

## Completing the Document Review Form

As part of the CIMS process, you will complete a document review. The results of this process will be entered into the electronic workbook. This section will assist you with the following:

[Navigating the Document Review Form](#)

[Completing the Document Review Form](#)

[Printing a Blank Document Review Form PDF](#)

[Printing a Completed Document Review Form PDF](#)

## Navigating the Document Review Form

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

### A. Workbook Menu

1. Click **Workbook Menu** at the top of the **Workbook Menu** page. This will create a drop-down menu which includes Document Review.
2. Click the **Document Review** folder.
3. Select **Document Review Form – 1** (Figure 47).

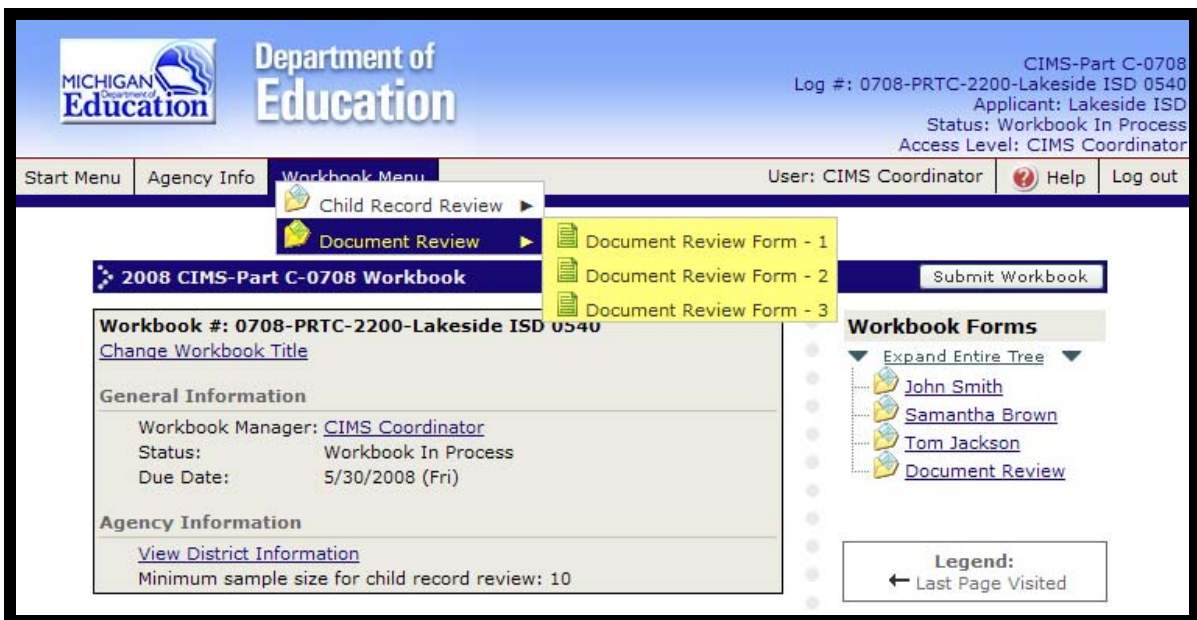
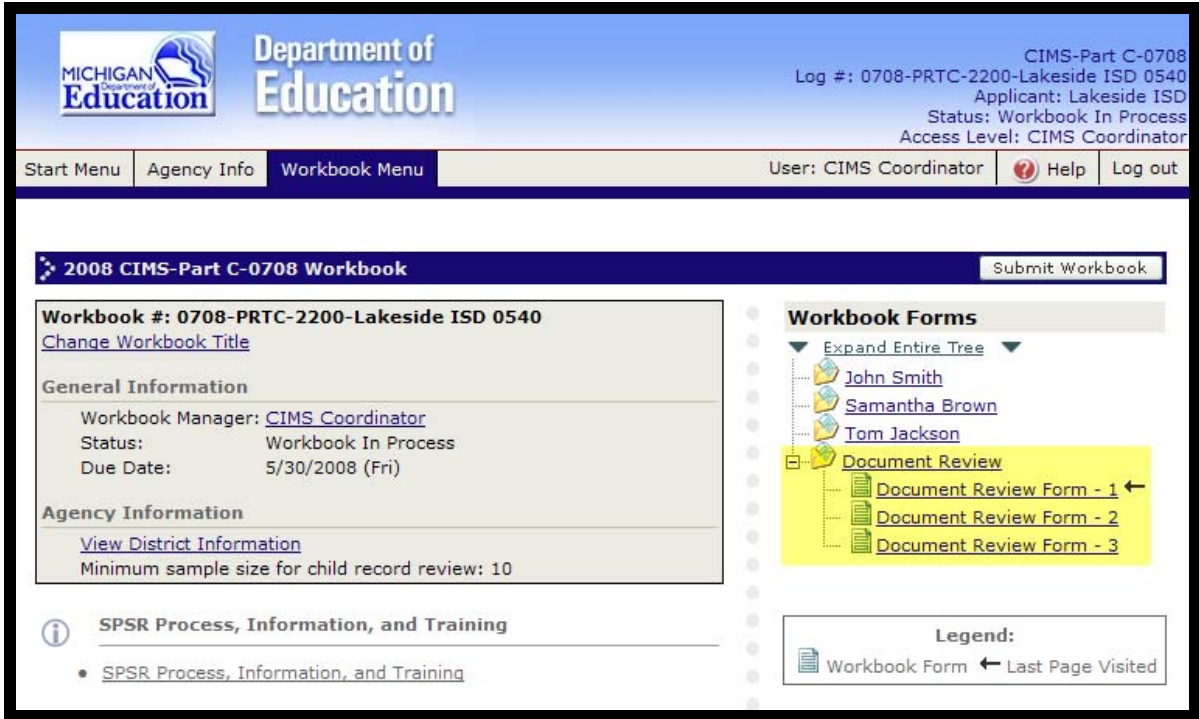


Figure 47

### B. Workbook Forms

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

1. Click the **Document Review** folder.
2. Click the **plus (+) sign** to expand the **Document Review** folder.
3. Select **Document Review Form – 1** (Figure 48).



The screenshot shows the CIMS Part C-0708 Workbook interface. At the top, the Michigan Department of Education logo is on the left, and the workbook details are on the right: CIMS-Part C-0708, Log #: 0708-PRTC-2200-Lakeside ISD 0540, Applicant: Lakeside ISD, Status: Workbook In Process, and Access Level: CIMS Coordinator. Below this is a navigation bar with 'Start Menu', 'Agency Info', and 'Workbook Menu' tabs, and a user status 'User: CIMS Coordinator' with 'Help' and 'Log out' links.

The main content area is titled '2008 CIMS-Part C-0708 Workbook' and includes a 'Submit Workbook' button. On the left, a box displays 'Workbook #: 0708-PRTC-2200-Lakeside ISD 0540' with a 'Change Workbook Title' link. Below this are sections for 'General Information' (Workbook Manager: CIMS Coordinator, Status: Workbook In Process, Due Date: 5/30/2008 (Fri)) and 'Agency Information' (View District Information, Minimum sample size for child record review: 10). A section for 'SPSR Process, Information, and Training' contains a link to 'SPSR Process, Information, and Training'.

On the right, a 'Workbook Forms' section has an 'Expand Entire Tree' dropdown. A tree view shows users: John Smith, Samantha Brown, Tom Jackson, and a highlighted 'Document Review' folder containing three forms: 'Document Review Form - 1' (with a left arrow), 'Document Review Form - 2', and 'Document Review Form - 3'. A legend below indicates that a document icon represents a 'Workbook Form' and a left arrow represents the 'Last Page Visited'.


Figure 48

## Completing the Document Review Form

To complete the form, follow these steps for each page:

1. Answer each question and click **Save** (Figure 49). An error check will automatically be 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 **Document Review Form** until it is complete.
5. When the form is complete, click on the **Workbook Menu** button at the top of the page to return to the **Workbook Menu** page.

**Note:** The Document Review contains a Continuous Improvement Protocol (CIP) section at the end of the form. The CIP section includes questions for the record reviewer regarding the CIMS process. These answers will be collected and given to the MDE for analysis at the end of the Part C cycle. The answers you provide in the CIP section will not appear if you print a PDF.



**Department of  
Education**

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

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

[Return to Previous Page](#)      **DOCUMENT REVIEW FORM - 1**      [? Check for Errors](#)

**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](#).

◀ Back
Save
Clear
Next ▶
View PDF

Last modified by CIMS Coordinator on 10/31/2007 2:45:20 PM

**Date of Review:**

**Person Conducting Review:**

**Title:**

**CHILD FIND**

1. Does the service area record the number of referrals by source, outside of the Early Education Tracking system (EETRK)? (Ref. #264)

Yes    No    NA

2. If the answer to question 1 is YES, please complete the table below. (Ref. #103)

Referral Source	Total # of Referrals	# Resulting in IFSPs
Community Mental Health (CMH)	1 <input type="text"/>	1 <input type="text"/>
Department of Human Services (DHS)	2 <input type="text"/>	2 <input type="text"/>
Education agency	3 <input type="text"/>	3 <input type="text"/>
Family member	4 <input type="text"/>	4 <input type="text"/>
Hospital	5 <input type="text"/>	5 <input type="text"/>
Physician	6 <input type="text"/>	6 <input type="text"/>
Public health agency	7 <input type="text"/>	7 <input type="text"/>
Other	8 <input type="text"/>	8 <input type="text"/>

**Figure 49**

## Printing a Blank Document Review Form PDF

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

1. Click **Document Review Form – 1** in the **Workbook Forms** tree (Figure 50).

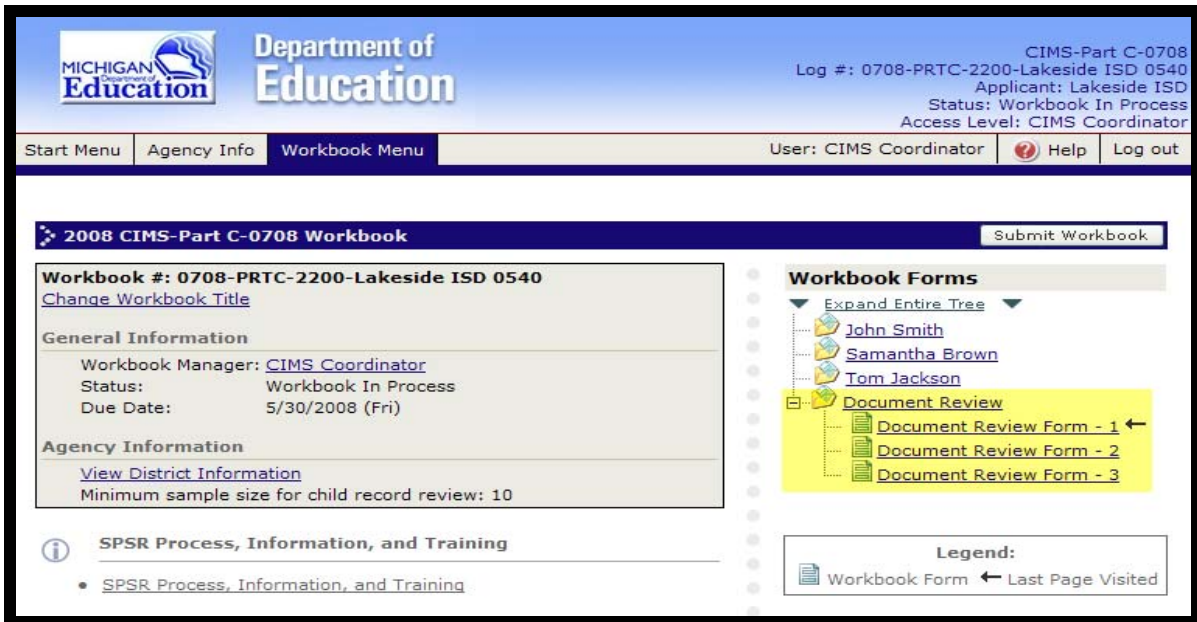
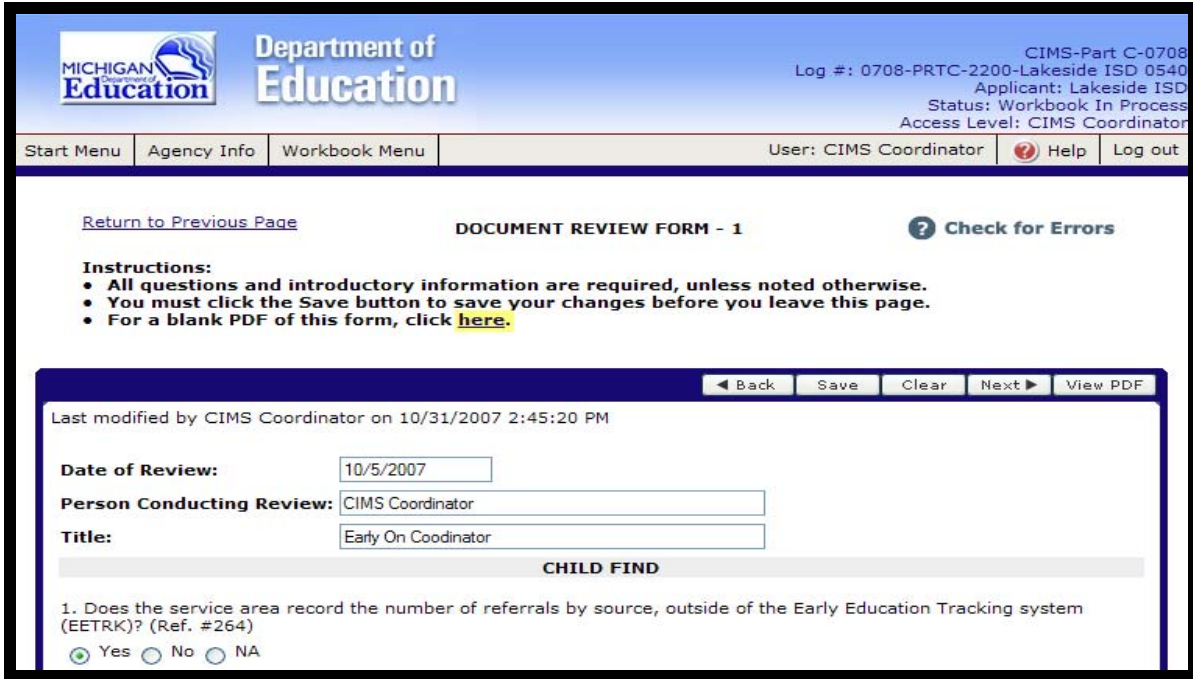


Figure 50

2. From the **Document Review Form** page, refer to the **Instructions** at the top of the form. The third bullet is an option for creating a blank PDF. Locate and click on the **click here** statement (Figure 51).



**DOCUMENT REVIEW FORM - 1** ? Check for Errors

**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](#).

Last modified by CIMS Coordinator on 10/31/2007 2:45:20 PM

**Date of Review:**

**Person Conducting Review:**

**Title:**

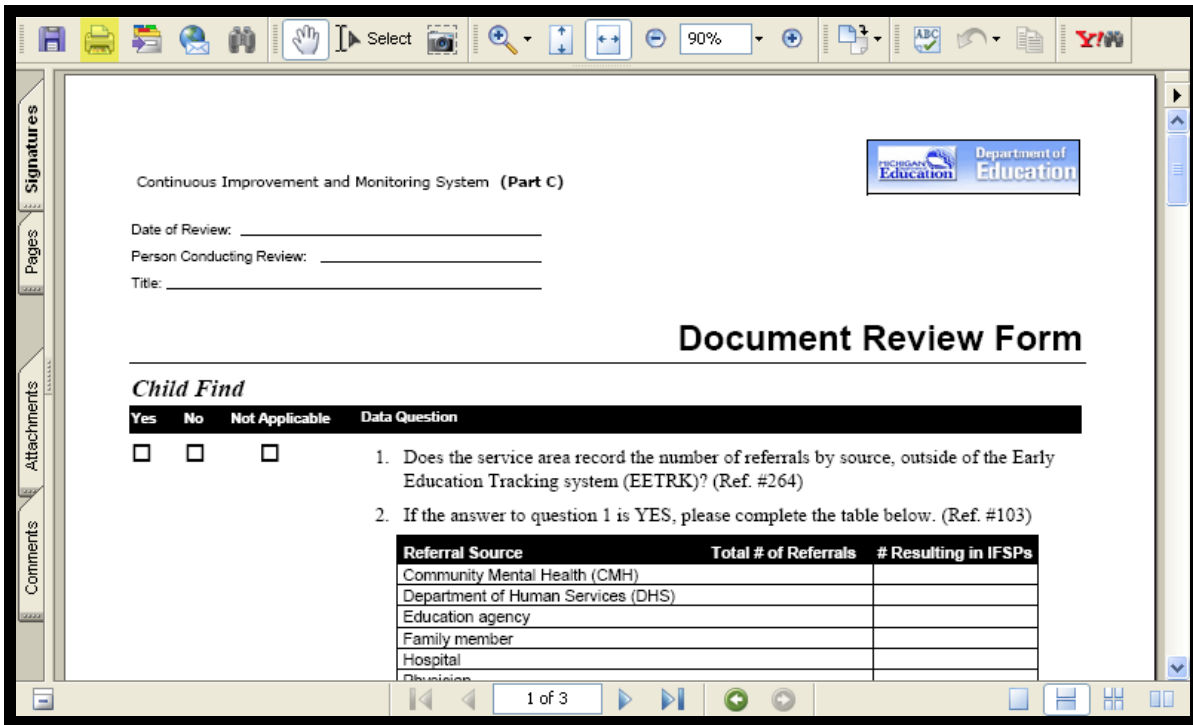
**CHILD FIND**

1. Does the service area record the number of referrals by source, outside of the Early Education Tracking system (EETRK)? (Ref. #264)

Yes  No  NA

Figure 51

- A new window will open displaying the blank form in PDF format (Figure 52). To print the form, click the **printer icon** in your Internet browser window.



Continuous Improvement and Monitoring System (Part C)

Date of Review: \_\_\_\_\_

Person Conducting Review: \_\_\_\_\_

Title: \_\_\_\_\_

## Document Review Form

*Child Find*

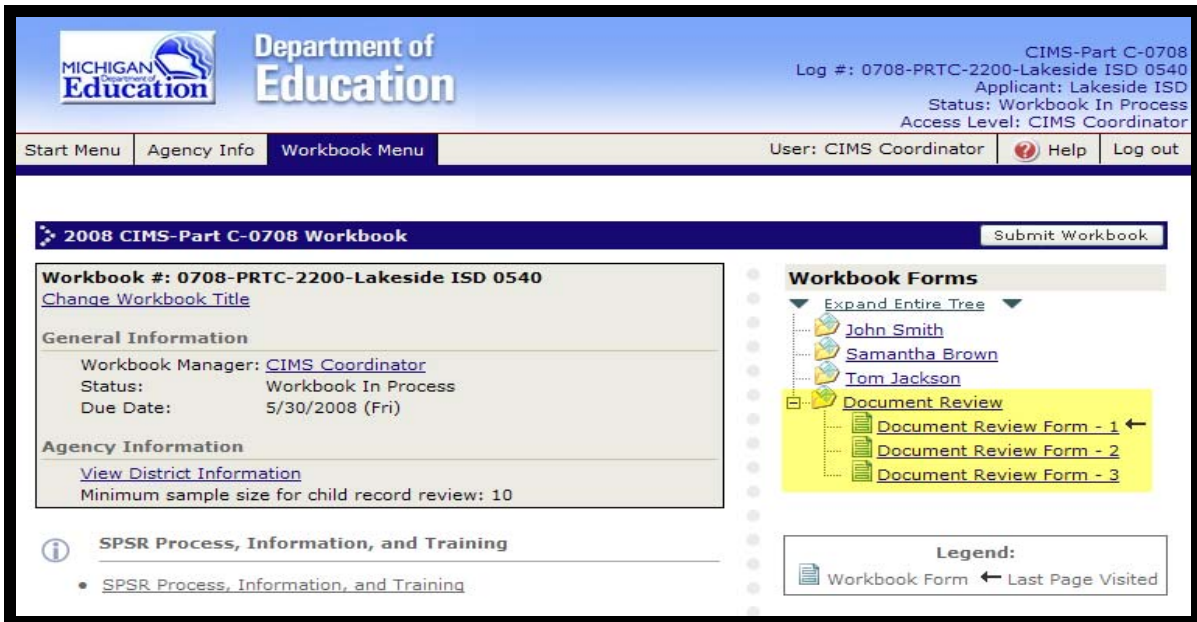
	Yes	No	Not Applicable	Data Question																					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1. Does the service area record the number of referrals by source, outside of the Early Education Tracking system (EETRK)? (Ref. #264)																					
				2. If the answer to question 1 is YES, please complete the table below. (Ref. #103)																					
				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Referral Source</th> <th style="width: 15%;">Total # of Referrals</th> <th style="width: 15%;"># Resulting in IFSPs</th> </tr> </thead> <tbody> <tr> <td>Community Mental Health (CMH)</td> <td></td> <td></td> </tr> <tr> <td>Department of Human Services (DHS)</td> <td></td> <td></td> </tr> <tr> <td>Education agency</td> <td></td> <td></td> </tr> <tr> <td>Family member</td> <td></td> <td></td> </tr> <tr> <td>Hospital</td> <td></td> <td></td> </tr> <tr> <td>Division</td> <td></td> <td></td> </tr> </tbody> </table>	Referral Source	Total # of Referrals	# Resulting in IFSPs	Community Mental Health (CMH)			Department of Human Services (DHS)			Education agency			Family member			Hospital			Division		
Referral Source	Total # of Referrals	# Resulting in IFSPs																							
Community Mental Health (CMH)																									
Department of Human Services (DHS)																									
Education agency																									
Family member																									
Hospital																									
Division																									

Figure 52

## Printing a Completed Document Review Form PDF

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

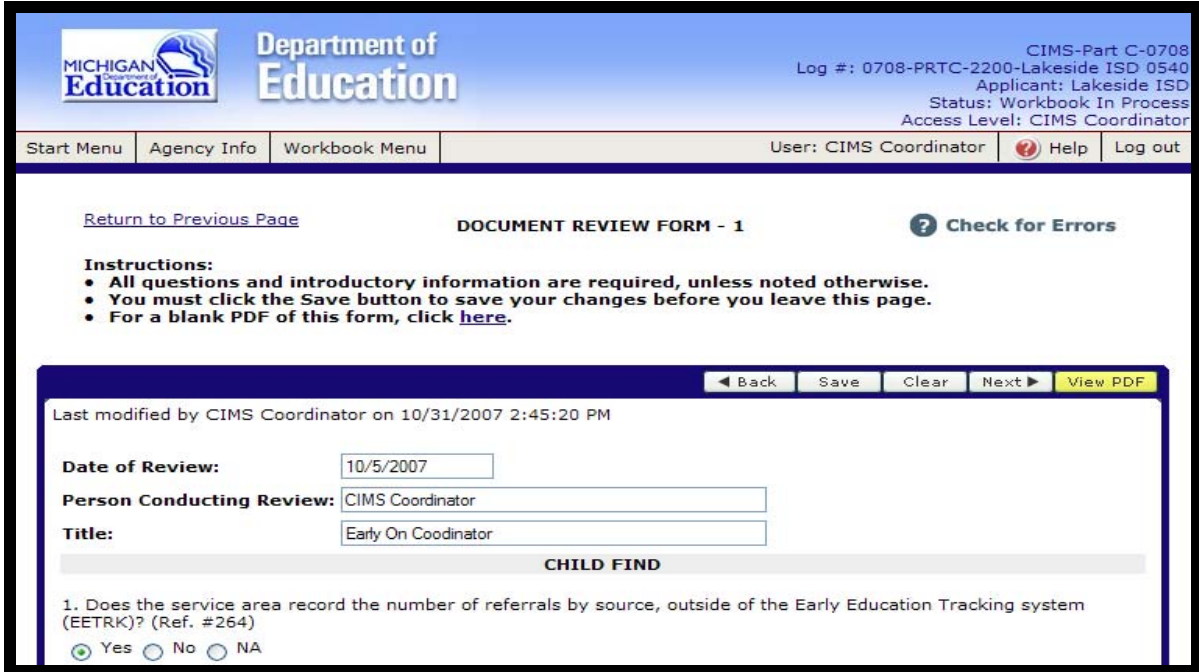
1. Click **Document Review Form – 1** in the **Workbook Forms** tree (Figure 53).




The screenshot displays the CIMS application interface. At the top, the Michigan Department of Education logo is on the left, and the user information 'User: CIMS Coordinator' is on the right. Below the logo, the 'Workbook Menu' is active. The main content area shows the '2008 CIMS-Part C-0708 Workbook' with a 'Submit Workbook' button. On the left, a box contains 'Workbook #: 0708-PRTC-2200-Lakeside ISD 0540' and 'General Information' including 'Workbook Manager: CIMS Coordinator', 'Status: Workbook In Process', and 'Due Date: 5/30/2008 (Fri)'. On the right, the 'Workbook Forms' tree is expanded, showing 'Document Review' with three sub-items: 'Document Review Form - 1' (selected with a left arrow), 'Document Review Form - 2', and 'Document Review Form - 3'. A legend at the bottom right indicates that a document icon represents a 'Workbook Form' and a left arrow represents the 'Last Page Visited'.


Figure 53


2. Once on the **Document Review Form – 1** page, click the **View PDF** button (Figure 54) to generate a completed **Document Review Form PDF**.




**Department of Education**

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

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

[Return to Previous Page](#)      **DOCUMENT REVIEW FORM - 1**       **Check for Errors**

**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](#).

◀ Back   Save   Clear   Next ▶   **View PDF**

Last modified by CIMS Coordinator on 10/31/2007 2:45:20 PM

**Date of Review:**

**Person Conducting Review:**

**Title:**

**CHILD FIND**

1. Does the service area record the number of referrals by source, outside of the Early Education Tracking system (EETRK)? (Ref. #264)

Yes    No    NA

Figure 54

3. A new window will open displaying the **Document Review Form** in a PDF format (Figure 55). To print the form, click the **printer icon** in your Internet browser window.

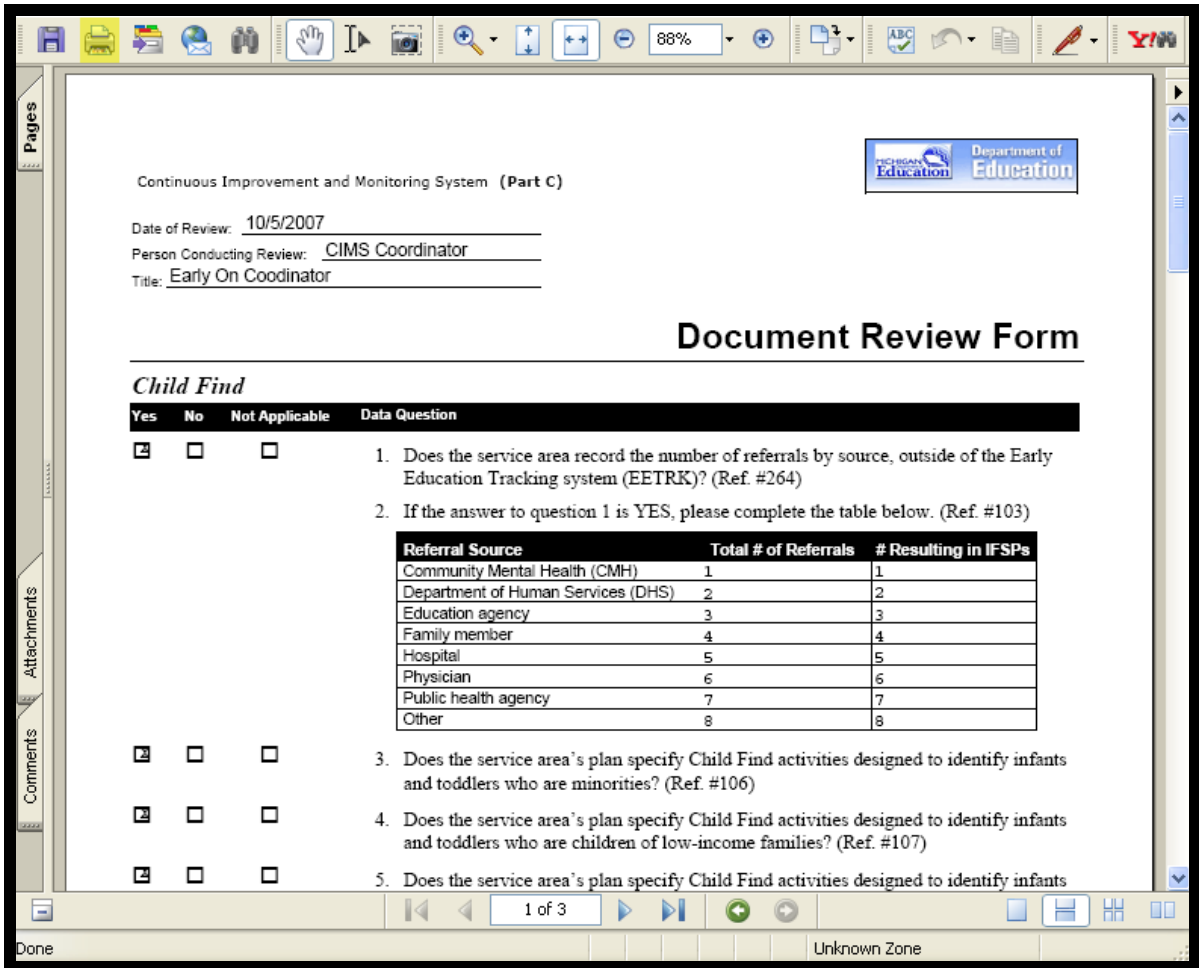


Figure 55