

Completing the KPI Analysis and Rating

Once you have conducted your SPSR Team meetings, you will be ready to enter data in the KPI Analysis and Rating portion of the workbook. This section will assist you with the following:

- Submitting the Electronic Workbook for SPSR Team Review

- Analyzing and Rating the KPIs

- Generating a KPI Analysis and Rating PDF

- Sending the Workbook for Modifications

Submitting the Electronic Workbook for SPSR Team Review

Note: Before submitting the workbook to **Workbook in SPSR Team Review** status, the CIMS coordinator must complete the KPI Preliminary Report.

To submit the workbook:

1. Navigate to the **Workbook Menu** page.
2. Click the **Submit Workbook** button (Figure 62).

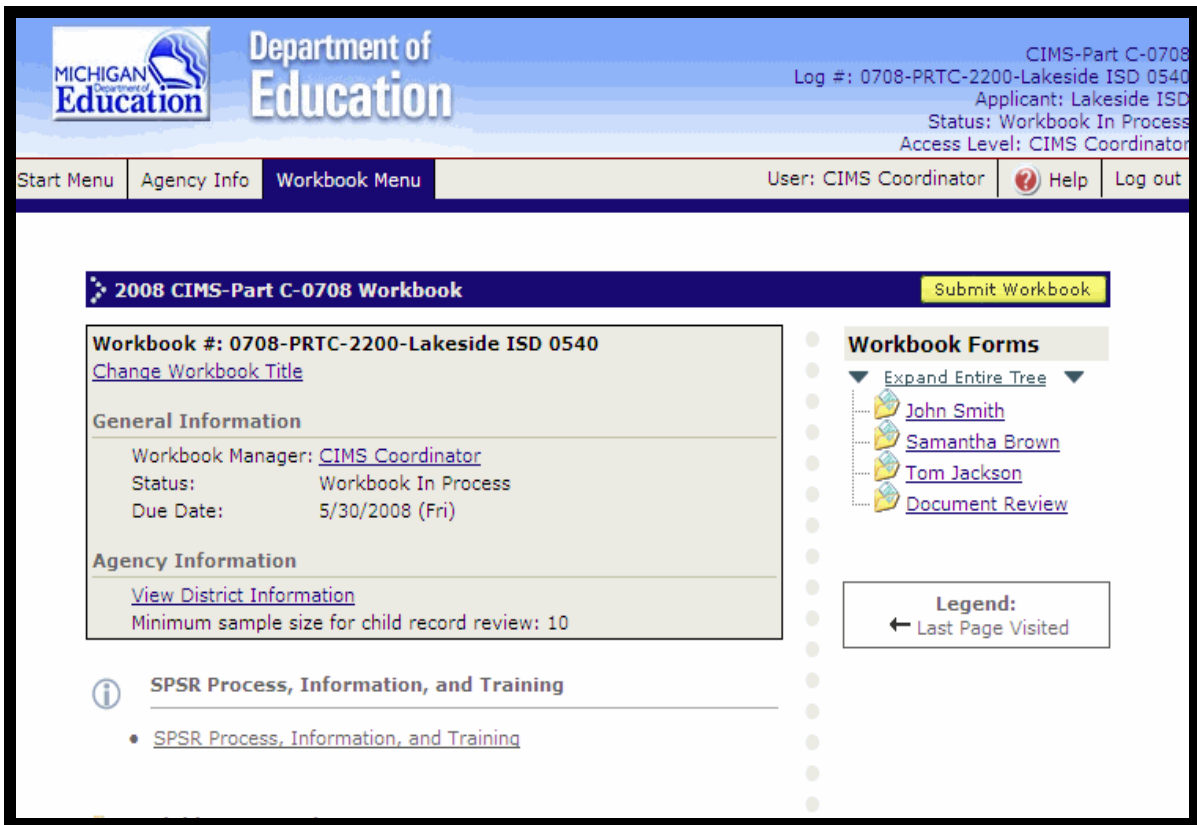


Figure 62

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 Menu** page (Figure 63).

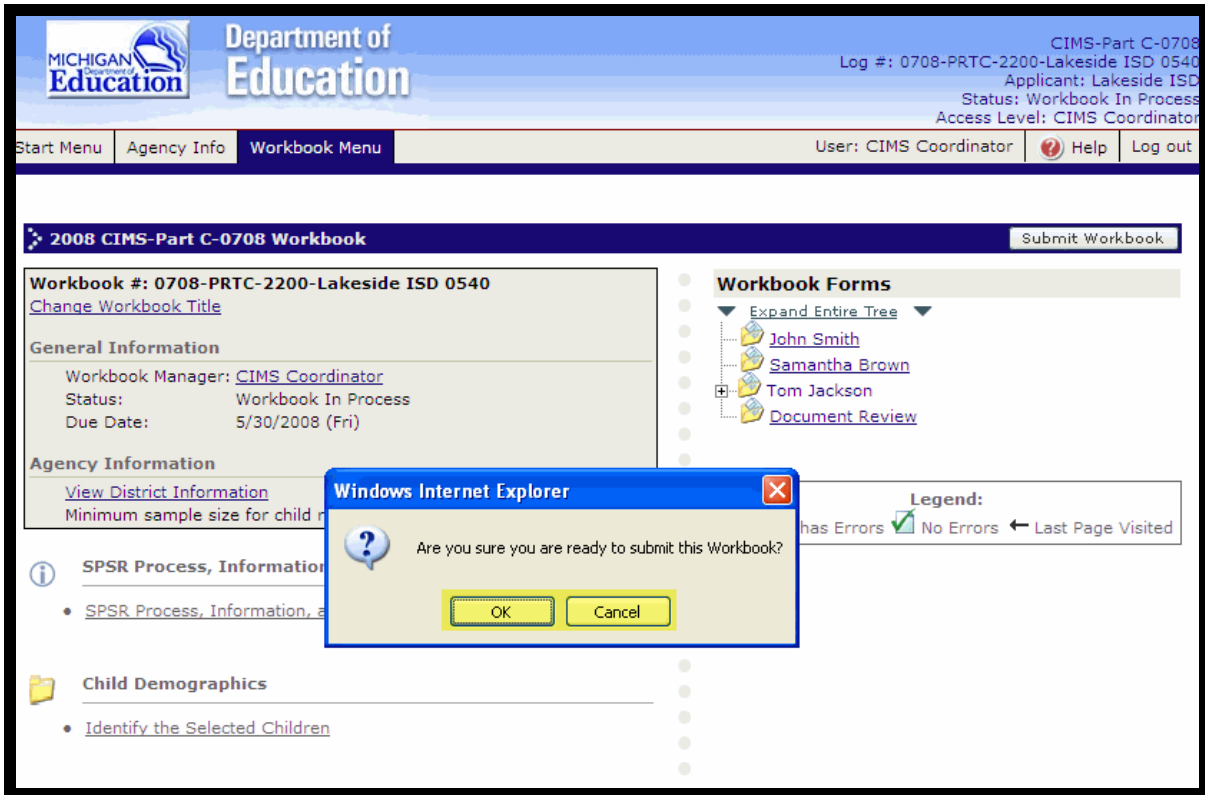


Figure 63

- An error check will automatically be performed. If errors are found, they will be listed in a pop-up window (Figure 64). 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.

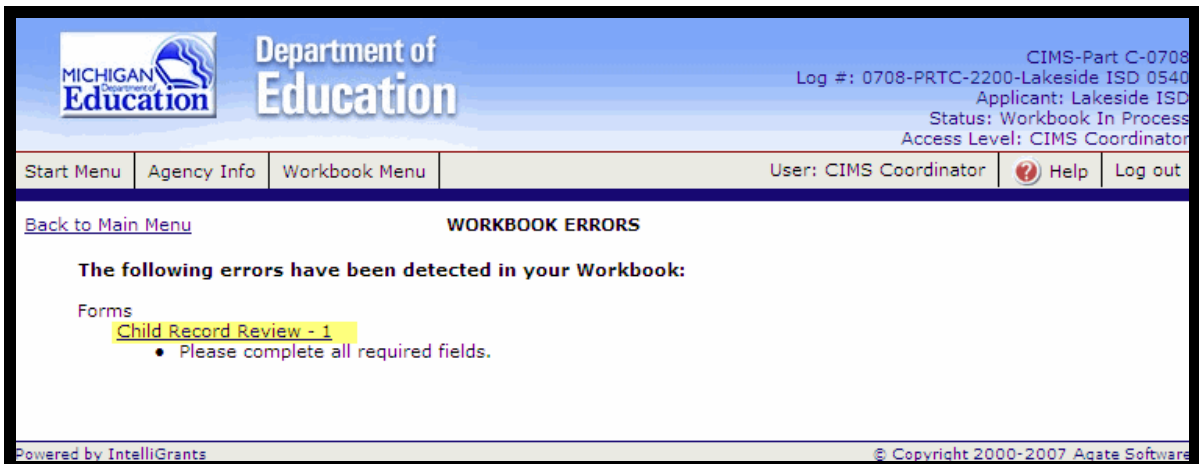


Figure 64

- When all errors are resolved, click the **Submit Workbook** button. Click on **I Agree** to submit the workbook or **Cancel** to return to the **Workbook Menu** page (Figure 65).

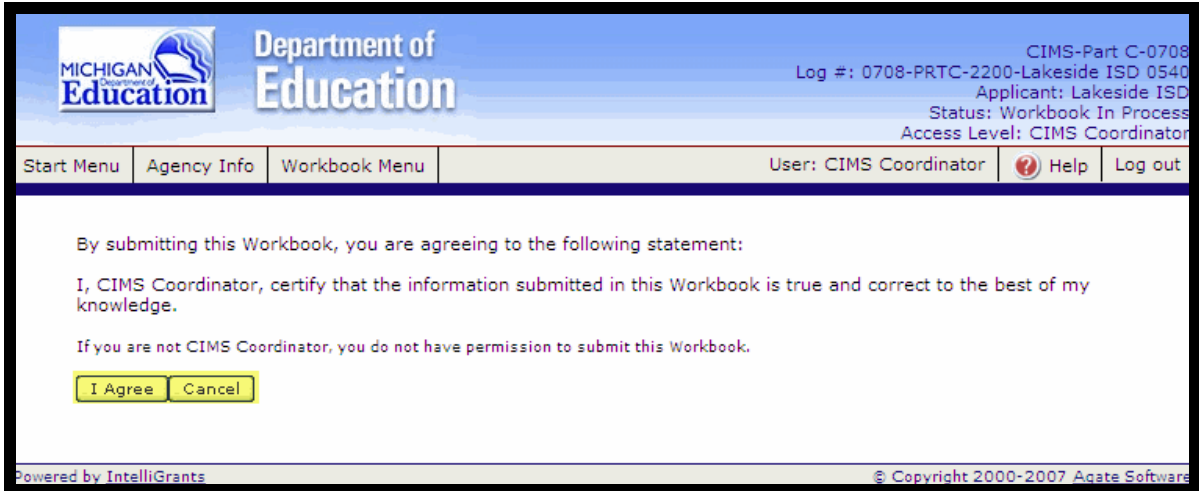


Figure 65

- Print a copy of the confirmation statement that appears after the **I Agree** button is clicked (Figure 66).

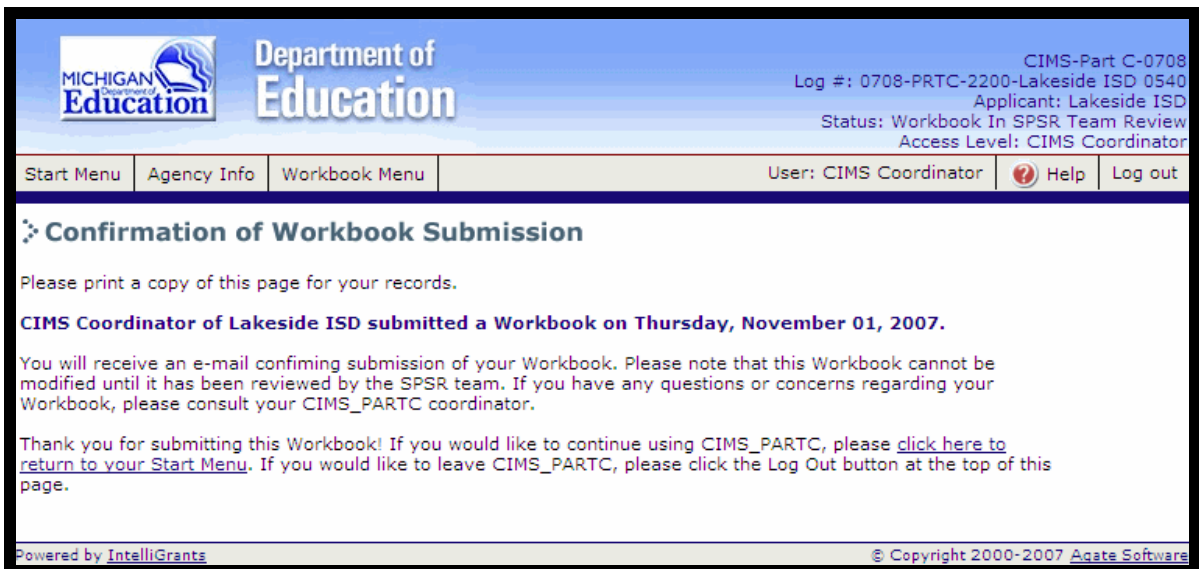


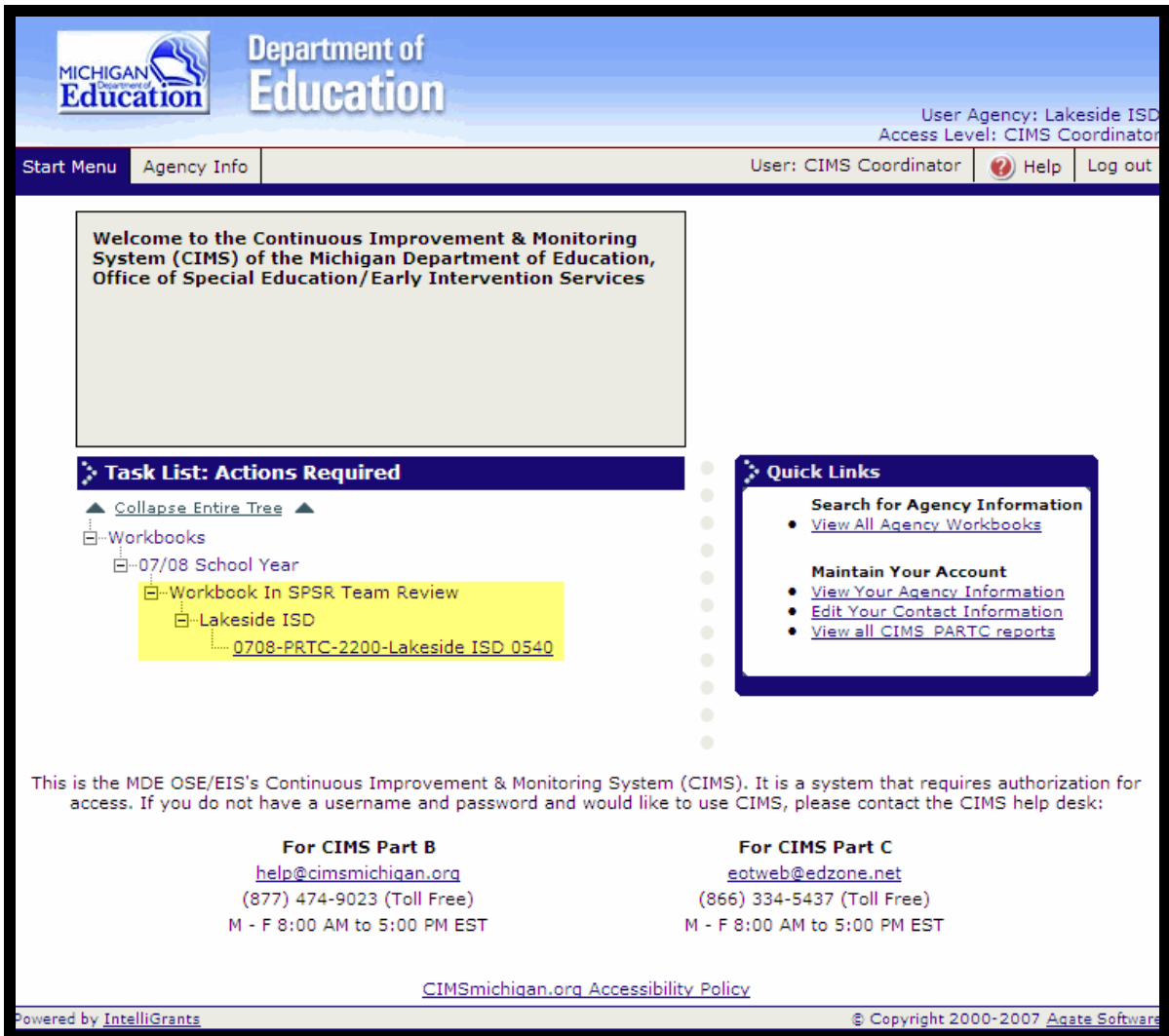
Figure 66

The workbook will now appear under the status, **Workbook in SPSR Team Review**, on the **Start Menu** page (Figure 67).

A **KPI Analysis and Rating** folder will appear in the **Workbook Forms** tree.

Note: Once the workbook is submitted, the SPSR Team and other CIMS staff will not be able to modify the child or document review forms, although they can still view the information.

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



The screenshot displays the CIMS web application interface. At the top, the Michigan Department of Education logo is on the left, and the user information "User Agency: Lakeside ISD" and "Access Level: CIMS Coordinator" is on the right. Below this is a navigation bar with "Start Menu", "Agency Info", "User: CIMS Coordinator", "Help", and "Log out".

The main content area features a welcome message: "Welcome to the Continuous Improvement & Monitoring System (CIMS) of the Michigan Department of Education, Office of Special Education/Early Intervention Services".

Below the welcome message is a "Task List: Actions Required" section. It contains a tree view with the following structure:

- Workbooks
 - 07/08 School Year
 - Workbook In SPSR Team Review
 - Lakeside ISD
 - 0708-PRTC-2200-Lakeside ISD 0540

The "Workbook In SPSR Team Review" and "Lakeside ISD" items are highlighted in yellow.

To the right of the task list is a "Quick Links" section with two categories:

- Search for Agency Information**
 - [View All Agency Workbooks](#)
- Maintain Your Account**
 - [View Your Agency Information](#)
 - [Edit Your Contact Information](#)
 - [View all CIMS PARTC reports](#)

Below the quick links, there is a disclaimer: "This is the MDE OSE/EIS's Continuous Improvement & Monitoring System (CIMS). It is a system that requires authorization for access. If you do not have a username and password and would like to use CIMS, please contact the CIMS help desk:"

At the bottom, there are contact details for CIMS Part B and C:

- For CIMS Part B**
help@cismichigan.org
 (877) 474-9023 (Toll Free)
 M - F 8:00 AM to 5:00 PM EST
- For CIMS Part C**
eotweb@edzone.net
 (866) 334-5437 (Toll Free)
 M - F 8:00 AM to 5:00 PM EST

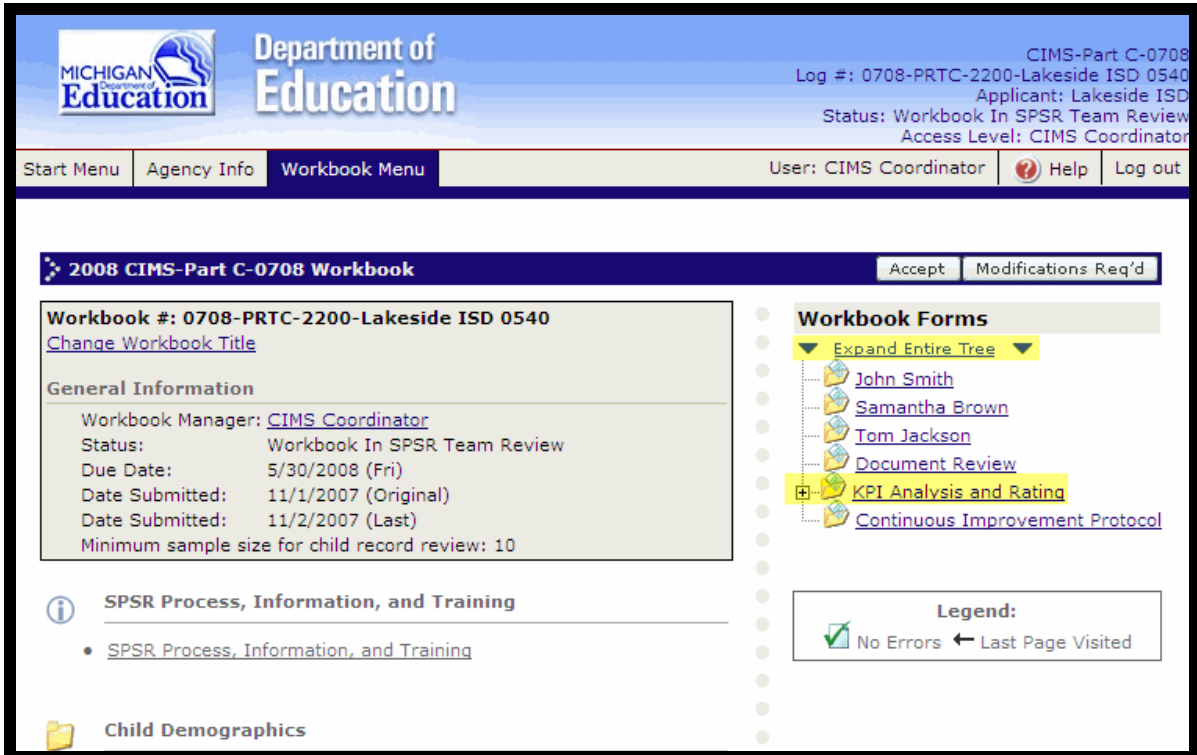
The footer includes "Powered by IntelliGrants" and "© Copyright 2000-2007 Agate Software".

Figure 67

Analyzing and Rating the KPIs

The CIMS coordinator performs the following steps:

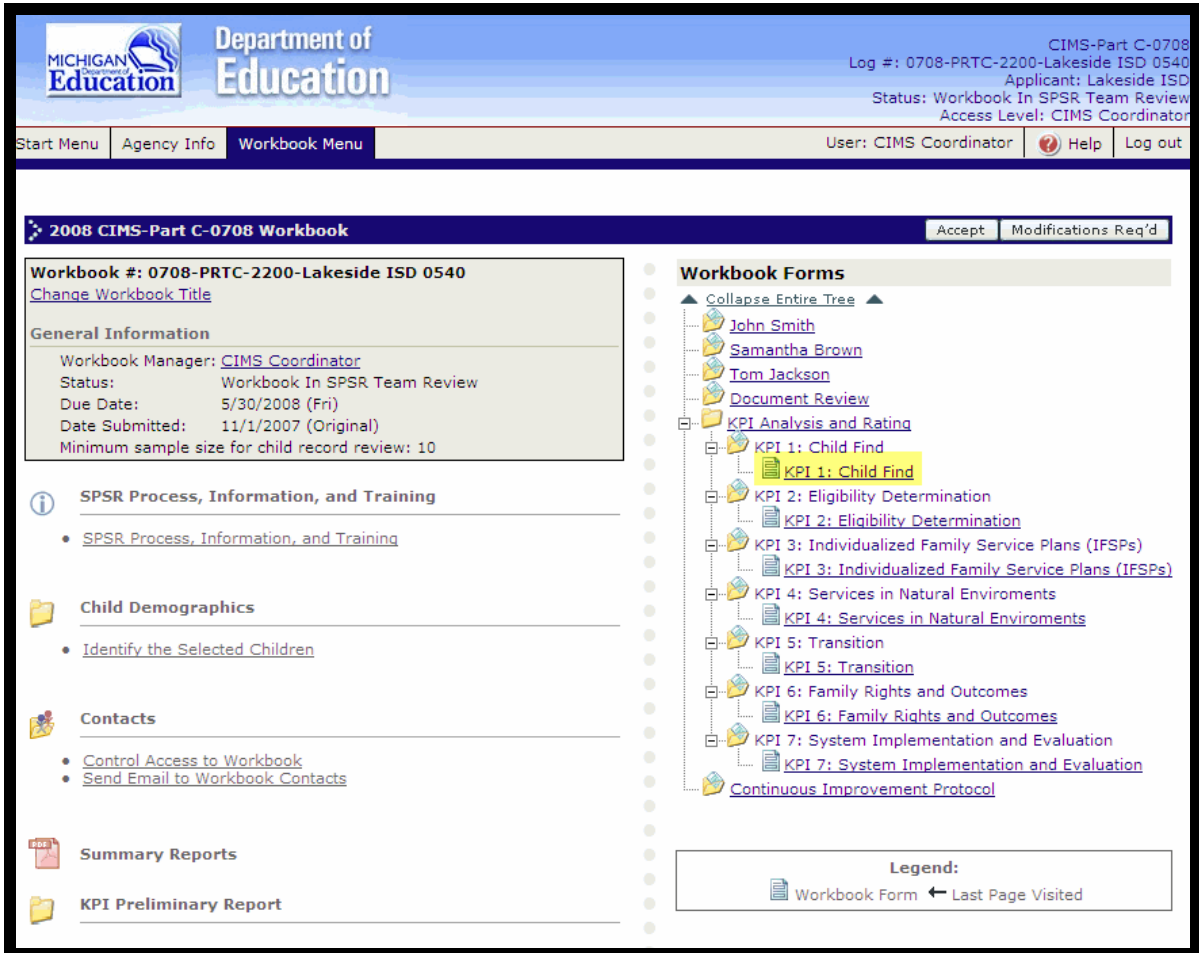
1. Open the **KPI Analysis and Rating** folder in the **Workbook Forms** tree by clicking the **KPI Analysis and Rating** link and then **Expand Entire Tree** (Figure 68). This will open all KPI forms.



The screenshot displays the CIMS application interface. At the top, the Michigan Department of Education logo is on the left, and user information (CIMS-Part C-0708, Log #: 0708-PRTC-2200-Lakeside ISD 0540, Applicant: Lakeside ISD, Status: Workbook In SPSR Team Review, Access Level: CIMS Coordinator) is on the right. Below the header is a navigation bar with 'Start Menu', 'Agency Info', and 'Workbook Menu' tabs. The main content area is titled '2008 CIMS-Part C-0708 Workbook' and includes a 'Workbook #: 0708-PRTC-2200-Lakeside ISD 0540' and a 'Change Workbook Title' link. Under 'General Information', it lists 'Workbook Manager: CIMS Coordinator', 'Status: Workbook In SPSR Team Review', 'Due Date: 5/30/2008 (Fri)', 'Date Submitted: 11/1/2007 (Original)', 'Date Submitted: 11/2/2007 (Last)', and 'Minimum sample size for child record review: 10'. On the right, a 'Workbook Forms' tree is shown with 'Expand Entire Tree' highlighted in yellow. Below the tree is a 'Legend' box with a green checkmark icon and the text 'No Errors' and '← Last Page Visited'.

Figure 68

2. Click the form **KPI 1: Child Find** (Figure 69).



The screenshot displays the CIMS-Part C-0708 Workbook interface. At the top, the Michigan Department of Education logo is visible on the left, and the user's login information (Log #: 0708-PRTC-2200-Lakeside ISD 0540, Applicant: Lakeside ISD, Status: Workbook In SPSR Team Review, Access Level: CIMS Coordinator) is on the right. Below the header, there are navigation tabs for 'Start Menu', 'Agency Info', and 'Workbook Menu'. The main content area is titled '2008 CIMS-Part C-0708 Workbook' and includes a 'Accept' button and a 'Modifications Req'd' indicator.

On the left side, there is a 'General Information' section for 'Workbook #: 0708-PRTC-2200-Lakeside ISD 0540'. Below this, there are several categories of links: 'SPSR Process, Information, and Training', 'Child Demographics', 'Contacts', 'Summary Reports', and 'KPI Preliminary Report'.

On the right side, there is a 'Workbook Forms' tree view. The tree is expanded to show 'KPI 1: Child Find', which is highlighted in yellow. Other forms listed include 'KPI 2: Eligibility Determination', 'KPI 3: Individualized Family Service Plans (IFSPs)', 'KPI 4: Services in Natural Environments', 'KPI 5: Transition', 'KPI 6: Family Rights and Outcomes', 'KPI 7: System Implementation and Evaluation', and 'Continuous Improvement Protocol'. A legend at the bottom right indicates that a document icon represents a 'Workbook Form' and an arrow icon represents the 'Last Page Visited'.

Figure 69

3. Select a **Rating** from the drop-down box to rate the KPI (Figure 70).

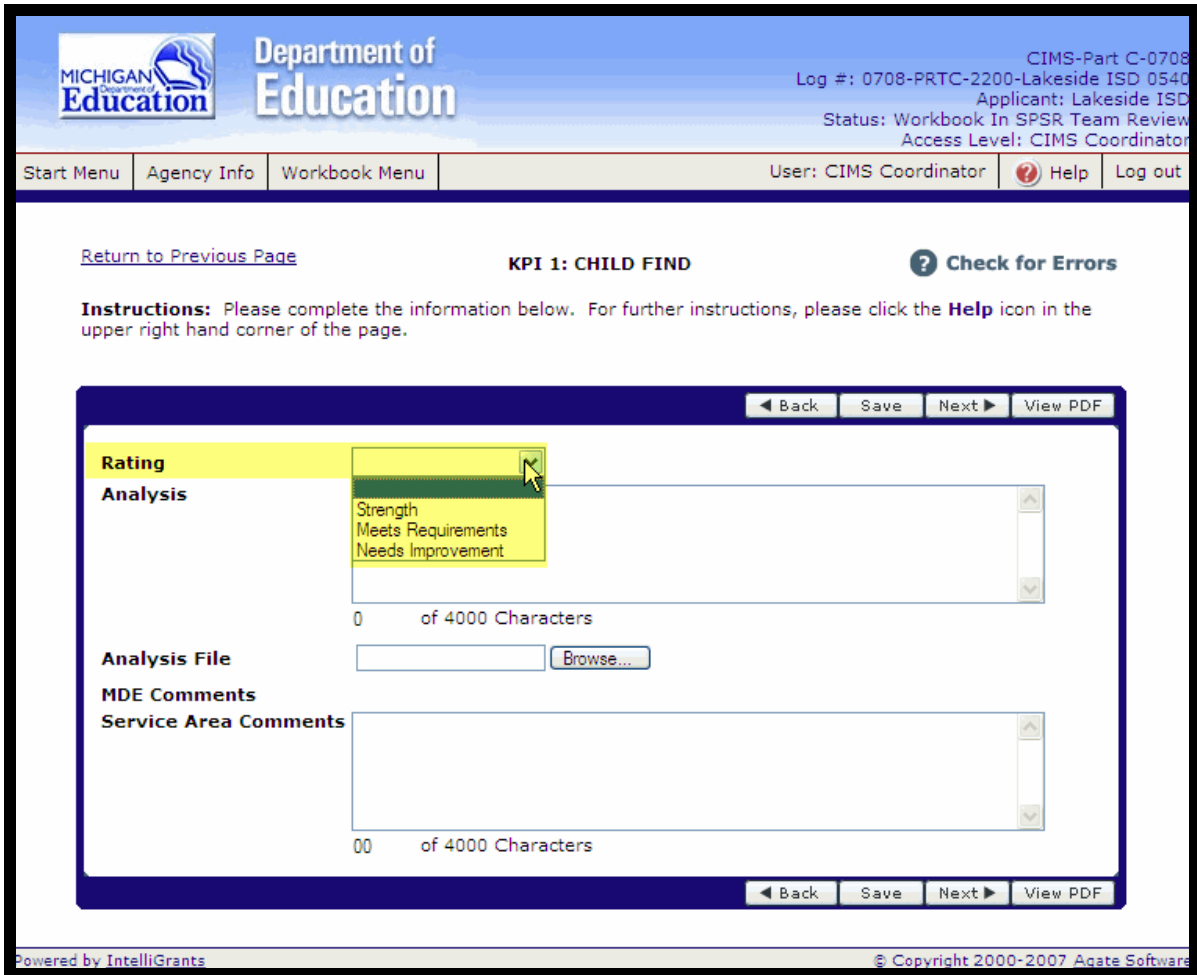


Figure 70

4. Type or paste text containing the analysis in the **Analysis** text box (Figure 71).
5. You may attach a document to support your findings using the **Analysis File** selection box. To do so:
 - 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.

6. Type SPSR Team comments in the **Service Area Comments** box if necessary and click **Save** to save your work (Figure 71).

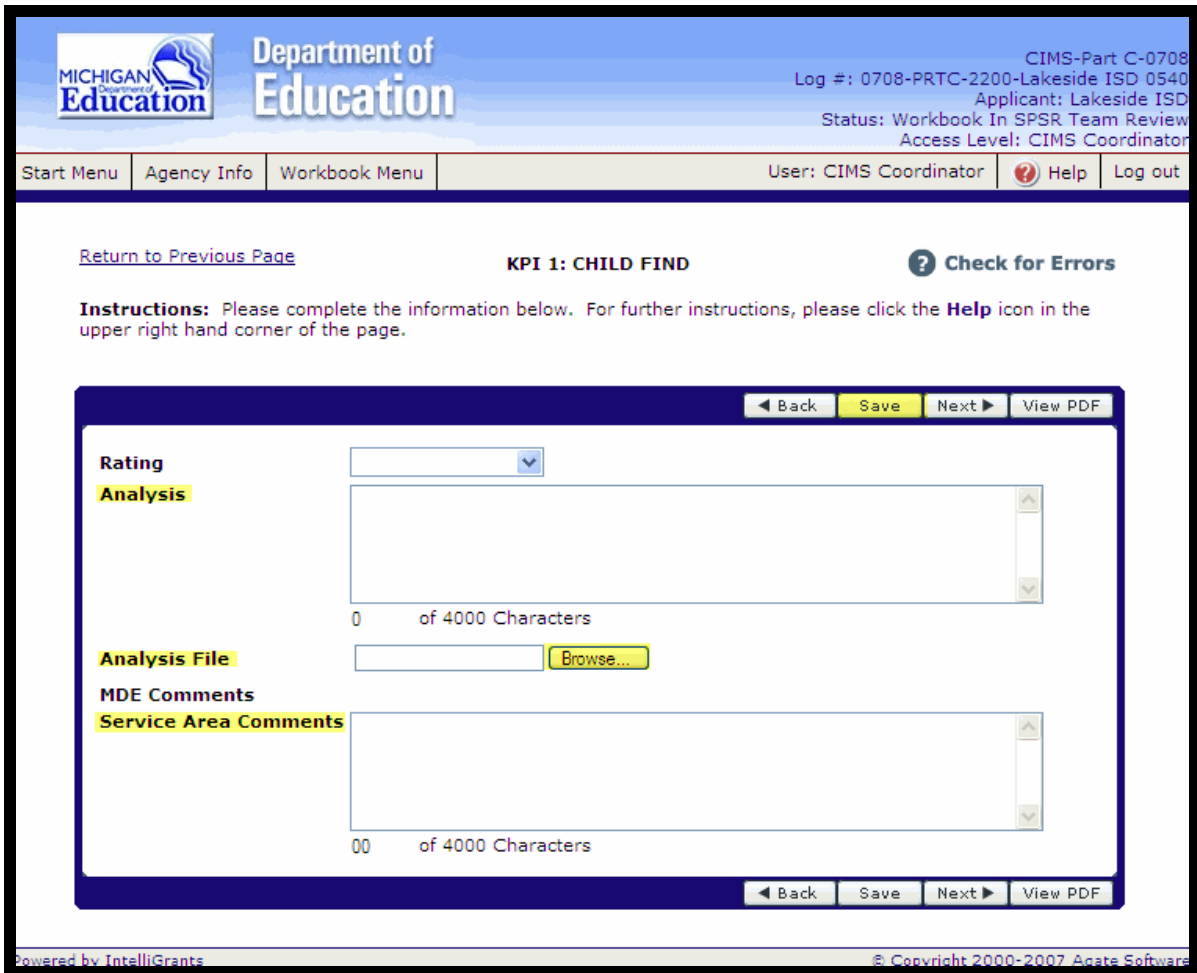


Figure 71

7. Click the **Next** button.
8. Complete steps 3–7 to complete the Analysis and Rating for each KPI.

Note: Once KPI Analysis and Rating is complete, the SPSR Team will need to complete Improvement Planning if KPIs were rated **Needs Improvement**.

In addition, the service area CIMS coordinator will need to complete the **Continuous Improvement Protocol (CIP)** form.

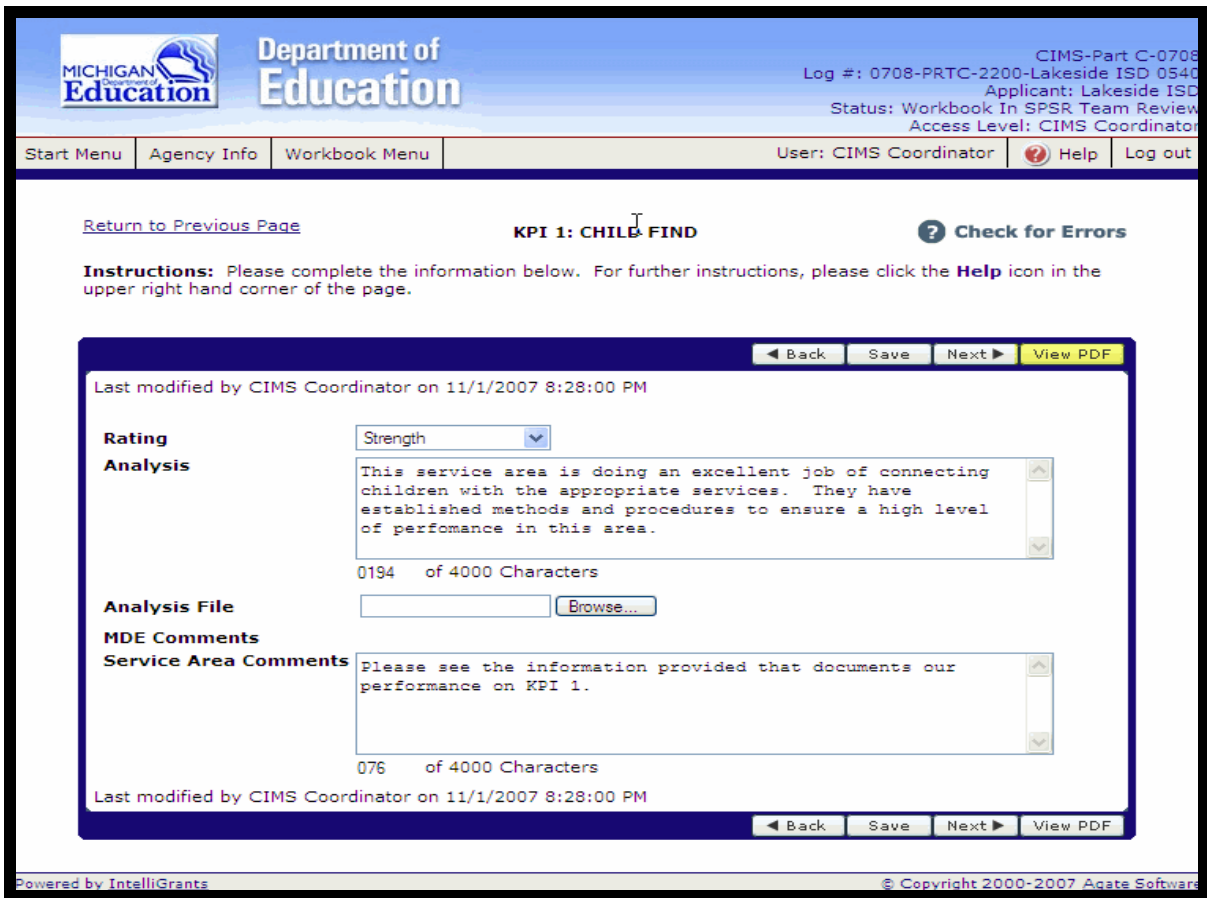
Once KPI Analysis and Rating, Improvement Planning (if necessary), and Continuous Improvement Protocol are complete, the workbook can be submitted to the MDE for review.

Generating a KPI Analysis and Rating PDF

Users with CIMS coordinator or viewer workbook rights can view and print KPI Analysis and Rating PDFs.

From the **Workbook Menu** page:

1. Click **KPI Analysis and Rating** in the **Workbook Forms** tree and click **Expand Entire Tree**.
2. Click the **KPI** form you wish to PDF.
3. Once on the KPI form, click the **View PDF** link to generate the PDF (Figure 72).



The screenshot shows the 'KPI 1: CHILDFIND' form in the CIMS application. The page header includes the Michigan Department of Education logo and user information: 'User: CIMS Coordinator', 'Help', and 'Log out'. The form title is 'KPI 1: CHILDFIND' with a 'Check for Errors' button. Instructions state: 'Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page.' The form contains several sections: 'Rating' with a dropdown set to 'Strength'; 'Analysis' with a text area containing 'This service area is doing an excellent job of connecting children with the appropriate services. They have established methods and procedures to ensure a high level of performance in this area.' and a character count of '0194 of 4000 Characters'; 'Analysis File' with a 'Browse...' button; 'MDE Comments'; and 'Service Area Comments' with a text area containing 'Please see the information provided that documents our performance on KPI 1.' and a character count of '076 of 4000 Characters'. Both the form and the page have 'Last modified by CIMS Coordinator on 11/1/2007 8:28:00 PM' and navigation buttons ('Back', 'Save', 'Next', 'View PDF'). The footer indicates 'Powered by IntelliGrants' and '© Copyright 2000-2007 Agate Software'.

Figure 72

4. A new window will open displaying the form in PDF format (Figure 73). To print the form, click the **printer icon** in your Internet browser window.

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

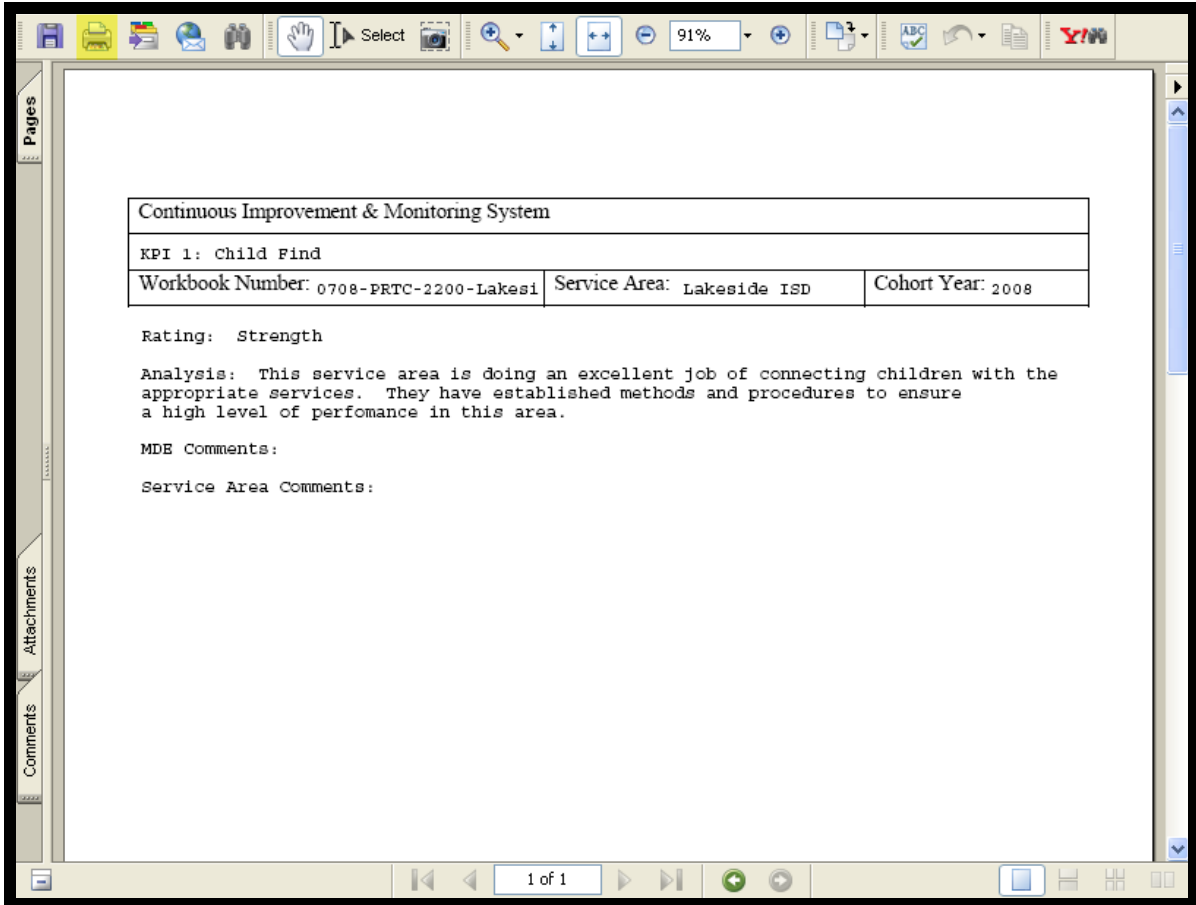


Figure 73

Sending the Workbook for Modifications

If the SPSR Team discovers a data deficiency, the CIMS coordinator must send the workbook from **Workbook in SPSR Team Review** status to **Workbook Modifications Required** status.

From the **Workbook Menu**:

1. Click the **Modifications Req'd** button (Figure 74). A confirmation statement will appear.

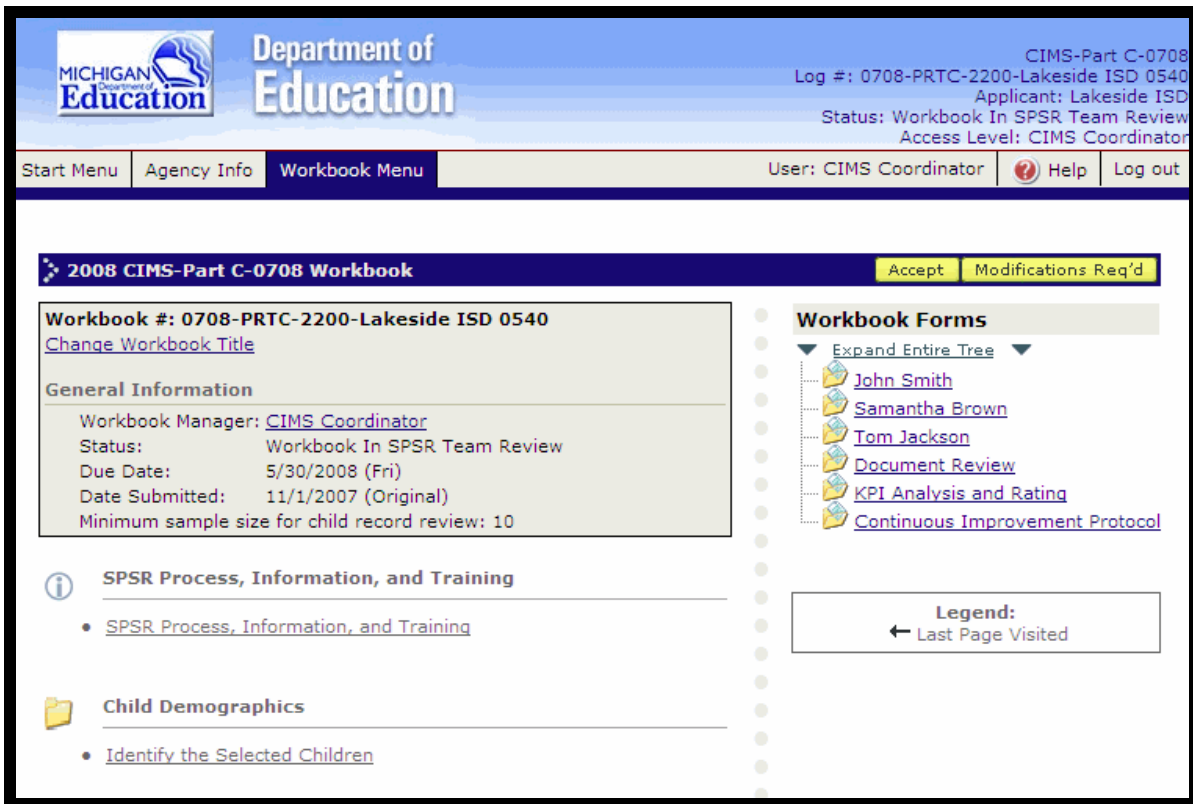


Figure 74

2. Click **OK** to return the workbook for modifications or **Cancel** to return to the **Workbook Menu** page.

Note: The workbook can now be edited by the CIMS coordinator and form writer.

After the revisions are made, the workbook can be submitted to **Workbook in SPSR Team Review** status by the CIMS coordinator.