

Continuous Improvement Protocol (CIP)

Once you have completed your KPI Analysis and Rating, you will be ready to enter data into the Continuous Improvement Protocol (CIP) portion of the workbook. This section will assist you with the following:

[Navigating the Continuous Improvement Protocol \(CIP\) Section](#)

[Completing the Continuous Improvement Protocol \(CIP\) Form](#)

[Generating a Continuous Improvement Protocol \(CIP\) PDF](#)

Navigating the Continuous Improvement Protocol (CIP) Section

Once the workbook is at **SPSR Team Review** status, the **Continuous Improvement Protocol** folder will appear in the **Workbook Forms** tree and in the **Workbook Menu**. The service area CIMS coordinator must complete the **Continuous Improvement Protocol (CIP)** form upon completion of KPI Analysis and Rating and Improvement Planning (if Improvement Planning is necessary) before the workbook can be submitted to the MDE.

Navigate to the first page of the CIP form using one of these options:

A. Workbook Menu

1. Click **Workbook Menu** at the top of the **Workbook Menu** page.
2. Scroll to the **Continuous Improvement Protocol** folder.
3. Select **Continuous Improvement Protocol** (Figure 75).

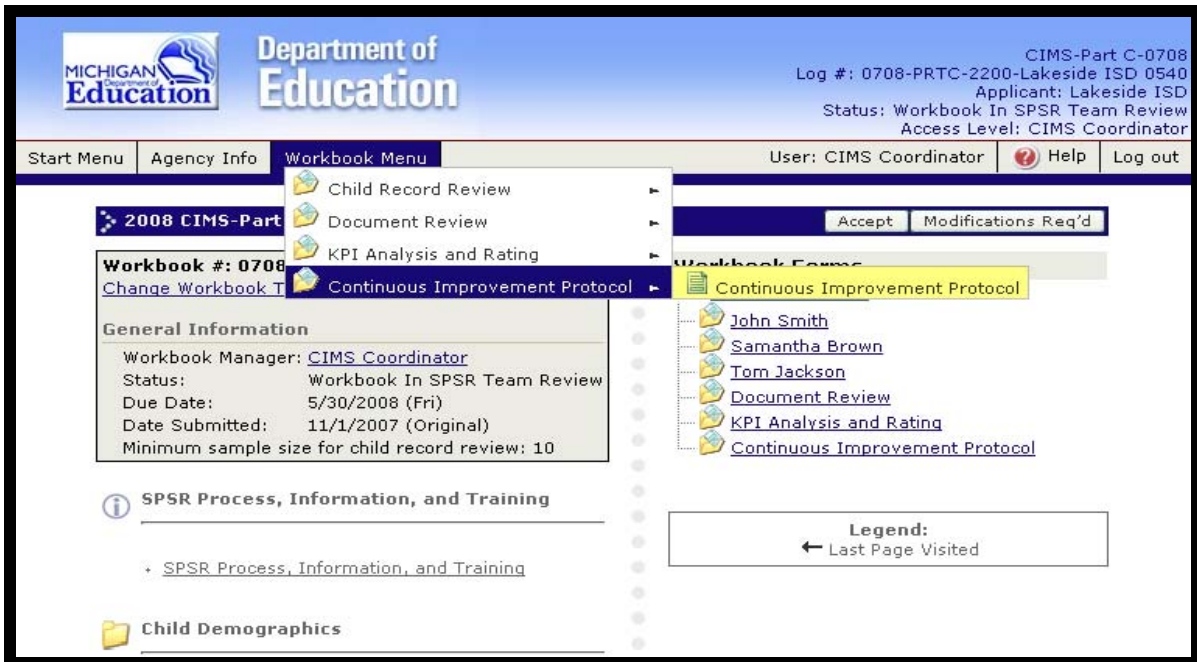


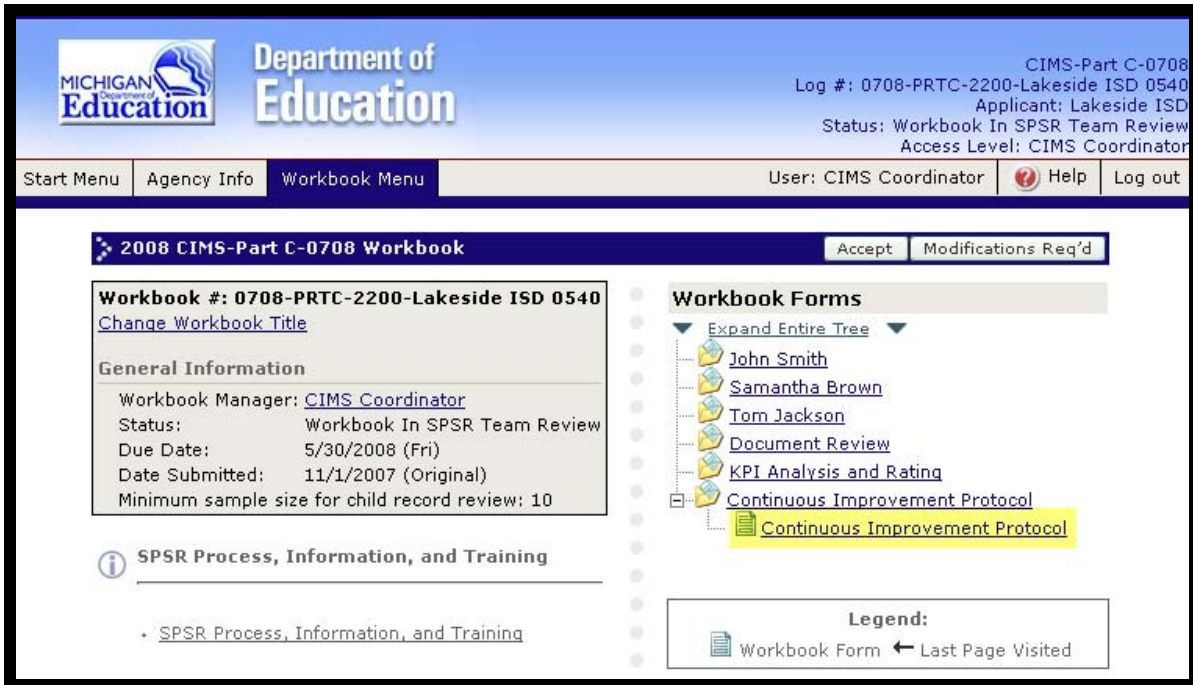
Figure 75

B. Workbook Forms

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

1. Click the **Continuous Improvement Protocol** folder.
2. Click the **plus (+) sign** to expand the **Continuous Improvement Protocol** folder.

3. Select **Continuous Improvement Protocol** (Figure 76).



The screenshot displays the CIMS application interface for a 2008 CIMS-Part C-0708 Workbook. The top navigation bar includes 'Start Menu', 'Agency Info', and 'Workbook Menu'. The user is identified as 'User: CIMS Coordinator'. The main content area is titled '2008 CIMS-Part C-0708 Workbook' and contains several sections:


- Workbook Information:** Workbook #: 0708-PRTC-2200-Lakeside ISD 0540. Includes a link to 'Change Workbook Title'.
- General Information:** Workbook Manager: CIMS Coordinator; Status: Workbook In SPSR Team Review; Due Date: 5/30/2008 (Fri); Date Submitted: 11/1/2007 (Original); Minimum sample size for child record review: 10.
- SPSR Process, Information, and Training:** A section with a sub-link for 'SPSR Process, Information, and Training'.
- Workbook Forms:** A tree view showing a hierarchy of forms. The 'Continuous Improvement Protocol' form is highlighted in yellow. Other forms listed include John Smith, Samantha Brown, Tom Jackson, Document Review, and KPI Analysis and Rating.
- Legend:** A legend indicating that a document icon represents a 'Workbook Form' and a left-pointing arrow represents the 'Last Page Visited'.

Figure 76

Completing the Continuous Improvement Protocol (CIP) Form

To complete the CIP form, follow these steps:

1. Answer each question and click **Save** (Figure 77). All CIP questions must be answered except the final one, which is optional. An error check will run automatically.
2. If errors are found, they will be listed in a pop-up window. Resolve any errors that are listed and click **Save**.
3. Once the CIP form is complete, click the **Workbook Menu** button at the top of the page to return to the **Workbook Menu** page.



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

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

[Return to Previous Page](#) **CONTINUOUS IMPROVEMENT PROTOCOL** [? 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.

Back Save Clear View PDF

Last modified by CIMS Coordinator on 11/2/2007 5:00:28 PM

SPSR Team Members		SPSR Team Members	
Name	Title	Name	Title
James Johnson	CIMS Coordinator		
Celia Smith	Early On Coordinator		

Question

Yes No NA 1. Was the quantity of records used for the child record review appropriate? (Ref. #503)

Yes No NA 2. Was the SPSR team's size appropriate for its tasks? (Ref. # 514)

Yes No NA 3. Was the SPSR team's composition appropriate for its tasks? (Ref. # 515)

Yes No NA 4. Did the team meet an appropriate number of times? (Ref. # 516)

Yes No NA 5. Did the SPSR provide direct or indirect benefits to children or to the Early On program? (Ref. # 517)

Yes No NA 6. Were the data, tools, and processes used in the SPSR the right ones for the tasks? (Ref. # 518)

7. If you have comments, suggestions, or lessons learned for future cohorts regarding the CIP, please enter them here (Ref. # 519)

00 of 1000 Characters

Back Save Clear View PDF

Last modified by CIMS Coordinator on 11/2/2007 5:00:28 PM

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Figure 77

Generating a Continuous Improvement Protocol (CIP) PDF

Users with CIMS coordinator and viewer workbook rights can view and print a CIP PDF.

1. Click **Continuous Improvement Protocol** in the **Workbook Forms** tree (Figure 78).

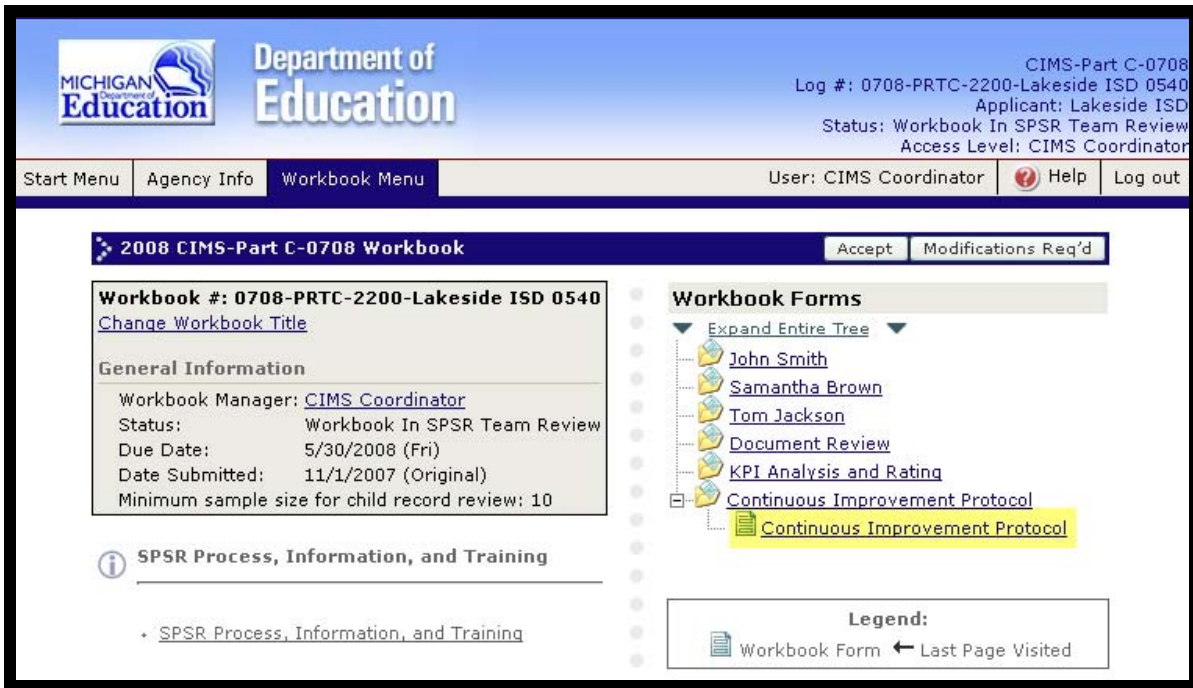



Figure 78

2. Once on the **Continuous Improvement Protocol** form, click the **View PDF** link to generate the PDF (Figure 79).



**Department of
Education**

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

[Start Menu](#)
[Agency Info](#)
[Workbook Menu](#)

User: CIMS Coordinator [Help](#) [Log out](#)

[Return to Previous Page](#)
CONTINUOUS IMPROVEMENT PROTOCOL
 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.

◀ Back
Save
Clear
View PDF

Last modified by CIMS Coordinator on 11/2/2007 5:00:28 PM

SPSR Team Members		SPSR Team Members	
Name	Title	Name	Title
James Johnson	CIMS Coordinator	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Celia Smith	Early On Coordinator	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Figure 79

3. A new window will open displaying the form in PDF format (Figure 80). To print the form, click the **printer icon** in your Internet browser window.

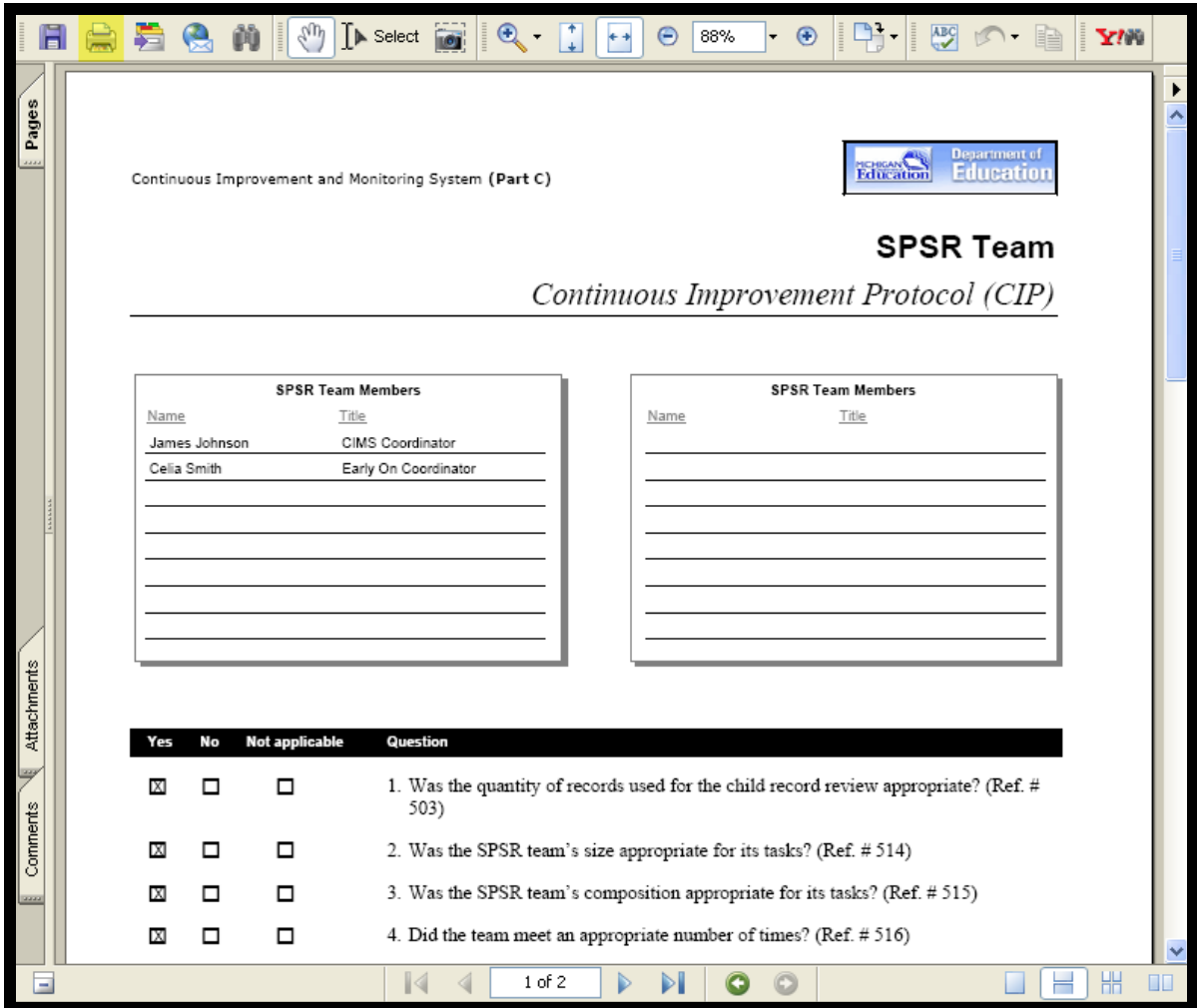


Figure 80