Michigan Department of Education Creation and Submission of CSI Plans 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 that allows districts to integrate ESSA CSI plan requirements into their existing continuous improvement planning within the Michigan Integrated Continuous Improvement Process (MICIP) platform. This document provides districts with guidance on creating CSI Plan Reports in MICIP and submitting them to MDE in GEMS/MARS.

Table of Contents

Michigan Department of Education Creation and Submission of CSI Plans Technical Assistance Guide 1

MICIP Actions 2

Login to MICIP 2

Create Single-Building CSI Plan Report(s) 3

1. Go to MICIP Report Builder 3
2. Select the Applicable Goals 3
3. Select the School Identified for CSI 4
4. Select the Required Report Components 4
5. Generate and Save a PDF of the CSI Report 5
6. Repeat steps 1-5 for each of the district's schools identified for CSI. 5

GEMS/MARS Actions 6

Login to GEMS/MARS 6

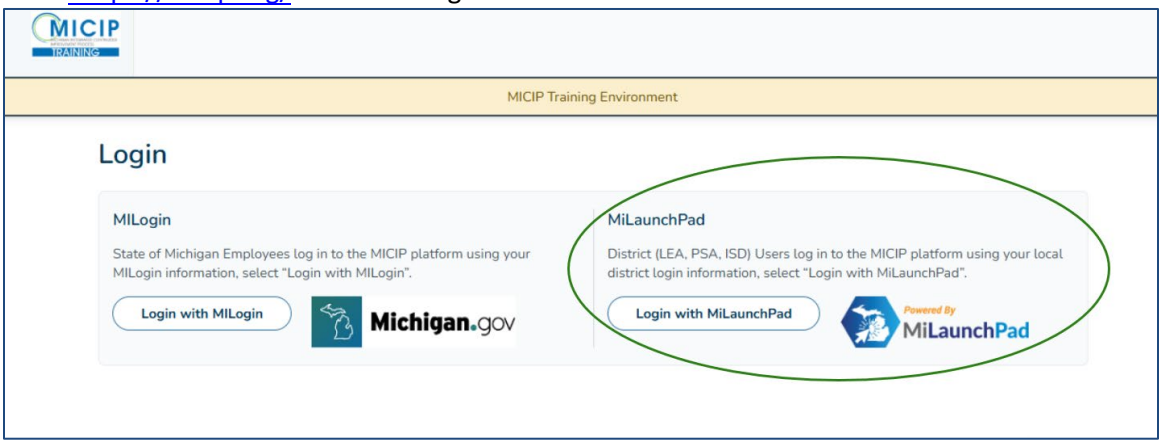
Submit PDF CSI Plan(s) in GEMS/MARS 8

1. Select the CSI Plan Task 8
2. Search for Your District's Records Within This Task 8
3. Upload EACH School's CSI Plan(s) 9
4. Submit District Portfolio of School CSI Plans 12

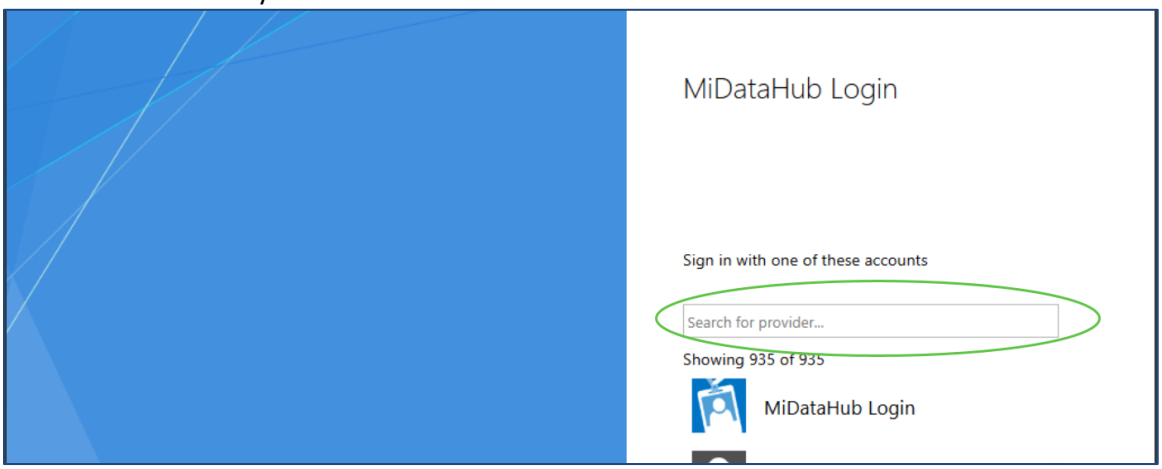
MICIP Actions

Login to MICIP

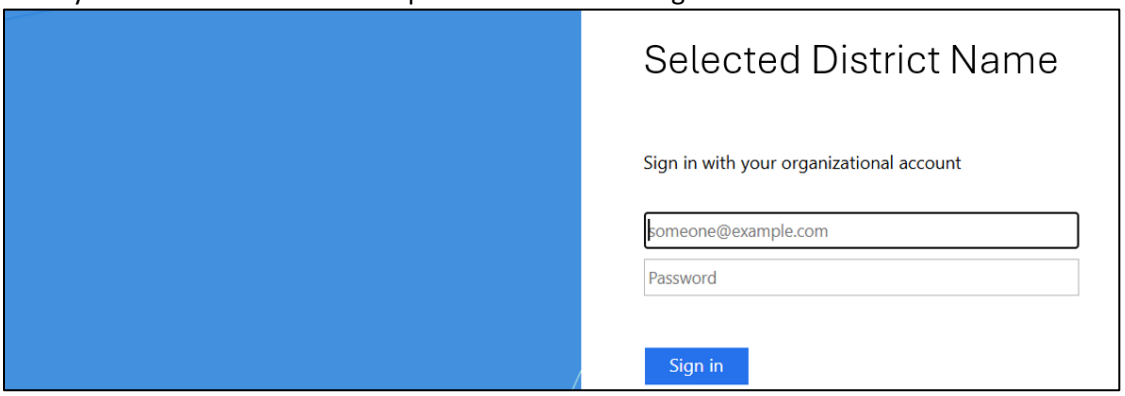
1. Go to https://micip.org/ and click “Login with MiLaunchPad”



2. Search for and select your district



3. Enter your local district email and password and click “Sign in.”



For more detailed instructions on logging in, please refer to page 8 of the MICIP Platform Guide.
For additional MICIP support, please contact the MICIP team at mde-micip@michigan.gov.

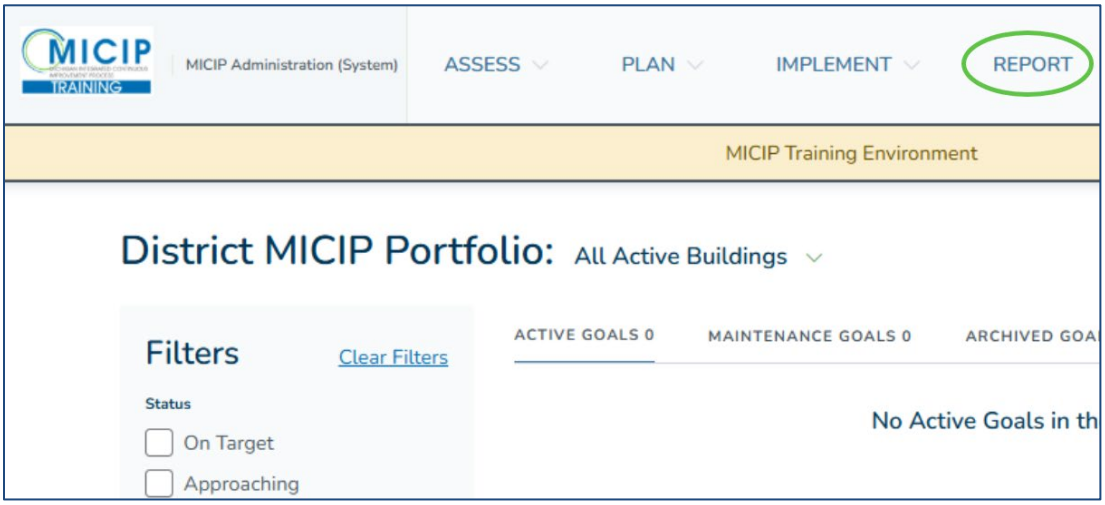
Create Single-Building CSI Plan Report(s)

If the district operates more than one school identified for CSI, this process must be repeated for each school. A separate CSI plan is required by federal law for each school identified for CSI.

1. Go to MICIP Report Builder

a . Start at the MICIP Dashboard

b . Click on the 'Report' option near the upper right corner of the screen



For more detailed information, refer to the section on building reports beginning on page 38 of the MICIP Platform Guide.

2. Select the Applicable Goals

a. Start within the MICIP Report Builder

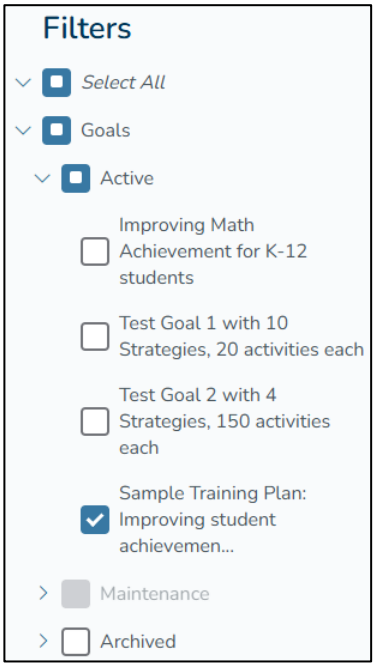
b. Find the "Filters" portion of the report options (on the left side of the page)

c. Find the active goals ("Filters" > "Goals" > "Active")

d. Uncheck the goals that do not apply to the school identified for CSI

   i. By default, all active goals are checked

   ii. In the screenshot to the right, only one active goal is illustrated as being connected to the example district's school identified for CSI. The district/school may have more.



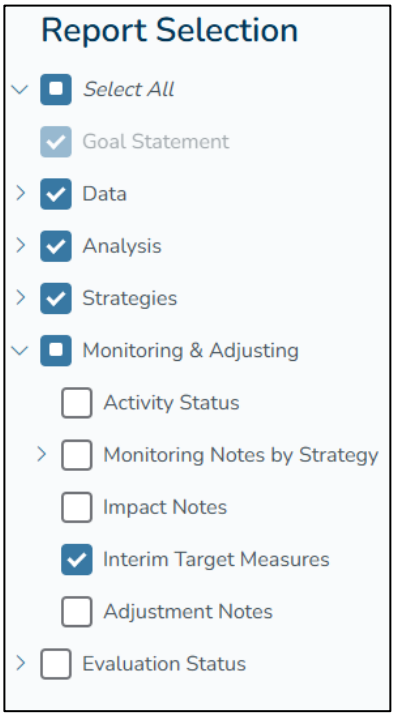
3. Select the School Identified for CSI

If the district has multiple schools identified for CSI, complete the following process for each:

a. Select the school
b. Choose the Single Building Report option to display only information for that building.

4. Select the Required Report Components

a. Find the "Report Selection" options
b. Click "Select All"
c. Uncheck report components that do not apply to CSI plans
    i. Expand "Monitoring & Adjusting"
        1. **Uncheck** the following:
            a. Activity Status
            b. Monitoring Notes by Strategy
            c. Impact Notes
            d. Adjustment Notes
        2. **Only "Interim Target Measures"** should be checked for this group
    ii. **Uncheck** "Evaluation Status"



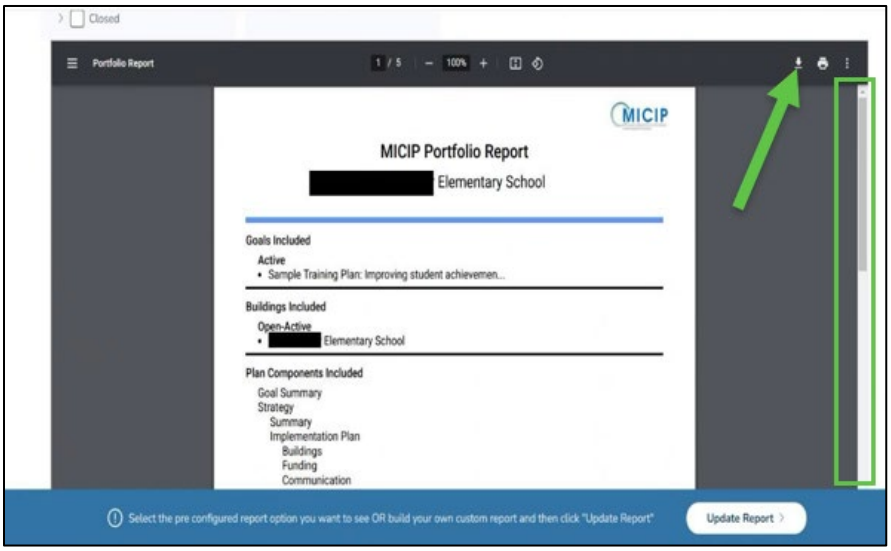
5. Generate and Save a PDF of the CSI Report

a. Click “Generate Report” near the bottom-right corner of the window

b. Review the generated portfolio report (in PDF format)

   i. It is generated **below** the report filters and components options. You may need to scroll down within the window to view it.

   ii. Please 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** “Select the School…” above.



c. Click on the download icon in the upper right corner of the window

   i. A pop-up will appear prompting you to save the file.

ci. Name the file

   i. Use the following naming template “**DistrictName.SchoolName.CSIPlan.2026**”.

   ii. For example, if Happy Elementary in Celebration Public Schools would be “CelebrationPS.HappyElem.CSIPlan.2026”.

   iii. Abbreviations or acronyms may be used for common terms

      1. This includes: Elementary, Middle, School, Public, Community, or Academy
      2. For example: “DPSCD.DavisAeroHS.CSIPlan.2026”

cii. Save the file

   i. Choose a secure location

   ii. This report will need to be referenced later and uploaded to another MDE system.

   iii. The creation of the CSI Plan Report for this school is complete in MICIP.

6. Repeat steps 1-5 for each of the district’s schools identified for CSI

GEMS/MARS Actions

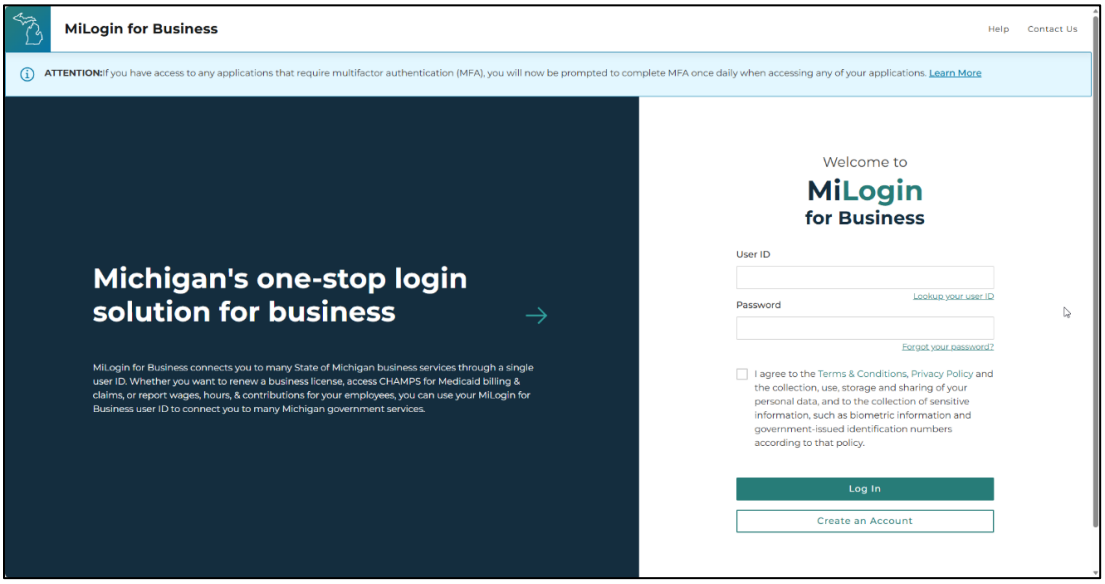
Grant **E**lectronic **M**onitoring **S**ystem **/ M**ichigan **A**dministrative **R**eview **S**ystem

To access the GEMS/MARS application, use the MILogin for business.
Additional support can be found at: 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.

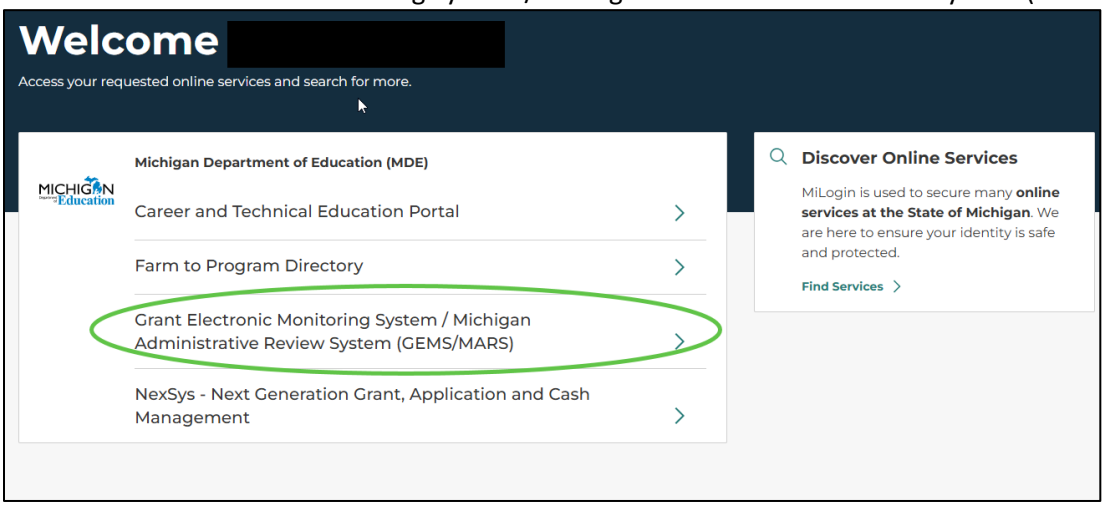
If you have any problem accessing the application, please contact the **GEMS Help Desk** at **(517) 241-6270** or at MDE-GEMS@michigan.gov. Please include your full name and complete telephone number (with area code) when you contact the Help Desk.

Login to GEMS/MARS

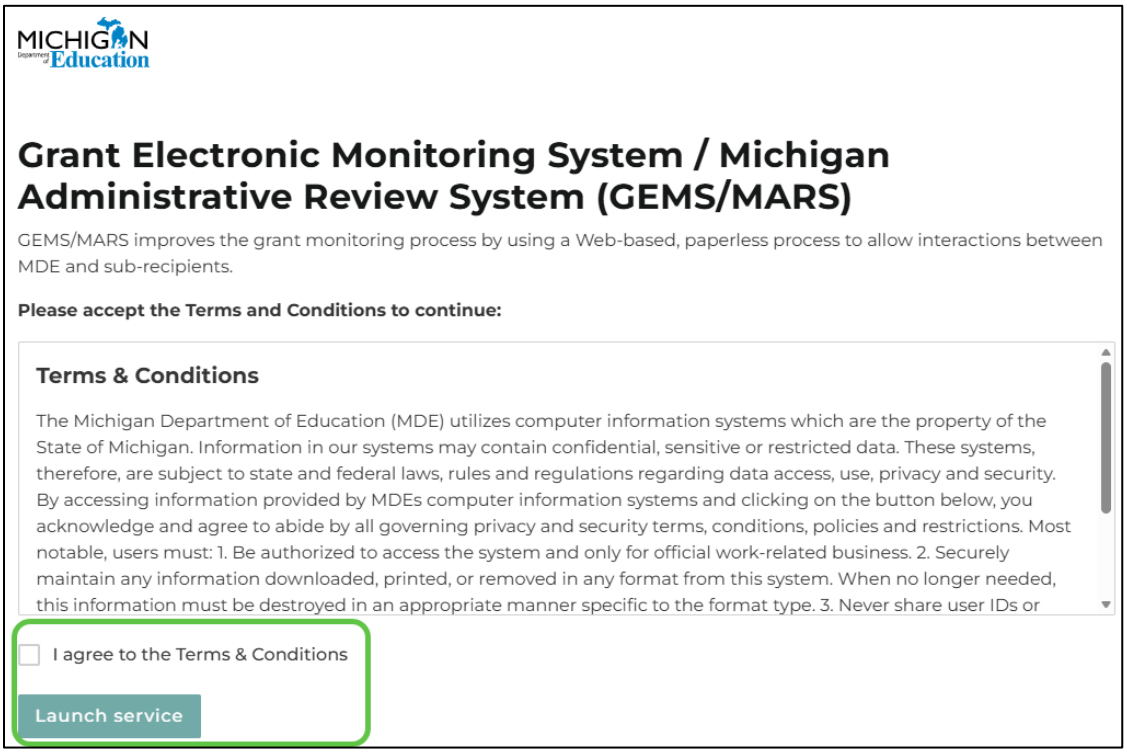
1. Go to https://milogintp.michigan.gov/
2. Enter MILogin for business User Id and Password. Click on “Log in”



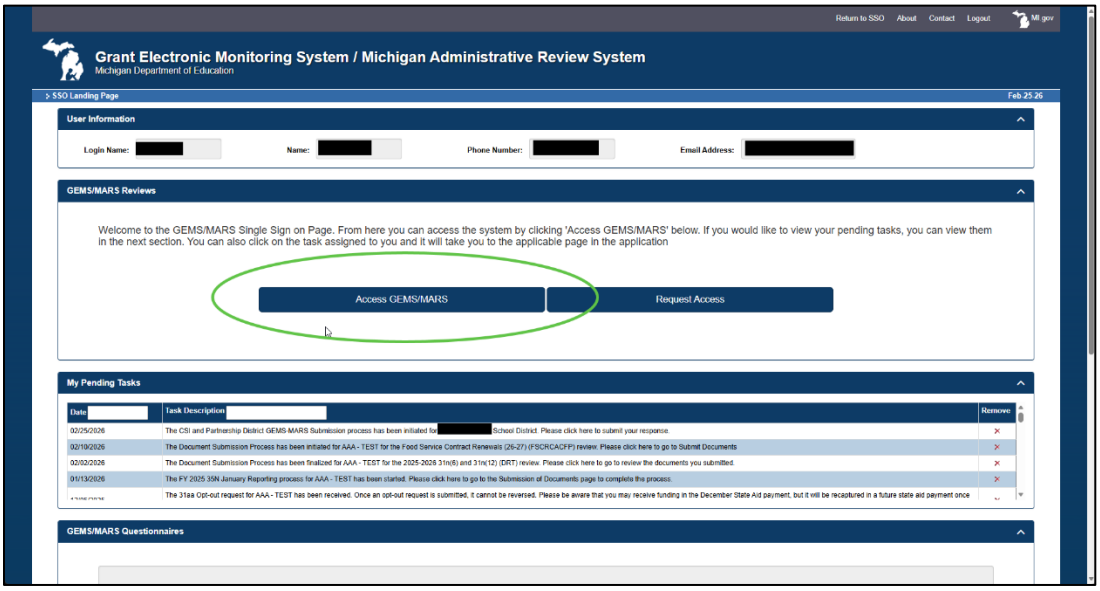
3. Select “Grant Electronic Monitoring System / Michigan Administrative Review System (GEMS/MARS)”



4. Check “I agree to the Terms and Conditions” and click Launch Service.
   A new browser window will open.



5. Select “Access GEMS/MARS”

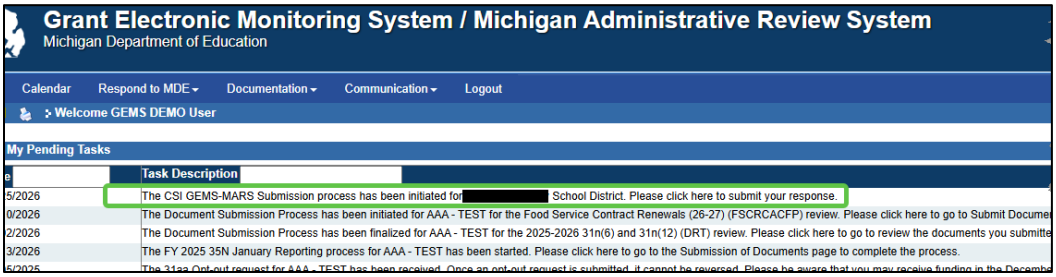


Submit PDF CSI Plan(s) in GEMS/MARS

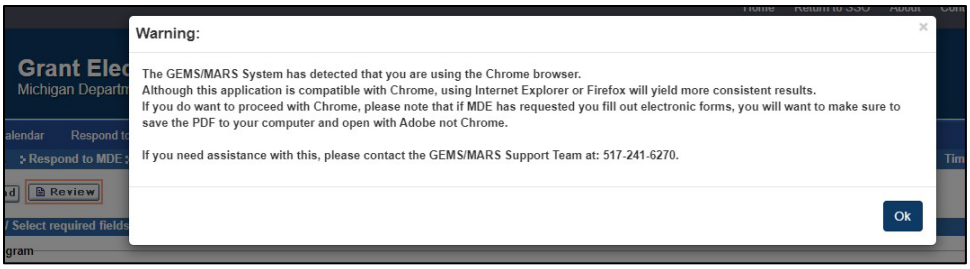
1. Select the CSI Plan Task

a. Find the section “My Pending Tasks”

b. Click “The CSI Plan GEMS-MARS Submission process has been initiated for <district name>.

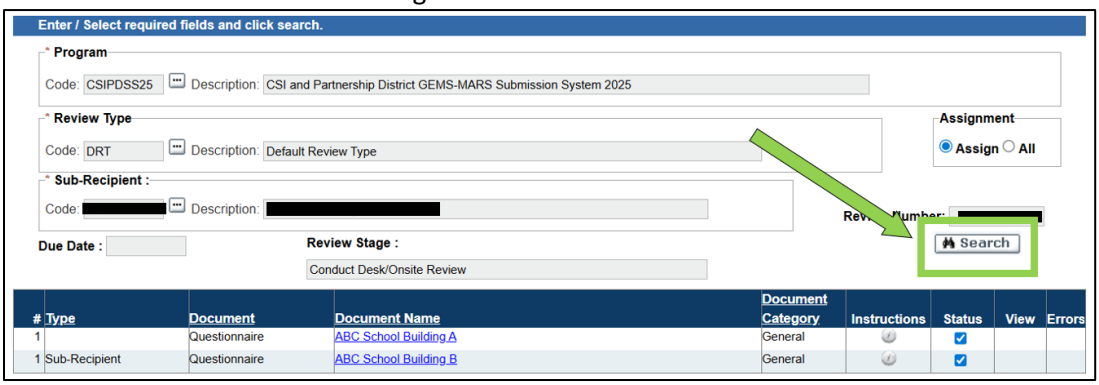


Chrome users: A Warning might appear, stating that Internet Explorer or Firefox will yield more consistent results. Click “Ok” and continue.



2. Search for Your District’s Records Within This Task

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

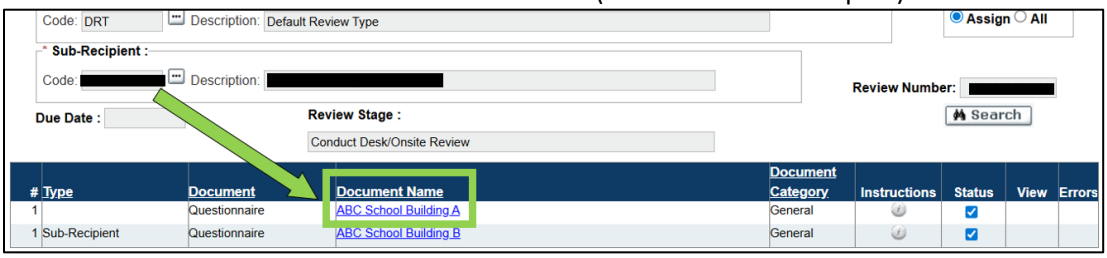


3. Upload Each School's CSI Plan

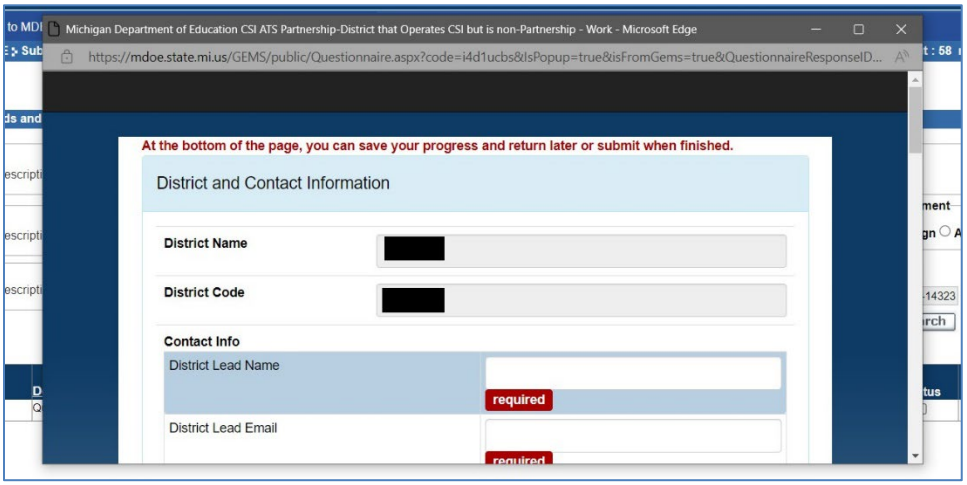
This must be done separately for each school identified for CSI. After all school CSI plans are saved, the district can submit the portfolio of plans.

a. Find the Document Name column in the search results

b. Click on the name of the school identified for CSI. (A new window will open.)



You may briefly see a message "Your request is currently being processed." The new window should be like the following screenshot and should include your district name and district code.

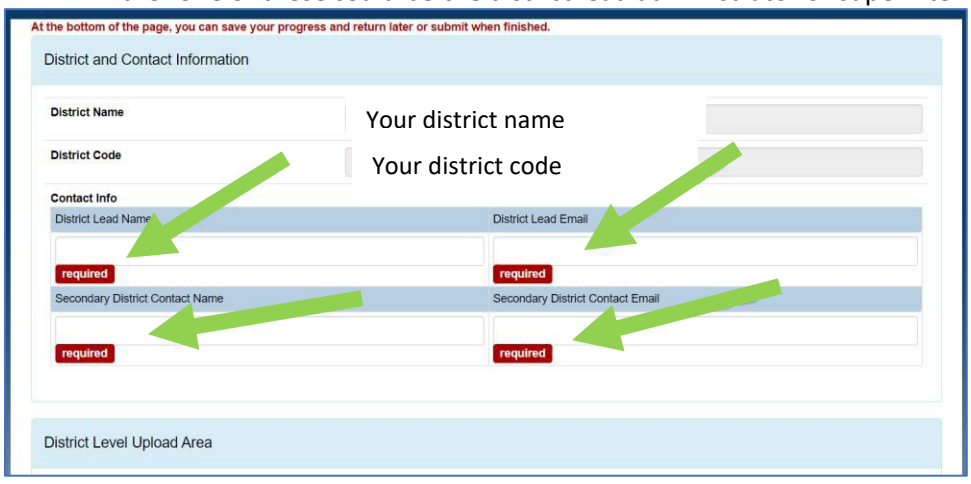


c. Enter district personnel information

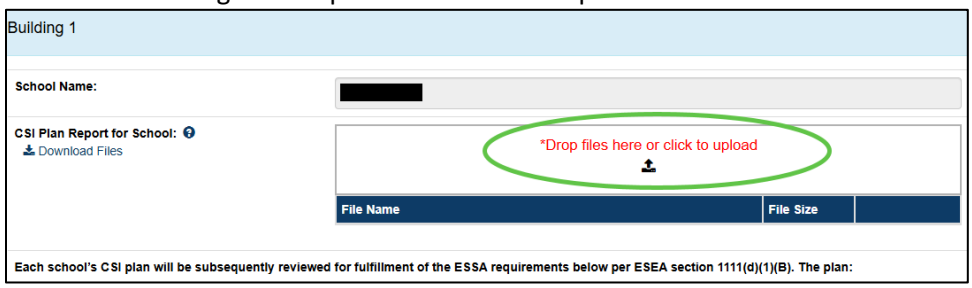
i. "District Lead Name" should be the individual who is primarily responsible for the facilitation of the MICIP process or CSI plan development.

ii. "Secondary District Contact Name" should be an individual with responsibility for, and knowledge of, the school identified for CSI.

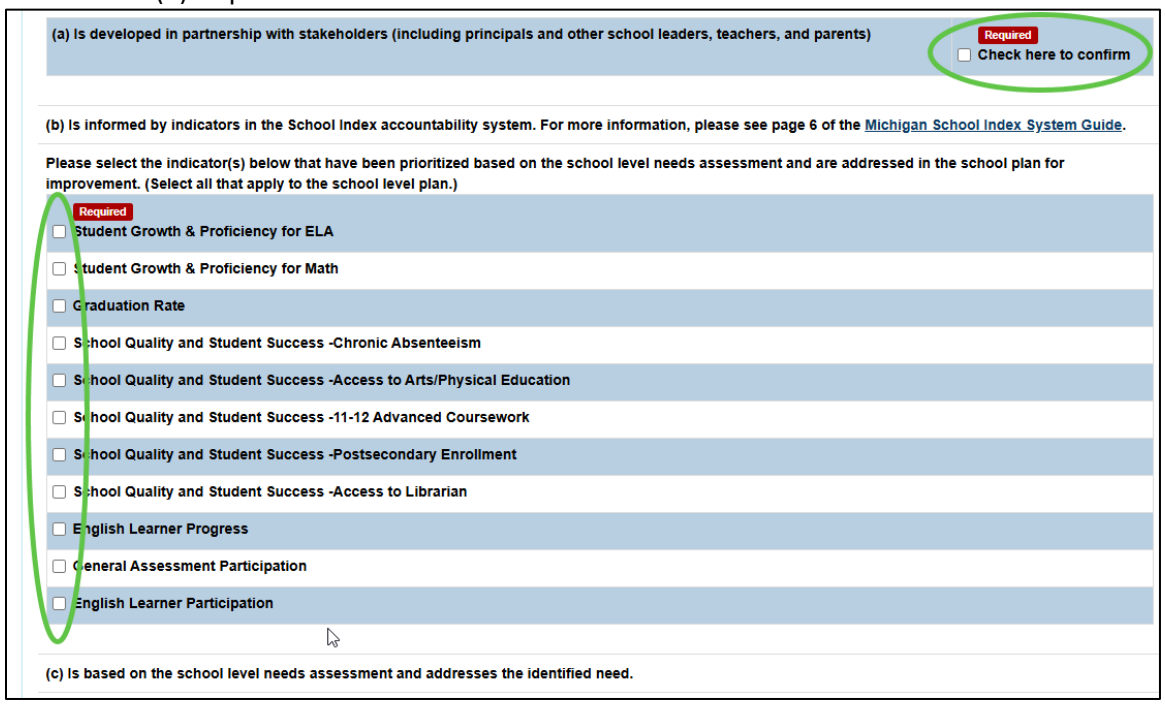
iii. Either one of these ***could be*** the district lead administrator or superintendent.



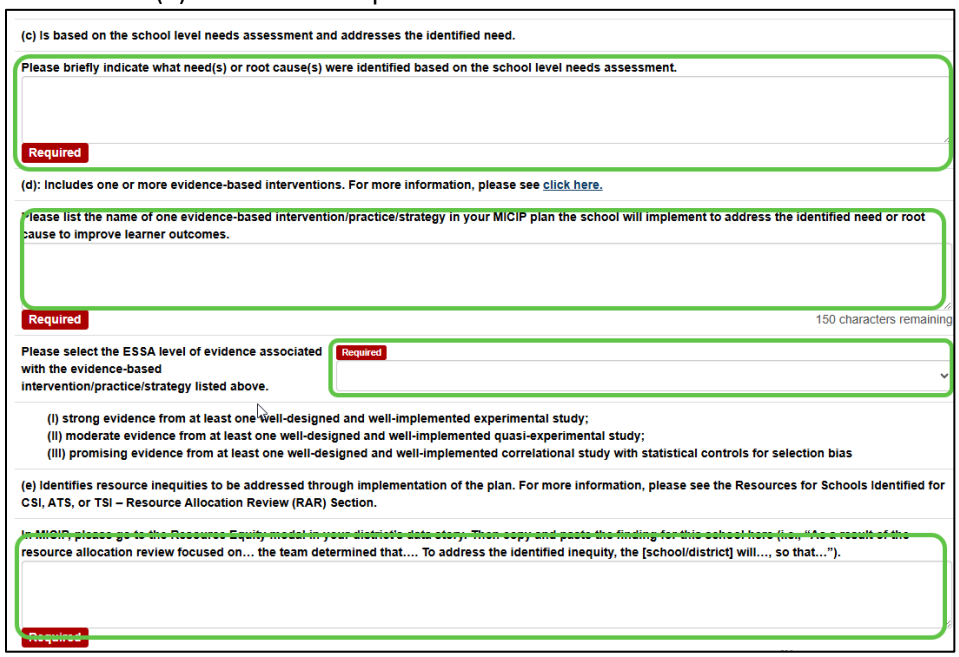
d. Add the CSI Plan created in MICIP
    i. Either drag and drop the file or click to upload.



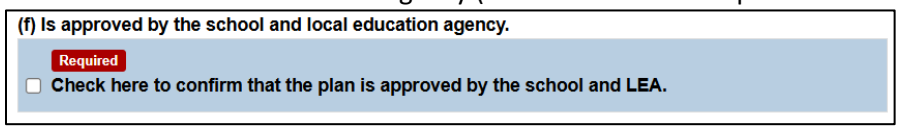
e. Complete assurances around collaboration and components reviewed
    i. Part (a) requires one check.
    ii. Part (b) requires at least one check.



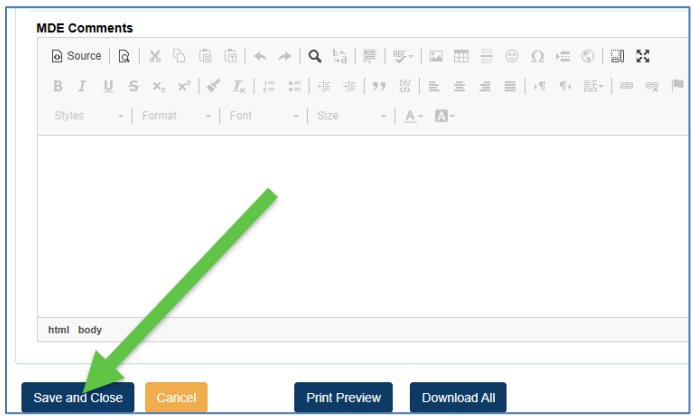
f. Summarize needs, planned interventions, level of evidence, and resource inequities
    i. Part (c) – need or root causes
    ii. Part (d) – evidence-based intervention(s) and level of evidence
    iii. Part (e) – resource inequities



g. Complete assurance around local approval
    i. Check the box in part (f) for the assurances that the plan is approved by the school and the local education agency (traditional district or public school academy).



h. Review, save, and close the school record
    i. Review that all information is correctly entered and the required uploads are present.
    ii. Click "Save and Close."

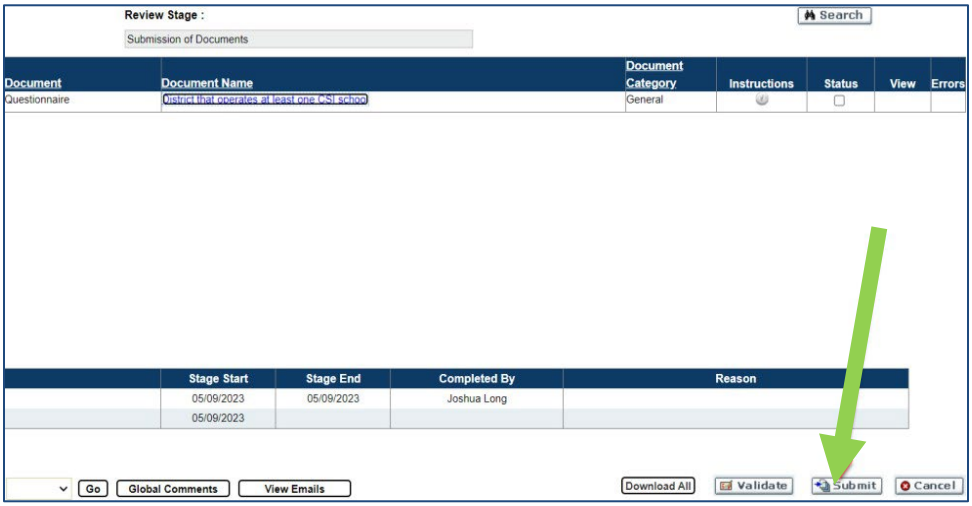


The window will close and take the user back to the window with the school name(s) listed under column 'Document Name."

    i. Repeat steps a-h for each of the district's schools identified for CSI

4. Submit District Portfolio of School CSI Plans

a. Verify CSI plans have been saved for each of the district's schools identified for CSI
b. Scroll down to the bottom of the records search page
c. Click the 'Submit' button (near the bottom right)
d. Click "OK" on the pop-up that appears stating "Successfully promoted to the next stage."



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