


How to Complete B-13 Data Collection in CIMS



This how-to document is intended for Transition Coordinators (TCs) and Transition Coordinator Contacts (TCCs) and will explain how to access, complete, and submit the B-13 (Secondary Transition) Data Collection task.


Note: This activity **must** be completed by a TC or TCC. CIMS coordinators will be able to **view** the B-13 Data Collection task, but will **not be able to complete** it.

ACCESS THE B-13 DATA COLLECTION TASK

1. Log into [CIMS](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).
-  If you do not have a CIMS username and password, or yours is not working, contact the CIMS Help Desk at 877-474-9023 or help@cimsmichigan.org.
2. Click on the **Data** tab.
3. Under "Data Types," select **B-13 Data Collection – April 2017**.
4. Click the **Search** button, and your district (or a list of your districts if you are a TC) will appear at the bottom of your screen.
5. Click on the **link under the Name column** to view student lists or complete checklists for a specific district. This will take you to the B-13 Data Collection Menu.

VIEW THE STUDENT LIST/SUMMARY REPORT AND REVIEW RECORDS

6. Click **B-13 Student List and Summary Report (download)** link.
7. Next to the "Export Results to" dropdown menu, select **Excel**.
8. Click the **Execute** button in the top right-hand corner of the screen. A pop-up will appear asking, "Do you want to open or save this file?" Make your selection, and the student list/summary report will open.

 What should you do with the student list? Print it out and obtain the files of those students. Download the B-13 checklist (located on the [B-13 page](#) under the Compliance tab on the [CIMS training website](#)) and print a paper copy for each student. Review each student file using the paper copy of the B-13 checklist. Then complete the Data Collection Task in CIMS by June 30.

COMPLETE THE B-13 DATA COLLECTION TASK IN CIMS

9. Repeat steps 1–5 to access the B-13 Checklist.
10. From the B-13 Data Collection Menu, click the **B-13 Data Collection Checklist Records** link. This will open a checklist for you to complete.
11. Answer YES, NO, or NA for each item and save the page.



The number in parentheses after “B-13 Data Collection Checklist Records” tells you how many checklists are available for you to complete.



When completing the B-13 Checklist, make sure to include both the Review Date and the Date of the IEP you are reviewing. An invalid IEP date, a date after March 1, 2017, will cause the system to error and prevent you from continuing the data collection task.

12. To complete another checklist, go to the dropdown menu in the top right-hand corner of the screen. Select **another student’s name** and click **Go**.



SAVE frequently to avoid losing your work. CIMS has a 20-minute timeout feature.

REVIEW THE SUMMARY REPORT

The Summary Report will provide you with a summary of how you answered each question in every checklist.

Note: If you have not completed all of your checklists, some or all of the Summary Report will be blank.

13. Return to the B-13 Data Collection Menu.
14. Repeat steps 6–8 to view the Summary Report.
15. Check whether:
 - a. There are any questions where you answered “No.”
 - b. There are any questions that were left blank.



Note: A “No” answer for any item identifies that item as noncompliant. Reporting of this noncompliance will result in a finding of noncompliance, and your district may be required to complete a corrective action plan (CAP).

UPLOAD STUDENT IEP AND DOCUMENTATION

16. Select the fifth available student record on the list whose file you are reviewing, counting from the top of the list.
17. Upload that student’s IEP and supporting documentation to the **B-13 Student IEP Upload Page** on the B-13 Data Collection Menu by using the **Browse** button.



Note: You may need to create an electronic version of the student's IEP and documentation if one does not exist. You can do this by scanning the documents, saving as a PDF, and uploading the PDF file.



There is a **one** document upload requirement. You may, however, upload as many documents as needed.

18. When uploading the IEP and supporting documentation, add a document name (such as the student's name) for easy reference. Add comments in the Comment Box if clarification is needed.
19. Click the **Save** button to save your work.

SUBMIT THE B-13 DATA COLLECTION TASK

20. When all checklists are complete and you have uploaded an IEP to the activity, return to the B-13 Data Collection Menu.
21. Click **Click Here to Change the B-13 Data Collection Status**.
22. Click **Apply Status** under the "Completed" status. You have successfully completed the B-13 Data Collection task for this district. If you are a TC and must review and complete additional data collection tasks, return to step 2.