
CIMS-2 Workbook—SPP Results Indicators

How to Access and Transmit SPP Results Indicators

INTRODUCTION

Once locals have viewed and acknowledged their reports, they may need to review and complete SPP Results Indicator tasks. **Note:** Only locals with SPP Results Indicators that do not meet the State target must complete this step.

This “how to” document shows users how to review and submit transmittals for SPP Results Indicators. In addition, this document explains how to complete an SPP Results Indicator and access an SPP Results Indicator once the task is completed.

ACCESSING AND TRANSMITTING RESULTS SPP INDICATORS

1. Log in to the system at <http://www.cimsmichigan.org>. If you are already logged in, select the **My Home** tab to go to the Home page.
2. Scroll down to the My Tasks section and click **OPEN MY TASKS**.
3. Under the name column, select an SPP **Results Indicator** task. (Example of SPP Results Indicator task name: B-SPP 01-year-local name-00000).
4. Once on the Results SPPI Menu page, select **VIEW FORMS** under View, Edit, and Complete Forms.
5. Under the Forms heading, select **Common Indicator Probe Questions** to view Common Indicator Probe Questions. To access other information related to the Results SPPI, click on the **Indicator Specific Probe Questions** (if any), **Resources** (if any), and **Required Activities** (if any) links under the Related Pages heading.
6. To print SPP Results Indicator information, click on the print icon in the toolbar.
7. Once the Results SPP Indicator review is complete, select the **B Transmittal Form** or **C Transmittal Form** link under the Forms heading on the SPP Results Indicator Menu—View, Edit, and Complete Forms page.

8. Selecting the transmittal link will take you to the form location on the CIMS-2 training website. Fill in the highlighted sections of the form; then print it and submit it to the School Improvement Team or the Local Interagency Coordinating Council.

Your SPP Results Indicator activities are now complete. **Note:** SPP Results Indicators remain at "Open" status in the workbook task list until workbooks are close by the MDE.