

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 may be on-site or virtual. 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 activity in two ways:
 - On the Dashboard, scroll down to the **Tasks Overview** section. Use the filters, as needed, to narrow tasks, and select the link in the **Activity** column to open the Monitoring Review Activity.

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
JSD	Sept2023	C-GSM Monitoring Review	District Child Info Required	

- On the Dashboard, select the **Search** link in the upper right-hand corner of the page. Using the search function, choose **Monitoring**. Filter the search results by selecting *Monitoring Visits*. Next, search for the specific Monitoring Review.

View Monitoring Documents

Select 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

ISD September 2023

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.

3. From the Monitoring Menu, select the **Service Area Child Selection** link to access the page.
4. 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 checking the box next to the child's name.
5. Choose **Save** to save the page or **Verified Children** to submit the 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-Sept2023 Menu](#) > C-GSM Monitoring Review Service Area Child Selection

[Save](#) [Verified Children](#) [Back](#)

ISD September 2023

Instructions
From the list provided, confirm 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 verification is complete, then choose **Verified Children** to notify MDE.

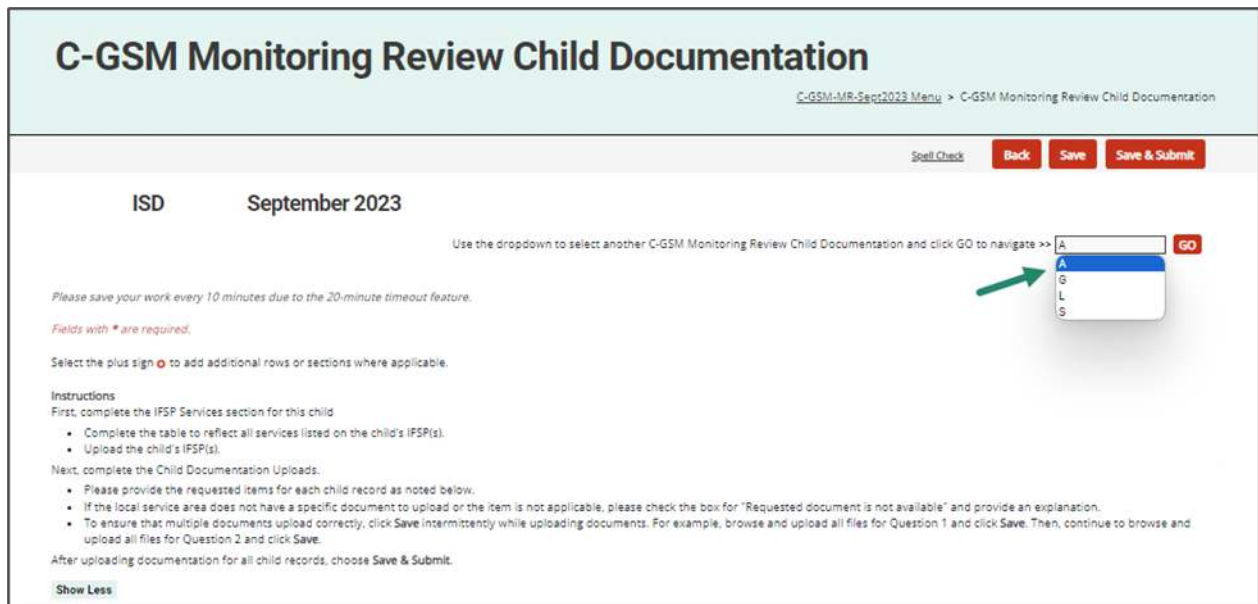
[Show Less](#)

Verified	Name	DOB	Race	Primary Disability	UIC
<input type="checkbox"/>		8/25/2020		Part C Only	
<input checked="" type="checkbox"/>		8/30/2021		Part C Only	
<input checked="" type="checkbox"/>		11/9/2020		Part C Only	
<input checked="" type="checkbox"/>		12/22/2020		Part C Only	
<input checked="" type="checkbox"/>		5/28/2021		Part C Only	
<input type="checkbox"/>		1/7/2021		Part C Only	
<input type="checkbox"/>		7/28/2021		Part C Only	
<input checked="" type="checkbox"/>		12/29/2021		Part C Only	
<input checked="" type="checkbox"/>		1/25/2021		Autism Spectrum Disorder	

Virtual Monitoring Review: Upload Documents

After reviewing the verified children, the OGS/ECD&FE will select records from the confirmed list. The service area will receive a notification from Catamaran when this is completed and will see the activity on the **Tasks Overview**.

6. Access the activity from the Tasks Overview and select the Monitoring Review link in the **Activity** column. The activity will be at the status **District Child Info Required**.
7. Select the **Child Documentation** link on the menu to open the page and upload the requested documentation for each child that has been selected.
8. Use the **Browse** button next to each item and upload the requested documentation.
9. Use the drop-down menu to toggle between available records. Complete the Child Documentation page for each child.



Child Documentation

New for September 2023 virtual reviews only, the Child Documentation page will now include an Individualized Family Service Plan (IFSP) Services section.

IFSP Services

- Enter the requested dates, selecting service(s) from the drop-down menu, and then entering text to reflect details about the service(s) listed on the (IFSP) that was effective from April 1, 2023 through June 30, 2023 for each child.
- If the child's IFSP was updated between April 1, 2023 and June 30, 2023, list all services from each IFSP.
- Include the date of the IFSP, the service to be provided, the beginning and ending dates for the service, the length of the service (e.g., 30 minutes), the frequency of service, the intensity (individual/group) of the service, and the method by which the service was planned to be delivered.

IFSP Services

Complete the following table by entering the requested dates, selecting service(s) from the drop-down menu, and then entering text to reflect details about the service(s) listed on the IFSP that was effective from April 1, 2023 through June 30, 2023 for this child. If the child's IFSP was updated between April 1, 2023 and June 30, 2023, list all services from each IFSP. Include the date of the IFSP, the service to be provided, the beginning and ending dates for the service, the length of the service (e.g., 30 minutes), the frequency of service, the intensity (individual/group) of the service, and the method by which the service was planned to be delivered.

Date of IFSP *	Service *	Beginning Date *	Ending Date *	Length of Service (e.g., 30 minutes) *	Frequency of Service *	Intensity of Service (e.g., individual or group) *	Method of Service Delivery *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List other IFSP Service(s) below

Enter Other Service Here

Use the following browse button to upload the child's IFSP that was applicable during the time period of April 1, 2023 through June 30, 2023. If more than one IFSP was applicable during the time period of April 1, 2023 through June 30, 2023, upload each IFSP.

Child Documentation Uploads

- Service Areas will be responsible for preparing (for on-site visits) and/or uploading (for virtual visits) requested documentation as needed.
- Documents may include:
 - Initial IFSP
 - Current IFSP
 - Documentation of Periodic Review
 - Evaluation Reports
 - Evaluation Protocols
 - Medical documentation
 - Contact logs
 - IFSP meeting notice
 - Documentation of initiation of listed services
 - Documentation that Procedural Safeguards were provided to parent
 - Documentation of written consent for evaluation
 - Prior written notice of proposed services
 - Other documents as requested

Child Documentation Uploads

Item	Requested Documents
1	Upload service logs or other evidence of all services provided for this child between April 1, 2023 and June 30, 2023. *
	<input type="checkbox"/> Requested document is not available: <input type="text"/>
	<input type="text"/> <input type="button" value="Browse"/>
2	If any service listed on the child's IFSP was either not provided between April 1, 2023 and June 30, 2023 or was provided in a manner other than as listed on the IFSP due to an exceptional family circumstance, upload contact logs or other evidence of the exceptional family circumstance. *
	<input type="checkbox"/> Requested document is not available: <input type="text"/>
	<input type="text"/> <input type="button" value="Browse"/>

- If the requested document is not available, then select the appropriate check box and provide an explanation in the space provided.
- To ensure that multiple documents upload correctly, **Save** the page intermittently while uploading documents. For example, browse and upload all files for Question 1 and choose **Save**. Then, continue to browse and upload all files for Question 2 and choose **Save**.

On-site Monitoring Review: Prepare Documents

After reviewing the verified child list, the OGS/ECD&FE will select records from the confirmed list to review at the on-site Monitoring Review. 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:** To see the list of selected children, select the **MDE Child Selection** page from the Monitoring Review Menu. See the *Access the Activity* section of this how-to for how to find the activity when it is not on the **Tasks Overview**.

C-GSM Monitoring Review Menu

ISD September 2023

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 Technical Assistance Website.