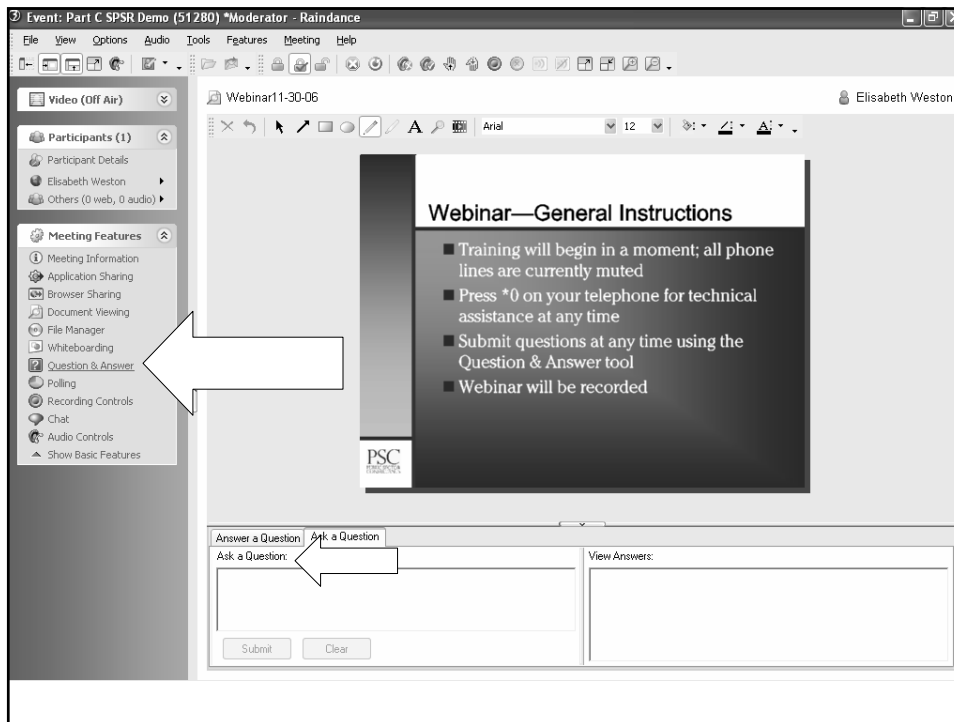


Part C SPSR Electronic Workbook

- User Acceptance Testing (UAT)
Presentation to the Part C Project Team
- Webinar general instructions
 - Training will begin shortly; all phone lines are currently muted
 - Press *0 on your telephone for technical assistance at any time
 - Submit questions at any time using the Question & Answer tool
 - Webinar will be recorded

Agenda and Expectations

- 1:30–2:30: System demonstration
- 2:30–3:00: User acceptance testing (UAT) overview
- 3:00–4:00: Questions
- Goal: To familiarize project team with e-workbook tool for use in UAT
- Next Steps (by December 12)
 - Pre-training of *Early On* Training and Technical Assistance (EOTTA) staff
 - Cohort 1 training



Part C SPSR Process Review

- SPSR team is formed, oriented by Early On coordinator (every three years)
- Information is gathered, stored electronically, automatically tabulated
- SPSR team analyzes and rates information, submits rating to MDE
 - SPSR team develops improvement plan, if necessary
- Coordinator submits quarterly reports to MDE on improvement plan progress

Disclaimers

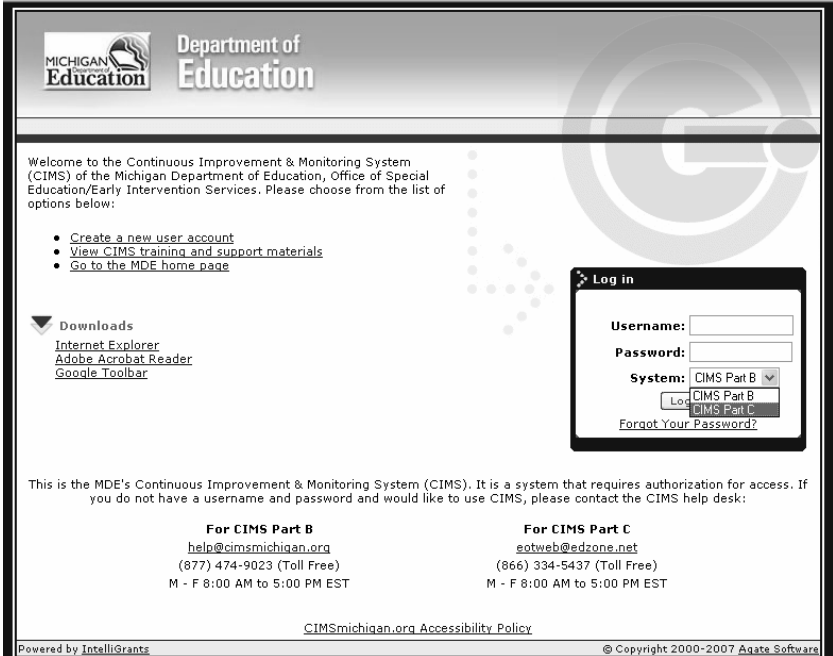
- Electronic workbook supports the SPSR process—not vice versa
- This training is not designed to make you an expert
 - Cohort 1 *initial* training in November, December
 - Additional training for cohort 1 in early 2008
 - Login credentials available after presentation for access to “sandbox”—year-round
- Names of actual Part C children will be visible during the presentation

Electronic Workbook Introduction

- Designed to support CIMS processes (SPSR)
- Web-based application
- Secure system
- Data stored electronically
- Supports local workflow

Main Portal

- Used by both Part B and Part C
- Login credentials will be provided to
 - each cohort 1 service area
 - MDE monitoring personnel
- System/workbook access predetermined, assigned to login credentials



The screenshot shows the main portal for the Continuous Improvement & Monitoring System (CIMS). At the top left is the Michigan Department of Education logo. The main content area includes a welcome message, a list of links (Create a new user account, View CIMS training and support materials, Go to the MDE home page), a Downloads section with links to Internet Explorer, Adobe Acrobat Reader, and Google Toolbar, and a Log In box with fields for Username, Password, and System (CIMS Part B or CIMS Part C). At the bottom, there are contact details for CIMS Part B and CIMS Part C, and footer information including the website URL and copyright notice.

Department of Education

Welcome to the Continuous Improvement & Monitoring System (CIMS) of the Michigan Department of Education, Office of Special Education/Early Intervention Services. Please choose from the list of options below:

- [Create a new user account](#)
- [View CIMS training and support materials](#)
- [Go to the MDE home page](#)

Downloads

- [Internet Explorer](#)
- [Adobe Acrobat Reader](#)
- [Google Toolbar](#)

Log In

Username:

Password:

System:

[Forgot Your Password?](#)

This is the MDE'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@cimsmichigan.org (877) 474-9023 (Toll Free) M - F 8:00 AM to 5:00 PM EST	For CIMS Part C edzone@otweb.edzone.net (866) 334-5437 (Toll Free) M - F 8:00 AM to 5:00 PM EST
--	--

[CIMSmichigan.org Accessibility Policy](#)

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Start Menu

- “Waiting room”—inside the system, outside the work area
- Numerous places to go from here
 - Workbooks
 - Improvement plans
 - Reports

The screenshot shows the web application interface for the Michigan Department of Education's Continuous Improvement & Monitoring System (CIMS). The header includes the Michigan Department of Education logo and name, along with user information: "User Agency: Michigan Department of Education", "Access Level: MDE Authorized Official", "User: Jessica Wolf", and "Log out" button. A navigation bar contains "Start Menu" and "Admin" tabs. The main content area features a welcome message, a message box stating "You do not have any system messages.", a "Project Management Task List" with expandable sections for "Workbooks", "Improvement Plans", and "Improvement Plan Progress Report", and a "Quick Links" sidebar with links for account maintenance and CIMS PARTC overview. The footer contains contact information for CIMS Part B and C.

Department of Education
User Agency: Michigan Department of Education
Access Level: MDE Authorized Official
User: Jessica Wolf Help Log out

Start Menu Admin

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

You do not have any system messages.

Project Management Task List

Expand Entire Tree

- Workbooks
- Improvement Plans
- Improvement Plan Progress Report

Quick Links

- Maintain Your Account**
 - Edit Your Contact Information
- CIMS PARTC Overview**
 - View all CIMS PARTC Templates
 - View all CIMS PARTC agencies
 - View all CIMS PARTC contacts
 - View all CIMS PARTC Workbooks
 - 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
helh@cims.michigan.nm

For CIMS Part C
entwah@edzone.net

New Workbook

- Where all service areas start
- General layout overview
 - Dashboards
 - Information links
 - Work areas
- Entering data from “information-gathering”
 - Document review
 - Child record review

The screenshot shows a web application interface for a workbook. At the top, there is a navigation bar with 'Start Menu', 'Admin', and 'Workbook Menu' tabs. The user is identified as 'Jessica Wolf'. There are icons for 'Help', 'Notes', and 'Log out'. The main content area is titled '2008 CIMS-Part C-0708 Workbook'. It features a 'Workbook #: 0708-PRTC-11000-Berrien ISD-0548' and a 'Change Workbook Title' link. Below this is a 'General Information' section with fields for 'Workbook Manager: Mark Reigle', 'Status: Workbook In Process', and 'Due Date: 5/30/2008 (Fri)'. An 'Agency Information' section includes a 'View District Information' link and a note that the 'Minimum sample size for child record review: 19'. The main content area is organized into several sections: 'SPSR Process, Information, and Training' with a link to 'SPSR Process, Information, and Training'; 'Child Demographics' with a link to 'Identify the Selected Children'; 'Contacts' with links to 'Control Access to Workbook' and 'Send Email to Workbook Contacts'; 'Errors'; 'Summary Reports'; and 'KPI Preliminary Report'. On the right side, there is a 'Workbook Forms' section with a tree view containing 'Expand Entire Tree' and 'Document Review'. Below this is a 'Legend' section with a link to 'Last Page Visited'.

Child Data

- Demographic data (December 2006) pre-loaded
- New children may be added
- Indicates which child records were reviewed

[Back to Menu](#)

SEARCH CHILD RECORDS

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

Child Search Clear

Child MI-CIS ID

Child First Name

Child Last Name

Search Clear

Search criteria: None.

Child

Child MI-CIS ID	Child First Name	Child Last Name
⌵	JAYDEN	ACEVEDO
⌵	JAZMINE	ACEVEDO
⌵ D1XG72ECR7	HARLEY	ACHER
⌵	ANNABELLE	ADAMS
⌵ 25EIAATP9V	NATALIA	ADAMS
⌵	JAYDEN	AKEY
⌵	JOE	ALEJANDRE
⌵	EMA	ALKEMA
⌵	TAMIYAH	ALLEN
⌵	MEGHAN	ALONSO
⌵	ALEXANDRA	ANDERSON
⌵	RYAN	ANDERSON
⌵	VANCE	ARENT
⌵	MARIAH	ARNDT
⌵	EDDIE	ARRIAGA
⌵	ERICK	ARRIAGA
⌵	MARTIN	ARVIZU
⌵ 22LUCQ2U06	LUCAS	ATHERTON
⌵	EU LAYSHEN	AURTY
⌵	ALGIS	BALIUNAS

[Back to Menu](#)

VIEW/EDIT CHILD RECORD

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

Record 108 of 109

Child		Add	Edit	Delete	Search
Child MI-CIS ID					
Child First Name	ZACHARY				
Child Last Name	YONTS				
DOB (mm/dd/yyyy)	8/16/2005				
Eligibility Type	Early On only				
Attending district	Clare-Gladwin RESD				
Attending Service Area/ISD	Clare-Gladwin RESD				
Attending district begin (mm/dd/yyyy)	2/28/2007				
Child's age on 6/1/07 (years)	1.79				
Selected for record review	<input type="checkbox"/>				
UIC					
Gender	Male				

[Back to Menu](#)

VIEW/EDIT CHILD RECORD

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.


Child		Save	Cancel
Child MI-CIS ID	<input type="text"/>		
Child First Name	<input type="text"/> *		
Child Last Name	<input type="text"/> *		
DOB (mm/dd/yyyy)	<input type="text"/> *		
Eligibility Type	<input type="text"/> *		
Attending district	<input type="text"/> *		
Attending Service Area/ISD	<input type="text"/> *		
Attending district begin (mm/dd/yyyy)	<input type="text"/>		
Child's age on 6/1/07 (years)			
Selected for record review	<input type="checkbox"/>		
UIC	<input type="text"/>		
Gender	<input type="text"/> *		

* = Required Field

Child Record Review (CRR)

- Electronic pages match paper version for data entry ease





Department of Education

CIMS-Part C-0708
Log #: 0708-PRTC-41000-Kent ISD-0551
Applicant: Kent ISD
Status: Workbook In Process
Access Level: Viewer

Start Menu | Admin | **Workbook Menu** | User: Jessica Wolf | Help | Notes | Log out

2008 CIMS-Part C-0708 Workbook

Workbook #: 0708-PRTC-41000-Kent ISD-0551
[Change Workbook Title](#)

General Information

Workbook Manager: [Barbara Corbin](#)
Status: Workbook In Process
Due Date: 5/30/2008 (Fri)

Agency Information

[View District Information](#)
Minimum sample size for child record review: 71

SPSR Process, Information, and Training

- [SPSR Process, Information, and Training](#)

Child Demographics

- [Identify the Selected Children](#)

Contacts

- [Control Access to Workbook](#)
- [Send Email to Workbook Contacts](#)

Workbook Forms

[Expand Entire Tree](#)

- HUNTER ADAMS
- JAMAIRAH ABNEY
- XACHERY ADAMS
 - Child Record Review
 - Child Record Review Form - 1 ←
 - Child Record Review Form - 2
 - Child Record Review Form - 3
 - Child Record Review Form - 4
 - Child Record Review Form - 5
 - Child Record Review Form - 6
 - Child Record Review Form - 7
 - Document Review


Legend:


- No Errors
- ← Last Page Visited

MI-CIS ID:		Child Name:	XACHERY ADAMS
Eligibility Type:	Early On and special education	Age of the child:	0.68
Date of Review:	5/5/2007		
Person Conducting Review:	Barbar Corbin		
Title:	CIMS Coordinator		
CHILD FIND			
1. Was the family notified of referral and asked for permission for evaluation within 10 calendar days of referral? (Ref. #124)			
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA			
2. Was the child assigned a service coordinator (or primary contact person) within 10 calendar days of referral? (Ref. #125)			
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA			
ELIGIBILITY DETERMINATION			
3. Was the child's health status evaluated or reviewed? (Ref. #126)			
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA			
4. If the answer to question 3 is YES, was this evaluation/review conducted within 45 calendar days of referral? (Ref. #135)			
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA			
5. If the answer to question 4 is NO, is there documentation of exceptional family circumstances? (Ref. #252)			
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA			
6. Were the child's adaptive/self-help skills evaluated or reviewed? (Ref. #127)			
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA			
7. If the answer to question 6 is YES, was this evaluation/review conducted within 45 days of referral? (Ref. #136)			
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA			
8. If the answer to question 7 is NO, is there documentation of exceptional family circumstances? (Ref. #253)			

Document Review (DR)

- Electronic pages match paper version for data entry ease





**Department of
Education**

CIMS-Part C-0708
 Log #: 0708-PRTC-18000-Clare-Gladwin RESD-0549
 Applicant: Clare-Gladwin RESD
 Status: Workbook In Process
 Access Level: CIMS Coordinator

Start Menu
Agency Info
Workbook Menu
User: Heather DuBois
Help
Log out

2008 CIMS-Part C-0708 Workbook

Submit Workbook

Workbook #: 0708-PRTC-18000-Clare-Gladwin RESD-0549
[Change Workbook Title](#)

General Information

Workbook Manager: **Heather DuBois**
 Status: Workbook In Process
 Due Date: 5/30/2008 (Fri)

Agency Information
[View District Information](#)
 Minimum sample size for child record review: 10

SPSR Process, Information, and Training

- [SPSR Process, Information, and Training](#)

Child Demographics

- [Identify the Selected Children](#)

Contacts

[Central Access to Workbook](#)

Workbook Forms

Expand Entire Tree

- ANDREA BURLINGAME
- ASHLEY COURNEYA
- AUBRIE ANDERSON
- Document Review
 - Document Review Form - 1
 - Document Review Form - 2
 - Document Review Form - 3

Legend:

No Errors ← Last Page Visited

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)	100	<input type="text"/>
Department of Human Services (DHS)	100	<input type="text"/>
Education agency	100	<input type="text"/>
Family member	100	<input type="text"/>
Hospital	100	<input type="text"/>
Physician	100	<input type="text"/>
Public health agency	100	<input type="text"/>
Other	100	<input type="text"/>

3. Does the service area's plan specify Child Find activities designed to identify infants and toddlers who are minorities? (Ref. #106)

Yes No NA

4. Does the service area's plan specify Child Find activities designed to identify infants and toddlers who are children of low-income families? (Ref. #107)

Yes No NA

5. Does the service area's plan specify Child Find activities designed to identify infants and toddlers who are homeless? (Ref. #108)

Yes No NA

6. Does the service area's plan specify Child Find activities designed to identify infants and toddlers who are wards of the state? (Ref. #109)

Yes No NA

Workflow Management

- Electronic workbook status aligns with work process
 - Workbook in progress
 - Workbook in SPSR team review
 - Workbook in MDE review
 - Workbook modifications required (when needed)
 - Workbook accepted
- Improvement plans have similar status levels

Preparation for SPSR Team Work

- Information-gathering complete
- Checking for errors
- Advancing workbook to team review level
- KPI preliminary report (PDF)
 - Data tabulated
 - Instructions and rubrics included
 - Continuous improvement protocol (CIP) form included

2008 CIMS-Part C-0708 Workbook Submit Workbook

Workbook #: 0708-PRTC-41000-Kent ISD-0551
[Change Workbook Title](#)

General Information
 Workbook Manager: [Barbara Corbin](#)
 Status: Workbook In Process
 Due Date: 5/30/2008 (Fri)

Agency Information
[View District Information](#)
 Minimum sample size for child record review: 71

Workbook Forms
[Expand Entire Tree](#)
[HUNTER ADAMS](#)
[JAMAIRAH ABNEY](#)
[XACHERY ADAMS](#)
[Document Review](#)

Legend:
 ← Last Page Visited

SPSR Process, Information, and Training
 • [SPSR Process, Information, and Training](#)

Child Demographics
 • [Identify the Selected Children](#)

Contacts
 • [Control Access to Workbook](#)
 • [Send Email to Workbook Contacts](#)

Errors

Summary Reports

KPI Preliminary Report
 • [KPI Preliminary Report](#)

Save a Copy 78%

Options x

Pages

Attachments

Comments

Continuous Improvement & Monitoring System (Part C)

Department of Education

Early On® Service Provider Self-Review (SPSR) Key Performance Indicator (KPI) Rating Rubrics

PURPOSE

The KPI is a statement of the characteristics of an *Early On* system. The seven KPIs form the backbone of the service provider self-review (SPSR). They cover several broad categories related to the compliance and effectiveness of *Early On* systems that are of interest and concern to the federal Office of Special Education Programs (OSEP).

Once the service area information-gathering activities have been completed and the KPI preliminary reports are generated, the SPSR team uses performance rubrics to guide its analysis and evaluate the service area's performance on each KPI. The team assigns one of the following ratings for the service area's performance on each of the KPIs:

- Strength (indicating that, in addition to meeting legal and regulatory requirements, the service area is demonstrating best practices)
- Meets requirements (indicating that the service area meets legal and regulatory requirements)
- Needs improvement (indicating that the service area is not meeting all the legal and regulatory requirements)

The SPSR team should deliberate the KPI preliminary report findings until a *consensus decision* on each KPI's final rating is reached. Because this is a self-review, there is no absolute rating outcome for any given set of findings; rather, the SPSR team should reflect honestly on the service area's present performance relative to laws, regulations, and best practices. (Note: the Michigan Department of Education bases its binding determinations on its own analysis of many data sources, including—but not limited to—the same data sources collected in the SPSR.)

If the service area's performance on any KPI "needs improvement," the Early On coordinator must develop an improvement plan aligned with the SPSR team's analysis.

PROCESS

The SPSR team uses the following process to assess the district's performance level on each KPI.


1 of 49

KPI Analysis and Rating

- Workbook is used AFTER team completes its analysis and rating meetings



The screenshot shows a web application interface for managing workbooks. At the top, there is a navigation bar with 'Start Menu', 'Agency Info', and 'Workbook Menu'. The user is identified as 'Barbara Corbin' with an 'Access Level: CIMS Coordinator'. The main content area is titled '2008 CIMS-Part C-0708 Workbook' and includes a 'Change Workbook Title' link. A 'General Information' section contains the following details: Workbook Manager: Barbara Corbin; Status: Workbook In SPSR Team Review; Due Date: 5/30/2008 (Fri); Date Submitted: 10/23/2007 (Original); Minimum sample size for child record review: 71. To the right, a 'Workbook Forms' section lists several forms: HUNTER ADAMS, JAMAIRAH ABNEY, XACHERY ADAMS, Document Review, KPI Analysis and Rating, and Continuous Improvement Protocol. A 'Legend' box indicates that a left-pointing arrow icon represents the 'Last Page Visited' status. Two white arrows are overlaid on the image: one points to the 'Status' field in the 'General Information' section, and the other points to the 'KPI Analysis and Rating' form in the 'Workbook Forms' list.



**Department of
Education**

CIMS-Part C-0708
Log #: 0708-PRTC-41000-Kent ISD-0551
Applicant: Kent ISD
Status: Workbook In SPSR Team Review
Access Level: CIMS Coordinator

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

User: Barbara Corbin | [Help](#) | [Log out](#)

[Return to Previous Page](#) **KPI 4: SERVICES IN NATURAL ENVIORNMENTS** [? 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 Next ▶ View PDF

Rating

Analysis

▼

Strength

Meets Requirements

Needs Improvement

00 of 4000 Characters

Analysis File

Browse...

MDE Comments


Service Area Comments


00 of 4000 Characters

◀ Back Save Next ▶ View PDF

Improvement Planning

- Workbook is used AFTER team completes its improvement plan
- E-mail notifications remind local users to submit progress reports





Department of Education

CIMS-Part C-0708
 Log #: 0708-PRTC-73000-Saginaw ISD-0560
 Applicant: Saginaw ISD
 Status: Workbook Accepted
 Access Level: Viewer

[Start Menu](#) | [Admin](#) | [Workbook Menu](#) | [Report Menu](#)

User: Jessica Wolf | [Help](#) | [Notes](#) | [Log out](#)

Workbook Report
[View PDF](#)

Application #: 0708-PRTC-73000-Saginaw ISD-0560

General Information

Report Title: 0708-PRTC-73000-Saginaw ISD-0560-002-Imp plan 2
 Status: Improvement Plan Modifications Required

[Check Errors](#)

Modifications Required: dfd


Workbook Report: Forms

- ▲ Collapse Entire Tree ▲
- ✓ Cover Page
- Task/Activity
 - ✓ Imp plan Task 1
 - ✓ Imp plan Task 2

Legend:

Workbook Form
 No Errors
 Last Page Visited

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Department of Education

CIMS-Part C-0708
 Log #: 0708-PRTC-73000-Saginaw ISD-0560
 Applicant: Saginaw ISD
 Status: Workbook Accepted
 Access Level: Viewer

[Start Menu](#) | [Admin](#) | [Workbook Menu](#) | [Report Menu](#)

User: Jessica Wolf | [Help](#) | [Notes](#) | [Log out](#)

[Return to Previous Page](#)
IMPROVEMENT PLAN COVER PAGE
[? Check for Errors](#)

Instructions: Required items are marked with an *.

Next ▶

Last modified by Barbara Russell on 10/8/2007 3:24:54 PM

What is the plan name?

Plan Required

KPI 3

KPI 6

*

Description of Findings

Insert details about why this improvement plan is necessary

What is the required evidence of change?

Insert description of steps intended to correct noncompliance and the resulting (improved) data

Plan Optional

KPI 2

KPI 5

Imp plan 2

010 of 1000 Characters*

Imp plan 2

010 of 1000 Characters*

Next ▶

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

Instructions: Required items are marked with an *.

Please select a page to view:

[Back](#)

Last modified by Barbara Russell on 10/8/2007 3:26:12 PM

TASK NAME (35 Character Limit) *

Task/Activity Type *

Task (strategies/methods/practices)
List specific tasks/activities here

015 of 1000 Characters*

Justification for tasks/activities
Explain how this task relates to evidence of change

015 of 1000 Characters*

Person responsible for task
Insert name and title
Employee level * **Name and Title**
026 of 300 Characters*

Task due date
mm/dd/yyyy *

Task documentation/products
List items that substantiate change


015 of 300 Characters*


Task evaluation/measurement
List method(s) and measure(s) of task follow-up

015 of 1000 Characters*

ATTACHMENT
MDE Comments
(Currently: [13403-30208-attachment test doc.doc](#))

Last modified by Barbara Russell on 10/8/2007 3:26:12 PM

- ## Reports
- Local level
 - Child record review summary report
 - KPI preliminary report
 - MDE level
 - Workbook status report
 - KPI rating report
 - Cohort report
 - Document review summary report
 - Cumulative child record review summary report
 - Continuous improvement protocol reports
- 



Department of Education

User Agency: Michigan Department of Education
 Access Level: MDE Authorized Official
 User: Jessica Wolf [Help](#) [Log out](#)

[Start Menu](#) [Admin](#)

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

You do not have any system messages.

Project Management Task List

[Expand Entire Tree](#) ▼

- ☐ Workbooks
- ☐ Improvement Plans
- ☐ Improvement Plan Progress Report

Quick Links

Maintain Your Account

- [Edit Your Contact Information](#)

CIMS_PARTC Overview

- [View all CIMS_PARTC Templates](#)
- [View all CIMS_PARTC agencies](#)
- [View all CIMS_PARTC contacts](#)
- [View all CIMS_PARTC Workbooks](#)
- [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
(877) 474-9023 (Toll Free)

For CIMS Part C

eotweb@edzone.net
(866) 334-5437 (Toll Free)



Department of Education

User Agency: Michigan Department of Education
 Access Level: MDE Authorized Official
 User: Jessica Wolf [Help](#) [Log out](#)

[Start Menu](#) [Admin](#)

[Return to Main Menu](#) **REPORTS**

Instructions: This page lists various reports which can be executed, and then downloaded in either PDF or Excel. Please a link to execute or view a report.

- **Workbook Status Report**
- **KPI Rating Report**
- **Cohort Report**
- **Document Review Summary Report**
- **Child Record Review Summary Report**
- [Continuous Improvement Protocol Reports](#)

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User Acceptance Testing (UAT)

- <http://sandbox-c.cimsmichigan.org>
- Login credentials e-mailed separately
 - *Early On* coordinators are workbook managers for their own service area (CIMS coordinator)
 - MDE personnel can view all workbooks but can't enter data
- Only cohort 1 service areas have child demographics pre-loaded (others must add new)

What to Try

- Anything you can!
- CIMS coordinators:
 - Selecting/adding children
 - Completing CRR and DR forms
 - Advancing workbook
 - KPI analysis and rating
 - Improvement plans
- MDE authorized officials:
 - Viewing different workbooks/plans
 - Reports

Indicating Errors or Suggestions

- Errors
 - Defect capture form (MS Word) or a blank Word document
 - Print screen, paste into document
 - Write what happened—or didn't happen
- Suggestions
 - Ideas for future functions, reports, or trainings
 - Contact Lis Weston
 - *eweston@pscinc.com*
 - (517) 484-4954



Training & Technical Assistance

- For UAT (through November 7)
 - Contact Lis Weston
 - *eweston@pscinc.com*
 - (517) 484-4954
 - Contact the CIMS help desk (877-474-9023)
- After November 12 (system “live”)
 - Tier 1: EOTTA website
 - Tier 2: EOTTA trainers
 - Tier 3: CIMS help desk
 - Webinars as needed



Part C SPSR Operations (07–08)

- External data incorporated soon
- Change management for regular fixes or bugs
- CIMS “cycle 2” for large-scale changes

Questions