, please access the [How to Complete the Monitoring Review Corrective Action Plan Process \(CAP\)](#) resource on the Catamaran Training Website.