



SEPTEMBER WORKBOOK OVERVIEW

September 2016

For Part C Local Service Areas

Agenda

- ❑ September Workbook Overview
- ❑ CIMS Navigation Refresher
- ❑ Resources

Wondering about the Part B Webinar?

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- The Part B webinar was recorded and is available on the [CIMS Training site](http://www.cims.cenmi.org/Events) (<http://www.cims.cenmi.org/Events>)

September Workbook Overview

Workbook Overview

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- Strand Report
- Monitoring Activities Report (MAR)
- Focused Monitoring (FM) Reports of Findings (General Supervision Monitoring)
- Closeout Letters

Accessing the Strand Report

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- The Strand Report summarizes your service area's performance on the State Performance (SPP/APR) Indicators.
- Access the September 2016 Strand Report from your Reports Page.

C Report Menu
Please complete all required forms below.

Document Information: [C Report Sept2016](#)
[Details](#)

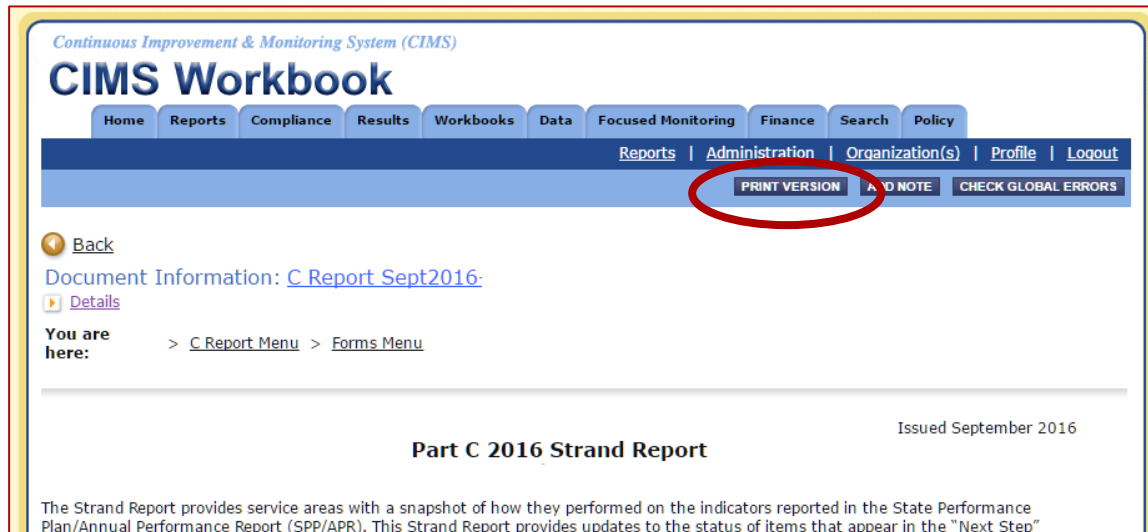
Forms

Status	Page Name	Note	Created By	Last Modified By
	Reports - Sept2016		CIMS System	8/3/2016 11:17:56 AM
	Sept2016 Strand Report		CIMS System	8/24/2016 1:35:45 PM
	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
- Share this Report with all appropriate persons in your local service area.



The screenshot displays the 'Continuous Improvement & Monitoring System (CIMS) Workbook' interface. At the top, there is a navigation bar with tabs for Home, Reports, Compliance, Results, Workbooks, Data, Focused Monitoring, Finance, Search, and Policy. Below this is a secondary navigation bar with links for Reports, Administration, Organization(s), Profile, and Logout. A red circle highlights the 'PRINT VERSION' button in the top right corner of the main content area, next to 'ADD NOTE' and 'CHECK GLOBAL ERRORS' buttons. The main content area includes a 'Back' button, document information for 'C Report Sept2016', and a breadcrumb trail: 'You are here: > C Report Menu > Forms Menu'. The title 'Part C 2016 Strand Report' is centered, with 'Issued September 2016' to its right. At the bottom, a paragraph states: 'The Strand Report provides service areas with a snapshot of how they performed on the indicators reported in the State Performance Plan/Annual Performance Report (SPP/APR). This Strand Report provides updates to the status of items that appear in the "Next Step".'

Strand Report Content

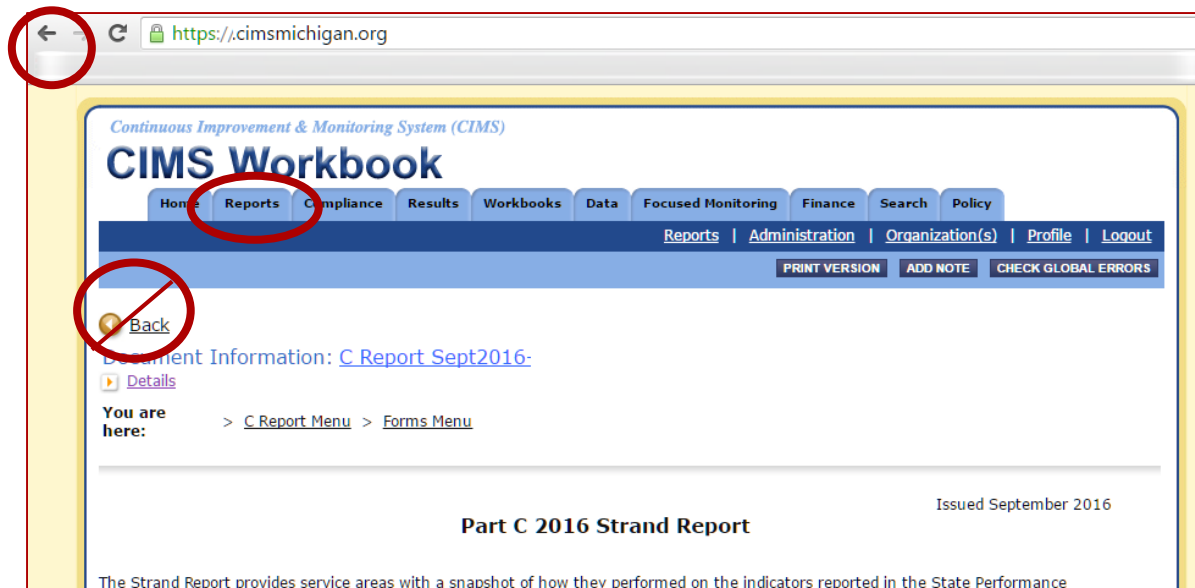
- The Strand Report displays local service area data for indicators reported in the SPP/APR
- The Strand Report includes links to the CIMS training website and other pages in the Workbook.

Family Outcomes (Results)							
4	A: Know Their Rights	FFY 2014	(59 ÷ 74) X 100	58.60%	79.73%	👍	N/A No Action Required
	B: Effectively Communicate Needs	FFY 2014	(54 ÷ 74) X 100	53.60%	72.97%	👍	
	C: Help Children Develop/Learn	FFY 2014	(68 ÷ 74) X 100	77.60%	91.89%	👍	
5	Child Find Birth - 1 (Results)	FFY 2014	(46 ÷ 1961) X 100	1.24%	2.35%	👍	N/A No Action Required
6	Child Find Birth - 3 (Results)	FFY 2014	(241 ÷ 5749) X 100	2.70%	4.19%	👍	N/A No Action Required
7	Timeliness of IFSPs (Compliance)	FFY 2014	(245 ÷ 256) X 100	100.00%	95.70%	👎	February 2016 Implement CAP
Early Childhood Transition (Compliance)							
8	A: Transition Planning	FFY 2014	(25 ÷ 25) X 100	100.00%	100.00%	👍	N/A No Action Required
	B: Notification to the LEA	FFY 2014	(11 ÷ 11) X 100	100.00%	100.00%	👍	N/A No Action Required
	C: Timely Transition Conference	FFY 2014	(11 ÷ 11) X 100	100.00%	100.00%	👍	N/A No Action Required

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 local service areas.
- The MAR can be accessed from the Reports page.
- Some messages are universal and go to all local service areas.
- Some messages are targeted, and are sent only to specific local service areas.

Accessing the MAR

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- Access the MAR from the Reports page

[Back](#)

Document Information: [C Report Sept2016](#)

[Details](#)

You are here: > [C Report Menu](#) > [Forms Menu](#)

REPORTS

Instructions: Click on a link below to view a PDF version of your report and review with the appropriate team members. To acknowledge your reports, click on the blue "Acknowledge Reports" button in the upper right corner.

Strand Report:	Sept2016 Strand Report
Monitoring Activities Report:	C-2016-3-MAR-04000-rnd66011-20160515.pdf
C-8 (Early Childhood Transition) Closeout Letter	N/A
Focused Monitoring Reports:	
Report of Findings	C-2016-3-DeterminationsMemo-20160515.pdf
Report of No Findings	C-2016-3-Determ-04000-rnd7413-20160515.pdf

Sample MAR

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Monitoring Activities Report

September 15, 2016 - Part C

Data Point	Item	Activity	Date Due
Educational Entity Master (EEM)	Update Information	Please ensure that your district's authorized user maintains current information for the district's special education contact by going to: http://cepi.state.mi.us/EEM/ .	ASAP
MSDS General Collection	Reminder	Part C APR data for all compliance Indicators (Indicators C1, C7 and C8) are now taken from data submitted in MSDS. Please be sure this data is complete and accurate.	FYI

Reports of Findings/ No Findings and FM CAPs

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- Based on May Monitoring Activities:
 - (GSM)
- A Report of No Findings requires no action.
- A Report of Findings results in an FM CAP
 - Access your CAP from your Task List or the Compliance Tab
 - Work with your assigned Technical Assistance Specialist from *Early On*® Training and Technical Assistance to complete your CAP

Upcoming Due Dates

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- **February 2016 Workbook:**
 - Request CAP Closeout – October 1
- **April 2016 Workbook:**
 - Submit CAP Progress Report – October 1
- **September 2016 Workbook:**
 - Acknowledge Reports – October 15
 - Submit CAPs – November 1

CIMS Navigation Refresher

CIMS System updates

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- Spell check
 - Works for users that have a **Save** button on a page.
 - The spell-checker is inline, similar to browser spell-checkers.
 - Right-click on the red underlines to display the dialog box to select the corrected text.

- Auto save
 - Works for users that have a **Save** button on a page.
 - After entering information, if the system times out, the system will automatically save that work.
 - After logging back into the system, information that was entered prior to the system timeout will be displayed.

CIMS Process

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Acknowledging Reports

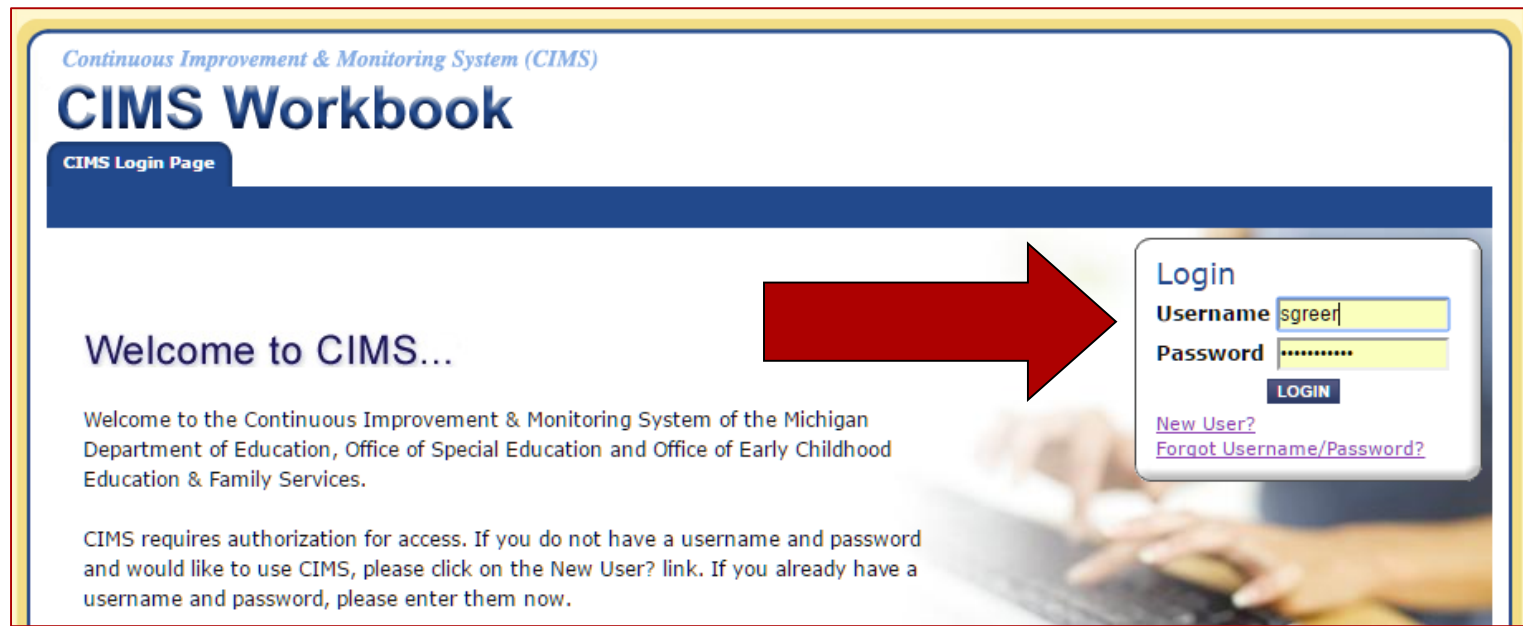
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- Reports must be acknowledged by October 15, 2016.
- You cannot complete work in your Workbook until you have acknowledged your reports.
- What to do?
 - Review Reports page – Does my service area have findings?
 - Review Strand Report – What are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

Step 1: Open your Workbook

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- Go to the [CIMS Workbook](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>)
- Log in to your Workbook.



The screenshot shows the CIMS Workbook login page. At the top, it says "Continuous Improvement & Monitoring System (CIMS)" and "CIMS Workbook". Below that is a "CIMS Login Page" header. The main content area has a "Welcome to CIMS..." heading and a paragraph: "Welcome to the Continuous Improvement & Monitoring System of the Michigan Department of Education, Office of Special Education and Office of Early Childhood Education & Family Services." Below this is another paragraph: "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." On the right side, there is a "Login" form with fields for "Username" (containing "sgreer") and "Password" (containing "*****"). Below the fields is a "LOGIN" button. There are also links for "New User?" and "Forgot Username/Password?". A large red arrow points from the "Welcome to CIMS..." text towards the login form.

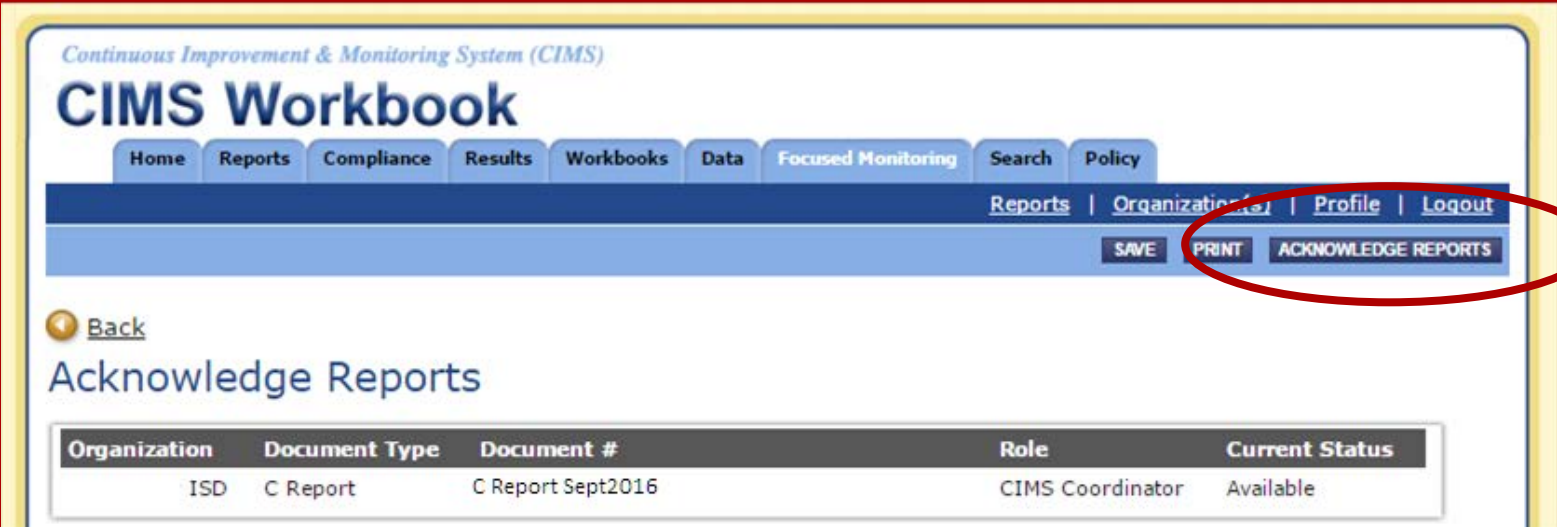
Step 2: "Click Here"

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The screenshot shows the CIMS Workbook interface. At the top, it says "Continuous Improvement & Monitoring System (CIMS)" and "CIMS Workbook". Below this is a navigation bar with tabs for Home, Reports, Compliance, Results, Workbooks, Data, Focused Monitoring, Finance, and Search. To the right of the navigation bar are links for Reports, Organization(s), Profile, and Logout, along with a SHOW HELP button. A user profile box on the left displays "Welcome Lynne", "CIMS Coordinator", and a "Change Picture" link. Below the profile box, it says "Hello Lynne, please choose an option below." The "Acknowledge Reports" option is circled in red. Below it, there is a "Click Here" link with a clipboard icon, followed by the text "to open, review, and acknowledge your Part C Sept2016 Reports."

Step 3: Click "Acknowledge Reports"

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The screenshot displays the CIMS Workbook interface. At the top, the title "Continuous Improvement & Monitoring System (CIMS) CIMS Workbook" is visible. Below the title is a navigation menu with tabs for Home, Reports, Compliance, Results, Workbooks, Data, Focused Monitoring, Search, and Policy. A secondary navigation bar contains links for Reports, Organization, Profile, and Logout. A blue action bar at the bottom of the navigation section includes buttons for SAVE, PRINT, and ACKNOWLEDGE REPORTS. The ACKNOWLEDGE REPORTS button is circled in red. Below the navigation is a "Back" button with a left-pointing arrow. The main heading is "Acknowledge Reports". A table below the heading lists report details.

Organization	Document Type	Document #	Role	Current Status
ISD	C Report	C Report Sept2016	CIMS Coordinator	Available

Assemble a RAP Team (if necessary)

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- Why?
 - If you have a finding, you need to convene a RAP Team
- Suggested RAP Team members include:
 - A CIMS coordinator (special education director or local service area designee)
 - *Early On*[®] coordinator
 - Parents
 - LICC representative
 - Service providers
 - Data experts or program specialists
 - Special education administrators/Early Childhood Administrators
 - Technical Assistance (TA) Specialist

What does the RAP Team do?

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- Review Reports
 - Review Monitoring Activities Report (MAR)
 - Review Strand Report
- If the MAR or Strand Report reveals areas requiring action, these reports will inform the local service area of the next steps:
 - If there is a finding of noncompliance, a Corrective Action Plan (CAP) is required

Note about RAP Teams: If your local service area is completing a CAP, you must convene a RAP Team. Otherwise, your local service area may decide whether a RAP Team is helpful to review your new data.

Step 4: Complete Tasks

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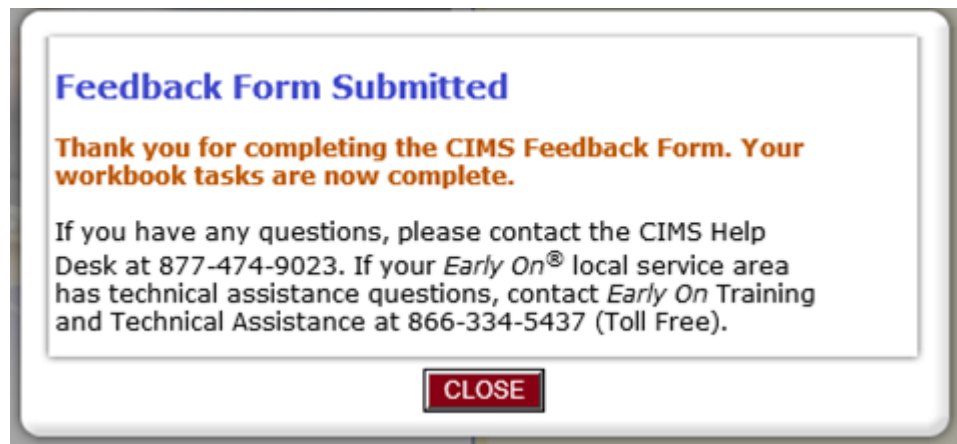
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- If a CAP is required, CAP activities can be found in the Workbook under the Compliance tab
- If you need help completing or implementing a CAP, **contact your TA Specialist**

Provide Feedback

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



Resources

Available Resources

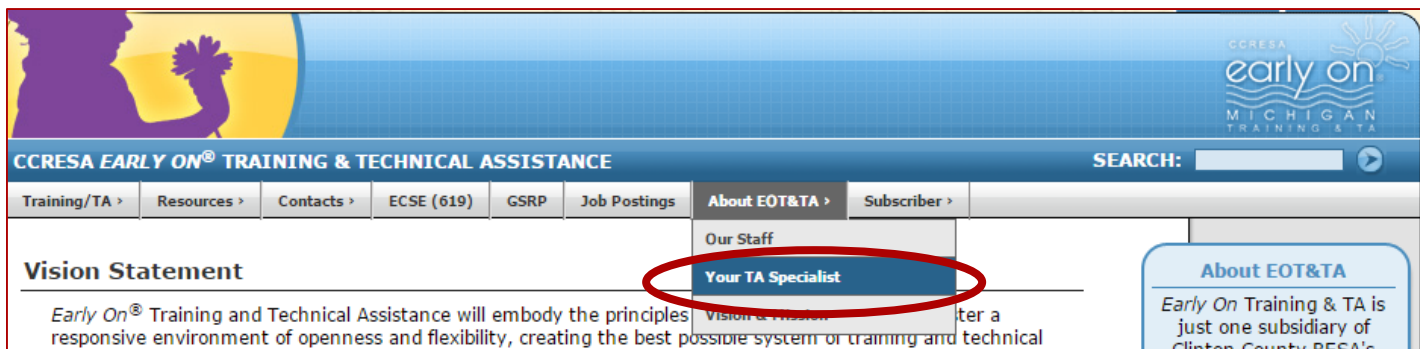
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- *Early On* Training and Technical Assistance (EOT&TA)
- CIMS Training site
- Email or call CIMS Help Desk

EOT&TA

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- ❑ TA Specialists can help you understand indicators, issues of noncompliance, Corrective Actions, and much more!
- ❑ Not sure who your TA Specialist is?
 - ❑ Visit [EOT&TA website](http://www.eotta.ccrea.org) (www.eotta.ccrea.org)
 - ❑ Click "About EOT&TA"
 - ❑ Select "Your TA Specialist"
 - ❑ Select your service area



The screenshot shows the website header with the CCRESA Early On Michigan Training & Technical Assistance logo. A navigation menu is visible with the following items: Training/TA >, Resources >, Contacts >, ECSE (619), GSRP, Job Postings, About EOT&TA >, and Subscriber >. The 'About EOT&TA' dropdown menu is open, showing 'Our Staff' and 'Your TA Specialist' (which is circled in red). Below the navigation menu, there is a 'Vision Statement' section and a search bar.

CIMS Training Site

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

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 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
 - E-mail: help@cimsmichigan.org
 - Phone: 877-474-9023

□ MDE

- Vanessa Winborne, *Early On* Coordinator,
WinborneV@michigan.gov
- Colleen O'Connor, Consultant,
OconnorC1@michigan.gov
- Laura Goldthwait, Consultant,
GoldthwaitL@michigan.gov
- Kelly Hurshe, Consultant,
HursheK@michigan.gov
- Cheryl Najm, Analyst,
NajmC@Michigan.gov

Contact Information