

Welcome!

The February Workbook Preview will begin in a few moments.

- Click on the link below to join the webinar:
<https://zoom.us/j/903269356>
- You will be given the option to connect your audio by phone or computer.
- No password is required for this webinar.

To join the webinar by phone only (US Toll): (Note: Phones are currently on mute)

- Dial 1-646-558-8656
- Enter Webinar ID: 903-269-356

This presentation will be recorded and available for download on the [CIMS Training site](http://cims.cenmi.org/Events.aspx) (<http://cims.cenmi.org/Events.aspx>).

To communicate with the presenters during the presentation, please use the "Q and A" feature.





FEBRUARY CIMS WORKBOOK PREVIEW

February 9, 2016

For Districts and ISD Monitors

Meet the CIMS Team

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- Office of Special Education (OSE)
 - Jessica Brady, Supervisor
 - Jeanne Anderson Tippet, Coordinator
 - Kathleen Hoehne, Consultant
 - Charles Thomas, Consultant
 - Shawan Dortch, Consultant
 - Sharon Fink, Departmental Analyst

- Public Sector Consultants (PSC)
 - Lynne Clark
 - Karen Hairston
 - Sarah Greer



Agenda

- February Workbook
- CIMS Navigation Refresher
- Resources
- Questions?

Wondering about the Part C Webinar?

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- The Part C webinar was pre-recorded and is available on the [EOT&TA website](http://eotta.ccrea.org/) (<http://eotta.ccrea.org/>) as well as the CIMS Training site.
- Please contact the Part C Help Desk with any questions!
 - 866-334-5437
 - eotweb@edzone.net



February Workbook Overview



February Workbook in CIMS

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- Monitoring work will continue to be released in CIMS until further notice.
- Launch of Catamaran is delayed to ensure quality and completeness for full functionality.



February Workbook Overview

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- ❑ Strand Report
- ❑ Monitoring Activities Report (MAR)
- ❑ Focused Monitoring (FM) Reports of Findings (GSM and SD-Discipline)
- ❑ Letters of Findings (B-11)
- ❑ FM Notification Letters (B-4A, B-4B, B-4AB)
- ❑ Closeout and Non-closeout Reports

Accessing the Strand Report

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- The Strand Reports summarizes your district's performance on the State Performance (SPP) Indicators.
- Access the February 2016 Strand Report from your Reports Page.

B Report Menu
Please complete all required forms below.

Document Information: [B Report Feb2016](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Reports - Feb2016		CIMS System	1/25/2016 4:40:00 PM
	Feb2016 Strand Report			
	View Status History			
	Document Menu			

Strand Report Example

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- You are able to print the document (use Print Version at the top of the screen to print a PDF).
- Review information with your Review and Analysis Process (RAP) Team and share this Report with all appropriate persons in your district.



The screenshot displays the CIMS Workbook interface. At the top, it says "Continuous Improvement & Monitoring System (CIMS) CIMS Workbook". Below this is a navigation menu with tabs for Home, Reports, Compliance, Results, Workbooks, Data, Focused Monitoring, Search, and Policy. A secondary menu includes Reports, Administration, Organization(s), Profile, and Logout. A blue bar at the bottom of the navigation area contains three buttons: "PRINT VERSION" (circled in red), "ADD NOTE", and "CHECK GLOBAL ERRORS". Below the navigation, there is a "Back" button and a link to "Document Information: C Report Feb2016". A breadcrumb trail shows "You are here: > C Report Menu > Forms Menu". The main content area features the title "Part C 2015 Strand Report" and the date "Issued February 2016". At the bottom, a paragraph explains that the Strand Report provides a snapshot of service area performance on indicators from the State Performance Plan/Annual Performance Report (SPP/APR), with updates from the November 2015 version.

Strand Report Content

- The Strand Report includes links to the CIMS website and other pages in Workbook.

Indicator/Type	Data Year	Local Calculation	Target	Local Data	Target Met?	Workbook Date	Next Step
Timely Service Delivery (Compliance)	FFY 2014	$(5 \div 5) \times 100$	100%	100.0%		N/A	No Action Required
Settings in Natural Environments (Results)	FFY 2013	$(97 \div 97) \times 100$	93.0%	100.0%		N/A	No Action Required
Child Outcomes (Results)							
A-1: Positive Social-emotional skills	FFY 2013	$(4 \div 4) \times 100$	75.0%	100.0%		April 2015	Results Transmittal
A-2: Positive Social-emotional skills	FFY 2013	$(2 \div 4) \times 100$	60.4%	50.0%			
B-1: Acquisition and Use of Knowledge & Skills	FFY 2013	$(4 \div 4) \times 100$	79.5%	100.0%			
B-2: Acquisition and Use of Knowledge & Skills	FFY 2013	$(2 \div 4) \times 100$	51.2%	50.0%			
C-1: Use of Appropriate Behaviors	FFY 2013	$(4 \div 4) \times 100$	78.8%	100.0%			
C-2: Use of Appropriate Behaviors	FFY 2013	$(3 \div 4) \times 100$	59.2%	75.0%			

Strand Report Navigation Note

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- From the Strand Report, the “Back” button in the Workbook will not take you back to the Reports page.
- To return to the Reports page from the Strand Report:
 - Use the Back button in your browser
 - Use the Reports tab to search for your Reports page




MAR

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- The **Monitoring Activities Report (MAR)** is included in every Workbook and provides important information to districts.
- The MAR can be accessed from the Reports page.
- Some messages are universal and go to all districts.
- Some messages are targeted, and are sent only to specific districts.
 - Reminders to review FM notification letter
 - Reminders to review Reports of Findings/No Findings

Sample MAR



Monitoring Activities Report

April 15, 2015 - Part B

Data Point	Item	Activity	Date Due
B-13 (Secondary Transition)	B-13 Data Collection	The B-13 Data Collection activity is being conducted from April 15, 2015 to June 30, 2015. Student checklists are located under the "Data" tab and must be completed on or before June 30, 2015. CIMS Coordinators do not complete this activity; however, please work with your ISD Transition Coordinator and/or local Transition Coordinator Contact to ensure that your local's checklists for all selected students are completed accurately and on time.	6/30/2015
Determinations	SY 2013–2014 Determinations	Determinations will be issued in your August 2015 Workbook. Note: Determinations will not be mailed in June, and will only be available in the August 2015 Workbook.	FYI
Public Reporting	Anticipated Release Date for Public Reporting	Public reporting for all locals from the February 2015 Annual Performance Report (school year 2013–2014) is projected to be available on the MI School Data Portal website by May 29, 2015. To access the report, visit https://www.mischooldata.org and select "Annual Public Reporting - SPP" from the menu.	FYI
Educational Entity Master (EEM)	Update Information	Please ensure that your local's authorized user maintains current information for the local's special education contact by going to: http://cepi.state.mi.us/EEM/ .	ASAP
Significant Disproportionality	Advance Notice	Regulation § 300.646 of the IDEA requires that each state receiving assistance under Part B provide for the collection and examination of data to determine if significant disproportionality based on race and ethnicity is occurring in the state and the local education agencies of the state with respect to: (1) identification of children with disabilities, (2) identification of children with disabilities in a particular impairment category, (3) placement of children in particular education settings, and (4) incidence, duration, and type of disciplinary actions, including suspensions and expulsions. Locals with significant disproportionality will be notified by letter by May 15, 2015.	FYI

Reports of Findings/ No Findings and FM CAPs

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- Based on September Monitoring Activities:
 - GSM (General Supervision Monitoring)
 - SD-Disc (Significant Disproportionality—Discipline)
- A Report of No Findings requires no action.
- A Report of Findings results in an FM CAP (Unless an Expedited Report was completed).
 - Access your CAP from your Task List or the Compliance Tab
 - Work with your TA Provider to complete your CAP

Focused Monitoring Notification Letters

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- Upcoming FM Priorities:
 - B-4B (Suspension/Expulsion by Race/Ethnicity)
 - B-4AB (Suspension/Expulsion and Suspension/Expulsion by Race/Ethnicity)
- FM Notification letters will be:
 - Issued in the February Workbook
 - Posted on the CIMS Training site

February Workbook Activities

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- CAPs:
 - B-11 (Child Find)
 - B-GSM (General Supervision Monitoring)
 - SD-Disc (Significant Disproportionality—Discipline)
- Focused Monitoring:
 - B-4B (Suspension/Expulsion by Race/Ethnicity)
 - B-4AB (Suspension/Expulsion and Suspension/Expulsion by Race/Ethnicity)
- SLCAPs:
 - B-4B
 - B-4AB

Upcoming Due Dates

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- **February 2016 Workbook:**
 - Acknowledge Reports - March 15
 - Submit CAPs - April 1
 - Submit CAP Progress Reports - June 30
 - Request CAP Closeout - October 1
- **September 2015 Workbook:**
 - Submit CAP PRs – February 15
 - Request CAP Closeout – April 15

Other Important Dates

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- ❑ **Workbook Dark:** February 8 - 14
- ❑ **February 2016 Workbook launches:** February 15
- ❑ **Focused Monitoring training:** February 24
- ❑ **Focused Monitoring begins:** February 29
- ❑ **Focused Monitoring ends:** March 25

CIMS Refresher



CIMS Refresher

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<https://www.cimsmichigan.org>

Continuous Improvement & Monitoring System (CIMS)

CIMS Workbook

CIMS Login Page

Welcome to CIMS...

Welcome to the Continuous Improvement & Monitoring System of the Michigan Department of Education, Office of Special Education and Office of Great Start/Early Childhood Education and Family Services.

CIMS requires authorization for access. If you do not have a username and password and would like to use CIMS, please click on the New User? link. If you already have a username and password, please enter them now.

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
eotweb@edzone.net
(866) 334-5437 (Toll Free)
M - F 8:00 AM to 4:00 PM EST

CIMS Training

MICHIGAN Education OSE

Login
Username: sgreer
Password:
LOGIN
[New User?](#)
[Forgot Password?](#)

CIMS Process

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Acknowledging Reports

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- Reports must be acknowledged by March 15, 2016.
- You cannot complete work in your Workbook until you have acknowledged your reports.
- What to do?
 - Review Reports page – Does my local have findings?
 - Review Strand Report – What are our next steps?
 - Review MAR
 - Decide if you need to convene a Review and Analysis Process (RAP) Team

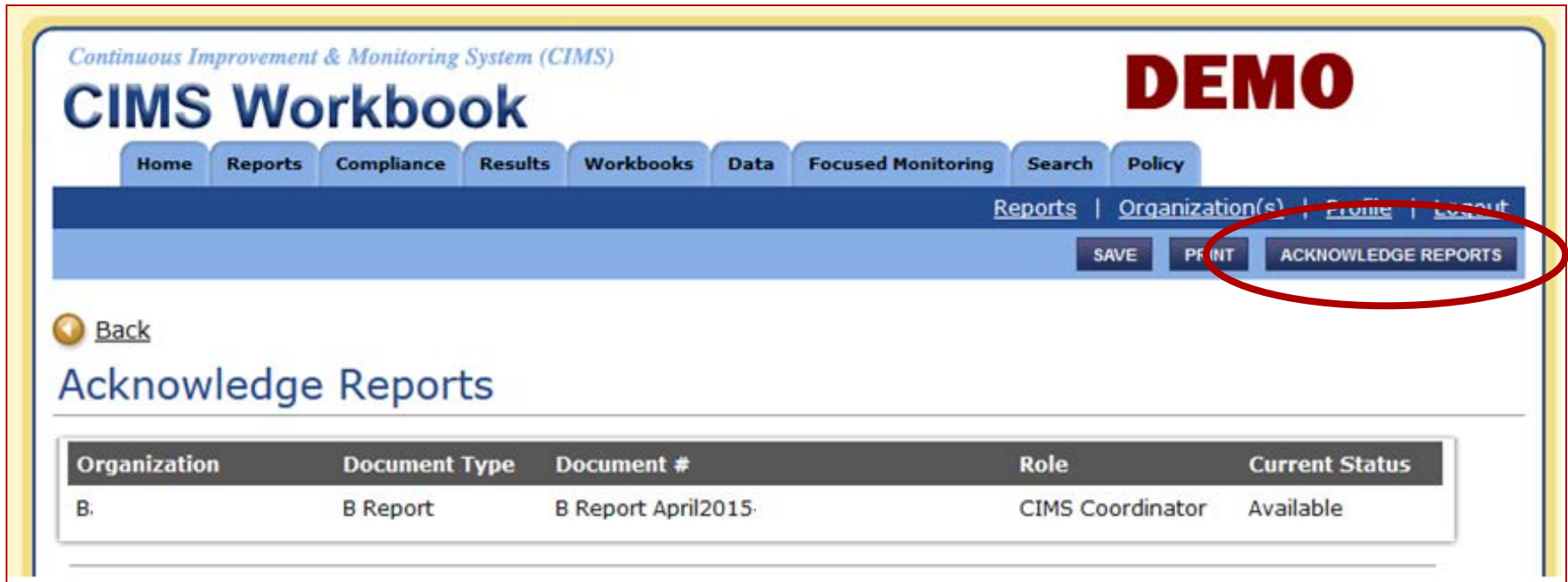
Step 1: "Click Here"

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The screenshot displays the CIMS Workbook interface. At the top, it says "Continuous Improvement & Monitoring System (CIMS)" and "CIMS Workbook" in large blue letters. A "DEMO" label is in the top right. A navigation bar contains buttons for Home, Reports, Compliance, Results, Workbooks, Data, Focused Monitoring, Search, and Policy. Below this is a dark blue bar with links for Reports, Organization(s), Profile, and Logout, and a "SHOW HELP" button. A user profile box on the left says "Welcome Lynne, CIMS Coordinator" with a "Change Picture" link. Below the profile, it says "Hello Lynne, please choose an option below." The "Acknowledge Reports" button, which includes a folder icon, is circled in red. Below it is a link that says "Click Here to open, review, and acknowledge your Part B April 2015 Reports".

Step 2: Click "Acknowledge Reports"

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The screenshot displays the CIMS Workbook interface. At the top, it says "Continuous Improvement & Monitoring System (CIMS)" and "CIMS Workbook". A navigation bar includes links for Home, Reports, Compliance, Results, Workbooks, Data, Focused Monitoring, Search, and Policy. A secondary navigation bar shows "Reports | Organization(s) | Profile | Logout". Below this, there are buttons for "SAVE", "PRINT", and "ACKNOWLEDGE REPORTS", with the latter being circled in red. The main content area has a "Back" button and the heading "Acknowledge Reports". A table below lists report details:

Organization	Document Type	Document #	Role	Current Status
B.	B Report	B Report April2015	CIMS Coordinator	Available

Assemble a RAP Team

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- If you have a finding, you need to convene a RAP Team.
- Suggested RAP Team members include:
 - OSE Technical Assistance (TA) provider
 - CIMS coordinator
 - Special education administrators/general education administrators/ISD monitor
 - School improvement team representative
 - Parents
 - Service providers
 - Data experts or program specialists

Complete Tasks with RAP Team

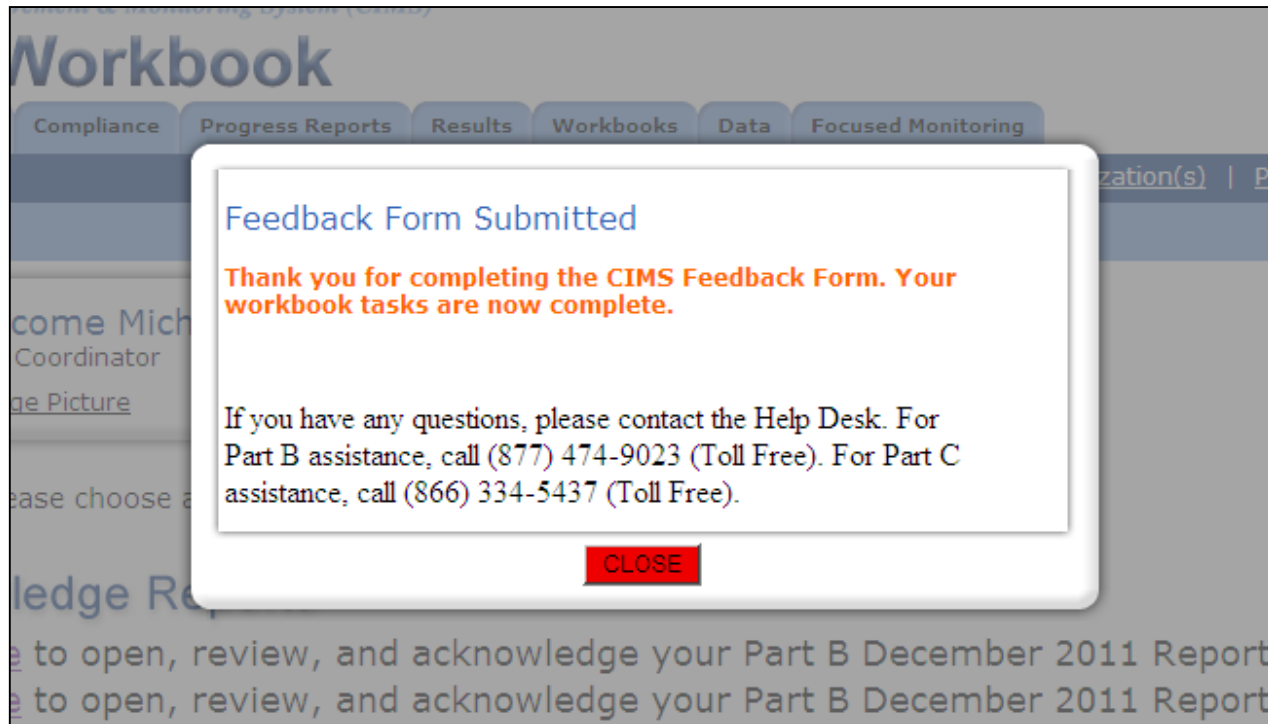
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- CAPs:
 - B-11 (Data)
 - B-GSM (FM)
 - SD-Disc (FM)

Provide Feedback

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- After completing tasks, provide feedback, and your Workbook will be complete.



Resources



Resources Available

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- Visit CIMS Training site
- Contact your ISD Monitor
- Email or call CIMS Help Desk



CIMS Training Site

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<http://www.cims.cenmi.org>



The screenshot shows the homepage of the Continuous Improvement and Monitoring System (CIMS). At the top, the title "Continuous Improvement and Monitoring System (CIMS)" is displayed in blue. Below the title is a navigation menu with buttons for "Home", "Events", "Compliance", "Results", "FM", "Workbook", "Data", and "Contact". The main content area features a large photograph of five diverse children smiling. Below the photo, there is a yellow "CIMS Alert" box with text about system unavailability on February 8 and 15, 2016. To the right of the alert is a "Welcome to CIMS!" section with a paragraph about the system's goal and the agencies involved.

Continuous Improvement and Monitoring System (CIMS)

Home Events Compliance Results FM Workbook Data Contact



CIMS Alert

In anticipation of the February 2016 Parts B and C Workbooks, the CIMS system will be **unavailable** from 8:00 am on Monday, February 8 to 8:00 am on Monday, February 15, 2016.

Welcome to CIMS!

Ensuring that students and children with disabilities are prepared to live independent and productive lives is the ultimate goal of all the activities monitored by the Michigan Department of Education Offices of Special Education (OSE) and the Early Childhood Development and Family Education.

CIMS Training Site: Probe Questions

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- Probe Questions are available on each indicator page to help your RAP Team analyze your local data, policies, practices and procedures.
- Print a copy before your RAP Team meeting!



SPP Indicator B-11 (Child Find) Probe Questions

Common Indicator Probe Questions

1. Do you have new data or new information that is more current than the data shown on your Strand Report? If so, what do the data show?
2. How does your local performance level compare to the State target?
3. Do the data vary significantly based on student race/ethnicity?
4. Do the data vary significantly based on student age/grade level?
5. Do the data vary significantly based on student special education eligibility category?
6. Does the performance level reflect a district wide **systemic** problem (e.g., it involves multiple classrooms, buildings, providers, personnel changes, or processes), or is it **clustered** in specific buildings, or with providers, or groups of students?
7. Have the data shown any significant changes over time?



ISD Monitors

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- Available to help districts navigate CIMS, understand monitoring activities, complete CAPs, verify correction and more!
- Don't know who your ISD monitor is?
 - Visit the CIMS Training site
 - Click "CIMS Overview"
 - Click "Who's My ISD Monitor?"



CIMS Help Desk

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- Need help completing a task in CIMS? Having trouble with your username and password?
- Contact the CIMS Help Desk
 - Email: help@cimsmichigan.org
 - Phone: 877-474-9023



Questions?

- Office of Special Education
 - Jessica Brady, Supervisor, bradyj@michigan.gov
 - Jeanne Anderson Tippett, Coordinator, andersontippettj@michigan.gov
 - Shawan Dortch, Consultant, dortchs@michigan.gov
 - Kathleen Hoehne, Consultant, hoehnek@michigan.gov
 - Charles Thomas, Consultant, thomasc29@michigan.gov
 - Sharon Fink, Analyst, finks@michigan.gov

Contact Information