

How to Use the Focused Monitoring Module

For Part C Local Service Areas



This how-to document is intended for CIMS Coordinators and will explain how to use the Focused Monitoring (FM) Module. Locals can view:

- FM Pre-Visit Reports (including the Child Record List and Notification Letter)
- CLCAP Summary
- Preliminary Summary

Note: Local service areas have **read only access** to the FM Module. This means CIMS Coordinators cannot enter or save any data in the module.

For planning purposes, items in the FM Module, including Pre-Visit reports, become available approximately one week before monitoring begins.

ACCESS THE FM ACTIVITY

1. Log in to the system at <https://www.cimsmichigan.org> using your CIMS Coordinator username and password.
2. From the home page, select the **Focused Monitoring** tab.
3. Search for your FM activity by selecting a Focused Monitoring Type from the dropdown menu. (For example, C-GSM FM OS May 2016)
4. Search results will be returned at the bottom of your screen. Locate the FM visit you want to view, and select the link under the **Name** heading. This will take you to the **Focused Monitoring Menu**.

VIEW FM PRE-VISIT REPORTS (INCLUDING STUDENT LISTS)

A variety of reference documents are stored in the FM Pre-Visit Reports page of the FM Module. The documents in this section will vary based on the monitoring cycle and can include Child Record Lists, Notification Letters, and more. Local service areas should use these documents to understand what data led to the FM activity.

5. Under the **Prep Activities** heading, click **FM Pre-Visit Reports**.
6. Click the link next to the report to open it.

VIEW THE CLCAP SUMMARY

Child Level Corrective Action Plans (CLCAPs) can be found under the **Data** tab in your local *Workbook*. If you'd like a summary of all CLCAPs issued to your local, you may also view the CLCAP Summary in the FM Module **after** your FM activity is complete.

7. Return to the **Focused Monitoring Menu** (by following steps 1-4).
8. Under the **Summary Docs** heading, click **CLCAP Summary**.
9. To create the CLCAP Summary in Excel, you must make four selections from dropdown menus:
 - o Export results to: Screen, Excel, Text File, CSV, XML
(We recommend selecting "Excel" to make sorting easier.)
 - o Results per page: 10, 20, 30, 40, 50, 100, 500
(This is your personal preference.)
 - o Sort by data: Child Name, Date of Birth, UIC, Citation, Item NC, Action Required, Item Corrected, Date Corrected
(Again, this is your personal preference. If you do not have a preference, it is recommended that you sort by Child Name.)
 - o Sort by order: ASC (ascending) or DESC (descending).
10. After making your selections, click **Execute**, located in the upper right-hand corner of the screen.

VIEW THE PRELIMINARY SUMMARY

After the FM activity is complete, local service areas may use the FM Module to view the Preliminary Summary.

11. Return to the **Focused Monitoring Menu**.
12. Under the **Summary Docs** heading, click **FM Preliminary Summary**.
13. To print the FM Preliminary Summary, click **Print Version** in the upper right-hand corner of the screen.