

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.

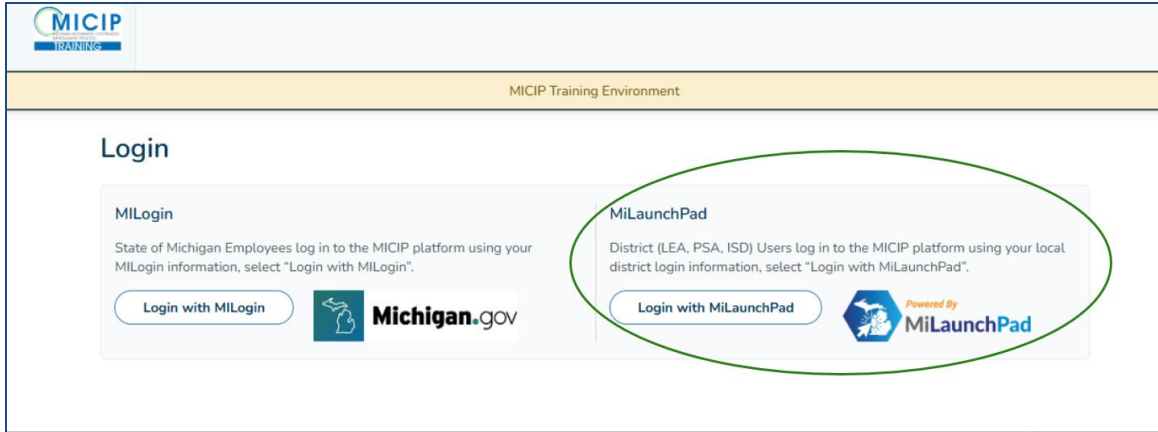
Table of Contents

- Michigan Department of Education Creation and Submission of CSI Plans Technical Assistance Guide1**
- MICIP Actions2**
 - Login to MICIP2
 - Create Single-Building CSI Plan Report(s).....3
 - 1. Go to MICIP Report Builder3
 - 2. Select the Applicable Goals3
 - 3. Select the School Identified for CSI4
 - 4. Select the Required Report Components.....4
 - 5. Generate and Save a PDF of the CSI Report5
 - 6. Repeat steps 1-5 for each of the district’s schools identified for CSI.....5
- GEMS/MARS Actions6**
 - Login to GEMS/MARS.....6
 - Submit PDF CSI Plan(s) in GEMS/MARS8
 - 1. Select the CSI Plan Task8
 - 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

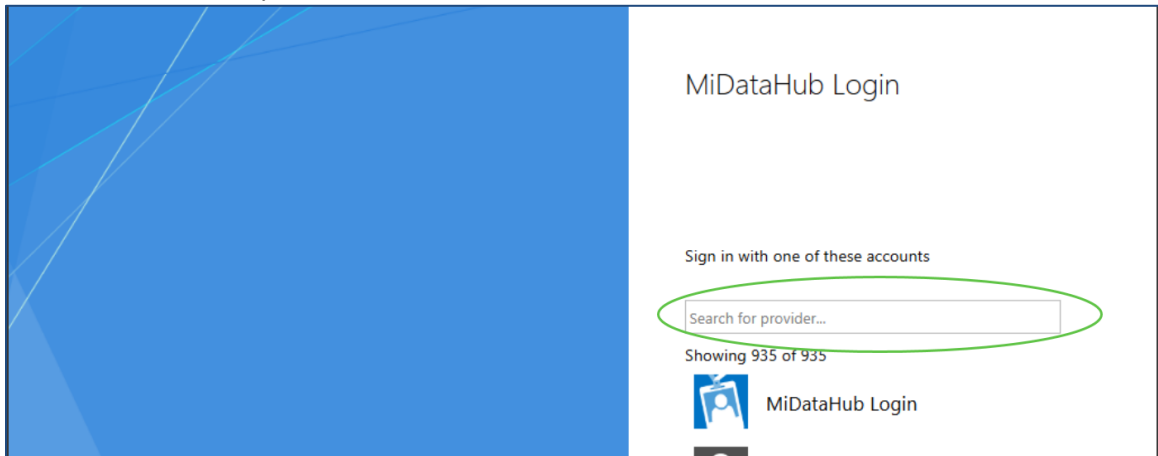
MICIP Actions

Login to MICIP

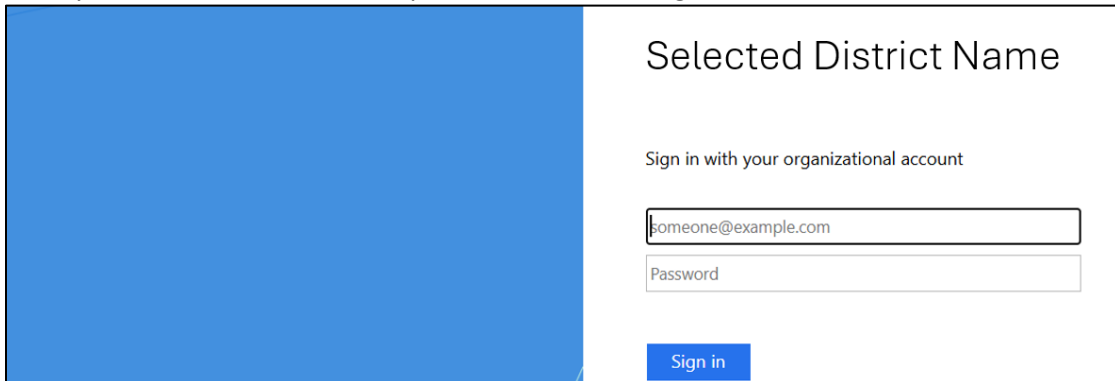
1. Go to <https://micip.org/> and click “Login with MiLaunchPad”



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

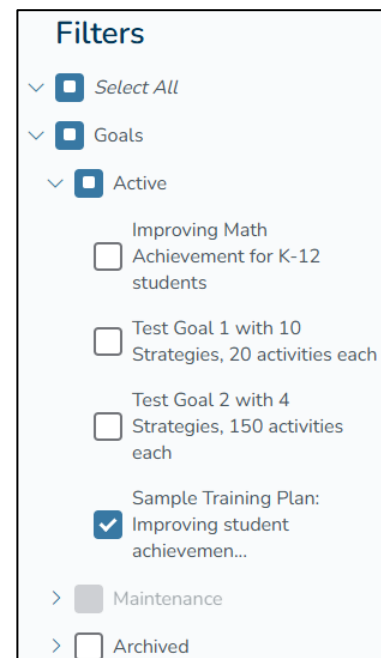
- a. Start at the MICIP Dashboard
- b. Click on the 'Report' option near the upper right corner of the screen



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

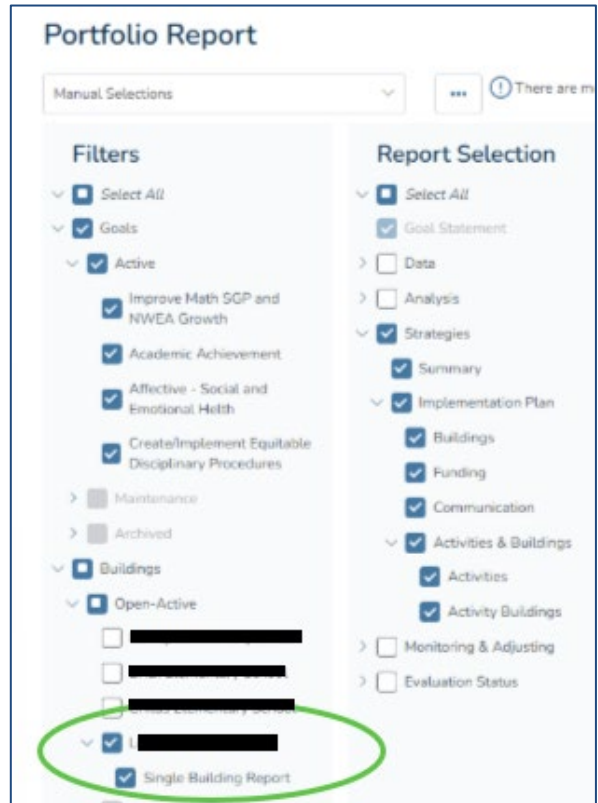
- a. Start within the MICIP Report Builder
- b. Find the "Filters" portion of the report options (on the left side of the page)
- c. Find the active goals ("Filters" > "Goals" > "Active")
- d. Uncheck the goals that do not apply to the school identified for CSI
 - i. By default, all active goals are 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

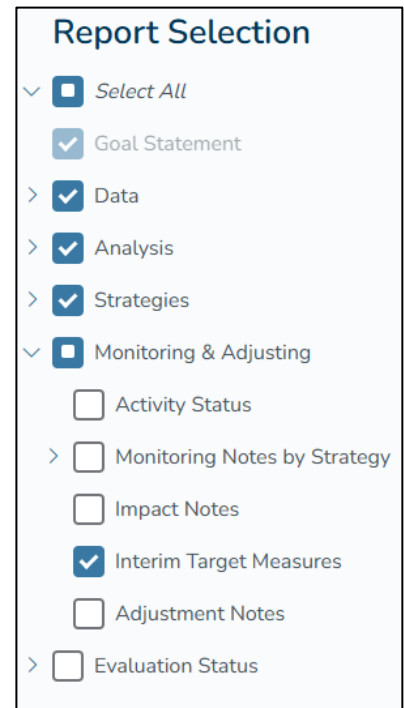
If the district has multiple schools identified for CSI, complete the following process for each:

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



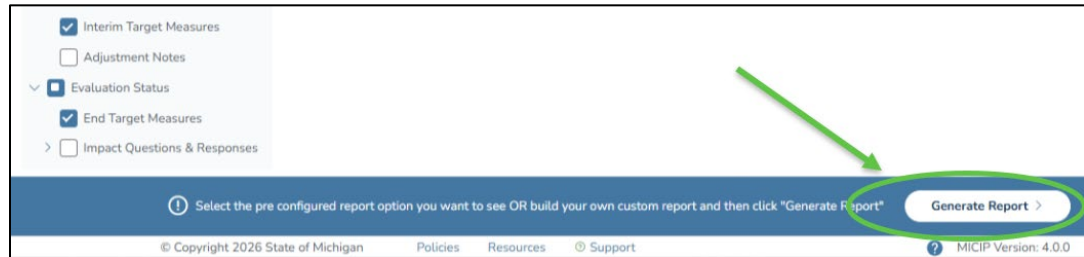
4. Select the Required Report Components

- 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”



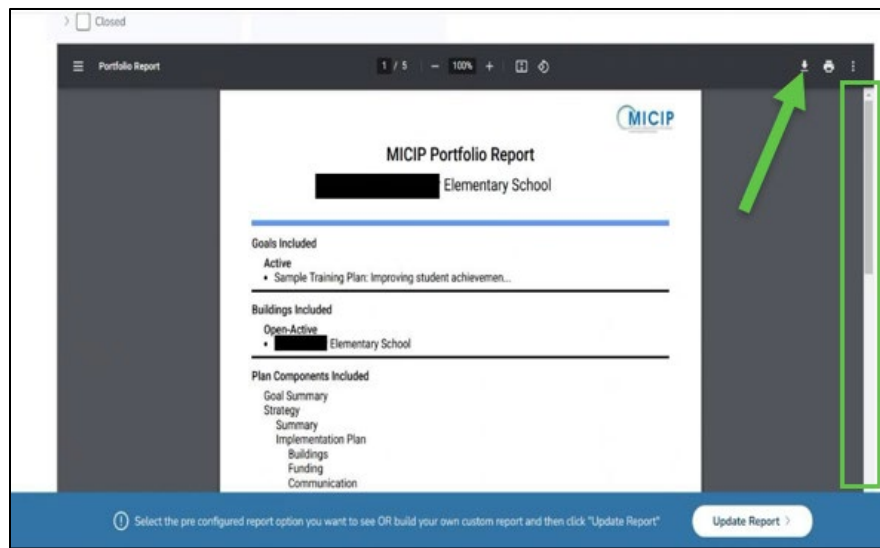
5. Generate and Save a PDF of the CSI Report

- 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 Electronic Monitoring System / Michigan Administrative Review System

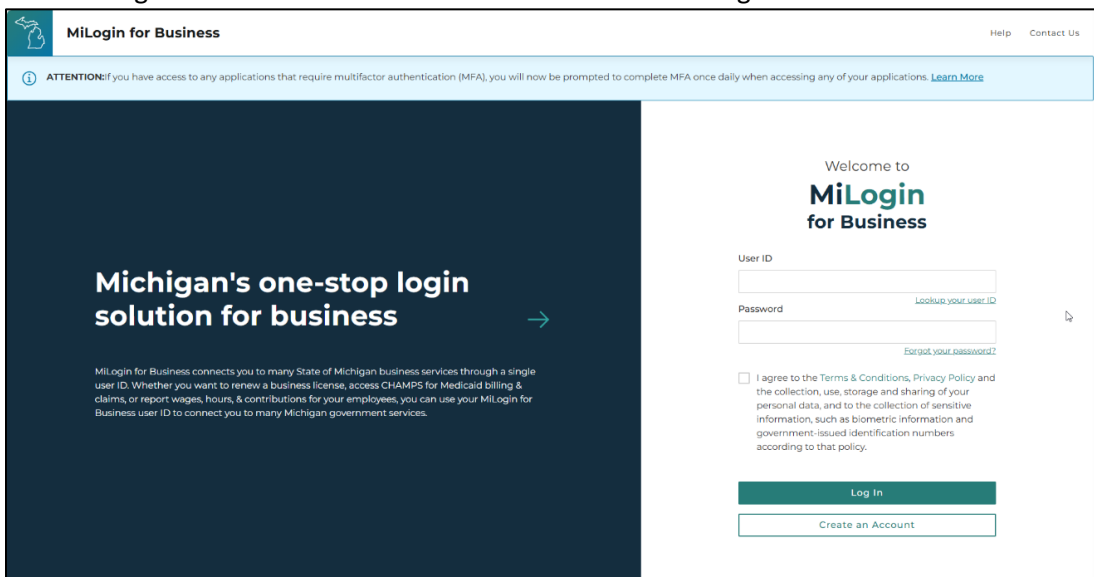
To access the GEMS/MARS application, use the MiLogin for business.

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.

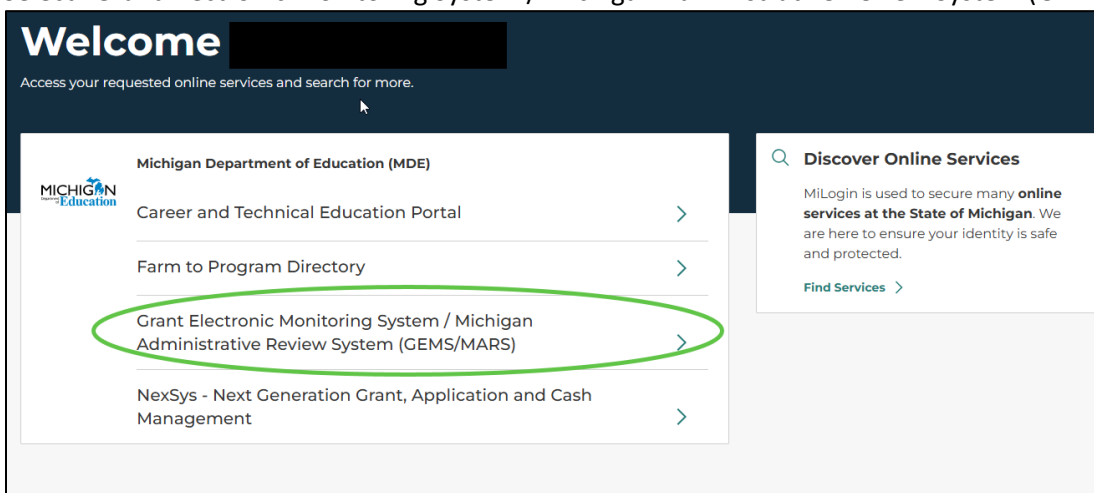
If you have any problem accessing the application, please contact the **GEMS Help Desk** at **(517) 241-6270** or at MDE-GEMS@michigan.gov. Please include your full name and complete telephone number (with area code) when you contact the Help Desk.

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.

MICHIGAN
Department of Education

Grant Electronic Monitoring System / Michigan Administrative Review System (GEMS/MARS)

GEMS/MARS improves the grant monitoring process by using a Web-based, paperless process to allow interactions between MDE and sub-recipients.

Please accept the Terms and Conditions to continue:

Terms & Conditions

The Michigan Department of Education (MDE) utilizes computer information systems which are the property of the State of Michigan. Information in our systems may contain confidential, sensitive or restricted data. These systems, therefore, are subject to state and federal laws, rules and regulations regarding data access, use, privacy and security. By accessing information provided by MDEs computer information systems and clicking on the button below, you acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions. Most notable, users must: 1. Be authorized to access the system and only for official work-related business. 2. Securely maintain any information downloaded, printed, or removed in any format from this system. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. 3. Never share user IDs or

I agree to the Terms & Conditions

Launch service

5. Select “Access GEMS/MARS”

Return to SSO About Contact Logout MI gov

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

SSO Landing Page Feb 25 26

User Information

Login Name: [redacted] Name: [redacted] Phone Number: [redacted] Email Address: [redacted]

GEMS/MARS Reviews

Welcome to the GEMS/MARS Single Sign On Page. From here you can access the system by clicking 'Access GEMS/MARS' below. If you would like to view your pending tasks, you can view them in the next section. You can also click on the task assigned to you and it will take you to the applicable page in the application

Access GEMS/MARS Request Access

My Pending Tasks

Date	Task Description	Retrieve
02/25/2026	The CSI and Partnership District GEMS MARS Submission process has been initiated for [redacted] School District. Please click here to submit your response	X
02/19/2026	The Document Submission Process has been initiated for AAA-TEST for the Food Service Contract Renewals (26-27) (FSRCACFP) review. Please click here to go to Submit Documents	X
02/02/2026	The Document Submission Process has been finalized for AAA-TEST for the 2025-2028 31a(8) and 31a(12) (DRT) review. Please click here to go to review the documents you submitted.	X
01/13/2026	The FY 2025 30N January Reporting process for AAA-TEST has been started. Please click here to go to the Submission of Documents page to complete the process.	X
1/13/2026	The 315a Opt-out request for AAA-TEST has been received. Once an opt-out request is submitted, it cannot be reversed. Please be aware that you may receive funding in the December State Aid payment, but it will be recaptured in a future state aid payment once	X

GEMS/MARS Questionnaires

Submit PDF CSI Plan(s) in GEMS/MARS

1. Select the CSI Plan Task

- Find the section “My Pending Tasks”
- Click “The CSI Plan GEMS-MARS Submission process has been initiated for <district name>.”

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

Calendar Respond to MDE Documentation Communication Logout

Welcome GEMS DEMO User

My Pending Tasks

Date	Task Description
5/2026	The CSI GEMS-MARS Submission process has been initiated for [redacted] School District. Please click here to submit your response.
0/2026	The Document Submission Process has been initiated for AAA - TEST for the Food Service Contract Renewals (26-27) (FSCRCACFP) review. Please click here to go to Submit Documents.
2/2026	The Document Submission Process has been finalized for AAA - TEST for the 2025-2026 31n(6) and 31n(12) (DRT) review. Please click here to go to review the documents you submitted.
3/2026	The FY 2025 35N January Reporting process for AAA - TEST has been started. Please click here to go to the Submission of Documents page to complete the process.
5/2025	The 31n3 Out-out request for AAA - TEST has been received. Once an out-out request is submitted, it cannot be reversed. Please be aware that you may receive funding in the December.

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

Warning:

The GEMS/MARS System has detected that you are using the Chrome browser. Although this application is compatible with Chrome, using Internet Explorer or Firefox will yield more consistent results. If you do want to proceed with Chrome, please note that if MDE has requested you fill out electronic forms, you will want to make sure to save the PDF to your computer and open with Adobe not Chrome. If you need assistance with this, please contact the GEMS/MARS Support Team at: 517-241-6270.

Ok

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

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

Enter / Select required fields and click search.

Program
Code: CSIPDSS25 Description: CSI and Partnership District GEMS-MARS Submission System 2025

Review Type
Code: DRT Description: Default Review Type

Sub-Recipient
Code: [redacted] Description: [redacted]

Due Date: [empty] **Review Stage**: Conduct Desk/Onsite Review

Assignment
 Assign All

Review Number: [redacted]

Search

#	Type	Document	Document Name	Document Category	Instructions	Status	View	Errors
1		Questionnaire	ABC School Building A	General		<input checked="" type="checkbox"/>		
1	Sub-Recipient	Questionnaire	ABC School Building B	General		<input checked="" type="checkbox"/>		

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.)

#	Type	Document	Document Name	Document Category	Instructions	Status	View	Errors
1		Questionnaire	ABC School Building A	General		<input checked="" type="checkbox"/>		
1	Sub-Recipient	Questionnaire	ABC School Building B	General		<input checked="" type="checkbox"/>		

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.

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

District and Contact Information

District Name: [Redacted]

District Code: [Redacted]

Contact Info

District Lead Name: [Redacted] **required**

District Lead Email: [Redacted] **required**

- 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.

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

District Code: Your district code

Contact Info

District Lead Name: [Redacted] **required**

District Lead Email: [Redacted] **required**

Secondary District Contact Name: [Redacted] **required**

Secondary District Contact Email: [Redacted] **required**

District Level Upload Area


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

Building 1

School Name:

CSI Plan Report for School: [Download Files](#)

*Drop files here or click to upload



File Name	File Size	

Each school's CSI plan will be subsequently reviewed for fulfillment of the ESSA requirements below per ESEA section 1111(d)(1)(B). The plan:

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

(a) Is developed in partnership with stakeholders (including principals and other school leaders, teachers, and parents) **Required**
 Check here to confirm

(b) Is informed by indicators in the School Index accountability system. For more information, please see page 6 of the [Michigan School Index System Guide](#).

Please select the indicator(s) below that have been prioritized based on the school level needs assessment and are addressed in the school plan for improvement. (Select all that apply to the school level plan.)

Required

Student Growth & Proficiency for ELA

Student Growth & Proficiency for Math

Graduation Rate

School Quality and Student Success -Chronic Absenteeism

School Quality and Student Success -Access to Arts/Physical Education

School Quality and Student Success -11-12 Advanced Coursework

School Quality and Student Success -Postsecondary Enrollment

School Quality and Student Success -Access to Librarian

English Learner Progress

General Assessment Participation

English Learner Participation

(c) Is based on the school level needs assessment and addresses the identified need.

- 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

(c) Is based on the school level needs assessment and addresses the identified need.

Please briefly indicate what need(s) or root cause(s) were identified based on the school level needs assessment.

Required

(d): Includes one or more evidence-based interventions. For more information, please see [click here](#).

Please list the name of one evidence-based intervention/practice/strategy in your MICIP plan the school will implement to address the identified need or root cause to improve learner outcomes.

Required 150 characters remaining

Please select the ESSA level of evidence associated with the evidence-based intervention/practice/strategy listed above.

Required

(I) strong evidence from at least one well-designed and well-implemented experimental study;
 (II) moderate evidence from at least one well-designed and well-implemented quasi-experimental study;
 (III) promising evidence from at least one well-designed and well-implemented correlational study with statistical controls for selection bias

(e) Identifies resource inequities to be addressed through implementation of the plan. For more information, please see the Resources for Schools Identified for CSI, ATS, or TSI – Resource Allocation Review (RAR) Section.

In MICIP, please go to the Resource Equity model in your district's data storey. Then copy and paste the finding for this school here (i.e., "As a result of the resource allocation review focused on... the team determined that.... To address the identified inequity, the [school/district] will.... so that...").

Required

- 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).

(f) Is approved by the school and local education agency.

Required

Check here to confirm that the plan is approved by the school and LEA.

- 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."

MDE Comments

Source | [Icons]

B I U S X [Icons]

Styles | Format | Font | Size | [Icons]

html body

Save and Close Cancel Print Preview Download All

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

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

Review Stage : Submission of Documents

Document	Document Name	Document Category	Instructions	Status	View	Errors
Questionnaire	District that operates at least one WSL school	General				

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

Go Global Comments View Emails Download All Validate Submit 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.