

Getting Started

The Continuous Improvement & Monitoring System (CIMS) is a Web-based application used for completing the Service Provider Self-Review (SPSR) for the Michigan Department of Education (MDE). CIMS is compatible with all commonly used Web browsers such as Microsoft Internet Explorer, Netscape Navigator, and Mozilla Firefox. For purposes of this user manual, the screenshots and examples are provided using Microsoft Internet Explorer.

The **Getting Started** section will assist you with the following:

Gaining System Access

- Logging In
- Changing Your Password
- Resetting a Forgotten Password
- Creating a New User Account
- Assigning System Security
- Assigning Workbook Security

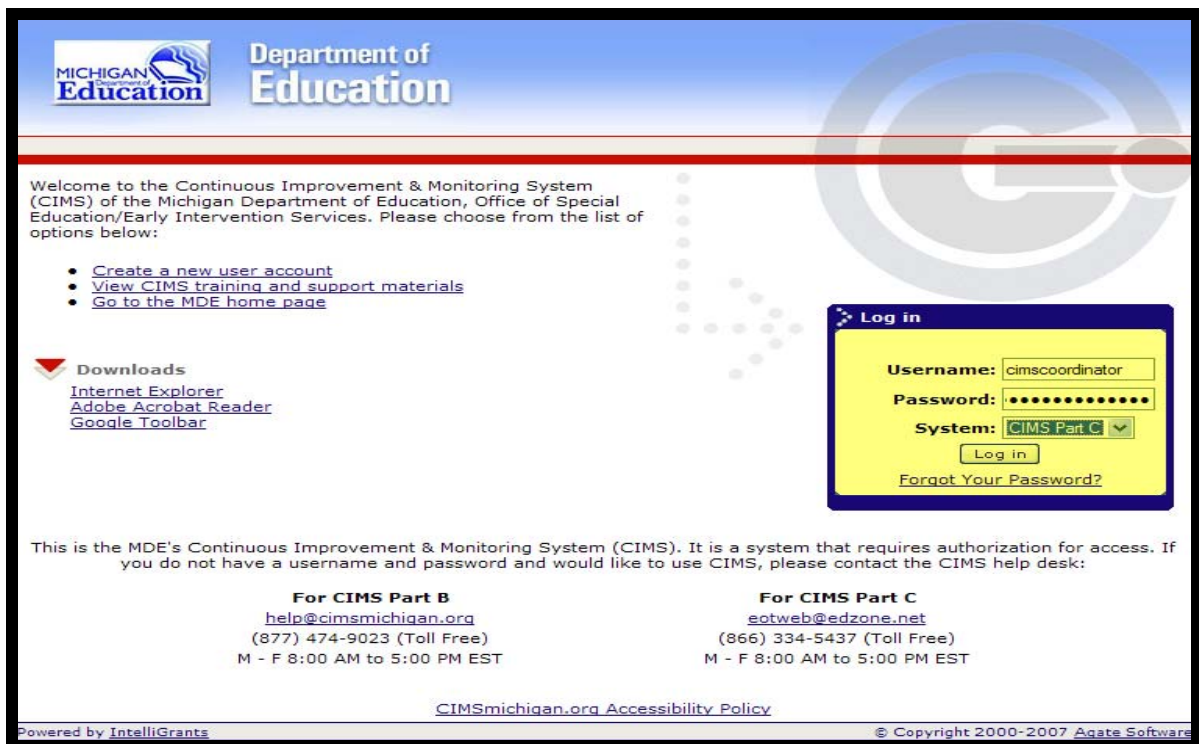
Working with Menus

- Using the Start Menu
- Opening a Workbook
- Using the Workbook Menu
- Opening Forms in a Workbook

Logging In

A CIMS workbook has been created for each participating service area. Initially, only the CIMS coordinator and MDE authorized official will be assigned a CIMS username and password. If you do not have one of these roles, please visit the **Creating a New User Account** section of this manual for instructions on how to create a username and gain access to the workbook.

If you have been assigned a password, go to the CIMS website (www.cimsmichigan.org) and enter your (temporary) username and password (Figure 1). Select **CIMS Part C** from the system drop-down menu and click **Log in**. It is recommended that you change your password the first time you log in to CIMS.



The screenshot shows the CIMS login page. At the top is the Michigan Department of Education logo. Below it, a welcome message states: "Welcome to the Continuous Improvement & Monitoring System (CIMS) of the Michigan Department of Education, Office of Special Education/Early Intervention Services. Please choose from the list of options below:". A list of links includes "Create a new user account", "View CIMS training and support materials", and "Go to the MDE home page". A "Downloads" section lists "Internet Explorer", "Adobe Acrobat Reader", and "Google Toolbar". On the right, a "Log in" box contains fields for "Username" (filled with "cimscoordinator"), "Password" (filled with dots), and a "System" dropdown menu (set to "CIMS Part C"). A "Log in" button and a "Forgot Your Password?" link are also present. At the bottom, contact information for CIMS Part B and Part C is provided, along with a footer containing "Powered by IntelliGrants" and "© Copyright 2000-2007 Agate Software".

Figure 1

Changing Your Password

If you were assigned a password, it is recommended that you change your password the first time you log in to CIMS. To do so, click **Edit Your Contact Information** in the **Quick Links** menu on the right (Figure 2). Click the **Change Password** link (Figure 3), and enter the password you were assigned and a new password that you have selected. Click **Save** to save the changes.

To protect your privacy, select a password that will be easy for you to remember, but not easily determined by others. The password may contain up to 20 characters (letters and/or numbers).

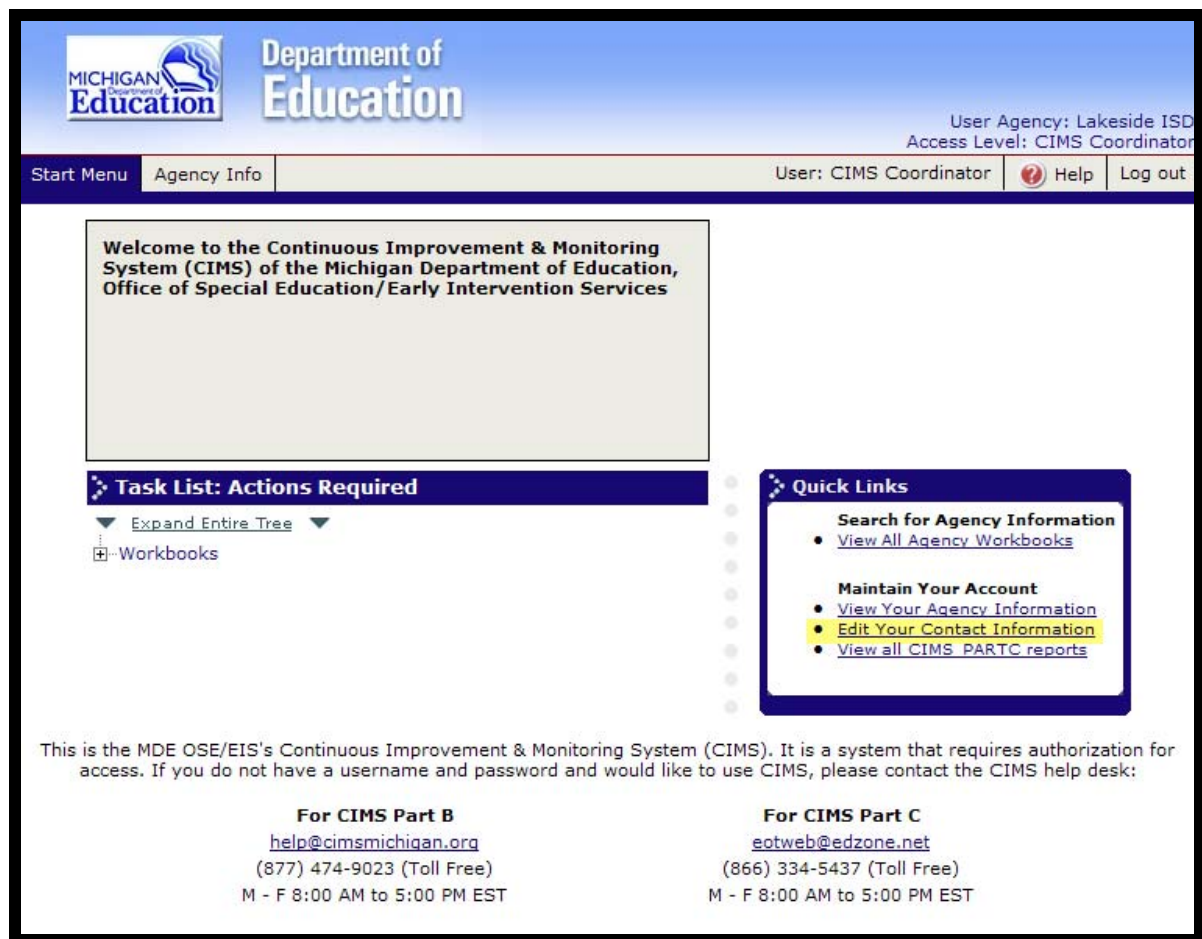



Figure 2



Department of
Education


User Agency: Lakeside ISD
 Access Level: CIMS Coordinator

[Start Menu](#) | [Agency Info](#) | User: CIMS Coordinator | [Help](#) | [Log out](#)

[Back to Previous Page](#)

EDIT YOUR CONTACT INFORMATION

Instructions: Use the form below to keep your contact information up-to-date. To change your password, click [here](#).


Contact

Salutation

First Name

Middle Name

Last Name

Official Agency

Title

Address Street

Address continued

City

State

Zip Code

Active

System Security Level

Email

Login

Password

Date Added

Main Contact

CIMS

Coordinator

Lakeside ISD

123 Arbor Way

Dickinson

MI

48820

☒

CIMS Coordinator

cimscoordinator@cimsmichigan.org

CFila01

[Change Password](#)

8/28/2007 10:32:24 AM

☐

Edit

Edit

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Figure 3

Resetting a Forgotten Password

If you have forgotten your password, use the following steps to obtain a new password:

1. Click the **Forgot Your Password?** link on the **Log in** box (Figure 4).

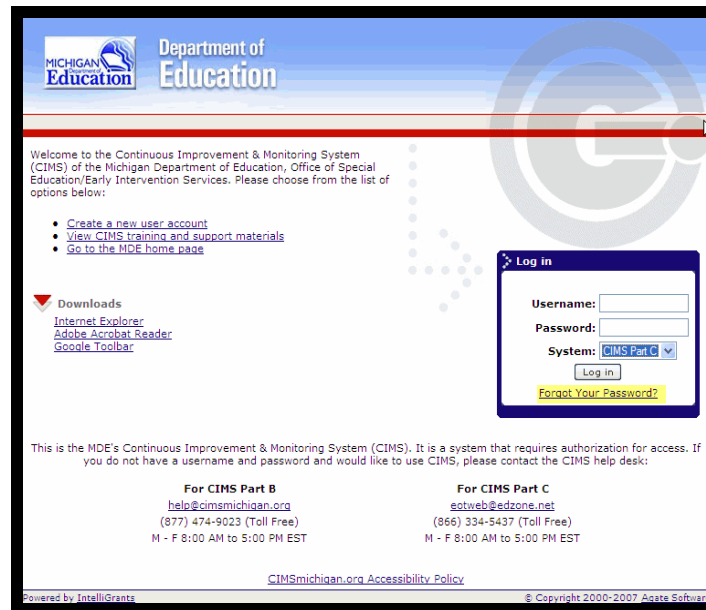


Figure 4

2. Provide your first name, last name, and e-mail address in the **Request User Name and Password** form and click **Send** (Figure 5).

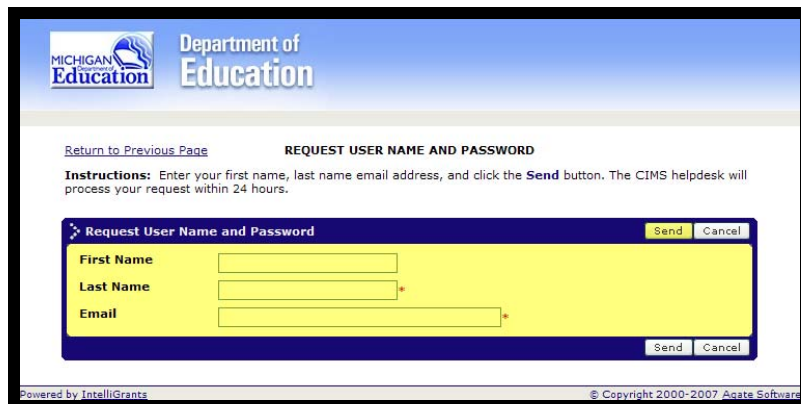


Figure 5

3. Check your e-mail for a message from the CIMS helpdesk with a new (temporary) password. *You should receive a new password within 24 hours.*
4. Log in using the password provided by the helpdesk e-mail. Click **Edit Your Contact Information** in the **Quick Links** menu on the right (Figure 2). Click the **Change Password** link (Figure 3), enter the password provided by the

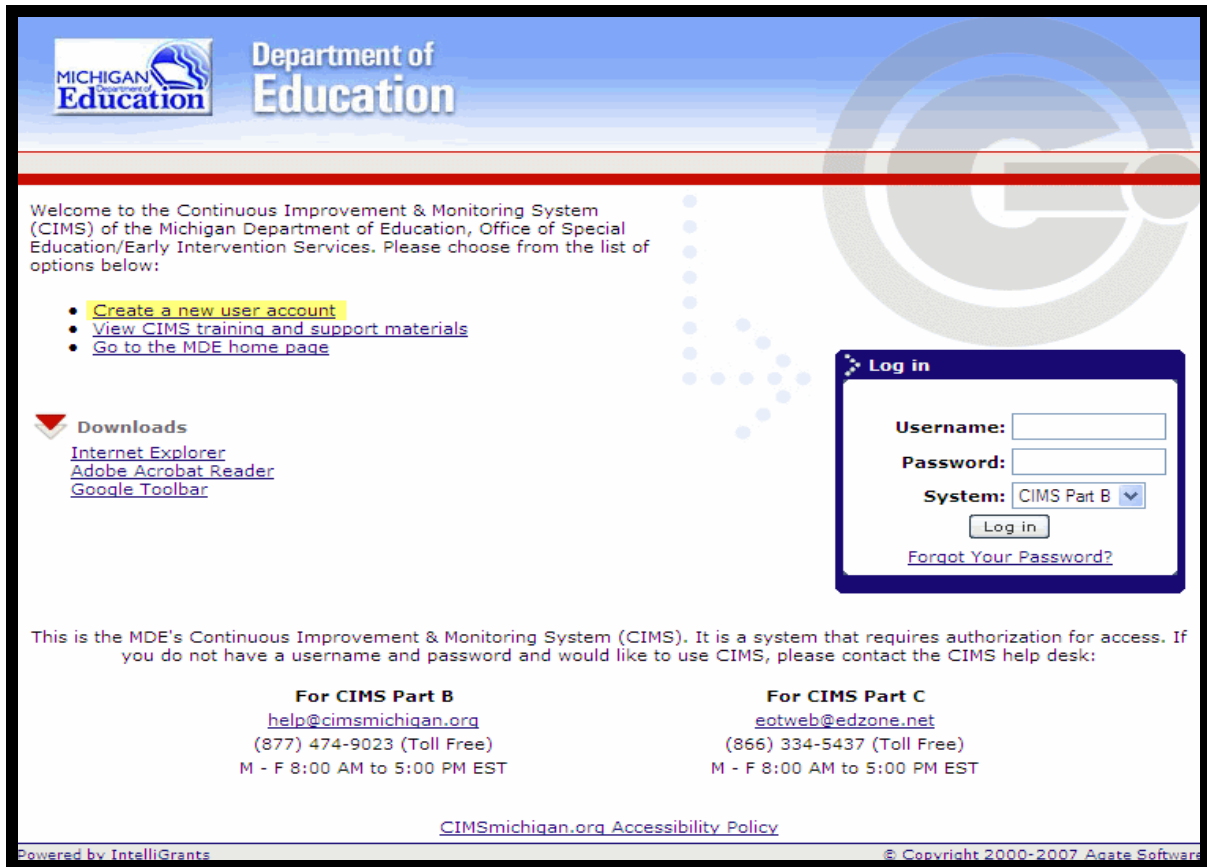
helpdesk, and a new password that you have selected. Click **Save** to save the changes.

To protect your privacy, select a password that will be easy for you to remember, but not easily determined by others. The password may contain up to 20 characters (letters and/or numbers).

Creating a New User Account

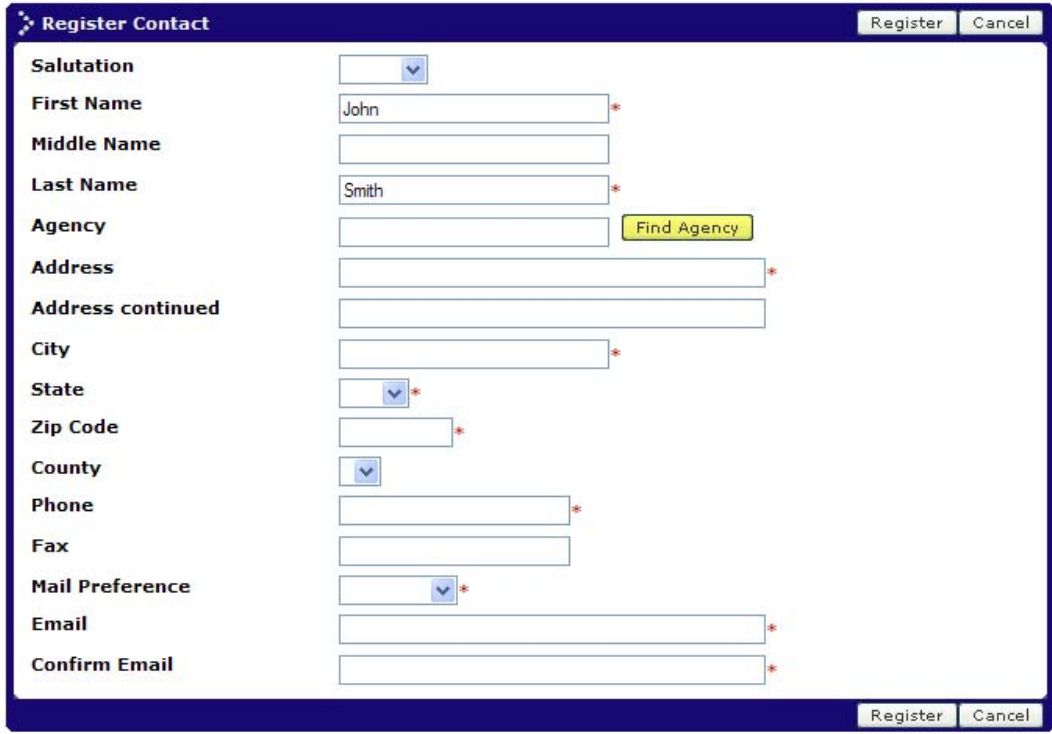
Not all users will have an account automatically created for them. Follow the steps given for each screen if you were **not** provided with a CIMS username and password.

Go to www.cimsmichigan.org and click **Create a new user account** (Figure 6).



The screenshot shows the CIMS Michigan website interface. At the top, there is a header with the Michigan Department of Education logo and the text "Department of Education". Below the header, a welcome message states: "Welcome to the Continuous Improvement & Monitoring System (CIMS) of the Michigan Department of Education, Office of Special Education/Early Intervention Services. Please choose from the list of options below:". A list of links is provided: "Create a new user account" (highlighted in yellow), "View CIMS training and support materials", and "Go to the MDE home page". To the left, under a "Downloads" section, there are links for "Internet Explorer", "Adobe Acrobat Reader", and "Google Toolbar". On the right side, there is a "Log in" box with fields for "Username:", "Password:", and a "System:" dropdown menu set to "CIMS Part B". A "Log in" button and a "Forgot Your Password?" link are also present. Below the login box, a disclaimer states: "This is the MDE's Continuous Improvement & Monitoring System (CIMS). It is a system that requires authorization for access. If you do not have a username and password and would like to use CIMS, please contact the CIMS help desk:". Contact information is provided for "CIMS Part B" (help@cimsmichigan.org, (877) 474-9023) and "CIMS Part C" (eotweb@edzone.net, (866) 334-5437). At the bottom, there is a link to the "CIMSMichigan.org Accessibility Policy" and a footer indicating the site is "Powered by IntelliGrants" and "© Copyright 2000-2007 Agate Software".

Figure 6



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ADD CONTACT INFORMATION

Instructions: Enter your contact information below. Fields marked with an asterisk must be completed. Click the **Find Agency** button to find your agency's name in the CIMS Database.

Register Contact Register Cancel

Salutation

First Name *

Middle Name

Last Name *

Agency Find Agency

Address *

Address continued

City *

State *

Zip Code *

County

Phone *

Fax

Mail Preference *

Email *

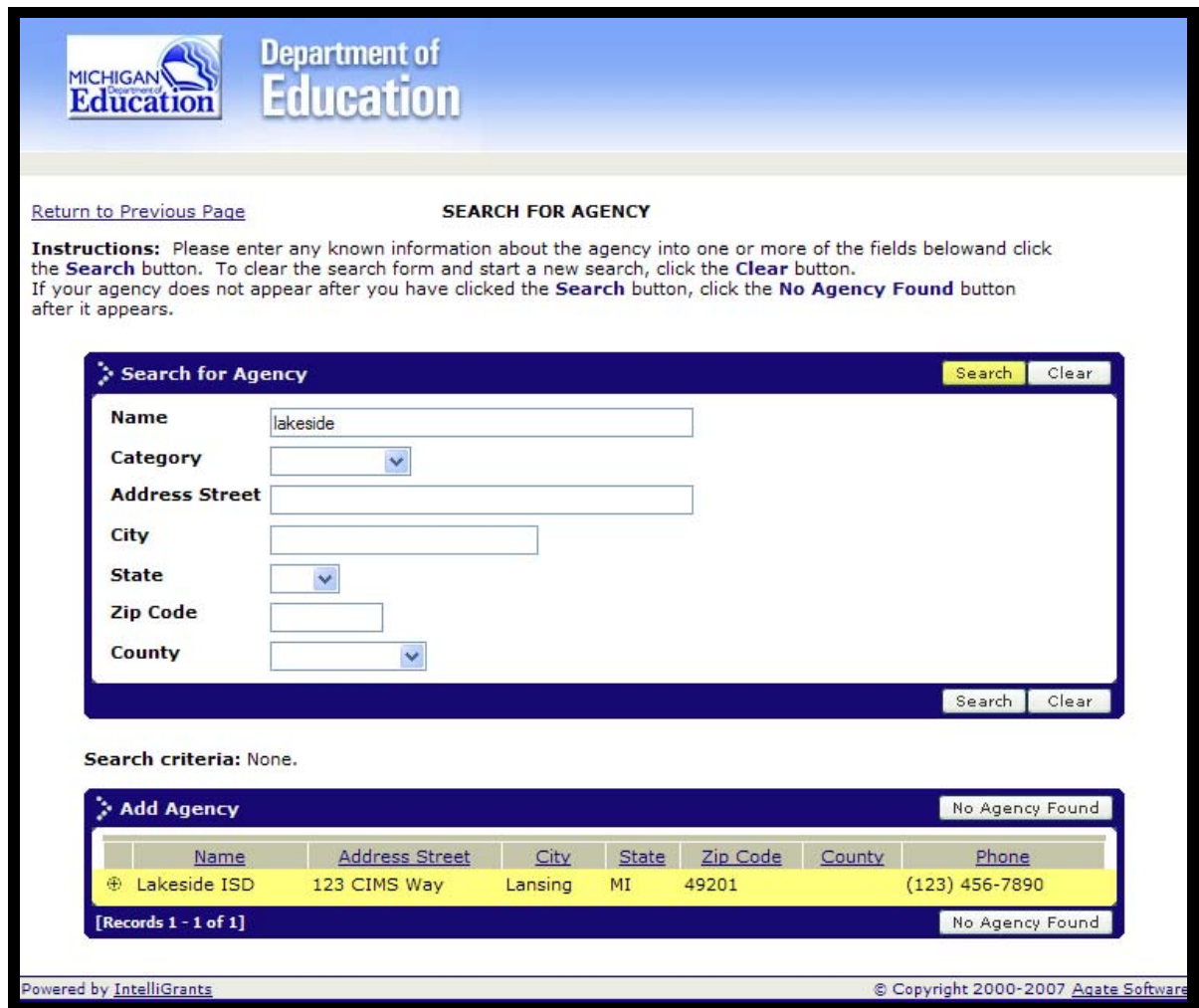
Confirm Email *

Register Cancel

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Figure 7

1. Enter your first and last name on the **Add Contact Information** page (Figure 7).
Note: Items marked with an asterisk are required.
2. Click the **Find Agency** button located to the right of the **Agency** field.



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SEARCH FOR AGENCY

Instructions: Please enter any known information about the agency into one or more of the fields below and click the **Search** button. To clear the search form and start a new search, click the **Clear** button. If your agency does not appear after you have clicked the **Search** button, click the **No Agency Found** button after it appears.

Search for Agency
Search Clear

Name

Category

Address Street

City

State

Zip Code

County

Search Clear

Search criteria: None.

Add Agency
No Agency Found

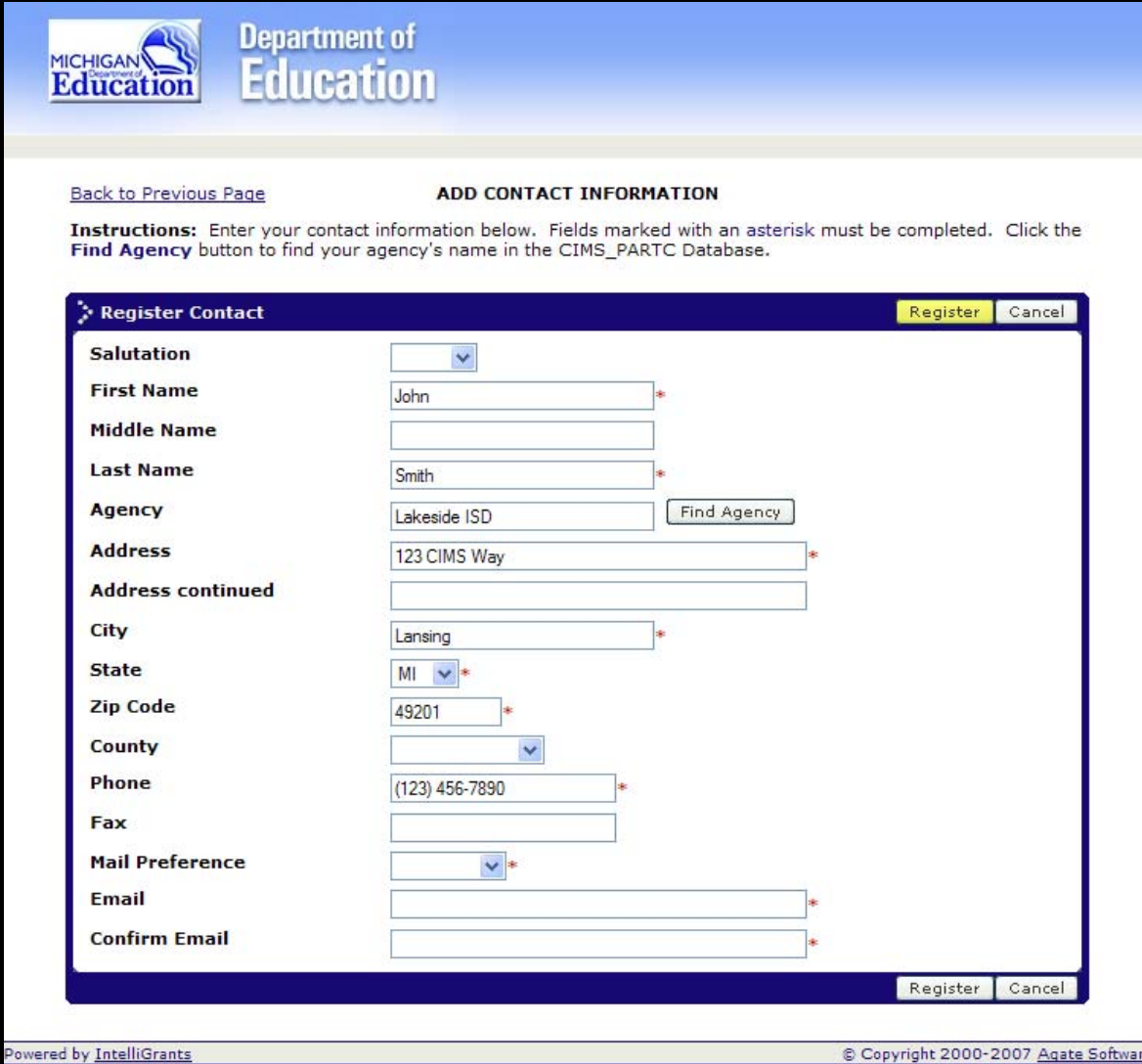
	Name	Address Street	City	State	Zip Code	County	Phone
+	Lakeside ISD	123 CIMS Way	Lansing	MI	49201		(123) 456-7890

[Records 1 - 1 of 1]
No Agency Found

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Figure 8

1. On the **Search for Agency** screen, type the name of the service area you are searching for in the **Name** field.
2. Click the **Search** button.
3. In the example in Figure 8, “lakeside” has been typed in the **Name** field. The search yielded the “Lakeside ISD” and its contact information, displayed under the **Add Agency** section at the bottom of the page.
4. To select that service area, click the **plus (+) sign** displayed to the left of the service area name.



[Back to Previous Page](#)

ADD CONTACT INFORMATION

Instructions: Enter your contact information below. Fields marked with an asterisk must be completed. Click the **Find Agency** button to find your agency's name in the CIMS_PARTC Database.

Register Contact Register Cancel

Salutation

First Name *

Middle Name

Last Name *

Agency Find Agency

Address *

Address continued

City *

State *

Zip Code *

County

Phone *

Fax

Mail Preference

Email *

Confirm Email *

Register Cancel

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Figure 9

The **Add Contact Information** screen (Figure 9) will now display the address/telephone information for the selected service area.

1. Enter the contact information into the required fields.
2. Click the **Register** button.

CIMS may or may not assign a user name. If CIMS does not assign a username, create one on the **Confirm User Registration** screen (Figure 10). You will also need to select a password. The password may contain up to 20 characters (letters and/or numbers).

Click the **Confirm** button. A message will appear stating that confirmation information will be e-mailed to you. You will receive an e-mail message from *help@cimsmichigan.org* with instructions for activating your account.




Figure 10

Note: Creating a username and password does not mean that you have full access to the system. Once a username is created, the CIMS coordinator must grant system and workbook access.

Assigning System Security

Once a new user has completed the registration process, the CIMS coordinator must assign the user a system security level.

A user's system security level controls access to the system and the ability to grant workbook access. The security levels are as follows:

CIMS coordinator. The coordinator has full access to the **Start Menu** page, and can grant access to the system and submit the workbook.

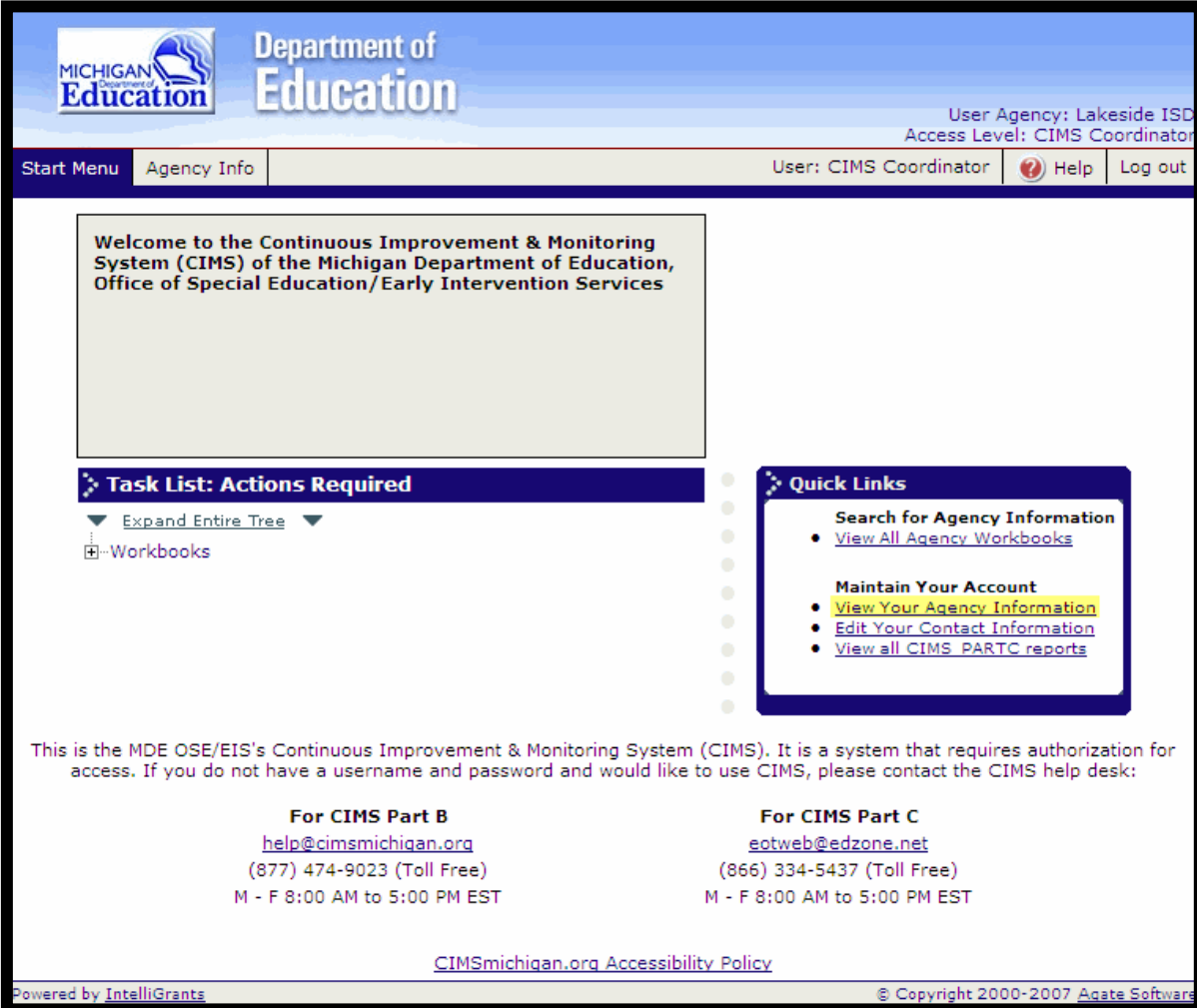
Service area staff. Service area staff members have full access to the **Start Menu** page but cannot grant access to the system or submit the workbook.

MDE authorized official. An MDE authorized official has full access to the **Start Menu** page and can accept the workbook, but cannot grant access to the system.

Unassigned. Until the CIMS coordinator grants access to the system, all users who petition for access have this status. They do not have full access to the **Start Menu** page and can only edit their contact information.

The CIMS coordinator may use these steps to assign system security:

1. **Log in** to the CIMS application.
2. Once on the **Start Menu** page, under **Quick Links**, choose **View Your Agency Information**, or click the **Agency Info** button next to the **Start Menu** button (Figure 11).



The screenshot shows the CIMS User Support page. At the top, there is a header with the Michigan Department of Education logo and name. Below the header, a navigation bar contains links for 'Start Menu', 'Agency Info', 'User: CIMS Coordinator', 'Help', and 'Log out'. The main content area features a welcome message, a 'Task List: Actions Required' section with a tree view showing 'Expand Entire Tree' and 'Workbooks', and a 'Quick Links' section with links for 'Search for Agency Information', 'Maintain Your Account', and 'View all CIMS PARTC reports'. At the bottom, there is a disclaimer about the system's authorization requirements and contact information for CIMS Part B and Part C. The footer includes the 'CIMSMichigan.org Accessibility Policy' and copyright information for IntelliGrants and Agate Software.

Welcome to the Continuous Improvement & Monitoring System (CIMS) of the Michigan Department of Education, Office of Special Education/Early Intervention Services

Task List: Actions Required

- Expand Entire Tree
- Workbooks

Quick Links

- Search for Agency Information
 - View All Agency Workbooks
- Maintain Your Account
 - View Your Agency Information
 - Edit Your Contact Information
 - View all CIMS PARTC reports

This is the MDE OSE/EIS's Continuous Improvement & Monitoring System (CIMS). It is a system that requires authorization for access. If you do not have a username and password and would like to use CIMS, please contact the CIMS help desk:

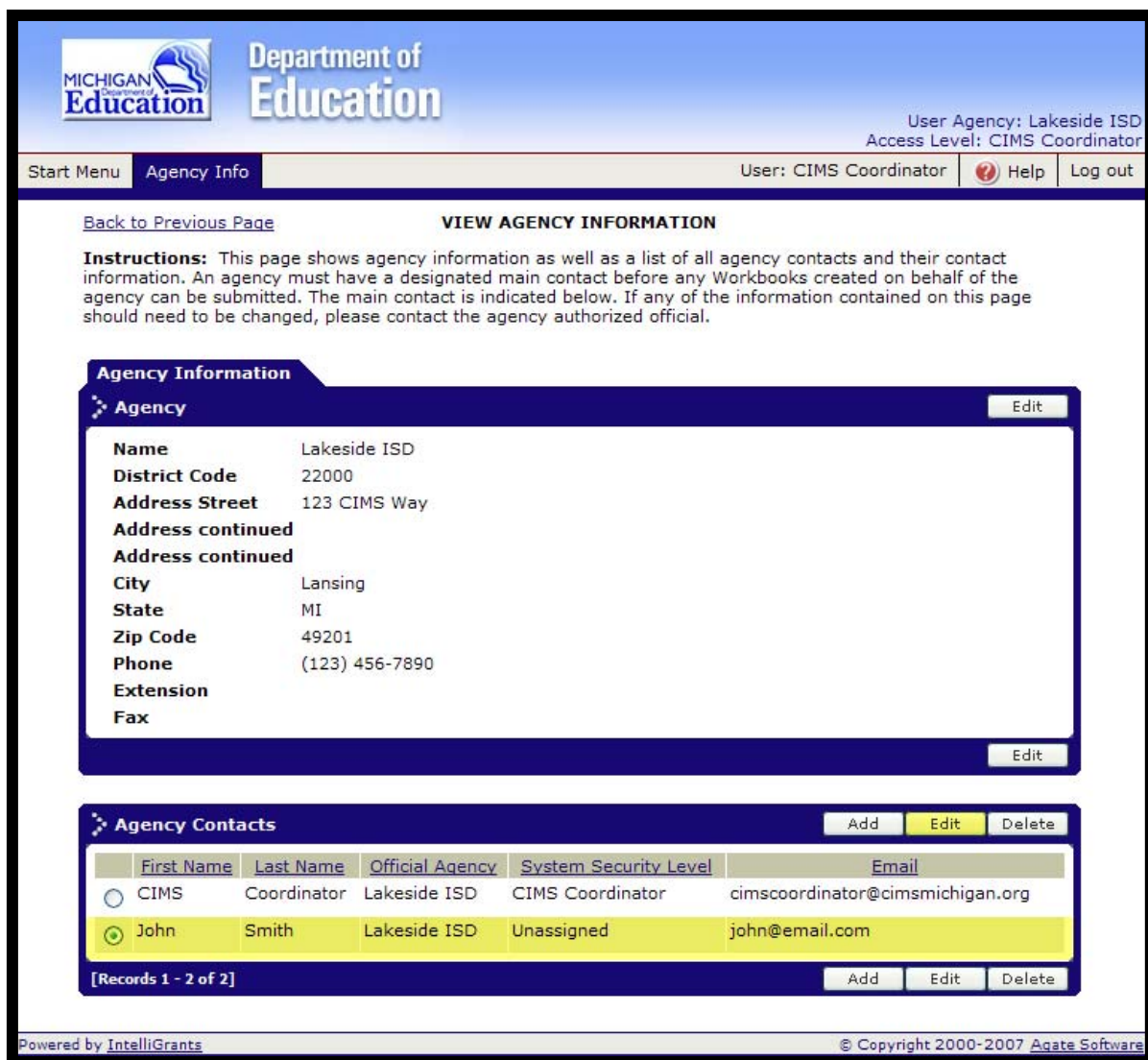
For CIMS Part B
help@cimsmichigan.org
 (877) 474-9023 (Toll Free)
 M - F 8:00 AM to 5:00 PM EST

For CIMS Part C
eotweb@edzone.net
 (866) 334-5437 (Toll Free)
 M - F 8:00 AM to 5:00 PM EST

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Figure 11



Michigan Department of Education

User Agency: Lakeside ISD
Access Level: CIMS Coordinator

Start Menu Agency Info User: CIMS Coordinator Help Log out

[Back to Previous Page](#) **VIEW AGENCY INFORMATION**

Instructions: This page shows agency information as well as a list of all agency contacts and their contact information. An agency must have a designated main contact before any Workbooks created on behalf of the agency can be submitted. The main contact is indicated below. If any of the information contained on this page should need to be changed, please contact the agency authorized official.

Agency Information

Agency Edit

Name Lakeside ISD
District Code 22000
Address Street 123 CIMS Way
Address continued
Address continued
City Lansing
State MI
Zip Code 49201
Phone (123) 456-7890
Extension
Fax

Edit

Agency Contacts Add Edit Delete

	First Name	Last Name	Official Agency	System Security Level	Email
<input type="radio"/>	CIMS	Coordinator	Lakeside ISD	CIMS Coordinator	cimscoordinator@cismichigan.org
<input checked="" type="radio"/>	John	Smith	Lakeside ISD	Unassigned	john@email.com


[Records 1 - 2 of 2] Add Edit Delete

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Figure 12

1. A list of CIMS users in your service area will appear under **Agency Contacts**. Users with an “unassigned” system security level need to be assigned system access. Click the **radio button** to the left of the name you wish to edit, and click **Edit** (Figure 12).
2. On the **Edit Agency Contact Information** screen, look for the **System Security Level** field. Choose **CIMS Coordinator** or **Service Area Staff** and click **Save** (Figure 13).

System security is now established. The CIMS coordinator must now assign workbook security.



User Agency: Lakeside ISD
Access Level: CIMS Coordinator

Start Menu
Agency Info
User: CIMS Coordinator
Help
Log out

[Return to Previous Page](#)

EDIT AGENCY CONTACT INFORMATION

Instructions: Use the form below to give a new user access to this system, on behalf of your agency, or to update an existing user's account information. If you are adding a new user to the system, a login name and password will be automatically assigned. You will be notified via email of the new login name and password. Please inform the new user of this assignment and remind them to change their password after logging in for the first time. After you are done making changes, click the **Save** button to continue. Click **Cancel** to cancel your changes and return to the previous screen.

Save
Cancel

Salutation	<input type="text"/>
First Name	<input type="text" value="John"/> *
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Smith"/> *
Official Agency	<input type="text" value="Lakeside ISD"/>
Title	<input type="text"/>
Address Street	<input type="text" value="1074 Pyle Drive"/> *
Address continued	<input type="text"/>
City	<input type="text" value="Kingsford"/> *
State	<input type="text" value="MI"/> *
Zip Code	<input type="text" value="49802"/> *
Active	<input checked="" type="checkbox"/> *
System Security Level	<div style="border: 1px solid black; padding: 2px;"> Unassigned <input checked="" type="checkbox"/> * </div>
Email	<input type="text"/> *
Login	<input type="text"/>
Date Added	10/31/2007 12:58:10 PM

* = Required Field
Save
Cancel

Figure 13

Assigning Workbook Security

The CIMS coordinator assigns workbook security **after** assigning system security.

Access levels give a user permission to perform tasks in the workbook. Workbook access levels are as follows:


CIMS coordinator. The CIMS coordinator is considered the operational manager of the workbook for his/her service area. The CIMS coordinator can view, edit, change, or delete all forms in the workbook. He/she is responsible for submitting the workbook for SPSR Team and MDE review.

Form writer. Users at this workbook access level can add information to forms within the workbook, as well as edit and save those forms.

Viewer. Users with this access level have view-only access to the workbook. They cannot save, edit, or delete forms.

To assign workbook security, the CIMS coordinator will use the following steps:

1. Click the **Start Menu** button, under **Task List: Actions Required** click **Expand Entire Tree**, and select the appropriate workbook. This will take you to the **Workbook Menu** screen.
2. Under the **Contacts** heading on the lower-left-hand side of the **Workbook Menu** screen, click **Control Access to Workbook** (Figure 14).
3. In the **Assign additional access to Workbook** field, choose the new user's name in the **Name** drop-down box (Figure 15).
4. For **Contact Type** choose **Agency Main Contact** for a main contact or **Agency Staff Member** for a staff member (Figure 16).
5. For **Level of Access**, choose **CIMS Coordinator**, **Form Writer**, or **Viewer** according to their CIMS workbook role (Figure 17).
6. Click the **Grant This User Access** button (Figure 17). Workbook security is now established.



Department of
Education

CIMS-Part C-070

Log #: 0708-PRTC-2200-Lakeside ISD 054

Applicant: Lakeside ISD

Status: Workbook In Process

Access Level: CIMS Coordinator

[Start Menu](#)
[Agency Info](#)
[Workbook Menu](#)

User: CIMS Coordinator
[Help](#)
[Log out](#)

2008 CIMS-Part C-0708 Workbook

Submit Workbook

Workbook #: 0708-PRTC-2200-Lakeside ISD 0540

[Change Workbook Title](#)

General Information

Workbook Manager: [CIMS Coordinator](#)

Status: Workbook In Process

Due Date: 5/30/2008 (Fri)

Agency Information

[View District Information](#)

Minimum sample size for child record review: 10

Workbook Forms

[Expand Entire Tree](#)

- [John Smith](#)
- [Tom Jackson](#)
- [Document Review](#)

Legend:

← Last Page Visited

SPSR Process, Information, and Training

- [SPSR Process, Information, and Training](#)

Child Demographics


- [Identify the Selected Children](#)

Contacts

- [Control Access to Workbook](#)
- [Send Email to Workbook Contacts](#)

Errors

Figure 14



Department of
Education

CIMS-Part C-0708
Log #: 0708-PRTC-2200-Lakeside ISD 0540
Applicant: Lakeside ISD
Status: Workbook In Process
Access Level: CIMS Coordinator

[Start Menu](#)
[Agency Info](#)
[Workbook Menu](#)
User: CIMS Coordinator
[Help](#)
[Log out](#)

[Back to Main Menu](#)

GIVE PEOPLE ACCESS TO THIS WORKBOOK

Instructions: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this Workbook, select the radio button next to the name of the person you would like to delete and click the **Delete** button. Click the [Search for an agency consultant](#) link to allow a person outside of your agency access to this Workbook.

Workbook Contacts

Email Workbook Contacts

The following people have access to this Workbook:

Edit

Delete

	Name	Assigned By	Level of Access	Contact Type
<input type="radio"/>	Coordinator, CIMS	Agate, Agate	CIMS Coordinator	Agency Main Contact
<input type="radio"/>	Official, MDE Authorized	Agate, Agate	Viewer	MDE Authorized Official

Edit

Delete

Assign additional access to Workbook:

Grant This User Access

Name

Contact Type

Level of Access


Agate Staff

John Smith

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Figure 15



**Department of
Education**

CIMS-Part C-0708
Log #: 0708-PRTC-2200-Lakeside ISD 0540
Applicant: Lakeside ISD
Status: Workbook In Process
Access Level: CIMS Coordinator

Start Menu
Agency Info
Workbook Menu
User: CIMS Coordinator
 Help
Log out

[Back to Main Menu](#)

GIVE PEOPLE ACCESS TO THIS WORKBOOK

Instructions: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this Workbook, select the radio button next to the name of the person you would like to delete and click the **Delete** button. Click the [Search for an agency consultant](#) link to allow a person outside of your agency access to this Workbook.

Workbook Contacts
Email Workbook Contacts

	Name	Assigned By	Level of Access	Contact Type
<input type="radio"/>	Coordinator, CIMS	Agate, Agate	CIMS Coordinator	Agency Main Contact
<input type="radio"/>	Official, MDE Authorized	Agate, Agate	Viewer	MDE Authorized Official

Assign additional access to Workbook:

To allow another person access to this Workbook:

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the **Grant This User Access** button.

Name *

Contact Type

Level of Access

Agency Main Contact
Agency Staff Member


 *

OR [Search for an agency consultant](#) to add as an Workbook contact.

* = Required Field

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Figure 16



**Department of
Education**

CIMS-Part C-0708
Log #: 0708-PRTC-2200-Lakeside ISD 0540
Applicant: Lakeside ISD
Status: Workbook In SPSR Team Review
Access Level: CIMS Coordinator

Start Menu
Agency Info
Workbook Menu
User: CIMS Coordinator
Help
Log out

[Back to Main Menu](#)

**GIVE PEOPLE ACCESS TO THIS
WORKBOOK**

Instructions: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this Workbook, select the radio button next to the name of the person you would like to delete and click the **Delete** button. Click the **Search for an agency consultant** link to allow a person outside of your agency access to this Workbook.

Workbook Contacts
Email Workbook Contacts

Edit
Delete

The following people have access to this Workbook:

	Name	Assigned By	Level of Access	Contact Type
<input type="radio"/>	Coordinator, CIMS	Agate, Agate	CIMS Coordinator	Agency Main Contact
<input type="radio"/>	Official, MDE Authorized	Agate, Agate	Viewer	MDE Authorized Official

Edit
Delete

Assign additional access to Workbook:
Grant This User Access

To allow another person access to this Workbook:

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the **Grant This User Access** button.

Name *

Contact Type *

Level of Access *

OR [Search for an agency consultant](#) to add as an Workbook contact.

CIMS Coordinator

Form Writer

Viewer

* = Required Field

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Figure 17

Using the Start Menu

The **Start Menu** page (Figure 18) is the first page you will see upon logging in to CIMS. You can easily return to the **Start Menu** from any page in the application by clicking the **Start Menu** button in the upper left corner.

There are several other helpful links at the top of each screen on the CIMS application:

Agency Info (service area info). This link will bring you to the **View Agency Information** screen, and show you information about your service area as well as a list of the **Agency Contacts** (service area contacts) assigned to your service area.

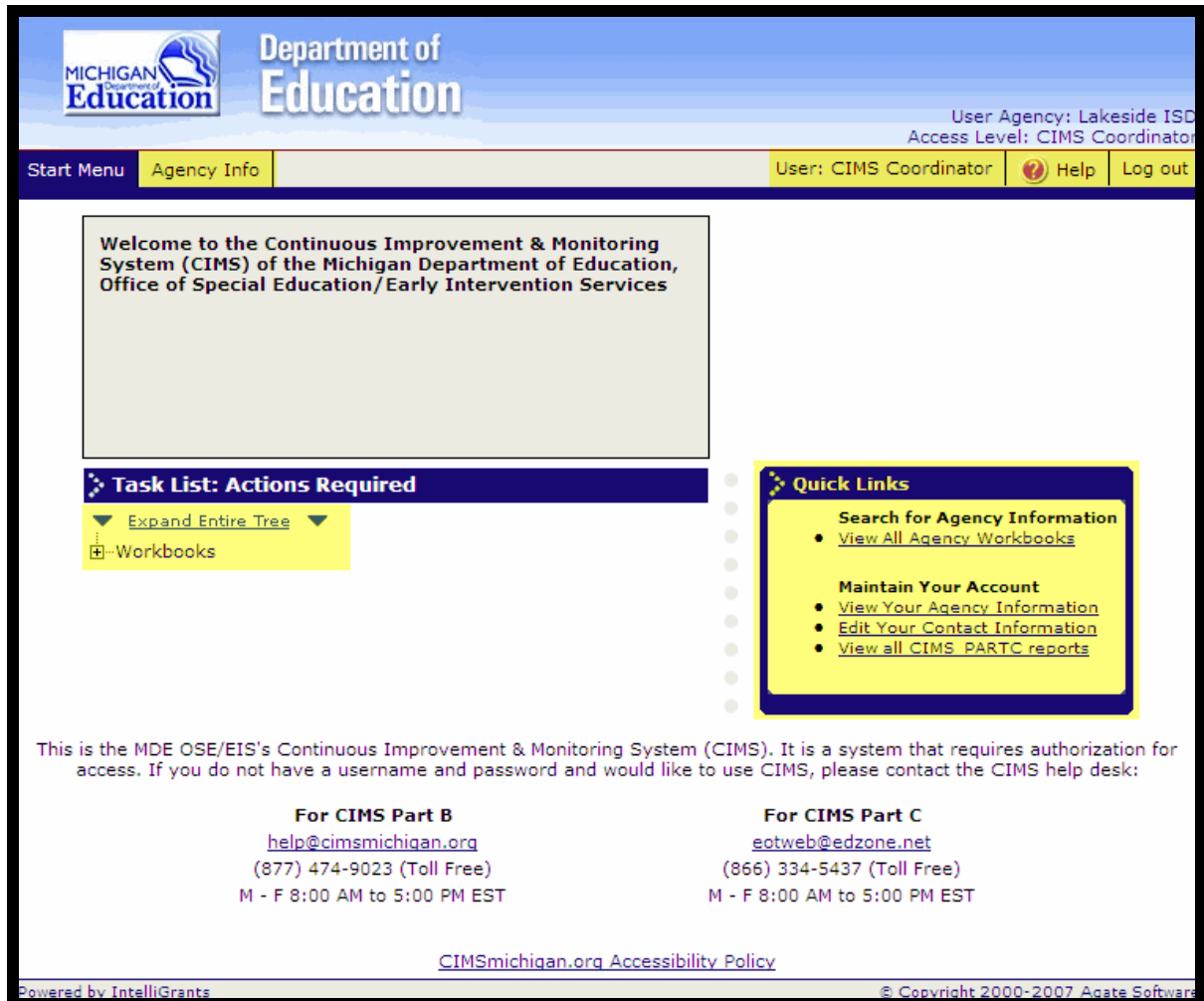
User. This link will take you to the **Edit Contact Information** screen for the user that is logged in.

Help. This will take you to the **Help** contents page and contact information for the helpdesk.

Log out. This will log you out of the system.

On the left-hand side of the **Start Menu** page is the **Task List: Actions Required** section, a list of links that correspond to tasks you must complete in CIMS. Click the **plus (+) sign** to expand a particular section, or click **Expand Entire Tree** to display your entire task list.

The right side of the **Start Menu** page contains a **Quick Links** section to help you navigate easily to important information.



The screenshot shows the CIMS User Support page. At the top, there is a header with the Michigan Department of Education logo and the text "Department of Education". Below the header, there is a navigation bar with "Start Menu" and "Agency Info" tabs. The "Agency Info" tab is selected, showing "User Agency: Lakeside ISD" and "Access Level: CIMS Coordinator". The "User: CIMS Coordinator" is also displayed, along with "Help" and "Log out" links.

The main content area features a welcome message: "Welcome to the Continuous Improvement & Monitoring System (CIMS) of the Michigan Department of Education, Office of Special Education/Early Intervention Services". Below this, there is a "Task List: Actions Required" section with a "Expand Entire Tree" button and a "Workbooks" link. To the right, there is a "Quick Links" section with two categories: "Search for Agency Information" (including "View All Agency Workbooks") and "Maintain Your Account" (including "View Your Agency Information", "Edit Your Contact Information", and "View all CIMS PARTC reports").

At the bottom, there is a disclaimer: "This is the MDE OSE/EIS's Continuous Improvement & Monitoring System (CIMS). It is a system that requires authorization for access. If you do not have a username and password and would like to use CIMS, please contact the CIMS help desk:". Below this, there are contact details for CIMS Part B and C. For CIMS Part B, the contact is help@cismichigan.org, (877) 474-9023 (Toll Free), M - F 8:00 AM to 5:00 PM EST. For CIMS Part C, the contact is eotweb@edzone.net, (866) 334-5437 (Toll Free), M - F 8:00 AM to 5:00 PM EST.

The footer includes a link to the "CIMSMichigan.org Accessibility Policy" and copyright information: "Powered by IntelliGrants" and "© Copyright 2000-2007 Agate Software".

Figure 18

Opening a Workbook

From the **Start Menu**:

1. Click **Expand Entire Tree** under the **Task List: Actions Required**. This will display a workbook hierarchy organized by fiscal year, workbook status, and service area (Figure 19).
2. Click the workbook to access the **Workbook Menu** page.

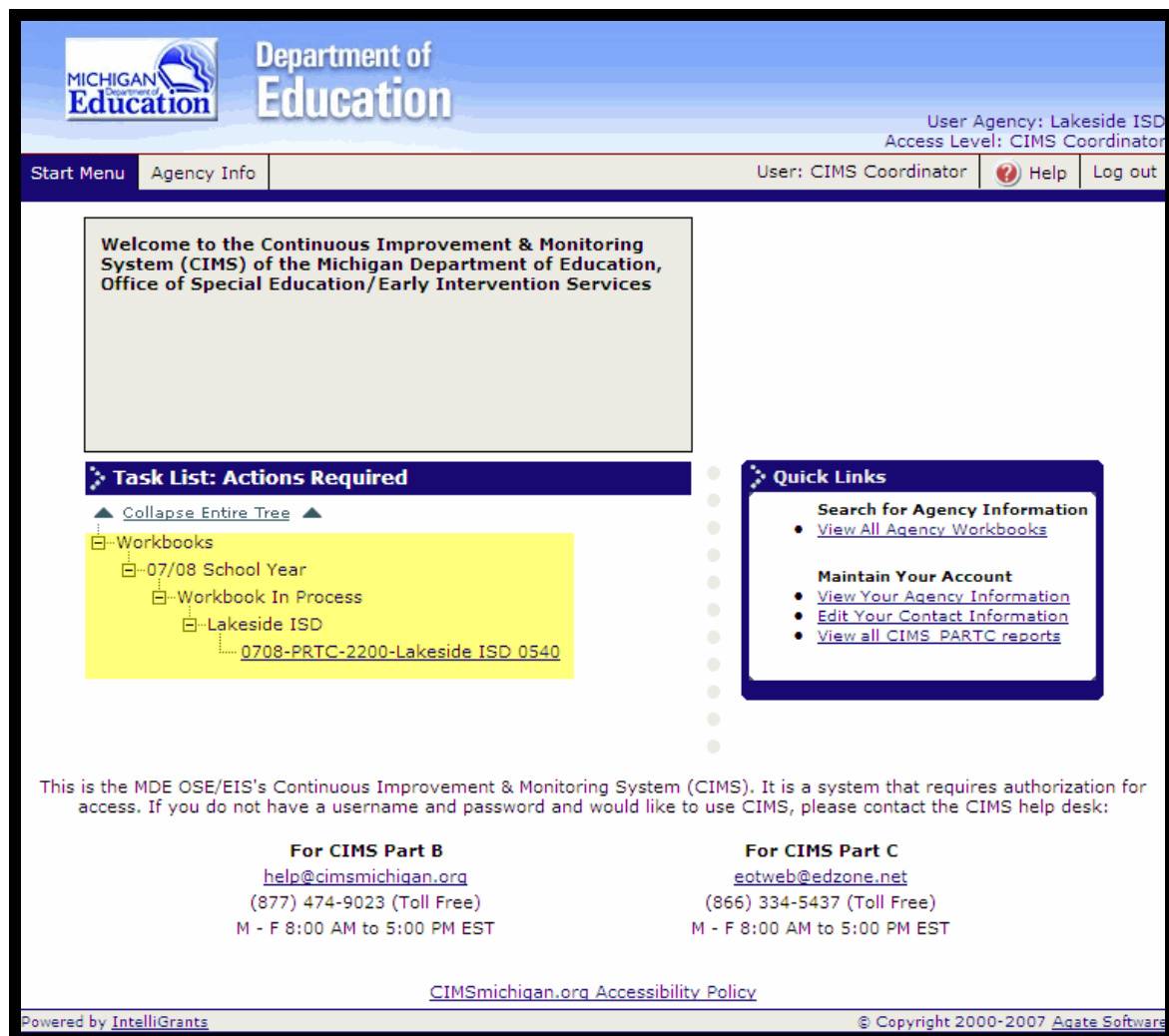


Figure 19

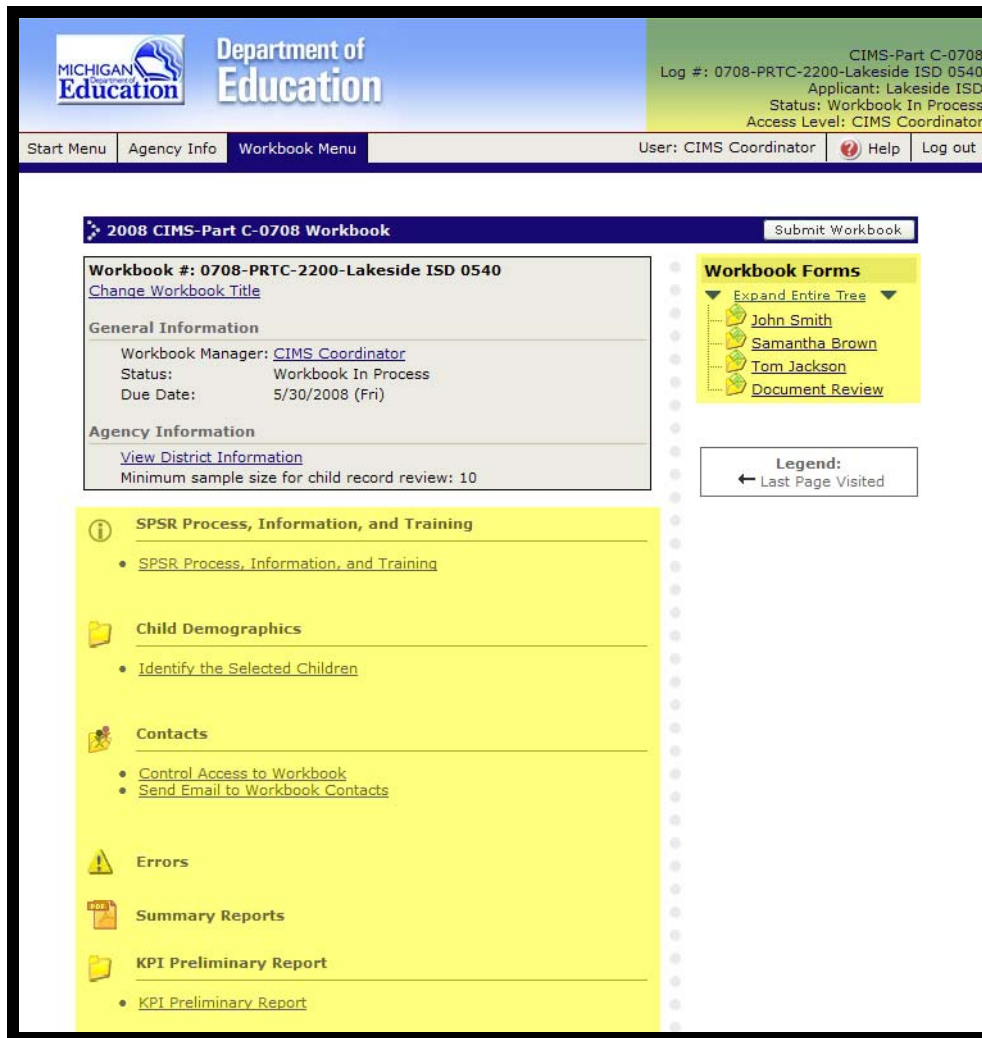
Note: CIMS coordinators and MDE authorized officials will be able to access Improvement Plans and Improvement Plan Progress Reports from the **Task List: Actions**

Required section of the **Start Menu**. Use the same process outlined above to expand the menu tree and view these reports. This option will not display for all users.

Using the Workbook Menu

The **Workbook Menu** page is the gateway to your workbook forms (Figure 20). Information about your service area, workbook status, and access level is displayed in the upper right corner, above the main workbook menu bar.

The left side of the page displays information about your workbook and various links categorized for ease of use. On the right side of the page, the **Workbook Forms** tree contains the forms you will use to complete the CIMS process. To expand an item, click it, then click the **plus (+) sign**.



2008 CIMS-Part C-0708 Workbook Submit Workbook

Workbook #: 0708-PRTC-2200-Lakeside ISD 0540
[Change Workbook Title](#)

General Information
 Workbook Manager: [CIMS Coordinator](#)
 Status: Workbook In Process
 Due Date: 5/30/2008 (Fri)

Agency Information
[View District Information](#)
 Minimum sample size for child record review: 10

SPSR Process, Information, and Training

- [SPSR Process, Information, and Training](#)

Child Demographics

- [Identify the Selected Children](#)

Contacts

- [Control Access to Workbook](#)
- [Send Email to Workbook Contacts](#)

Errors

Summary Reports

KPI Preliminary Report

- [KPI Preliminary Report](#)

Workbook Forms

[Expand Entire Tree](#)

- [John Smith](#)
- [Samantha Brown](#)
- [Tom Jackson](#)
- [Document Review](#)

Legend:
 ← Last Page Visited

Figure 20

Opening Forms in a Workbook

Some items in the **Workbook Forms** tree are organized by child, while other items are organized by topic. For example, to view the **Child Record Review** form for a specific child, click the child's name, then click the **plus (+) sign** next to the name. Clicking the plus (+) sign next to a folder will display all the forms of the child's record review. Items displayed by topic (such as **Document Review**) can be viewed in a similar way. Figure 21 shows an expanded Workbook Forms tree.

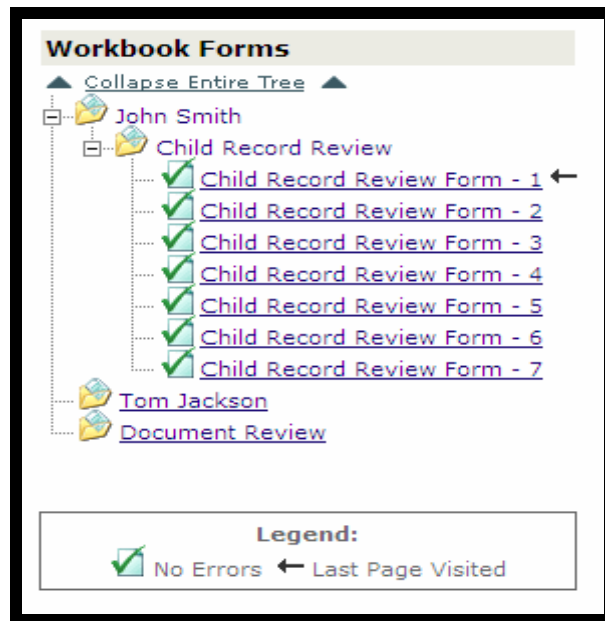


Figure 21

You can also view any form in a workbook by clicking the **Workbook Menu** button at the top of the screen. This will open the menu of all forms and is organized by topic (Figure 22).

An item with a triangular arrow to its right has a submenu. You can move the cursor to the arrow to display the submenu, and click any item to open that page.

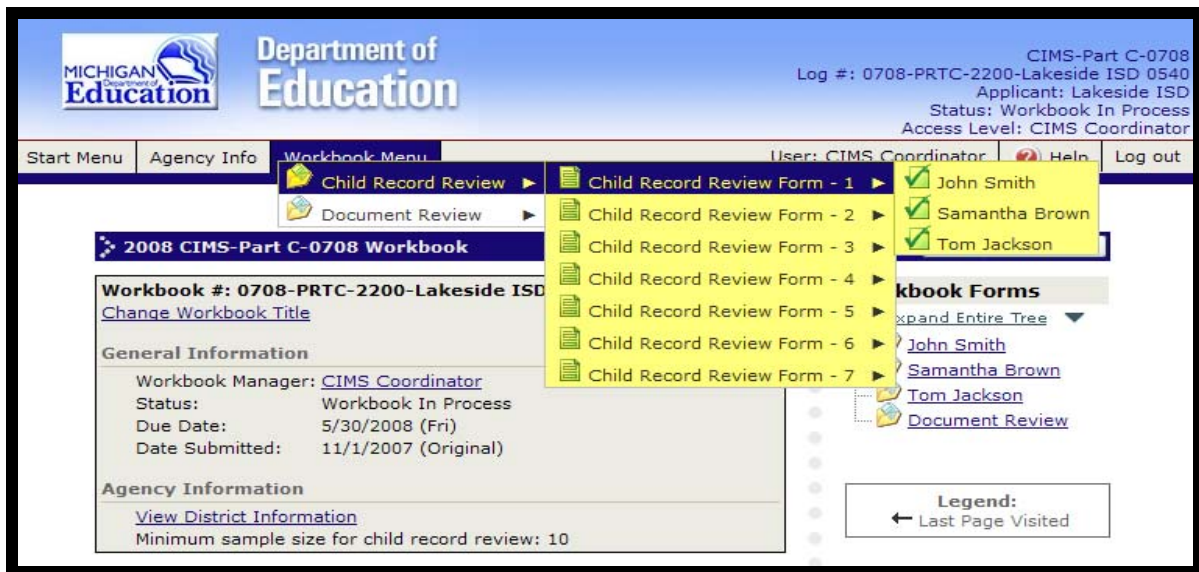


Figure 22