

Catamaran Activities and Access by Role

Corrective Action Plans (CAPs)

This document is intended to assist both local and intermediate school district (ISD) users in understanding the specific Catamaran user role as it relates to a specific activity in Catamaran. The Corrective Action Plan (CAP) activity is available to the district or State Agency, ISD, as well as MDE at various steps in the CAP process. The following chart provides a list of users (first column) that may access this activity as well as the user's privileges seen on the CAP's progress bar. The black bar across the top of the chart identifies the statuses as shown on the CAP's progress bar. For each user role, the first line describes where the user may locate the activity in Catamaran (e.g., Dashboard) and the second line describes what the user may do (e.g., View, Save, etc.).

➤ **Note:** Catamaran users may be assigned to multiple user roles. For example, if a user is assigned in Catamaran to the same organization as both a Catamaran Coordinator and an ISD Monitor, that user will have the access to the organization's activity as both the Catamaran Coordinator and ISD Monitor. For additional questions about Catamaran user roles, contact the Catamaran Help Desk at help@catamaran.partners.

User Role		Write and Submit CAP	MDE Review	Complete and Submit Progress Report	Implement CAP	District Request Closeout	ISD Complete and Submit Verification	MDE Verify and Close
Catamaran Coordinator	How to Access	Dashboard, Monitoring or Search Tab	Monitoring or Search Tab	Dashboard, Monitoring or Search Tab	Dashboard, Monitoring or Search Tab	Dashboard, Monitoring or Search Tab	Monitoring or Search Tab	Monitoring or Search Tab
	Action Options	View, Save, Submit	View	View, Save, Submit	View, Save, Submit	View, Save, Submit	View	View
ISD Monitor	How to Access	Monitoring or Search Tab	Monitoring or Search Tab	Monitoring or Search Tab	Monitoring or Search Tab	Monitoring or Search Tab	Dashboard, Monitoring or Search Tab	Monitoring or Search Tab
	Action Options	View	View	View	View	View	View, Save, Submit	View
State Agency	How to Access	Dashboard, Monitoring or Search Tab	Monitoring or Search Tab	Dashboard, Monitoring or Search Tab	Dashboard, Monitoring or Search Tab	Dashboard, Monitoring or Search Tab	Dashboard, Monitoring or Search Tab	Monitoring or Search Tab
	Action Options	View, Save, Submit	View	View, Save, Submit	View, Save, Submit	View, Save, Submit	View, Save, Submit	View
MDE	How to Access	Monitoring or Search Tab	Dashboard, Monitoring, or Search Tab	Monitoring or Search Tab	Monitoring or Search Tab	Monitoring or Search Tab	Monitoring or Search Tab	Dashboard, Monitoring, or Search Tab

User Role		Write and Submit CAP	MDE Review	Complete and Submit Progress Report	Implement CAP	District Request Closeout	ISD Complete and Submit Verification	MDE Verify and Close
	Action Options	View	Save or Approve	View	View	View	View	Save or Approve

The following user roles may also access the CAP activity; however, they do not have permission to save a page or submit the activity.

➤ **Note:** It is possible for any of the users in this chart to be added to a specific CAP, if needed. For additional questions about Catamaran user roles, contact the Catamaran Help Desk at help@catamaran.partners.

User Role		Write and Submit CAP	MDE Review	Complete and Submit Progress Report	Implement CAP	District Request Closeout	ISD Complete and Submit Verification	MDE Verify and Close
Transition Coordinator and Contact	How to Access	Search Tab	Search Tab	Search Tab	Search Tab	Search Tab	Search Tab	Search Tab
	Action Options	View	View	View	View	View	View	View
ISD Viewer and ISD Director	How to Access	Monitoring or Search Tab	Monitoring or Search Tab	Monitoring or Search Tab	Monitoring or Search Tab	Monitoring or Search Tab	Monitoring or Search Tab	Monitoring or Search Tab
	Action Options	View	View	View	View	View	View	View