

Early On[®] 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 2022 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 the local service area follow the regular CAP process rather than following the Fast Track CAP process?

Yes, the local service area may choose to follow the regular 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 regular CAP process will also need to be followed if all the assurances listed under Question 2, Fast Track Activity – Actions Taken and Assurances cannot be made by the CAP due date of April 1, 2022.

How is a Fast Track CAP completed in Catamaran?

A Fast Track CAP is completed in [Catamaran](#), but with less involved requirements than a regular CAP. To complete a Fast Track CAP,

- Select “Fast-Track CAP” on the CAP Activity Page in Catamaran.
- Next, complete and upload the Child Level Corrective Action Report (CLCAR) template to Question 1 on the CAP Activity Page in Catamaran. The CLCAR template is available on the CAP Activity Page and also on the [Catamaran Technical Assistance Website’s District Monitoring Resources page under the Corrective Action header](#).
- Upload documentation of child level corrective action to the CAP Activity 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*.
- Next, complete the Fast Track Activity – Actions Taken and Assurances section, Question 2, by briefly describing the actions that have been taken regarding the cause(s) of noncompliance listed in the completed CLCAR template and responding to each of the assurances listed.
- Finally, select the **Save & Submit button** at the top of the page to change the status of the CAP to “Submitted to MDE for Review.”

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

The Fast Track CAP Activity Page 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.

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 Activity 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.

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, 2022. If the Fast Track CAP is not submitted for approval by this date, a regular CAP will be required.

CAP Approval by MDE

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

Progress Report

In the Progress Notes text box on the Progress Report, enter "See Fast Track CAP Actions Taken and Assurances." Select the radio buttons as appropriate and enter any comments. To submit the Progress Report to MDE, select 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 Evidence Notes text box on the Request CAP Verification and Closeout of Findings page in Catamaran, enter "See Fast Track CAP Actions Taken and Assurances." The local service area may also upload any additional supporting evidence; however, it is not required. To request closeout of the CAP, select 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 select **Yes** from the "Verified Completed?" drop-down menu. If **No** is selected, enter a comment in the provided 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 select the **Submit Verification** button at the top of the page and then complete the Agreement page by selecting the **I Agree** button. 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."