

**Michigan Department of Education**  
**Creation and Submission of CSI Plans and Partnership Reports**  
**Technical Assistance Guide**

The Every Student Succeeds Act (ESSA) requires that districts with schools identified for Comprehensive Support and Improvement (CSI) develop and implement, in partnership with stakeholders (including principals and other school leaders, teachers, and parents), a school-level improvement plan to improve student outcomes. To minimize the planning and reporting burden on districts with schools identified for CSI, MDE has established a process by which districts can integrate ESSA CSI plan requirements into the existing continuous improvement planning process within the Michigan Integrated Continuous Improvement Process (MICIP) platform. This document provides districts with guidance on how to create CSI Plan Reports and Partnership Reports in MICIP and submit them to MDE in GEMS/MARS.

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**Partnership Districts with *more than* one school identified for CSI**

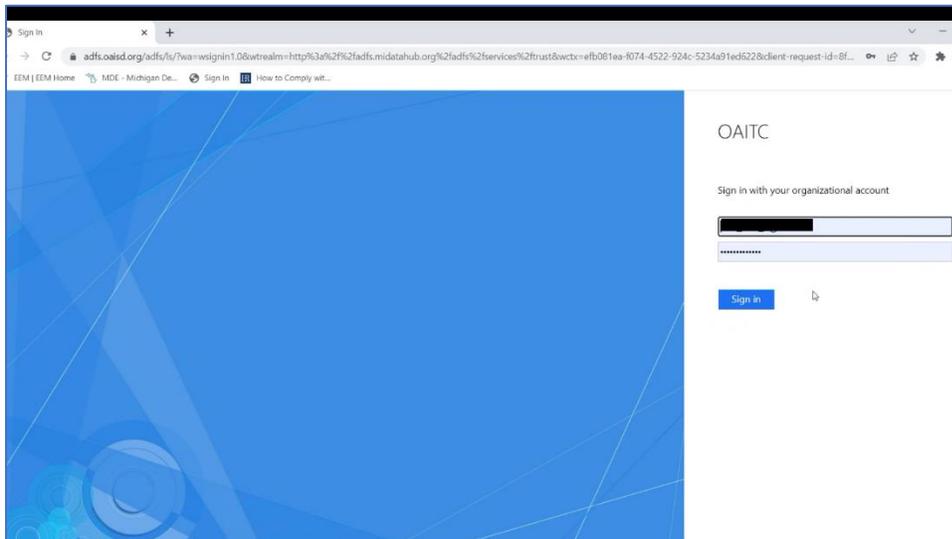
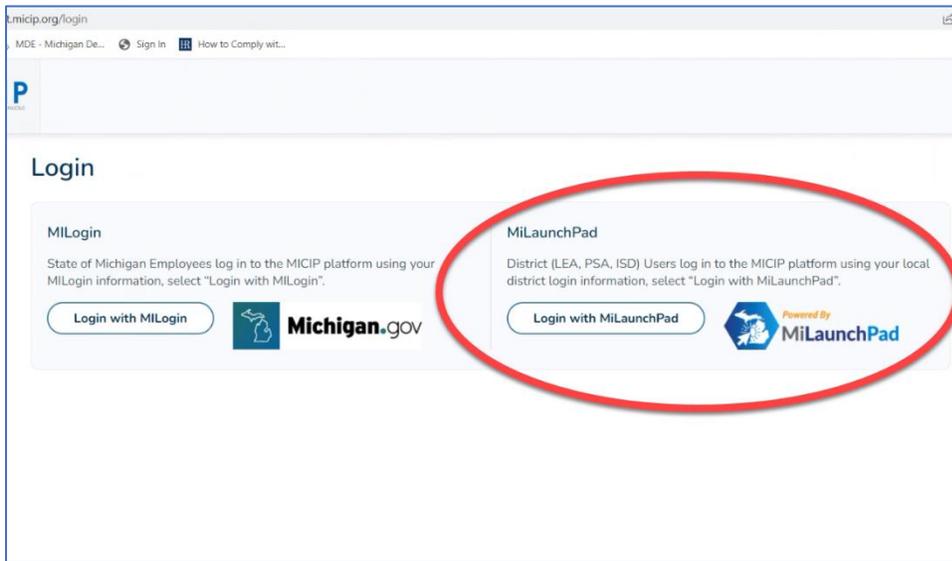
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# Non-Partnership Districts

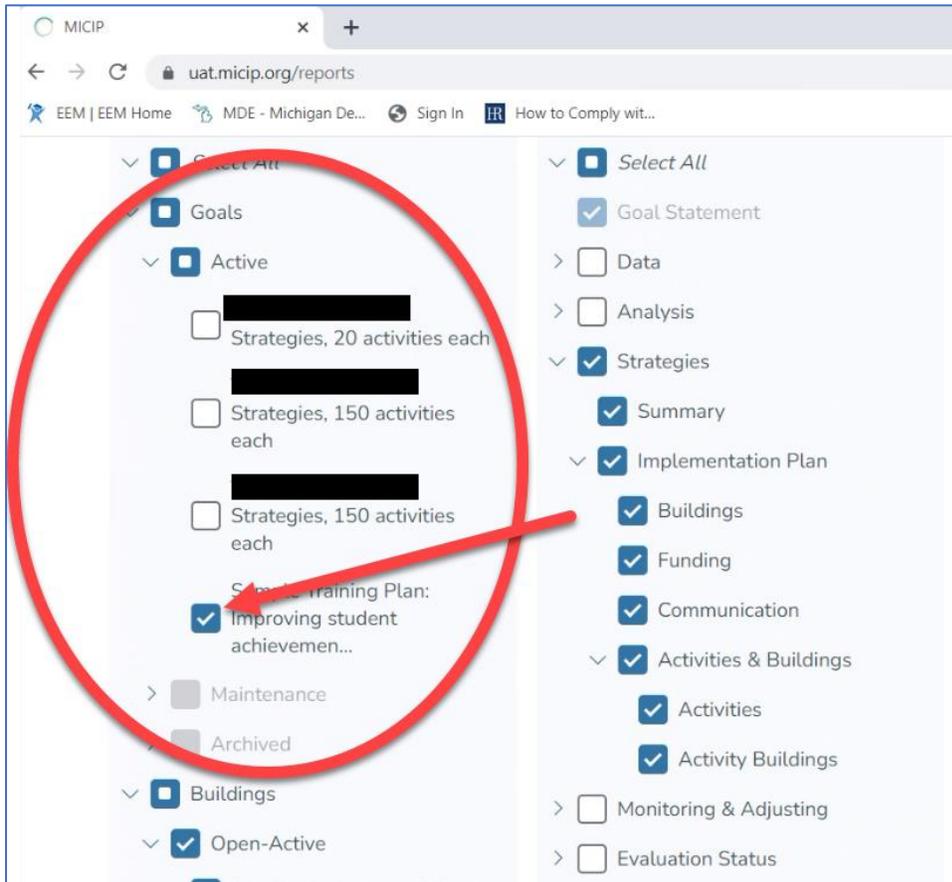
## Log-in to MICIP

For more detailed instruction on logging in, please reference pages 7 and 8 of the [MICIP Platform Guide - September 2022 \(michigan.gov\)](#) For additional MICIP support please contact MICIP mailbox [mde-micip@michigan.gov](mailto:mde-micip@michigan.gov)



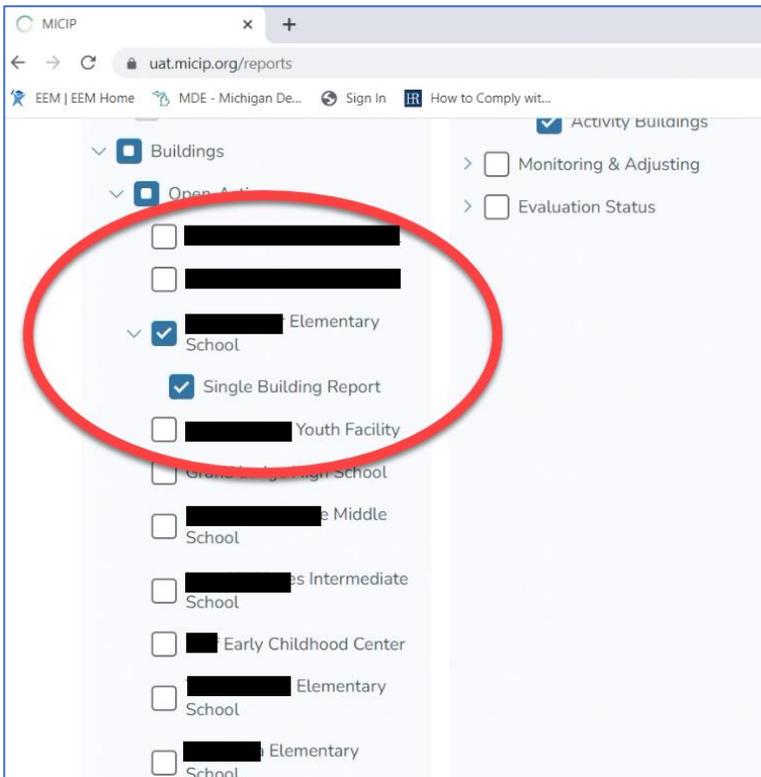


**2. Select the required Filters.** From within the Report Builder, select all active goals for the school identified for CSI. In the screenshot below, only one active goal is illustrated as being connected to the example district's school identified for CSI. The district/school may have more.

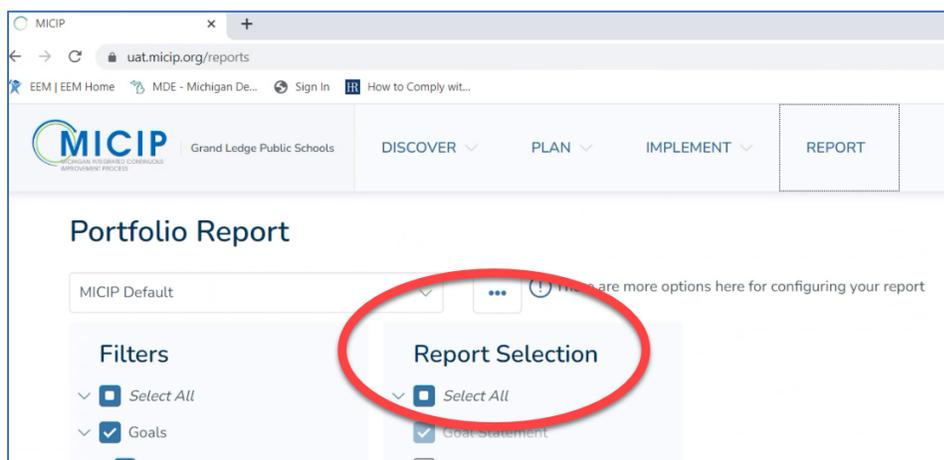


**3. Select the School identified for CSI from within the Report Builder.** If the district operates more than one School identified for CSI this process will need to be repeated for each School identified for CSI. A CSI plan is required by law for each School identified for CSI.

After selecting the school, select the “Single Building Report” option that will only include information that is specifically ‘tagged’ to that school building. The following screenshot illustrates the appearance of the selection of the “Single Building Report.”



**4. Select the required report components of the CSI Plan report.** In the Report Selection area click on “Select All” unless it is already selected.

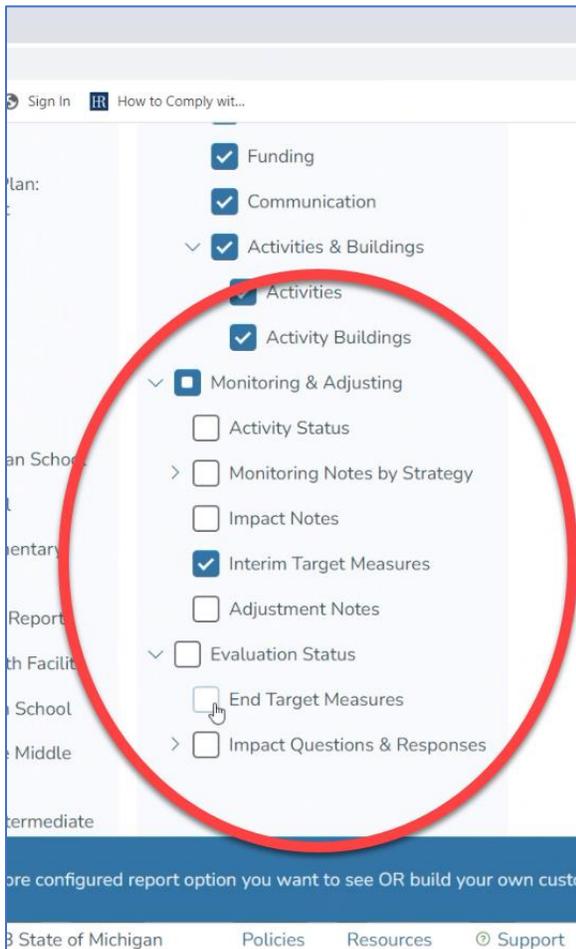


All components of 'Goal Statement,' 'Data,' 'Analysis,' and 'Strategies' are required to be included. Click on the down-arrow in front of 'Monitoring and Adjusting' to expand. Within 'Monitoring and Adjusting' de-select the following:

- 'Activity Status,'
- 'Monitoring Notes by Strategy,'
- 'Impact Notes,' and
- 'Adjustment Notes.'

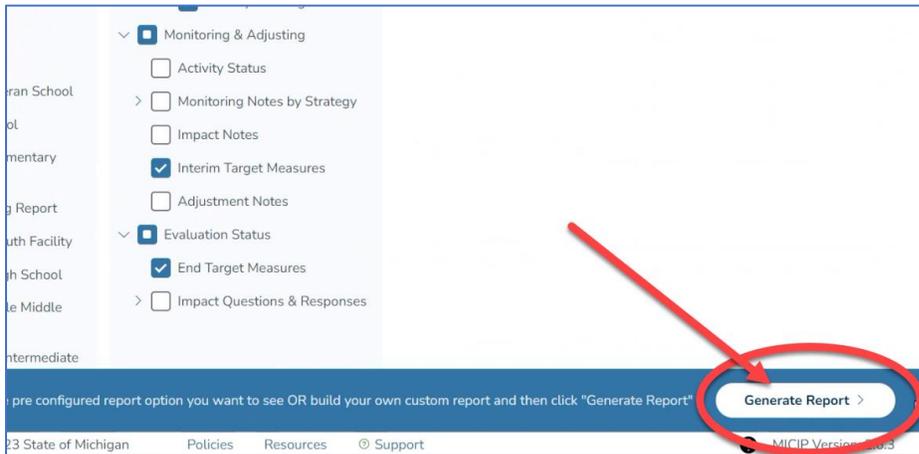
In 'Monitoring and Adjusting' the **only** item required is 'Interim Target Measures.' Then un-select 'Evaluation Status' as this is not required.

The selections for 'Monitoring and Adjusting' and 'Evaluation Status' should match the following screenshot.

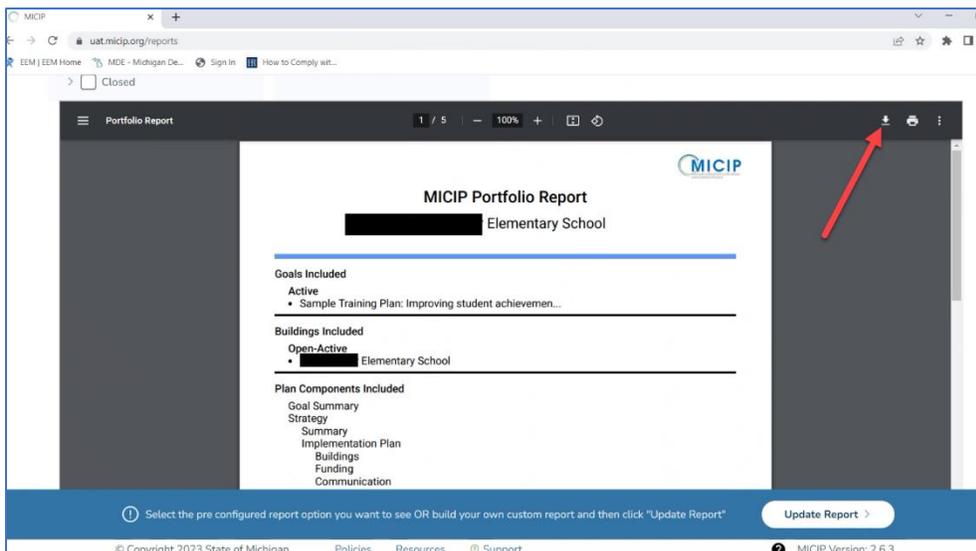


## 5. Produce the CSI Plan pdf and save to a secure location.

Click on “Generate Report” in the bottom-right portion of the window. A portfolio report will be produced in pdf format.



You may need to scroll within the window to view it. It should appear like the screenshot below. Note that the name of the school identified for CSI (not the district) should appear as the second line in the title on the first page. If the district name appears, return to [step 3](#).



Then click on the download icon in the upper right corner of the window as illustrated by the red arrow in the above screen shot. A pop-up will appear prompting you to save the file. Rename the file using the following naming schema “**DistrictName.SchoolName.CSIPlan.2023**”. For example, if Happy Elementary in Celebration Public Schools was a school identified for CSI the file name would be “CelebrationPS.HappyElem.CSIPlan.2023”. Note that abbreviations or acronyms may be used for common terms such as Elementary, Middle, School, Public, Community, or Academy such as “DPSCD.DavisAeroHS.CSIPlan.2023”. Save the file to a secure location for later reference and uploading. **If the district operates more than one School identified for CSI this process will need to be repeated for each School identified for CSI.** *The creation of the CSI Plan Report(s) is complete in MICIP.*

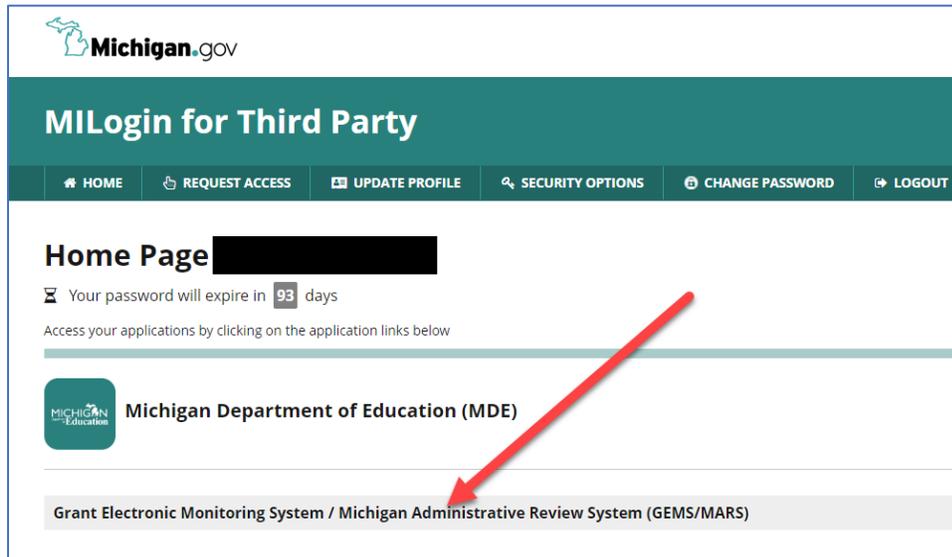
## GEMS/MARS submission of completed CSI Plan Report(s)

Grant Electronic Monitoring System / Michigan Administrative Review System **GEMS/MARS**. To access the GEMS/MARS application you will use MILogin as it was fully migrated on May 1, 2023. Logging in to **GEMS/MARS** used to be completed via MEIS username. You can download instructions for transitioning your MEIS account to MILogin here: [Click to download](#).

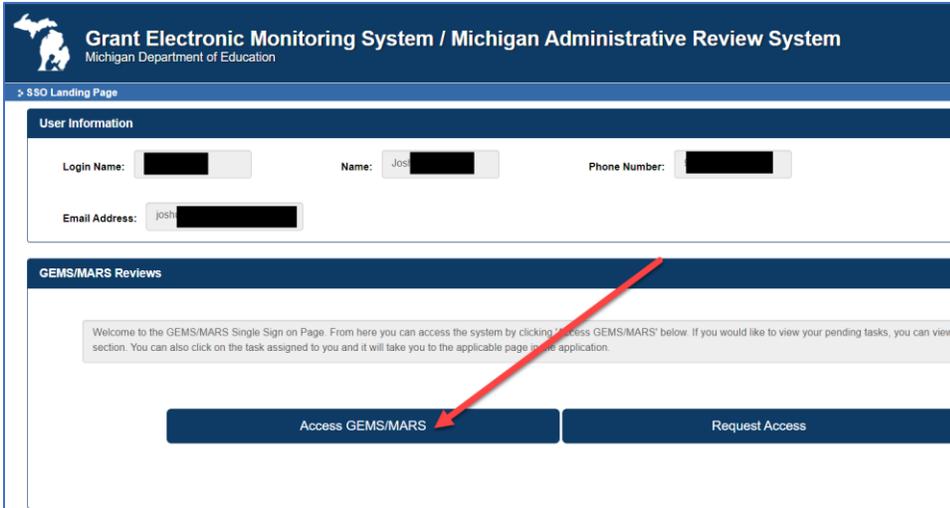
If you have any problem accessing the application, please contact the **GEMS Help Desk** at **(517) 241-6270** or at [MDE-GEMS@michigan.gov](mailto:MDE-GEMS@michigan.gov). Please include your full name and complete telephone number (with area code) when you contact the Help Desk.

Additional support can be found at: [www.michigan.gov/gems-mars](http://www.michigan.gov/gems-mars). This website includes basic help documentation, as well as the necessary security authorization forms to get access to the system.

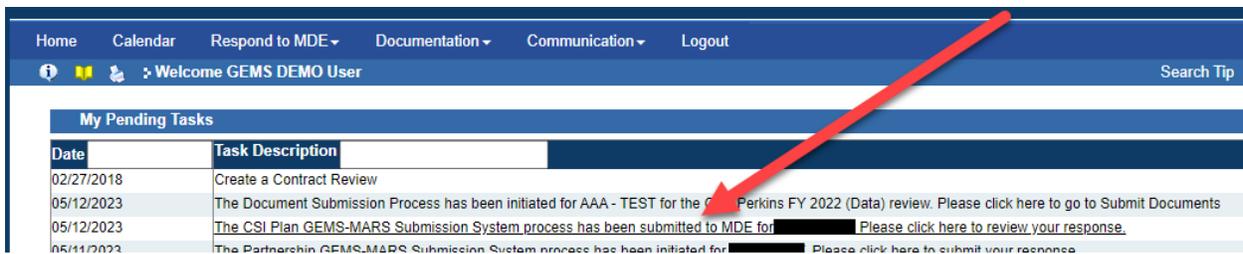
1. Log into GEMS/MARS here: [MILogin - Login \(michigan.gov\)](#)



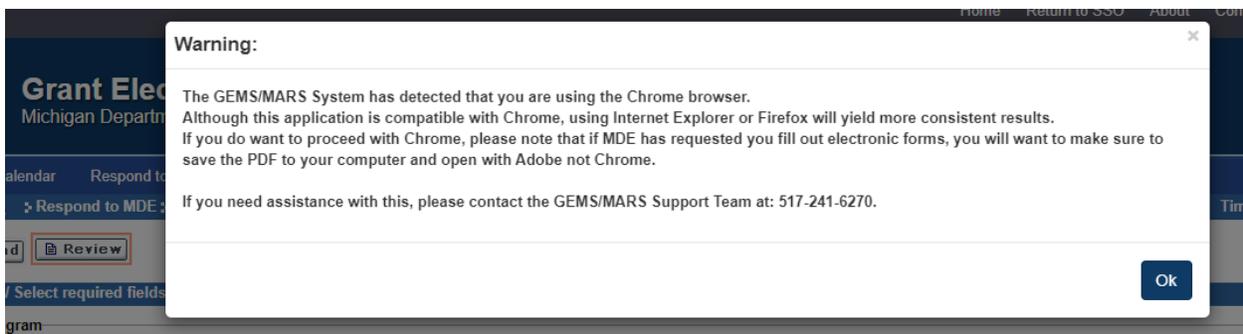
Acknowledge Terms and Conditions popup by clicking on “Acknowledge/Agree.”



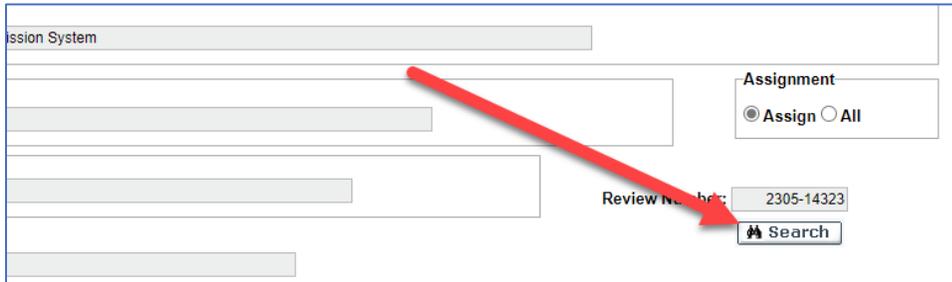
2. Select “The CSI Plan GEMS/MARS Submission System process has been submitted for <district name>. Please click here to submit your response.” from “My Pending Tasks.”



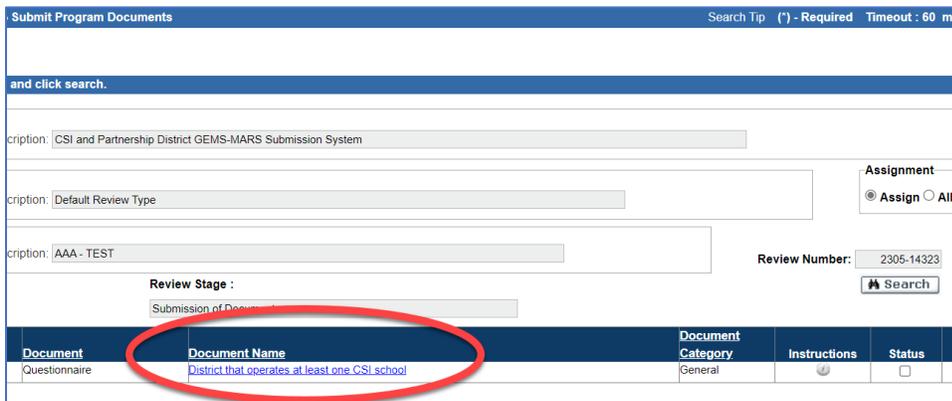
You may receive a “Warning” stating that Internet Explorer or Firefox will yield more consistent results. Click “Ok.” You may continue with Chrome.



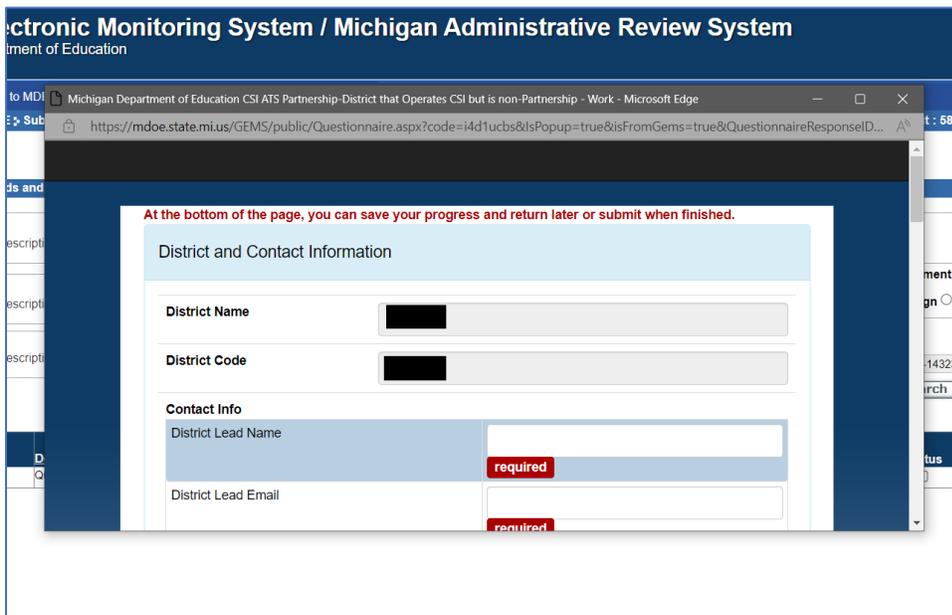
3. Click on the “Search” icon on the right-hand side of the window.



Then, select “District that operates at least one CSI school” from the Document Name column. A new window will open.



The new window should be similar to the following screenshot.



4. Unless already completed, enter information for district personnel. The “District Lead Name” should be the individual who is primarily responsible for the facilitation of the MICIP process or CSI plan development. The “Secondary District Contact Name” should be an individual with responsibility for, and knowledge of, the school identified for CSI. Either one of these **could be** the district lead administrator or superintendent.

At the bottom of the page, you can save your progress and return later or submit when finished.

District and Contact Information

District Name your district name should be pre-populated here

District Code your district code should be pre-populated here

Contact Info

District Lead Name required District Lead Email required

Secondary District Contact Name required Secondary District Contact Email required

District Level Upload Area

Complete the assurances by checking each of the five boxes as illustrated in the following screenshot. Note that even if a district operates more than one School identified for CSI the district is only required to complete the assurances once. By checking each assurance below, the district is attesting that the assurance statement is true for the CSI plan submitted for each school identified for CSI within the district.

required

Assurances

For each of the school level plans submitted by the district:

- Check here to confirm that the plan is developed in partnership with stakeholders (including principals and other school leaders, teachers, and parents).
- Check here to confirm that the plan is informed by indicators in the School Index accountability system (e.g., Growth Index, Proficiency Index, Graduation Rate Index, English Learner Progress Index, School Quality and Student Success Index, Assessment Participation Index).
- Check here to confirm that the plan is based on a school level needs assessment and addresses the identified need
- Check here to confirm that the plan identifies resource inequities to be addressed through implementation of the plan
- Check here to confirm that the plan is approved by the school and LEA

Name of Authorizing Official Date

X. If missing, enter the name and date of the lead administrator or superintendent authorizing submission below the Assurances Confirmation location.

A screenshot of a web form section. At the top, there is a checked checkbox with the text "Check here to confirm that the plan is approved by the school and LEA". Below this is a table with two columns: "Name of Authorizing Official" and "Date". Both columns have a red "required" label below them. The table is currently empty. Below the table, the text "Building 1" is visible.

5. Upload Plan(s), Identify Evidence Based Intervention(s), and Identify Level of Evidence.

- For each school identified for CSI, under the CSI Plan Report upload section, users are to upload the CSI Plan Report pdf created within MICIP as detailed in Section One of this TA Guide. Drag and drop CSI Plan report as illustrated by the dotted red arrow in the screenshot below.
- Identify by name one Evidenced Based Intervention (EBI) from the CSI plan as highlighted by the red ellipse below. The school may have more than one EBI in the plan, but only one is required to be entered here.
- Then select the appropriate level of evidence for the identified EBI from the drop-down menu as indicated by the purple arrow. The four levels of evidence include 'Strong,' Moderate,' 'Promising' or 'Demonstrates a Rationale.' For more information about selecting EBIs and levels of evidence, please see [Using Evidence to Strengthen Education Investments](#).

A screenshot of a web form section for uploading a CSI Plan Report and identifying an Evidence Based Intervention (EBI). The form includes a "School 1 Name:" field with a redacted name. Below it is a "CSI Plan Report for School 1" section with a "Download Files" link and a "Drop files here or click to upload" area. A table with columns "File Name" and "File Size" is shown below the upload area. A dotted red arrow points from the "Drop files here" text to the table. Below the table is a link: "To view the guidance related to Using Evidence to Strengthen Education Investments, click here." The "Please identify 1 evidence based intervention:" field is circled in red. Below it is a "150 characters remaining" indicator. At the bottom is an "Identified Level of Evidence" dropdown menu, with a purple arrow pointing to it.

If the district operates more than one School identified for CSI, repeat step 5 for each School identified for CSI. Submitting for additional schools will require scrolling down within the window. Wait to "Save and Close" until all three steps have been completed for all School identified for CSIs.

6. Review that all information is correctly entered and that the required uploads are present. Click “Save and Close.”

The screenshot shows a web form with three main sections: 'Identified Level of Evidence' with an empty text box, 'MDE Review Status' with a greyed-out text box, and 'MDE Comments' with a rich text editor. The rich text editor includes a toolbar with icons for source, copy, paste, undo, redo, search, and various text formatting options like bold, italic, underline, strikethrough, and font color. At the bottom of the form, there are three buttons: 'Save and Close' (highlighted with a red arrow), 'Cancel', and 'Download All'.

The window will close and take the user back to the window in [Step 3](#). **Scroll down** to the bottom of the window and click the ‘Submit’ button. You will have a pop-up appear that states “Successfully promoted to the next stage.” Click “OK.”

The screenshot shows a 'Review Stage' window titled 'Submission of Documents'. It features a search bar and a table with the following columns: Document, Document Name, Document Category, Instructions, Status, View, and Errors. The table contains one row for a 'Questionnaire' document. Below the table is another table with columns: Stage Start, Stage End, Completed By, and Reason. The 'Submit' button at the bottom right is highlighted with a red arrow.

Document	Document Name	Document Category	Instructions	Status	View	Errors
Questionnaire	Questionnaire	General		<input type="checkbox"/>		

Stage Start	Stage End	Completed By	Reason
05/09/2023	05/09/2023	Joshua Long	

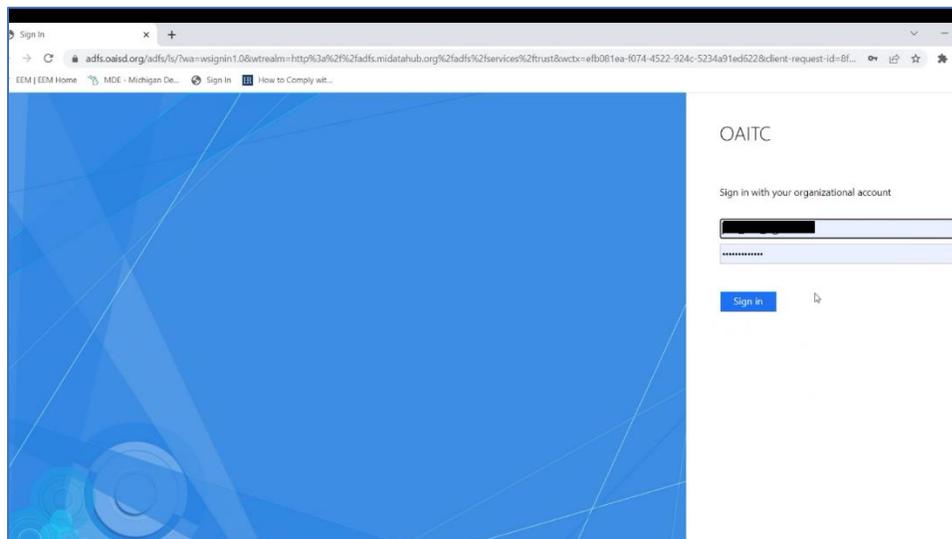
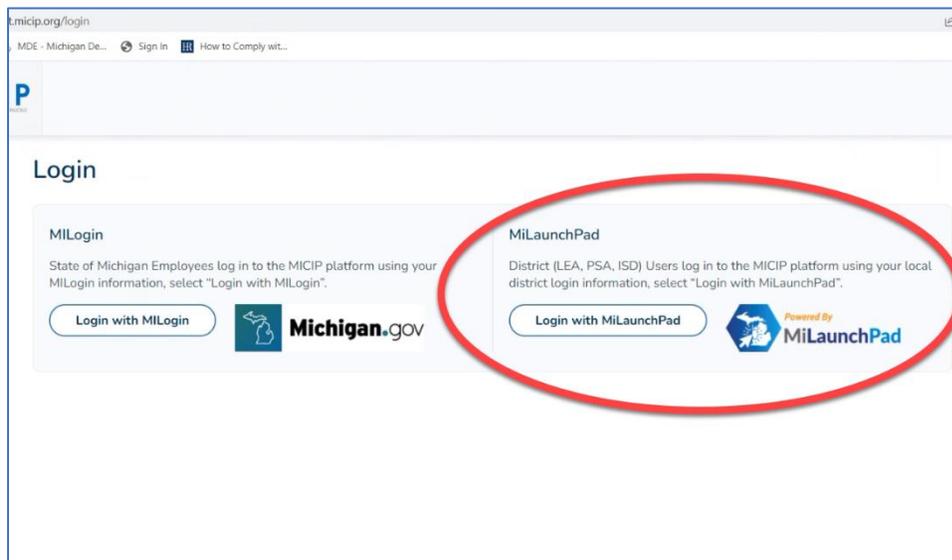
The submission of the CSI Plan Report(s) is complete. If any additional information is needed, the assigned MDE representative will contact the district.



## Partnership Districts with Exactly One School Identified for CSI

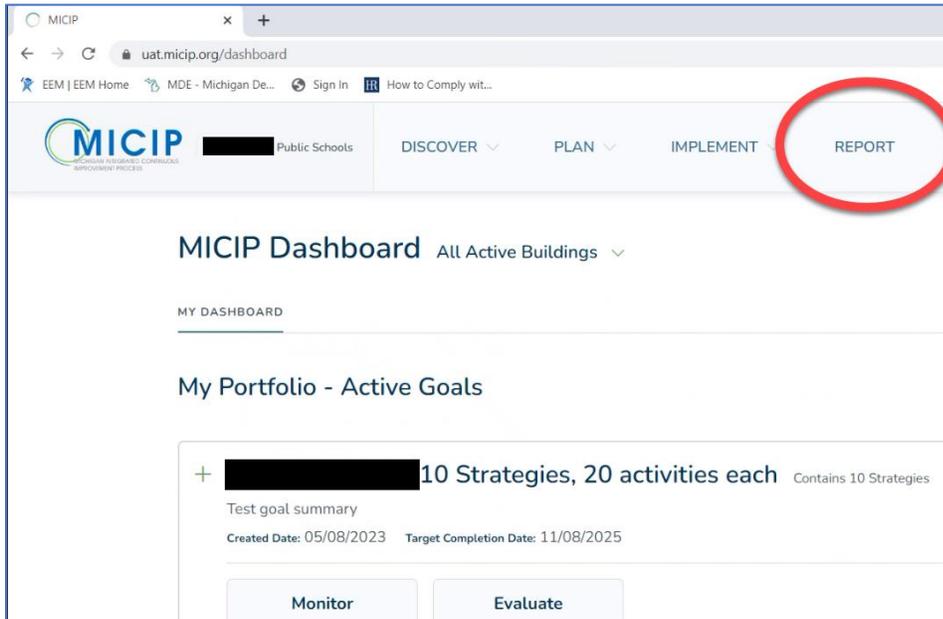
### Log-in to MICIP

For more detailed instruction on logging in, please reference pages 7 and 8 of the [MICIP Platform Guide - September 2022 \(michigan.gov\)](#) For additional MICIP support please contact MICIP mailbox [mde-micip@michigan.gov](mailto:mde-micip@michigan.gov)

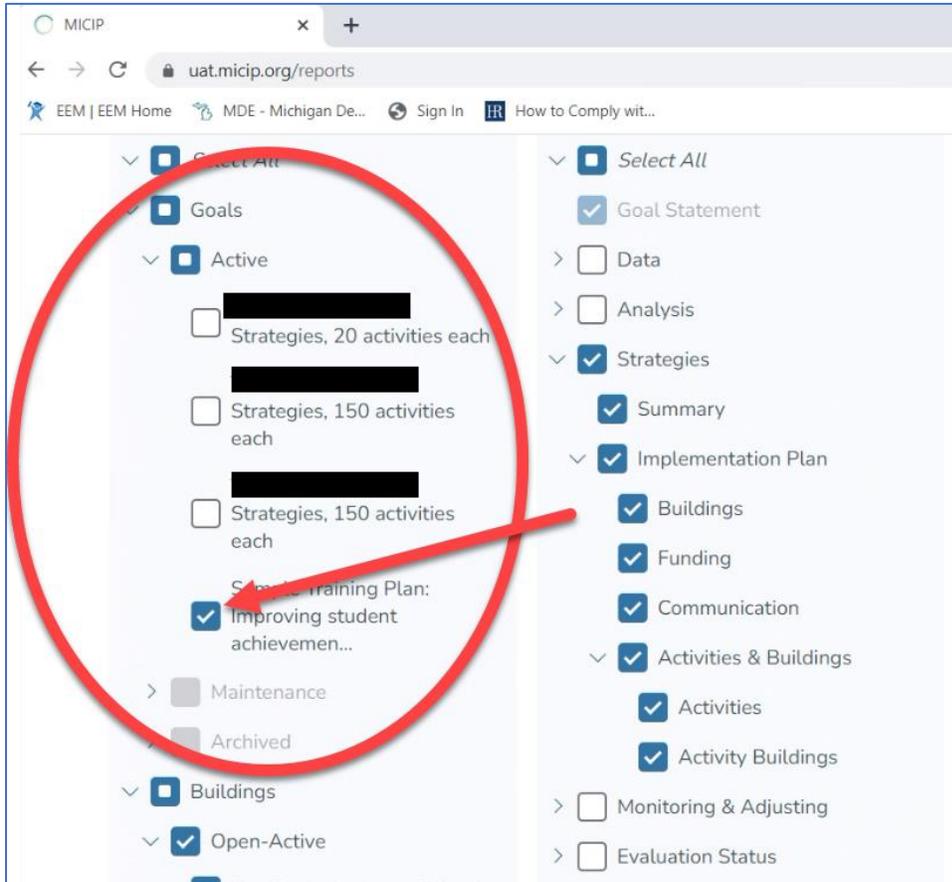


## Creating a combination single building CSI Plan Report and Partnership Agreement Report.

**1. Build the combination CSI Plan Report and Partnership Agreement Report.** On the MICIP Dashboard select the 'Report Icon' in the upper right of the screen, which will take you to the Report Builder. For more detailed information reference the section for building reports beginning on page 33 of the [MICIP Platform Guide - September 2022 \(michigan.gov\)](#).

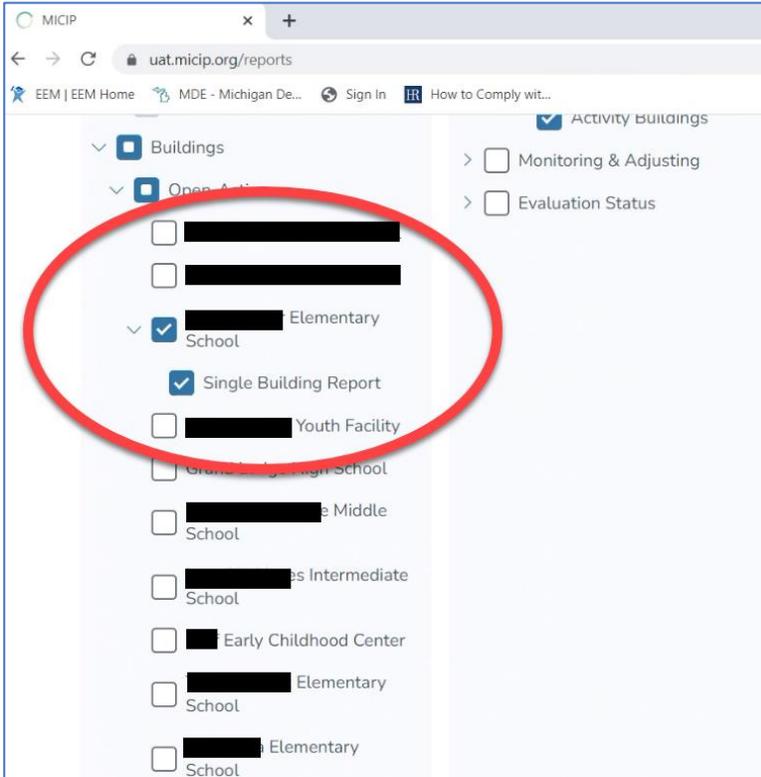


**2. Select the required Filters.** From within the Report Builder, select all active goals for the school identified for CSI. In the screenshot below only one active goal is illustrated as being connected to the example district's school identified for CSI. For schools identified for CSI in a Partnership District a minimum of three goals is required.



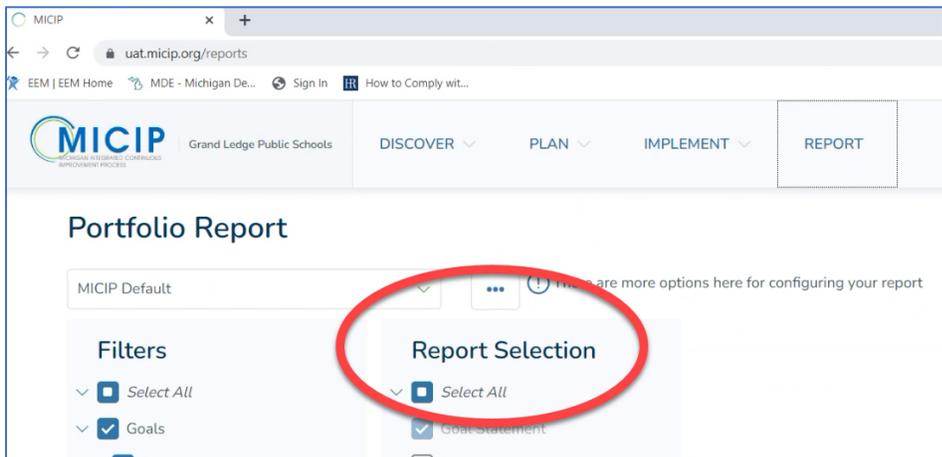
**3. Select the school identified for CSI from within the Report Builder.** A CSI plan is required by law for each School identified for CSI.

After selecting the school, select the “Single Building Report” option that will only include information that is specifically ‘tagged’ to that school building. The following screenshot illustrates the appearance of the selection of the “Single Building Report.”



**4. Select the required report components of the CSI Plan report.**

In the Report Selection area, click on “Select All” unless it is already selected.

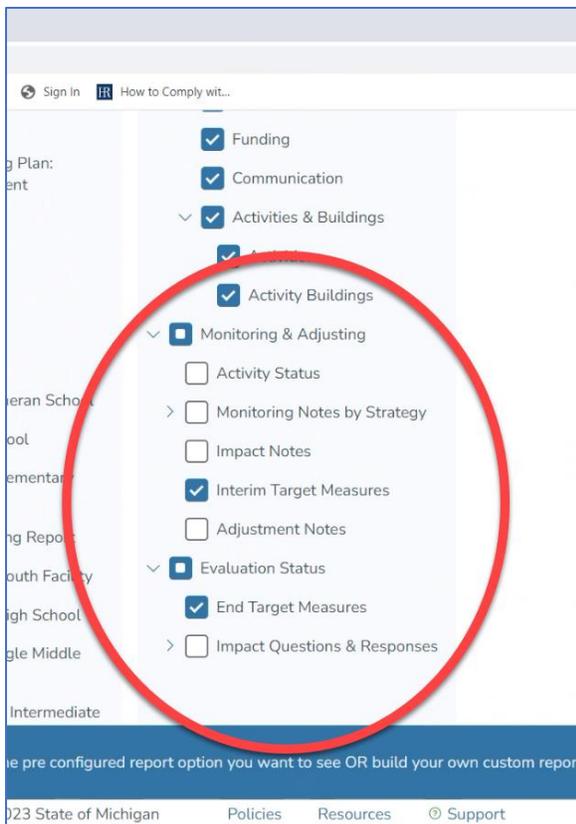


All components of 'Goal Statement,' 'Data,' 'Analysis,' and 'Strategies' are required to be included. Click on the down-arrow in front of 'Monitoring and Adjusting' to expand. Within 'Monitoring and Adjusting' de-select the following:

- 'Activity Status,'
- 'Monitoring Notes by Strategy,'
- 'Impact Notes,' and
- 'Adjustment Notes.'

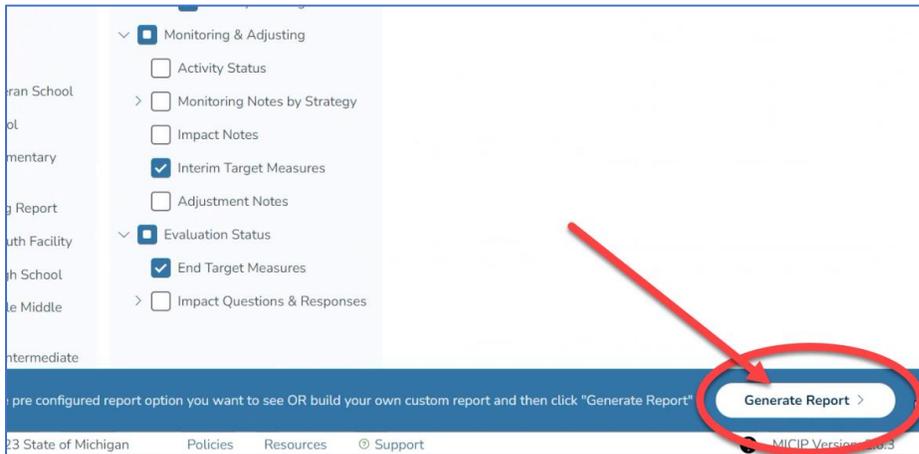
In 'Monitoring and Adjusting' the **only** item required is 'Interim Target Measures.' Click on the down-arrow in 'Evaluation Status.' De-select 'Impact Questions and responses' – keeping only 'End Target Measures' in the Evaluation Status area.

The selections for 'Monitoring and Adjusting' and 'Evaluation Status' should match the following screenshot.

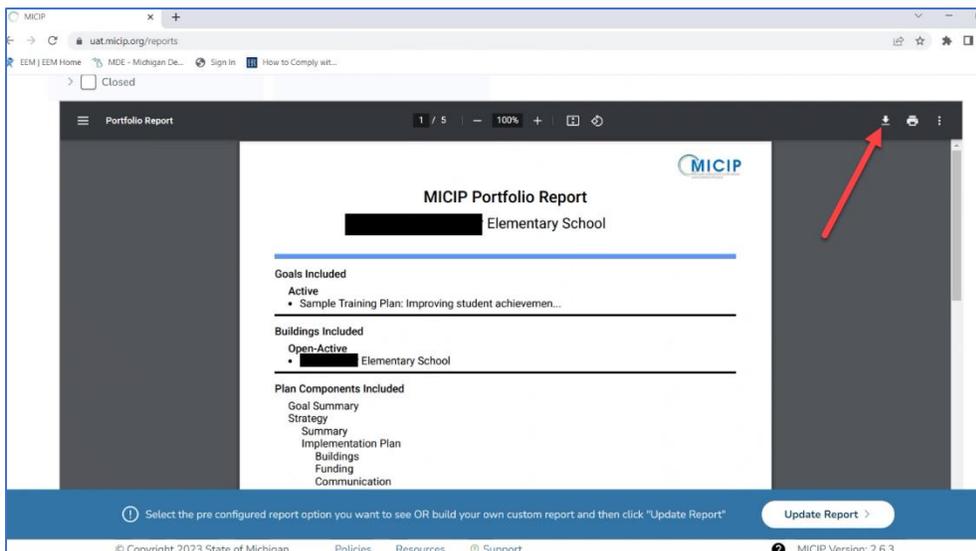


## 5. Produce the CSI Plan pdf and save to a secure location.

Click on “Generate Report” in the bottom-right portion of the window. A portfolio report will be produced in pdf format.



You may need to scroll within the window to view it. It should appear like the screenshot below. Note that the name of the school identified for CSI (not the district) should appear as the second line in the title on the first page. If the district name appears return to [step 3.](#)



Then click on the download icon in the upper right corner of the window as illustrated by the red arrow in the above screen shot. A pop-up will appear prompting you to save the file. Rename the file using the following naming schema “**DistrictName.SchoolName.CSIPlan.2023**”. For example, if Happy Elementary in Celebration Public Schools was a School identified for CSI the file name would be “CelebrationPS.HappyElem.CSIPlan.2023”. Note that abbreviations or acronyms may be used for common terms such as Elementary, Middle, School, Public, Community, or Academy such as “DPSCD.DavisAeroHS.CSIPlan.2023”. Save the file to a secure location for later reference and uploading. **The creation of the CSI Plan Report(s) is complete in MCIP.**

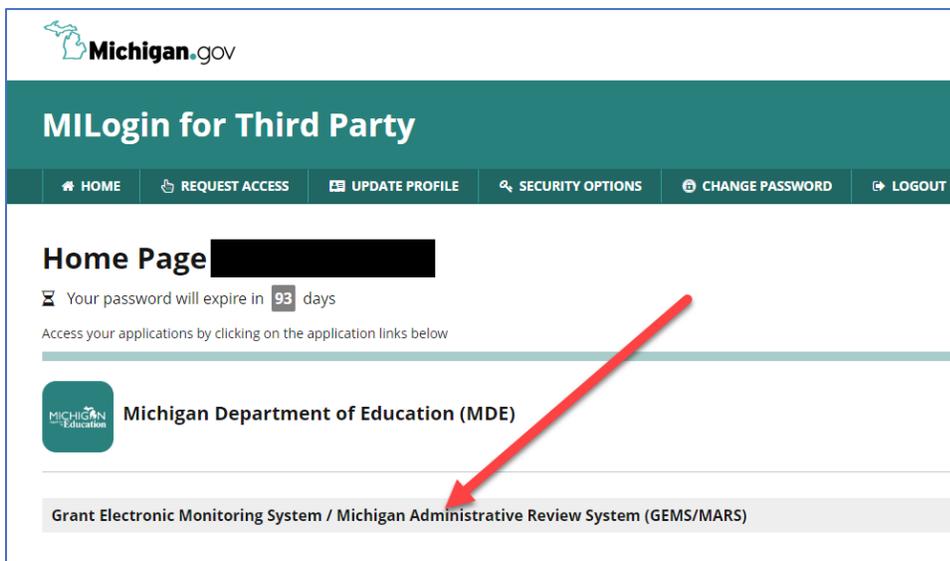
## GEMS/MARS submission of completed combination CSI Plan Report(s) Partnership

Grant Electronic Monitoring System / Michigan Administrative Review System (GEMS/MARS). To access the GEMS/MARS application you will use MILogin as it was fully migrated on May 1, 2023. Note that logging into **GEMS/MARS** used to be completed via MEIS username. If need be, users can download instructions for transitioning your MEIS account to MILogin here: [Click to download](#).

If you have any problem accessing the application, please contact the **GEMS Help Desk** at **(517) 241-6270** or at [MDE-GEMS@michigan.gov](mailto:MDE-GEMS@michigan.gov). Please include your full name and complete telephone number (with area code) when you contact the Help Desk.

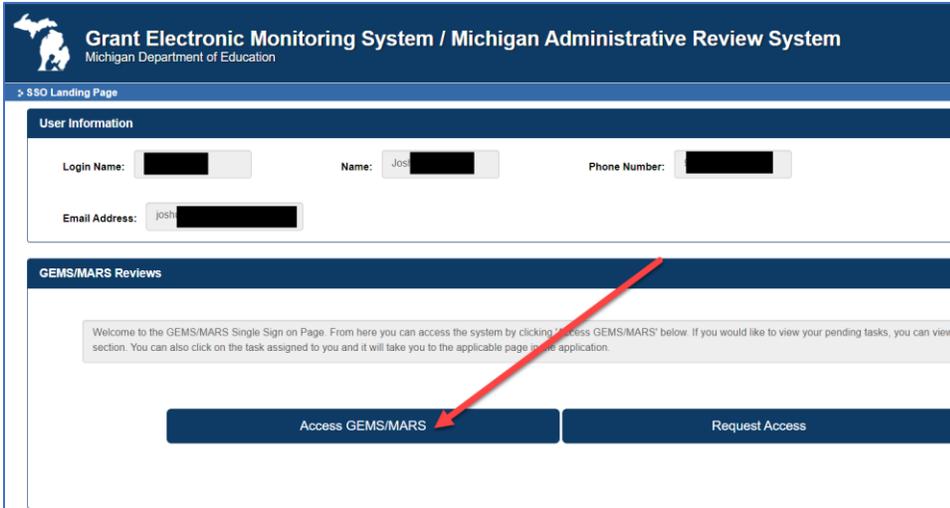
Additional support for **GEMS/MARS** can be found at: [www.michigan.gov/GEMS/MARS](http://www.michigan.gov/GEMS/MARS). This website includes basic help documentation, as well as the necessary security authorization forms to get access to the system.

1. Log into GEMS/MARS here: [MILogin - Login \(michigan.gov\)](#)

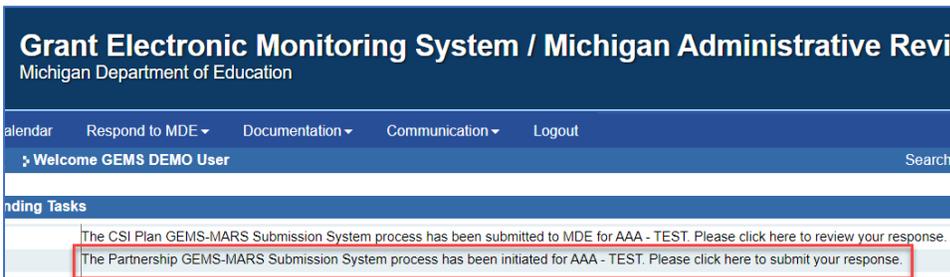


The screenshot shows the MILogin for Third Party page on Michigan.gov. The page has a green header with the Michigan.gov logo and the text "MILogin for Third Party". Below the header is a navigation menu with the following items: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area is titled "Home Page" and includes a password expiration notice: "Your password will expire in 93 days". Below this, there is a section titled "Access your applications by clicking on the application links below". A red arrow points to the link for "Grant Electronic Monitoring System / Michigan Administrative Review System (GEMS/MARS)".

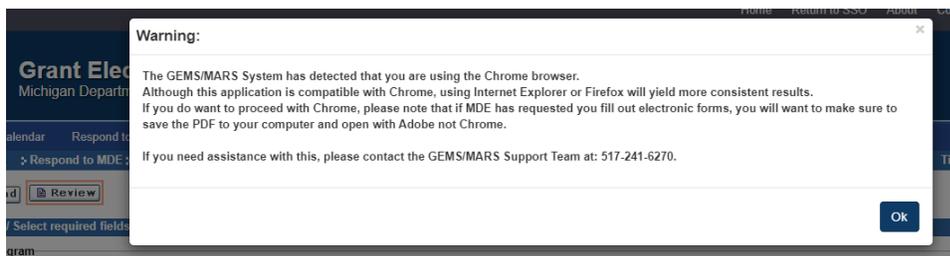
Acknowledge Terms and Conditions popup by clicking on "Acknowledge/Agree."



2. Select “The Partnership GEMS/MARS Submission System process has been initiated for <district name> Please click here to submit your response” from “My Pending Tasks.”



You may receive a “Warning” stating that Internet Explorer or Firefox will yield more consistent results. You may continue with Chrome.



3. Select the "Search" icon on the right-hand side of the window.

The screenshot shows a web form with several input fields. On the right side, there is an "Assignment" section with radio buttons for "Assign" (selected) and "All". Below this is a "Review Number" field containing "2305-14323" and a "Search" button with a magnifying glass icon. A red arrow points from the top center towards the "Search" button.

Select "Partnership District" from the Document Name column. A new window will open.

The screenshot shows the Michigan Administrative Review System interface. At the top, it says "Grant Electronic Monitoring System / Michigan Administrative Review System" and "Michigan Department of Education". Below this is a navigation bar with "Home", "Calendar", "Respond to MDE", "Documentation", "Communication", and "Logout". The main content area has a form with fields for "Program", "Review Type", and "Sub-Recipient". Below the form is a table with columns: "#", "Type", "Document", "Document Name", "Document Category", "Instructions", "Status", "View", and "Errors". The "Document Name" column contains "Partnership District" and is circled in red.

New Window.

The screenshot shows a new window titled "District and Contact Information". At the top, it says "At the bottom of the page, you can save your progress and return later or submit when finished." Below this are several input fields: "District Name", "District Code", "District Lead Name", and "District Lead Email". The "District Lead Name" and "District Lead Email" fields have a red "required" label next to them.

4. The information for district personnel should already be present. If not, the “District Lead Name” should be the individual who is primarily responsible for the facilitation of the partnership agreement. The “Secondary District Contact Name” should be an individual with responsibility for, and knowledge of, the partnership agreement. Either one of these **could be** the district lead administrator or superintendent.

At the bottom of the page, you can save your progress and return later or submit when finished.

District and Contact Information

District Name your district name should be pre-populated here

District Code your district code should be pre-populated here

Contact Info

District Lead Name required District Lead Email required

Secondary District Contact Name required Secondary District Contact Email required

District Level Upload Area

Complete the assurances by checking each of the five boxes as illustrated in the following screenshot. Note that even if a district operates more than one School identified for CSI the district is only required to complete the assurances once. By checking each assurance below, the district is attesting that the assurance statement is true for the CSI plan submitted for each school identified for CSI within the district.

required

Assurances

For each of the school level plans submitted by the district:

- Check here to confirm that the plan is developed in partnership with stakeholders (including principals and other school leaders, teachers, and parents).
- Check here to confirm that the plan is informed by indicators in the School Index accountability system (e.g., Growth Index, Proficiency Index, Graduation Rate Index, English Learner Progress Index, School Quality and Student Success Index, Assessment Participation Index).
- Check here to confirm that the plan is based on a school level needs assessment and addresses the identified need
- Check here to confirm that the plan identifies resource inequities to be addressed through implementation of the plan
- Check here to confirm that the plan is approved by the school and LEA

Name of Authorizing Official Date

5. Under the District Level upload section, users are to upload the combination single building CSI Plan Report and Partnership Agreement Report pdf created within MICIP. Drag and drop or upload the report file as illustrated in the area with the purple arrow below. The uploading of the Partnership Agreement Report is complete.

The screenshot shows a web interface for uploading files. At the top, there are two red "required" labels. Below them is a light blue header labeled "District Level Upload Area". Underneath, there is a section titled "Partnership Agreement Report (due 6/30/23)" with a "Download Files" link. To the right is a white box with the text "Drop files here or click to upload" and a small upload icon. A purple arrow points to this icon. Below the box is a table with two columns: "File Name" and "File Size".

6. If missing, enter the name and date of the lead administrator or superintendent authorizing submission below the Assurances Confirmation location.

The screenshot shows a form section for "Assurances Confirmation". It starts with a checked checkbox and the text "Check here to confirm that the plan is approved by the school and LEA". Below this is a table with two columns: "Name of Authorizing Official" and "Date". Both input fields are empty and have a red "required" label below them.

7. Upload the combination CSI Report Plan, Identify Evidence Based Intervention(s), and Identify Level of Evidence.

- For each school identified for CSI, under the CSI Plan Report upload section, users are to upload the CSI Plan Report pdf created within MICIP as detailed in Section One of this TA Guide. Drag and drop CSI Plan report as illustrated by the dotted red arrow in the screenshot below.
- Identify by name one Evidenced Based Intervention (EBI) from the CSI plan as highlighted by the red ellipse below. The school may have more than one EBI in the plan, but only one is required to be entered here.
- Then select the appropriate level of evidence for the identified EBI from the drop-down menu as indicated by the purple arrow. The four levels of evidence include 'Strong,' Moderate,' 'Promising' or 'Demonstrates a Rationale.' For more information about selecting EBIs and levels of evidence, please see [Using Evidence to Strengthen Education Investments](#).

School 1 Name: [Redacted]

CSI Plan Report for School 1  
Download Files

Drop files here or click to upload

File Name	File Size
-----------	-----------

To view the guidance related to Using Evidence to Strengthen Education Investments, [click here](#).

Please identify 1 evidence based intervention:

150 characters remaining

Identified Level of Evidence

8. Review that all information is correctly entered and that the required uploads are present. Click Save and Close.

Identified Level of Evidence

MDE Review Status

MDE Comments

Source | [Rich Text Editor Icons]

Save and Close | Cancel | Download All

The window will close and take the user back to the window in [Step 3](#). **Scroll down** to the bottom of the window and click the 'Submit' button. You will have a pop-up appear that states "Successfully promoted to the next stage." Click "OK."

The screenshot shows a 'Review Stage' window titled 'Submission of Documents'. It features a search bar at the top right. Below the title is a table with columns: Document, Document Name, Document Category, Instructions, Status, View, and Errors. The first row shows a 'Questionnaire' document with a 'General' category and a status of 'Not Started'. Below this table is a larger empty table area. At the bottom of the window, there is a summary table with columns: Stage Start, Stage End, Completed By, and Reason. The data in this table is: Stage Start: 05/09/2023, Stage End: 05/09/2023, Completed By: Joshua Long, Reason: (empty). At the very bottom, there are several buttons: 'Go', 'Global Comments', 'View Emails', 'Download All', 'Validate', 'Submit', and 'Cancel'. A red arrow points to the 'Submit' button.

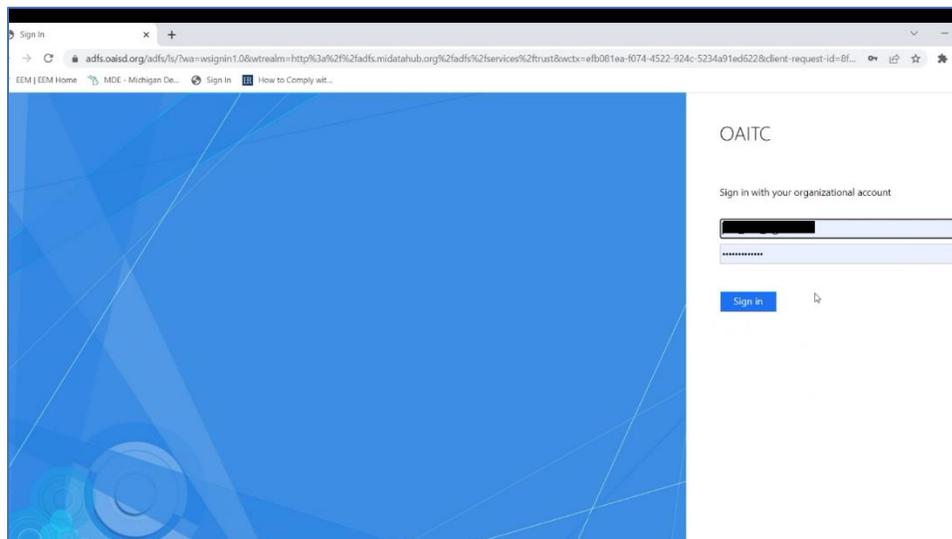
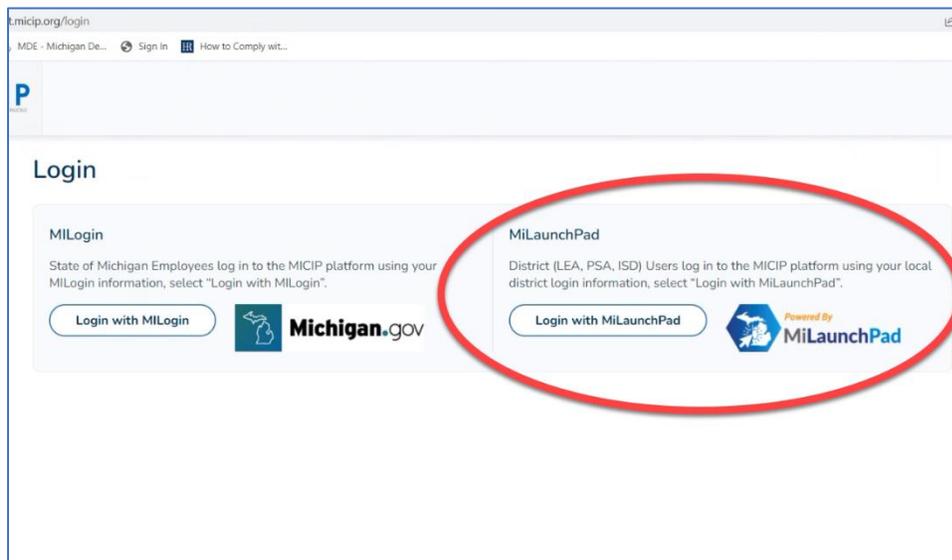
**The submission of the Partnership Agreement Report and CSI Plan Report is complete. If any additional information is needed, the assigned MDE representative will contact the district.**



## Partnership Districts with More Than One School Identified for CSI

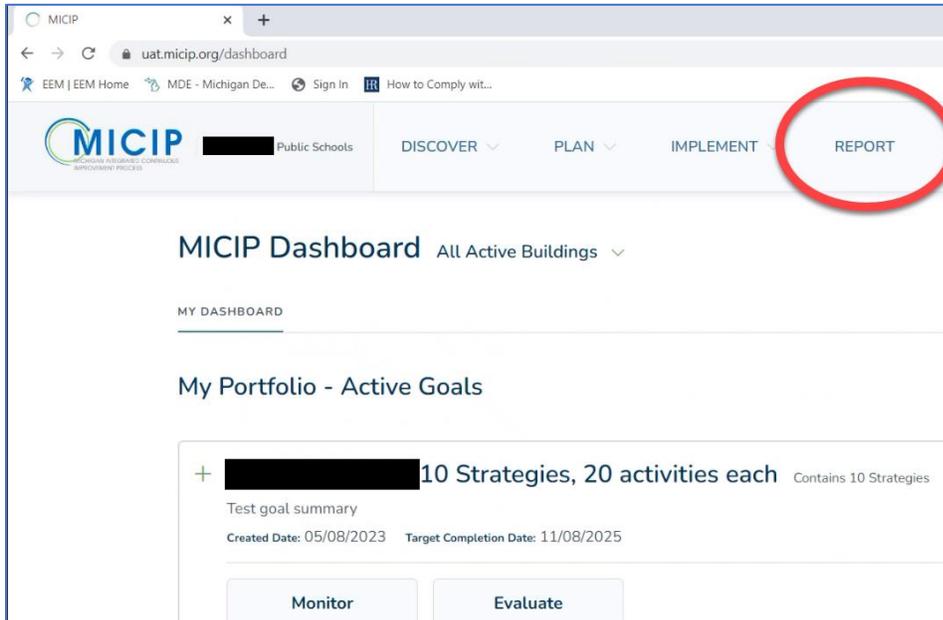
### Log-in to MICIP

For more detailed instruction on logging in, please reference pages 7 and 8 of the [MICIP Platform Guide - September 2022 \(michigan.gov\)](#) For additional MICIP support please contact MICIP mailbox [mde-micip@michigan.gov](mailto:mde-micip@michigan.gov)

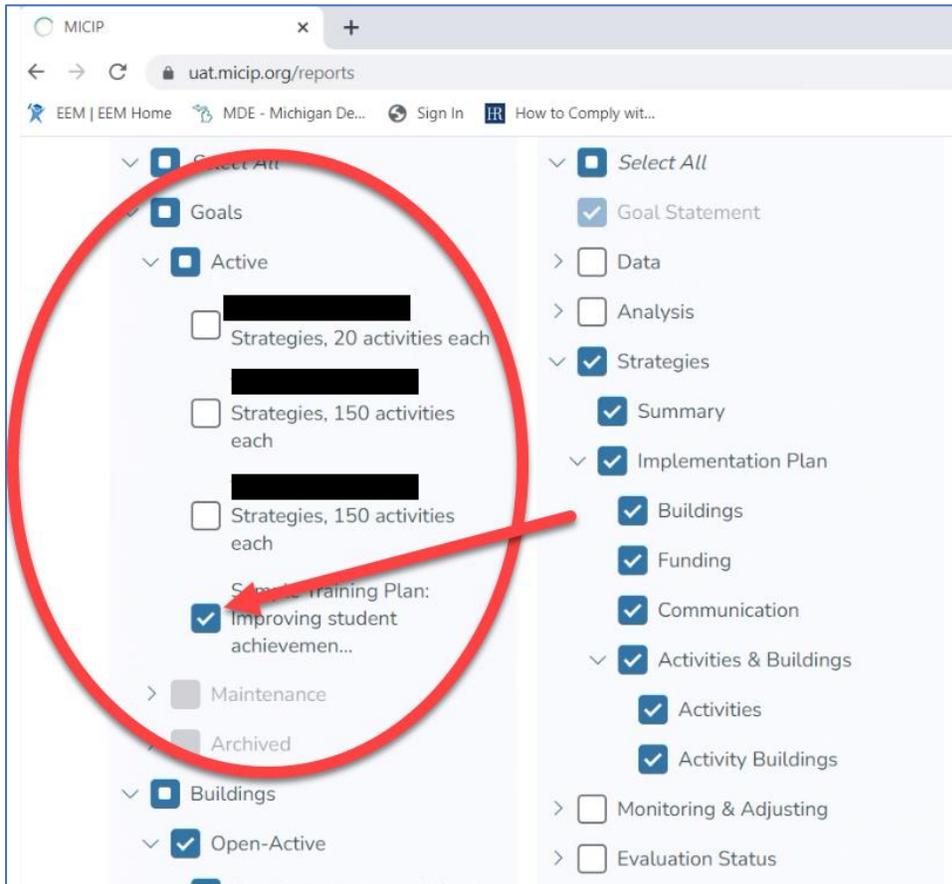


## Creating the Partnership Agreement Report.

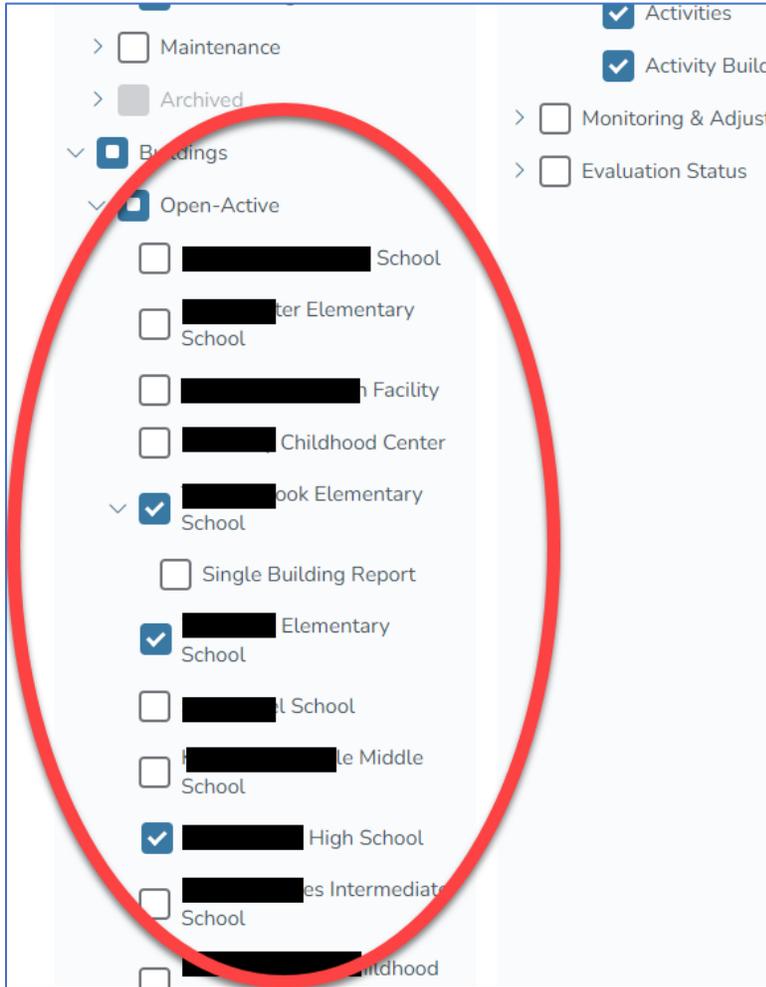
**1. Build the Partnership Agreement Report.** On the MICIP Dashboard select the 'Report Icon' in the upper right of the screen. For more detailed information reference the section for building reports beginning on page 33 of the [MICIP Platform Guide - September 2022 \(michigan.gov\)](#). For additional MICIP support please contact MICIP mailbox [mde-micip@michigan.gov](mailto:mde-micip@michigan.gov)



**2. Select the required Filters.** From within the Report Builder, select all active goals for the district. In the screenshot below only one active goal is illustrated. Partnership Districts are required to have a minimum of three active goals.

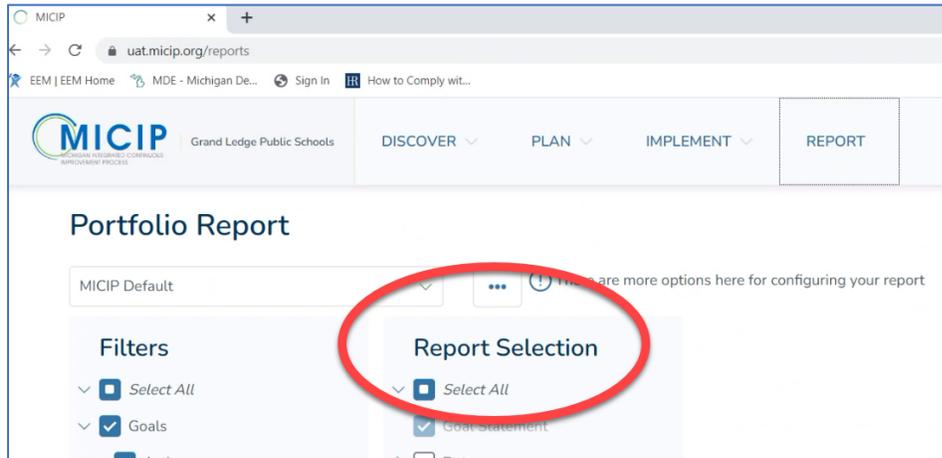


**3. Select the School identified for CSI(s) from within the Report Builder.** Select each School identified for CSI that the school operates. The “Single Building Report” option should not be selected as this is a district level report for all School identified for schools identified for CSI. IN the screenshot below three schools are selected. The district should be selecting all school identified for CSI.



#### 4. Select the required report components of the Partnership Agreement report.

In the Report Selection area click on “Select All” unless it is already selected.

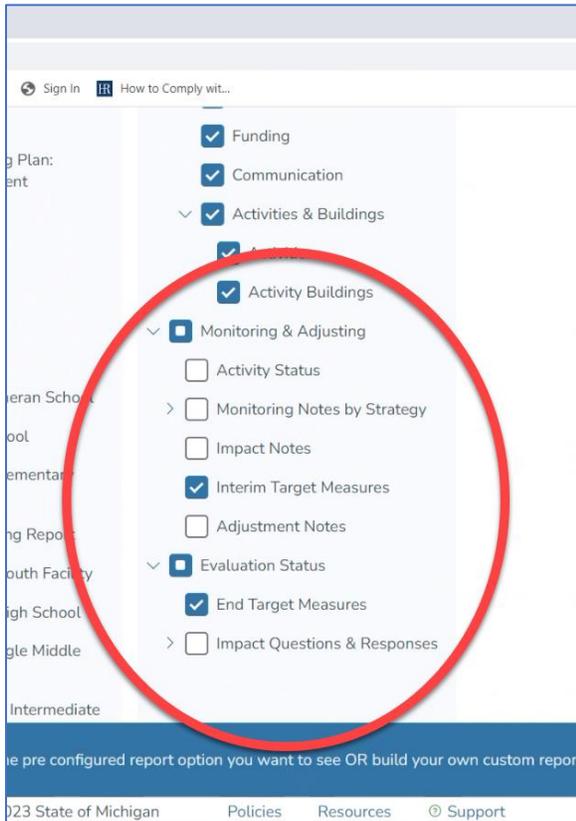


All components of ‘Goal Statement,’ ‘Data,’ ‘Analysis,’ and ‘Strategies’ are required to be included. Click on the down-arrow in front of ‘Monitoring and Adjusting’ to expand. Within ‘Monitoring and Adjusting’ de-select the following:

- ‘Activity Status,’
- ‘Monitoring Notes by Strategy,’
- ‘Impact Notes,’ and
- ‘Adjustment Notes.’

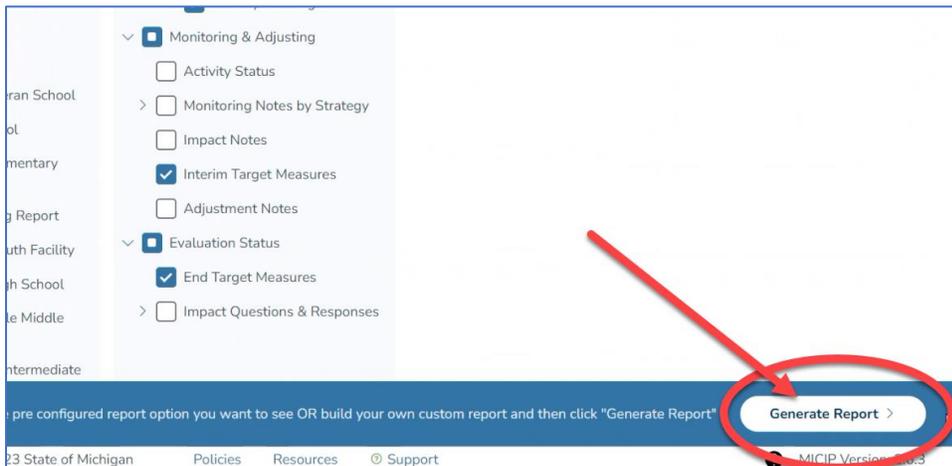
In ‘Monitoring and Adjusting’ the **only** item required is ‘Interim Target Measures.’ Click on the down-arrow in ‘Evaluation Status.’ Un-select ‘Impact Questions and responses’ – keeping only ‘End Target Measures in the Evaluation Status area.

The selections for 'Monitoring and Adjusting' and 'Evaluation Status' should match the following screenshot.

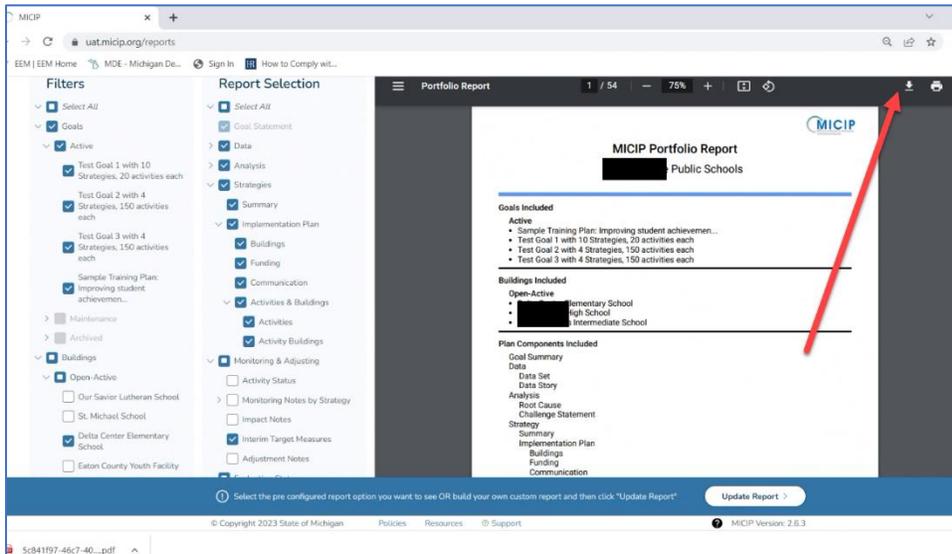


### 5. Produce the Partnership Agreement report pdf and save to a secure location.

Click on "Generate Report" in the bottom-right portion of the window. A portfolio report will be produced in pdf format.



You may need to scroll down within the window to view the portfolio report. It should appear like the screenshot below. Note that the name of the district should appear as the second line in the title on the first page. If a school name appears return to [step 3](#).

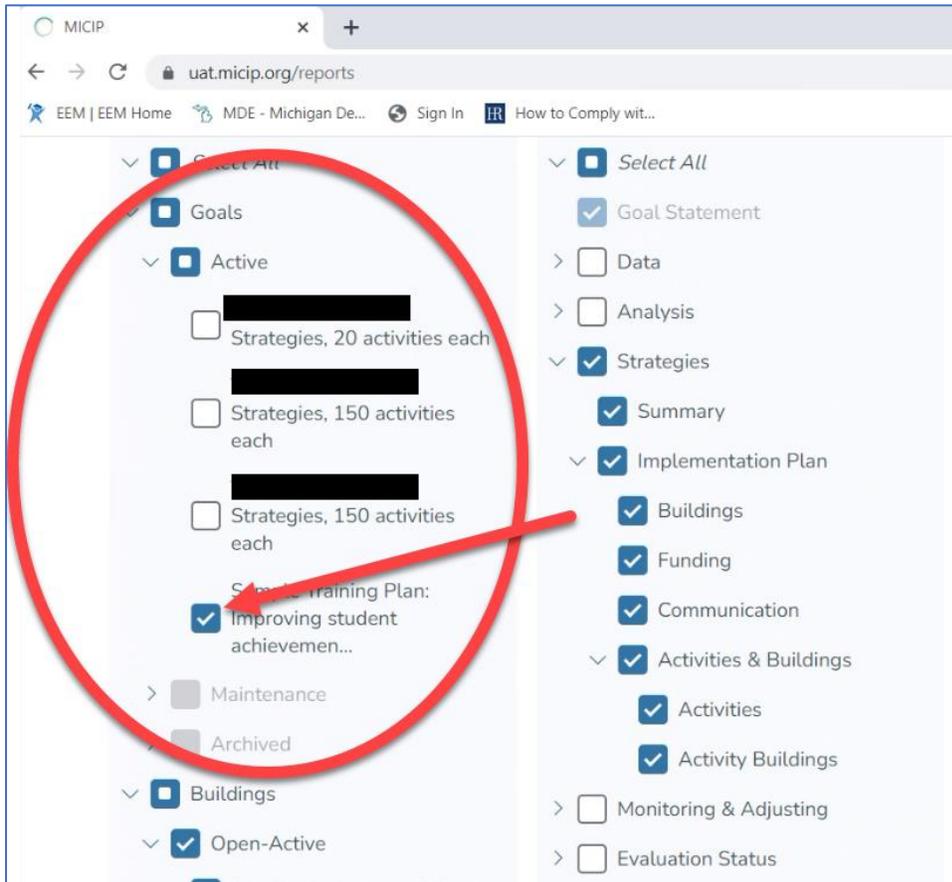


Then click on the download icon in the upper right corner of the window as illustrated by the red arrow in the above screen shot. A pop-up will appear prompting you to save the file. Rename the file using the following naming schema: **“DistrictName.PAReport.2023”**. For example, if Celebration Public Schools was a partnership district, then the file name would be **“CelebrationPS.PAReport.2023”**. Note that abbreviations or acronyms are encouraged for common terms. Save the file to a secure location for later reference and uploading.

**The creation of the Partnership Agreement Report is complete.**

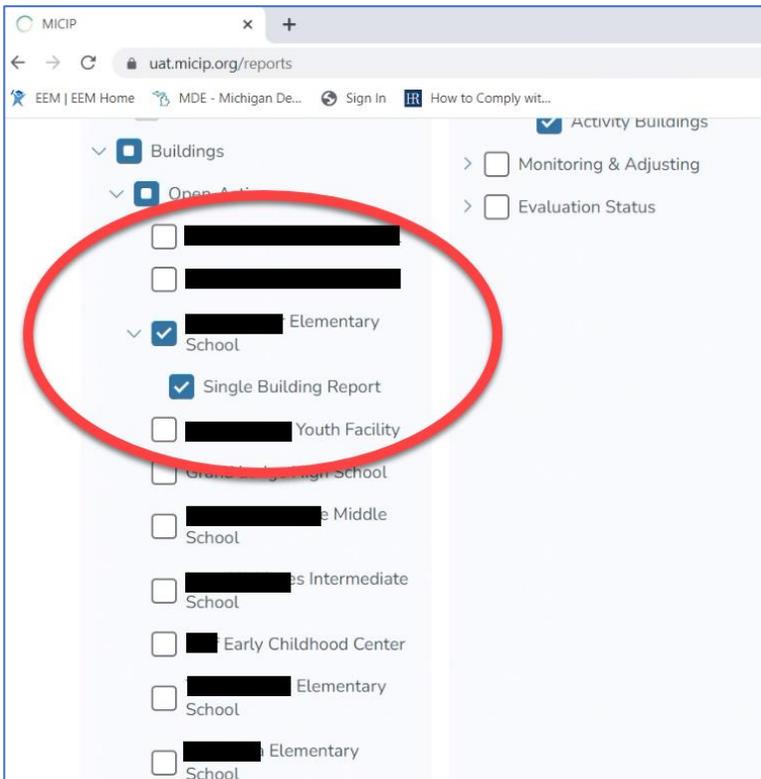


**2. Select the required Filters.** From within the Report Builder, select all active goals for the school identified for CSI. In the screenshot below only one active goal is illustrated as being connected to the example district's school identified for CSI. The district/school may have more.



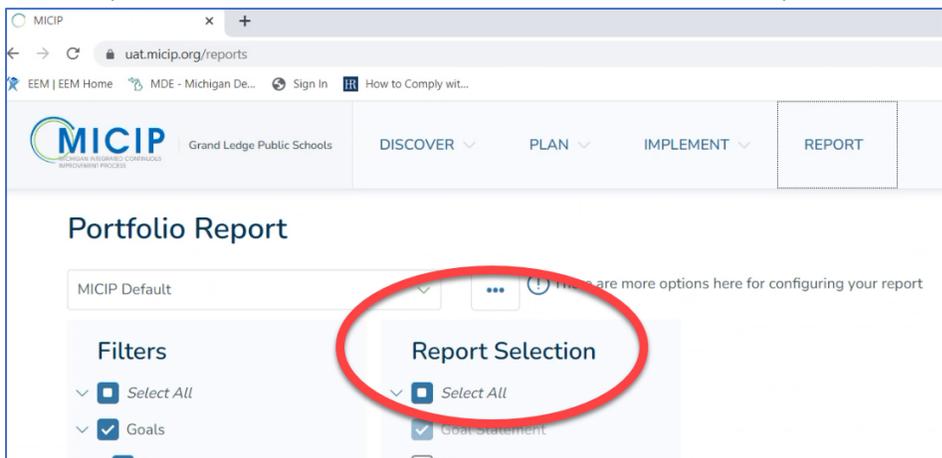
**3. Select the School identified for CSI from within the Report Builder.** If the district operates more than one School identified for CSI this process will need to be repeated for each School identified for CSI. A CSI plan is required by law for each School identified for CSI.

After selecting the school, select the “Single Building Report” option that will only include information that is specifically ‘tagged’ to that school building. The following screenshot illustrates the appearance of the selection of the “Single Building Report.”



**4. Select the required report components of the CSI Plan report.**

In the Report Selection area click on “Select All” unless it is already selected.

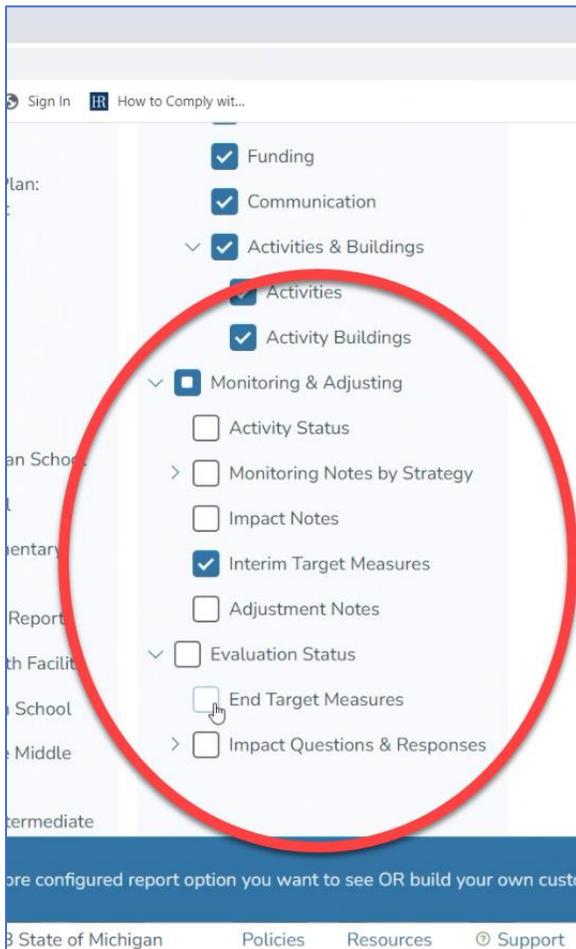


All components of 'Goal Statement,' 'Data,' Analysis,' and 'Strategies' are required to be included. Click on the down-arrow in front of 'Monitoring and Adjusting' to expand. Within 'Monitoring and Adjusting' de-select the following:

- 'Activity Status,'
- 'Monitoring Notes by Strategy,'
- 'Impact Notes,' and
- 'Adjustment Notes.'

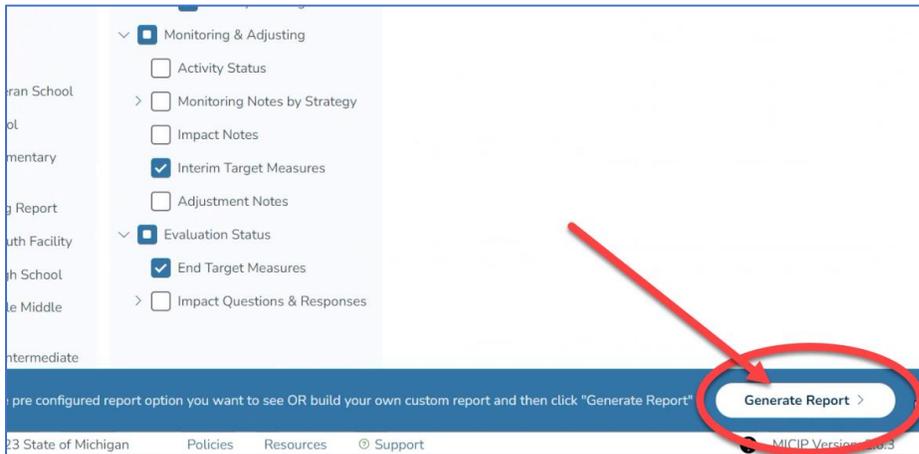
In 'Monitoring and Adjusting' the **only** item required is 'Interim Target Measures.' Then un-select 'Evaluation Status' as this is not required.

The selections for 'Monitoring and Adjusting' and 'Evaluation Status' should match the following screenshot.

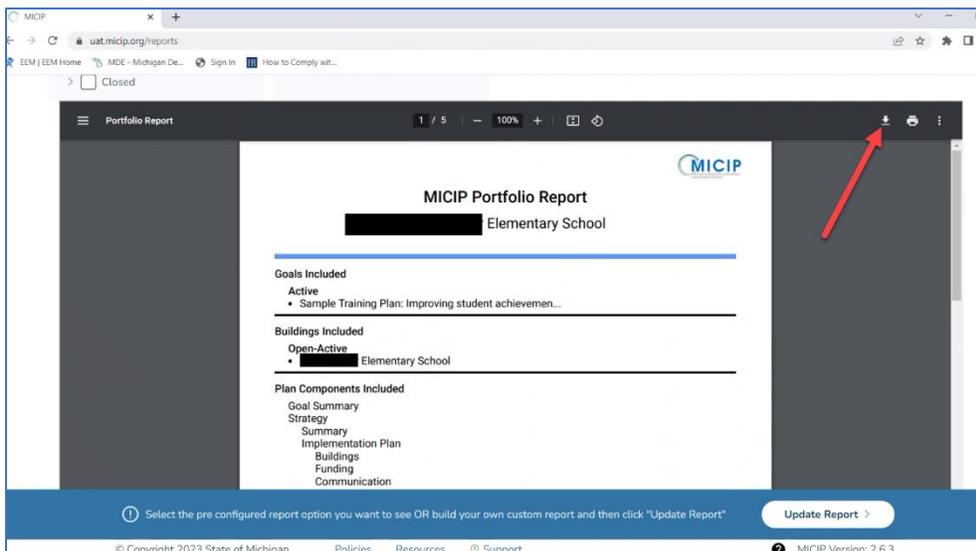


## 5. Produce the CSI Plan pdf and save to a secure location.

Click on “Generate Report” in the bottom-right portion of the window. A portfolio report will be produced in pdf format.



You may need to scroll within the window to view it. It should appear like the screenshot below. Note that the name of the school identified for CSI (not the district) should appear as the second line in the title on the first page. If the district name appears return to [step 3](#).



Then click on the download icon in the upper right corner of the window as illustrated by the red arrow in the above screen shot. A pop-up will appear prompting you to save the file. Rename the file using the following naming schema “**DistrictName.SchoolName.CSIPlan.2023**”. For example, if Happy Elementary in Celebration Public Schools was a school identified for CSI the file name would be “CelebrationPS.HappyElem.CSIPlan.2023”. Note that abbreviations or acronyms may be used for common terms such as Elementary, Middle, School, Public, Community, or Academy such as “DPSCD.DavisAeroHS.CSIPlan.2023”. Save the file to a secure location for later reference and uploading. **If the district operates more than one School identified for CSI this process will need to be repeated for each School identified for CSI.** *The creation of the CSI Plan Report(s) is complete in MICIP.*

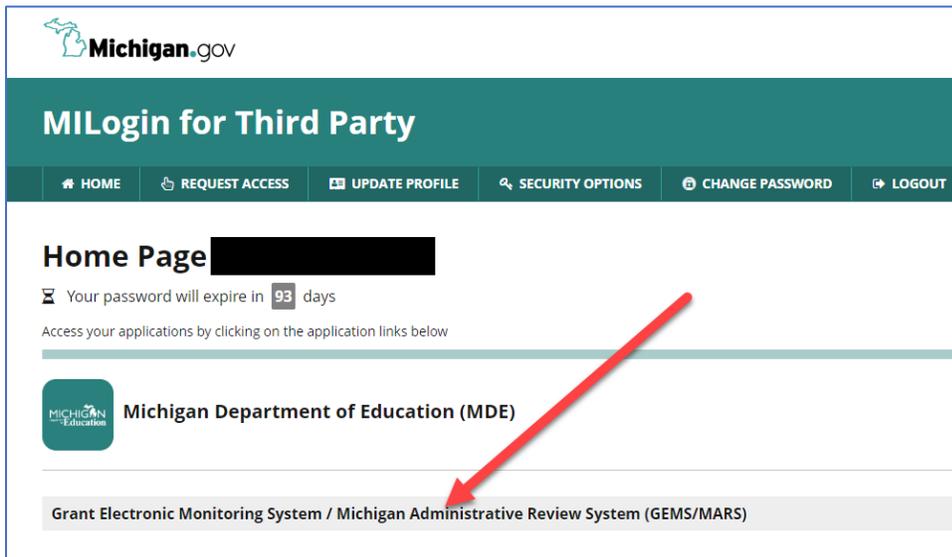
## Technical Assistance for GEMS/MARS submission of completed Partnership Agreement Report

Grant Electronic Monitoring System / Michigan Administrative Review System (GEMS/MARS). To access the GEMS/MARS application you will use MILogin as it was fully migrated on May 1, 2023. Note that logging into GEMS/MARS used to be completed via MEIS username. If need be, users can download instructions for transitioning your MEIS account to MILogin here: [Click to download](#).

If you have any problem accessing the application, please contact the **GEMS Help Desk** at **(517) 241-6270** or at [MDE-GEMS@michigan.gov](mailto:MDE-GEMS@michigan.gov). Please include your full name and complete telephone number (with area code) when you contact the Help Desk.

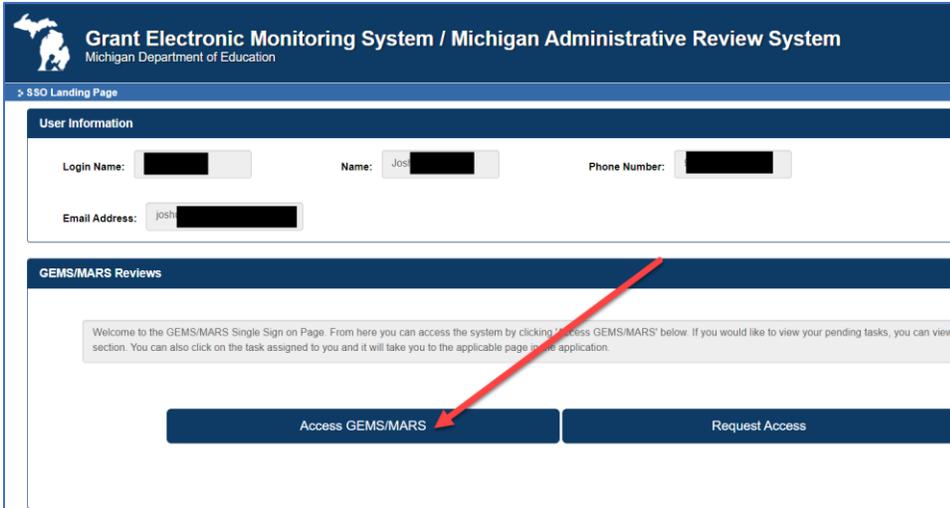
Additional support for GEMS/MARS can be found at: [www.michigan.gov/GEMS/MARS](http://www.michigan.gov/GEMS/MARS). This website includes basic help documentation, as well as the necessary security authorization forms to get access to the system.

1. Log into GEMS/MARS here: [MILogin - Login \(michigan.gov\)](#)

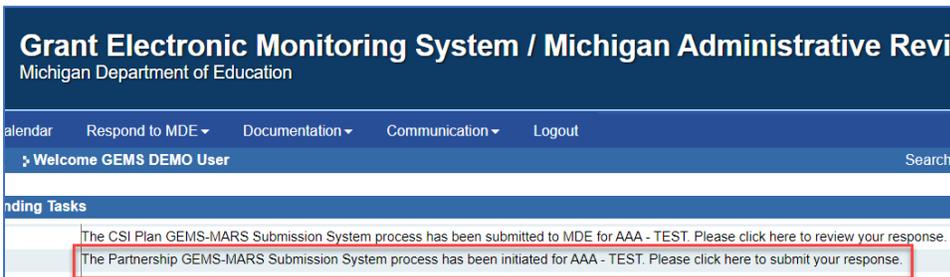


The screenshot displays the MILogin for Third Party interface. At the top, the Michigan.gov logo is visible. Below it, the title "MILogin for Third Party" is shown in a green header. A navigation bar contains links for HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area features a "Home Page" section with a password expiration notice: "Your password will expire in 93 days". Below this, there is a section titled "Access your applications by clicking on the application links below". A red arrow points to the link for "Grant Electronic Monitoring System / Michigan Administrative Review System (GEMS/MARS)".

Acknowledge Terms and Conditions popup by clicking on "Acknowledge/Agree."



2. Select “The Partnership GEMS/MARS Submission System process has been initiated for <district name>. Please click here to submit your response” from “My Pending Tasks.”



You may receive a “Warning” stating that Internet Explorer or Firefox will yield more consistent results. You may continue with Chrome.

3. Select the “Search” icon on the right-hand side of the window. Select “Partnership District” from the Document Name column. A new window will open.

Grant Electronic Monitoring System / Michigan Administrative Review System  
Michigan Department of Education

Home Calendar Respond to MDE Documentation Communication Logout

Respond to MDE Submit Program Documents Search Tip (\*) - Required Timeout : 57 mins Apr-10-23

Upload Review

Enter / Select required fields and click search.

Program  
Code: CSIATSPART Description: CSI and Partnership District GEMS-MARS Submission System

Review Type  
Code: DRT Description: Default Review Type

Sub-Recipient :  
Code: 00003 Description: AAA - TEST

Due Date : Review Stage : Submission of Documents

Assignment  
 Assign  All

Review Number: 2303-14278

Search

#	Type	Document	Document Name	Document Category	Instructions	Status	View	Errors
1		Questionnaire	<a href="#">Partnership District</a>	General		<input type="checkbox"/>		

New Window.

Grant Electronic Monitoring System / Michigan Administrative Review System  
Michigan Department of Education

Michigan Department of Education CSI ATS Partnership-District that Operates CSI but is non-Partnership - Work - Microsoft Edge

https://mdoe.state.mi.us/GEMS/public/Questionnaire.aspx?code=i4d1ucbs&IsPopup=true&isFromGems=true&QuestionnaireResponseID...

At the bottom of the page, you can save your progress and return later or submit when finished.

District and Contact Information

District Name

District Code

Contact Info

District Lead Name required

District Lead Email required

4. The information for district personnel should already be present. If not, the “District Lead Name” should be the individual who is primarily responsible for the facilitation of the partnership agreement. The “Secondary District Contact Name” should be an individual with responsibility for, and knowledge of, the partnership agreement. Either one of these **could be** the district lead administrator or superintendent.

At the bottom of the page, you can save your progress and return later or submit when finished.

District and Contact Information

District Name your district name should be pre-populated here

District Code your district code should be pre-populated here

Contact Info

District Lead Name required District Lead Email required

Secondary District Contact Name required Secondary District Contact Email required

District Level Upload Area

Complete the assurances by checking each of the five boxes as illustrated in the following screenshot. Note that even if a district operates more than one School identified for CSI the district is only required to complete the assurances once. By checking each assurance below, the district is attesting that the assurance statement is true for the CSI plan submitted for each school identified for CSI within the district.

required

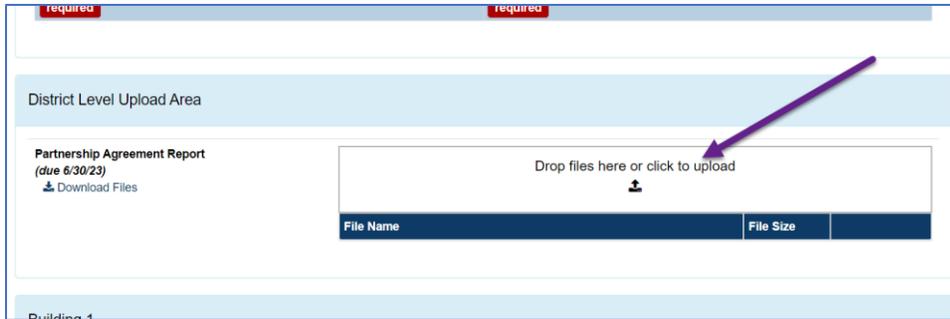
Assurances

For each of the school level plans submitted by the district:

- Check here to confirm that the plan is developed in partnership with stakeholders (including principals and other school leaders, teachers, and parents).
- Check here to confirm that the plan is informed by indicators in the School Index accountability system (e.g., Growth Index, Proficiency Index, Graduation Rate Index, English Learner Progress Index, School Quality and Student Success Index, Assessment Participation Index).
- Check here to confirm that the plan is based on a school level needs assessment and addresses the identified need
- Check here to confirm that the plan identifies resource inequities to be addressed through implementation of the plan
- Check here to confirm that the plan is approved by the school and LEA

Name of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

5. Under the District Level upload section, users are to upload the Partnership Agreement Report pdf created within MICIP. Drag and drop or upload the Partnership Agreement Report file as illustrated in the area with the purple arrow below.

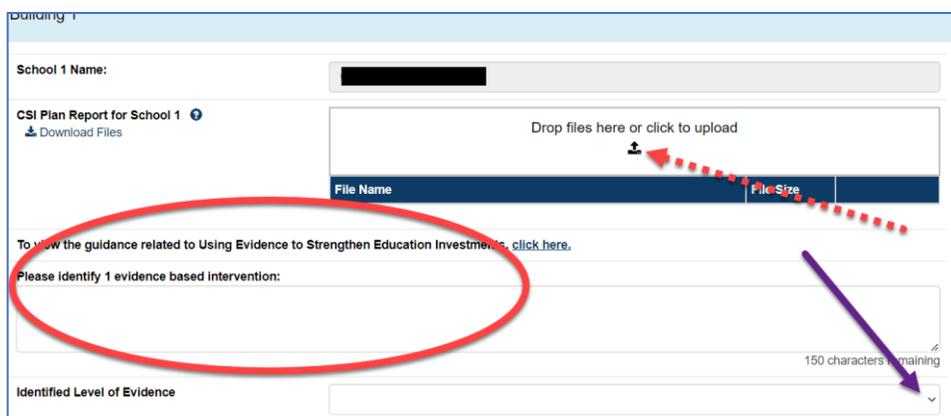


6. If missing, enter the name and date of the lead administrator or superintendent authorizing submission below the Assurances Confirmation location.



7. Upload Plan(s), Identify Evidence Based Intervention(s), and Identify Level of Evidence.

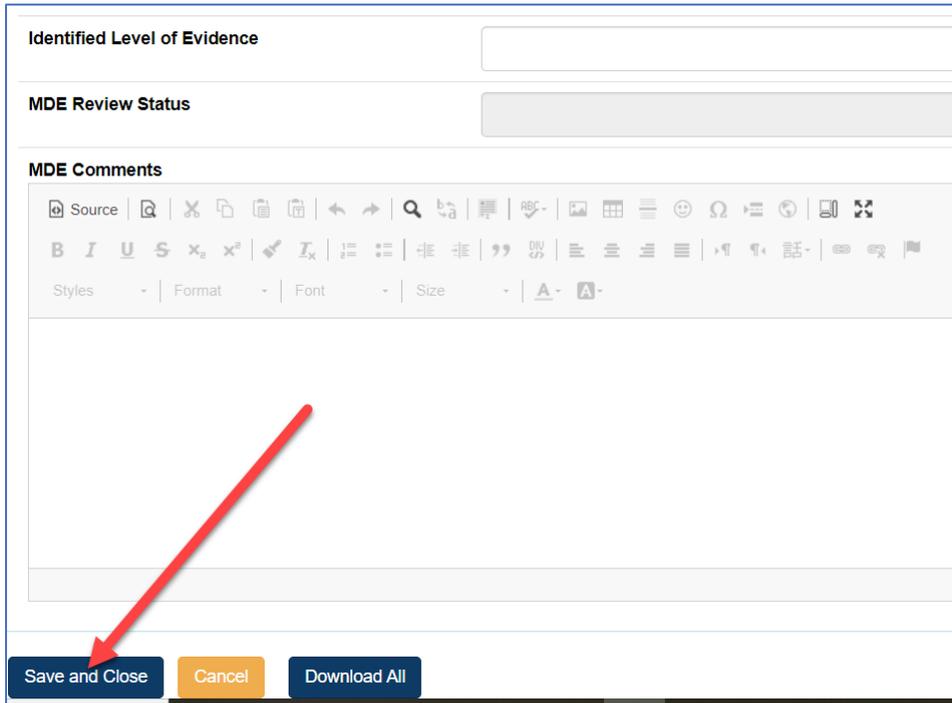
- For each school identified for CSI, under the CSI Plan Report upload section, users are to upload the CSI Plan Report pdf created within MICIP as detailed in Section One of this TA Guide. Drag and drop CSI Plan report as illustrated by the dotted red arrow in the screenshot below.
- Identify by name one Evidenced Based Intervention (EBI) from the CSI plan as highlighted by the red ellipse below. The school may have more than one EBI in the plan, but only one is required to be entered here.
- Then select the appropriate level of evidence for the identified EBI from the drop-down menu as indicated by the purple arrow. The four levels of evidence include 'Strong,' Moderate,' 'Promising' or 'Demonstrates a Rationale.' For more information about selecting EBIs and levels of evidence, please see [Using Evidence to Strengthen Education Investments](#).



If the district operates more than one School identified for CSI, repeat the above three steps for each School identified for CSI. Submitting for additional schools will require scrolling down within the

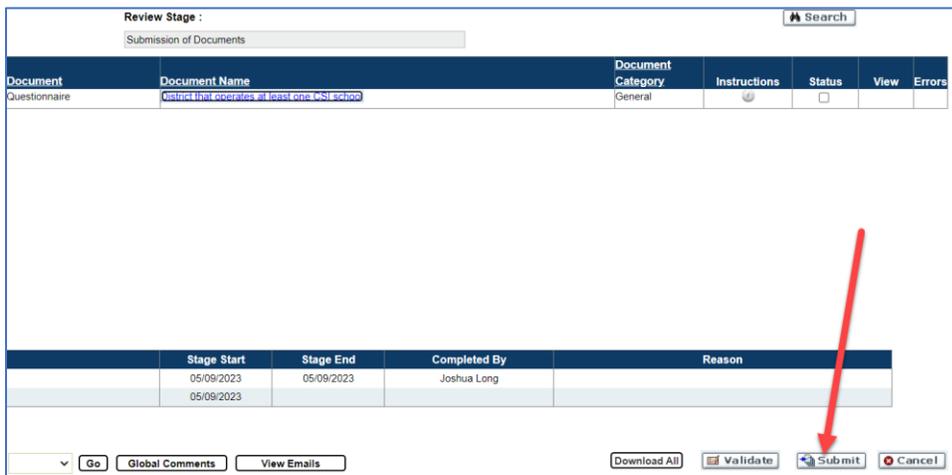
window. Wait to “Save and Close” until all three steps have been completed for all School identified for CSIs.

8. Review that all information is correctly entered and that the required uploads are present. Click Save and Close.



The screenshot shows a web form with three main sections: 'Identified Level of Evidence' with an empty text box, 'MDE Review Status' with a greyed-out text box, and 'MDE Comments' with a rich text editor. The rich text editor includes a toolbar with icons for source, undo, redo, search, and various text formatting options. At the bottom of the form, there are three buttons: 'Save and Close' (highlighted with a red arrow), 'Cancel', and 'Download All'.

The window will close and take the user back to the window in [Step 3](#). **Scroll down** to the bottom of the window and click the ‘Submit’ button. You will have a pop-up appear that states “Successfully promoted to the next stage.” Click “OK.”



The screenshot shows a 'Review Stage' window titled 'Submission of Documents'. It contains a table with the following data:

Document	Document Name	Document Category	Instructions	Status	View	Errors
Questionnaire	<a href="#">District Plan Comments on Partnership Agreement</a>	General		<input type="checkbox"/>		

Below the table is another table with the following data:

Stage Start	Stage End	Completed By	Reason
05/09/2023	05/09/2023	Joshua Long	

At the bottom of the window, there are several buttons: 'Go', 'Global Comments', 'View Emails', 'Download All', 'Validate', 'Submit' (highlighted with a red arrow), and 'Cancel'.

The submission of the CSI Plan Report(s) is complete. If any additional information is needed, the assigned MDE representative will contact the district.