

## Improvement Planning

If you have completed the KPI Analysis and Rating and the Continuous Improvement Protocol (CIP) process, and areas have been identified as needing improvement, you will need to complete the Improvement Planning portion of the workbook. This section will assist you with the following:

- Creating an Improvement Plan in the Workbook
- Entering an Improvement Plan
- Handling Errors when Entering an Improvement Plan
- Submitting an Improvement Plan for MDE Review
- MDE Acceptance or Rejection of an Improvement Plan
- Generating an Improvement Plan PDF

## Creating an Improvement Plan in the Workbook

The workbook must be at **Workbook in SPSR Team Review** status and the KPI Analysis and Rating process complete before Improvement Planning functionality will be available for the CIMS coordinator.

**Note:** Only the CIMS coordinator can create an Improvement Plan.

1. From the **Workbook Menu**, select **Improvement Plan** from the **Improvement Plans** drop-down box located on the bottom left of the screen (Figure 81).
2. Click the **Create** button.

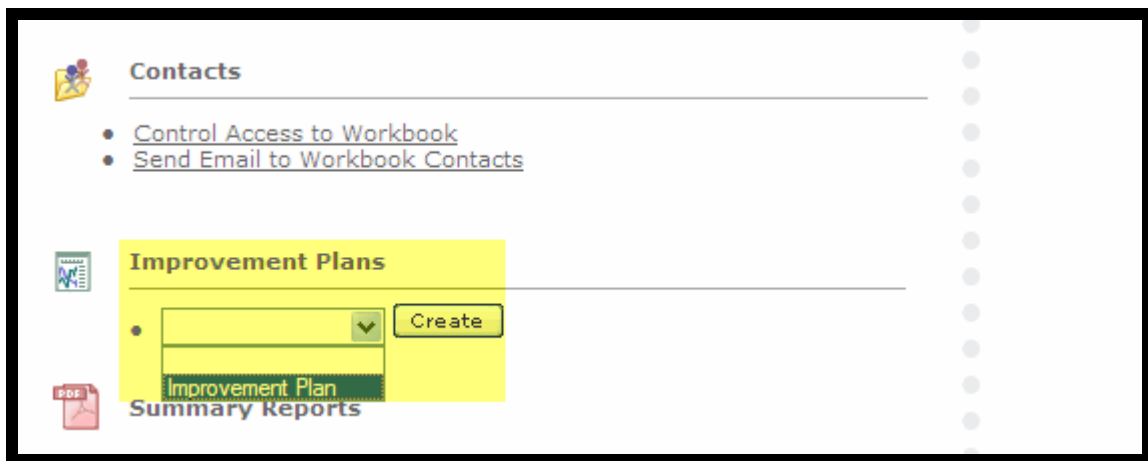


Figure 81

- The workbook **Report Menu** screen will appear with the **Improvement Plan Report Title** and **Status** information. From the **Workbook Report: Forms** section of the menu, click the **Expand Entire Tree** link to view the Improvement Plan information, i.e., **Cover Page** and **Task/Activity** links (Figure 82).

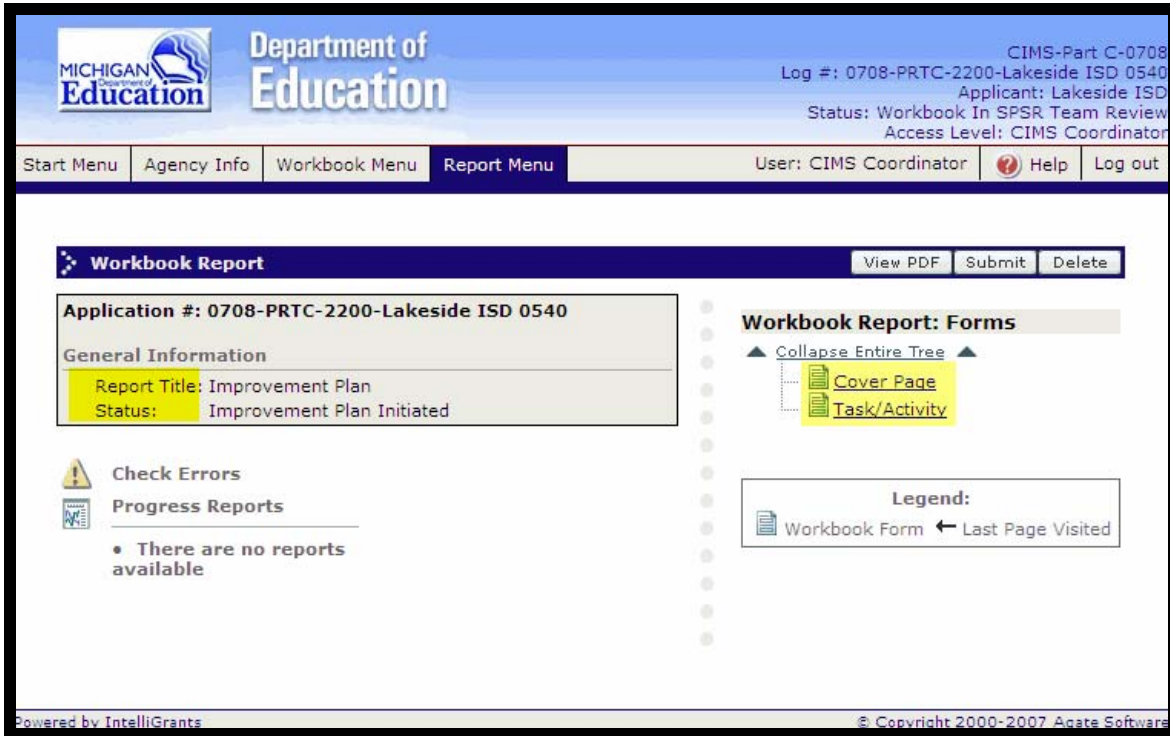
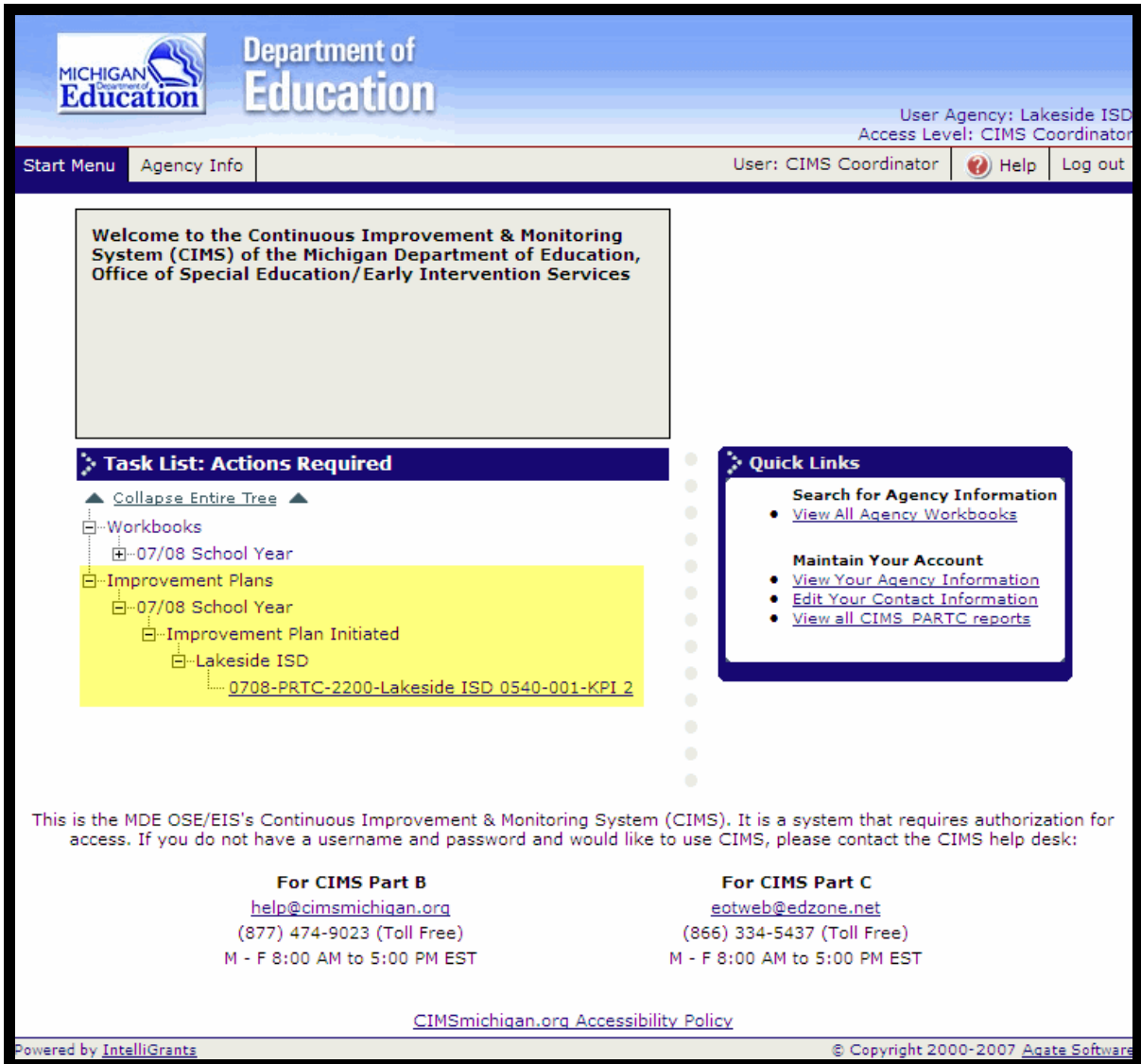


Figure 82

Once an Improvement Plan has been created, both the **Start Menu** and **Workbook Menu** pages will display an **Improvement Plans** section. The **Start Menu** displays a link to the plan under the **Task List** section (Figure 83).



The screenshot shows the CIMS Start Menu interface. At the top, there is a navigation bar with "Start Menu" and "Agency Info" tabs. The user is identified as "User: CIMS Coordinator" with "Access Level: CIMS Coordinator". A "Task List: Actions Required" section is expanded, showing a tree view of workbooks and improvement plans. The link "0708-PRTC-2200-Lakeside ISD 0540-001-KPI 2" is highlighted in yellow. A "Quick Links" sidebar on the right contains links for "Search for Agency Information" and "Maintain Your Account".

**Welcome to the Continuous Improvement & Monitoring System (CIMS) of the Michigan Department of Education, Office of Special Education/Early Intervention Services**

**Task List: Actions Required**

- Workbooks
  - 07/08 School Year
  - Improvement Plans**
    - 07/08 School Year
      - Improvement Plan Initiated
        - Lakeside ISD
          - [0708-PRTC-2200-Lakeside ISD 0540-001-KPI 2](#)

**Quick Links**

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

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:

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

[CIMSMichigan.org](http://CIMSMichigan.org) Accessibility Policy

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Figure 83

The **Workbook Menu** also displays a link to the plan under the **Workbook Forms** tree section (Figure 84).

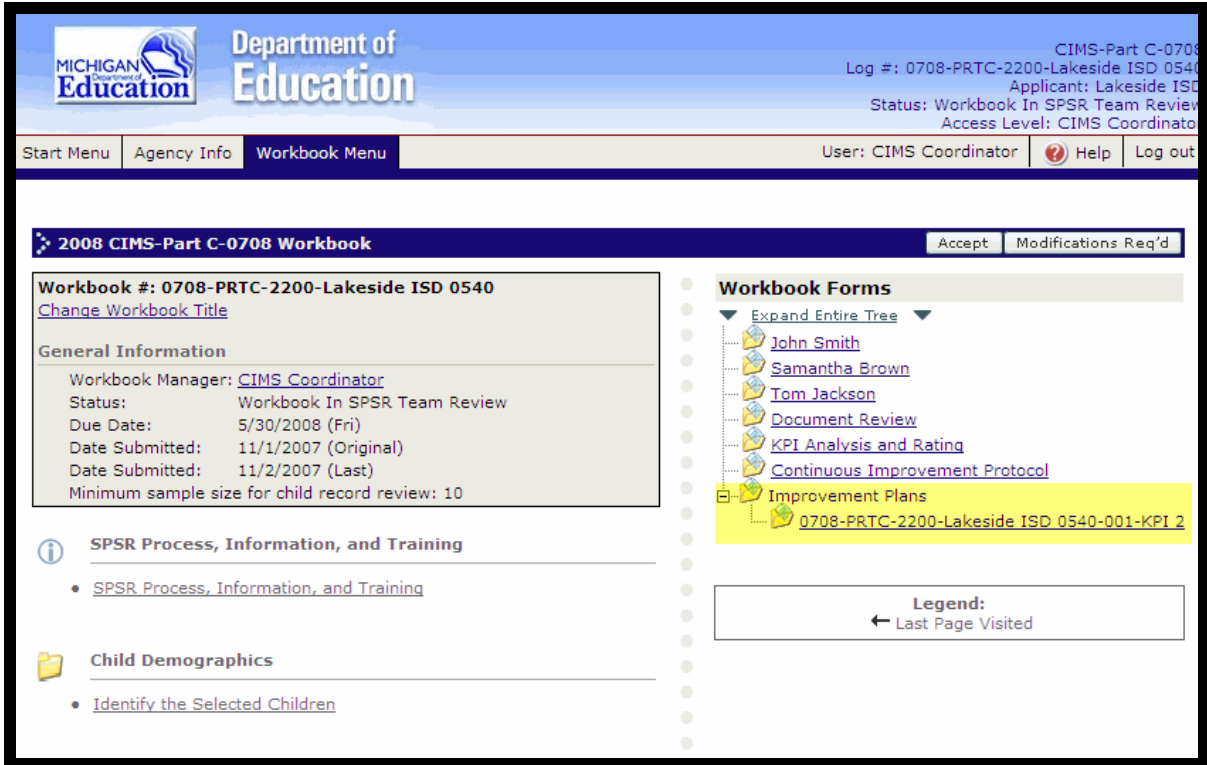
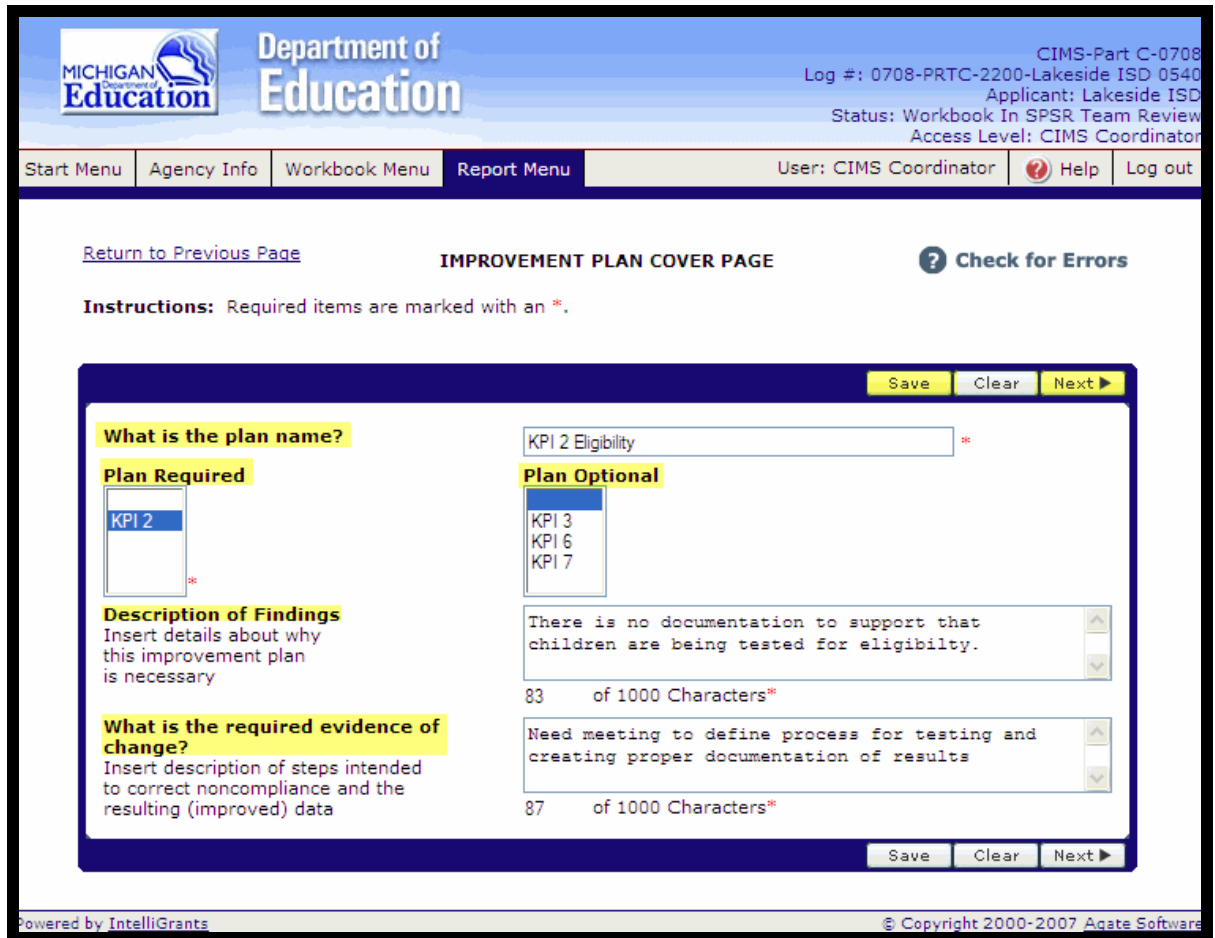


Figure 84

## Entering an Improvement Plan

**Note:** Each service area’s SPSR Team is responsible for developing Improvement Plans. The CIMS coordinator is responsible for entering the Improvement Plan into the workbook.

1. From the **Start Menu**, click the **Improvement Plans** link from the **Task List** section and click the appropriate plan.
2. The **Improvement Plan Report Menu** screen appears with the **Improvement Plan Report Title** and **Status** information. Click **Expand Entire Tree** to view the Improvement Plan forms.
3. Click the **Cover Page** form and enter all required information (Figure 85).



Return to Previous Page      **IMPROVEMENT PLAN COVER PAGE**      ? Check for Errors

**Instructions:** Required items are marked with an \*.

**What is the plan name?**      KPI 2 Eligibility \*

**Plan Required**      **Plan Optional**

KPI 2 \*      KPI 3  
KPI 6  
KPI 7

**Description of Findings**      There is no documentation to support that children are being tested for eligibility.  
Insert details about why this improvement plan is necessary      83 of 1000 Characters\*

**What is the required evidence of change?**      Need meeting to define process for testing and creating proper documentation of results  
Insert description of steps intended to correct noncompliance and the resulting (improved) data      87 of 1000 Characters\*

Save Clear Next ▶

Save Clear Next ▶

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Figure 85

**Note:** Improvement Plans are *required* for KPIs rated **Needs Improvement** and are automatically displayed under the **Plan Required** section of the screen. Improvement

Plans are *optional* for KPIs rated **Meets Requirements** and are automatically displayed under the **Plan Optional** section of the screen.

4. Click the **Save** button and **Next** button. The **Improvement Plan (Task/Activity)** screen will appear (Figure 86).
5. Enter your Improvement Plan components (tasks and activities) in each field.
6. 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.

Improvement Plans will generally have more than one Improvement Plan component (task/activity). To enter additional Improvement Plan components, do the following:

- a. After clicking the **Save** button, an **Add** button will appear on the navigation toolbar. If an additional component is required click the **Add** button (Figure 86).
- b. The system will add an additional **Improvement Plan** form for data entry. After data has been entered, click the **Save** button.

Click **Workbook Menu** to return to the Improvement Plan **Report Menu** screen.

<a href="#">Start Menu</a>	<a href="#">Agency Info</a>	<a href="#">Workbook Menu</a>	<a href="#">Report Menu</a>	User: CIMS Coordinator	<a href="#">Help</a>	<a href="#">Log out</a>
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**IMPROVEMENT PLAN**

[Return to Previous Page](#)      [? Check for Errors](#)

**Instructions:** Required items are marked with an \*.

◀ Back   Add   Save   Clear   Delete

Last modified by CIMS Coordinator on 11/5/2007 12:51:22 PM

**TASK NAME (35 Character Limit)**  \*

**Task/Activity Type**  \*

**Task (strategies/methods/practices)**  
List specific tasks/activities here  
  
 083 of 1000 Characters\*

**Justification for tasks/activities**  
Explain how this task relates to evidence of change  
  
 053 of 1000 Characters\*

**Person responsible for task**  
Insert name and title

<b>Employee level</b> <input type="text" value="Early On Coordinator"/> *	<b>Name and Title</b> <input type="text" value="Mrs. Smith"/> Early On Coordinator 032 of 300 Characters*
--	--

**Task due date**  
mm/dd/yyyy  
 \*

**Task documentation/products**  
List items that substantiate change  
  
 070 of 300 Characters\*

**Task evaluation/measurement**  
List method(s) and measure(s) of task follow-up  
  
 053 of 1000 Characters\*

**ATTACHMENT**

**MDE Comments**  
Last modified by CIMS Coordinator on 11/5/2007 12:51:22 PM

◀ Back   Add   Save   Clear   Delete

Figure 86

## Handling Errors when Entering an Improvement Plan

All of the required fields must be completed prior to submitting an Improvement Plan. If a required field has been omitted, you will receive an error message after saving the plan (Figure 87).

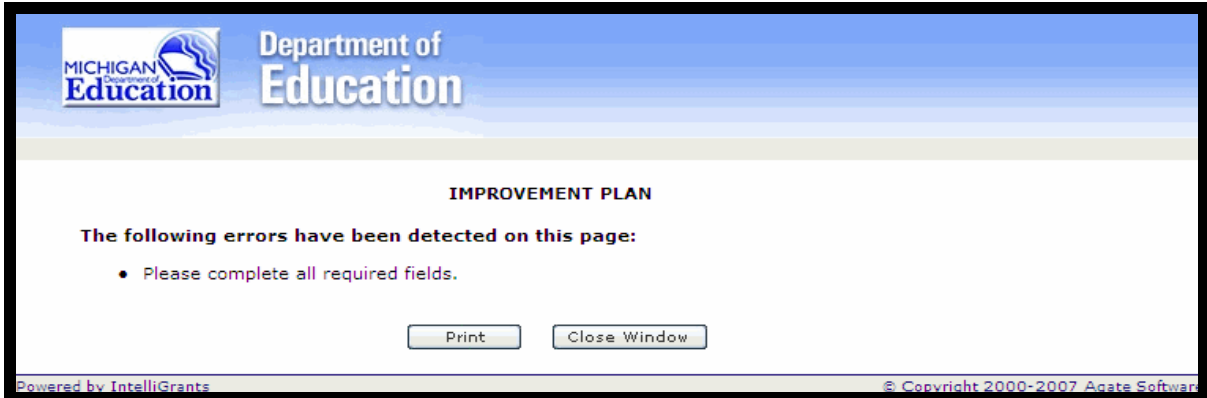


Figure 87

The forms that contain errors are highlighted on the Improvement Plan **Report Menu** screen (Figure 88).

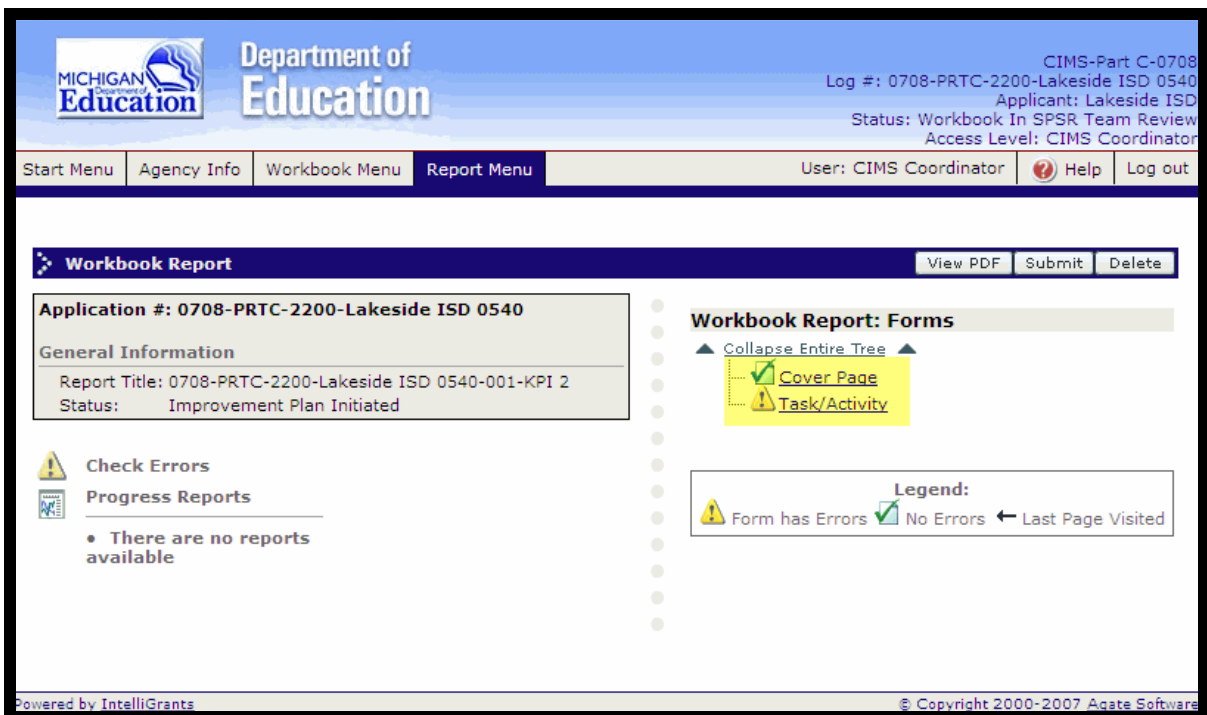


Figure 88

Resolve all errors before submitting an Improvement Plan.

## Submitting an Improvement Plan for MDE Review

**Note:** Only the CIMS coordinator may submit an Improvement Plan for MDE review.

1. From the **Start Menu**, click on the **Improvement Plan** link from the **Task List** section and click the appropriate plan.
2. The Improvement Plan **Report Menu** screen will appear. Click the **Submit** button at the right side of the screen when you are ready to submit the Improvement Plan for MDE review (Figure 89).

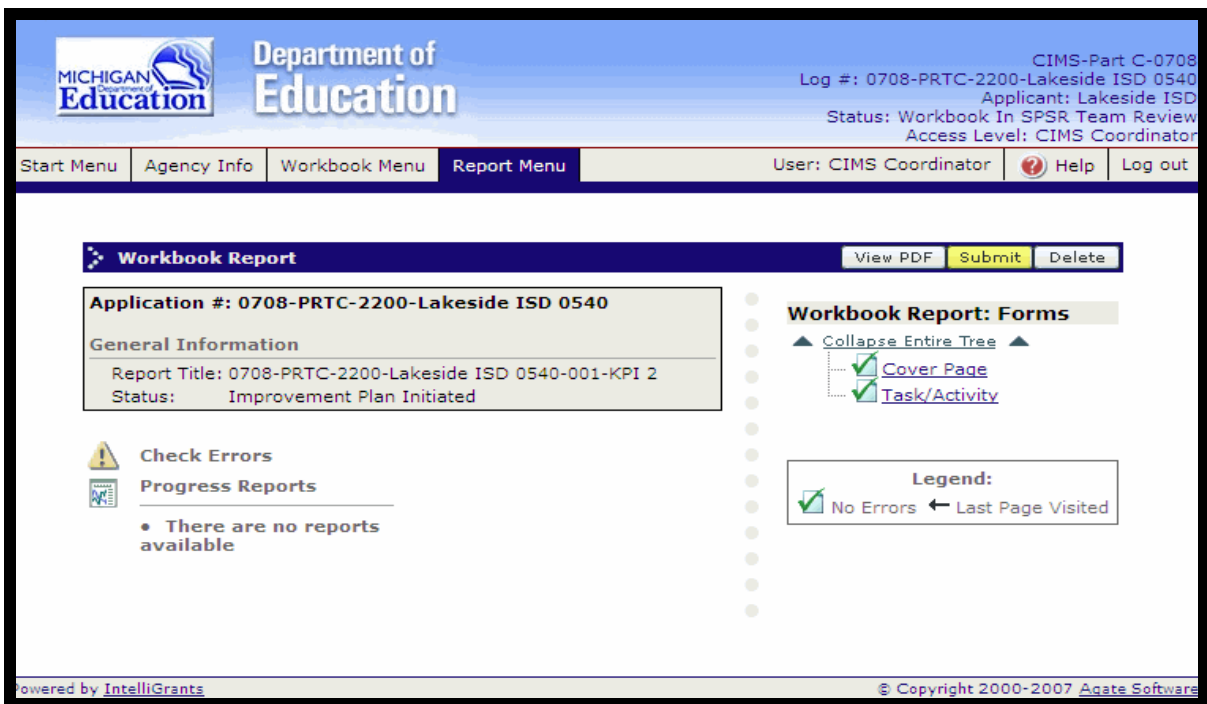


Figure 89

- You will be prompted by a pop-up window asking, **Are you sure you want to submit this report?** Click **OK** to submit the Improvement Plan or **Cancel** to return to the Improvement Plan **Report Menu** screen (Figure 90).

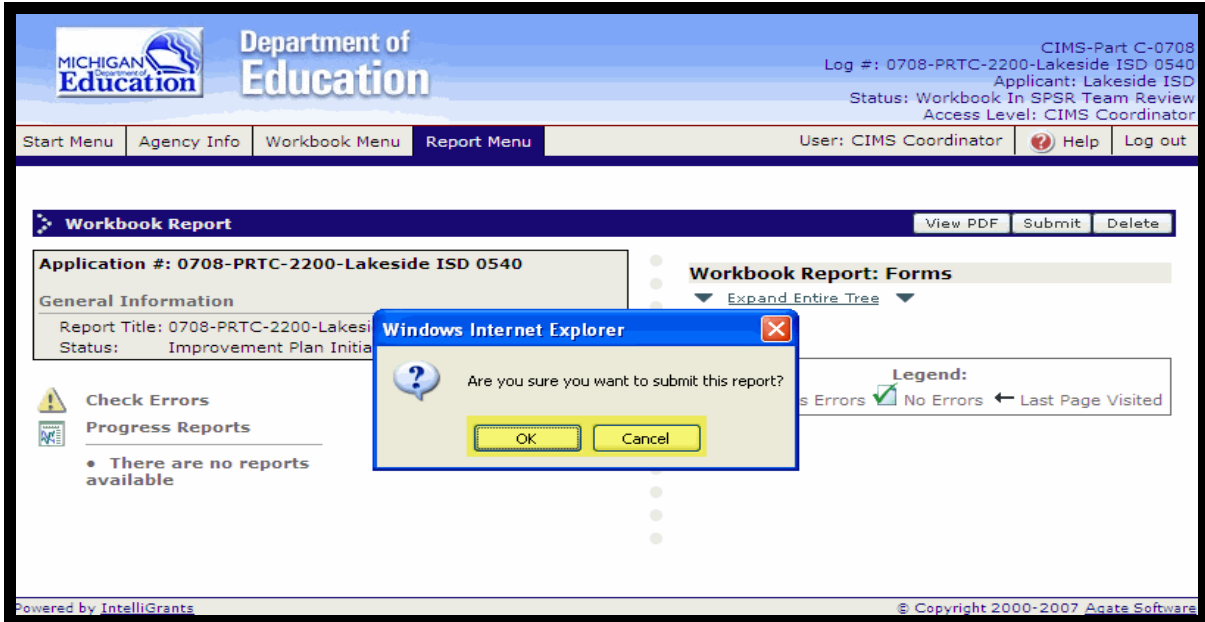


Figure 90

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

The plan status will change from **Improvement Plan Initiated** to **Improvement Plan Submitted** on the **Improvement Plan Report Menu** screen (Figure 91).

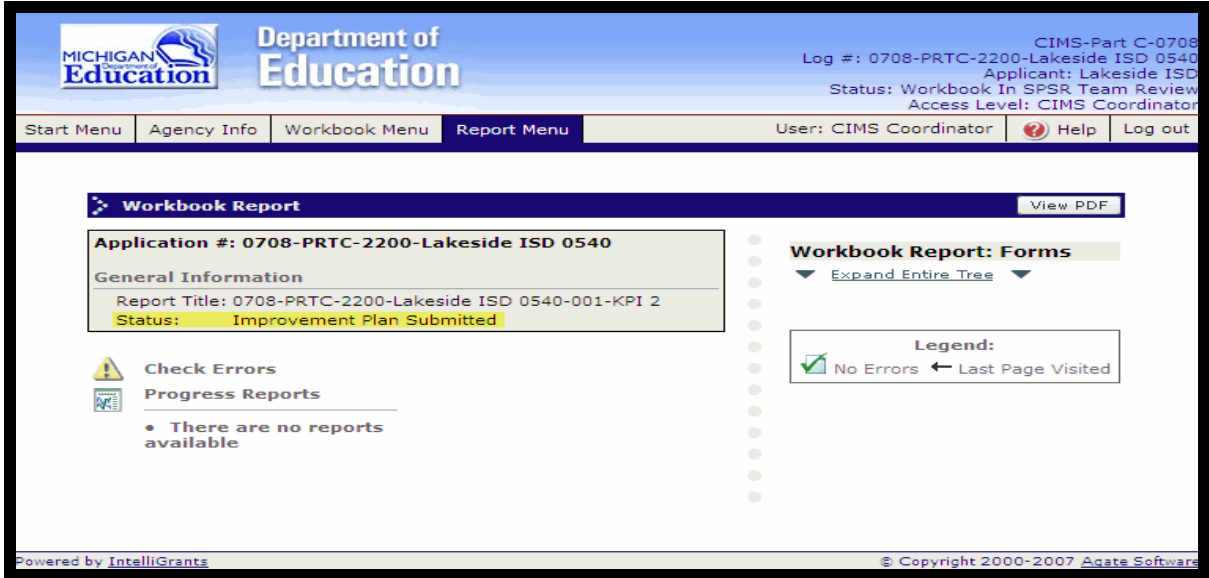


Figure 91

## **MDE Acceptance or Rejection of an Improvement Plan**

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

If the MDE authorized official accepts the plan, the CIMS coordinator will receive an automatic e-mail notification that the plan has been approved, and that workbook status has been updated from **Workbook in MDE Review** to **Workbook Accepted** on the Improvement Plan **Report Menu** screen.

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 will change from **Improvement Plan Submitted** to **Improvement Plan Modifications Required** on the Improvement Plan **Report Menu** screen. The CIMS coordinator will now have access to update the Improvement Plan. When finished updating the Improvement Plan, the CIMS coordinator will resubmit it for MDE review using the steps outlined above.

## Generating an Improvement Plan PDF

Users with CIMS coordinator and viewer workbook rights have access to print an Improvement Plan report at any time during the Improvement Plan process.

1. From the **Start Menu**, click the **Improvement Plan** link from the **Task List** section and then click the appropriate plan.
2. From the resulting Improvement Plan **Report Menu** screen, click the **View PDF** button to generate the Improvement Plan PDF (Figure 92). A new window will open displaying the report in PDF format (Figure 93).
3. To print the PDF, click the **printer icon** in your Internet browser window.

**Note:** When printing the Improvement Plan PDF, you will need to print out file attachments separately as they are not included in the PDF report.

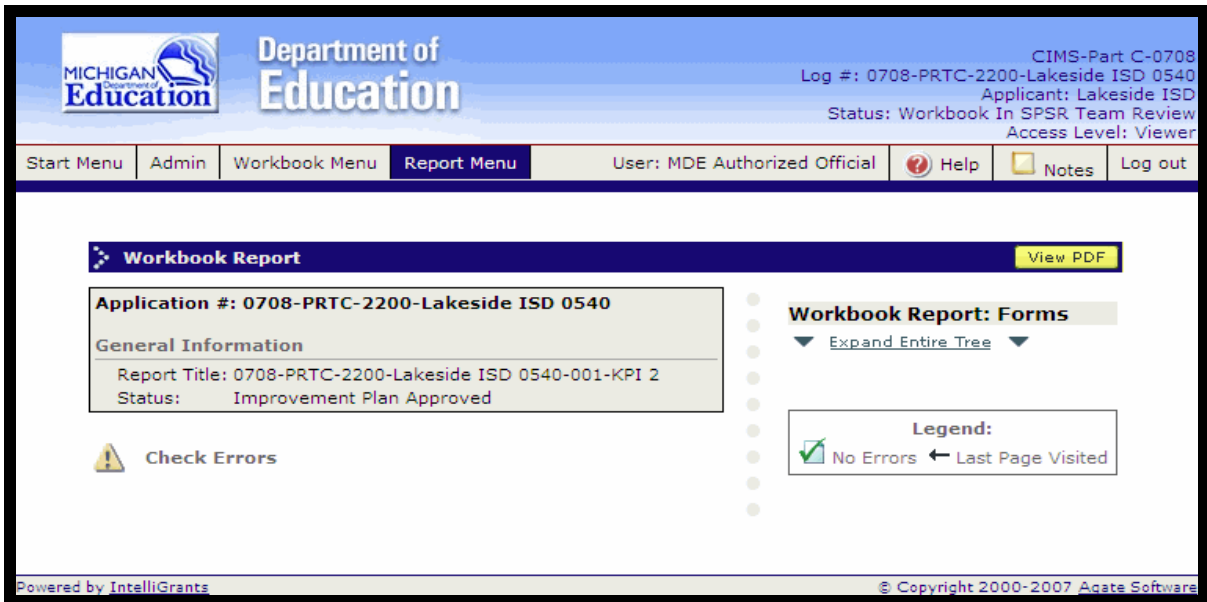


Figure 92

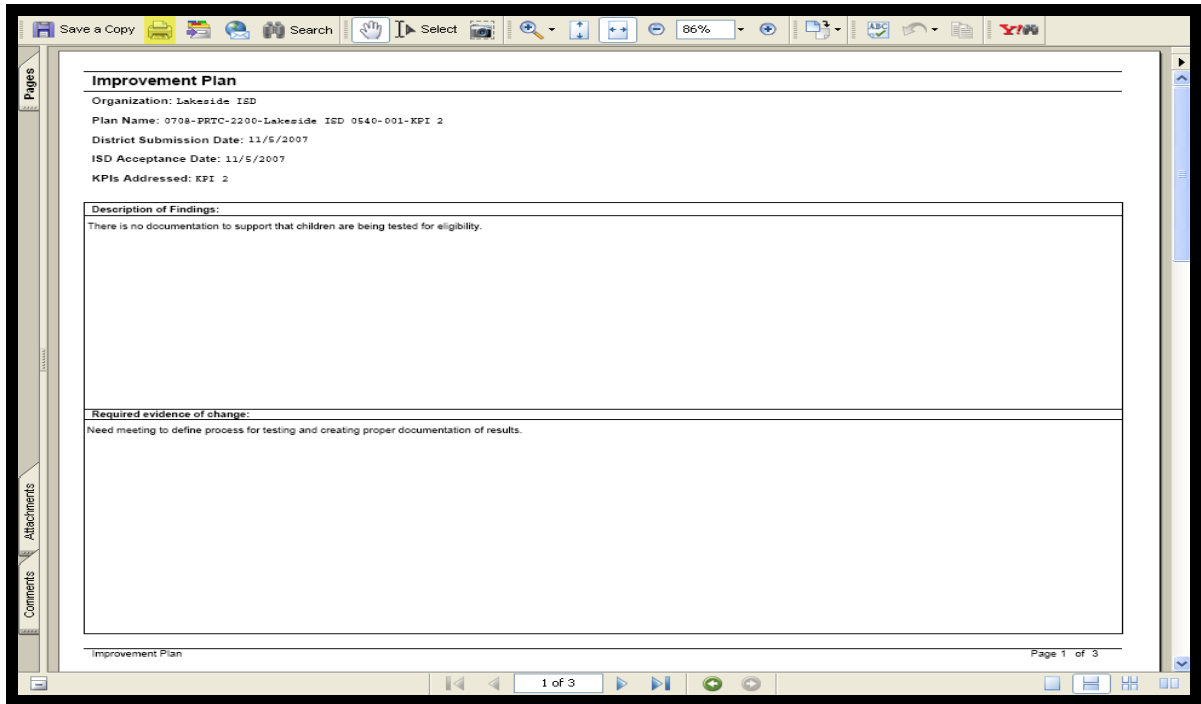


Figure 93