
CIMS-2 Workbook—SPP Compliance Indicators

How to Add, Edit, and Delete Students/Children and How to Complete SPP Compliance Indicator Student/Child-Level Required Activities

INTRODUCTION

This “how-to” document shows users how to add, edit, and delete students/children in the CIMS-2 workbook and how to complete student/child-level required activities.

Note: Student/child-level activities need to be completed only if you are **not** in compliance on SPP Indicator B-13 for Part B; Indicators C-1, C-2, C-7, and/or C-8 for Part C; or if you were selected for a Data Validation activity.

ADDING, EDITING, AND DELETING STUDENTS/CHILDREN

1. Log in to the system at <http://www.cimsmichigan.org>. If you are already logged in, select the **Home** tab to be taken to the home page.
2. Click on the **My Other Work** tab.
3. Under the Search Other Works heading, select either **B Workbook** or **C Workbook** from the Other Work Types dropdown list and click **SEARCH**. (Example of workbook name: B-Workbook 2009-1-District/Service Area-00000)
4. Select your workbook under the Name column in the search results. (Example of workbook name: B-WBK-2009-1-00000-district/service area name)
5. Once on the Workbook Menu page, click on **VIEW FORMS** under View, Edit, and Complete Forms.
6. Once on the View, Edit, and Complete Forms page, select **Student/Child Records** under the Forms heading.
7. Once on the Student/Child page, edit a record and click on the **SAVE** button at the top of the page. **Note:** You must select the SPP Indicator for which you wish to use the student/child record by selecting the checkbox under the “Use for” heading. If necessary, you can use the same student/child for multiple SPP indicators.
8. If no student/child records exist on the Student/Child page, you will need to enter a student/child and click on **SAVE**. Once you have successfully

saved a student/child record, the **ADD** and **DELETE** buttons will become available.

9. Click on **ADD** to add a record or **DELETE** to delete a record.
10. Once you have entered more than one student/child, you can toggle from student to student/child to child by using the dropdown list on the right-hand side of the Student/Child page and clicking on **GO**.

COMPLETING STUDENT/CHILD-LEVEL REQUIRED ACTIVITIES WITH USER SELECTED RECORDS

Note: These activities apply only to SPP Indicators **B-13, C-1, C-2, C-7,** and **C-8**.

1. Login to the system at <http://www.cimsmichigan.org>. If you are already logged in, select the **My Home** tab to be taken to the home page.
2. Scroll down to **My Tasks** and click on **OPEN MY TASKS**.
3. Find the SPP Compliance Indicator containing student/child-level activities (see Introduction above), and select the link under the **Name** column corresponding to the SPP Compliance Indicator.
4. Click on **VIEW FORMS** under the View, Edit, and Complete Forms heading.
5. Select **Verification Checklist for Indicator (#)**.
6. In the **Select Student** dropdown list, choose the student whose record you wish to enter.
7. Provide the necessary information for each item and click on **SAVE**.
8. Click on **ADD** to add another record or **DELETE** to delete a record.
9. Once you click on the **ADD** button, you will need to select the student/child you wish to work on in the Select Student dropdown list.
10. Provide the necessary information for each item in the new record and click on **SAVE**.