



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

## **MEMORANDUM**

**DATE:** March 13, 2020

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Teri L. Chapman, Ed.S., Director  
Office of Special Education

**SUBJECT:** Continuation of Work in Catamaran during COVID-19 School Closures

In recognition of Governor Whitmer's announcement to close Michigan schools through April 5 in response to COVID-19, the Michigan Department of Education Office of Special Education (OSE) wanted to provide an update to Catamaran users regarding potential impacts to work in the system. As the situation remains fluid, we will continue to communicate as new information becomes available.

- As of Friday, 3/13/2020, all timelines for activities in Catamaran will remain the same with one exception: B-13 Data Collection.
- For B-13 Data Collection, the due date will be extended until **May 8, 2020**. Any subsequent CAPs or SLCAPs will be issued on **May 15, 2020**.
- Maintenance of Effort was launched **March 17, 2020**. The due date will be extended to **April 17, 2020** for all ISDs.
- The **ISD Justification Form Review sessions** currently planned at various ISDs around the state in **March** and **April** have been **canceled**. The OSE is currently working on a **remote version** of these sessions to be held in **April**.
- State complaint investigations, including document reviews, interviews, and final decisions will be managed on a case by case basis.
- The Michigan Office of Administrative Hearings and Rules (MOAHR) disseminated the following notice: Effective March 16, 2020, all in-person prehearings or hearings held by the MOAHR are being converted to telephone, teleconference or video teleconference prehearings or hearings, or adjourned until on or after April 20, 2020 (subject to extension as the circumstances dictate).

### STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT  
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER  
TIFFANY D. TILLEY – NASBE DELEGATE • JUDITH PRITCHETT  
LUPE RAMOS-MONTIGNY • NIKKI SNYDER

- Other activities remaining on their current timelines and due dates will be reviewed frequently for completion, and activity-specific communication will be issued as needed if any issues or changes arise. For now, please continue the work as planned.

For official news regarding the Michigan Department of Education's response and duties related to the COVID-19, please refer to official communications at the following link: [https://www.michigan.gov/mde/0,4615,7-140-37818\\_53456---,00.html](https://www.michigan.gov/mde/0,4615,7-140-37818_53456---,00.html)

The Catamaran Help Desk will continue to support users Monday-Friday, 8 AM to 5 PM. For questions concerning [Catamaran](#), contact them by email ([help@catamaran.partners](mailto:help@catamaran.partners)), phone (888-474-9023), or chat.

The OSE Information Line will also be available during regular business hours, contact them by email ([mde-ose@michigan.gov](mailto:mde-ose@michigan.gov)) or by phone (888-320-8384).

The OSE will communicate any further changes regarding activity completion through the Catamaran Training Website (<https://training.catamaran.partners>) and direct messages to users via email.

The OSE's goal is to support Michigan's response to COVID-19 and allow as much flexibility as possible in continuing Catamaran business operations and duties related to supporting the best outcomes for special education students in the state. Thank you for partnering on these efforts even during difficult, unprecedented circumstances.

Thank you.