

## **Submitting the Electronic Workbook for MDE Review**

Once you have completed KPI Analysis and Rating, Continuous Improvement Protocol, and Improvement Planning (if necessary), the CIMS coordinator can proceed to submitting the workbook for MDE review. This section will assist you with the following:

- Submitting the Electronic Workbook for MDE Review

- MDE Acceptance or Rejection of the Workbook

## Submitting the Electronic Workbook for MDE Review

Once you have completed KPI Analysis and Rating, Continuous Improvement Protocol, and Improvement Planning (if necessary), the CIMS coordinator can proceed to submitting the workbook to **Workbook in MDE Review** status.

**Note:** Only the CIMS coordinator can submit the workbook to MDE for review.

1. Review the workbook for completeness.
2. Click the **Accept** button (Figure 94).

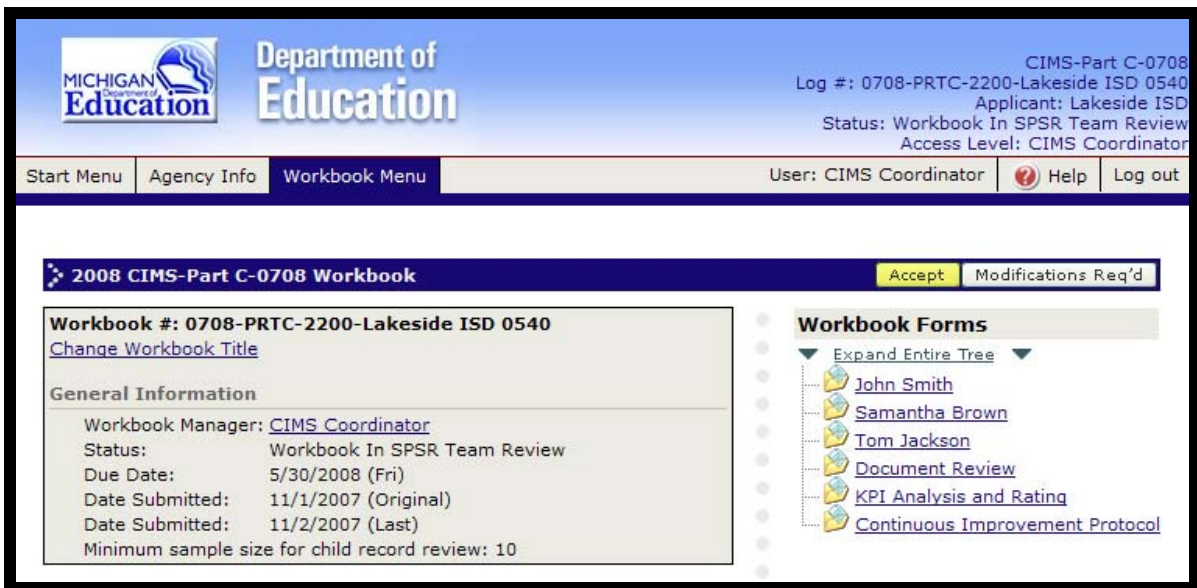


Figure 94

3. At the prompt, **Are you sure you are ready to submit this workbook?** click **OK** to submit or **Cancel** to return to the workbook.
4. An error check will be automatically performed. If errors are found, they will be listed in a pop-up window. You may click the error link to view the form containing the error. Correct the error, and click **Back to Main Menu** if additional errors exist. Clicking **Back to Main Menu** will return you to the error page so that you can click the next error link.
5. When no errors remain in the workbook, clicking the **Accept** button will trigger an acknowledgement statement. Click **I Agree** to submit the workbook or **Cancel** to return to the workbook (Figure 95).



The screenshot shows the CIMS application interface. At the top left is the Michigan Department of Education logo. To its right, the text "Department of Education" is displayed. In the top right corner, the following information is shown: "CIMS-Part C-0708", "Log #: 0708-PRTC-2200-Lakeside ISD 0540", "Applicant: Lakeside ISD", "Status: Workbook In SPSR Team Review", and "Access Level: CIMS Coordinator". Below this is a navigation bar with "Start Menu", "Agency Info", "Workbook Menu", "User: CIMS Coordinator", "Help" (with a question mark icon), and "Log out". The main content area contains a confirmation statement: "By submitting this Workbook, you are agreeing to the following statement: I, CIMS Coordinator, certify that the information submitted in this Workbook is true and correct to the best of my knowledge. If you are not CIMS Coordinator, you do not have permission to submit this Workbook." Below the text are two buttons: "I Agree" and "Cancel". At the bottom of the interface, it says "Powered by IntelliGrants" on the left and "© Copyright 2000-2007 Agate Software" on the right.

**Figure 95**

6. Print a copy of the confirmation statement that appears after the **I Agree** button is clicked.

The status of the workbook changes from **Workbook in SPSR Team Review** to **Workbook in MDE Review**.

**Note:** The MDE authorized official and CIMS coordinator will receive an automatic e-mail notification that the workbook has been submitted for MDE review.

## **MDE Acceptance or Rejection of Workbook**

The MDE authorized official is responsible for reviewing the KPI Analysis and Rating for completeness.

If the MDE authorized official reviews the workbook and the workbook is accepted, the workbook will be moved from **Workbook in MDE Review** to **Workbook Accepted**. The MDE authorized official and CIMS coordinator will receive an automatic e-mail notification that the workbook was accepted.

If the MDE authorized official reviews the workbook and determines there is a deficiency with certain data or with the explanation or analysis of certain KPI ratings, the workbook will be rejected and returned to the **SPSR Team Review** status for modifications. If this happens, the SPSR Team will make revisions and resubmit the workbook to MDE review for a second time.

The MDE authorized official and CIMS coordinator will receive an automatic e-mail notification that the workbook was sent back for modifications. In addition, the MDE authorized official and CIMS coordinator will receive an automatic e-mail notification when the workbook is resubmitted for MDE review.