

## *Early On*<sup>®</sup> Fast Track Corrective Action Plan (CAP)

### Why is this Fast Track CAP option being offered?

The Fast Track CAP option is being offered in recognition that minimal levels of noncompliance do not generally indicate systemic issues. Although a Finding must be issued and correction verified for any identified noncompliance, corrective action can be more limited when the noncompliance is not suspected to be a systemic issue.

### Which Findings are eligible for a Fast Track CAP?

A Fast Track CAP is allowed for February 2020 Findings that resulted from two or fewer instances of noncompliance OR a compliance level between 98 and 100 percent. The Letter of Findings will indicate that a Fast Track CAP is an option.

### Can we choose to follow the typical CAP process rather than follow the Fast Track CAP process?

You may choose to follow the typical CAP process instead of the Fast Track CAP process. This might be appropriate if it is suspected that a systemic issue exists that could be corrected through more extensive CAP activities. The typical CAP process will also need to be followed if all the assurances on the Fast Track CAP Sheet cannot be made by the CAP due date of April 1, 2020.

### How is a Fast Track CAP completed?

A Fast Track CAP is completed in [Catamaran](#), but with less involved requirements than a typical CAP. A Fast Track Activity Sheet is available on the [Catamaran Training Website under Corrective Action](#). This document must be completed and uploaded to the CAP Cover page. Documentation of child level corrective action must also be uploaded to the CAP Cover page for each of the instances of noncompliance, except in two situations. Additional documentation is not needed in cases where the Michigan Department of Education (MDE) is able to verify that the entitlement was provided based on Michigan Student Data System (MSDS) data or in cases where the entitlement was never provided and the child has exited *Early On*.

### What information must be provided on the Fast Track CAP Activity Sheet?

The Fast Track CAP Activity Sheet includes a section regarding analysis of the noncompliance and child level correction. Next is a section for describing actions that have been taken to prevent similar future noncompliance. It then has a checklist of assurances regarding the general health of the system in the local service area as related to the indicator for which the Finding was issued. A final section collects the name and role of the person completing the document.

### Where do I find the list of noncompliant records?

The list of noncompliant records can be found by clicking on the link labeled "Service Area Child Data Report" in the list of Resources on the CAP Menu page.

## What documentation must be uploaded to the CAP Cover page in Catamaran for verification of child level correction?

For **C-1 Findings**, child level correction documentation must include:

- the IFSP service page;
- the IFSP signature page; and
- documentation (such as service logs, provider logs or contact logs) showing date of first service for each service listed on the IFSP service page.

For **C-7 Findings**, no child level correction documentation needed; Initial IFSP date reported in MSDS serves as documentation that the child did have an Initial IFSP completed, though not timely.

For **C-8a Findings**, child level correction documentation must include:

- a dated copy of the transition plan page of the IFSP for any records with missing transition plan date in MSDS file.
- No child level correction documentation is needed if the MSDS file includes a transition plan date; transition plan date reported in MSDS serves as documentation that the child did have a transition plan completed, though not timely.

For **C-8c Findings**, child level correction documentation must include:

- documentation of the transition conference for any records with missing transition conference date in MSDS file.
- No child level correction documentation is needed if the MSDS file includes a transition conference date; transition conference date reported in MSDS serves as documentation that the child did have a transition conference, though not timely.

## Is a Review and Analysis Process (RAP) team required?

A multi-person RAP team is not required. The Fast Track CAP may be completed by an individual person. This person should be listed as the sole team member on the RAP team list on the CAP Cover Page in Catamaran.

## How should the CAP Activity Page in Catamaran be completed?

Complete the CAP Activity page in Catamaran as follows:

- In the text box for CAP Activity Name enter the Indicator number, Fast Track CAP, and ISD Name.
- In the text box for question one enter "See Fast Track CAP Activity Sheet."
- In the text box for question two enter "See Fast Track CAP Activity Sheet."
- In the text boxes for question three enter "See Fast Track CAP Activity Sheet," the date, and the name of the person completing the Fast Track CAP Activity Sheet.
- In the text box for question four enter "Fast Track CAP Activity Sheet."
- In the text box for question five enter "Not Applicable."

Change the status of the CAP to "Submitted to MDE for Review."

## What is the due date for Fast Track CAPs?

Fast Track CAPs must be submitted for approval by the CAP submission due date of April 1, 2020. If the Fast Track CAP is not submitted for approval by this date, a full CAP will be required.

## CAP Approval by MDE

The assigned MDE Consultant will review the Fast Track Activity Sheet and corresponding child level correction documentation. If approvable, the MDE Consultant will change the status to "Approved – PR required."

## Progress Report

In the text box on the Progress Report, enter "See Fast Track Activity Sheet." Click on radio buttons as appropriate and enter any comments. To submit the Progress Report to MDE, click the "Submit PR" button at the top of the Progress Report page. Once the MDE consultant accepts the Progress Report, the CAP's status will then be changed to "Implement CAP"

## Request CAP Verification and Closeout of Findings

In the text box on the Request CAP Verification and Closeout of Findings page in Catamaran, enter "See Fast Track Activity Sheet." Enter the current date. To request closeout of your CAP, click the **Request Verification** button at the top of the page.

## CAP Verification and Closeout Process

On the CAP Verification page in Catamaran, the MDE Consultant or intermediate school district (ISD) representative will enter "See Fast Track Activity Sheet" in the first CAP Activity Verification text box.

When data from a recent data submission is available, MDE will check to see if the data reflect 100 percent compliance. If so, a file will be uploaded to the CAP Verification page in Catamaran. If not, subsequent data submissions will be reviewed or a record review may be conducted by MDE to verify attainment of 100 percent compliance.

When the CAP Activity Verification section is completed and data reflect attainment of 100 percent compliance, the MDE Consultant or ISD representative will click the **Submit Verification** button at the top of the page. The CAP's status will then be changed to "Closeout Request Submitted to MDE."

The MDE Consultant will then enter a statement in the Verification and Closeout text box on the CAP Cover page, enter the date, and change the CAP status to "Verified and Closed by MDE."