

### Step 1: Plan for Correction IMACS Navigation Guide

Below is the step by step process for districts to access their CAPs and complete agency step 1 (due October 21):

1. Log in web applications
2. Select IMACS
3. On the districts IMACS homepage select corrective action plan (CAP)
4. This will bring up the following screen:

Reason	School Year Created	Edit	Required Timeline for Correction	All Clear	Needs Attention	# of Items	# of Items In Compliance
Cyclical Review	2008 - 2009	<a href="#">Edit</a>	09/15/2010	Yes	No	9	9
Cyclical Review	2011- 2012	<a href="#">Edit</a>	09/17/2013	No	Yes	5	0

5. Select the word [Edit](#) for the 2011-2012 school year.
6. This will bring up a list of each of the indicators in the districts CAP.
7. The left column is the indicator number and the middle column is the description of the indicator, click on the description.
8. When the next screen comes up scroll about ¼ of the way down, on the left side of the screen you will see agency step 1, that is where you state what your districts plan is to get into compliance for that indicator (ie: training, revision of a form, etc). Scroll down and click “save.”
9. Use the CAP Approval Rubric to check your proposed corrective action plan for that indicator. Here’s a link to the rubric: <http://dese.mo.gov/sites/default/files/se-com-CAPRubric.pdf>.
10. Repeat step 8 for each indicator that is listed in the CAP.
11. Once you have entered your plan for each indicator in the CAP and are ready to submit them click on “Return all indicators to DESE” in the yellowish dialog box that contains district contact information.

For more IMACS user directions you can use the following link to the self-assessment training materials posted on the Departments web site. Here you will find an FAQ and links to handouts provided at self-assessment training. <http://dese.mo.gov/special-education/compliance/tiered-monitoring-imals-faqs>