

## Improvement Plan Progress Reporting

Each service area is required to submit an electronic progress report for each Improvement Plan developed. Once the plan is approved, the SPSR Team must submit quarterly progress reports by December 1, March 1, June 1, and September 1.

This section will assist you with the following aspects of Improvement Plan progress reporting:

- Creating an Improvement Plan Progress Report (IPPR)

- Entering an Improvement Plan Progress Report (IPPR)

- Submitting an Improvement Plan Progress Report (IPPR)

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

- Modifying an Improvement Plan Progress Report (IPPR)

- Creating Subsequent Improvement Plan Progress Reports (IPPRs)

- Entering Subsequent Improvement Plan Progress Reports (IPPRs)

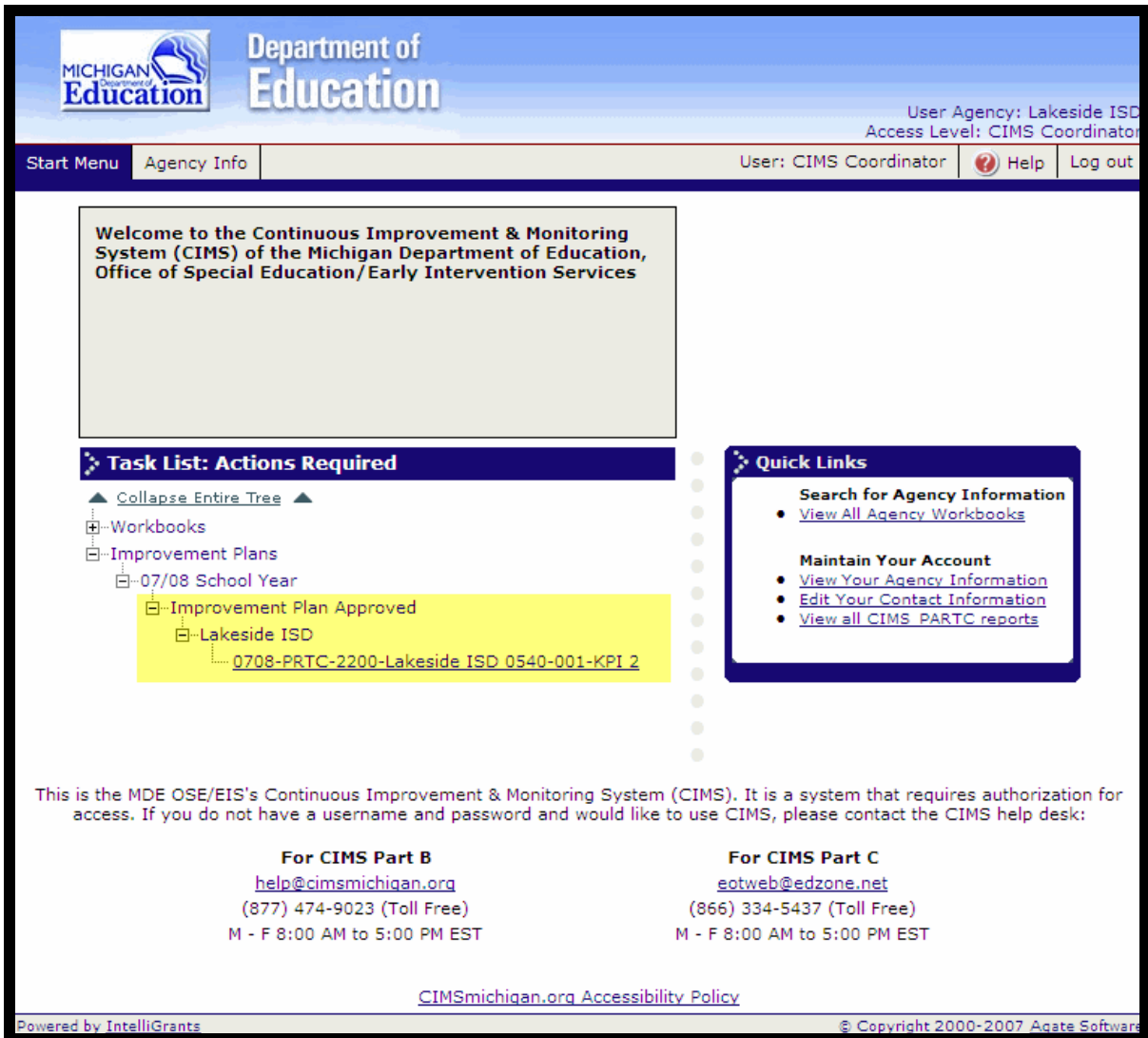
- Generating an Improvement Plan Progress Report (IPPR) PDF

## Creating an Improvement Plan Progress Report (IPPR)

**Note:** The Improvement Plan must be in **Approved** status before an Improvement Plan Progress Report can be initiated.

The CIMS coordinator can create and submit a progress report to the MDE for review.

1. From the **Start Menu** page, click on the **Improvement Plan** link from the **Task List** section and click on the appropriate plan (Figure 96).



The screenshot shows the Michigan Department of Education's CIMS web application. At the top, there is a navigation bar with 'Start Menu' and 'Agency Info' tabs. The user is identified as 'User: CIMS Coordinator' with an 'Access Level: CIMS Coordinator'. A 'Task List: Actions Required' section is visible, containing a tree view of improvement plans. The path '07/08 School Year > Improvement Plan Approved > Lakeside ISD > 0708-PRTC-2200-Lakeside ISD 0540-001-KPI 2' is highlighted in yellow. To the right, there is a 'Quick Links' section with links for 'Search for Agency Information' and 'Maintain Your Account'. At the bottom, there is contact information for CIMS Part B and C, and a footer with 'Powered by IntelliGrants' and 'Copyright 2000-2007 Acate Software'.

Figure 96

2. The Improvement Plan **Report Menu** page appears with the **Improvement Plan Report Title** and **Status** information. Click the drop-down box under **Progress Reports**, select the appropriate date, and click the **Create** button (Figure 97).

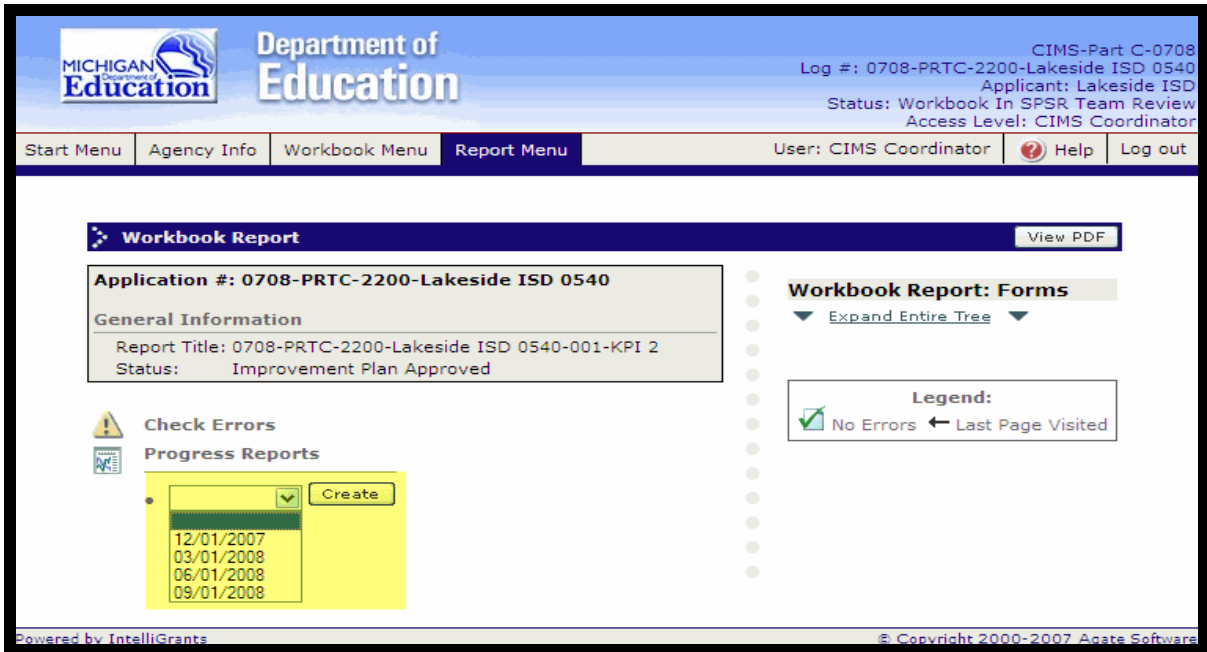


Figure 97

3. The IPPR **Report Menu** page appears with the **Improvement Plan Progress Report Title** and **Status** information. Click the **Expand Entire Tree** link to view the progress report **Task/Activity Status** and **Report Completion and Submission** form (Figure 98).

**Note:** When the progress report is created, the Improvement Plan tasks are transferred to the progress report. If you had two Improvement Plan tasks, you will have two progress report tasks.

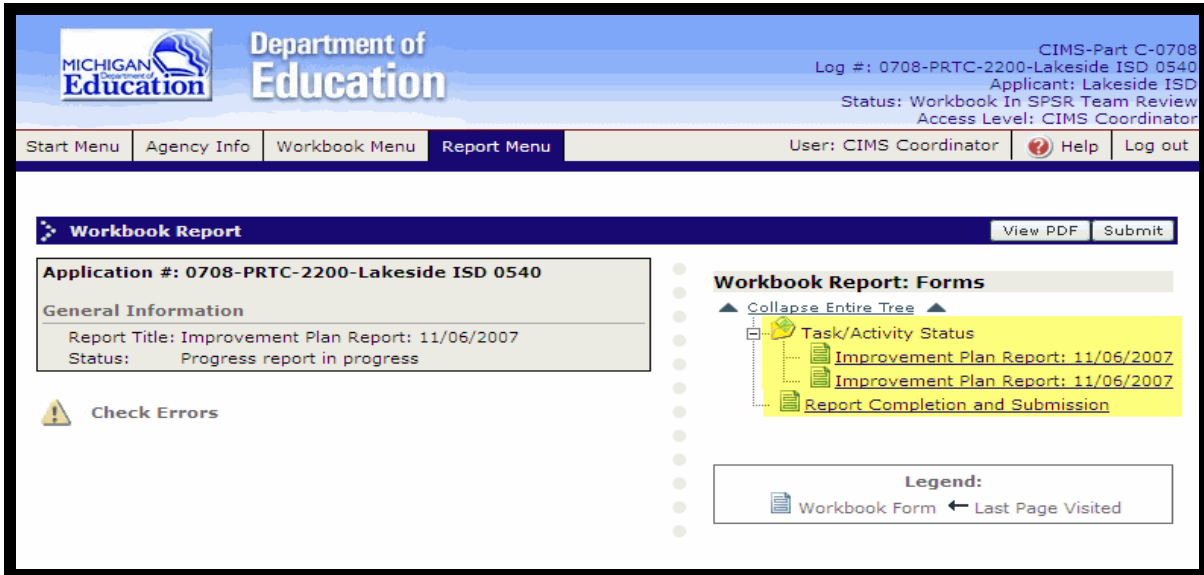


Figure 98

Once a progress report is created, the **Start Menu** and **Workbook Menu** pages will display an **Improvement Plan Progress Report** section. The **Start Menu** displays a link to the plan under the **Task List** section. The **Workbook Menu** also displays a link to the progress report under the **Workbook Forms** tree (Figures 99 and 100).

**Note:** When a progress report is created, the date of creation is appended to the system-generated progress report name (Figure 99).



Figure 99

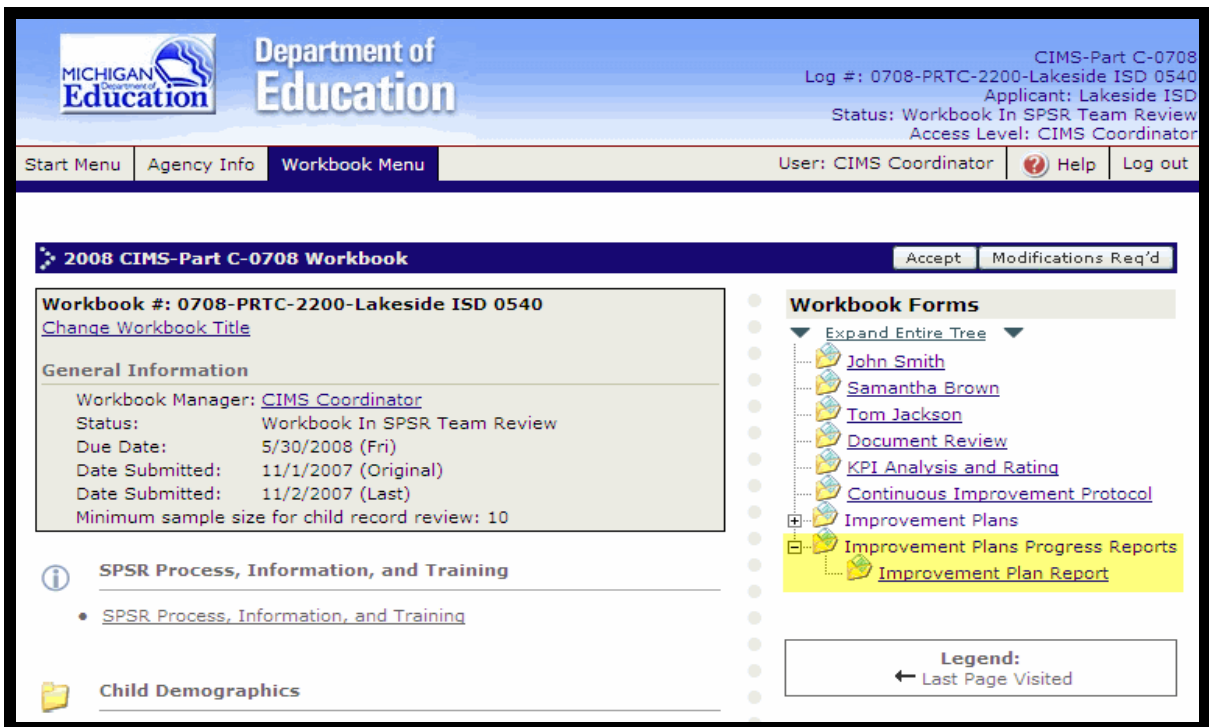


Figure 100

## Entering an Improvement Plan Progress Report (IPPR)

**Note:** Each service area’s CIMS coordinator is responsible for developing Improvement Plan Progress Reports.

1. From the **Start Menu**, click on the **Improvement Plan Progress Report** link from the **Task List** and click on the appropriate progress report.
2. The **IPPR Report Menu** page appears with the **Improvement Plan Progress Report Title** and **Status** indicated under **General Information**. Click the **Expand Entire Tree** link under **Workbook Report: Forms** to view the IPPR information (Figure 101).

**Note:** When a progress report is created, the date of creation is appended to the system-generated task/activity name.

3. Click the **Task/Activity** you wish to complete under the **Task/Activity Status** folder (Figure 101).

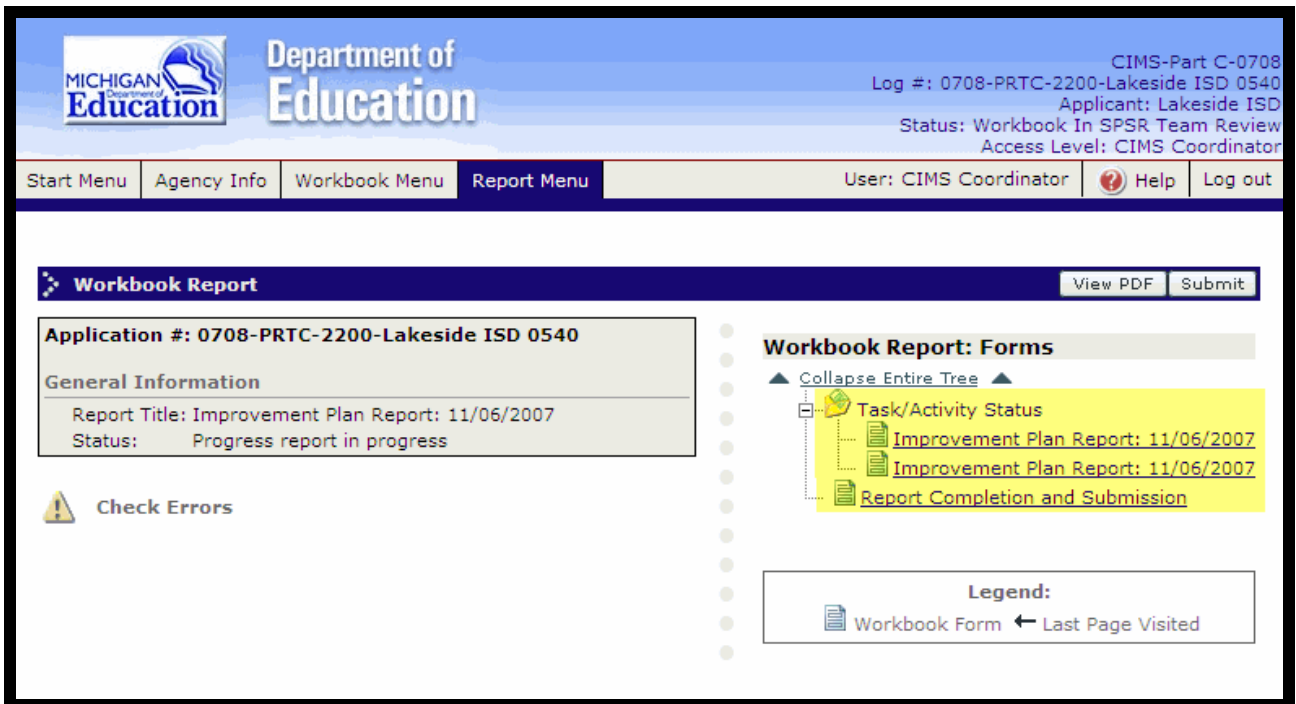


Figure 101

4. The **Task/Activity Status** page will appear (Figure 102). If the task/activity is for multiple KPIs, address each KPI in the status report. Complete the **Status Report** field and click the **Save** button.

**Note:** The **Task**, **Due Date**, and **Task evaluation/measurement** fields are automatically transferred to the IPPR from the Improvement Plan. The **Date Submitted** field will not display a date until the IPPR has been submitted to the MDE for review.

5. Complete the **Task/Activity Status** form for each task. To go to the next task/activity, select it from the drop-down list above the form and click the **Go** button (Figure102).

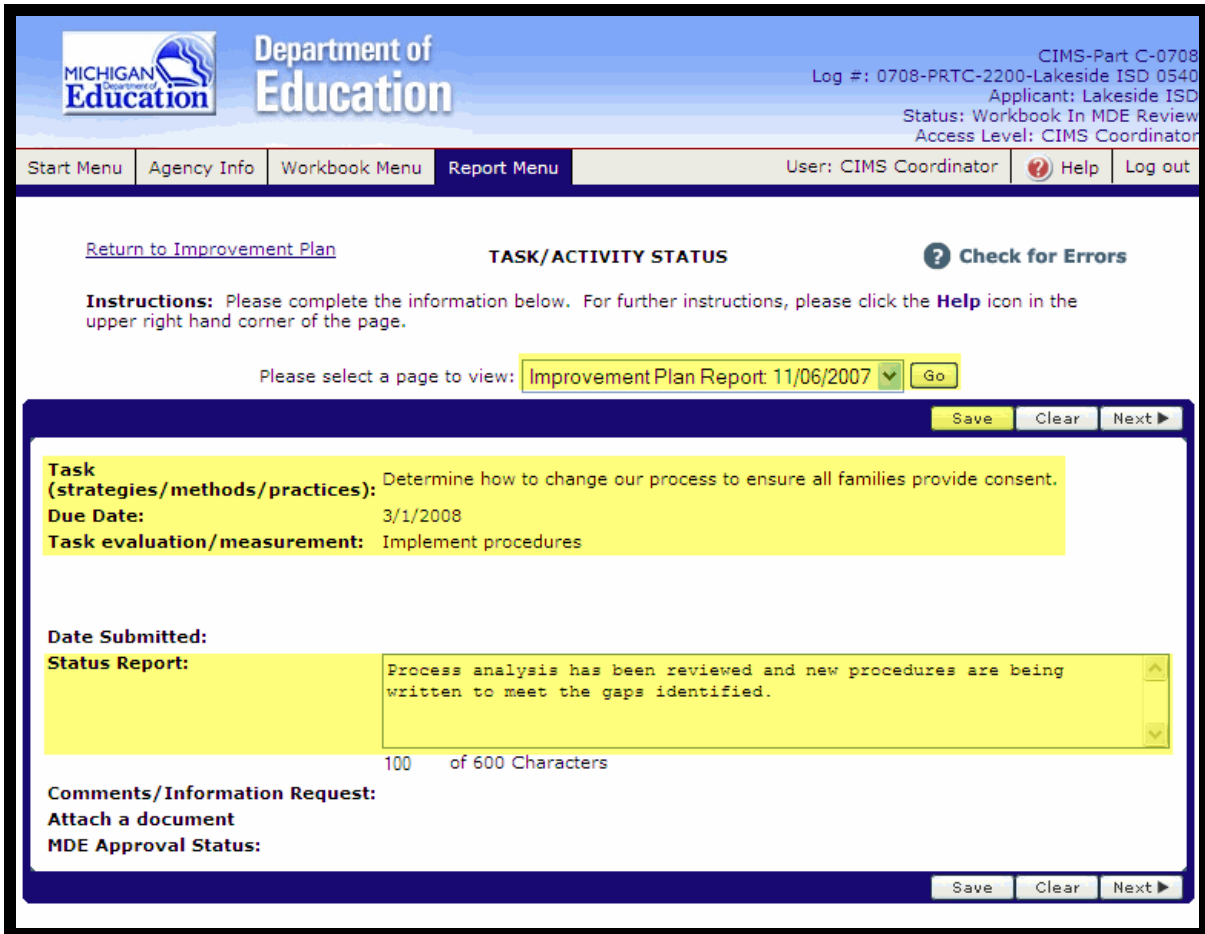
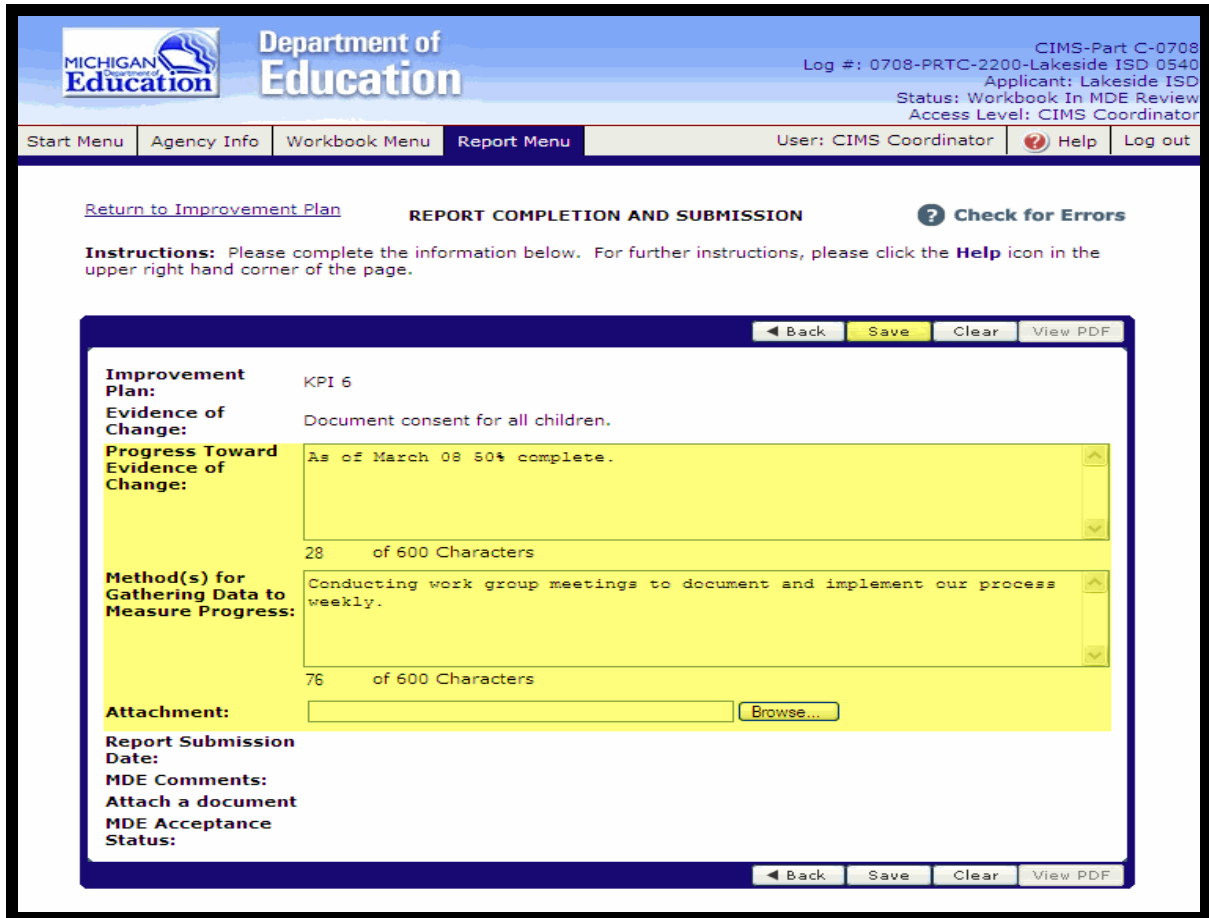


Figure 102

6. After completing a **Status Report** for each task/activity, click the **Report Menu** button at the top of the page.

7. On the **IPPR Report Menu** page, click **Expand Entire Tree**, and then click the **Report Completion and Submission** link to open the **Report Completion and Submission** form (Figure 103).
8. Complete all fields.
9. If necessary you may attach a document with supporting information by following these steps:
  - a. Click the **Browse** button to open the appropriate directory of your computer.
  - b. Choose the appropriate file to attach and click **Open**.
  - c. Click the **Save** button to attach the file.

**Note:** If you have saved an attachment and would like to remove it, click the **Delete Attachment** button which appears in place of the **Browse** button once an attachment has been saved.



**Michigan Department of Education**

CIMS-Part C-0708  
Log #: 0708-PRTC-2200-Lakeside ISD 0540  
Applicant: Lakeside ISD  
Status: Workbook In MDE Review  
Access Level: CIMS Coordinator

Start Menu | Agency Info | Workbook Menu | **Report Menu** | User: CIMS Coordinator | Help | Log out

[Return to Improvement Plan](#)      **REPORT COMPLETION AND SUBMISSION**      ? Check for Errors

**Instructions:** Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

**Improvement Plan:** KPI 6  
**Evidence of Change:** Document consent for all children.  
**Progress Toward Evidence of Change:** As of March 08 50% complete.  
 28 of 600 Characters  
**Method(s) for Gathering Data to Measure Progress:** Conducting work group meetings to document and implement our process weekly.  
 76 of 600 Characters  
**Attachment:**    
**Report Submission Date:**  
**MDE Comments:**  
**Attach a document**  
**MDE Acceptance Status:**

**Figure 103**

**Note:** The **Improvement Plan** name and **Evidence of Change** fields are automatically populated from the Improvement Plan.

## Submitting an Improvement Plan Progress Report (IPPR)

**Note:** Only the CIMS coordinator may submit a progress report to the MDE for review.

1. From the **Start Menu**, click the **Improvement Plan Progress Report** from the **Task List** and click the appropriate progress report.
2. The **IPPR Report Menu** page will appear. Click the **Submit** button to submit or resubmit the progress report for MDE review (Figure 104).

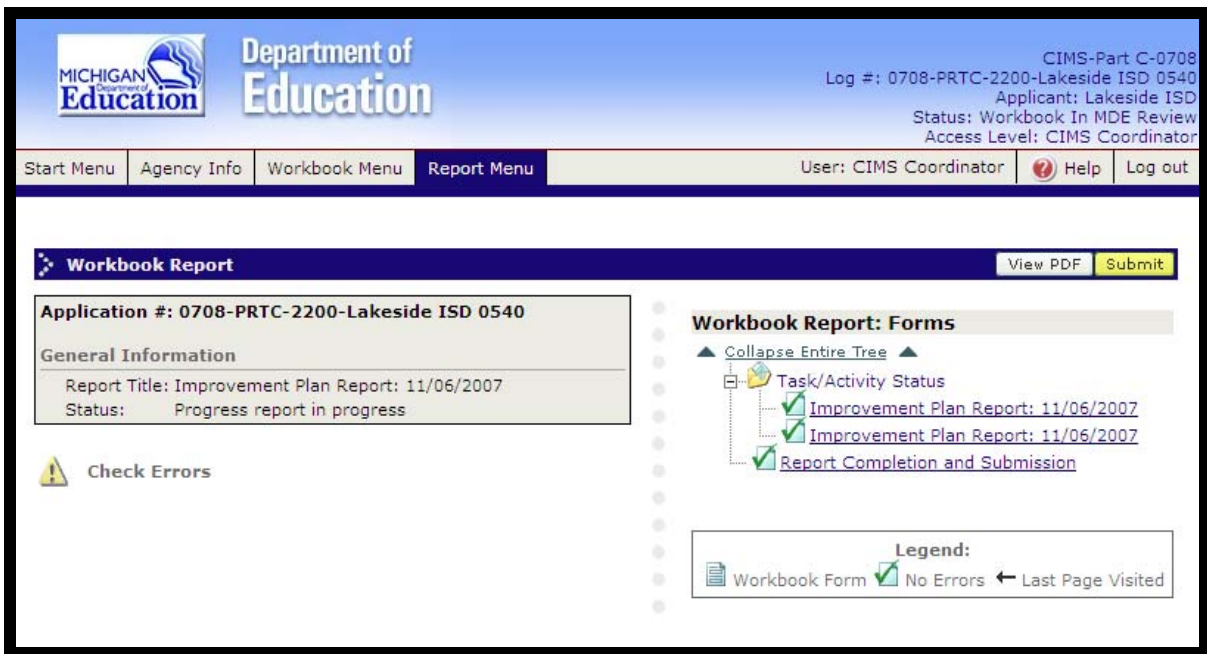


Figure 104

3. A confirmation message asking, **Are you sure you want to submit this progress report to the MDE for review?** will appear. Click **OK** to submit the progress report or click **Cancel** to return to the **IPPR Report Menu** page (Figure 105).

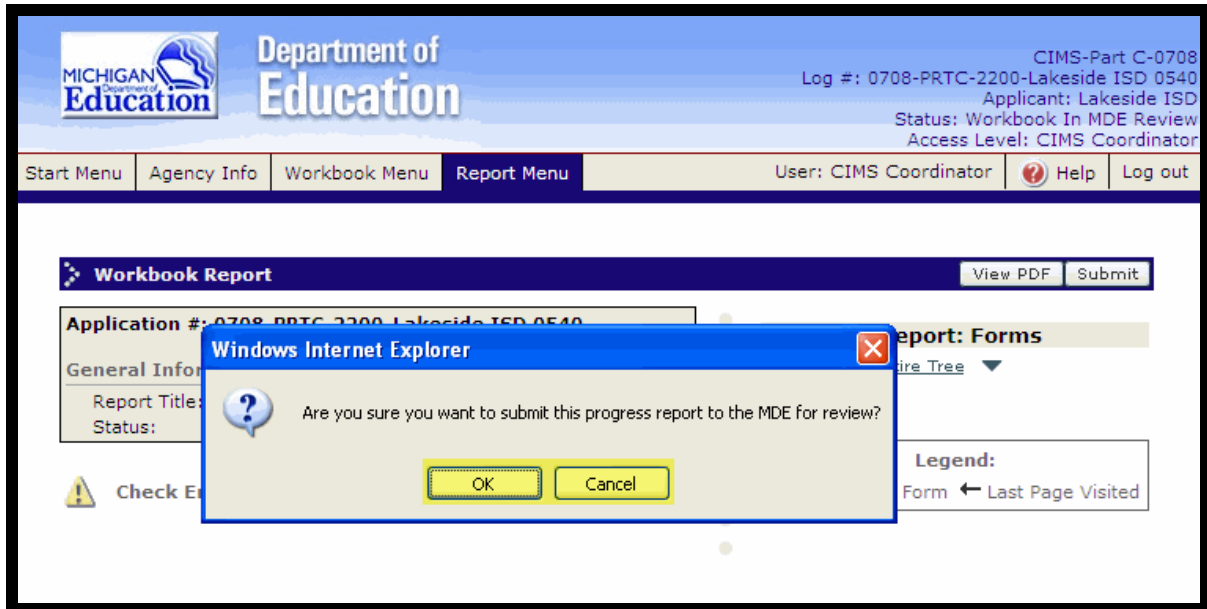


Figure 105

4. Clicking **OK** initiates automatic error checking. If errors are found, they will be listed on an error message screen (Figure 106). Fix all errors and repeat steps 2–3 to submit the IPPR.

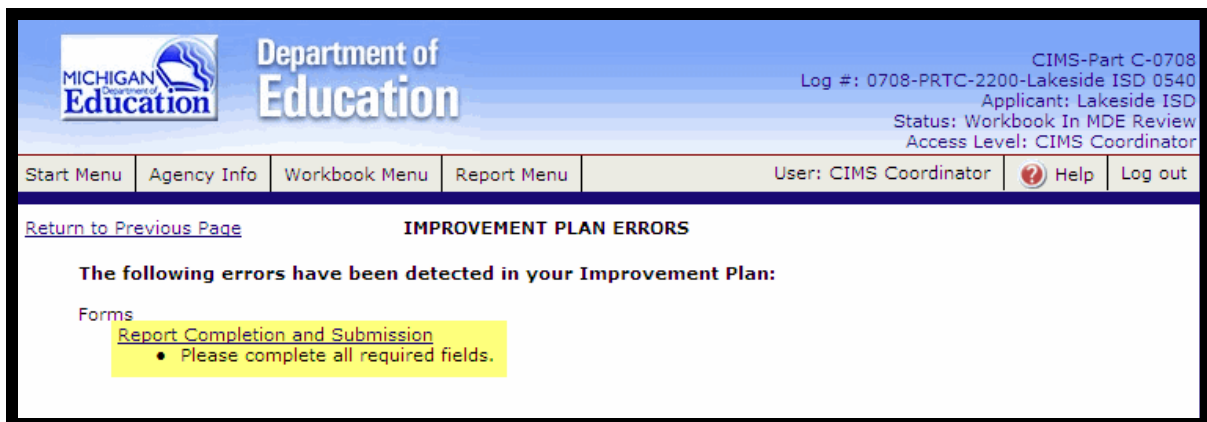


Figure 106

5. An automated e-mail message will alert the CIMS coordinator and MDE authorized official that the progress report is ready for review.

**Note:** Once the progress report is submitted to the MDE, the CIMS coordinator may not edit it.

The progress report status now changes from **Progress Report Initiated** to **Progress Report Submitted for MDE Review** on both the **IPPR Report Menu** page and the **Start Menu** (Figures 107 and 108).

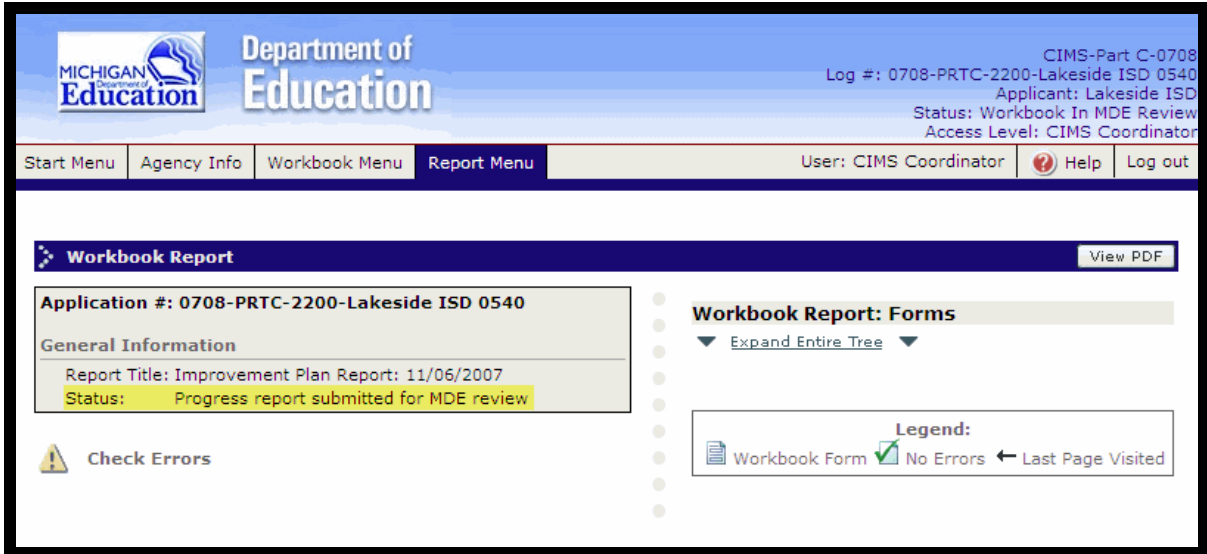


Figure 107

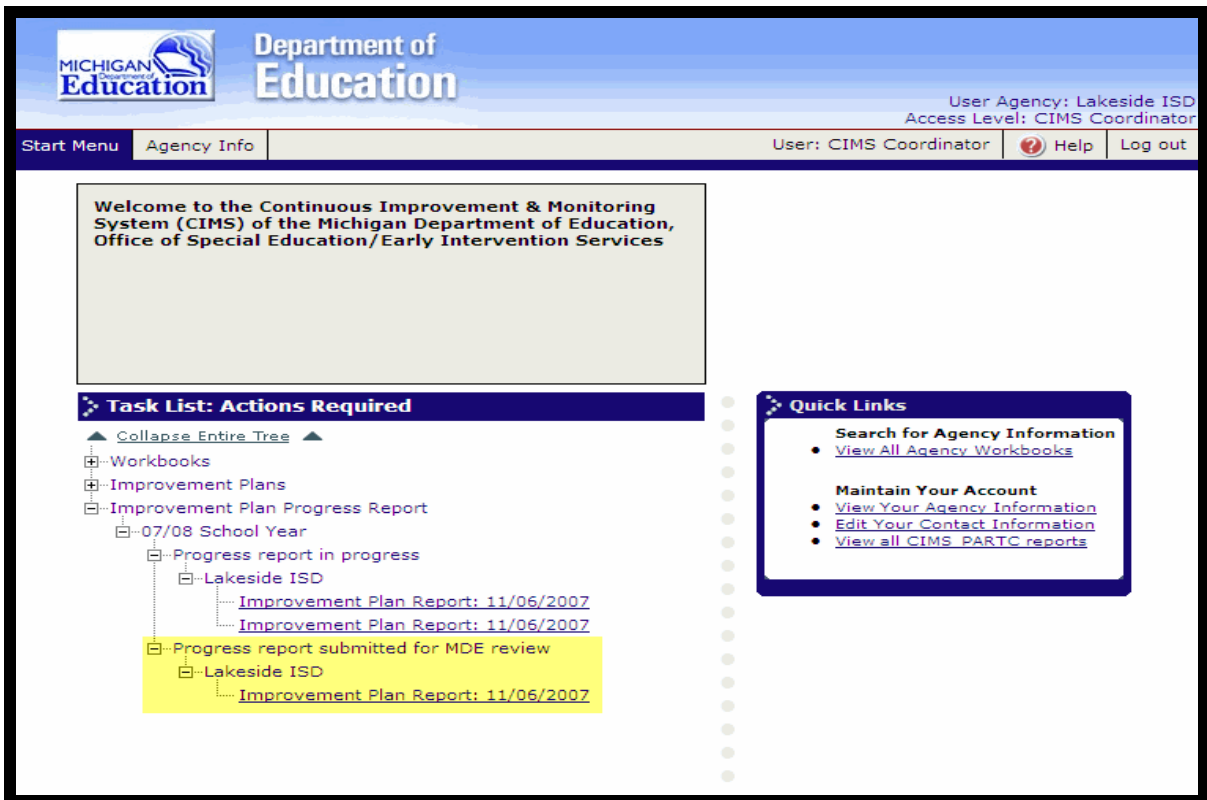


Figure 108

### **Acceptance or Rejection of an Improvement Plan Progress Report (IPPR)**

Once you have submitted an Improvement Plan Progress Report for MDE review, the MDE authorized official has the option to accept or reject the IPPR.

If the MDE authorized official accepts the report, the CIMS coordinator will receive an automatic e-mail notification that the report has been approved, and that workbook status has been updated from **Progress Report Submitted for MDE Review** to **Progress Report Accepted** on the **IPPR Report Menu** page and **Start Menu**.

If the MDE authorized official rejects the plan, the CIMS coordinator will receive an automatic e-mail notification that the Improvement Plan was sent back for modifications. The plan status now changes from **Progress Report Submitted for MDE Review** to **Progress Report Modifications Required** on the **IPPR Report Menu** page and the **Start Menu**.

## Modifying an Improvement Plan Progress Report (IPPR)

**Note:** The progress report will now be accessible for the CIMS coordinator to review the MDE authorized official comments and make changes.

1. From the **Start Menu**, click the **Improvement Plan Progress Report** link from the **Task List** and click the appropriate progress report.
2. Once on the **IPPR Report Menu** page, read the **Modifications Required** comment from the MDE at the bottom of the screen (Figure 109).

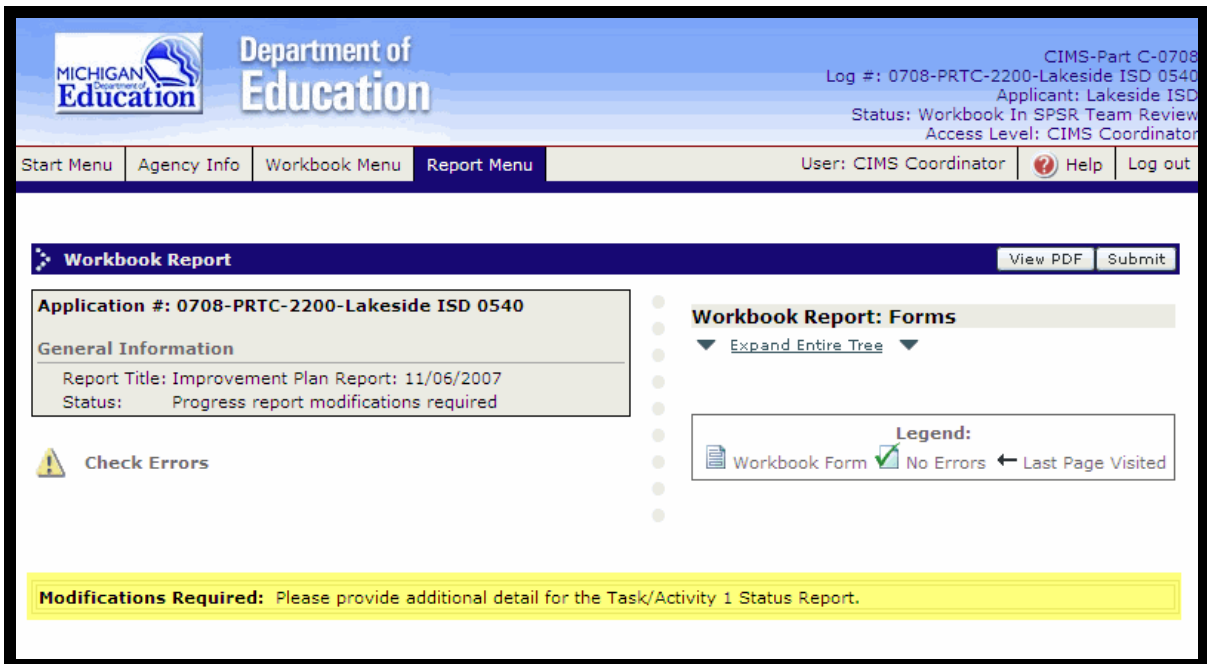


Figure 109

3. Click the **Expand Entire Tree**. Access the **Task/Activity** page and make the necessary change.

**Note:** Please do not overwrite previous text entered. Rather, start a new paragraph with “This is a modification....”

4. Click the **Save** button to save the change.
5. After the progress report has been modified, the CIMS coordinator will navigate to the **IPPR Report Menu** page and click the **Submit** button to resubmit the progress report for an additional MDE review.
6. A message appears asking, **Are you sure you want to submit this progress report to the MDE for review?** Click **OK** to submit the progress report or click **Cancel** to return to the **IPPR Report Menu** page.

An automated e-mail message will alert the CIMS coordinator and MDE authorized official that the report has been submitted.

The progress report status now changes from **Progress Report Modifications Required** to **Progress Report Submitted for MDE Review** on the **IPPR Report Menu** page and **Start Menu**.

## Creating Subsequent Improvement Plan Progress Reports (IPPRs)

**Note:** Each service area is required to submit quarterly progress reports on each Improvement Plan developed until the MDE has determined that appropriate evidence of change has been achieved. The quarterly reporting dates are December 1, March 1, June 1, and September 1.

1. From the **Start Menu**, click the **Improvement Plan** link from the **Task List** and click the appropriate Improvement Plan.
2. The Improvement Plan **Report Menu** appears with the **Improvement Plan Report Title** and **Status** indicated under **General Information**. Under **Progress Reports** heading, select date and click the **Create** button (Figure 110). This creates the second Improvement Plan progress report.

**Note:** Once a progress report is approved by the MDE, the date will be removed from the progress report drop-down box. This will eliminate duplicate progress reports.

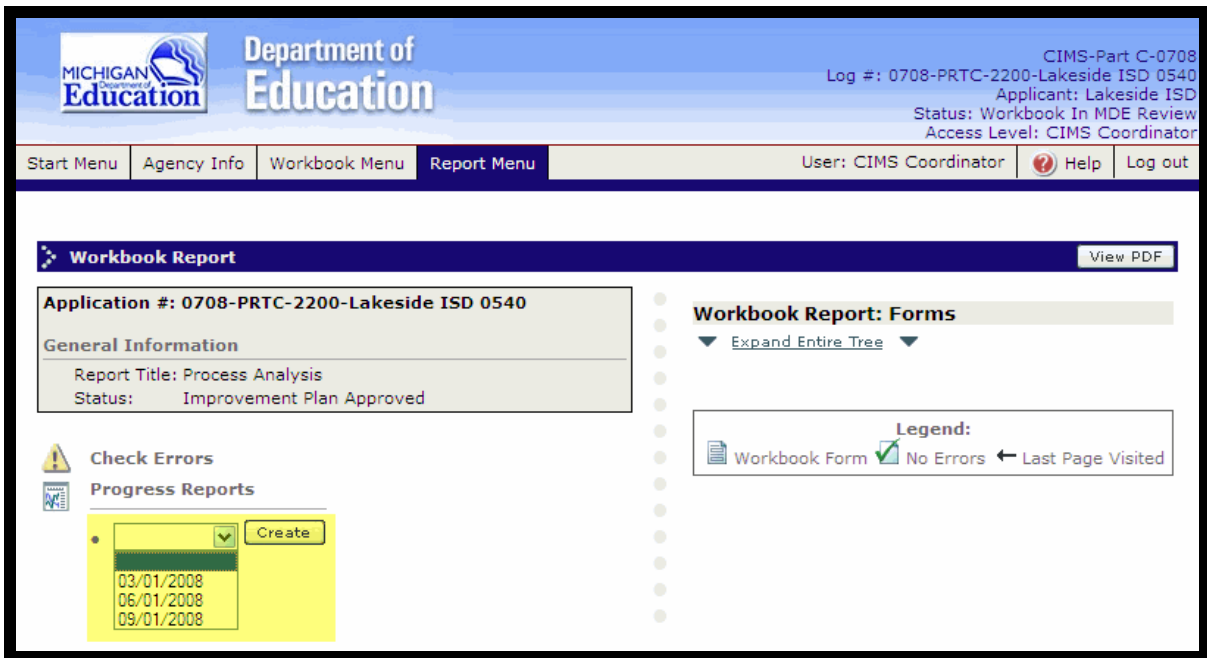



Figure 110

## Entering Subsequent Improvement Plan Progress Reports (IPPRs)

1. From the **Start Menu**, click the **Improvement Plan Progress Report** from the **Task List** and click the appropriate progress report.
2. The **IPPR Report Menu** page appears with the **Improvement Plan Progress Report Title** and **Status** indicated under **General Information**. Click the **Expand Entire Tree** link to view the IPPR information.
3. Click the **Task/Activity** you wish to complete under the **Task/Activity Status** link.
4. The **Task/Activity Status** screen will appear. The **Task**, **Due Date**, and **Task evaluation/measurement** fields are automatically transferred to the IPPR from the Improvement Plan. In addition, the **Report Date Submitted**, **Report Status Report**, **Report Comments/Information Request**, **Report Attach a Document**, and **Report MDE Acceptance Status** fields are automatically transferred from the previous IPPR. The **Date Submitted** field will not populate until the IPPR has been submitted to the MDE for review (Figure 111).

The process for developing subsequent progress reports is exactly the same from this point forward.



**Department of  
Education**

CIMS-Part C-0708  
Log #: 0708-PRTC-2200-Lakeside ISD 0540  
Applicant: Lakeside ISD  
Status: Workbook In MDE Review  
Access Level: CIMS Coordinator

Start Menu | Agency Info | Workbook Menu | Report Menu | User: CIMS Coordinator | Help | Log out

[Return to Improvement Plan](#)      **TASK/ACTIVITY STATUS**      ? **Check for Errors**

**Instructions:** Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

Please select a page to view: Improvement Plan Report 11/08/2007 Go

Save Clear Next ▶

**Task (strategies/methods/practices):** Determine how to change our process to ensure all families provide consent.

**Due Date:** 3/1/2008

**Task evaluation/measurement:** Implement procedures

**Report 1 Date Submitted:** 11/6/2007

**Report 1 Status Report:** Process analysis has been reviewed and new procedures are being written to meet the gaps identified.

**Report 1 Comments/Information Request:** This task is on track.

**Report 1 Attach a document:**

**Report 1 MDE Acceptance Status:** Approved

**Date Submitted:**

**Status Report:**

00 of 600 Characters

**Comments/Information Request:**

**Attach a document**

**MDE Approval Status:**

Save Clear Next ▶

Figure 111

## Generating an Improvement Plan Progress Report (IPPR) PDF

Progress reports in PDF format make it easier to print and share with others. Users with CIMS coordinator and viewer workbook rights have access to this report at any time during the progress report process.

1. From the **Start Menu** page, click the **Improvement Plan Progress Report** link from the **Task List** and click the appropriate progress report.
2. From the resulting IPPR **Report Menu** page, click the **View PDF** button to generate the progress report PDF (Figure 112). A new window will open displaying the report in PDF format.

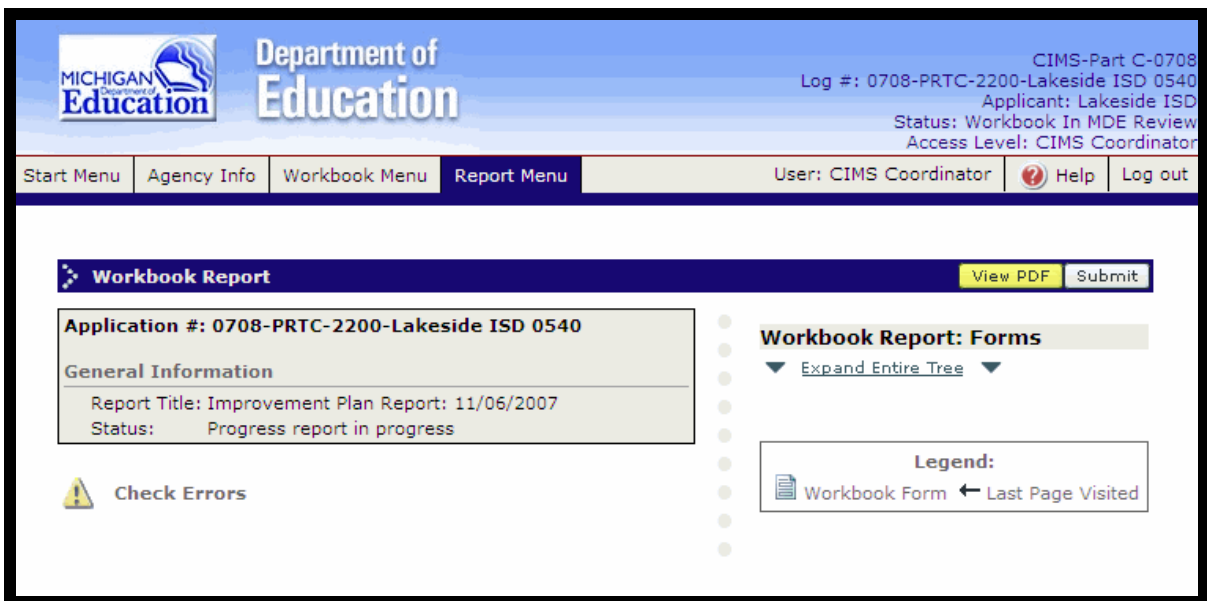
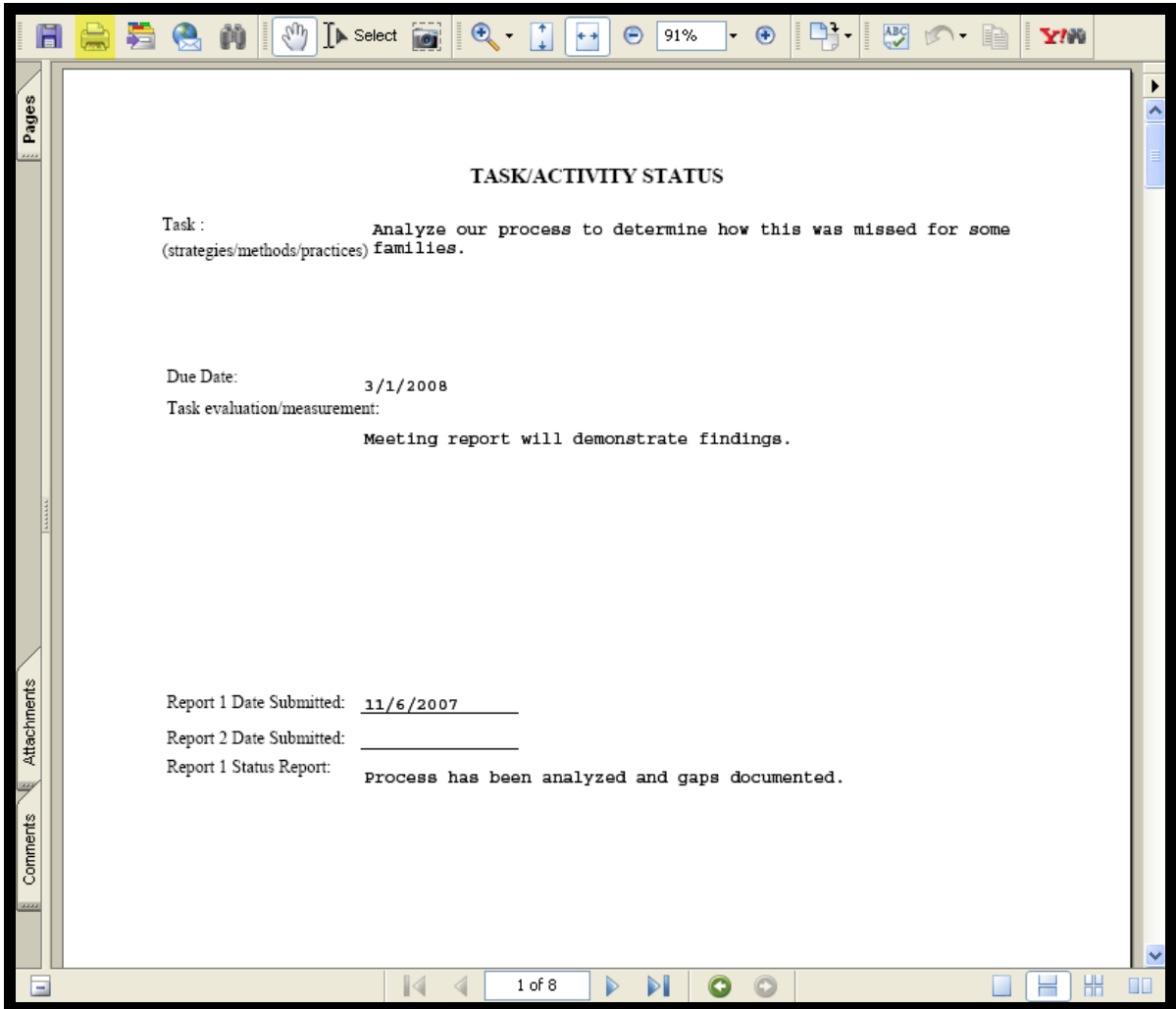


Figure 112

**Note:** The **View PDF** button will display all Improvement Plan Progress Reports completed to date.



**Figure 113**

3. To print the PDF summary report document, click the **printer icon** in your Internet browser window (Figure 113).

**Note:** When printing the Improvement Plan Progress Report PDF, you will need to print out the file attachment separately as it is not included in the PDF report.