
Continuous Improvement & Monitoring System

Part C Service Provider Self-Review (SPSR) Electronic Workbook
User Manual

November 30, 2007



Contents

Introduction to the User Manual	4
Additional Training and Support	4
Getting Started	5
Logging In.....	6
Changing Your Password	7
Resetting a Forgotten Password.....	9
Creating a New User Account	11
Assigning System Security	16
Assigning Workbook Security	20
Using the Start Menu	25
Opening a Workbook.....	27
Using the Workbook Menu.....	29
Opening Forms in a Workbook	30
Managing Child Information	32
Selecting a Child for Review	33
Deselecting a Child for Review	38
Editing or Deleting Children.....	42
Adding Children to Workbook	45
Completing the Child Record Review Form	48
Navigating the Child Record Review Form	49
Completing the Child Record Review Form	51
Printing a Blank Child Record Review Form PDF.....	52
Printing a Child Record Review Summary Report.....	54
Completing the Document Review Form	56
Navigating the Document Review Form	57
Completing the Document Review Form	59
Printing a Blank Document Review Form PDF	61
Printing a Completed Document Review Form PDF	63
Generating the KPI Preliminary Report.....	66
Generating the KPI Preliminary Report.....	67
Printing the KPI Preliminary Report	68
Completing the KPI Analysis and Rating.....	71
Submitting the Electronic Workbook for SPSR Team Review	72
Analyzing and Rating the KPIs	76
Generating a KPI Analysis and Rating PDF.....	81
Sending the Workbook for Modifications	83
Continuous Improvement Protocol (CIP)	84
Navigating the Continuous Improvement Protocol (CIP) Section	85
Completing the Continuous Improvement Protocol (CIP) Form.....	87
Generating a Continuous Improvement Protocol (CIP) PDF	89

Improvement Planning..... 92

 Creating an Improvement Plan in the Workbook93

 Entering an Improvement Plan97

 Submitting an Improvement Plan for MDE Review101

 MDE Acceptance or Rejection of an Improvement Plan104

 Generating an Improvement Plan PDF105

Submitting the Electronic Workbook for MDE Review..... 107

 Submitting the Electronic Workbook for MDE Review108

 MDE Acceptance or Rejection of Workbook.....110

Improvement Plan Progress Reporting 111

 Creating an Improvement Plan Progress Report (IPPR)112

 Entering an Improvement Plan Progress Report (IPPR)116

 Submitting an Improvement Plan Progress Report (IPPR)120

 Acceptance or Rejection of an Improvement Plan Progress Report (IPPR).....123

 Modifying an Improvement Plan Progress Report (IPPR)124

 Creating Subsequent Improvement Plan Progress Reports (IPPRs).....126

 Entering Subsequent Improvement Plan Progress Reports (IPPRs).....127

 Generating an Improvement Plan Progress Report (IPPR) PDF129

Introduction to the User Manual

This manual is provided as a guide to help you navigate the Continuous Improvement & Monitoring System (CIMS) electronic workbook. Each section contains information about different components of the application.

Review the section, **Getting Started**, before using the electronic workbook. This section provides detailed instructions for logging in and general navigation.

Both the electronic workbook and this user guide are organized in the suggested workflow order. However, local service areas are welcome to complete the CIMS process in any order that suits their particular calendars and work processes.

Additional Training and Support

Additional training and support can be found at the CIMS training website (<http://eotta.ccrea.org/CIMS/index.php>). You may also call or e-mail the CIMS Part C helpdesk between 8:00 AM and 4:30 PM, Monday through Friday, at (866) 334-5437, or e-mail eotweb@edzone.net.