

# How to Complete a Cross Indicator Analysis



This how-to document is intended for CIMS Coordinators and will explain how to complete the Part B Cross Indicator Analysis with Review and Analysis Process (RAP) and district improvement teams.

The Cross Indicator Analysis is intended to help districts better understand data related to certain indicators and priority areas; B-Timely IEP, B-11 (Child Find), and B-12 (Early Childhood Transition). MDE encourages districts to use this information to guide school improvement planning and activities to achieve compliance.

## ACCESS THE CROSS INDICATOR ANALYSIS

1. Log in to the system at <https://www.cimsmichigan.org>.
2. On the Tasks list, select the **current workbook**. (B Workbook April 2016 – District Name).
3. Under the Data heading, select the **Cross Indicator Analysis link under the Name column**.



Districts can also access the Cross Indicator Analysis by clicking on the **Data** tab at the top of the screen. This will bring you to a search page. From the "Data Types" dropdown select the indicator and workbook cycle you want (for example, B CrossIndAnalysis – April2016). Then click **Search**. Your Cross Indicator Analysis will appear. Select the **link under the Name column**.

## COMPLETE THE CROSS INDICATOR ANALYSIS

4. Review the Resources section once you are on the B Cross Indicator Analysis Menu page.
5. Click **Cross Indicator Analysis Documents** in the Resources section to access your current Strand Report and relevant student data.



The Resources section will help you complete the B Cross Indicator Analysis form, analyze data with probe questions, link CIMS to other improvement planning efforts, and support data-driven decision making.

6. Click **Cross Indicator Analysis Form** under the Forms heading.
7. With your RAP team and the district's improvement team (or local interagency coordinating council), complete the form. Remember that CIMS has a 20 minute timeout feature, so save frequently.



The goal of Cross Indicator Analysis is to foster a conversation about the connections among indicators and promote collaboration between special education and the district improvement team or local interagency coordinating council leading to the implementation of effective systemic solutions. Bring copies of your data and the probe questions to promote a mutually beneficial conversation when you meet with these groups to complete the form.

8. Review the instructions near the top of the page.
9. Select "Yes" or "No" for each question by clicking on the appropriate radio button.
10. For each "No" selected, you must add a comment.
11. For this activity, you must share the information with a broader audience including the school board. Upload the school board agenda for the meeting at which this data analysis were presented and discussed.
12. Enter contact information for at least one member of the CIMS RAP team and one member of the district improvement team. Click **Save**.

### **SUBMIT THE CROSS INDICATOR ANALYSIS**

13. Return to the Cross Indicator Analysis Menu by clicking the **Document Information link** at the top of the page. To submit the Cross Indicator Analysis, you must change the status.
14. Under the Forms heading, click **Click Here to Change the Cross Indicator Analysis Form Status**.
15. Click **Apply Status** to change the status to Completed.