

Completing the Child Record Review Form

Once you have identified the records for your sample, you will need to complete a Child Record Review. This section will assist you with the following:

- Navigating the Child Record Review Form

- Completing the Child Record Review Form

- Printing a Blank Child Record Review Form PDF

- Printing a Child Record Review Summary Report

Navigating the Child Record Review Form

The CIMS coordinator or service area staff form writer may complete the **Child Record Review Form**. Before entering a **Child Record Review Form**, the child must first be selected for review. See the **Selecting a Child for Review** section of this workbook if you have not completed this process.

Navigate to the first page of a **Child Record Review Form** using one of these options:

A. Workbook Menu

1. Click **Workbook Menu** at the top of the **Workbook Menu** page (Figure 38). This will create a drop-down menu which includes **Child Record Review**.
2. Click the **Child Record Review** folder.
3. Move the cursor to **Child Record Review Form – 1**.
4. Select the child.

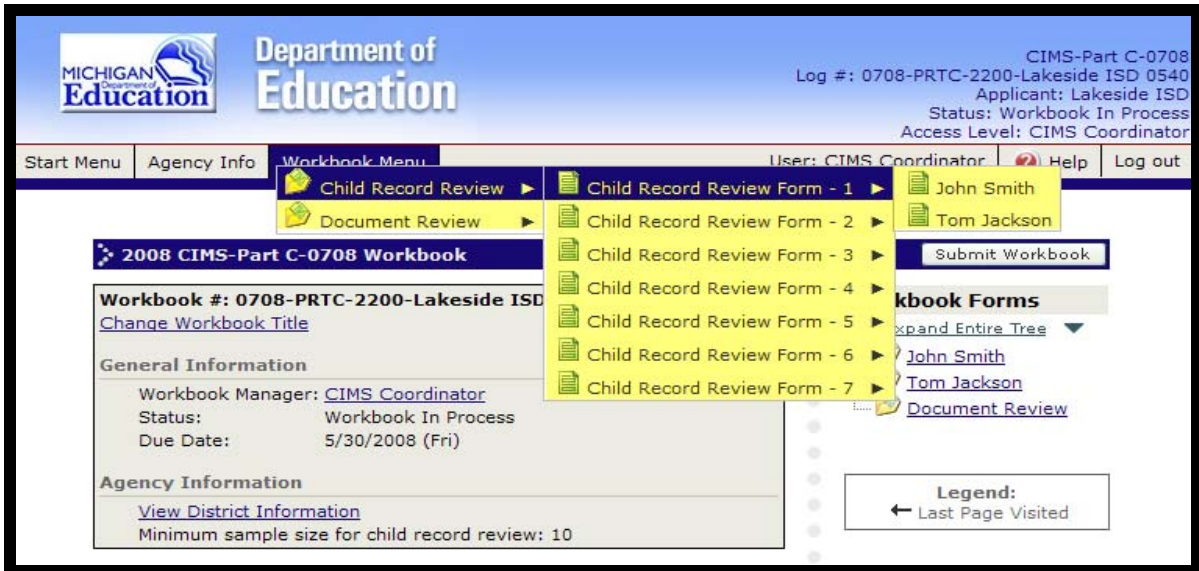


Figure 38

B. Workbook Forms

Locate the **Workbook Forms** section on the right side of the **Workbook Menu** page.

1. Click the name of the child.
2. Click the **plus (+) sign** to show the **Child Record Review** folder.
3. Click the **plus (+) sign** to expand the **Child Record Review** folder.
4. Select **Child Record Review Form – 1** (Figure 39).

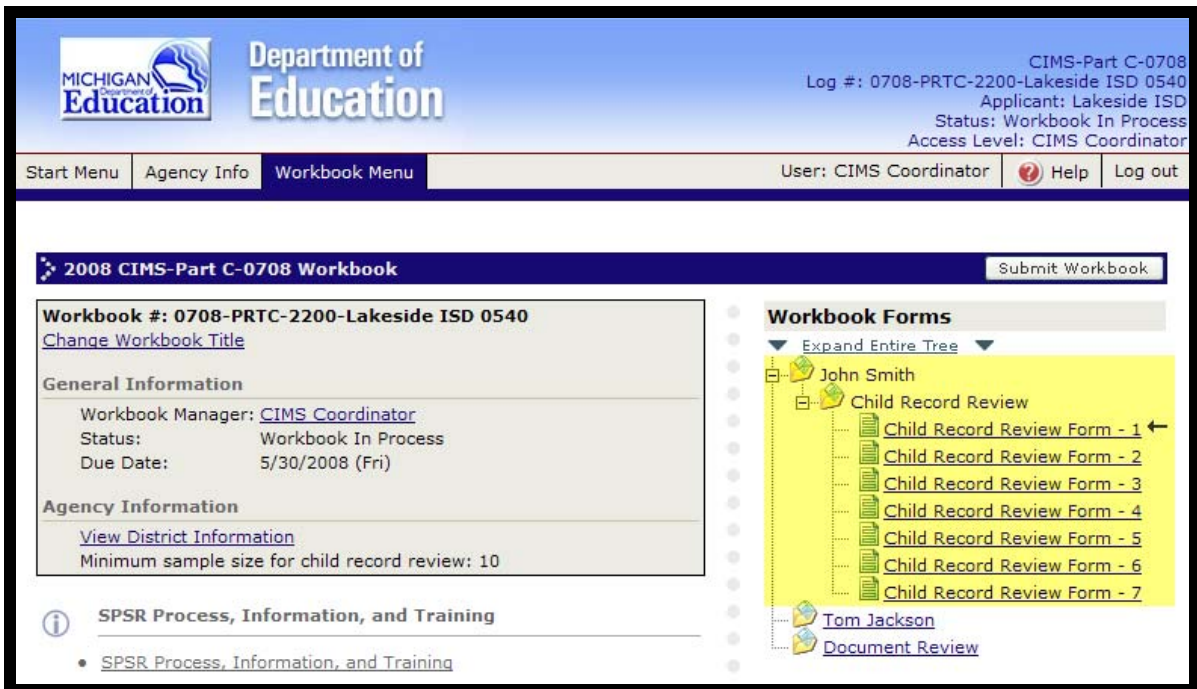
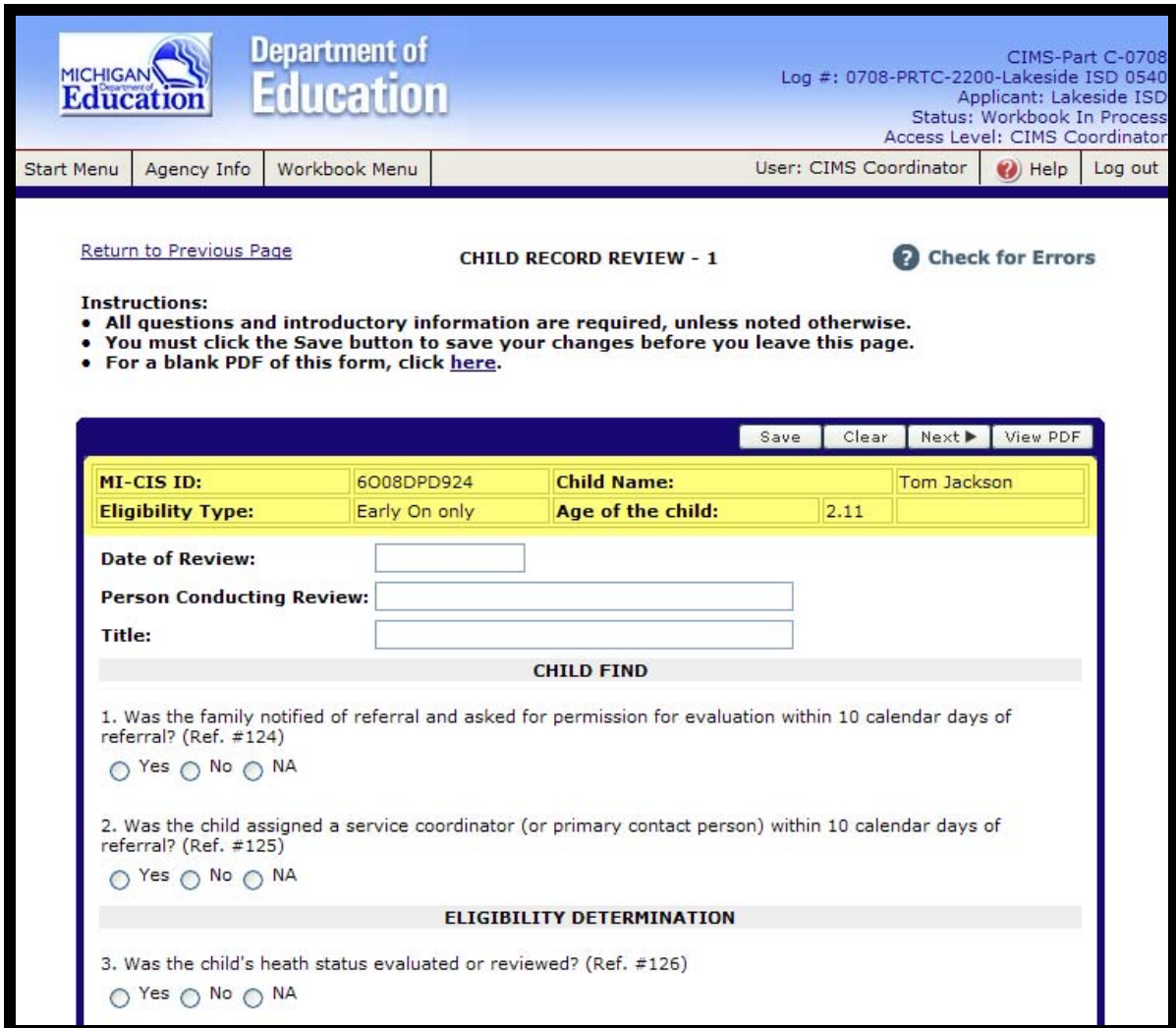


Figure 39

Completing the Child Record Review Form

To complete the **Child Record Review Form**, follow these steps for each page:

1. Answer each question and click **Save** (Figure 40). An error check is automatically performed. If errors are found, they will be listed in a pop-up window.
2. Resolve any errors that are listed and click **Save** again.
3. Click **Next** to go to the following page.
4. Perform steps 1–3 for each page of the **Child Record Review Form** until complete.
5. Once the **Child Record Review Form** is complete, click the **Workbook Menu** button at the top of the page to return to the **Workbook Menu** page.



The screenshot shows the 'CHILD RECORD REVIEW - 1' page. At the top, there is a navigation bar with 'Start Menu', 'Agency Info', and 'Workbook Menu' buttons. On the right, it displays user information: 'User: CIMS Coordinator', 'Help', and 'Log out'. The page title is 'CHILD RECORD REVIEW - 1' and there is a 'Check for Errors' button. Below the title, there are instructions: 'All questions and introductory information are required, unless noted otherwise. You must click the Save button to save your changes before you leave this page. For a blank PDF of this form, click here.' The main form area contains a table with fields for 'MI-CIS ID' (6008DPD924), 'Child Name' (Tom Jackson), 'Eligibility Type' (Early On only), and 'Age of the child' (2.11). Below the table are input fields for 'Date of Review', 'Person Conducting Review', and 'Title'. A 'CHILD FIND' section contains two questions with radio button options for Yes, No, and NA. An 'ELIGIBILITY DETERMINATION' section contains one question with radio button options for Yes, No, and NA. At the top right of the form area, there are buttons for 'Save', 'Clear', 'Next', and 'View PDF'.

Figure 40

Printing a Blank Child Record Review Form PDF

Users with CIMS coordinator, form writer, and viewer workbook rights can view and print a blank **Child Record Review Form PDF**.

1. Click **Child Record Review Form – 1** in the **Workbook Forms** tree (Figure 41).

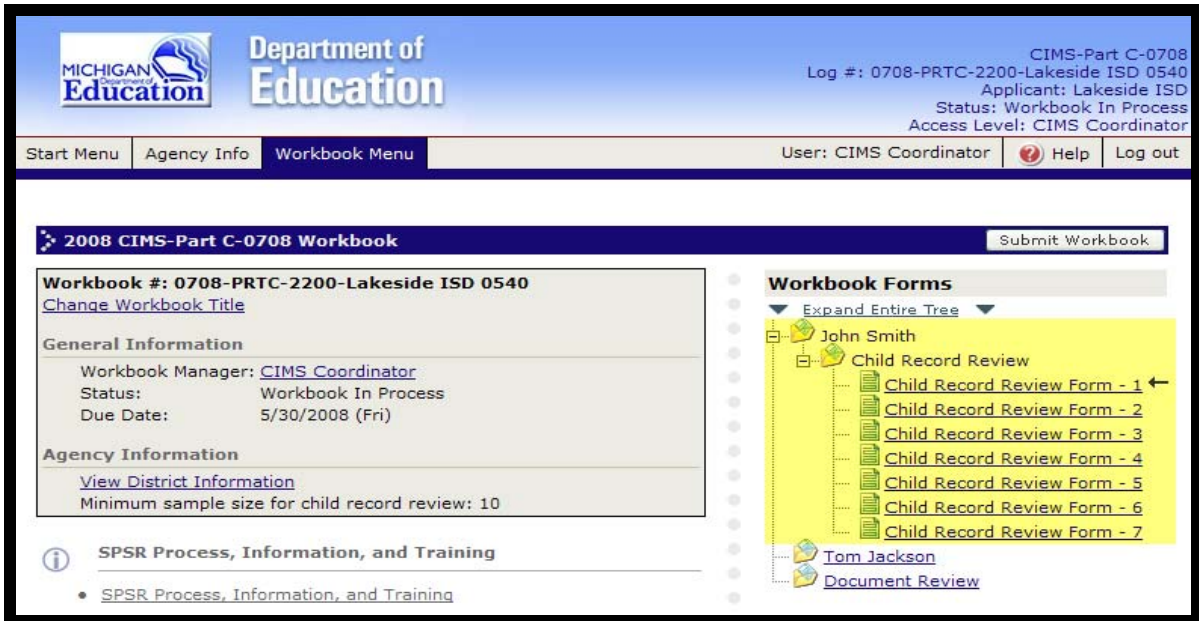


Figure 41

- From the **Child Record Review Form** page, refer to the **Instructions** at the top of the page. The third bullet is an option for creating a blank PDF. Locate and click the **click here** statement (Figure 42).

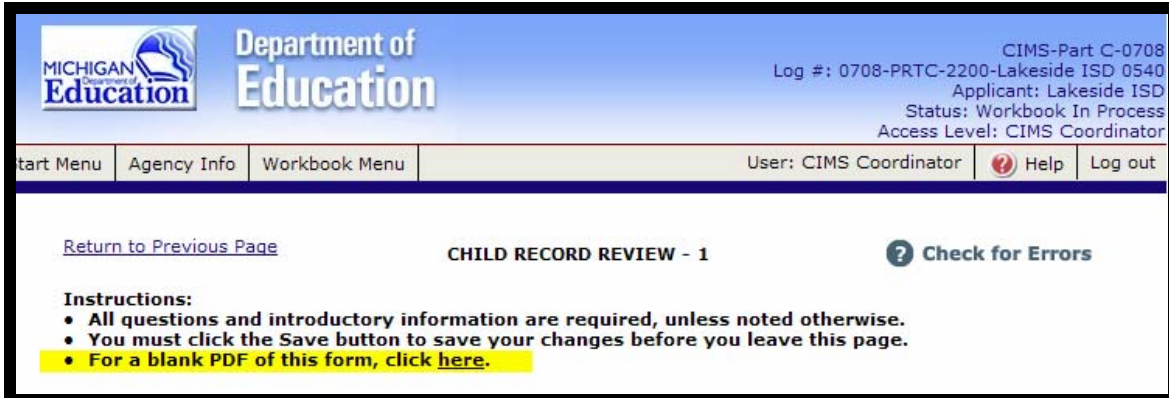


Figure 42

- A new window will open displaying the blank form in PDF format (Figure 43). To print the form, click the **printer icon** in your Internet browser window.

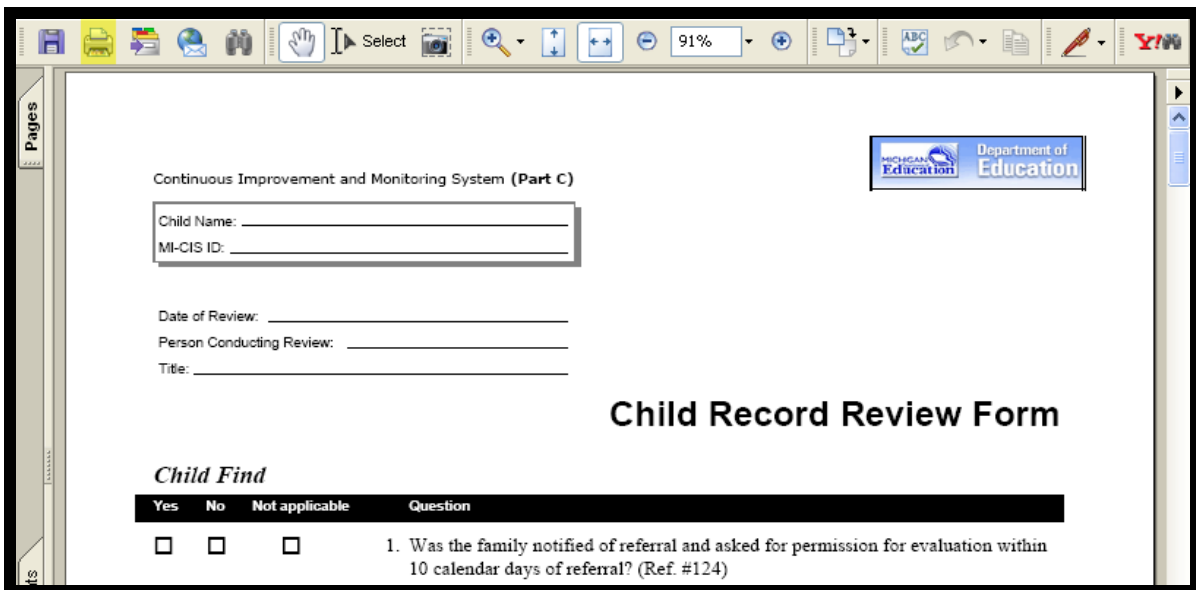


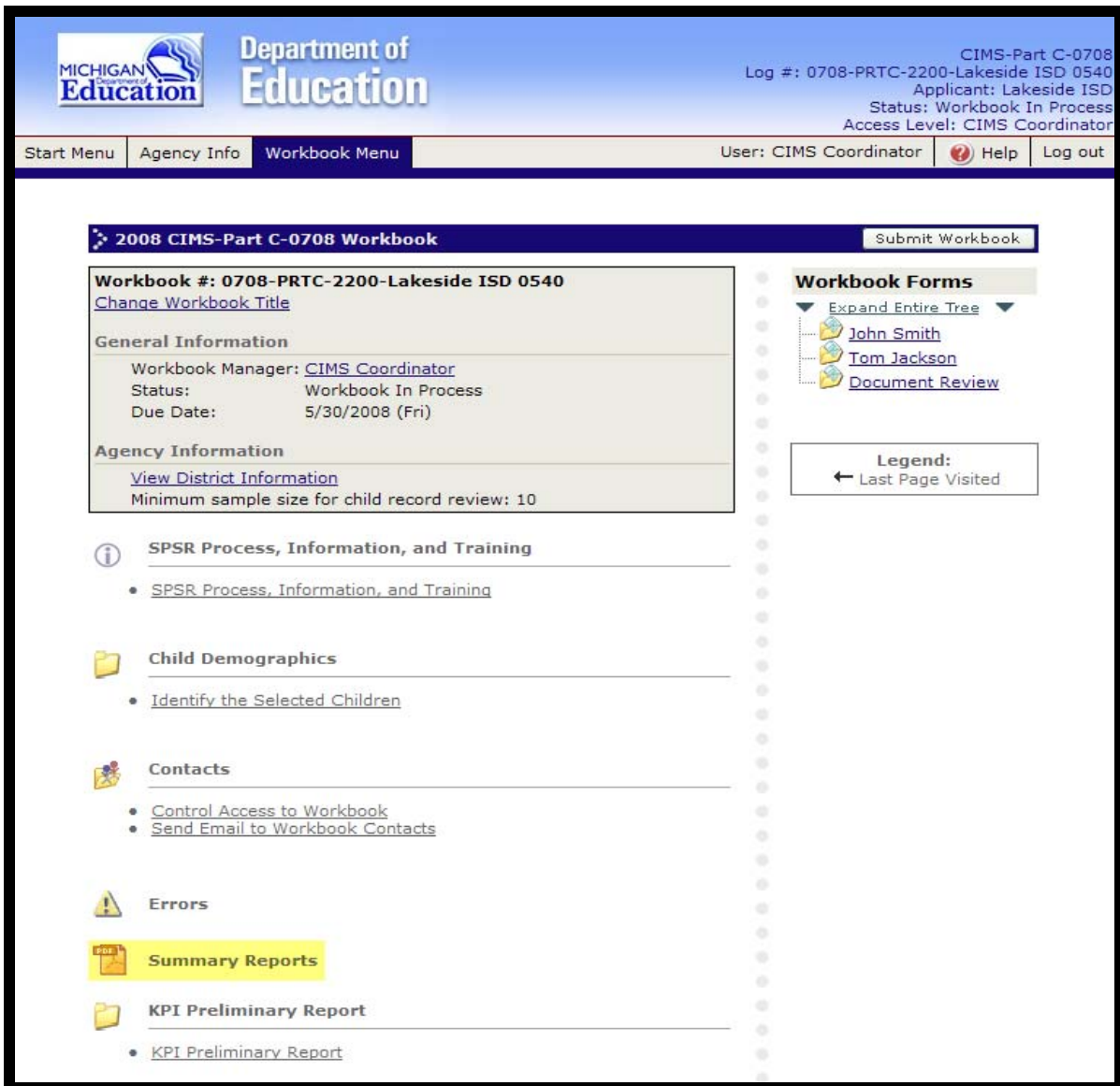
Figure 43

Printing a Child Record Review Summary Report

The **Child Record Review Summary Report** compiles data from the **Child Record Review Forms**. Users with CIMS coordinator and MDE authorized official workbook access can print this report.

Follow these steps to view the report:

1. Click the **Summary Reports** link on the left side of the **Workbook Menu** page (Figure 44). This opens the **Reports** page (Figure 45).



The screenshot shows the '2008 CIMS-Part C-0708 Workbook' interface. At the top, there is a navigation bar with 'Start Menu', 'Agency Info', and 'Workbook Menu' (which is selected). The user is identified as 'CIMS Coordinator'. The main content area displays workbook details for '0708-PRTC-2200-Lakeside ISD 0540', including the manager 'CIMS Coordinator', status 'Workbook In Process', and due date '5/30/2008 (Fri)'. A sidebar on the right lists 'Workbook Forms' such as 'John Smith', 'Tom Jackson', and 'Document Review'. The left sidebar contains a tree view of menu items: 'SPSR Process, Information, and Training', 'Child Demographics', 'Contacts', 'Errors', 'Summary Reports' (highlighted in yellow), and 'KPI Preliminary Report'. A 'Submit Workbook' button is located at the top right of the main content area.

Figure 44

2. Click the **CRR Summary Report** link (Figure 45).

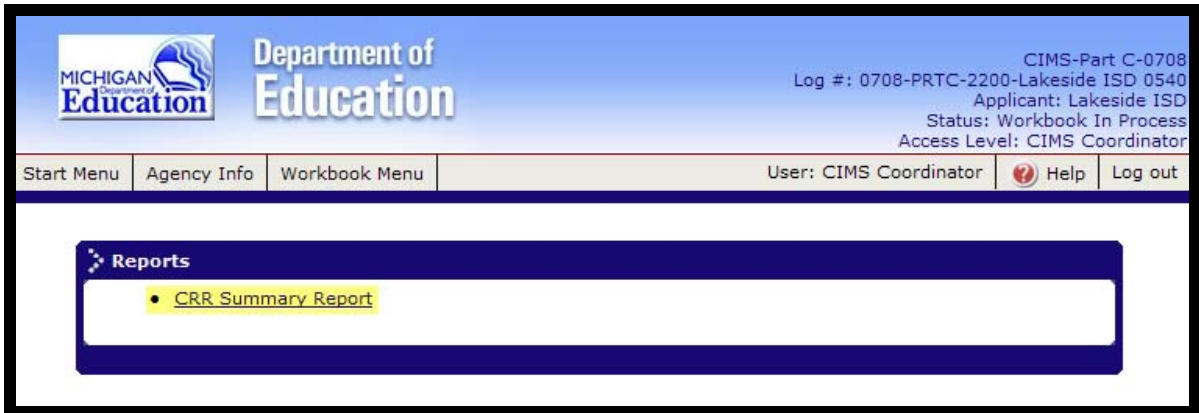


Figure 45

3. A new window will open displaying the summary report in PDF format (Figure 46). To print the summary report, click the **printer icon** in your Internet browser window.

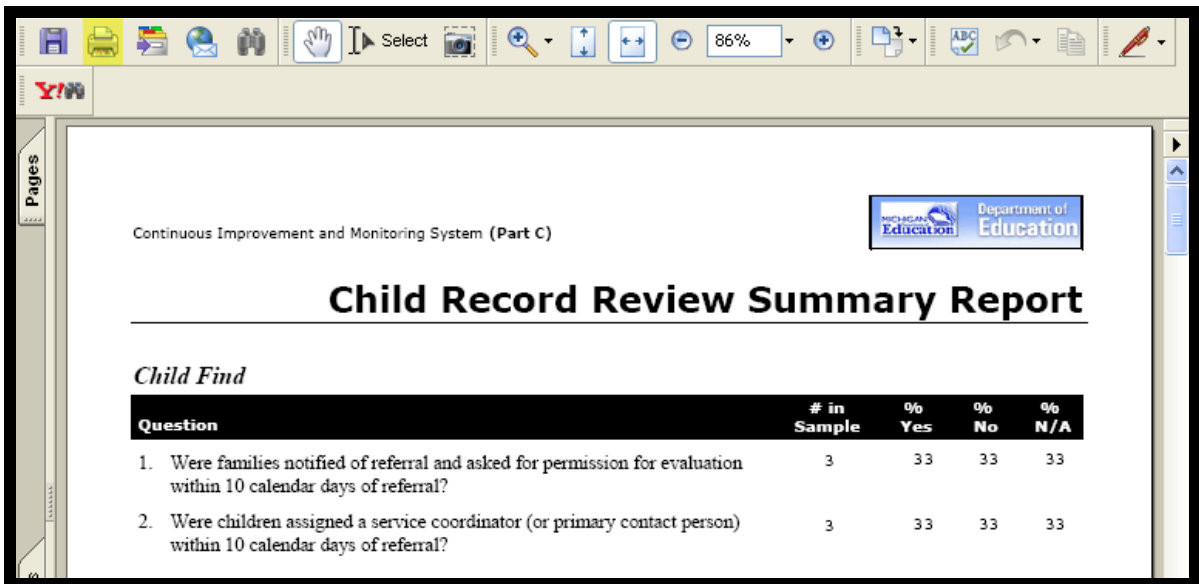


Figure 46